

CITY & GUILDS NPTC LEVEL 2 AWARD IN INDOOR PIG FARROWING OPERATIONS



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)

Qualification Group No	0 1 4 1	Livestock
Qualification Programme No	0 1 4 1 - 1 5	L2 Award in Indoor Pig Farrowing Operations
Unit(s)	2 0 3	Pig farrowing house operation and care
Learning Time (LT)	2 0 3	LT 40 hrs <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in Indoor Pig Farrowing Operations 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 203	Pig farrowing house operation and care
	Outcomes
	1. Be able assess the condition of sows during pregnancy and recommend appropriate action (Criteria 1.1 – 1.1)
	2. Know the requirements of a farrowing area (Criteria 2.1 – 2.2)
	3. Know the signs of imminent farrowing (Criteria 3.1 – 3.1)
	4. Be able to restrain piglets and carry out stock husbandry tasks (Criteria 4.1 – 4.1)
	5. Know how to foster piglets successfully (Criteria 5.1 – 5.2)
	6. Know how to provide adequate nutrition to sows and piglets (Criteria 6.1 – 6.2)

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.

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)

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.

Published by
City & Guilds
Building 500
Abbey Park
Stareton
Warwickshire
CV8 2LY

T +44 (0)24 7685 7300

F +44 (0)24 7669 6128

www.nptc.org.uk

e-mail: information@cityandguilds.com

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 203 1.1	Assess the condition of sows at mid term pregnancy and just before farrowing	<p>The candidate is required to condition score five animals at the following stages:</p> <ul style="list-style-type: none"> Just before farrowing Just before weaning <p>The candidate is required to state the ideal condition score at:</p> <ul style="list-style-type: none"> Just before farrowing Just before weaning <p>and determine the score for the animals assessed</p>	<p>Conditions scores:</p> <ul style="list-style-type: none"> 3 - 3.5 2.5 - 3.0 <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.1	State the requirements of a farrowing area	Candidate to state ten requirements of a farrowing area	<p>May include:</p> <ul style="list-style-type: none"> implementation of "all in, all out" farrowing policy clean and disinfected between batches position of heat source sufficient room for farrowing and assisting piglets must have sufficient space to be able to suckle position and size of creep opportunity to use supplementary/creep feeding condition of floor condition of equipment condition/amount of bedding board for temporary record adequate clean water supply access to adequate amount of sow feed ability to control the environment <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.2	Carry out daily inspection routine of a farrowing area	Candidate to inspect a farrowing area and feed back to the Assessor	<p>May include:</p> <ul style="list-style-type: none"> any signs of distress/ill health feed is being consumed by sow availability of water- drinkers not blocked cleanliness of environment temperature between 23 -25°C sows farrowing checking/updating temporary record board the condition of sow/piglets upkeep and maintenance of equipment <p style="text-align: right;">Met✓ Not Met X</p>	<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 203 4.1		<p>Candidate to state one reason for administering oral doses</p> <p>Candidate to state two reasons for reducing teeth</p> <p>Candidate to state two reasons for castration</p> <p>Candidate to dispose of waste in line with legislative requirements and unit procedures</p> <p>Candidate to explain why follow up may be required</p>	<p>Administering an oral dose:</p> <ul style="list-style-type: none"> select and measure correct dose administer to piglet mark piglet return piglet to pen complete record <p>Reason for administering oral doses may include:</p> <ul style="list-style-type: none"> to treat incidents of "scour" <p>Reducing teeth (PPE worn if appropriate):</p> <ul style="list-style-type: none"> disinfect clippers before use prepare teeth clippers/grinder reduce teeth return clipper to disinfectant mark piglet return piglet to pen <p>Reason for reducing teeth:</p> <ul style="list-style-type: none"> to stop/reduce damage to sows teats/udder prevent injury to piglets faces <p>Castration:</p> <ul style="list-style-type: none"> coordinate activity with assistant piglet secured disinfect scrotum disinfect scalpel perform operation apply antiseptic to wound site return piglet to pen <p>Reasons for castration may include:</p> <ul style="list-style-type: none"> reduce aggression reduce possible meat taint <p>For Veterinary inspection:</p> <ul style="list-style-type: none"> correctly identify piglet piglet is restrained without causing undue distress/injury as per welfare code secured for inspection as directed marked (if appropriate) piglet returned to pen <p>Any waste is correctly disposed of in line with:</p> <ul style="list-style-type: none"> legislative requirements codes of practise unit procedures <p>May include:</p> <ul style="list-style-type: none"> inspection/check for infection to check response to treatment to repeat treatment <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 5.1	State when it is appropriate to foster piglets	Candidate is required to outline the best practice in regard to fostering piglets	<p>May include:</p> <ul style="list-style-type: none"> the sow produced too many piglets to adequately suckle fostering different sizes of piglet to even out the litter if the sow is unwell fostering should take place before piglets are four days old foster sow must have a good temperament and body condition and producing sufficient milk <p style="text-align: right;">Met ✓ Not Met X</p>	<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
Unit 203 5.2	Understand the importance of fostering at the right time and carry out monitoring	The candidate to state why piglets must only be fostered after they have consumed colostrum Candidate to state why recently fostered piglets need to be checked after fostering	Candidate to state: <ul style="list-style-type: none"> colostrum contains antibodies, which provide the piglet with some immunity from disease Candidate to state: <ul style="list-style-type: none"> sow has accepted piglets piglets are suckling correctly/ thriving sow body condition and milk supply has not deteriorated <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 6.1	Explain the importance of adequate nutrition for the sow	Candidate to explain the feeding regime for lactating sows	To include: <ul style="list-style-type: none"> amount of feed may change according to appetite of the sow or; amount of feed changes in relation to physical condition of sow (e.g. amount fed from 2 days before farrowing until 2 days after a maximum of 2kg per day. This is increased in increments of 0.5 kg per day up to appetite) diets used may change according to condition of sow and milk production a laxative may need to be administered in the feed <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 6.2	Explain how the creep feed diet is managed to optimise piglet development	The candidate is required to explain how the creep feed diet is introduced and controlled to provide optimum nutrition The candidate is required to state three advantages to be gained from creep feeding	May include: <ul style="list-style-type: none"> pelleted, meal or gruel feed needs to be palatable, high milk content feed introduced at 5 – 14 days of age in small amounts feed to be kept fresh feed amount increased daily until weaning at approximately 28 days To include: <ul style="list-style-type: none"> bigger pigs at weaning less check at weaning less sow weight loss <p style="text-align: right;">Met ✓ Not Met X</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*)

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

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

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

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

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.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	