

22308VIC
Diploma of Horse Breeding (Stud Management)

Accredited for the period: 1 January 2016 to 31 December 2020 under Parts 4.4 and 4.6 of the *Education and Training Reform Act 2006*.





© State of Victoria (Department of Education and Training) 2015

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free to use, copy and distribute to anyone in its original form as long as you attribute Department of Education and Training as the author, and you license any derivative work you make available under the same licence.

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Education and Training (DET) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.


Table of Contents

Section A: Copyright and course classification information	1
1. Copyright owner of the course	1
2. Address	1
3. Type of submission	1
4. Copyright acknowledgement	1
5. Licensing and franchise.....	2
6. Course accrediting body.....	2
7. AVETMISS information	2
8. Period of accreditation.....	2
Section B: Course Information	3
1. Nomenclature	3
1.1 Name of the qualification	3
1.2 Nominal duration of the course	3
2. Vocational or educational outcomes of the course.....	3
3. Development of the course	3
3.1 Industry /enterprise/ community needs	3
3.2 Review for re-accreditation.....	5
3.3 Transition arrangements	5
4. Course outcomes	6
4.1 Qualification level	6
4.2 Employability skills	7
4.3 Recognition given to the course (if applicable).....	9
4.4 Licensing/ regulatory requirements (if applicable).....	9
5.1 Course structure.....	9
5.2 Entry requirements	9
6. Assessment.....	10
6.1 Assessment strategy	10
6.2 Assessor competencies	11
7. Delivery	11
7.1 Delivery modes.....	11
7.2 Resources	12
8. Pathways and articulation	12
9. Ongoing monitoring and evaluation.....	13
Section C: Units of competency	14

Section A: Copyright and course classification information

<p>1. Copyright owner of the course</p>	<p>Copyright of this document is held by the Department of Education and Training (DET) Victoria © State of Victoria 2015</p>
<p>2. Address</p>	<p>Department of Education and Training Higher Education and Skills Group Executive Director, Training System Performance and Industry Engagement GPO Box 4367 Melbourne Victoria 3001</p> <p>Organisational Contact: Manager Training Products Higher Education and Skills Group Telephone: (03) 9637 3688</p> <p>Day to day contact: Primary Industries Curriculum Maintenance Manager Email: kateb-rd@melbournepolytechnic.edu.au Telephone: (03) 9269 1391</p>
<p>3. Type of submission</p>	<p>The course is submitted for reaccreditation. It replaces and has equivalent outcomes to: 22139VIC Diploma of Horse Breeding (Stud Management)</p>
<p>4. Copyright acknowledgement</p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria. © State of Victoria (Department of Education and Training) 2015.</p> <p>Copyright of the following units of competency from nationally endorsed training packages is administered by the Commonwealth of Australia. © Commonwealth of Australia and can be accessed from Training.gov at www.tga.gov.au</p> <p>AHC10 Agriculture/Horticulture/Conservation and Land Management Training Package</p> <p>AHCHBR401A Carry out stud stable management duties AHCHBR303A Carry out mare mating procedures or artificial insemination AHCHBR305A Handle and care for stallions AHCHBR402A Supervise raising young horses AHCLSK330A Implement procedures for foaling down mares AHCLSK503A Develop and implement a breeding strategy AHCAIS401A Supervise artificial breeding and/or embryo transfer programs AHCCHM501A Develop and manage a chemical use strategy AHCBUS501A Manage staff</p> <p>ACM10 Animal Care and Management Training Package</p> <p>ACMEQU405A Maintain and monitor horse health and welfare ACMEQU402A Determine nutritional needs in provision of horse health care ACMEQU401A Relate equine anatomical and physiological features to equine health care requirements ACMEQU403A Relate musculoskeletal structure to horse movement</p>



5. Licensing and franchise	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria. © State of Victoria (Department of Education and Training) 2015.</p> <p>This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (http://creativecommons.org/licenses/by-nd/3.0/au/). You are free to use, copy and distribute to anyone in its original form as long as you attribute the, Department of Education and Training as the author, and you license any derivative work you make available under the same licence.</p>  <p>Request for other use should be addressed to : Department of Education and Training Higher Education and Skills Group Executive Director Training System Performance and Industry Engagement GPO Box 4367 Melbourne VIC 3001</p> <p>Copies of this publication may be downloaded, free of charge, from the Department of Education and Training website: http://www.education.vic.gov.au/training/providers/rto/Pages/courses.aspx#link100</p>						
6. Course accrediting body	Victorian Registration and Qualifications Authority (VRQA) Website : http://www.vrqa.vic.gov.au/						
7.AVETMISS information	AVETMISS classification codes <table border="1" data-bbox="523 1099 1460 1272"> <tr> <td data-bbox="528 1106 1023 1160">ANZSCO [<i>Australian and New Zealand Standard Classification of Occupations</i>]</td> <td data-bbox="1032 1106 1455 1160">121316 Horse Breeder</td> </tr> <tr> <td data-bbox="528 1167 1023 1227">ASCED Code – 4 digit (<i>Field of Education</i>)</td> <td data-bbox="1032 1167 1455 1227">0501 Agriculture</td> </tr> <tr> <td data-bbox="528 1234 1023 1272">National course code</td> <td data-bbox="1032 1234 1455 1272">22308VIC</td> </tr> </table>	ANZSCO [<i>Australian and New Zealand Standard Classification of Occupations</i>]	121316 Horse Breeder	ASCED Code – 4 digit (<i>Field of Education</i>)	0501 Agriculture	National course code	22308VIC
ANZSCO [<i>Australian and New Zealand Standard Classification of Occupations</i>]	121316 Horse Breeder						
ASCED Code – 4 digit (<i>Field of Education</i>)	0501 Agriculture						
National course code	22308VIC						
8. Period of accreditation	1 January 2016 to 31 December 2020						



Section B: Course Information

1. Nomenclature		Standard 1 AQTF Standards for Accredited Courses
1.1 Name of the qualification	22308VIC Diploma of Horse Breeding (Stud Management)	
1.2 Nominal duration of the course	1190 – 1300 hours	
2. Vocational or educational outcomes Standard 1 AQTF Standards for Accredited Courses		
2.1 Purpose of the course	The Diploma of Horse Breeding (Stud Management) aims to develop the skills and knowledge required by stud managers to manage horse breeding activities. Their duties include horse husbandry, breeding management, management of physical and natural resources, business administration, staff management and the training and marketing of bloodstock.	
3. Development of the course		Standards 1 and 2 AQTF Standards for Accredited Courses
3.1 Industry /enterprise/ community needs	<p>The horse industry is multi-disciplined and represents a variety of activities that include primary production, sport (e.g. performance horses, Thoroughbred and Standardbred racing) and recreational interests. The horse industry at all levels in Australia is dependent on successful breeding since few animals are imported (<i>The Horse Research and Development Plan 2011-2016</i>, Rural Industries Research and Development Corporation). It is estimated that the horse industry contributes approximately \$8 billion to the gross national product. Although it is not possible to quantify the exact number of horses in Australia, it is estimated that it may be as high as 1.8 million. A significant proportion of the industry is made up of small businesses and individuals are often employed in more than one sector of the industry such as breeding and racing.</p> <p>Horse breeding is different from most other livestock production because the live horse is the desired end product. Other livestock operations, such as sheep and cattle farms, generally milk or slaughter their animals to reach the end product. The majority of horses bred in Australia are used for racing. Almost 70% of expenditure on breeding is associated with Thoroughbred and Standardbred horses.</p> <p>There has also been a steady increase in the breeding of horses in Australia for a large range of equestrian disciplines such as dressage, jumping, eventing, showing, driving and endurance. As an illustration of this growth, the September 2014 Stallion feature in <i>Horse Deals</i> advertised 397 non-racing stallions from twenty-seven recognised breeds. The 2013-2014 Australian Thoroughbred Stud Book reported 20,228 mare services from 676 stallions and a total of 9068 live foals. About 25% of Thoroughbred breeding takes place in Victoria, only exceeded by New South Wales.</p> <p>The Horse Research and Development Plan 2011-2016 produced</p>	

by the Rural Industries Research and Development Corporation, provides the following objectives for its research and development funding. These areas are consistent with the proposed qualification:

- reduce the incidence and impact of diseases and parasites in horses
- reduce injury and breakdown of horses in work and training
- improve breeding outcomes and foal development
- improve the safety of industry participants and the welfare of horses and enhance the environmental sustainability of the industry
- promote education and training for the horse industry through opportunities for training researchers and by effective communication of research and development to horse industry stakeholders.

A survey of key stakeholders confirmed that stud managers require practical horse husbandry skills as well as management skills.

The proposed course does not duplicate any qualifications within existing Training Packages. Although the AHC10 Agriculture, Horticulture, Conservation and Land Management Training Package has units of competency relevant to horse breeding, there are no diploma level qualifications relevant to needs of the horse breeding industry for stud managers. AHC10 has a horse breeding qualification at the Certificate III level but higher level qualifications in agriculture are generic and as such do not address the specialist horse skills needed to work in the horse breeding industry. Horses are not livestock in the traditional sense and as such cannot be farmed in the same way as cattle or sheep. Stud managers require practical skills in horse handling and care as a foundation for management skills.

Enrolments in the superseded course

2011 – 36
2012 – 52
2013 – 36
2014 – 38

Members of the steering committee were:

Natalie Welsh	Darley Australia
Lisa Coffey	Racing Victoria
Gaye Gauci-Marchant	Australian Racing Industry Standing Committee
Pam Martin	Equine Photonic Training and Services
Phil Jones	Melbourne Polytechnic
Tori Glenister	GOTAFE

The Project Manager was Kate Bryce, Primary Industries Curriculum Maintenance Manager, Melbourne Polytechnic.

<p>3.2 Review for re-accreditation</p>	<p><i>Standards 1 and 2 for Accredited Courses</i></p> <p>22308VIC Diploma of Horse Breeding (Stud Management) replaces and is equivalent to 22139VIC Diploma of Horse Breeding (Stud Management).</p> <p>As part of the ongoing course maintenance process, superseded units have been replaced by equivalent units from AHC10.</p> <p>As part of the review for reaccreditation a skills and knowledge profile was developed and approved by the steering committee, this was used to review and validate the core skills required for employment in the industry. The skills and knowledge profile provided the steering committee direction in terms of development of new competencies and which units of competency should be included in the qualification.</p> <p>No further enrolments must be made into 22139VIC Diploma of Horse Breeding (Stud Management) from 31 December 2015.</p> <p>Transition arrangements</p> <p>Refer to the following table for the mapping of units in the superseded 22139VIC Diploma of Horse Breeding (Stud Management) against units in the current courses.</p>
---	---

Units in superseded course	Units in current course	Relationship
VBP145 Manage personal , team and staff work priorities and development	AHCBUS501A Manage staff	Not equivalent
VBP146 Develop and monitor business operations	VU21849 Develop and monitor business operations	Equivalent
VBP161Develop and implement a marketing plan for stud stock	VU21850 Develop and implement a marketing plan for stud stock	Equivalent
VU20496 Work with horses	VU21847 Work with horses	Equivalent
VU20497Monitor horse health and welfare	ACMEQU405A Maintain and monitor horse health and welfare	Equivalent
VU20498 Implement procedures for foaling down mares	AHCLSK330A Implement procedures for foaling down mares	Equivalent
VU20499 Implement and monitor a horse nutrition program	ACMEQU402A Determine nutritional needs in provision of horse health care	Not equivalent
VU20500 Manage OHS procedures and environmental work practices	VU21848 Manage OHS procedures and environmental work practices	Equivalent
VU20501 Manage horse nutrition	VU21844 Manage a horse nutrition program	Not equivalent
VU20502 Manage reproduction outcomes of stallions and mares	VU21845 Manage reproduction outcomes of stallions and mares	Not equivalent
AHCHBR202A Handle young horses		No equivalent unit
AHCHBR303A Carry out mare mating procedures or artificial insemination	AHCHBR303A Carry out mare mating procedures or artificial insemination	Equivalent
AHCHBR305A Handle and care	AHCHBR305A Handle and care	Equivalent



Units in superseded course	Units in current course	Relationship
for stallions	for stallions	
AHCHBR401A Carry out stud stable management duties	AHCHBR401A Carry out stud stable management duties	Equivalent
AHCHBR402A Supervise raising young horses	AHCHBR402A Supervise raising young horses	Equivalent
AHCCHM201A Apply chemicals under supervision		No equivalent unit
AHCCHM303A Prepare and apply chemicals		No equivalent unit
AHCCHM501A Develop and manage a chemical use strategy	AHCCHM501A Develop and manage a chemical use strategy	Equivalent
AHCLSK503A Develop and implement a breeding strategy	AHCLSK503A Develop and implement a breeding strategy	Equivalent
AHCBAC501A Manage agricultural crop production and AHCAGB505A Develop a whole farm plan	VU21846 Manage horse pastures	Not equivalent
AHCAIS401A Supervise artificial breeding and/or embryo transfer programs	AHCAIS401A Supervise artificial breeding and/or embryo transfer programs	Equivalent
	ACMEQU401A Relate equine anatomical and physiological features to equine health care requirements	New unit
	ACMEQU403A Relate musculoskeletal structure to horse movement	New Unit

4. Course outcomes		Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses
4.1 Qualification level	<p>This course is consistent with the AQF level 5 as defined in the Australian Qualifications Framework. The Diploma qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.</p> <p>Knowledge</p> <p>Graduates of a Diploma will have technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning as in anatomy and physiology of horses.</p> <p>Skills</p> <p>Graduates of a Diploma will have:</p> <ul style="list-style-type: none"> • cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources as in calculating value and composition of feeds for horses with different nutritional requirements • cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements as in designing a nutrition program consistent with stockfeed availability and price • specialist technical and creative skills to express ideas and 	

	<p>perspectives as in developing a marketing strategy</p> <ul style="list-style-type: none"> communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge as in managing environmental work practices. <p>Application of knowledge and skills</p> <p>Graduates of a Diploma will demonstrate the application of knowledge and skills:</p> <ul style="list-style-type: none"> with depth in some areas of specialisation, in known or changing contexts as in business marketing to transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations as in developing and implementing horse health care programs with personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality as in setting and meeting own work priorities with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well defined parameters as in managing the work performance of staff. <p>Volume of learning</p> <p>The volume of learning of a Diploma is typically 1 – 2 years. The Diploma of Horse Breeding (Stud Management) is consistent with the typical volume of learning for a qualification at this level.</p> <p>A significant number of additional hours of unsupervised learning are expected, including research activities, work experience and/or industry-based learning to support successful course completion.</p>
<p>4.2 Employability skills</p>	<p>Standard 4 for Accredited Courses</p> <p>Communication</p> <ul style="list-style-type: none"> analyse data and information to determine implications for work operations communicate with all people at all levels of the organisation in a professional manner complete a range of workplace documentation and records demonstrate effective and appropriate communication and interpersonal skills when dealing with people <p>Teamwork</p> <ul style="list-style-type: none"> determine performance required to meet internal and external customer needs facilitate team achievements lead cooperative work relations with people of different ages, gender, race or religion manage organisational processes and provide problem solving support to others provide leadership <p>Problem solving</p> <ul style="list-style-type: none"> identify and address potential and actual problems associated



	<p>with work operations</p> <ul style="list-style-type: none"> investigate problem causes and implement corrective strategies identify environmental features, regulations, legislative requirements and other factors which may affect the process or service to be provided identify hazards and suggest control measures analyse animal welfare and safety practices <p>Initiative and enterprise</p> <ul style="list-style-type: none"> determine quality and other indicators of work outcomes identify efficient production processes implement continuous improvement processes provide leadership in the workplace <p>Planning and organisation</p> <ul style="list-style-type: none"> demonstrate time-management skills determine resource requirements determine work timelines and quality service targets identify hazards and implement appropriate hazard control measures optimise work processes <p>Self-management</p> <ul style="list-style-type: none"> analyse implications of relevant Acts and regulations on work practices conduct work reviews to determine improvement requirements determine workplace procedures and instructions monitor work operations and identify and act on any quality and performance issues manage own time to meet deadlines <p>Learning</p> <ul style="list-style-type: none"> assess work data and information to identify areas for improved performance be supportive, assertive and use interpersonal skills to encourage workplace learning develop learning opportunities identify own training needs and seek skill development if required maintain currency of industry skill and knowledge <p>Technology</p> <ul style="list-style-type: none"> ensure readiness and operational efficiency of workplace technology select computer software applications to perform work operations work with technology safely and according to workplace standards.
<p>4.3 Recognition given to the course (if applicable)</p>	<p><i>Standard 5 for Accredited Courses</i> Not applicable</p>
<p>4.4 Licensing/ regulatory requirements (if applicable)</p>	<p><i>Standard 5 for Accredited Courses</i> At the time of accreditation no licensing or regulatory requirements apply.</p>

5. Course rules*Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses***5.1 Course structure**

To be eligible for the qualification, 22308VIC Diploma of Horse Breeding (Stud Management), participants must successfully complete:

- All twelve core units of competency
- three elective units of competency

Elective units may be selected from the list below or from units packaged at an AQF level 4, 5 or 6 from an accredited course or endorsed Training Package. Electives may only be imported if they are consistent with the vocational outcomes of this qualification and do not duplicate the outcomes of the core units.

A Statement of Attainment will be issued for any unit of competency completed if the full course is not completed.

Unit of competency code	Field of Education code (6-digit)	Unit of competency title	Pre-requisite	Nominal hours
Core units				
VU21847	050105	Work with horses	n/a	40
ACMEQU405A		Maintain and monitor horse health and welfare	n/a	80
AHCHBR401A		Carry out stud stable management duties	n/a	80
AHCHBR303A		Carry out mare mating procedures or artificial insemination	n/a	60
AHCLSK330A		Implement procedures for foaling down mares	n/a	100
AHCHBR402A		Supervise raising young horses	n/a	80
ACMEQU402A		Determine nutritional needs in provision of horse health care	n/a	60
VU21848	080303	Manage OHS procedures and environmental work practices	n/a	60
AHCLSK503A		Develop and implement a breeding strategy	n/a	160
VU21844	050105	Manage a horse nutrition program	n/a	60
AHCBUS501A		Manage staff	n/a	140
VU21845	050105	Manage reproductive outcomes of stallions and mares	n/a	50
Nominal hours sub-total – core hours				970
Elective Units of Competency – Select three units				
VU21846	050105	Manage horse pastures	n/a	100
AHCAIS401A		Supervise artificial breeding and/or embryo transfer programs	n/a	80
AHCHBR305A		Handle and care for stallions	n/a	60
AHCCHM501A		Develop and manage a chemical use strategy	n/a	80
VU21849	080303	Develop and monitor business operations	n/a	80
VU21850	080505	Develop and implement a marketing plan for stud stock	n/a	80
ACMEQU401A		Relate equine anatomical and physiological features to equine health care requirements	n/a	110
ACMEQU403A		Relate musculoskeletal structure to horse movement	n/a	120
Total nominal hours				1,190-1300

5.2 Entry requirements*Standard 9 for Accredited Courses*

The following requirement for entry into this course is based on the demands placed on individuals who handle horses and undertake stable management duties and are designed to ensure the safety of participants, the safety of others and the safety of the horses in their care:

- a moderate level of physical stamina and strength

	<ul style="list-style-type: none"> • a moderate level of agility and coordination. <p>The following is a general guide to entry in relation to the language, literacy and numeracy skills of learners aligned to the Australian Core Skills Framework (ACSF), details of which can be accessed from: http://education.gov.au/australian-core-skills-framework</p> <p>Learners are best equipped to achieve the course outcomes in the Diploma of Horse Breeding (Stud Management) if they have minimum language, literacy and numeracy skills that are equivalent to Level 4 of the ACSF. Indicators of ACSF Level 4 could include:</p> <ul style="list-style-type: none"> • Applying appropriate strategies to manage nutrition programs for a range of horse • Developing and reviewing a horse pasture management plan • Developing an action plan for monitoring risks to horse health i.e.in foaling down mares <p>Learners with language, literacy and numeracy skills at lower levels than those suggested will require additional support to successfully undertake the qualification.</p>
--	---

6. Assessment	Standards 10 and 12 AQTF Standards for Accredited Courses
----------------------	--

<p>6.1 Assessment strategy</p>	<p><i>Standard 10 for Accredited Courses</i></p> <p>All assessment will be consistent with the AQTF Essential Conditions and Standards for Initial/Continuing Registration Standards 1.2/1.5.</p> <p>Or</p> <p>Standard 1: Clauses 1.1 and 1.8 of the Standards for Registered Training Organisations (SRTOs) 2015 or the relevant Standards for Registered Training Organisations in effect at the time of assessment.</p> <p>Units of competency imported from endorsed training packages or accredited curriculum must reflect the assessment requirements specified in the endorsed training package or accredited curriculum.</p> <p>See http://www.nssc.natase.gov.au/vet_standards/standards_for_rtos</p> <p>The following principles are a guide to assessment:</p> <ul style="list-style-type: none"> • assessment tasks/activities should be grounded in a relevant context and not be culturally biased • students should be assessed across a wide range of tasks integrated into practice, in order to increase reliability and validity of assessment. One-off assessment tasks do not provide a reliable and valid measure of competence • instructions for assessment tasks should be clear, explicit and ordered • students must know what is expected and the criteria by which they will be judged • time allowed to complete a task should be reasonable and specified, and should allow for preparation and re-drafting as appropriate to the task • assessment should be validated • appropriate reference materials should be available to students
---------------------------------------	--



	<p>during assessment, e.g. personal word lists, dictionaries, thesaurus, calculators.</p> <p>Assessment tools must meet the rules of evidence. To meet the rules, evidence must be:</p> <ul style="list-style-type: none"> • valid, for example, address the elements and performance criteria, reflect the skills and knowledge described in the unit of competency, show application in the context described in the Range Statement • current, for example, demonstrate the candidate's current skills and knowledge • sufficient, for example, demonstrate competence over a period of time, demonstrate repeatable competence, not inflate the language, literacy and numeracy requirements beyond those required in performing the task and • authentic, for example: be the work of the learner, be corroborated / verified. <p>The Critical Aspects of Evidence section of units provides guidance on acceptable evidence. The evidence collected must relate to a number of performances assessed at different points in time and these must be separated by further learning and practice. Where appropriate, training providers are encouraged to take a holistic approach to assessment.</p>
<p>6.2 Assessor competencies</p>	<p><i>Standard 12 for Accredited Courses</i></p> <p>Assessor competencies for this course are consistent with the requirements of the AQTF Standards for Registration Standard 1.4 that require trainers and assessors to:</p> <ul style="list-style-type: none"> • have the training and assessment competencies determined by the National Skills Standards Council (NSSC) or its successors, • have the relevant vocational competencies at least to the level being delivered or assessed, and; • continue to develop their vocational and training and assessment competencies to support continuous improvements in the delivery of RTO services. <p>See AQTF User guides to the Essential Conditions and Standards for Initial/Continuing Registration. or Standard 1: Clauses 1.13, 1.14, 1.15, 1.16 and 1.17 of the Standards for Registered Training Organisations (SRTOs) 2015 or the relevant Standards for Registered Training Organisations in effect at the time of assessment.</p> <p>Units of competency imported from endorsed training packages or accredited curriculum must reflect the assessor requirements specified in the endorsed training package or accredited curriculum.</p>
<p>7. Delivery</p>	<p>Standards 11 and 12 AQTF Standards for Accredited Courses</p>
<p>7.1 Delivery modes</p>	<p><i>Standard 11 for Accredited Courses</i></p> <p>This course is available for full or part-time study. Delivery strategies should actively involve the learner and learning should be experiential, relevant and age appropriate. Providers</p>



	<p>should be flexible in the way training is delivered to ensure they meet the needs of the client group.</p> <p>Delivery options including grouping of learners and learning activities should recognise the varying learning needs, educational background, preferred learning styles and constraints of the individual learner and the specific requirements of the unit.</p> <p>Practical demonstrations and opportunities for application are considered the most suitable strategy to reflect the objectives of the course and the need for individuals working in the breeding sector to have practical horse skills. The facilitation of the achievement of competencies through workplace activities or on-the-job training should be fostered and encouraged where possible.</p> <p>It is recommended that the course be conducted using delivery and assessment methods that maximise opportunities for learners to have learning experiences which are as close as possible to a real-work environment.</p>
<p>7.2 Resources</p>	<p><i>Standard 12 for Accredited Courses</i></p> <p>Resources include teachers/trainers who meet the <i>Australian AQTF Standard 1.4</i>. Trainers must have competencies consistent with the relevant standards for registered training organisations (RTOs) in effect at the time of training delivery. If in doubt RTOs should seek advice from their registering authority. At the time of the course's accreditation, the relevant standards, depending on the jurisdiction, were</p> <ul style="list-style-type: none"> • AQTF Essential Conditions and Standards for Initial/Continuing Registration 1.4; or <p>Clauses 1.13 – 1.17 of the Standards for Registered Training Organisations (STOs) 2015 or the relevant Standards for Registered Training Organisations in effect at the time of assessment.</p> <p>Successful delivery of this course requires access to practicing horse breeding enterprises including stud stock, barns with stabling facilities and feed storage, farriery workshop and equipment, stable and grooming equipment, outdoor stabling facilities, saddlery.</p> <p>Access is also required to classrooms, library and a computer laboratory and a range of relevant computer software. See units for any specific course requirements.</p> <p>The resources that should be available for this course relate to normal work practice using procedures, information and resources typical of a workplace. This should include:</p> <ul style="list-style-type: none"> • OH&S policy and work procedures and instructions • access to workplace environment • operational access to relevant equipment and facilities • materials and consumables • access to Material Safety Data Sheets (MSDS) and operator manuals • manufacturers' specifications/manuals • personal protective clothing and equipment <p>Units of competency imported from endorsed training packages or accredited curriculum must reflect the requirements for trainers specified in the endorsed training package or accredited curriculum.</p>
<p>8. Pathways and articulation</p>	<p><i>Standard 8 for accredited courses</i></p>



	<p>Training Package units of competency give individuals automatic recognition for those units within a range of qualifications. Individuals will receive credit for units from the following Training Packages:</p> <ul style="list-style-type: none"> • AHC10 Agriculture, Horticulture, Conservation and Land Management • ACM10 Animal Care and Management <p>Pathways into the course may include:</p> <ul style="list-style-type: none"> • 22246VIC Certificate II in Equine Studies • AHC30310 Certificate III in Horse Breeding • 22186VIC Certificate IV in Horse Breeding (Stud Supervision) <p>The course may enable individuals to enter further education. Examples of further training include:</p> <ul style="list-style-type: none"> • AHC60110 Advanced Diploma of Agriculture • Bachelor of Equine Studies (Melbourne Polytechnic)
<p>9. Ongoing monitoring and evaluation</p>	<p><i>Standard 13 for accredited courses</i></p> <p>Ongoing monitoring and evaluation of the course is the responsibility of the Primary Industries Curriculum Maintenance Manager throughout the period of accreditation.</p> <p>A formal review will take place once during the period of accreditation and will be informed by feedback from users of the curriculum and will consider at a minimum:</p> <ul style="list-style-type: none"> • any changes to meet emerging or developing needs of the horse breeding industry • changes in legislation and regulations • development of any relevant national competency standards or accredited curricula <p>Any significant changes to the course resulting from course monitoring and evaluation procedures will be reported to the VRQA through a formal amendment process.</p> <p>Course maintenance and review procedures may also indicate that the course in total should be expired if a suitable qualification becomes available through the development, review or continuous improvement process of a Training Package.</p>

Section C: Units of competency

Core units

VU21847	Work with horses
ACMEQU405A	Maintain and monitor horse health and welfare
AHCHBR401A	Carry out stud stable management duties
AHCHBR303A	Carry out mare mating procedures or artificial insemination
AHCLSK330A	Implement procedures for foaling down mares
AHCHBR402A	Supervise raising young horses
ACMEQU402A	Determine nutritional needs in provision of horse health care
VU21848	Manage OHS procedures and environmental work practices
AHCLSK503A	Develop and implement a breeding strategy
VU21844	Manage a horse nutrition program
AHCBUS501A	Manage staff
VU21845	Manage reproductive outcomes of stallions and mares

Elective Units

VU21846	Manage horse pastures
AHCAIS401A	Supervise artificial breeding and/or embryo transfer programs
AHCHBR305A	Handle and care for stallions
AHCCHM501A	Develop and manage a chemical use strategy
VU21849	Develop and monitor business operations
VU21850	Develop and implement a marketing plan for stud stock
ACMEQU401A	Relate equine anatomical and physiological features to equine health care requirements
ACMEQU403A	Relate musculoskeletal structure to horse movement

Unit Descriptor

This unit of competency specifies the outcomes required to calculate the nutritional requirements of horses to reflect their class, condition and purpose and to plan and monitor the efficacy of feed programs.

No licensing or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to legislation and regulations directly related to occupational health and safety and animal welfare.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit is applicable to persons who have a management role in maintaining horses in prime condition, and who therefore require an understanding of the nutritional requirements of horses and how they vary according to a range of factors, and the nutritional value of a range of feeds commonly given to horses. Some supervision of other staff may be involved.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Plan an enterprise horse nutrition program

- 1.1 Daily and seasonal *nutritional requirements* of a range of *horses* are calculated based on published *tables/software* and nutrition records
- 1.2 The nutrition plan ensures adequate nutrition is provided to maintain horses in appropriate *condition* in line with the enterprise plan
- 1.3 Plan responds to different nutrition requirements appropriate to the age, sex, breeding status and condition of horses and is consistent with the level of work and the rate of growth
- 1.4 A cost-effective approach to sourcing and selecting the required feedstuffs on a seasonal basis is determined
- 1.5 Feeds and pasture in the nutrition plan are selected to minimise risk of adverse effects
- 1.6 Nutrition plan is documented and communicated to relevant staff and senior management
- 1.7 Feed records are maintained and monitored according to enterprise procedures

2 Monitor the nutrition

- 2.1 Implementation of the program is monitored to ensure the

program

nutritional requirements of horses are met

- 2.2 Nutrition program is reviewed and monitored to ensure it remains responsive to changing conditions and requirements of individual horses
- 2.3 New feeds or formulations are introduced into nutrition program following enterprise procedures
- 2.4 The use of additives and supplements that impact on drug testing and could breach rules relevant to equine disciplines are monitored and withholding and detection times observed

3 Manage feeding program

- 3.1 Feeding schedules and routines are developed in line with enterprise work plans and other scheduled activities
- 3.2 Resources required to implement the *feeding program* are determined
- 3.3 Feeding procedures to be followed, the feeding schedule and enterprise requirements and standards are communicated to staff
- 3.4 Individual *feed charts* consistent with nutritional requirements and showing the formulation of rations are prepared for each horse consistent with enterprise requirements

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

- ability to design, monitor and implement a feeding program for the enterprise including planning for seasonal availability of feeds and pasture
- ability to calculate the nutritional requirements of the horse relevant to its needs and design an appropriate feeding program for an individual horse
- ability to evaluate the effectiveness of a feeding program for a horse and determine required actions in response to circumstances
- ability to prepare individual feed charts

Required knowledge:

- nutritional requirements of horses
- sources of data used to calculate feeds
- introducing new elements into a feeding program
- sourcing feed stuffs
- use of nutritional supplements according to regulations

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and

situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Nutritional requirements may include:

- water required for normal gastro-intestinal function and to sustain life
- energy required for movement, growth, reproduction
- protein required for cell growth and repair
- fibre required for proper gastro-intestinal function
- minerals necessary for structural development, body maintenance and metabolism
- vitamins required for maintenance of body systems
- supplements such as Biotin, vitamins, selenium, calcium, minerals, molasses, kelp, fruit and vegetables
- medications may be required in some circumstances
- factors that affect the absorption or availability of key nutrients include palatability, age, feed quantity and quality, feed form, health status, workload, reproductive status, cost

A range of horses may include:

- foals
- weanlings
- young stock
- dry mares
- pregnant mares
- lactating mares
- stallions
- geldings
- competition horses
- aged horses
- different breeds

Tables and software may include:

- NRC tables
- Software programs such as KER program and NRC tables programs

Condition may refer to:

- the horse's weight and physiological condition and may be described as good, average, poor or in excess
- judgement on condition is whether the horse is in competition, recreational use, spelling, retired, breeding (e.g. stallion in breeding/off season, pregnant mare, lactating mare, horse prepared for sale)

Feeding programs may include:

- duties of all personnel involved in the feeding program and rosters
- standards to which tasks are performed
- OHS, storage and vermin control procedures to be followed both in the stable and feed room
- timetable for feeding and weighing
- feed charts for individual horses
- signs and symptoms which should be observed
- reporting procedures to be followed

Feed charts may include:

- quantities and types of feed, including supplements and

- medication if appropriate
- timetable for feeding and weighing
- rations that have been calculated to take into account individual requirement

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge and include evidence of the following:

- explain the nutritional requirements of individual horses
- design and evaluate a feeding program for the enterprise including providing consideration of seasonal availability of feed stuffs and pasture
- design and evaluate a feeding program for individual horses
- evaluate the efficacy of a feeding program for a horse and the required adjustments.

Context of and specific resources for assessment

Competency must be assessed in a workplace or simulated workplace applicable to a horse breeding farm. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- a variety of horses of different ages and sexes relevant to a horse enterprise
- materials and equipment relevant to assessing candidates ability to design feed programs
- a variety of food types, pasture and weeds
- work instructions and related documentation.

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistency of performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- practical exercise, for example in the calculation of rations
- written and/or oral questioning to assess knowledge and understanding of the nutritional requirements of the horse
- completion of learning materials
- practical demonstration as in the preparation of feed charts
- development of product: feeding programs for the enterprise and for the individual horse
- projects involving analysis of case studies
- third party reports supporting the evidence gathered.

Evidence is required to be demonstrated over a period of time, therefore, where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Unit Descriptor

This unit of competency specifies the outcomes required to maximise breeding outcomes through: analysing pedigrees, preparing stud stock for breeding, assessing and maximising fertility, responding to foaling problems and emergencies and managing contracts and leases for breeding stock.

No licensing or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to legislation and regulations directly related to occupational health and safety and animal welfare.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit is applicable to persons who have a management role in managing the fertility of breeding stock, and maximising breeding outcomes, and who therefore require an understanding of stallion fertility and training, the care of mares and foals where there are foaling problems and legal agreements relevant to breeding. Some supervision of other staff may be involved.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Analyse stallion and mare pedigrees

- 1.1 Sources of pedigree information are located and analysed including the identification of significant bloodlines and the relative impact of each generation
- 1.2 ***Pedigree information*** on registration certificates is read using correct terminology
- 1.3 Resources and types of breeding statistics such as performance indexes and their relevance to breeding decisions are explained
- 1.4 Major bloodlines within a breed or performance discipline are researched and the impact of inbreeding explained
- 1.5 Nicks and nick ratings are explained and issues associated with reliance on ratings without consideration of other factors are described
- 1.6 Stud records required for identification and registration purposes are maintained according to enterprise and breed requirements
- 1.7 Rules of breed registries and stud books are accessed and adhered to

- 2 Manage reproductive performance of mares**
- 2.1 Appropriate levels of nutrition and care are provided and adjusted for breeding, gestation and rearing to ensure broodmares are maintained in optimal condition
 - 2.2 Oestrus is *manipulated* to meet *breeding program and other requirements*
 - 2.3 Breeding health of broodmares is assessed and appropriate action taken to maximise fertility and breeding performance
 - 2.4 The behaviour of broodmares including breeding and rearing behaviour is assessed and monitored
 - 2.5 Enterprise OHS and hygiene procedures are monitored and communicated to staff
 - 2.6 Enterprise animal welfare guidelines are implemented
- 3 Manage reproductive performance of stallions**
- 3.1 Appropriate levels of nutrition and exercise are provided and adjusted as breeding stallions are let-down from work and/or brought into optimal breeding condition
 - 3.2 Semen is *analysed* to assess fertility and stored to maintain viability where appropriate
 - 3.3 Education requirements of stallions are established and additional *training* managed as required
 - 3.4 Behavioural traits and breeding behaviour of stallions are assessed and monitored during the breeding season and off-season
 - 3.5 Breeding health of stallions is assessed and appropriate action taken to maximise fertility and breeding performance
 - 3.6 Enterprise OHS and hygiene procedures are monitored and communicated to staff
 - 3.7 Enterprise animal welfare guidelines are implemented
- 4 Manage foaling and post foaling problems**
- 4.1 *Resources* required to support foaling and respond to foaling problems are clean, hygienic and available prior to foaling
 - 4.2 The three stages of foaling are monitored for signs of *problems and obstetrical assistance* provided within critical timeframes
 - 4.3 Mares are monitored for *signs of placentitis* and an appropriate treatment program implemented
 - 4.4 *Vital signs, general health and behaviour* of newborn foals monitored and veterinary assistance sought where required
 - 4.5 Orphaned foals are provided with *specialised care* and

fostering arrangements are established

4.6 *Neonatal maladjustment syndrome foals* are recognised and care program implemented on advice of veterinarian where required

4.7 Enterprise OHS and hygiene procedures are monitored and communicated to staff

4.8 Enterprise animal welfare guidelines are implemented and animal material and carcasses disposed of consistent with local regulations

5 Negotiate and prepare breeding contracts and leases

5.1 Requirements of *breeding contracts* and *leasing agreements* are clearly documented and understood

5.2 Conditions are agreed between the parties

5.3 Negotiations conform to established enterprise requirements and relevant legislation

5.4 Contract/lease document is signed and exchanged between relevant parties

5.5 Conditions and obligations are monitored and grievance procedures implemented where required

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

- maintain stud records
- communicate effectively with staff, veterinarians and other personnel
- identify hazards and implement safe work practices.
- collection and storage of colostrum
- dispose of organic waste and carcasses according to relevant legislation
- interpersonal skills required to establish effective relationships with owners and lessees
- respond to foaling emergencies
- provide obstetric support
- use a range of resources to access and interpret pedigree information

Required knowledge:

- signs of normal and abnormal foaling
- ovulation stimulation and synchronisation
- anatomy and physiology of the reproductive organs and reproductive processes in horses
- resource requirements
- breeding principles
- normal foal behaviour
- the purpose of colostrum
- foaling health and abnormalities
- care of newborn orphaned foals

- semen collection, analysis and storage
- purpose of breeding records
- purpose of breeding contracts and leases
- relevant State/Territory legislation, regulations and codes of practice with regard to workplace OHS and animal welfare
- enterprise guidelines and policies
- breed registry and equine discipline rules relevant to breeding (e.g. Rules of Racing)
- pedigree information
- major breed/discipline bloodlines

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Pedigree information may include:

- family tree
- registration numbers
- breed
- colour
- date of foaling
- brand/microchip number
- gender

Techniques for ***manipulating*** oestrus include:

- phototropic stimulation
- hormones

Breeding program and other requirements may include:

- breed universal birthday
- issues with stallion fertility or breeding demands
- AI of multiple mares from single semen collection
- embryo transfer requirements

Semen may be ***analysed*** for:

- volume
- motility
- progressive motility
- concentration
- morphology
- presence of bacteria
- presence of urine and/or blood
- longevity

Training strategies may incorporate:

- basic ground handling and commands
- positive reinforcement
- judicious direction and correction
- recognition of breeding behaviour (eg. vocalisation, prancing, arched neck)
- systematic desensitisation to washing and penile manipulation

Resources may include:

- tetanus vaccination

- high quality colostrum or replacement
- clean tail wrap
- mild soap
- disinfectant
- clean containers (cup, bucket)
- sponges and towels
- sharp, clean scissors and knife
- haemostat or clamps
- small bulb syringe
- fleet enemas
- sterile lubricant
- gloves
- flashlight with fresh batteries
- watch
- mobile phone/radio
- thermometer
- colic mixture

Problems may include:

- prematurity
- malpresentation
- foal stuck in birth canal
- rectal delivery
- red-bag delivery
- tearing
- haemorrhaging
- retained placenta
- colic
- sepsis

Obstetrical assistance may include:

- undertaking simple corrections to foal presentation
- checking if foal is alive
- assisting delivery
- emergency first aid
- seeking vet assistance when required

Signs of placentitis may include:

- early bagging up
- dripping milk prior to foaling
- vaginal discharge

Vital signs may include:

- respiration
- heart rate
- sucking reflex

General health may include:

- level of blood antibodies and white cell count
- passing of meconium
- constipation or diarrhoea
- abnormal colour of gums
- dehydration
- respiratory problems
- turned eyelids or cloudy eyes
- cleft palate

- bleeding, discharge or swelling of umbilicus
- low body weight
- energy levels
- musculo-skeletal problems
- neonatal isocrythrolysis

Behaviour may include:

- standing
- suckle reflex
- nursing
- bonding

Specialised care may include:

- cleaning
- treating umbilicus
- monitoring behaviour and signs of ill health
- keeping warm
- feeding high quality colostrum or substitute
- feeding at frequent, regular intervals

Neonatal maladjustment syndrome foals may exhibit the following signs:

- slow to nurse or difficulty latching onto teat
- failure to bond
- aimless wandering
- hypersensitivity
- seizures
- barking noises
- tongue hanging out of mouth
- difficulty swallowing
- appearing blind
- indiscriminate sucking
- inability to stand
- comatose
- organ dysfunction

Breeding contracts may include:

- background information on relevant animal
- condition of mare
- fees and payment schedule
- method of payment
- obligations of owner
- obligations of stud
- right of stud to recover debts
- services to be provided
- provision for dissolving business arrangement
- payment of veterinary fees
- free return policy/life time guarantee registration
- live foal/registration terms and conditions
- foal share
- liability
- indemnity
- insurance

Leasing agreements may include:

- mare/stallion identification
- vaccination and breeding records
- status of mare (eg. in foal, nursing, open)
- duration of agreement

- cost of lease and payment of expenses
- stallion to whom mare can be bred
- ownership of foal
- provision for registering foal
- standard of care
- right of owner to examine animal
- liability for loss of stallion/mare/foal, injury, resulting breeding unsoundness
- indemnity of owner for specified claims
- insurance

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge and include evidence of the following:

- assess the impact of pedigree, performance data and nick ratings on breeding programs
- assess mare and stallion fertility and fitness for breeding
- respond to foaling problems by implementing a program of care for the mare and/or the newborn foal
- negotiate and prepare breeding contracts and leases.

Context of and specific resources for assessment

Competency must be assessed in a workplace or simulated workplace applicable to a horse breeding farm. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- a variety of horses of different ages and sexes relevant to a horse breeding enterprise
- materials and equipment relevant to semen collection and analysis
- materials and equipment needed to support normal foaling and respond to foaling problems
- work instructions and related documentation
- documented pedigrees for a range of horses.

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistency of performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a

combination of both.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- practical exercise, for example in calculating foaling dates and monitoring vital signs in newborn foals
- written and/or oral questioning to assess knowledge and understanding of the signs of problem foaling
- practical demonstration as in the tying up and examination of afterbirth
- implementation of enterprise policies and procedures for responding to foaling emergencies
- projects involving analysis of case studies
- third party reports supporting the evidence gathered.

Evidence is required to be demonstrated over a period of time, therefore, where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Unit Descriptor

This unit of competency specifies the outcomes required to plan, manage and maintain land used for a horse enterprise. The unit focuses on minimising the impact horses have on soils and land capability while maximising horse welfare.

No licensing or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to legislation and regulations directly related to occupational health and safety and animal welfare.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit is applicable to persons who have a management role in maintaining horses in prime condition, and who therefore require an understanding of how to maximise horse welfare through the management of pasture and how to protect the environment through appropriate land use. Some supervision of other staff may be involved.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Develop a land use plan for a horse enterprise

- 1.1 The purpose and goals of the horse enterprise and *level of input* are identified
- 1.2 The legal requirements relevant to the *use of land* for a horse enterprise are identified
- 1.3 Strategies for water supply and management, vegetation and revegetation management, biodiversity and protection of natural resources including waterways are developed and implemented
- 1.4 *Infrastructure* needs consistent with the enterprise are determined
- 1.5 *Physical characteristics* and land capability are assessed and areas at risk of or showing evidence of *degradation* are identified
- 1.6 Budgetary constraints are identified based on available enterprise resources
- 1.7 The plan is documented to include infrastructure, pasture, vegetation, elevations/gradients, soil characteristic and water.

- | | |
|--|--|
| 2 Develop pasture management strategies | <p>2.1 Strategies are consistent with <i>horse characteristics and behaviours</i></p> <p>2.2 <i>Grazing systems</i> are selected in line with land use, physical characteristics and enterprise needs.</p> <p>2.3 Grazing management ensures pasture plant and grass growth and is consistent with <i>stages</i> of plant/grass growth.</p> <p>2.4 The selection and implementation of strategies contribute to <i>horse welfare</i></p> <p>2.5 The <i>benefits</i> of appropriate pasture management for the enterprise are identified</p> <p>2.6 Plants and/or plant cultivars appropriate for pasture, shelterbelts and revegetation are selected based on land capability and enterprise needs</p> <p>2.7 Pasture management strategies are evaluated for efficiency and effectiveness</p> |
| 3 Manage pasture maintenance | <p>3.1 Strategies are planned to reduce or eradicate areas of weed infestation</p> <p>3.2 Nutrient requirements for pasture plants and grasses are assessed and a fertiliser program determined</p> <p>3.3 Strategies for <i>manure management</i> that contribute to horse welfare and environmental protection are selected and evaluated</p> <p>3.4 <i>Soil protection</i> strategies are implemented to minimise soil degradation</p> |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

- apply environmental protection strategies for land use and management
- determine soil physical characteristics and land use capability
- determine pasture nutrient requirements
- determine existing and requirement infrastructure requirements
- determine grazing management system/s consistent with horse behaviour

Required knowledge:

- roughage requirements of horses
- land and soil conditions
- nutrient characteristics of different soils
- environmental protection strategies
- growth patterns and characteristics for different weeds
- OHS and environmental legislation, codes of practice and enterprise procedures

- sustainable land management practices
- property planning processes and approaches
- water, vegetation and soil management strategies
- horse behaviour
- pasture plant and grass species growth patterns and energy levels
- grazing systems

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Level of input may include:

- low – extensive grazing
- medium – mixed grazing and stabling
- high – horses stabled and hand fed

Use of land may include:

- breeding facilities
- rearing of stock
- brood mare paddocks
- stallion barn
- foaling facilities
- training facilities
- agistment
- grazing
- hay production

Infrastructure may include:

- stables
- sheds/storage areas
- shelters
- yards
- work surface
- round yards
- access roads/lanes/walkways
- fences: permanent, movable, electric
- shelterbelts
- troughs/water tanks/grey water systems
- irrigation equipment
- farm equipment

Physical characteristics may include:

- soil type/s
- soil nutrient levels
- soil pH
- elevations and gradients
- remnant and other vegetation
- pasture plants and grasses
- rainfall distribution and reliability
- average temperature and humidity

Degradation may include:

- bare soil
- compaction
- weeds
- erosion

- exposed dams and waterways
- water logging
- pest animals

Horse characteristics and behaviours may include:

- grazing behaviour
- social behaviour
- paddock behaviour
- dunging behaviour
- resting behaviour

Grazing systems may include:

- rotational
- cross or mixed
- strip
- limited
- fully restricted
- slashing/mowing
- sacrifice pasture

Stages of plant/grass growth may include:

- germination
- vegetative
- elongation
- reproductive

Horse welfare may include:

- natural eating behaviour
- availability of essential roughage in diet
- parasite control
- dust control
- decrease exposure to harmful weeds
- control of metabolic imbalances
- slipping injuries
- mud borne infections (i.e. thrush, mud fever, greasy heel)
- reduction in instances of sand colic
- biosecurity measures

Benefits may include:

- carbon sink
- water holding capacity of soil
- control of water movement through soil
- improved levels of organic matter
- habitat for animals, insects, micro-organisms
- weed suppression
- potential time saving for routine tasks
- savings on feed costs
- enhance property value

Manure management may include:

- composting
- harrowing
- use of dung beetles
- mulching
- slashing/mowing
- collection and processing
- disposal

Soil protection may include:

- mulching

- swales
- planting of shelterbelts
- resting from grazing

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge and include evidence of the following:

- assess the characteristics of land appropriate for a horse enterprise including infrastructure, soils, natural resources and pastures
- develop land use and maintenance strategies that protect natural resources while addressing horse welfare
- integrate horse enterprise business goals with effective land management strategies in a property plan

Context of and specific resources for assessment

Competency must be assessed in a workplace or simulated workplace applicable to a horse enterprise. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- relevant legislation, codes of practice and workplace documents
- case studies or access to land suitable for a range of horse enterprises and regional location

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistency of performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- practical exercise, for example in the selection of a grazing system
- written and/or oral questioning to assess knowledge and understanding of horse behaviour
- practical demonstration as in the selection of pasture plants and grasses
- development of product: a land use plan
- projects involving analysis of case studies

- third party reports supporting the evidence gathered.

Evidence is required to be demonstrated over a period of time, therefore, where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

VU21847

Work with horses

Unit Descriptor

This unit of competency specified the outcomes required to safely catch, control and handle horses in a horse industry environment.

No licensing or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to legislation and regulations directly related to occupational health and safety and animal welfare.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit of competency is intended to apply to any horse breeding environment but is generally applicable to most horse industry enterprises. It supports stud supervisors, stud managers and others authorised to manage horse health and welfare.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Safely approach, catch and lead horses

1.1 *Behaviour and level of education of horses* are established prior to handling.

1.2 *Risks* associated with catching and leading horses are evaluated and appropriate *controls* implemented.

1.3 Appropriate *gear* for catching and leading horses is selected and used.

1.4 Horses are *approached, caught, tied up and released* in a safe and appropriate manner.

1.5 Correct horse is caught using identification features.

1.6 Safe leading, holding and controlling techniques are applied to horses.

1.7 Suitable *personal protective equipment* is selected, used and maintained.

2 Control horses in a horse industry work environment

2.1 Risks associated with handling horses in *working areas* are evaluated.

2.2 Safe leading and handling techniques in working areas are demonstrated.

2.3 Handle horses safely by applying knowledge and understanding of the senses and the communication traits of

horses.

2.4 Behaviour patterns of horses are responded to appropriately.

3 Fit and maintain rugs and gear

3.1 **Rugs and gear** are correctly selected for individual horses

3.2 Correct procedures for fitting and removing rugs and gear are undertaken.

3.3 Rugs and gear are cleaned and stored appropriately.

3.4 **Signs of wear and damage** monitored and action taken according to enterprise practices.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

- apply safe handling and work practices when dealing with horses
- catch, lead and handle a range of horses in a variety of environments
- communicate with employer, peers and work teams using assertive communication techniques to gather and relate information related to horse handling activities
- complete duties in accordance with safe operating procedures and nominated time frame
- evaluate risks associated with catching and handling horses
- identify and correctly using different items of handling gear
- identify features of horses using industry standards
- identify horse behaviour, social traits and vices
- lead and handle horses in enclosed spaces
- read and interpret workplace documentation
- relate to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- clean and check gear for wear and tear
- comply with animal welfare policies in the handling and care of horses
- identify, select and fit gear
- identify different breeds of horses
- identify points of the horse
- tie up and release horse safely
- use common horse industry terminology

Required knowledge:

- basic industry terminology related to handling horse
- basic understanding of applicable federal, state or territory legislation and regulations, and national standards and codes of practice relevant to full range of processes relating to own work role and responsibilities
- communication procedures within the horse industry work environment complete duties in accordance with safe operating procedures and nominated time frame
- common horse behaviour, social traits and vices
- communication methods of horses identify
- purpose of using different items of stable and paddock gear
- purpose of using different items of personal protective equipment
- animal welfare requirements
- safety requirements including safe work practices

- reporting requirements in relation to handling horses safely

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Behaviour and level of

education of horses may include:

- assessment of behaviour patterns prior to handling
- horse behaviour problems, including
 - bed eating
 - box walking
 - crib biting
 - pushing or barging
 - rug chewing
 - weaving
 - wind sucking
- communication traits of horses, including:
 - body signals
 - non-verbal (mouth and face)
 - verbal
- education level required for safe handling and controlling
- identifying good behaviour and bad behaviour traits and vices
- understanding senses of a horse, including:
 - eyesight
 - hearing
 - smell
 - taste
 - touch
 - sixth sense

Risks associated with handling horses may include:

- bites
- gear breakage
- horse injury
- kicks
- loose horse
- personal injury
- trampling

Control of risks associated with handling horses may include:

- adhering to responsibilities under OHS legislation and workplace practices
- adhering to responsibilities under national and state codes of practice; federal, state and territory legislation and local government regulations covering animal welfare
- adhering to rules of workplace
- considering variables that influence behaviour of horses, such as
 - fences and equipment
 - other persons or animals
 - vehicles

- wind and noise
- contributing to development of risk control measures
- holding horses for veterinary, farriery and other treatments
- identifying and reporting unsafe work practices
- identifying emergency situations
- reporting defective gear, including cracked leather or PVC frayed leads rusted bits, buckles and clips stretched or torn holes in strapping rips or unstitching
- understanding individual horse behaviour
- wearing approved personal protective equipment

Gear may include:

- anti-rearing bits
- bridles
- double clip leads
- head collars
- head pieces and bits
- hobbles
- leads
- leg ropes
- single clip leads
- twitches

Horses may be ***approached, caught tied up and released*** by:

- checking soundness of gear before approaching
- positioning gear in advance of handling
- talking to the horse
- encouraging horse to face handler
- approaching and releasing horse from near side
- taking extra care with horses in groups
- using and fitting appropriate and approved gear
- using quick release knots

Personal protective equipment may include:

- boots
- helmet
- overalls
- gloves
- protective eyewear
- hearing protection
- sun protection

Working areas may include:

- wash bays
- day yards
- paddocks
- exercise areas, round yards, training area
- stables
- crushes
- breeding areas
- sand rolls
- restraining areas

Rugs and gear may include:

- rivers and dams
- stalls
- combo rugs
- paddock or stable rugs
- rugs with leg straps, surcingles or rollers, fillet straps or other fittings
- sweat rugs
- fly veils
- collars
- muzzles
- wind-sucking collars
- rug rollers
- tail bags

Signs of wear and damage may include:

- cracked leather or PVC
- frayed leads, girths and surcingles
- rusted or cracked bits, buckles and clips
- stretched or torn holes in strapping
- rips or unstitching

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when handling horses
- implementation of procedures and timely techniques for the safe, effective and efficient handling of horses
- working with others to undertake and complete horse handling procedures that meet required outcomes.

Context of and specific resources for assessment

Competency must be assessed in a workplace or simulated workplace applicable to a horse breeding farm. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- a variety of horses of different ages and sexes relevant to a horse breeding enterprise
- materials and equipment relevant to assessing candidates ability to handle horses safely

- safe handling areas such as stables or yards or sheds
- work instructions and related documentation.

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistency of performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- written and/or oral assessment of candidate's required knowledge such as common vices
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks as in catching and leading a horse in a range of contexts
- simulation exercises conducted in a working or simulated working environment such as applying safe handling and work practices.

Evidence is required to be demonstrated over a period of time, therefore, where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Unit Descriptor

This unit of competency specifies the outcomes required to apply practical and theoretical information related to OHS and environmental work practices. The unit is concerned with maintaining and monitoring the organisation's OHS policies, procedures and programs in the relevant area of work and in accordance with OHS requirements.

No licensing or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to legislation and regulations directly related to occupational health and safety and animal welfare.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit of competency is intended to apply to any horse breeding environments but is generally applicable to most horse industry enterprises. It supports stud supervisors, stud managers and others authorised to manage horse health and welfare.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Maintain standards of a safe workplace and environment

- 1.1 ***Legislation, standards and organisation's policies and practices*** relevant to the maintenance of a safe workplace and environment are conveyed to colleagues or work team where applicable, and are followed accurately.
- 1.2 Arrangements are made to ***provide information*** in a language, style and format understood by ***colleagues and teams***.

2 Monitor, adjust and report safety and environmental performance

- 2.1 Work practices are monitored with colleagues to ensure compliance with requirements specified in legislation and standards for safe workplaces and environments.
- 2.2 ***Actual and potential safety and environmental hazards*** are ***identified*** and reported promptly and decisively to ensure workplace and environmental safety.
- 2.3 Hazards are managed so that ***risks*** are minimised.
- 2.4 ***Waste recycling, reduction and disposal*** are carried out in line with legislative and organisational requirements.

- 2.5 Work practices for dealing with accidents, fires and emergencies are maintained and conveyed to colleagues and teams.
- 2.6 **Contingency plan is implemented** immediately when unplanned incidents occur.
- 2.7 Recommendations to make improvements to comply with legislation and associated standards are submitted to **designated personnel**.
- 3 Support participative arrangements for the management of a safe workplace and environment**
- 3.1 **Organisational consultative procedures** are monitored to facilitate participation of work teams in the management of workplace safety and the environment
- 3.2 Information is gathered and improvements are suggested to support the development of **improved safety and environmental work practices**.
- 3.3 Individuals and teams are informed of improvements and **training** is provided where required.
- 4 Maintain records**
- 4.1 **Systems, records and reporting procedures** are maintained according to organisational and legislative requirements.
-

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

- analysing relevant workplace data to identify hazards
- applying OHS and environmental work procedures
- communicating with others using assertive communication techniques to gather, interpret and relay information related to maintaining and monitoring OHS procedures and environmental work practices
- consulting concisely and effectively with colleagues and team members
- developing safe operating procedures
- ensuring timely conduct of safety and environmental regulatory requirements, including:
 - consultative practices
 - emergency drills
 - accident or near miss reporting
 - staff training
 - workplace inspections
- identifying workplace hazards and implementing risk control measures
- interpreting and applying relevant legislation and regulations
- providing information and training to suit differing needs, for example using large print materials or materials that use pictures and diagrams and providing culturally appropriate training
- reading and interpreting workplace documentation
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- workplace procedures for dealing with accidents, fires and emergencies
- written communication skills to complete workplace documentation and reports

Required knowledge:

- behaviour of horses in a range of environments
- communications procedures, including reporting lines within the workplace and wider industry
- detailed understanding of OHS and environmental legislative requirements
- hazards and potential hazards in the workplace and risk control procedures
- hierarchy of control covering:
 - elimination
 - engineering controls
 - administrative controls
 - personal protective equipment
- OHS committee procedures and requirements
- procedures for participation in and communication of OHS workplace processes
- reporting requirements in relation to OHS and environmental workplace procedures
- workplace procedures for dealing with accidents, fires and emergencies

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislation, standards and organisation's policies and practices may include:

- award and workplace agreements and other industrial instruments
- duty of care and common law duties
- industry codes of practice
- industry checklists and associated documentation
- legislation from local, state and federal levels of government that affects business operation, especially in regard to OHS and environmental issues, equal employment opportunity, anti-discrimination and industrial relations
- requirements for consultative arrangements
- requirements for provision of information and training, including safe operating procedures, risk assessment and risk control, and emergency evacuation procedures.

Information provided may include:

- communicating legislation and codes of practice and relating these to work area
- hazards and risk management procedures
- indicators of potential emergency disease
- induction for new workers
- nature of work, tasks and procedures
- providing direct supervision to inexperienced workers
- vaccination program for tetanus.

Colleagues and team members may include:

- administrators
- stable staff
- farm manager
- owner
- business manager.

Actual and potential safety and

- chemicals

environmental hazards in the workplace may include:

- horses
- machinery and equipment
- other people, including:
 - contractors
 - employees
 - visitors
- physical environment, including run-off proximity to watercourses:
 - dams
 - rivers
 - streams
- unsafe work practices
- zoonotic diseases.

Hazards may be *identified* by:

- audits
- checking work area and equipment before and after work
- housekeeping
- identifying employee concerns
- job and work system assessment
- maintaining plant and equipment
- purchasing supplies and equipment
- reviewing OHS records, including registers of:
 - dangerous goods
 - hazardous substances
- workplace inspections.

Risks may be minimised by:

- adhering to safe work practices
- identifying unsafe workplace practices and procedures, including incorrect disposal of stable refuse and manure or faeces
- implementing key elements of the hierarchy of control:
 - eliminate
 - substitute
 - engineer
 - administrative
 - personal protective equipment
- understanding individual animal behaviour.

Waste recycling, reduction and disposal legislative and organisational requirements will include:

- adhering to local regulations and state government legislation
- adhering to industry codes of practice
- following the Australian Horse Industry Council code of practice.

Contingency plan may be *implemented* by:

- disinfecting premises
- disposing properly of infected or suspect animals that die
- establishing exits points out of the restricted area
- following procedures such as stock standstill, for total movement control on infected and dangerous contact premises
- using established organisational systems designed to deal with:
 - chemical spillage

- earthquake
- fire
- high winds
- security threat, such as bomb threat
- identifying incident, emergency or accident and responding within organisational procedures
- maintaining surveillance of animals
- preventing movement and gatherings of animals within a 10km restricted area
- procuring vaccine
- treating sick animals
- tracing movement of animals
- working within safe work practice guidelines and procedures.

Designated personnel may include:

- OHS officer
- OHS committee
- person to whom incidents, hazards and risks must be reported.

Organisational consultative procedures may include:

- health and safety representatives
- formal and informal consultation with work teams
- informing staff of avenues to address harassment, bullying and discrimination
- obtaining expert OHS advice
- organising and conducting OHS committee meetings systematically
- other committees such as consultative, planning and purchasing
- suggestions, requests, reports and concerns put forward by employees to management.

Evaluations to identify ***improved safety and environmental work practices*** may include:

- checking fire and safety equipment is working and not obstructed
- ensuring visual deterrents are in place, such as surveillance and signage
- informing staff of avenues to address harassment, bullying and discrimination
- security measures for staff working on their own or those working in hours of darkness
- training employees to follow procedures, including in the event of unexpected or threatening circumstances
- using workplace inspection checklists.

Training may include:

- anti-discrimination and harassment
- emergency and evacuation drills
- induction
- specific hazard
- specific task or equipment
- training as part of broader programs, for example animal handling.

Systems, records and reporting

- audit and inspection records

procedures may include:

- chemicals and hazardous substances registers
- consultation agenda and minutes of OHS committee meetings
- dangerous goods storage lists
- first aid and medical records
- incident reports
- induction, training and instruction records
- material safety data sheets for chemicals and medications
- plant and equipment maintenance testing records
- safe operating procedures
- workers' compensation records.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when maintaining and monitoring OHS procedures and environmental work practices
- demonstration of maintenance of OHS and environmental business systems and recording practices
- implementation of procedures and timely techniques for the safe, effective and efficient application of OHS and environmental work practices
- working with others to undertake and complete OHS and environmental procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

Context of and specific resources for assessment

Competency must be assessed in a workplace that provides access to the required resources or simulated environment. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to maintain and monitor OHS procedures and environmental work practices, including:
- sample copies of local, state and federal legislation,

regulations, codes of practice, safe operating procedures and industry checklists

- relevant industry work sites, such as administration buildings, stables and pastures
- work instructions and related documentation.

Method of assessment

The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- simulation exercises conducted in an appropriate simulated environment.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Unit Descriptor

This unit of competency covers the skills and knowledge required to develop and monitor business operations for a stud enterprise. It includes the skills and knowledge required to develop and review a business plan, to prepare and monitor budgets and financial reports, and to manage and monitor QA and business records systems.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit is applicable to persons who have a management role, generally as part of a team, on an equine stud farm. Some supervision of other staff may be involved.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

- | | |
|--|---|
| <p>1 Develop and review a range of plans for the business</p> | <p>1.1 Determine scope of the <i>business and other plans</i> and associated systems in consultation with <i>key and specialist personnel</i>, and to reflect strategic goals and directions and legal obligations.</p> <p>1.2 Obtain <i>data</i> and prepare plan to reflect <i>seasonal variations, operational goals and targets, risk management needs, legal obligations and indicators of operation performance</i> as well as incorporating <i>trial systems</i> to test budgetary impact and operational potential.</p> <p>1.3 Document plan to include <i>fiscal and operational systems</i> and resource considerations, and communicate to all relevant parties.</p> <p>1.4 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement.</p> <p>1.5 Make recommendations to the management team to improve the business plan and associated systems as required.</p> |
| <p>2 Prepare and monitor budgets and financial reports</p> | <p>2.1 Prepare a range of <i>budgets</i> for stud farm activities that allow for expected expenditure and financial reporting requirements, using the “most likely” prices and costs.</p> <p>2.2 Obtain information on past receipts and payments, compare to current prices and cost trends, and compile in a form that enables projections of future receipts and expenditures.</p> |

- 2.3 Monitor receipts and payments and reconcile these against the original budget.
 - 2.4 Identify variances against the original plan, and calculate the impact on overall profit/loss and cash flow.
 - 2.5 Make adjustments to the budget where necessary to respond to unacceptable variations.
 - 2.6 Re-negotiate or re-structure budgets and plans where necessary to optimise enterprise performance.
 - 2.7 Prepare, maintain and report financial *records* within enterprise systems.
 - 2.8 Assemble information with source documents efficiently and in a timely manner according to the requirements of the *report recipient*.
 - 2.9 Report non-financial objectives in the context of overall enterprise performance.
- 3 Plan and implement a quality assurance program for the enterprise**
- 3.1 Determine *quality assurance objectives* for the enterprise
 - 3.2 Plan the *quality assurance program* and develop implementation strategies that have been costed and evaluated.
 - 3.3 Document required processes and practices in the quality assurance program manual.
 - 3.4 Develop an implementation plan, train staff in requirements, and monitor implementation.
 - 3.5 Review the quality assurance program.
- 4 Manage and monitor business or records systems**
- 4.1 Identify *record keeping activities* required by the stud enterprise, *legislative requirements* and the responsibilities of individual staff.
 - 4.2 Designate records use and maintenance responsibilities to staff.
 - 4.3 Monitor the business or record system of the enterprise
 - 4.4 Identify and respond to problems and changes.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

These include the ability to:

- Set realistic goals in the development of business plans and budgets and monitor progress
- Prepare financial reports
- Develop, implement and monitor operational plans
- Determine QA objectives for the enterprise
- Plan, implement and monitor and QA program
- Operate manual and/or electronic systems
- Document, communicate and review plans
- Analyse information and results
- Identify and design risk management and mitigation strategies
- Analysing documentation, verbally delivering information and observed behaviours
- Establish a record keeping system for the enterprise
- Auditing and monitoring use of the business or records system

Required knowledge:

- Requirements of business and operational plans
- Planning processes
- Processes of budgeting and forecasting
- Financial information systems
- Banking and reconciliation
- Relevant industrial awards and agreements
- Working knowledge of environmental, OHS, industrial relations, taxation, corporate and industry legislation as they relate to the enterprise
- Profit and loss and cash flow systems
- Capital investment analysis
- QA principles and processes
- Organisational functions, policies, strategies and procedures
- Standards for organisational recordkeeping and audit requirements

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

What range of ***plans*** may be developed for the business?

These may include the business plan, operational plans, budgets and other financial reports, the QA program, and the marketing plan.

What ***key and specialist personnel might be consulted*** in the development of plans?

Key personnel may include other family members, partners or managers of the enterprise, financing organisations, staff, clients or suppliers.
Specialist personnel may include accountants, solicitors, tax agents, regulatory bodies and government authorities, professional or industry associations.

What ***data*** may be accessed?

Data may include previous business plans, business plan exemplars, previous operational plans, capital return analyses, enterprise gross margins, net present values, cash

flow estimates, returns from the sale of stock, market information and trends and taxation records.
Sources may be internal or external to the enterprise.

What *seasonal variations* may apply?

Seasonal variations that need to be considered in relation to a stud enterprise include climatic conditions, weed, pest and disease outbreaks, water supply, fluctuations in quantity and quality of pastures and the annual cycle of events that apply to a horse breeding establishment.

What might be covered in *operational goals and targets*?

Goals and targets may be short, medium or long term and may relate to management of the annual cycle of events applicable to a horse breeding establishment, education of young horses, management of daily routines in the care of stock, sale of stock, penetration of markets, implementation of the OHS policy or achievement of targets specified in the QA program.

What *risk management needs* might there be?

These may include compulsory formal insurance (third party, workers compensation, public liability, occupational superannuation) personal accident and sickness insurance, and compulsory superannuation. Other areas of risk include market risk, production risk, resource risk, financial risk, and management risk. Environmental/climatic and OHS concerns, as well as resource peaks and troughs also need to be considered.

What *legal obligations* might need to be complied with?

State/Territory and Commonwealth taxation law, company and securities legislation, succession planning and legislation regarding wills and inheritance and the Prevention of Cruelty to Animals Act all need to be considered as do legal requirements pertaining to the quarantine of animals and transport of horses across state boundaries.

Industry codes of practice also apply.

What *indicators of operational performance* might there be?

These may relate to a range of key result areas both operational and tactical, including profitability, success of the breeding program, genetic improvement, employee satisfaction and performance levels, or OHS and environmental outcomes.

What *trial systems* may be utilised?

Trial profit and loss statements, trial budgets, trial cash flow projections and reporting and operational systems.

Industry codes of practice also apply.

What needs to be considered when introducing *fiscal and operational systems*?

Systems need to be implemented and phased to take account of the annual calendar of events and financial reporting systems.

How might performance be *monitored*?

By checking against key performance indicators and measuring inputs, throughputs and outputs using reliable and

	standardised measures incorporated in the business and operational plans.
What <i>budgets</i> might be developed?	Budgets may include recurrent operating or project based plans.
How might <i>records</i> be kept?	Records and reports may be paper or computer based.
What <i>report recipients</i> may be relevant?	Report recipients may include the Taxation Commissioner, financing agencies, boards of management, committees, councils and executive management of the enterprise.
What <i>quality assurance objectives</i> apply?	These may include the need for compliance with various programs or legislative requirements, or standards required to penetrate a given market (either domestic or international).
What will the <i>quality assurance program</i> include?	Industry quality assurance programs will include programs developed by a range of entities including industry associations and marketing authorities, and establishment of systems of documentation that confirm processes to be compliant at the enterprise level. External auditing is a feature of QA programs.
What <i>record keeping activities</i> may be included?	These may be computer or non-computer based and generally indicate tasks to be done, responsibilities, reporting requirements and time lines as are relevant to the annual calendar of events.
What <i>legislative requirements</i> apply to the business records of the enterprise?	Included are requirements in regard to taxation, workcover, insurance, public liability, state emergency, superannuation, and financial or lending organisation.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate must be able to:

- Develop a range of plans for the enterprise: business, operational
- Prepare financial reports and budgets
- Establish, implement and monitor a QA system for the enterprise
- Establish, implement and monitor appropriate record keeping systems for the enterprise.

Context of and specific resources for assessment

The context for assessment of this unit may be in a workplace or in a simulated workplace applicable to a stud farm.

Specific resources required for assessment of this unit include access to exemplar models of business plans and budgets, QA strategies and programs and a range of exemplar record keeping systems.

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistent performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- Practical exercise, for example in the development of a relevant budget
- Written and/or oral questioning to assess knowledge and understanding of the legislation and regulations applicable to business management
- Completion of learning materials
- Development of product: development of a range of business, financial and operational plans relevant to the stud farm
- Projects involving analysis of case studies
- Third party reports supporting the evidence gathered.

Unit Descriptor

This unit of competency covers the skills and knowledge required to develop and implement a marketing plan for stud stock. It includes the ability to analyse market conditions and to evaluate advice on market and potential distribution options, and an awareness of industry structures and business and market trends, and to select stock accordingly. It includes the skills and knowledge required in the sale of horses and evaluation of outcomes against the marketing plan of the enterprise.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Employability skills

This unit contains employability skills.

Application of the Unit

This unit is applicable to persons who have a management role, generally as part of a team, on an equine stud farm. Some supervision of other staff may be involved.

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1 Evaluate commercial information applicable to the equine market

1.1 ***Research*** and analyse relevant ***information*** to identify market and economic trends.

1.2 Identify and evaluate stud stock from other stud enterprises to determine ***strengths and weaknesses of own stock***.

1.3 Present collated information in a manner to provide clear and concise information.

1.4 Conduct market and situation analysis using established techniques in accordance with the available budget and the need for external assistance.

1.5 Establish a risk management plan to counter factors influencing the profitability of a horse stud enterprise.

2 Develop strategies to support marketing

2.1 Create ***promotional materials*** that enhance commercial presentation of stud stock.

2.2 Identify all relevant ***legislation*** and codes of practice applicable to the sale of a horse.

- 2.3 Record and communicate priorities, responsibilities and budget to relevant parties.
- 3 **Develop promotional strategies**
- 3.1 Prepare and record detailed plans for promotional activities according to enterprise procedures, and to reflect feedback received on earlier activities.
- 3.2 Establish marketing objectives based on new and retained business consistent with stock held and strategic business plans.
- 4 **Organise implementation of the marketing plan**
- 4.1 Establish *criteria* for the measurement of impact and success of promotional activities.
- 4.2 Make adjustments to the promotional and distribution strategies promptly and as required to ensure success.
- 5 **Evaluate, select, draft and present horses for inspection prior to sale**
- 5.1 Evaluate and select horses according to the strategic and marketing plans of the stud enterprise.
- 5.2 Evaluate, select and organise horse drafts into appropriate marketing/sale categories and develop catalogue to reflect legislative requirements, representation and accurate documentation.
- 5.3 Define and establish potential points for sale, potential clients and catalogue documentation required for each horse.
- 5.4 Arrange sale details and advise relevant parties.
- 5.5 Notify potential clients of inspection requirements to facilitate selection process and confirm locations and times for inspection.
- 5.6 Obtain client feedback of horses selected for sale following inspection and negotiate alternatives as appropriate.
- 6 **Complete and evaluate sales against the marketing plan**
- 6.1 Arrange transport for horses to the sale site, ensuring safety and comfort of individual horses as well as meeting legislative and quarantine requirements and codes of practice applicable to horses in transit.
- 6.2 Confirm final sales arrangements including sales orders and penning details, and the availability of particular horses for sale with potential clients in accordance with any *previous agreements*.
- 6.3 Organise appropriate staff to ensure horse allotments and catalogue schedules are maintained during the sale.
- 6.4 Complete all paperwork associated with the sale, and arrange transport details as necessary.

- 6.5 Evaluate results of the sale against the marketing plan in terms of profitability and success in achieving intended outcomes.
- 6.6 Make recommendations in regard to modification of the marketing plan as appropriate.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge, and their level, required for this unit.

Required skills:

These include the ability to:

- Evaluate bloodstock
- Analyse, research information and develop a marketing plan
- Implement and evaluate a marketing plan
- Research and determine the best marketing options in order to achieve the objectives of the stud enterprise
- Calculate data and manage budgets
- Evaluate performance targets and recommend modifications or improvements
- Plan to manage promotional activities
- Ability to negotiate at all levels
- Make presentations to groups
- Manage the transport of stud stock
- Present stock for sale
- Written and oral communication skills, and to prepare reports and sales documentation

Required knowledge:

- Roles and legal responsibilities of the vendor and the purchaser of a horse in Australia
- Conditions and regulations governing the sale of horses under Australian legislation including Law of Contract and Conditions of Sale, and legal responsibilities and role of the vendor
- Financial management and budgeting
- Policies and procedures of the enterprise for marketing, promotion and sale of horses
- Principles and practices of sales and marketing
- Sound knowledge of promotional activities, including advertising, public relations, familiarisation, signage and display, private horse sales, official horse sales and auctions
- Relevant state/territory legislative requirements with regard to OHS and risk management procedures related to the transport and sale of horses
- Horse values, breeds, classes, ages

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

How can information be *researched*?

Information can be researched through the internet, industry magazines, commercial sources, anecdotal information, and through professional associations.

What *information* may be relevant?

Information on existing sales data, expected revenues, attributable costs, global and national sales figures,

	competitor data, trends in horse sales, borrowing costs, transport and other costs.
What <i>strengths and weaknesses of own stock</i> might be identified?	Strengths and weaknesses may include: market trends for the stallion and mare, proximity to markets, breeding and genetic factors, established competitors in particular fields and inability or excessive cost in endeavouring to penetrate particular markets.
What <i>promotional materials</i> might be used?	Internet advertising, articles and advertising in trade and industry publications, flyers and materials distributed at industry events.
What <i>legislative requirements</i> apply to sale of a horse?	These include warranty, misrepresentation, negligence, liens and other impediments to sale.
What <i>criteria</i> might be relevant?	Criteria are likely to include achieving or not achieving sales targets, market penetration, increased access to new markets, customer feedback, level of industry awareness, and increased recognition rates of stud stock within national or global markets.
What <i>points of sale</i> might be considered?	Horses may be sold through private sale, through specific horse sales or auctions, such as yearling sales or through the tender system. The enterprise may utilise the services to livestock agents to conduct sales.
Who might be <i>potential clients</i> ?	Potential clients may include other breeders, syndicates or individuals wishing to purchase horses for racing or recreational purposes. The enterprise may play an important role in introducing appropriate parties with a view of forming syndication purchasing groups.
What might be used to facilitate the <i>selection</i> process?	This may include paddock inspection, catalogues, visual displays, stud information or internet information. Schedules for inspection need to be established and promoted.
What <i>agreements prior to sale</i> might be made with potential clients?	These might include obtaining veterinary reports, or arrangements for transport.
What <i>documentation</i> may be required for the sale of each horse?	This will include the Contract of Sale, national vendor declarations, pregnancy test data, crossing papers, veterinary certificates and stud registration papers.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate must be able to:

- Identify all relevant legislation and regulations governing the sale of horses in Australia
- Identify legal responsibilities of the vendor and all required documentation relating to the sale of a horse
- Develop, implement and review a marketing plan for a stud farm
- Plan and implement appropriate promotional activities for stud stock
- Select appropriate points of sale and sell selected stud stock.

Context of and specific resources for assessment

The context for assessment of this unit may be in a workplace or in a simulated workplace applicable to a stud farm.

Specific resources required for assessment of this unit include the opportunity to participate as vendor and buyer in a horse sale or auction, either real or simulated.

Method of assessment

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistent performance.

It can be gathered from assessment of the unit of competency alone, through an integrated assessment activity or through a combination of both. This unit may be assessed together with *RTE5101A Develop and implement a breeding strategy* and with *VBP146 Develop and monitor business operations* in order to provide a holistic approach.

Evidence should be gathered as part of the learning process, where appropriate.

The following assessment methods are suggested:

- Practical exercise, for example in the development of a relevant budget for a sale
- Written and/or oral questioning to assess knowledge and understanding of the legislation and regulations applicable to the sale of a horse in Australia.
- Completion of learning materials, including analysis of case studies such as the review of existing marketing plans and the analysis of budgetary and other returns from a horse sale
- Practical demonstration, as in presenting a horse for sale
- Development of product: development of a marketing plan relevant to the stud enterprise
- Third party reports supporting the evidence gathered.

