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. |

| ACMFAR405 | Organise and perform day-to-day farriery or hoof care 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 information  1.2 Clarify or seek additional information from employer, client or other personnel  1.3 Follow industry procedures and confirm instructions for relevant tasks |
| 2. Obtain and provide information in response to workplace requirements | 2.1 Gather and interpret specific, relevant information related to work activities  2.2 Record information accurately and legibly  2.3 Establish appropriate contact with clients or other personnel following good practice customer service  2.4 Ensure enquiries and confirmation of activities 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 establishment 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 instructions  3.5 Identify hazards, assess and control risks and report risks beyond own control or authority  3.6 Follow safe work practices relating to all work activities  3.7 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 Find and interpret information in relation to the task or enquiry  4.2 Document personnel, activities, timelines and resource usage for task according to workplace practices  4.3 Use key features and functions of workplace technology to record information |
| 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 to others  5.3 Prepare reports and records to provide to third parties |
| 6. Maintain stock and resources | 6.1 Monitor stock and resources to maintain required levels  6.2 Pack or store stock and resources to avoid losses and wastage  6.3 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 | * Use basic mathematical processes for routine calculations relating to all work activities * Prepare and interpret numerically-based reports |
| Navigate the world of work | * Follow requirements for safety, animal welfare and general business practices, relating to own role and work area |
| Get the work done | * Plan, sequence and prioritise tasks and assemble equipment for work activities, 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 |
| ACMFAR405 Organise and perform day-to-day farriery or hoof care activities | ACMFAR303 Perform routine day-to-day farriery activities | Changes to title and code changed to reflect AQF alignment. Changes to reflect scope of work including new elements 5 and 6.  Work placement requirements added. | 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 or hoof care 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 or hoof care services and demonstrated consistent application of the following points on at least three separate work site visits:   * obtained and provided information needed to conduct services * planned jobs and resources needed for worksite activities   completed required documentation and business records for work 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 qualified farrier or currently commercially active provider of farriery or hoof care 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 or hoof care work * dress and presentation standards * protocols for working with clients and equine establishments * range, use and availability of 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 services, including: * financial and taxation records * business and regulatory requirements * stock/materials record * work schedules * client / equine information and worksite records * service agreements and invoices * use of business technology. |

| 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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