

CITY & GUILDS NPTC LEVEL 2 AWARD IN PIG STOCKMANSHIP AND WELFARE



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 3	L2 Award in Pig Stockmanship and Welfare
Unit(s)	2 0 1	Carry out basic stockmanship and welfare activities
Learning Time (LT)	2 0 1	LT 40 hrs (* see note on page 2)
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in Pig Stockmanship and Welfare 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 201	Carry out basic stockmanship and welfare activities
	Outcomes
	1. Know the five freedoms (Criteria 1.1 – 1.1)
	2. Be able to carry out daily inspections (Criteria 2.1 – 2.1)
	3. Be able to assess the health of pigs and know the appropriate action to take (Criteria 3.1 – 3.5)
	4. Be able to set up and monitor animal accommodation (Criteria 4.1 – 4.1)
	5. Know what actions to take in the event of an emergency (Criteria 5.1 – 5.1)
	6. Know how to use feed equipment correctly and the implications of poor nutrition (Criteria 6.1 – 6.1)

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).

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

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. 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. **It is permissible for the Candidate to use this during formal assessment.**

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 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 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 and, where possible, product labels used should be representative of products typically used in that sector or industry.

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 Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Assessment Guidance for the Trainer/Assessor continued...

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria 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. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule 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).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (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).

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 201 1.1	State the five freedoms as defined by the Farm Animal Welfare Council	Candidate to state the five freedoms	Must include freedom: <ul style="list-style-type: none"> from fear and distress from pain injury and disease from hunger and thirst from discomfort to express normal behaviour <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.1	Carry out a daily inspection of a group of at least ten pigs	<p>This can be conducted with either indoor or outdoor pigs</p> <p>Candidate to state frequency of inspection</p> <p>Candidate required describe to the assessor what they are looking for as they carry out the inspection. (As applicable to the stock being inspected)</p> <p>Candidate to state action to take if there is an injured or sick animal</p>	To include: <ul style="list-style-type: none"> identify the group of pigs to be inspected move and observe all animals Must be: <ul style="list-style-type: none"> daily Check that: <ul style="list-style-type: none"> water supply is clean and functioning appropriate water flow rate absence of water leaks feed supply is adequate hoppers/troughs are clean the enclosure is safe and secure bedding is clean and dry correct number of animals are present animals are not showing physical signs of abnormal behaviour signs of good health check that adequate drinking opportunity exists (trough lengths or number of drinking points) comment on house environment May include: <ul style="list-style-type: none"> isolate the animal administer first aid inform supervisor/manager monitor the animal contact Veterinary Surgeon humanely destroy the animal <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.1	Demonstrate how to take the temperature of a pig using a clinical or digital thermometer	<p>Candidate is required to demonstrate how to take the temperature</p> <p>All tasks to be undertaken within appropriate animal welfare codes</p> <p>Candidate to state normal range and what action is to be taken if the temperature is abnormal</p>	To include: <ul style="list-style-type: none"> Identify animal check that thermometer is ready for use restrain the animal position thermometer leave thermometer in position for recommended time withdraw thermometer and read temperature record temperature clean and store thermometer correctly To include: <ul style="list-style-type: none"> candidate commented on temperature reading normal range is 38.6 – 39.2 °C inform supervisor/manager <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 201 3.2	Describe the signs of ill health	The candidate is required to describe five signs of ill health	<p>May include:</p> <ul style="list-style-type: none"> dull eyes lameness blood in the urine noisy, erratic (fast/slow) respiration vomiting diarrhoea recumbent animal not eating/drinking temperature variation any other that are acceptable to the assessor <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.3	Describe how to minimise disease	<p>The candidate to describe the appropriate measures that can be taken (six required)</p> <p>The candidate to outline the measures that can be taken to control two named pests</p>	<p>May include:</p> <ul style="list-style-type: none"> implementing an animal health plan restrict visitor access implement strict bio security procedures: people/vehicles closed herd maintaining a healthy environment implementing appropriate vaccination programme isolate stock on arrival preventing unwanted wildlife/animals entering pests are effectively controlled <p>May include:</p> <ul style="list-style-type: none"> mice/rats - traps or bait birds classed as vermin - shoot birds requiring licence for destruction - shoot foxes - barriers, trap or shoot <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.4	Describe how to deal with disease	<p>The candidate to describe the appropriate actions to take on discovering disease</p> <p>The candidate to state the significance of zoonotic diseases/parasites and name one</p> <p>The candidate to state what action must be taken when an animal needs to be destroyed</p>	<p>May include:</p> <ul style="list-style-type: none"> identify the symptoms of the disease inform supervisor/manager contact Veterinary Surgeon implement cleaning and disinfection procedure implement personal hygiene measure notification of appropriate authorities <p>To state:</p> <ul style="list-style-type: none"> are carried by animals and can be transmitted to humans <p>Examples may include:</p> <ul style="list-style-type: none"> salmonella campylobacter toxoplasma gondii streptococcus suis influenza virus ring worm erysipelas <p>May include:</p> <ul style="list-style-type: none"> humanely killed by approved method disposal of carcass by incineration or collection by approved contractor <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 201 3.5	Describe the causes, the signs and the appropriate action to take in the event of abortion	The candidate to state two possible causes of abortion The candidate to state two possible signs of abortion Candidate to state four possible actions that may be taken	May include: <ul style="list-style-type: none"> • infectious agents • physical injury • poor nutrition • seasonal May include: <ul style="list-style-type: none"> • blood on the tail • discharge from the vagina • premature foetus is aborted May include: <ul style="list-style-type: none"> • isolate the animal • remove foetus/debris wearing correct PPE (gloves) • safe disposal of the foetus • notify supervisor/manager • disinfect the area • disinfect PPE • record incident on breeding record <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.1	Demonstrate how to move a pig or group of pigs safely Carry out one of the following activities: check stock proof electric fence Or: Check the field/enclosure for potential hazards that might affect the health or welfare of the animal	Candidate to move the pig or pigs as agreed with the Assessor (Assistance may be used if required) Assessor guidance: The candidate should check the fence The candidate is required to inspect the field for hazards and to report to the Assessor	To include: <ul style="list-style-type: none"> • accommodation is correctly prepared • pig(s) to be moved correctly identified • route is planned • route clear of obstructions • pig boards used appropriately • pig(s) moved calmly and safely • pig(s) secured in new accommodation • record completed (if required) To include: <ul style="list-style-type: none"> • identify fence to be checked • check no overhead power lines in the vicinity • check power supply • move end posts • check firmness, fixing and insulation of end posts • check position of intermediate posts • check wire at correct height and tension • check voltage • establish that 'public right of ways' are not blocked • ensure fence is safe to stock and general public • fence is earthed • electric fence sign is attached May include: <ul style="list-style-type: none"> • glass bottles • broken glass • sharps • metal containers • broken fencing/damaged hut • discarded barbed wire • incorrect height of fencing • fallen trees • badly parked machinery • badly poached ground • litter • plastic • string 	<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"/>

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

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

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

Candidate D	Candidate has met all of the assessment criteria	Tick ✓ <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓ <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 type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick ✓ <input type="checkbox"/>
Signed:	
Date:	