



**Level 2 NVQ/SVQ
in Livestock Markets**
(Droving Livestock)

*Candidate's guide and logbook –
how to achieve your NVQ/SVQ*



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What's it all about?

You are about to start a programme of workplace training and assessment leading to a National Vocational Qualification. This candidate guide has been written in order to provide you with information and support as you work through achieving your qualification. As you make progress you will be able to demonstrate that you have the necessary practical skills and the knowledge to do your work effectively and efficiently.

What is a National Vocational Qualification/Scottish Vocational Qualification?

National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) have been designed to provide valid and relevant vocational qualifications for people at work. They are important to employees and employers and to provide a skilled work force for the country.

Each NVQ/SVQ is made up of a number of different **units of competence**.

Each **unit** describes the standards of a broad area of work that a competent person should be able to perform.

Each unit is broken down into a number of **elements**. Taken together the elements show what needs to be done to achieve the whole unit.

Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock)

This is a work-based qualification, designed specifically for market drovers. The standards for the units have been produced by the Meat Training Council, which is the Standard Setting Body.

In the Level 2 Livestock Markets (Droving Livestock) NVQ/SVQ you need to show competence in 5 mandatory units and 1 optional unit. There are five optional units to choose from. The certificate will be awarded by NPTC, a City and Guilds company. Even if you complete only some of the units, you will still be able to claim unit certification.

The Structure of the NVQ/SVQ

There is a section entitled 'About this unit' at the start of each unit which explains what the unit covers. Each unit is then broken down into elements.

The elements contain:

- the **performance criteria** (i.e. 'You must be able to..' references 1, 2, 3 etc)
- the related **knowledge and understanding** (references a), b), c) etc)
- Any relevant **Notes** for the element
- A **PC Checklist** to keep track of your evidence of competence. Your assessor(s) will complete this.
- A **knowledge evidence** checklist to be completed by your assessor.

As units are completed they should be signed off by your assessor on the 'Record of Units Achieved' form NPTC DL7 which can be found in the Units section

Your assessor will discuss with you the type of evidence needed for you to achieve this qualification.

Who will be involved in my NVQ/SVQ?

The candidate

That's you! You are the most important person of all because without you, NVQ/SVQs would not exist. Your assessor will help you carry out your responsibilities as a candidate, which are to:

- negotiate and agree an assessment programme with your assessor
- negotiate and develop a personal action plan with dates for review and assessment
- collect the evidence which proves your competence in your job
- organise and reference the evidence in a portfolio
- judge the evidence against the standards of competence to see whether it is adequate to present for assessment
- present the evidence for assessment; this may include:-
- attending an assessment interview
- being available to discuss your evidence with the internal and /or external verifier if requested

Later in this guide we will explain how you can identify and collect evidence.

We will also explain what is meant by assessment and how you can prepare for being assessed in your daily work.

The assessor

- will have experience in your area of work, must be occupationally competent and is likely to be your immediate supervisor or manager. You may also have a visiting assessor from a training centre
- will themselves have achieved a level 2 NVQ/SVQ or higher qualification to allow them to act as an assessor
- will help you plan and organise your evidence
- is responsible for making the decision about your evidence and judging when you are competent

The internal verifier

- is responsible for maintaining the quality of assessment within the centre by checking the assessment decisions made by assessors
- will have experience in your area of work and must be technically competent
- will themselves have achieved or be working towards an NVQ/SVQ or higher qualification to allow them to act as an internal verifier.

The external verifier

- is appointed by NPTC to ensure that all assessments undertaken in your centre are fair, valid, consistent and that your centre meets the required national standard
- will make regular visits to your centre to observe assessments and examine portfolios of evidence
- makes regular reports to NPTC confirming what happens with assessment practice in your centre.

The expert witness

Wherever possible, the evidence which you produce should be witnessed. For example your assessor, line manager or colleagues may witness an activity or authenticate a document as being your own work. This will usually be recorded on the PC Checklist.

Witness status

Witnesses fall into three main categories of experience:

1. Occupational expert and D32/D33 or A1/A2 assessor who is familiar with the standards
2. D32/D33 or A1/A2 assessor without occupational competence
3. Occupational expert who is familiar with the standards.

In some circumstances it may be possible to accept witness testimony from a non-occupational expert, e.g. for evidence for a non-vocationally specific skill such as dealing with clients, validating a competition result. In these cases, the following two categories of witness may be valid:

4. Occupational expert who is not familiar with the standards
5. Non-expert not familiar with the standards.

Why do you need witnesses?

It is important to demonstrate that the evidence was produced by you under the circumstances described. The witness is therefore able to observe and report on your performance on tasks which produce evidence towards the NVQ/SVQ. The job of the expert witness is to report to the assessor their observations of your performance. The assessor will then judge whether the evidence is sufficient.

How do you involve a witness?

The key to this is planning. In many cases someone, for example a colleague, may naturally be involved with your work and so be able to witness and authenticate evidence. However, if the work is usually unobserved, you might arrange for someone to be present (where practical) to observe your performance. Alternatively where you are working directly with or for a customer, you might ask the customer to act as a witness.

What do they have to do?

After observing your work, the witness will need to write a short statement describing what you actually did. The witness should be aware of performance criteria for the activity and the evidence requirements which are explained in the standards. A Witness Status List NPTC DL4 and a Witness Statement Form NPTC DL 5 have been included for you to photocopy and use.

You must ensure that each witness is recorded with a signature in the Witness Status List.

Only the approved assessor is qualified to judge the candidate's evidence. The job of the expert witness is to report to the assessor their observations of the candidate's performance.

How will my competence be assessed?

Occupational competence can be described as the consistent demonstration of skill, knowledge and understanding, to the standard specified by the performance criteria for each unit of the NVQ/SVQ. Each unit relates to competence in a different area of activity within a job.

Assessment of your competence will be based upon realistic work place situations, performing purposeful and recognisable tasks which will require a combination of skills and related knowledge. For each unit of the NVQ/SVQ the evidence requirements are clearly stated and support the assessment criteria.

Achieving your NVQ/SVQ requires you to provide sufficient evidence to show that you can work to the National Occupational Standards contained within the qualification.

What is evidence?

Evidence is what you will need to provide in order to prove your competence, your ability to do the job and so meet the standards. You can draw on past experience to provide such evidence as well as collecting evidence from your current job. Your evidence will need to be filed and indexed in a portfolio – but your assessor will guide you with this. First we need to concentrate on what are the potential sources and what is acceptable as evidence.

Most assessment for your NVQ/SVQ will be carried out by your assessor observing you at work and by questioning you about what you are doing. There are four basic sources of evidence and you may collect evidence from all of them:

Performance at work

Observation in the workplace is an essential source of evidence. Your assessor will watch you working and assess your performance against the National Occupational Standards. Assessment guidance and examples of evidence have been provided for each element in the standards. Evidence may also be provided by witness statements, work records, job sheets, or a diary of your work. Although evidence can be provided by witnesses, no unit of your NVQ/SVQ can be signed off as complete without the involvement of a qualified assessor.

Performance of specially set tasks

You may be asked to undertake a particular activity, e.g. a simulated task, project or case study, sometimes in a college or other training environment.

Questioning

Questioning may be written or oral, usually occurring as a result of an observed assessment. Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the national standard.

Historical evidence

You may have done things in the past which are applicable to your NVQ/SVQ. These may be used as evidence, provided that they are sufficiently current and relevant to the NVQ/SVQ standard, e.g. a relevant qualification. This is sometimes known as Accreditation of Prior Learning (APL).

Simulation

Simulation should only be used where it is difficult to collect evidence through a real work situation, the real work environment or within an acceptable time frame. Simulations will usually deal with contingencies such as unexpected problems, emergencies or other incidents, which will not necessarily occur frequently.

Background evidence

A copy of your CV, a copy of your previous or current job description, any previous certificates which relate to this award.

You can also include performance evidence from previous experiences and achievement

- CV
- Job descriptions
- Certificates
- Records of achievement
- Accounts of experience
- Case studies or projects from previous work
- Licences
- Records of courses attended
- Staff appraisals
- Products
- Endorsements
- Employer references

If you wish to bring forward a large amount of evidence from past experience, please discuss this with your assessor to help you plan the presentation of this evidence.

Observed performance and products of performance

Work is a natural source of evidence and if your work includes the activities described in the elements for any of the units of the NVQ/SVQ, then your assessor can readily observe you to judge your competence, particularly if the assessor is your supervisor or line manager. If the activity covered by a unit is rare and is not likely to occur during the assessment period, then your assessor may advise you to use an alternative source of evidence or arrange a simulated activity for you.

Often there are products from the assessed activity which should be retained as a valuable source of evidence, for example:

- Letters relating to work
- Completed Forms
- Job Sheets
- Plans
- Diaries
- Completed projects, case studies or assignments that are part of your work
- Finished or end products
- Witness statements about your work
- Contact with clients
- Memos
- Reports
- Logbooks
- Checklists
- Tape recordings
- Visual aids/photographs/videos
- Authenticated reports from appropriate personnel, e.g. line managers
- Staff appraisals
- References received
- Witness Statements from clients

Supplementary evidence

Where it is not possible to gain sufficient performance evidence through direct observation of your work activities or products of this work, it will be necessary for your assessor to seek supplementary evidence.

This may be done by asking you to:

- provide answers to oral or written questions
- attend an interview
- complete written tests
- provide a written personal account of competence to support other evidence.

What is a Portfolio of Evidence?

A portfolio can be any shape or size, depending on the type of evidence you want to put forward for assessment. However, it is usual to use a loose-leaf A4 ring binder or lever arch folder.

Your portfolio will need to be a well-organised, structured collection of all the evidence you have collected, gathered together and referenced to the National Occupational Standards. In order to achieve this, it is recommended that dividers are used between each unit and the evidence you have collected, so that the portfolio is easy to work through.

You are required to present your evidence to show **what you can do**, and **what you know**. It should be presented to demonstrate how it matches the performance criteria, the evidence and the underpinning knowledge requirements. **Most of this will be recorded from observation onto the 'PC Checklist' by your assessor. Any supplementary evidence should be referenced onto the 'PC Checklist' to show where it is filed. It is recommended that supplementary evidence is filed behind the PC Checklist to which it mostly relates, but it can be filed in a separate section as long as the referencing is clear.**

You will discover that one piece of work might provide evidence for more than one element or unit. It must be correctly cross-referenced onto the PC Checklists to show where it can be found in the portfolio.

Types of evidence to be filed in your portfolio may include:

- assessment action plans
- records of assessment
- assessor reports
- witness statements
- a record of products from your work
- reports from your manager or supervisor
- details of questions you have been asked
- historical evidence - Accreditation of prior learning (APL)

Your assessor will regularly inspect your portfolio, providing support and guidance as appropriate.

The section *Documents provided for inclusion in your portfolio* are the documents we have produced to help you plan your work and record the evidence. The PC Checklists and Record of units achieved will be completed by your assessor. If witness statements are to be used the witness should complete/amend the Witness Status List.

When requested, your portfolio must be available for inspection by the internal verifier and the external verifier during their visits.

Only approved assessors and internal verifiers can confirm that you have completed a unit and complete your record of units achieved.

Supporting Information

The following categories of information are not regarded as Performance Evidence, nor will they meet your requirements to demonstrate your Knowledge and Understanding.

They will however, provide valuable supporting information for you, which should be kept in a separate information file.

This information should not be included as part of the Portfolio of Evidence:

- leaflets or booklets supporting legislative requirements
- the session plans or overall content of training programmes
- any notes or information handouts from training courses
- booklets explaining company operating policy or work procedures
- handbooks describing e.g. how the company computer system works
- technical information about specific products supplied by manufacturers
- product catalogues.

The Assessment Process

Getting started

- Step 1* You are advised to complete form NPTC DL1 and keep it safely, so that you have a record of the people involved in your qualification. You may like to file a CV in your portfolio.
- Step 2* Your assessor will discuss with you which units you are going to start first. To help you decide this Form NPTC DL2 will help you to identify your present level of competence in each unit and which evidence is easy to obtain. With your assessor, you can form an overall action plan of what you have to do to achieve the NVQ/SVQ This you can file in your portfolio.
- Step 3* Having decided where to start, you will need to become familiar with the units and the elements in question. You and your assessor will discuss any historical evidence you may have.
- Step 4* Looking at the evidence requirements, you and your assessor will work out
- how much can be assessed in your workplace
 - how much evidence will need to be gathered through specially set tasks
 - how your knowledge will be assessed, by oral questions, written questions etc. The following list will help your planning
 - can my *performance* be observed by the assessor?
 - in the absence of the assessor, can a *witness authenticate* my evidence? e.g. line manager
 - can I bring forward any evidence or *previous achievement*?
 - can I include any *records, documents, etc.*?
 - are there any requirements where I cannot easily produce evidence?
 - is re-occurring evidence work based?
- Step 5* You will produce evidence in relevant ways, which may include
- being observed performing tasks in line with the standards, a number of times
 - being questioned by your assessor during and after observations
 - presenting projects and assignments, answering written questions, where necessary
 - keeping documents, such as work logs, job cards, checklists, letters, etc.

Feedback

- Step 6* After each assessment:
- if your performance has not been completely successful you will be given feedback by your assessor which will be recorded on form NPTC DL3
 - if your performance is successful it will be recorded on the pc checklist in the relevant element.
- Step 7* You will regularly discuss your performance and progress with your assessor and amend your action plan accordingly.

Completion

Each element PC Checklist and the Record of Units Achieved need to be signed by the candidate and assessor on completion. The internal verifier will also sign those elements reviewed.

Common questions and answers

Are there any entry requirements for NVQ/SVQs?

No, the level you take will depend, on your skills and knowledge.

Do I have to be on a training course to enter for an NVQ/SVQ?

Not necessarily. If you already have the necessary skills and knowledge you can be assessed without further training. However, you need to register with an approved NPTC centre where the assessment can be arranged. In practice, employers and colleges approved as centres, offering assessment for NVQ/SVQs do provide training to satisfy the requirements of the underpinning knowledge and understanding.

How long does an NVQ/SVQ take to complete?

There is no set time limit in which you must complete your NVQ/SVQ. However, the standards which make up the qualification are normally revised every five years and you should aim to complete your qualification before then. For the Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock) there is a general expectation that you should be able to complete your qualification within 12 to 18 months of registration.

What happens if I change jobs or go to another assessment centre?

You will be able to continue your NVQ/SVQ provided you move to another approved centre.

Do I have to do all of the units in the NVQ/SVQ, to get a certificate?

For a full NVQ/SVQ you need to complete all the mandatory units and one optional unit. Once you have completed all the necessary units for an NVQ/SVQ, and they have been confirmed by your internal verifier, your centre will apply to NPTC for a certificate. You will also be issued with a Certificate of Unit Credit which will list all the units which you have achieved.

If you are not aiming for a full NVQ/SVQ, your centre can apply for a Certificate of Unit Credit, listing those units which you have achieved. Please direct any questions about your certificate to staff at your centre.

What do I do if I am not happy with an assessment decision?

If an occasion occurs when you do not agree with a decision made by your assessor, you should follow your assessment centre's appeals procedure. Any unresolved problems should be referred to NPTC.

Over to you!

It's up to you now because it's your qualification that you are working towards. We hope you enjoy collecting and organising the evidence for your portfolio and that you develop your skills by having a wider experience.

Remember:

- Getting started is usually the most difficult step in the whole process
- Once you have started however, the process of evidence collection becomes easier as you become used to it
- Remember to plan carefully using evidence for more than one element wherever possible
- Keep up the momentum. Don't get side-tracked by other events.
- Complete work on time, don't get behind with your schedule and action plan
- Finally ask your assessor for support and guidance when you need it. Good luck - and remember to enjoy achieving your NVQ/SVQ!

Appeals and Equal opportunities

If an occasion should arise when a candidate is not satisfied with the assessor's judgement of his/her competence during the assessment process, or a candidate feels that the opportunity for assessment is being denied, the internal verifier and centre coordinator should address the problem. If, however, the problem cannot be resolved, the external verifier may be approached to offer independent advice. In unresolved cases, the external verifier may refer this back to NPTC. All appeals must be clearly documented by the centre co-ordinator and made available to the external verifier or in writing to NPTC Business Improvement Services at the address inside the front cover.

Access to the NVQ/SVQ framework is open to all, irrespective of gender, race, creed, age or special needs and there are no formal entry requirements. The centre co-ordinator should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA and SQA require NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

Documents provided for inclusion in your portfolio

You may find the documents in this section helpful for building your portfolio

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Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock)

Form NPTC DL1

Candidate Details: Name.....NPTC reg. number..... Daytime Telephone Number.....
Centre Details: Centre Name..... Centre Address.....Postcode..... Centre Coordinator / Contact name..... Centre Telephone Number.....Fax..... Centre contact email.....
Assessor 1 Details: Name.....Position..... Contact details..... Telephone.....email..... Units assessing.....
Assessor 2 Details: Name.....Position..... Contact details..... Telephone.....email..... Units assessing.....
Internal Verifier Details: Name.....Position..... Contact details..... Telephone.....email..... Units assessing.....

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**Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock)
Summary of Self-assessment and Personal Action Plan**

Form NPTC DL2

Candidate Name.....Date completed.....

Use the table below to judge your present level of competence, ticking the first four columns as appropriate. Then discuss your action plan with your assessor.

Unit	Competent in current job ✓	Competent in previous job ✓	Evidence easy to obtain? ✓ ×	Not competent training needed ✓	Action required	By When
Mandatory units						
Ensure your own actions reduce risks to health and safety						
Ensure the health and welfare of livestock						
Maintain own effectiveness in the workplace						
Receive and pen livestock						
Control the movement of livestock within the market						

Level 2 NVQSVQ in Livestock Markets (Droving Livestock)-Candidate Guide and Logbook

Unit	Competent in current job ✓	Competent in previous job ✓	Evidence easy to obtain? ✓ ×	Not competent training needed ✓	Action required	By When
Optional units. You need to be assessed in at least one of these						
Sort livestock and classify them for sale or despatch						
Display livestock to potential buyers						
Maintain communications within the market						
Maintain the lairage of livestock						
Maintain the cleanliness and disinfection of the market						

Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock) Form NPTC DL3

CANDIDATE FEEDBACK Unit.....Element.....

Candidate Name.....

Assessor Name.....

Feedback to candidate:

Action to be taken by candidate:

Assessor signature.....Date.....

Candidate comments:

Candidate signature.....Date.....

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Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock)

Form NPTC DL4

WITNESS STATUS LIST

Candidate Name.....

Include all witnesses that have signed candidate evidence or written a report. The witness must sign the details as correct.

Witness status categories are:

- 1. Occupational expert and D32/33 or A1/A2 assessor
- 2. D32/33 or A1/A2 Assessor without occupational experience
- 3. Occupational expert, familiar with the standards
- 4. Occupational expert not familiar with the standards
- 5. Non expert not familiar with the standards

Name and Contact Address of Witness	Witness status	Professional relationship to candidate	Elements witnessed	Witness signature	Date

Name and contact address of witness	Witness status	professional relationship to candidate	Elements witnessed	Witness signature	Date

**Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock) Form NPTC DL5
Expert Witness statement**

Candidate	
Level	
Unit	
Element	
Location	
Date and time	

Description of the activity to be assessed by the witness

Witness statement

Give a description of, and authenticate, the activity undertaken by the candidate and confirm the extent to which you consider the candidate to be competent.

Witness Statement (continued)

Witness details

Name

Position/job title

Relationship to candidate

Contact details

Candidate signature.....Date.....

Witness signature..... Date.....

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The Units

Notes on the layout.

The layout has been designed so that the performance criteria for each unit appears on the left-hand side of the logbook. The PC Checklist for that element is on the right hand side. The space alongside each performance criterion (pc) is to record directly the competent performance during observations OR state where the evidence for that pc is cross-referenced from OR to reference any supplementary evidence such as candidate job sheets, witness testimony, photographs etc. Any supplementary evidence can be inserted behind the checklist, so that most of the evidence for each element is together. To allow for this, there are some 'intentionally blank' pages.

The system above allows easy reference between the standards and the elements. It is easy for evidence to be collected during observations and facilitates internal verifier and external verifier audit purposes.

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The Level 2 NVQ/SVQ in Livestock Markets (Droving Livestock)

To achieve this qualification you need to achieve competence in six units, i.e. five mandatory units and 1 optional unit.

MANDATORY UNITS

Unit 001	Ensure your own actions reduce risks to health and safety
001.1	Identify hazards and evaluate risks in your workplace
001.2	Reduce the risks to health and safety
Unit 002	Ensure the health and welfare of livestock
002.1	Ensure the health and welfare of livestock
Unit 003	Maintain own effectiveness in the workplace
003.1	Maintain own work responsibilities
003.2	Contribute to bio-security
003.3	Maintain effective working relationships with others
Unit 004	Receive and pen livestock
004.1	Prepare to receive livestock
004.2	Accept livestock
004.3	Pen livestock
Unit 005	Control the movement of livestock within the market
005.1	Control the movement of livestock from one location to another
005.2	Control and restrain livestock using specified methods

OPTIONAL UNITS

Unit 006	Sort livestock and classify them for sale or despatch
006.1	Sort and classify livestock
006.2	Sort livestock for loading
Unit 007	Display livestock to potential buyers
007.1	Receive livestock into the display area
007.2	Display livestock
Unit 008	Maintain communications in the market
008.1	Receive and communicate information
008.2	Report on operational activities
Unit 009	Maintain the lairage of livestock
9.1	Prepare feed and water supplies for livestock
9.2	Monitor and maintain the supply of feed and water to livestock
9.3	Care for livestock
Unit 010	Maintain the cleanliness and disinfection of the market
10.1	Clean the work environment
10.2	Clean and maintain work equipment
10.3	Carry out disinfection procedures

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NVQ/SVQ Level 2 in Livestock Markets (Droving Livestock)

Form NPTC DL7

Record of Units Achieved Candidate name:.....

<p>Unit 1 (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date.....finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	
<p>Unit 2 (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date.....finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	
<p>Unit 3 (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date.....finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	

<p>Unit 4 (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date..... finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	
<p>Unit 5 (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date.....finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	
<p>Unit..... (Tick boxes to confirm evidence is included to cover the following)</p> <p>PC <input type="checkbox"/> Scope <input type="checkbox"/> UPK <input type="checkbox"/></p> <p>start date.....finish date.....</p>	<p>I confirm that all PC, Scope and Underpinning Knowledge requirements have been assessed for this unit, that the above named candidate is competent and the evidence meets the required standards for authenticity, sufficiency, currency and reliability.</p> <p>Assessor name.....signature.....</p>
<p>IV's comment (if sampled)</p> <p>IV Signature: (if sampled) Date:</p>	
<p>Candidate comments. I confirm that the evidence recorded in this portfolio relates to my own work in the livestock auction market</p> <p>Candidate signature: Date:</p>	

Unit 1 Ensure your own actions reduce risks to health and safety

Elements 1.1 Identify the hazards and evaluate the risks in your workplace

Element 1.2 Reduce the risks to health and safety in your workplace

About this unit

Unit overview

Understanding the terms 'hazard' and 'risk' is very important to this unit. The words have been defined below and it is VERY IMPORTANT that they are understood before undertaking the unit.

This unit is for:

Everyone at work - (whether paid, unpaid, full-time or part-time). The scope of the current Health and Safety at Work Act covers 'all persons' whether employers, employees, self-employed, contractors, etc. Amongst other things the Act seeks to secure the health, safety and welfare of people whilst they work and protect other people against risks to health and safety arising from the activity of people at work. This unit does not require you to undertake a full risk assessment, it is about being aware of significant risks in the workplace and knowing how to identify them and deal with them.

This unit covers:

The health and safety duties for everyone in the workplace. It describes the competences required to ensure that:

- your own actions do not create any health and safety risks
- you do not ignore significant risks in your workplace and
- you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

In element 1.1 you need to show that you understand the health and safety requirements and policies in the workplace, and that you check your own working practices and work area for any risk of you or others being harmed. You should be able to identify the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those which you must report to the 'responsible person' for attention.

Element 1.2 requires you to show you have taken steps to reduce those health and safety risks with which you might come into contact during the course of your work. It covers carrying out tasks safely and in accordance with instructions and workplace requirements.

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined two important concepts as follows:

Hazard 'a hazard is something with potential to cause harm'

Risk 'a risk is the likelihood of the hazard's potential being realised'

Almost anything may be a hazard, but may or may not become a risk.

Acknowledgement

This unit is taken from the Occupational Health and Safety standards developed by ENTO where it appears as unit A.

Unit 1 Ensure your own actions reduce risks to health and safety

Element 1.1 Identify the hazards and evaluate the risks in your workplace

Performance criteria

You must show that you:

- 1 correctly name and locate the persons responsible for health and safety in the workplace
- 2 identify which workplace policies are relevant to your working practices
- 3 identify those working practices in any part of your job role which could harm yourself or other persons
- 4 identify those aspects of the workplace which could harm yourself or other persons
- 5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you and others
- 6 report those hazards which present a high risk to the persons responsible for health and safety in the workplace [risks resulting from: the use and maintenance of machinery or equipment; the use of materials or substances; working practices which do not conform to laid down policies; unsafe behaviour; accidental breakages and spillages; environmental factors]
- 7 deal with hazards with low risks in accordance with workplace policies and legal requirements [risks resulting from: the use and maintenance of machinery or equipment; the use of materials or substances; working practices which do not conform to laid down policies; unsafe behaviour; accidental breakages and spillages; environmental factors]

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Where there are not enough opportunities for you to demonstrate your competence through actual work performance you will need to provide additional evidence of your competence. This may involve answering questions asked by your assessor, witness testimony or a combination of these.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 1 Element...001:1 Identify hazards and evaluate the risks in your workplace
PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	correctly name and locate the persons responsible for health and safety in the workplace		
2	identify which workplace policies are relevant to your working practices		
3	identify those working practices in any part of your job role which could harm yourself or other persons		
4	identify those aspects of the workplace which could harm yourself or other persons		
5	evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you and others		
6	report those hazards which represent a high risk to the persons responsible for health and safety in the workplace	the use and maintenance of machinery or equipment	
		the use of materials or substances	
		working practices which do not conform to laid down policies	
		unsafe behaviour	
		accidental breakages and spillages	
		environmental factors	

7	Deal with hazards with low risks in accordance with workplace policies and legal requirements	the use and maintenance of machinery or equipment	
		the use of materials or substances	
		working practices which do not conform to laid down policies	
		unsafe behaviour	
		accidental breakages and spillages	
		environmental factors	
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 1 Ensure your own actions reduce risks to health and safety

Element 1.2 Reduce the risks to health and safety in your workplace

Performance criteria

You must show that you:

- 1 carry out your working practices in accordance with legal requirements
- 2 follow the most recent workplace policies for your job role [workplace policies covering: the use of safe working methods and equipment; the safe use of hazardous substances; smoking, eating, drinking and drugs; what to do in the event of an emergency; personal presentation]
- 3 rectify those health and safety risks within your capability and the scope of your job responsibilities
- 4 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- 5 conduct yourself in the workplace in a way that does not endanger your own health and safety or that of other persons
- 6 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products [workplace policies covering: the use of safe working methods and equipment; the safe use of hazardous substances; smoking, eating, drinking and drugs; what to do in the event of an emergency; personal presentation]
- 7 report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate [workplace policies covering: the use of safe working methods and equipment; the safe use of hazardous substances; smoking, eating, drinking and drugs; what to do in the event of an emergency; personal presentation]
- 8 present yourself at work in a way that:
 - ensures the health and safety of yourself and others
 - meets any legal duties and
 - is in accordance with workplace policies

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Where there are not enough opportunities for you to demonstrate your competence through actual work performance you will need to provide additional evidence of your competence. This may involve answering questions asked by your assessor, witness testimony or a combination of these.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 1 Element...001.2 Reduce the risks to health and safety in your own workplace

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	Carry out your working practices in accordance with legal requirements		
2	follow the most recent workplace policies for your job role	the use of safe working methods and equipment	
		safe use of hazardous substances	
		smoking, eating, drinking and drugs	
		what to do in an emergency	
3	rectify those health and safety risks within your capability and the scope of your responsibilities		
4	pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons		
5	conduct yourself in the workplace in a way that does not endanger your own health and safety or that of other persons		
6	follow the workplace policies and suppliers or manufacturer's instructions for the safe use of equipment, materials and products	safe working methods and equipment	
		safe use of hazardous substances	
		smoking, eating, drinking and drugs	
		what to do in emergency	

7	report any differences between workplace policies and supplier's or manufacturer's instructions as appropriate	safe working methods and equipment	
		safe use of hazardous substances	
		smoking, eating, drinking and drugs	
		what to do in emergency	
8	present yourself at work in a way that ensures the health and safety of yourself and others, meets any legal duties and is in accordance with workplace policies		
<p>Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)</p> <p>Assessor signature _____ Date _____</p>			
<p>I confirm that the evidence recorded here relates to my own work in the livestock auction market</p> <p>Candidate signature _____ Date _____</p>			
<p>Internal verifier signature _____ Date _____</p>			

Unit 1 Ensure your own actions reduce risks to health and safety

Essential knowledge and understanding for this unit:

You must know and understand:

- a your legal duties for health and safety in the workplace as required by the current Health and Safety at Work Act
- b your duties for health and safety as defined by any specific legislation covering your job role
- c what hazards may exist in your workplace
- d the particular health and safety risks which may be present in your own job role and the precautions you must take
- e the importance of remaining alert to the presence of hazards in the whole work place
- f the importance of dealing with or promptly reporting risks
- g the requirements and guidance on the precautions to be taken in relation to risks to health and safety
- h agreed workplace policies relating to controlling risks to health and safety
- i responsibilities for health and safety in your job description
- j the responsible persons to whom to report health and safety matters
- k the specific workplace policies covering your job role
- l suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
- m safe working practices for your own job role
- n the importance of personal presentation in maintaining health and safety in the workplace
- o the importance of personal conduct in maintaining the health and safety of yourself and others
- p your scope and responsibility for rectifying risks
- q workplace procedures for handling risks which you are unable to deal with

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Unit 2 Ensure the health and welfare of livestock

Element 2.1 Ensure the health and welfare of livestock

About this unit

This unit is about ensuring the health and welfare of livestock. You will need to deal with the livestock according to relevant legislation, observe the physical condition and behaviour of the livestock, report any concerns and take appropriate action to promote health and welfare. You must also be able to seek assistance for any livestock emergency and initiate the appropriate action.

While relevant legislation may be translated for you through organisational policy, you are expected to understand that there is legislation that relates to the health and welfare of livestock.

Unit 2 Ensure the health and welfare of livestock

Element 2.1 Ensure the health and welfare of livestock

Performance criteria

You must show that you:

- 1 handle the livestock in a way which is consistent with relevant legislation, minimises any likelihood of stress and injury, and optimises their health and welfare
- 2 observe the livestock's physical condition i.e. appearance, posture, movement and behaviour at the necessary frequencies and report any problems to the appropriate person or people
- 3 take appropriate action to promote livestock's health and welfare at a suitable time for the livestock concerned
- 4 observe the livestock after taking action and report any unusual signs immediately
- 5 seek assistance immediately for any livestock health emergency and initiate action appropriate to the situation
- 6 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 2 Element...002:1 Ensure the health and welfare of livestock

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	handle livestock in a way which is consistent with relevant legislation, minimises the likelihood of stress and injury and optimises their health and welfare	
2	observe the livestock's physical condition, i.e. appearance, posture, movement and behaviour at the necessary frequencies and report any problems to the appropriate person or people	
3	take appropriate action to promote livestock's health and welfare at a suitable time for the livestock concerned	
4	observe the livestock after taking action any unusual signs immediately	
5	seek assistance immediately for any livestock health emergency and initiate action appropriate to the situation	
6	use safe working methods and practices consistent with relevant legislation and codes of practice	

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 2

Essential knowledge and understanding for this unit:

You must know and understand:

- a the health and welfare requirements of livestock
- b how to promote the health and welfare of livestock and minimise stress and injury
- c organisational policy in relation to the treatment of livestock and your responsibility under relevant animal welfare legislation including the penning arrangements for different types of livestock
- d signs of health, stress and potential problems in different species of livestock in relation to appearance, posture, movement and behaviour, and what to do if any problems are observed
- e the different causes that can affect the livestock's behaviour

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Unit 3 Maintain own effectiveness in the workplace

Element 3.1 Maintain own work responsibilities

Element 3.2 Contribute to bio-security

Element 3.3 Maintain effective working relationships with others

About this unit

Unit overview

It is a requirement of all individuals that they are able to work effectively and efficiently with colleagues, supervisors, customers and the general public.

In maintaining good working relations with other people, you are expected to communicate clearly with others. It is important that, during all activities, you recognise the limits of your own ability and ask for assistance or advice whenever it is required. You are expected to carry out your work tasks as requested and to seek further advice from the appropriate person if necessary.

This unit also includes contributing to the bio-security measures when you are on-site and when entering and leaving the site. You are expected to report any concerns about bio-security to the appropriate person or people so that they can instigate the relevant action(s).

Unit 3 Maintain own effectiveness in the workplace

Element 3.1 Maintain own work responsibilities

Performance criteria

You must show that you:

- 1 achieve responsibilities for tasks and activities in accordance with organisational requirements, whether working alone or as part of a team
- 2 seek advice from the appropriate person if further clarification is required concerning specific tasks
- 3 maintain your own personal presentation in accordance with organisational requirements
- 4 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 3 Element...003:1.... Maintain Own Work Responsibilities

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	achieve responsibilities for tasks and activities in accordance with occupational requirements	
2	seek advice from the appropriate person if further clarification is required concerning specific tasks	
3	maintain your own personal presentation	
4	use safe working methods and practices consistent with relevant legislation and codes of practice	

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 3 Maintain own effectiveness in the workplace

Element 3.2 Contribute to bio-security

Performance criteria

You must show that you:

- 1 maintain the organisational bio-security measures while on site and when entering and leaving the site
- 2 use personal protective equipment correctly and in accordance with organisational requirements
- 3 take steps to avoid unnecessary contamination and cross-contamination of the site
- 4 recognise and report all concerns regarding bio-security to the appropriate person or people

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 3 Element...003:2 Contribute to bio-security
 PC Checklist

Candidate..... Assessor.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	maintain the organisational bio-security measures	while on site	
		while entering the site	
		when leaving the site	
2	use personal protective equipment correctly and in accordance with organisational requirements		
3	take steps to avoid unnecessary contamination and cross-contamination of the site		
4	recognise and report all concerns regarding bio-security to the appropriate person or people		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 3 Maintain own effectiveness in the workplace

Element 3.3 Maintain effective working relationships with others

Performance criteria

You must show that you:

- 1 maintain appropriate and effective working relationships with colleagues, customers and the general public
- 2 carry out activities requiring co-operation with colleagues, customers and the general public in accordance with organisational requirements
- 3 handle disagreements effectively in an appropriate manner
- 4 communicate clearly and in a manner which promotes effective working relationships
- 5 forward any messages to the correct person or people within suitable timescales

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 3 Element...003:3 Maintain effective working relationships with others

PC Checklist

Candidate name..... Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	maintain appropriate and effective working relationships	with colleagues	
		with customers	
		with the general public	
2	carry out activities requiring co-operation in accordance with organisational requirements	with colleagues	
		with customers	
		with the general public	
3	handle disagreements effectively in an appropriate manner		

4	communicate clearly and in a manner which promotes effective working relationships		
5	forward any messages to the correct person or people within suitable timescales		
<p>Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)</p>			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

Unit 3 Maintain own effectiveness in the workplace

Essential knowledge and understanding for this unit:

You must know and understand:

- a tasks and activities for which you are responsible
- b how to carry out the tasks and activities
- c who to go to for further clarification in relation to specific tasks and activities
- d the importance of seeking further clarification in relation to the performance of specific tasks and activities and the risks involved in not obtaining such advice
- e what clothing and footwear is suitable and required by your organisation
- f bio-security procedures on-site and when entering and leaving the site
- g how contamination and cross-contamination occurs, and the possible consequences for livestock
- h standards of bio-security for the work area
- i health and safety procedures regarding bio-security
- j reasons why effective working relationships are important
- k methods of working effectively with others
- l methods of handling disagreements within the workplace
- m levels of responsibility in relation to handling disagreements
- n methods of communicating effectively
- o the reasons why effective communication is important

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Unit 4 Receive and pen livestock

Element 4.1 Prepare to receive livestock

Element 4.2 Accept livestock

Element 4.3 Pen livestock

About this unit

Unit overview

Receiving livestock into a market is a critical time for animal welfare. This movement between livestock producers or transporters and the market is a vital link in the essential chain of traceability.

The unit involves making ready to receive livestock, accepting the livestock into the market and penning the livestock. You will need to show that you can follow animal welfare procedures and understand how to deal with the animal welfare problems. You will also need to prove that you deal correctly with the documents recording the delivery.

Unit 4 Receive and pen livestock

Element 4.1 Prepare to receive livestock

Performance criteria

You must show that you:

- 1 make sure that the delivery vehicle is in the correct position and it is safe to unload
- 2 arrange for appropriate space in which to pen the livestock and check the pen is in the correct position
- 3 make sure the route from the vehicle to the pen is clear
- 4 check that all ramps, rails and handling equipment are safe and secure to unload livestock
- 5 report any problems to the appropriate person or people

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 4 Element...004:1...Prepare to receive livestock

PC Checklist

Candidate name.....Assessor name.....

Location.....

	To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	make sure that the delivery vehicle is in the correct position and it is safe to unload		
2	arrange for appropriate space in which to pen the livestock and check the pen is in the correct position		
3	make sure that the route from the vehicle to the pen is clear		
4	check that all ramps, rails and handling equipment are safe and secure to unload		
5	report any problems to the appropriate person or people		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed) Assessor signature _____ Date _____			
I confirm that the evidence recorded here relates to my own work in the livestock auction market Candidate signature _____ Date _____			
Internal verifier signature _____ Date _____			

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Unit 4 Receive and pen livestock

Element 4.2 Accept livestock

Performance criteria

You must show that you:

- 1 check the condition of the livestock and whether they are suitable to be accepted
- 2 receive documentation from the delivery driver and carry out appropriate checks in accordance with organisational requirements
- 3 identify and report any discrepancies to the relevant person or people
- 4 report any livestock to be unacceptable to the animal welfare officer and any other relevant personnel
- 5 follow instructions to deal with any unacceptable livestock
- 6 move livestock to the holding area in a safe and responsible manner in accordance with the recommended codes of practice

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 4 Element...004.2 Accept livestock
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1 check the condition of the livestock and whether they are suitable to be accepted		
2 receive documentation from the delivery driver and carry out appropriate checks in accordance with organisational requirements At least 2 from >	cattle passports (CID Documents)	
	cattle auction entry documents	
	sheep movement documents	
	sheep auction entry documents	
3 Identify and report any discrepancies to the relevant person or people		
4 report any livestock to be unacceptable to the animal welfare officer and any other relevant personnel		
5 follow instructions to deal with any unacceptable livestock		
6 move livestock to the holding area in a safe and responsible manner in accordance with the recommended codes of practice		

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 4 Receive and pen livestock

Element 4.3 Pen livestock

Performance criteria

You must show that you:

- 1 maintain the health and welfare of the livestock throughout operations
- 2 ensure the pens are suitable and ready for reception of the livestock
- 3 introduce the livestock into the pens in a way that minimises stress and maintains their health and welfare
- 4 ensure all the livestock are correctly located in the pens in the correct numbers
- 5 handle and move the livestock correctly and safely
- 6 monitor the livestock carefully to ensure their ongoing health and welfare and deal appropriately with anything of concern
- 7 deal with any difficulties within the limits of your authority, and promptly report those that you cannot deal with to the appropriate person or people
- 8 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 4 Element...004.3 Pen livestock

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	maintain the health and welfare of the livestock throughout operations	
2	ensure the pens are suitable and ready for reception of the livestock	
3	introduce the livestock into the pens in a way that minimises stress and maintains their health and welfare	
4	ensure all the livestock are correctly located in the pens in the correct numbers	
5	handle and move the livestock correctly and safely	
6	monitor the livestock carefully to ensure their ongoing health and welfare and deal appropriately with anything of concern	
7	deal with any difficulties within the limits of your authority and promptly report those that you cannot deal with to the appropriate person or people	
8	use safe working methods and practices consistent with relevant legislation and codes of practice	
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)		
Assessor signature		Date
I confirm that the evidence recorded here relates to my own work in the livestock auction market		
Candidate signature		Date
Internal verifier signature		Date

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Unit 4 Receive and pen livestock

Essential knowledge and understanding for this unit:

You must know and understand:

- a your responsibilities under animal health and welfare regulations and legislation
- b your responsibilities under health and safety regulations and legislation
- c why fallen, diseased, fractious or injured livestock must be identified
- d signs of health, stress and potential problems in different species of livestock in relation to appearance, posture, movement and behaviour and what to do if any problems are observed
- e how to maintain the health and welfare of livestock and how to minimise the chances of stress or injury
- f how to check and make ready for accepting livestock and the importance of preparations
- g appropriate types of holding facilities for different livestock
- h organisational procedures for accepting livestock into the market
- i documentation and reporting procedures
- j reasons for checking and keeping records and the importance of accuracy
- k penning which is suitable for the livestock with which you are working
- l the different factors which need to be taken into account when preparing pens for livestock
- m environmental conditions which livestock need within the pens to maintain their health and welfare
- n the potential hazards to livestock and people which may occur in pens and how these can be minimised
- o methods of handling livestock safely
- p methods of introducing livestock into the pens in a way which minimises their stress
- q normal and abnormal behaviour of the livestock once introduced into the pens
- r limits of your authority in dealing with difficulties and concerns

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Unit 5 Control the movement of livestock within the market

Element 5.1 Control the movement of livestock from one location to another

Element 5.2 Control and restrain livestock using specified methods

About this Unit

This unit is about controlling the movement of livestock. The unit is applicable to the movement and restraint of all types of livestock.

The first element covers the controlled movement of livestock from one location to another. This is necessary when the livestock are moved into pens on acceptance into the market, are transferred to a display area, are guided through the race, put into different pens prior to transportation or moved to a holding area where responsibility is transferred to the transportation organisation.

The second element relates to the restraint of livestock. Restraint of livestock will be required for a wide variety of different reasons. You must use restraint methods in accordance with instructions from a supervisor. The use of restraint methods will take place during ongoing work activities. Therefore, evidence for this element is likely to be obtained alongside evidence for other units.

This unit does not cover the transportation of livestock.

Unit 5 Control the movement of livestock within the market

Element 5.1 Control the movement of livestock from one location to another

Performance criteria

You must show that you:

- 1 use personal protective equipment correctly and in accordance with organisational requirements
- 2 handle livestock in a manner that minimises the possibility of risk to the health and safety of the livestock, yourself, and other livestock and people in the environment
- 3 identify how you would deal with any contingencies which may arise, before approaching the livestock
- 4 approach livestock in ways which take into account the species and an assessment of the livestock's current temperament and known behaviour patterns
- 5 approach, move and handle livestock in ways which are likely to promote their co-operation and minimise the possibility of distress
- 6 monitor the livestock's behaviour and its response to handling, note any significant changes and take the appropriate action
- 7 establish livestock in the new location in accordance with instructions
- 8 ensure the new location is safe, secure and suitable for the livestock
- 9 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 5 Element...005:1 Control the movement of livestock from one location to another **PC Checklist**

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	use personal protective equipment correctly and in accordance with organisational requirements		
2	handle livestock in a manner that minimises the possibility of risk to the health and safety of the livestock, yourself and other livestock and people in the environment		
3	identify how you would deal with any livestock contingencies which may arise, before approaching the livestock		
4	approach livestock in ways which take into account the species and an assessment of the livestock's current temperament and known behaviour patterns		
5	approach, move and handle livestock in ways which are likely to promote their co-operation and minimise the possibility of distress		
6	monitor the livestock's behaviour and its response to handling, note any significant changes and take the appropriate action		
7	establish livestock in the new location on accordance with instructions		
8	ensure the new location is safe, secure and suitable for the livestock		

9	use safe working methods and practices consistent with relevant legislation and codes of practice		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 5 Control the movement of livestock within the market

Element 5.2 Control and restrain livestock using specified methods

Performance criteria

You must show that you:

- 1 correctly identify the animal requiring restraint
- 2 approach the animal quietly in a manner which appears calm and confident, and is likely to minimise stress
- 3 restrain livestock safely and correctly in accordance with instructions
- 4 use restraint equipment and methods correctly in relation to the situation, the animal and its temperament
- 5 minimise stress and injury to the animal, and other livestock in the vicinity, throughout the process
- 6 seek assistance immediately when difficulties arise
- 7 move the animal safely to the correct area at the conclusion of the procedure
- 8 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 5 Element...005.2 Control and restrain livestock using specified methods

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1 correctly identify the animal requiring restraint		
2 approach the animal quietly in a manner which appears calm and confident and is likely to minimise stress		
3 restrain livestock safely and correctly in accordance with instructions		
4 use restraint equipment and methods correctly in relation to the situation, the animal and its temperament		
5 minimise stress and injury to the animal and other livestock in the vicinity throughout the process		
6 seek assistance immediately when difficulties arise		
7 move the animal safely to the correct area at the conclusion of the procedure		
8 use safe working methods and practices consistent with relevant legislation and codes of practice		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)		
Assessor signature		Date
I confirm that the evidence recorded here relates to my own work in the livestock auction market		
Candidate signature		Date
Internal verifier signature		Date

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Unit 5 Control the movement of livestock within the market

Essential knowledge and understanding for this unit:

You must know and understand:

- a what personal protective equipment may be required and how it should be used
- b how to approach livestock which are to be moved
- c indicators of stress in livestock, self and others and the ways in which this can be minimised during operations
- d methods of identifying livestock (including markings on the livestock)
- e the normal pace or movement for the livestock concerned
- f correct methods for moving livestock from one location to another
- g the location to which the livestock are to be moved
- h the maintenance of livestock health, safety and welfare during movement and re-location
- i the types of problems which may be encountered during the movement of livestock and how to deal with them
- j how to establish the livestock in their new location
- k your responsibilities under health and safety regulations and legislation
- l your responsibilities under animal health and welfare regulations and legislation
- m how to identify the animal which requires restraint
- n the reasons why the animal is to be restrained
- o the correct methods for restraining livestock
- p any relevant details of the animals temperament
- q how to approach livestock which are to be restrained
- r the types of hazards that are inherent in restraining livestock
- s the importance of being aware of your physical limitations and experience in dealing with specific livestock
- t the importance of asking for assistance where this becomes necessary
- u the correct actions to take when difficulties arise

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Unit 6 Sort livestock and classify them for sale or despatch

Element 6.1 Sort and classify livestock

Element 6.2 Sort livestock for loading

About this Unit

This unit concerns the sorting of livestock for sale and in readiness for despatch. Selection will be in accordance with the organisational requirements, and selection methods must be appropriate to the type of livestock concerned.

You must be able to identify any contingencies that may arise and take the appropriate action. Such actions may include halting the operations and/or informing supervisors. Contingencies may include bad weather, diseased animals and staff problems, for example. This type of work is often carried out in teams and therefore there is a requirement that communication with team members is clear and effective.

This unit does not cover the transportation of livestock.

Unit 6 Sort livestock and classify them for sale or despatch

Element 6.1 Sort and classify livestock

Performance criteria

You must show that you:

- 1 properly prepare the work area and the equipment to be used
- 2 sort the livestock correctly by size and weight, or by age, or by appearance, or by number, or by condition
- 3 assess the condition of livestock in accordance with instructions
- 4 collect the selected livestock and move them to the appropriate location
- 5 take the appropriate action with the livestock following selection
- 6 handle the livestock throughout the process in a manner that minimises stress
- 7 monitor all livestock effectively to maintain them in optimum condition
- 8 complete all relevant records accurately
- 9 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 6 Element...006:1 Sort and classify livestock
 PC Checklist

Candidate name.....Assessor name.....

Location.....

	To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	properly prepare the work area and the equipment to be used		
2	sort the livestock correctly by 3 out of 5 from>	size and weight age appearance number condition	
3	assess the condition of livestock in accordance with instructions		
4	collect the selected livestock and move them to the appropriate location		
5	take the appropriate action with the livestock following selection		
6	handle the livestock throughout the process in a manner that minimises stress		
7	monitor all livestock effectively to maintain them in optimum condition		

8	complete all relevant records accurately		
9	use safe working methods and practices consistent with relevant legislation and codes of practice		
<p>Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)</p>			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 6 Sort livestock and classify them for sale or despatch

Element 6.2 Sort livestock for loading

Performance criteria

You must show that you:

- 1 accurately identify and sort livestock for loading in accordance with organisational requirements
- 2 move the sorted livestock into a suitable area for collection
- 3 handle the livestock throughout in a manner which minimises stress
- 4 maintain the livestock in optimum condition
- 5 communicate information relating to the loading of the livestock accurately
- 6 identify any situations that prevent the loading of livestock and either halt the process or inform the relevant person or people
- 7 ensure the site, equipment and materials are prepared ready for re-use
- 8 maintain effective communication throughout the sorting and loading process
- 9 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 6 Element...006.2 Sort livestock for loading
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	accurately identify and sort livestock for loading in accordance with organisational requirements		
2	move the sorted livestock into a suitable area for collection		
3	handle the livestock throughout in a manner which minimises stress		
4	maintain the livestock in optimum condition		
5	communicate information relating to the loading of the livestock accurately		
6	identify any situations that prevent the loading of livestock and either halt the process or inform the relevant person or people		
7	ensure the facilities are prepared ready for re-use	the site	
		the equipment and materials	
8	maintain effective communication throughout the sorting and loading process		

9	use safe working methods and practices consistent with relevant legislation and codes of practice		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

Unit 6 Sort livestock and classify them for sale or despatch

Essential knowledge and understanding for this unit:

You must know and understand:

- a the type and condition of the equipment that is used for sorting livestock
- b how the area and equipment is prepared in order to sort the livestock concerned
- c how assessment of livestock is carried out and the reasons for using the different methods
- d how livestock are collected and contained
- e how to identify livestock for sale and for loading
- f the actions you need to take to prepare livestock for sale and for loading, and the reasons why
- g the steps you must take to maintain the livestock in optimum condition
- h the appropriate methods for moving and sorting the livestock
- i the correct methods for handling the livestock, both in groups and individually
- j how the sorting process might cause stress to the livestock
- k the welfare and commercial considerations when the livestock become stressed
- l the optimum condition of the livestock during the sorting process, and what problems can arise
- m the situations that might prevent the livestock being moved, and the appropriate contingency action to take
- n the importance of maintaining effective communication throughout the process
- o the format and purpose of records used in the livestock market
- p your responsibilities under animal health and welfare regulations and legislation
- q your responsibilities under health and safety regulations and legislation

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Unit 7 Display livestock to potential buyers

Element 7.1 Receive livestock into the display area

Element 7.2 Display livestock

About this unit

This unit is about receiving livestock into the display area, following directions from the auctioneer and displaying livestock to potential buyers. Displaying livestock is of critical importance to the market and to the vendors, as such you will need to ensure that you co-ordinate your activities with those of the auctioneer so as to maximise the selling opportunity.

Unit 7 Display livestock to potential buyers

Element 7.1 Receive livestock into the display area

Performance criteria

You must show that you:

- 1 recognise and act on signals from relevant people to bring livestock, individually and in groups, into the display area
- 2 bring the livestock into the display area in the right order for sale
- 3 move the livestock from the weighbridge to the display area at a pace appropriate to the livestock concerned
- 4 maintain effective communication with relevant people to ensure the health and safety of self and others and to optimise the auction activity
- 5 use safe working methods and practices consistent with relevant legislation and codes of practice

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 7 Element...007:1.... Receive livestock into the display area

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	recognise and act on signals from relevant people to bring livestock individually and in groups into the display area		
2	bring the livestock into the display area in the right order for sale		
3	move the livestock from the weighbridge to the display area at a pace appropriate to the livestock concerned		
4	maintain effective communication with relevant people to ensure the health and safety of self and others and to optimise the auction activity		
5	use safe working methods and practices consistent with relevant legislation and codes of practice		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 7 Display livestock to potential buyers

Element 7.2 Display livestock

Performance criteria

You must show that you:

- 1 guide the livestock, individually and in groups, around the display area
- 2 display the livestock, individually and in groups, to their best effect to potential buyers
- 3 co-ordinate the display of the livestock with the auction activity and with any actions of the vendor
- 4 take appropriate action when any difficulties in displaying livestock are encountered
- 5 recognise the start and completion of bidding activity
- 6 guide the livestock out of the display area at the appropriate time

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 7 Element...007.2.... Display livestock
 PC Checklist

Candidate name.....Assessor name.....

Location.....

	To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	guide the livestock, individually and in groups, around the display area		
2	display the livestock, individually and in groups, to their best effect to potential buyers		
3	co-ordinate the display of the livestock with the auction activity and with any actions of the vendor		
4	7 take appropriate action when any difficulties in displaying livestock are encountered		
5	recognise the start and completion of bidding activity		
6	guide the livestock out of the display area at the appropriate time		

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 7 Display livestock to potential buyers

Essential knowledge and understanding for this unit:

You must know and understand:

- a the practices and procedure involved in a livestock auction and your role in the auction
- b how to recognise different stages in the auction
- c the importance of responding to signals from the auctioneer
- d how to communicate effectively
- e how to marshal and handle livestock
- f how to bring different classes of livestock to the display area
- g how the weighbridge operates and who is responsible for ensuring that livestock are weighed properly
- h the importance of identifying the livestock correctly
- i the importance of displaying livestock and of handling them correctly
- j how to display livestock to their best effect
- k how to guide livestock out of the display area
- l the types of difficulties that can occur in the display of livestock and how to handle/respond to them
- m the hazards that may be involved in displaying livestock and how to avoid them

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Unit 8 Maintain communications in the market

Elements in this unit:

Element 8.1 Receive and communicate information

Element 8.2 Report on operational activities

About this unit

All enterprises and organisations deal with information. This unit is concerned with the correct handling and communication of information.

You are required to receive and communicate information relevant to your particular job role. This may simply entail the accurate passing on of a message, or the collection and passing on of written information. Alternatively, it may entail the formal processing of information.

Throughout this unit, you are expected to communicate clearly and effectively with those that you come into contact with, whether they are colleagues, customers, the general public, supervisors or managers. You must be aware of the different ways in which information can be handled.

Unit 8 Maintain communications in the market

Element 8.1 Receive and communicate information

Performance criteria

You must show that you:

- 1 request information in accordance with work requirements
- 2 communicate information to others clearly and accurately by means of visual signs and personal contact
- 3 take and pass on messages accurately at an appropriate time
- 4 acknowledge the receipt of information
- 5 do not use any confidential information that you may receive in an inappropriate way

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 8 Element...008:1 Receive and communicate information
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from	DATE
1	request information in accordance with work requirements		
2	communicate information to others clearly and accurately by means of	visual signs	
		and personal contact (verbal or written)	
3	take and pass on messages accurately at an appropriate time		
4	acknowledge the receipt of information		
5	do not use any confidential information that you may receive in an inappropriate way		

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 8 Maintain communications in the market

Element 8.2 Report on operational activities

Performance criteria

You must show that you:

- 1 identify information and occurrences that need to be reported
- 2 report information and occurrences to the appropriate person or people
- 3 make accurate and concise oral reports of information and occurrences
- 4 promptly report any problems concerning records to the appropriate person

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 8 Element...008.2 Report on operational activities
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	identify information and occurrences that need to be reported		
2	report information and occurrences to the appropriate person or people		
3	make accurate and concise oral reports of information and occurrences		
4	promptly report any problems concerning records to the appropriate person		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 8 Maintain communications in the market

Essential knowledge and understanding for this unit:

You must know and understand:

- a information which is required for your role
- b the right time at which information should be requested and passed on
- c ways of communicating effectively
- d the different purposes for which information may be required, and the degree of detail necessary for these different purposes
- e why it is important to take and report messages accurately and the potential effects of not so doing
- f the extent to which messages may differ in urgency
- g the reasons why the receipt of information should be acknowledged
- h situations, occurrences, problems and information that need reporting
- i why it is important to establish facts before reporting
- j types of information and data that need to be collected - transport documentation, livestock passports
- k person/people to whom reports should be made
- l the importance of working with others to obtain and check information
- m problems which may occur with records and to whom these should be reported
- n how to handle confidential information
- o the importance of dealing with confidential information properly

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Unit 9 Maintain the lairage of livestock

Elements in this unit:

Element 9.1 Prepare feed and water supplies for livestock

Element 9.2 Monitor and maintain the supply of feed and water to livestock

Element 9.3 Care for livestock

About this Unit

This unit sets the standard for caring for and providing feed and water to livestock.

The first element covers preparing feed and water for livestock. This involves preparing and storing feed and checking water supplies are in a suitable condition. It also involves checking that feeding and watering equipment is working correctly.

The second element covers monitoring and maintaining the supply of feed and water to livestock. The monitoring aspect of this element involves checking the ongoing supply of feed and water.

The third element covers caring for the livestock pre and post auction. Whilst the livestock may only be on the premises for a short time (often 8-12 hours) their health and welfare is critically important at all times.

Unit 9 Maintain the lairage of livestock

Element 9.1 Prepare feed and water supplies for livestock

Performance criteria

You must show that you:

- 1 select the right type, quantity and quality of feed in accordance with instructions
- 2 prepare feed correctly and maintain adequate stocks in hygienic conditions
- 3 check feed and water supplies at the correct times and confirm they are fresh and clean
- 4 ensure feed and water equipment is safe and ready for use
- 5 use safe working methods and practices consistent with relevant legislation and codes of practice
- 6 record relevant information in accordance with organisational requirements

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 9 Element...009:1.... Prepare feed and water supplies for livestock

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	select the right type, quantity and quality of feed in accordance with instruction		
2	prepare feed correctly and maintain adequate stocks in hygienic conditions		
3	check supplies at the correct times and confirm they are fresh and clean	feed	
		water	
4	ensure equipment is safe and ready for use	feed	
		water	
5	use safe working methods and practices consistent with relevant legislation and codes of practice		
6	record relevant information in accordance with organisational requirements		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature			Date
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature			Date
Internal verifier signature			Date

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Unit 9 Maintain the lairage of livestock

Element 9.2 Monitor and maintain the supply of feed and water to livestock

Performance criteria

You must show that you:

- 1 supply feed to the livestock via the specified method
- 2 supply clean, fresh water to the livestock according to their needs
- 3 report concerns in relation to the feeding and drinking habits of the livestock immediately
- 4 monitor the condition of feed and water correctly, and where there are problems either resolve the problem, or report it to the appropriate person or people
- 5 maintain the health and welfare of the livestock throughout
- 6 clean and maintain equipment in a condition fit for use
- 7 use safe working methods and practices consistent with relevant legislation and codes of practice
- 8 remove organic and inorganic waste from the lairage safely and correctly
- 9 record relevant information in accordance with organisational requirements

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 9 Element...009.2 Monitor and maintain the supply of feed and water to livestock PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	supply feed to the livestock via the specified method		
2	supply clean, fresh water to the livestock according to their needs		
3	report any concerns in relation to the feeding and drinking habits of the livestock immediately		
4	monitor the condition of supplies correctly and where there are problems either resolve the problem or report it to the appropriate person or people	feed	
		water	
5	maintain the health and welfare of the livestock throughout		
6	clean and maintain equipment in a condition fit for use		
7	use safe working methods and practices consistent with relevant legislation and codes of practice		

8	remove waste form the lairage safely and correctly	organic	
		inorganic	
9	record relevant information in accordance with organisational requirements		
<p>Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)</p>			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 9 Maintain the lairage of livestock

Element 9.3 Care for livestock

Performance criteria

You must show that you:

- 1 pen livestock in numbers that do not cause stress or welfare problems
- 2 monitor the safety, security and welfare of livestock, identify problems and follow organisational procedures to deal with problems
- 3 monitor the condition and behaviour of livestock, identify problems and follow organisational procedures to deal with problems
- 4 check and maintain adequate bedding, ventilation and light for the livestock

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 9 Element...009.3 Care for livestock
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	pen livestock in numbers that do not cause stress or welfare problems		
2	Monitor the livestock, identify problems and follow organisational procedure to deal with problems	safety	
		security	
		welfare	
3	monitor the condition and behaviour of livestock, identify problems and follow organisational procedure to deal with problems		
4	check and maintain adequate facilities for the livestock	bedding	
		ventilation	
		light	
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 9 Maintain the lairage of livestock

Essential knowledge and understanding for this unit:

You must know and understand:

- a the type, quantity and quality of feed required for relevant categories of livestock
- b correct methods for obtaining feed and maintaining adequate stocks
- c the quality and quantity of drinking water required by the relevant categories of livestock
- d the reasons for checking the condition of feed and water
- e the correct methods and procedures for providing feed and water to livestock
- f the importance of ensuring all livestock have access to feed and water
- g normal feeding and drinking behaviour of the livestock and potential reasons for changes in consumption
- h to whom problems should be reported
- i the types of problems which may occur during feeding and watering
- j the limits of your responsibility in relation to feeding and watering the livestock, and resolving any problems
- k why it is important to monitor the livestock's response to handling, signs of negative responses, why and to whom these should be reported
- l the potential consequences of not reporting changes in the livestock's behaviour, its reaction to handling or factors that affect its behaviour
- m methods of maintaining the health and welfare of the livestock
- n methods of cleaning and maintaining feeding and watering equipment in a fit condition
- o the importance of checking that feeding and watering equipment cannot injure the livestock
- p correct storage and use of equipment
- q correct methods for removal of organic and inorganic waste
- r your responsibilities under health and safety regulations and legislation
- s reasons for recording information, keeping records and the importance of accuracy
- t organisational procedures for monitoring the safety and security of livestock
- u how to recognise stress and welfare problems in livestock
- v how to identify livestock that need restraint, separation or isolation
- w how to isolate livestock and when isolation is necessary

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Unit 10 Maintain the cleanliness and disinfection of the market

Elements in this unit:

Element 10.1 Clean the work environment

Element 10.2 Clean and maintain work equipment

Element 10.3 Carry out disinfection procedures

About this Unit

This unit is designed to be applicable to those who undertake routine cleaning and disinfection of the workplace and the materials and equipment that are used in the course of normal work. The unit covers the basic maintenance of equipment - that which manufacturers' recommend as basic routine maintenance and which is carried out as part of a general cleaning and maintenance schedule. This unit does not refer to the maintenance of equipment and machinery of the sort that manufacturers and specialist contractors undertake on a contract basis.

Cleaning of the workplace is a key factor in ensuring the health and safety of the people and livestock within it. This is reflected in the unit, as you must demonstrate that you can recognise and deal with actual and potential hazards. The cleanliness and appearance of the workplace is also a key factor in the organisation's image to customers and potential customers.

Disinfection helps in the fight against disease. If it is to be effective, disinfection must be carried out efficiently and thoroughly.

Unit 10 Maintain the cleanliness and disinfection of the market

Element 10.1 Clean the work environment

Performance criteria

You must show that you:

- 1 clean the work environment i.e. public areas, pens, display ring, alleyways consistent with any agreed specifications and at a time agreed by those concerned, causing least disruption
- 2 use the correct personal protective equipment, cleaning equipment and cleaning agents in accordance with manufacturer's guidelines and organisational requirements
- 3 leave working areas visibly free of dust, dirt and debris and in a state which is not likely to endanger the health and safety of others
- 4 return cleaning equipment and cleaning agents in good working order and condition to the appropriate storage area after use
- 5 dispose of organic and inorganic waste in a safe manner and place
- 6 identify when faulty equipment, low stocks of cleaning agents and any other problems arise during cleaning and take appropriate action
- 7 report any problems which arise during the cleaning and take the appropriate action

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)
 NVQ/SVQ unit 10 Element...010:1....Clean the work environment
 PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	clean the work environment consistent with any agreed specifications and at a time agreed by those concerned, causing least disruption	public areas	
		pens	
		display ring	
		alleyways	
2	use the correct personal protective equipment, cleaning equipment and cleaning agents in accordance with manufacturer's guidelines and organisational requirements		
3	leave working areas visibly free of dust, dirt and debris and in a state which is not likely to endanger the health and safety of others		
4	return cleaning equipment and cleaning agents in good working order and condition to the appropriate storage area after use		
5	dispose of waste in a safe manner and place	organic	
		inorganic	

6	identify when faulty equipment, low stocks of cleaning agents and any other problems arise during cleaning and take appropriate action		
7	report any problems which arise during the cleaning and take the appropriate action		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 10 Maintain the cleanliness and disinfection of the market

Element 10.2 Clean and maintain work equipment

Performance criteria

You must show that you:

- 1 carry out routine cleaning and maintenance of work equipment according to agreed specifications and at a suitable time for those concerned, causing least disruption
- 2 comply with routine cleaning frequency that is consistent with organisational policy
- 3 use the correct personal protective equipment, tools and cleaning agents for routine cleaning in accordance with manufacturer's guidelines and organisational requirements
- 4 report wear and tear accurately to the appropriate person as soon as possible
- 5 report to the appropriate person with minimum delay any work equipment liable to cause injury
- 6 store cleaning agents and manual and/or mechanical equipment safely and correctly after use

Notes

Simulation is not an acceptable method of collection evidence for normal and routine work activities in this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace. Simulation may only be used for work activities that may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety or equality of access.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 10 Element...010.2 Clean and maintain work equipment

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:	Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE	
1	carry out work according to agreed specifications and at a suitable time for those concerned, causing least disruption	routine cleaning of equipment	
		maintenance of work equipment	
2	comply with routine cleaning frequency that is consistent with organisational policy		
3	use the correct personal protective equipment, tools and cleaning agents for routine cleaning in accordance with manufacturer's guidelines and organisational requirements		
4	report wear and tear accurately to the appropriate person as soon as possible		
5	report to the appropriate person with the minimum delay any work equipment liable to cause injury		
6	store cleaning agents and manual and/or mechanical equipment safely and correctly after use		
Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)			
Assessor signature		Date	
I confirm that the evidence recorded here relates to my own work in the livestock auction market			
Candidate signature		Date	
Internal verifier signature		Date	

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Unit 10 Maintain the cleanliness and disinfection of the market

Element 10.3 Carry out disinfection procedures

Performance criteria

You must show that you:

- 1 identify the area to be disinfected and confirm that it is in a state for disinfection to be effective
- 2 assemble the materials and equipment to carry out disinfection
- 3 use safe working methods and practices consistent with relevant legislation and codes of practice
- 4 distribute disinfectant at the levels set by technical specifications
- 5 distribute disinfectant ensuring all of the area is disinfected
- 6 replace all equipment and materials safely and securely in the correct place
- 7 maintain disinfection equipment in a condition suitable for use

Notes

Simulation is not an acceptable method of collection evidence for this unit. Evidence collected for this unit must be directly from the candidate's performance in their workplace.

NVQ/SVQ in Livestock Markets (Droving Livestock)

NVQ/SVQ unit 10 Element...010.3 Carry out disinfection procedures

PC Checklist

Candidate name.....Assessor name.....

Location.....

To prove competence in this element you must:		Describe activity observed ONLY when assessed as competent or state element and pc cross-referenced from or state the reference number of supplementary evidence	DATE
1	identify the area to be disinfected and confirm that it is in a state for disinfection to be effective		
2	assemble the materials and equipment to carry out disinfection		
3	use safe working methods and practices consistent with relevant legislation and codes of practice		
4	distribute disinfectant at the levels set by technical specifications		
5	distribute disinfectant ensuring all of the area is disinfected		
6	replace all equipment and materials safely and securely in the correct place		
7	maintain disinfection equipment in a condition suitable for use		

Assessor comments (for supporting the above and particularly useful where evidence is gathered for other elements and for stating the volume of activity observed)

Assessor signature

Date

I confirm that the evidence recorded here relates to my own work in the livestock auction market

Candidate signature

Date

Internal verifier signature

Date

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Unit 10 Maintain the cleanliness and disinfection of the market

Essential knowledge and understanding for this unit:

You must know and understand:

- a the materials and equipment that should be used for cleaning work areas and what personal protective equipment should be used
- b the frequency with which different items of equipment should be cleaned and maintained
- c the effects of not reporting problems found during cleaning activities
- d the cleaning materials used for particular surfaces and equipment, the need to ensure their correct dilution and the possible effects of not doing so
- e the effects which different cleaning methods and materials may have on the health and welfare of livestock and how to minimise any detrimental effect
- f how to recognise potentially hazardous equipment and the potential effects of not reporting it
- g the potential hazards when using and storing cleaning materials and equipment and the ways in which these hazards can be minimised
- h how and where waste should be disposed of, and what special precautions need to be taken regarding potentially hazardous waste (e.g. faeces, blood)
- i why it is important to leave the working environment clean and tidy
- j the contribution that good housekeeping practices have on customer relations and the image of the organisation
- k the meaning of disinfection
- l procedures for preparing an area before disinfection
- m condition of areas that make disinfection ineffective
- n materials and equipment required to carry out disinfection
- o methods of distributing disinfectants and why it is important to distribute disinfectant evenly and cover the area totally
- p why it is important to replace all equipment and materials in the correct place
- q how to maintain disinfection equipment and the importance of this
- r why it is important to prepare disinfection solutions following manufacturer's specifications
- s why it is important to confirm the distribution and dosage levels of disinfectants
- t handling, storage and usage of disinfectants
- u the effect of legal and organisational policies and practices on cleaning and disinfection records required for usage of disinfectants

