Modification history

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| Release | Comments |
| Release 2 | This version released with ACM Animal Care and Management Training Package Version 3.0. |
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 1.0. |

| ACMFAR40X | Organise and perform day-to-day farriery industry activities |
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| Application | This unit of competency describes the skills and knowledge required to participate in the process of planning, coordinating and recording farriery or hoof care work activities.  The unit applies to individuals who apply knowledge and technical skills to perform farriery or hoof care services across different equine industry sectors.  No occupational licensing or certification requirements apply to this unit at the time of publication.  Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements. |
| Prerequisite Unit | Nil |
| Unit Sector | Farriery (FAR) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Confirm and clarify work requirements | 1.1 Interpret requirements in spoken messages or written notices  1.2 Clarify or seek additional information from employer, client or other personnel  1.3 Follow industry procedures and confirmed instructions for relevant tasks |
| 2. Obtain and provide information in response to workplace requirements | 2.1 Gather and interpret specific, relevant information related to farriery activities  2.2 Record information accurately and legibly  2.3 Identify sources of information and establish appropriate contacts  2.4 Ensure enquiries are carried out clearly and concisely |
| 3. Prepare for worksite activities | 3.1 Dress appropriately for work, including use of personal protective equipment  3.2 Follow protocols for entry to the worksite  3.3 Clarify work requirements and the order of activities and time allocation with designated personnel  3.4 Identify and plan personnel, equipment and resource requirements according to the scope of work and supervisor's instructions  3.5 Identify hazards, assess and control risks and report risks beyond own control or authority  3.6 Follow work health and safety requirements, and select, use, maintain and store personal protective equipment, according to the type of work site activities undertaken  3.7 Select, use, clean, maintain and store tools and equipment according to workplace procedures and manufacturer's specifications |
| 4. Complete required documentation | 4.1 Use basic mathematical processes for routine calculations  4.2 Document personnel, activities, timelines and resource usage for task according to workplace practices  4.3 Report contingency situations and corrective action taken |
| 5. Maintain business records | 5.1 Collect information relevant to business operations and enter into manual record keeping system and/or computerised system  5.2 Organise information in a format suitable for analysis, interpretation and dissemination  5.3 Prepare reports to analyse trends in selected records or to provide to third parties |
| 6. Maintain stock and resources | 6.1 Monitor stock and resources and set up a system to maintain at required levels  6.2 Order stock and resources with suppliers and monitor delivery or collection dates  6.3 Monitor and adjust stock reorder cycles depending on business or seasonal requirements  6.4 Pack or store stock and resources to avoid losses and wastage  6.5 Keep records and produce stock control reports to inform resource use |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Oral communication | * Use active listening and questioning to clarify and confirm information * Use industry-standard terminology accurately in communications with others |
| Numeracy | * Calculate supplier and order costs * Reconcile incoming stock and invoices against purchase orders * Prepare and interpret numerically-based reports |
| Navigate the world of work | * Follow industry procedures and codes of practice, including safety and animal welfare requirements, relating to own role and work area * Demonstrate a duty of care to self and others when working with equines |
| Get the work done | * Plan, sequence and prioritise tasks and assemble equipment for farriery services, taking safety and risk factors into consideration * Use problem solving skills to select required materials and equipment |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| ACMFAR40X Organise and perform day-to-day farriery industry activities | ACMFAR303 Perform routine day-to-day farriery activities | Changes to reflect scope of work including new element 5 and 6 and change to code and title.  Work placement requirements added (TBC) | No equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103> |

| TITLE | Assessment requirements for ACMFAR40X Organise and perform day-to-day farriery industry activities |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual performed routine day-to-day preparatory and administrative tasks for farriery services and demonstrated consistent application of the following points on at least three separate work site visits:   * obtained and provided information needed to conduct farriery services * planned farriery jobs and resources needed for worksite activities * completed required documentation and business records for farriery activities * performed the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by a farrier who is a farrier association member and/or a Certificate III qualified farrier and/or is currently commercially active in providing farrier services. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * practices and procedures associated with routine farriery work * presentation standards applicable to farriery industry * protocols for working with clients and equine establishments * range, use and availability of farriery materials, tools and equipment * work health and safety requirements, including: * identifying work site hazards * managing risks when interacting with equines in the workplace * safe horse handling techniques * manual handling * use of fire and working with gas or coke * personal protective equipment * industry guidelines, codes of practice and regulations related to: * duty of care, confidentiality, security and professional standards * employment as a farrier * animal welfare principles and practices * record keeping and documentation for farriery services, including: * financial records * stock/materials inventory records * client information and worksite records * information relating to equines. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or simulated environment that accurately reflects performance in a real workplace setting * resources, equipment and materials: * tools and equipment for tasks, including personal protective equipment for the individual * record keeping and scheduling system.   Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: User Guide: Safety in Equine Training.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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