



Qualification Guidance

**SEG Awards Entry Level 2 Award in
Practical Farm Animal Care Skills**

England – 500/9767/2

About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

Skills and Education Group Awards website www.skillsandeducationgroupawards.co.uk provides access to a wide variety of information.

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Specification Code, Date and Issue Number

The specification codes are A9109-E2.

Issue	Date	Details of change
7.4	September 2021	New qualification review date
7.5	July 2022	New qualification review date
7.6	January 2023	Updated formatting
7.7	July 2023	Op end and cert end dates added

This guide should be read in conjunction with the Indicative Content document **version 1.0** which is available on our secure website using the link above.

Contents

About Us	2
Contents.....	3
Introduction	5
Pre-requisites	5
Qualification Structure and Rules of Combination.....	5
Aims	6
Target Group.....	7
Assessment.....	7
Practice Assessment Material	7
Teaching Strategies and Learning Activities	7
Progression Opportunities.....	7
Tutor/Assessor Requirements.....	7
Language.....	8
Qualification Summary	9
Unit Details	10
Recognise Farm Animals	11
Recognise Farm Animal Housing	12
Assist In Catching Poultry	13
Bed Down Farm Animals	14
Move a Farm Animal.....	15
Collect and Sort Poultry Eggs.....	16
Maintain a Fence	17
Recognise the Body Parts of Poultry and their Function	18
Provide Food and Water for Poultry.....	19
Feed Farm Animals	20
Clean Poultry Accommodation By Hand	21
Communicating With Others at Work	22
Introduction to Customer Care.....	23
Move and Prepare Farm Animal Pens	24
Feed Young Farm Animals	25
Disinfect Poultry Accommodation.....	26
Poultry Housing and Bedding	27
Clean Farm Animal Housing.....	28
Grading Poultry Eggs.....	29
Weigh Farm Animals	30
Characteristics and Breeds of Poultry	31

Recognise a Healthy Farm Animal.....	32
Check That Poultry Are Healthy	33
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.....	34
Exemptions	35
Equivalencies	35
Certification	35
Glossary of Terms	36

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

The SEG Awards Entry 2 Award in Practical Farm Animal Care Skills provides practical experience and knowledge of the land based sector to support engagement, participation, achievement and progression for learners. The qualification will help learners to decide whether to undertake further training or employment within this occupational area.

Pre-requisites

There are no specific entry requirements for this qualification.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: Entry Level 2 Award in Practical Farm Animal Care Skills

Learners must achieve a minimum of 6 credits. This must include 1 credit from Group A (Entry Level 2 mandatory unit) plus a minimum of 3 credits from Group B (Entry Level 2 optional units). The remaining credit may be made up of units from either of the Groups B or C.

Unit	Unit Number	Level	Credit Value	GL
Group A – Entry Level 2 Mandatory Unit				
Recognise farm animals	K/502/0665	E2	1	10
Group B – Entry Level 2 Optional Units				
Recognise farm animal housing	A/502/0671	E2	1	10
Assist in catching poultry	D/502/0713	E2	2	20
Bed down farm animals	F/502/0669	E2	2	20
Move a farm animal	F/502/0672	E2	2	20
Collect and sort poultry eggs	H/502/0714	E2	2	20
Maintain a fence	K/502/0827	E2	2	20
Recognise the body parts of poultry and their function	L/502/0710	E2	1	10

Provide food and water for poultry	R/502/0711	E2	2	20
Feed farm animals	T/502/0670	E2	2	20
Clean poultry accommodation by hand	Y/502/0712	E2	2	20
Communicating with others at work	D/501/6631	E2	1	10
Introduction to customer care	J/501/6641	E2	1	10
Group C – Entry Level 3 Optional Units				
Move and prepare farm animal pens	D/502/0727	E3	2	20
Feed young farm animals	D/502/0730	E3	2	20
Disinfect poultry accommodation	D/502/0775	E3	2	20
Poultry housing and bedding	F/502/0770	E3	2	20
Clean farm animal housing	H/502/0728	E3	2	20
Grading poultry eggs	H/502/0776	E3	2	20
Weigh farm animals	K/502/0729	E3	2	20
Characteristics and breeds of poultry	L/502/0769	E3	2	20
Recognise a healthy farm animal	Y/502/0726	E3	2	20
Check that poultry are healthy	Y/502/0774	E3	2	20

Aims

The SEG Awards Entry 2 Award in Practical Farm Animal Care Skills aim to enable learners to:

- gain work-related skills in the area of farm animal care
- develop generic employability skills
- prepare for further training within this occupational area
- gain an insight into core activities within this occupational area in order to allow them to make informed career decisions.

Target Group

This qualification is designed for young people aged 14+ and adults who have an interest in the land based industry as an area of employment and want to develop practical skills in this area.

Assessment

Internal assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Practice Assessment Material

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

Learners who achieve this qualification can progress onto the Entry 3 or Level 1 qualifications in Practical Farm Animal Care Skills. The qualification includes optional Entry 3 units to provide stretch where appropriate and to encourage progression. Learners could progress through this suite of qualifications onto the SEG Awards Level 2 Awards and Certificates in Practical Animal Care as well as the Level 2 Work-Based Diploma in Animal Care.

Centres should be aware that reasonable Adjustments which may be permitted for assessment may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor/Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Qualification Summary

Qualifications						
SEG Awards Entry Level 2 Award in Practical Farm Animal Care Skills – 500/9767/2						
Qualification Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area B1. Prepare for further learning or training B2. Develop knowledge and/or skills in a subject area					
Age Range	Pre 16	✓	16-18	✓	19+	✓
Regulation	The qualifications identified above are all regulated by Ofqual					
Assessment	Internal assessment, internal and external moderation					
Type of Funding Available	See FaLA (Find a Learning Aim)					
Qualification/Unit Fee	See Skills and Education Group Awards web site for current fees and charges					
Grading	Pass To achieve a Pass learners must complete all units as stated in the rule of combination (RoC)					
Operational Start Date	01/05/2010					
Review Date	30/06/2023					
Operational End Date	31/08/2023					
Certification End Date	31/08/2024					
Guided Learning (GL)	60					
Total Qualification Time (TQT)	60					
Credit Value	6					
Skills and Education Group Awards Sector	Animal Care					
Ofqual SSA Sector	03.3 Animal Care and Veterinary Science					
Stakeholder support	These qualifications are supported by Lantra, the Sector Skills Council for environmental and land-based industries					
Contact	See Skills and Education Group Awards web site					

Unit Details

Recognise Farm Animals

Unit Reference	K/502/0665
Level	Entry 2
Credit Value	1
Guided Learning Hours	10
Unit Summary	To enable learners to demonstrate their ability to recognise farm animals and know their gender and breeding terms.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.2) <i>The learner can</i>
1. Be able to recognise farm animals correctly	1.1. Recognise and name farm animal species 1.2. Recognise male, female and young farm animals
2. Know farm animal gender and breeding terms	2.1. List the male, female and young terms applied to farm animals 2.2. State why animal sexes must be identified correctly

Recognise Farm Animal Housing

Unit Reference	A/502/0671
Level	Entry 2
Credit Value	1
Guided Learning Hours	10
Unit Summary	To enable learners to demonstrate their ability to recognise four types of animal housing.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.2) <i>The learner can</i>
1. Be able to recognise types of farm animal housing	1.1. Recognise different types of farm animal housing 1.2. Recognise key features of areas used to house farm animals 1.3. Check farm animal housing is safe and report to supervisor 1.4. State why farm animals need housing
2. Know why farm animal housing needs to be safe and secure	2.1. State why farm animal housing needs to be free from hazards 2.2. State why farm animal housing needs to be secure

Assist In Catching Poultry

Unit Reference	D/502/0713
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to catch and crate birds with assistance.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.7) <i>The learner can</i>
1. Be able to catch and crate birds with assistance	1.1. Identify birds to be caught 1.2. Prepare crates to receive birds 1.3. State why crates need to be checked 1.4. Catch birds and crate securely 1.5. Give a reason for holding birds in the correct way 1.6. Maintain own safety and hygiene throughout operations 1.7. State why personal hygiene is important when handling birds

Bed Down Farm Animals

Unit Reference	F/502/0669
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to prepare a bed for a farm animal.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.7) <i>The learner can</i>
1. Know that clean bedding needs to be provided for farm animals	1.1. Recognise bedding used for farm animals 1.2. Apply the correct amount of bedding for farm animals 1.3. State why bedding should be provided for farm animals 1.4. Dispose of waste material safely 1.5. State why waste should be disposed of correctly 1.6. Use, clean and store PPE, tools and equipment safely 1.7. Maintain the safety of self during the operation

Move a Farm Animal

Unit Reference	F/502/0672
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to move a farm animal(s) safely along identified route.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.7) <i>The learner can</i>
1. Be able to move a farm animal	1.1. Prepare to move a farm animal 1.2. Check and clear route for the movement of farm animals 1.3. State why a route for moving farm animals needs to be checked 1.4. Move farm animal(s) to new location 1.5. State why farm animals should be moved in a quiet manner 1.6. Secure farm animal(s) in new location 1.7. Maintain own safety and hygiene

Collect and Sort Poultry Eggs

Unit Reference	H/502/0714
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to collect and sort poultry eggs.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Be able to collect and sort eggs	1.1. Prepare to, and collect, eggs 1.2. Sort and separate eggs into groups 1.3. Give a reason for sorting eggs 1.4. Record details of eggs 1.5. Pack eggs in suitable containers and dispose of waste 1.6. Give a reason for placing eggs correctly in the box or tray 1.7. State why waste need to be disposed of safely 1.8. Maintain own safety and hygiene throughout operations

Maintain a Fence

Unit Reference	K/502/0827
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to maintain a fence.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to maintain a fence	1.1. Prepare tools, materials and equipment 1.2. Identify the fence to be maintained 1.3. Carry out activities to repair damage 1.4. Dispose of waste and clear site 1.5. State why the site needs to be cleared after work 1.6. Use, clean and store PPE, tools and equipment safely 1.7. Maintain the safety of self and others during the operation
2. Know why fences need to be maintained	2.1. Give a reason for maintaining a fence

Recognise the Body Parts of Poultry and their Function

Unit Reference	L/502/0710
Level	Entry 2
Credit Value	1
Guided Learning Hours	10
Unit Summary	To enable learners to demonstrate their ability to recognise the parts and function of the body of a hen, cockerel, duck, or drake.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.5) <i>The learner can</i>
1. Be able to recognise parts of the body of a chicken or duck and their function	1.1. Recognise a male cockerel or drake 1.2. Recognise a female hen or duck 1.3. Give a reason for knowing the difference between a male and female bird 1.4. Recognise parts of the body of poultry 1.5. State the function of different parts of the body

Provide Food and Water for Poultry

Unit Reference	R/502/0711
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to feed and water a poultry flock.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Be able to provide food and water to poultry	1.1. Prepare to feed and water poultry 1.2. State why the correct food must be given 1.3. Clean feeding and watering containers 1.4. Give a reason for cleaning feed and water containers 1.5. Provide food and water for poultry 1.6. State why grit needs to be provided for poultry 1.7. Use, clean and store PPE, tools and equipment safely 1.8. Maintain the safety of self, others and animals during the operation

Feed Farm Animals

Unit Reference	T/502/0670
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	The candidate will be able to feed farm animals safely and correctly.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Be able to prepare for and feed farm animals	<ul style="list-style-type: none"> 1.1. Recognise bulk and concentrate farm animal foods 1.2. Prepare equipment for feeding farm animals 1.3. State why feeding equipment must be cleaned 1.4. State why the correct amount of food should be fed to farm animals 1.5. Feed farm animals and check they are eating properly 1.6. Give a reason for checking that farm animals are eating properly 1.7. Use, clean and store PPE, tools and equipment safely 1.8. Maintain the safety of self, others and farm animals during the operation

Clean Poultry Accommodation By Hand

Unit Reference	Y/502/0712
Level	Entry 2
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to clean poultry accommodation by hand.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to clean poultry accommodation by hand	1.1. Prepare poultry accommodation for cleaning 1.2. Prepare tools, equipment and materials for use 1.3. Clean poultry accommodation, fixtures and fittings and dispose of waste 1.4. State why waste needs to be disposed of correctly 1.5. Restore the accommodation for poultry use 1.6. State why bedding needs to be provided 1.7. Use, clean and store PPE, tools and equipment safely 1.8. Maintain the safety of self, others and animals during the operations
2. Know why poultry accommodation is cleaned	2.1. Give a reason for cleaning out poultry accommodation

Communicating With Others at Work

Unit Reference	D/501/6631
Level	E2
Credit Value	1
Guided Learning Hours	10
Unit Summary	This unit introduces learners to communicating with people in the workplace.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.4) <i>The learner can</i>
1. Understanding how to communicate appropriately with others at work	1.1. Identify people who he/she needs to communicate with in the workplace 1.2. Identify the types of information he/she will need to communicate 1.3. Participate in discussions with others in familiar contexts 1.4. Ask and respond to straightforward questions

Introduction to Customer Care

Unit Reference	J/501/6641
Level	Entry 2
Credit Value	1
Guided Learning Hours	10
Unit Summary	This unit introduces learners to the concepts of caring for all types of customers in the workplace and helps them to understand what contributes to positive customer care.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.2) <i>The learner can</i>
1. Understand what customer care means in the workplace	1.1. Identify the customers he/she works with 1.2. Describe his/her work with them
2. Understand own role in providing customer care	2.1. Identify how he/she contributes to good customer service through his/her work 2.2. Give examples of positive ways in which he/she works with customers

Move and Prepare Farm Animal Pens

Unit Reference	D/502/0727
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to clean and prepare housing for different species of farm animal.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Be able to dismantle, move and set up farm animal pens	1.1. Dismantle farm animal pens 1.2. Move pens to new destination 1.3. State why farm animal pens need to be moved and must be secure 1.4. Construct pen and check it provides adequate shelter 1.5. Give reasons for safe lifting techniques 1.6. Set up pen with clean bedding, water and feed 1.7. Introduce animal to new pen 1.8. Maintain own safety and hygiene

Feed Young Farm Animals

Unit Reference	D/502/0730
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to feed milk substitute to young farm animals.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to feed milk substitute to young farm animals	1.1. Collect and check feeding equipment is safe to use 1.2. State why feeding equipment should be checked for safety/cleanliness before use 1.3. Prepare milk substitute to feed to young farm animals 1.4. Prepare feeding equipment 1.5. Feed milk substitute to young farm animals 1.6. Maintain own safety and hygiene during operations
2. Know why milk substitute is fed to young farm animals	2.1. Give a reason for feeding milk substitute to young farm animals

Disinfect Poultry Accommodation

Unit Reference	D/502/0775
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to disinfect poultry accommodation.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.2) <i>The learner can</i>
1. Be able to disinfect poultry accommodation	<ul style="list-style-type: none"> 1.1. Prepare poultry accommodation for disinfection 1.2. Prepare tools, equipment and materials for use 1.3. State why it is important to mix disinfectant to the correct strength 1.4. Disinfect poultry accommodation ensuring adequate ventilation throughout the process 1.5. Restore the accommodation for bird use 1.6. Use, clean and store PPE, tools and equipment safely 1.7. Maintain the safety of self, others and animals during the operation
2. Know how to maintain the health and safety of people and birds when disinfecting poultry accommodation	<ul style="list-style-type: none"> 2.1. State why PPE needs to be worn 2.2. State why birds should be removed from the accommodation prior to disinfection

Poultry Housing and Bedding

Unit Reference	F/502/0770
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to recognise types of suitable housing for poultry and select suitable bedding material.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.6) <i>The learner can</i>
1. Be able to recognise suitable accommodation for poultry	1.1. Recognise types of housing for poultry 1.2. Recognise the features of poultry accommodation 1.3. Recognise types of suitable bedding for poultry 1.4. State why suitable bedding needs to be provided for poultry 1.5. State why adequate ventilation is required for poultry accommodation 1.6. State why poultry accommodation needs to be situated in a suitable position

Clean Farm Animal Housing

Unit Reference	H/502/0728
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to clean out the pen or housing for a farm animal and then bed it down.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to clean out farm animal pen/housing and bed down	1.1. Prepare to clean farm animal housing 1.2. Check that tools and equipment are safe to use 1.3. Clean out farm animal housing 1.4. Use, clean and store PPE, tools and equipment safely 1.5. Maintain own safety and personal hygiene during operations 1.6. List safety procedures to follow during cleaning
2. Know why farm animal housing needs cleaning	2.1. State reasons for cleaning farm animal housing

Grading Poultry Eggs

Unit Reference	H/502/0776
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to grade and pack eggs by weight.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Grade poultry eggs by weight	1.1. Prepare equipment for grading poultry eggs 1.2. State why eggs need to be weighed 1.3. Sort and grade eggs by weight 1.4. Pack eggs into marked boxes and store 1.5. State why eggs should be stored correctly before sale 1.6. Give a reason for marking eggs with a best before date 1.7. State why dirty eggs should not be washed 1.8. Maintain own safety and hygiene throughout operations

Weigh Farm Animals

Unit Reference	K/502/0729
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to weigh and record weights of a farm animal.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.8) <i>The learner can</i>
1. Be able to weigh farm animals	1.1. Prepare to weigh farm animals 1.2. Move and load animal into weighing equipment 1.3. Give reasons for making sure the weigh area must be free from hazards 1.4. Weigh and record farm animal details 1.5. Release farm animal safely and return to pen 1.6. Clean weighing equipment and dispose of waste 1.7. Maintain own safety during operations 1.8. State why the weight of animals is recorded

Characteristics and Breeds of Poultry

Unit Reference	L/502/0769
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their understanding of breeds of poultry.
Learning Outcomes (1 to 1) <i>The learner will</i>	Assessment Criteria (1.1 to 1.4) <i>The learner can</i>
1. Be able to recognise breeds and characteristics of poultry	1.1. Recognise breeds of poultry 1.2. Give a reason for identifying different breeds of poultry correctly 1.3. Recognise the characteristics of different breeds of poultry 1.4. State the purpose of different breeds of poultry

Recognise a Healthy Farm Animal

Unit Reference	Y/502/0726
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to recognise a healthy farm animal.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to recognise a healthy farm animal	1.1. Recognise signs of health in farm animals 1.2. Inspect animals for health 1.3. List signs that indicate a farm animal is ill or unwell 1.4. Report finding to supervisor 1.5. Maintain personal safety and hygiene when inspecting animals
2. Know why farm animals should be checked for health	2.1. State why farm animals should be regularly checked for health

Check That Poultry Are Healthy

Unit Reference	Y/502/0774
Level	Entry 3
Credit Value	2
Guided Learning Hours	20
Unit Summary	To enable learners to demonstrate their ability to recognise the parts of a bird to be checked and complete a health check on a bird assisted by a supervisor.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.1) <i>The learner can</i>
1. Be able to check poultry for health	1.1. Catch and hold poultry correctly 1.2. Identify areas on a bird to check for health 1.3. Recognise signs of health in poultry 1.4. Give a reason for observing bird behaviour 1.5. State why sick birds must be isolated from the flock 1.6. Maintain own safety and hygiene throughout operations
2. Know why poultry needs to be checked for health	2.1. Give a reason for checking that a bird is healthy

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within a Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.

Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.

It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.

- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - original certificates OR
 - copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and

guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the website.

Exemptions

There are no identified exemptions for these qualifications.

Equivalencies

There are no identified equivalencies for these qualifications.

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards policies and procedures are available on the website.

Glossary of Terms

GL (Guided Learning)

GLH is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GLH is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated assessment
- The learner is being observed.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning Hours (GLH) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.