

# CITY & GUILDS NPTC LEVEL 2 AWARD IN ESTABLISHING THE WEANER



## QUALIFICATION GUIDANCE

**Independently Assessed**

### Essential Qualification Information

**Not to be used by the Candidate during Assessment**

You will require some of this information to accurately complete the Record of Assessment (ROA)

<b>Qualification Group No</b>	0   1   4   1	Livestock
<b>Qualification Programme No</b>	0   1   4   1   -   1   8	L2 Award in Establishing the Weaner
<b>Unit(s)</b>	2   0   5	Establishing the weaner
<b>Learning Time (LT)</b>	2   0   5	LT 40 hrs (* see note on page 2)
<b>Recommended Assessment Duration</b>		1.5 – 3 hours per Candidate

# City and Guilds Level 2 Award in Establishing the Weaner Qualification Guidance

## Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training materials
  - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

## The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their certificate relates.

## Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

### \* Learning Time (LT)

**Learning Time (LT)** is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as “*tutor or teacher led hours*”. LT is defined as “**a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes**”. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

## Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment is **one** Mandatory unit:

Unit 205	Establishing the weaner
	<b>Outcomes</b>
	1. Know the requirements for weaner/grower accommodation ( <b>Criteria 1.1 – 1.2</b> )
	2. Be able to carry out daily inspections ( <b>Criteria 2.1 – 2.1</b> )
	3. Know the feeding requirements for weaner and growers ( <b>Criteria 3.1 – 3.1</b> )

Candidates must successfully achieve **all** assessment activities in the above unit.

## Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

## Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick  is to be put in the box provided in the bottom right-hand column of each section.
- NM =** Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross  is to be put in the box provided in the bottom right-hand column of each section.

## Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

## Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available for the Candidate to use during the assessment if required.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with department of Transport and road Traffic acts where relevant.

Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

## Safe Practice

**Appropriate Personal Protective Equipment (PPE) must be worn at all times.**

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

**A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.**

## Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication e.g. **Code of Recommendations for the Welfare of Livestock**.

Questions should be related to the background or employment aspirations of the candidate.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.
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## Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases. Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor**. The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

## Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds NPTC. ([www.nptc.org.uk](http://www.nptc.org.uk))

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

## Assessment Guidance for Candidate continued...

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

### Animal Welfare

*Throughout this assessment a high emphasis is placed on animal welfare, which will underpin the whole of this qualification.*

The “Five Freedoms” and their interpretation by the RSPCA appear as below.

During their assessment, candidates are reminded that they should carry out all the activities to comply with the animal welfare codes.

#### The Five Freedoms

The ‘Five Freedoms’ as defined by the Farm Animal Welfare Council, define ideal states, but provide a comprehensive framework for animal welfare on farm, in transit and at the place of slaughter.

They are:

- **Freedom from fear and distress**
- **Freedom from pain, injury and disease**
- **Freedom from hunger and thirst**
- **Freedom from discomfort**
- **Freedom to express normal behaviour**

#### What the Five Freedoms mean:-

**FREEDOM from fear and distress** by providing conditions and care, whether on farm, in transit or at the abattoir, which avoid mental suffering. For instance, staff involved in handling livestock need to be aware of the welfare problems associated with animal handling and understand the behaviour characteristics and likely reactions of the species in question, so that potentially stressful events such as loading/unloading and moving animals can be carried out quietly and calmly.

**FREEDOM from pain, injury and disease** by prevention or rapid diagnosis and treatment. The design of accommodation for farm animals should be such that a high or regular occurrence of injury and disease as the consequence of poorly designed facilities is avoided. Stock-keepers should be sufficiently skilled and alert to detect incidents of injury and disease early, to act appropriately to reduce or avoid them in future.

**FREEDOM from hunger and thirst** by providing ready access to fresh water and a diet to maintain full health and vigour. Feed must be satisfying, appropriate for the species/age of animal and safe. Other measures (such as minimizing bullying and competition at feed time by ensuring appropriate placement and numbers of feeders/drinkers) should also be employed to achieve this ‘freedom’.

**FREEDOM from discomfort** by providing an appropriate environment including shelter and a comfortable resting area. The provision of a safe, clean, dry bedded lying area helps to achieve this and space allowances should ensure that all animals have adequate space to lie comfortably, groom themselves, get up and get down easily without injuring themselves or others. The design of flooring and unbedded areas along with drainage and manure handling, should be such that they do not result in injuries or diseases of the feet.

**FREEDOM to express normal behaviour** by providing sufficient space, proper facilities and company of the animals' own kind. The proven needs of different species of animals must be met. For example, the provision of straw bedding or other material for manipulation for pigs, can not only provide a comfortable lying place, but also enriches a potentially barren environment by providing an opportunity for pigs to satisfy their strong instinct for exploration, rooting behaviour and play. Allowing expression of natural behaviour helps to reduce the occurrence of unnatural, potentially harmful behaviours and improves mental well-being.

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City & Guilds is a registered charity established to promote education and training

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 205 1.1	Know the accommodation requirements for weaner/growers	<p>Candidate to <b>state five</b> requirements for weaner/grower accommodation</p> <p>Candidate is required to <b>calculate</b> the stocking rate for two different sizes of pig and state the pen temperature required for each pen.</p> <p><b>Code of Recommendations for the Welfare of Livestock - Pigs</b>, to be available</p>	<p>May include:</p> <ul style="list-style-type: none"> <li>implementation of "all in, all out" policy</li> <li>disinfected between batches for disease control</li> <li>sufficient room for the number and size of animals (stocking rate)</li> <li>condition of floor</li> <li>condition of equipment</li> <li>adequate amount of feed</li> <li>adequate clean water supply</li> <li>ability to control the environment</li> <li>board for temporary record</li> </ul> <p>Method:</p> <ul style="list-style-type: none"> <li>measure length and width of pen</li> <li>multiply together gives area</li> <li>divide by area required per pig</li> <li>gives stocking rate for that pen</li> </ul> <p>Correct temperature range for pig:</p> <ul style="list-style-type: none"> <li>weaned pigs 3 to 4 week old 27- 32 °C</li> <li>weaned pigs 5 weeks plus 22 - 27 °C</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 205 1.2	Describe how to prepare weaner accommodation	<p>Candidate to <b>describe</b> how the indoor accommodation is prepared between batches of pigs</p> <p><b>Or:</b> Candidate to <b>describe</b> how outdoor accommodation (kennel or weaner house) is prepared between batches of pigs</p>	<p>May include the following:</p> <ul style="list-style-type: none"> <li>prepare equipment</li> <li>prepare house as per risk assessment</li> <li>removable equipment dismantled, soaked and cleaned</li> <li>remove dust and dirt</li> <li>soak walls and floor</li> <li>wash entire house</li> <li>protect insulation and electrics</li> <li>carry out maintenance as required</li> <li>disinfect</li> <li>return cleaning equipment to store</li> <li>heaters and ventilation equipment checked</li> <li>drain and clean header tank</li> <li>feeders and drinkers checked</li> <li>drinkers at correct height</li> <li>check correct temperature at pig height</li> <li>ensure house is dry before re-stocking</li> </ul> <p>May include the following:</p> <ul style="list-style-type: none"> <li>prepare equipment</li> <li>prepare kennel/grower house as per risk assessment</li> <li>removable equipment dismantled soaked and cleaned</li> <li>remove dust and dirt</li> <li>power wash kennel and equipment</li> <li>move kennel onto fresh ground</li> <li>carry out maintenance as required</li> <li>move onto new site away from previous weeks weaning's</li> <li>ensure sufficient gap between kennels to aid drainage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont.... Unit 205 1.2		Candidate to <b>calculate</b> the water flow rate for a weaner pen  <b>Code of Recommendations for the Welfare of Livestock - Pigs</b> to be available	<ul style="list-style-type: none"> <li>• apply protective coat/disinfect</li> <li>• connect water supply</li> <li>• check for leaks</li> <li>• feeders and drinkers checked</li> <li>• drinkers at correct height</li> <li>• provide a deep bed of straw</li> <li>• set up the ventilation</li> <li>• check boundary fence of weaning area</li> <li>• return cleaning equipment to store</li> <li>• ensure kennel is dry before re-stocking</li> </ul> <p>Candidate to:</p> <ul style="list-style-type: none"> <li>• measure the flow in litres per minute from drinker</li> <li>• state quantity of water required for size of pig</li> <li>• state quantity of water required for number of pigs</li> <li>• suggest a suitability of flow rate</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>• up to 20kg daily requirement is 1.5 - 2 litres of water per pig, per day, which requires a flow rate of 0.5 - 1 litre a minute per drinker</li> <li>• 20 kg to 40 kg daily requirement 2 - 5 litres of water per pig, per day, which requires a flow rate of 1 - 1.5 litres per minute per drinker</li> </ul> <p style="text-align: right;"><b>Met✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 205 2.1	Carry out a daily inspection of a group of at least ten pigs	<b>This can be conducted with either indoor or outdoor pigs</b>  Candidate to <b>state</b> frequency of inspection  Candidate required <b>describe</b> to the assessor what they are looking for as they carry out the inspection. (As applicable to the stock being inspected)  Candidate to <b>state</b> action to take if there is an injured or sick animal	<p>To include:</p> <ul style="list-style-type: none"> <li>• identify the group of pigs to be inspected</li> <li>• move and observe all animals</li> </ul> <p>Must be:</p> <ul style="list-style-type: none"> <li>• at least daily</li> </ul> <p>Check that:</p> <ul style="list-style-type: none"> <li>• water supply is clean and functioning</li> <li>• appropriate water flow rate</li> <li>• absence of water leaks</li> <li>• feed supply is adequate</li> <li>• hoppers/troughs are clean</li> <li>• the enclosure is safe and secure</li> <li>• bedding is clean and dry</li> <li>• correct number of animals are present</li> <li>• animals are not showing physical signs of abnormal behaviour</li> <li>• animals are not ill or injured</li> <li>• check that adequate drinking opportunity exists (trough lengths or number of drinking points)</li> <li>• comment on kennel environment</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• isolate the animal</li> <li>• treat according to animal health plan</li> <li>• inform supervisor/manager</li> <li>• monitor the animal</li> <li>• contact Veterinary Surgeon</li> <li>• humanely destroy the animal</li> </ul> <p style="text-align: right;"><b>Met✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 205 3.1 Continued	Describe the feeding systems and regimes for weaner/pigs	Candidate to <b>describe</b> how the feeding systems impact on the animals	<p>May include:</p> <ul style="list-style-type: none"> <li>• suitability for type of pig</li> <li>• pen shape and layout</li> <li>• number of pigs in the group</li> <li>• weight/size of the pigs</li> <li>• feeding regime / feed trough space</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont....  Unit 205  3.1		<p>Candidate to <b>state</b> the period of time that a starter diet is fed to weaners</p> <p>Candidate to <b>describe</b> how weaner are fed and the benefits of a good feeding regime</p> <p>Candidate to state <b>ten</b> factors which could influence the amount of food eaten</p>	<ul style="list-style-type: none"> <li>Starter diets should be fed to weaners for approximately 1 - 2 weeks</li> </ul> <p>Weaners are fed little and often immediately post weaning and then adlib or to appetite in order to maximise growth potential, this ensures:</p> <ul style="list-style-type: none"> <li>good body condition</li> <li>even growth rates (during the month after weaning pig should grow at 350 - 400g per day)</li> <li>stress is reduced and animals are not looking for feed/water, not vocal and are not aggressive</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>palatability of feed</li> <li>should be suitable for stage of growth</li> <li>density of diet</li> <li>time of year</li> <li>health of pigs</li> <li>size/age of pig</li> <li>pen temperature</li> <li>pen environment</li> <li>genetic make up</li> <li>availability of water</li> <li>stocking rate</li> <li>early detection and treatment of problems</li> <li>faulty/blocked equipment e.g. feeders</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Summary of Assessment** (*The Assessor is to complete the following as appropriate*)

<b>Candidate A</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate B</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate C</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate D</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

**For use by Internal Verifier ONLY** if the assessment process was internally verified  
 (Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	