



National Unit specification: general information

Unit title: Horse Care: Employability Skills for Working with Horses (SCQF level 5)

Unit code: FV9N 11

Superclass: HC

Publication date: September 2011

Source: Scottish Qualifications Authority

Version: 02

Summary

This Unit is suitable for candidates with no previous horse care or employment experience. Candidates will have the opportunity to develop some of the employability skills that are valued in the horse industry including good timekeeping, attendance, safe working and team working in practical contexts. Candidates will have the opportunity to review and evaluate their own current skills and plan how they can improve them. Consideration afforded to the assessment of risk in a specific task will allow candidates to develop a greater understanding of the need to consider safety when working with horses. Health and safety regulations and safe working practices will be observed at all times. This Unit is a mandatory Unit in the National Certificate in Horse Care (SCQF level 5) but can also be taken as a freestanding Unit.

Outcomes

- 1 Review and evaluate own skills required for working with horses.
- 2 Describe the requirements for safety awareness when working with horses.
- 3 Demonstrate practices which enhance employability.

Recommended entry

Entry is at the discretion of the centre.

Credit points and level

1 credit at SCQF level 5 (6 SCQF credit points at SCQF level 5*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

National Unit specification: general information (cont)

Unit code: Horse Care: Employability Skills for Working with Horses
(SCQF level 5)

Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

- ◆ Critical Thinking at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

.

National Unit specification: statement of standards

Unit code: Horse Care: Employability Skills for Working with Horses
(SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Review and evaluate own skills required for working with horses.

Performance Criteria

- (a) Describe the skills and qualities required when working with horses.
- (b) Identify own strengths and weaknesses for working with horses.
- (c) Describe action points for improvement.
- (d) Evaluate own performance when working with horses.

Outcome 2

Describe the requirements for safety awareness when working with horses.

Performance Criteria

- (a) Describe the common risks and hazards for a given work task.
- (b) State measures that can be taken to minimise the risk in relation to the task.
- (c) Identify any personal protective equipment necessary to carrying out this task.

Outcome 3

Demonstrate practices which enhance employability.

Performance Criteria

- (a) Maintain time-keeping and attendance to meet the demands of industry.
- (b) Maintain personal presentation which meets industry standards.
- (c) Work co-operatively with others.
- (d) Undertake planning and preparation prior to tasks set by a responsible person.
- (e) Follow instructions from a responsible person.
- (f) Carry out tasks in an effective and safe manner.

National Unit specification: statement of standards (cont)

Unit code: Horse Care: Employability Skills for Working with Horses
(SCQF level 5)

Evidence Requirements for this Unit

Performance evidence supported by written and/or recorded oral evidence is required to show that all Outcomes and Performance Criteria have been achieved.

Candidates will demonstrate the appropriate working practices and attitudes in practical contexts during the period of their learning. They will then review and evaluate their own performance and, following a discussion with the assessor after each review, will produce a plan for improvement.

Outcome 1

Evidence must include:

- ◆ a description of employability skills. which should be covered include attendance, acceptable timekeeping, appropriate personal presentation, planning and preparation for work, listening and following instructions, working safely and the ability to take advice
- ◆ an initial candidate review of their employability skills compared to the above
- ◆ a second candidate review after some practical experience that identifies at least three areas for improvement
- ◆ an assessor observation completed in a practical setting and feedback given to candidate
- ◆ an action plan taking into account assessor feedback outlining how at least three action points can be implemented
- ◆ a final candidate review reflecting on the candidate's progress in employability skills for working with horses

Outcome 2

Written and/or recorded oral evidence which should include:

- ◆ a description of a minimum of three common hazards associated with working with horses
- ◆ a description of the likely level of risk for each of the identified hazards
- ◆ a description of measures that can be taken to minimise the risk of the identified hazards
- ◆ a list of Personal Protective Equipment (PPE) and a description of why it is required when working with horses

National Unit specification: statement of standards (cont)

Unit code: Horse Care: Employability Skills for Working with Horses
(SCQF level 5)

Outcome 3

Evidence must include:

- ◆ demonstration of time-keeping and attendance for industry
- ◆ demonstration of personal presentation which meets industry standard
- ◆ demonstration of the ability to work co-operatively with others
- ◆ demonstration of relevant planning and preparation prior to given tasks
- ◆ demonstration of the ability to follow instructions from person responsible
- ◆ demonstration of the ability to carry out all tasks demonstrating an awareness of safety

National Unit specification: support notes

Unit code: Horse Care: Employability Skills for Working with Horses (SCQF level 5)

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is a mandatory Unit in the National Certificate in Horse Care (SCQF level 5) but can also be taken as a freestanding Unit.

The main purpose of this Unit, which may be carried out as part of yard or practical duties, is to improve candidates' skills in preparation for working in the horse industry. In this Unit candidates will develop some of the employability skills that are valued in the horse industry including good timekeeping, attendance, safe working and team working in practical situations.

Candidates will be asked to demonstrate appropriate working practices and attitudes needed for working in the horse industry through participation in practical activities. Prior to undertaking activities, candidates will describe the skills required for working in the horse industry and assess them against their current skills. While undertaking practical activities candidates will need to show that they are capable of maintaining good time-keeping and attendance, that their personal presentation is appropriate to the activity, that they can work co-operatively with others and follow instructions. Prior to undertaking tasks associated with an activity candidates will take account of common risks and hazards and state measures that can be taken to minimise risks including any personal protective equipment required. Activities must be carried out in a safe manner. On completion of an activity, candidates will seek feedback from others on their performance. Taking account of feedback candidates will review and evaluate their own skills development against their initial evaluation by completing a review sheet. Candidate evaluations should identify own strengths and areas for improvement, enabling them to produce a plan of action points on how these areas could be improved.

To this end, Outcomes 1 and 3 focus on encouraging candidates to develop the correct work practices for employment such as good time keeping and team working. Candidates will be provided with an opportunity to review how well they have progressed in developing these work practices and attitudes by comparing their own evaluation with that of their assessor. Candidate review sheets and tutor observation checklists may be utilised.

Achievement of the employability skills listed below will be clearly identified as a result of evidence generated through the assessment activities for this Unit:

- ◆ acceptable time keeping and attendance
- ◆ appropriate personal presentation
- ◆ planning and preparing for work
- ◆ working co-operatively with others
- ◆ following instructions and responding positively to advice
- ◆ working safely
- ◆ self-review and evaluation

National Unit specification: support notes (cont)

Unit code: Horse Care: Employability Skills for Working with Horses (SCQF level 5)

For Outcome 2, the candidate is expected to develop an awareness of the basic risks and hazards of working with horses. This may be done through discussion with somebody employed in the sector. This should be at a basic level and help candidates to develop an awareness of the dangers of working in the horse industry and how to avoid them and minimise risk. It is not expected that the candidate should be able to do a complete risk assessment for a given task, but only to encourage them to consider the possible risks of particular situations.

National Occupational Standards (LANTRA):

- ◆ CU5A Establish and Maintain Effective Working Relationships with Others
- ◆ CU133 Maintain the Safety of Self and Others in the Workplace
- ◆ A1 Maintain a Positive and Customer-friendly Attitude
- ◆ A4 Give Customers a Positive Impression of Yourself and Your Organisation
- ◆ BAA624 Accept Instructions to Manage and Improve own Performance in a Business Environment

Guidance on learning and teaching approaches for this Unit

Those responsible for the delivery of this Unit would need to identify and specify where opportunities arise to develop and assess employability skills. There may be an opportunity for this to occur during yard duties, practical sessions on the yard or during work placements.

As candidates may not have direct experience of employment, it is important that they are provided with practical opportunities in which to assess their own current levels of employability skills and review how these develop throughout the Unit. Where this Unit is taken as part of the National Certificate in Horse Care, practical settings and opportunities for candidates to demonstrate their employability skills could be through undertaking yard duties. Tasks carried out as part of yard duties will allow opportunities for the completion of candidate review sheets and a pro forma in relation to risks and hazards.

Guidance on approaches to assessment for this Unit

Outcomes 1 and 3

It is anticipated that candidates will show progression between their completion of their review sheets and it is therefore useful to plan the use of review sheets at progressive stages throughout delivery.

Outcome 2

As well as discussions considering the safety requirements of a range of horse care tasks, it would be beneficial for candidates to have opportunity to gain some experience of the horse industry. This could be through visiting yards used by providers or through career presentations. A pro forma could be used to support the generation of evidence for this Outcome.

National Unit specification: support notes (cont)

Unit code: Horse Care: Employability Skills for Working with Horses (SCQF level 5)

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

As candidates are doing this Unit they will be developing aspects of the Core Skills in *Communication, Problem Solving and Working with Others*.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

| Version | Description of change | Date |
|---------|---|------------|
| 02 | Core Skills Component Critical Thinking at SCQF level 5 embedded. | 29/09/2011 |
| | | |
| | | |
| | | |
| | | |

© Scottish Qualifications Authority 2011

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.