Skills Development Scotland

Occupation Profile

for

Agriculture

Modern Apprenticeship

at SCQF Level 6

Approved by: Land use Technical Expert Group

Approved date: March 2026

Purpose:

This document consists of the occupational standards (NOS and unit specifications) routinely carried out in Agriculture roles. This provides all the performance requirements and knowledge and understanding requirements apprentices need to demonstrate competence in the occupation.

This document includes

- 4 mandatory Unit Specifications
- 1 mandatory NOS (if undertaking the Poultry Production specialist pathway)
- 15 optional NOS
- 26 optional Unit Specifications

Apprentices must achieve **10** occupational standards.

Contents

Mandatory Occupational Standards

Monitoring health, safety and security

Understanding the importance of environmental good practice in land-use

The following standard must be taken if not already achieved:

Contributing to performing work activities

The following standard is mandatory for apprentices completing the Poultry Production specialist pathway:

Implement and monitor site hygiene and biosecurity

Unit Specification

URN: US0213

Monitoring health, safety and security

Goal of Unit:
To monitor health, safety and security in line with legislative and organisation procedures to protect yourself and others from the risk of harm and injury.

Brief outline:
This is about monitoring the health, safety and security of yourself and others who may be affected by your work. This involves co-operating with your employer to help them to comply with their duties under relevant health and safety legislation. It includes following set health and safety procedures and identifying and assessing unsafe situations in the workplace or during work activities. It also includes being aware of the main risks to health, safety and security in the workplace and suitable control measures or safe systems of work that can be put in place. In the event of incidents and emergencies required procedures must be followed.

Security could include land, buildings, equipment and machinery, stock, resources, personnel and information.

Performance requirements

1. Monitoring that health, safety and security hazards are identified and risks assessed in your area of work in line with organisation procedures
2. Taking required actions in response to identified hazards and risks in line with organisation procedures
3. Checking that control measures put in place to eliminate or reduce risks in own area of work are adhered to in line with organisation procedures
4. Informing others in your work area of the risks and the control measures that have been put in place in line with organisation procedures
5. Monitoring that health and safety regulations, organisation procedures and safe systems of work are followed in own area of work
6. Checking that security is maintained in own area of work in line with organisation requirements
7. Checking that equipment and machinery is used, maintained and stored in accordance with relevant legislation, manufacturers' instructions and organisation requirements

Knowledge and understanding requirements

1. Health and safety legislation and codes of practice, the legal responsibilities of employers and employees and the importance of monitoring these
2. The importance of following health and safety regulations, organisation procedures and safe systems of work
3. The difference between "hazard" and "risk", how to identify hazards and assess risks
4. The importance of regular risk assessment and what actions to take when risks are identified
5. Particular hazards associated with your workplace including personal injury, contracting disease, and other physical and mental health problems
6. Effects that work-related accidents and ill health can have on workers and businesses and the importance of minimising these
7. The risks to others from the activities carried out in own area of work
8. How to communicate the findings of the risk assessment and health, safety and security measures to those at risk

8. Reporting and recording incidents and emergencies, including accidents and near misses, in accordance with legal and organisation requirements
9. Monitoring and reporting on the effectiveness of health, safety and security measures in line with organisation requirements

9. The hierarchy of measures to control risks including elimination, substitution, relevant controls, safe systems of work, training/ instruction and PPE
10. The importance of good housekeeping in the workplace to maintaining health and safety
11. The importance of monitoring procedures to maintain security in own area of work
12. Key requirements of the regulations relating to the handling, use and storage of potentially hazardous substances
13. The safe methods of preparing, using, maintaining and storing equipment and machinery in accordance with relevant legislation, manufacturers' instructions and organisation requirements
14. Risks of injury associated with lifting and handling and how these can be minimised
15. The suitable clothing and personal protective equipment (PPE) required for work in your industry
16. The importance of regularly checking that PPE and emergency equipment is available and maintained
17. Risks of working in isolation, in remote locations and potentially dangerous situations, and the need to monitor that safe systems of work are followed, including communication and emergency procedures
18. The procedures to follow and actions to take in the event of incidents and emergencies including accidents and near misses
19. Where to obtain information, advice and support in relation to health, safety and security
20. Legislative and organisation requirements for recording and reporting incidents and emergencies, including accidents and near misses
21. Organisation requirements to monitor and report on the effectiveness of health, safety and security measures

Unit Specification

URN: SDS 0428

Understanding the importance of environmental good practice in land use

Goal of Unit:
To understand how to contribute to applying good environmental practice within your area of work.

Brief outline:
This is about individuals understanding the impact of their work on the environment including steps required to reduce negative impacts and contribute to tackling climate and nature emergency.

Performance requirements
There are no performance requirements.

Knowledge and understanding requirements

1. The scale and potential impact of climate change and nature degradation and how this relates to own area of work
2. The importance of greenhouse gas (GHG) emission reduction targets
3. The potential contribution good land management and nature-based solutions make to reducing GHG emissions
4. Why nature needs to be restored as part of the solution to climate change
5. The negative environmental impact that your work could have and how to mitigate this
6. Environmental legislation and industry codes of practice that apply to your area of work and why these are important
7. Different ways of working to reduce negative environmental impacts and greenhouse gas emissions
8. The principles of using nature-based solutions in sustainable ways
9. How to make responsible use of water, energy and other resources
10. The importance of energy efficiency and ways in which energy usage are monitored and reduced

11. Ways in which waste can be reduced within your area of work and principles of the waste management hierarchy
12. How to prevent pollution in own area of work
13. How your work impacts on climate and nature and actions required to mitigate negative impacts and help restore nature
14. How carbon emissions can be reduced and mitigated
15. Organisational targets for reducing carbon emissions and improving environmental performance
16. Where to find information on environmental good practice

Unit Specification

URN: SDS 0425

Contributing to performing work activities

Goal of Unit:
To contribute to safely preparing, implementing and closing down work activities to meet organisational procedures and legislative requirements

Brief outline:
This involves accessing and interpreting basic work information, checking work activities, contributing to developing risk assessments, using personal protective equipment (PPE), communicating with others, completing documentation and dealing with issues and closing down the work in accordance with technical specifications, instructions and organisational procedures.

Performance requirements

1. Accessing and interpreting relevant information required to carry out your work activities
2. Checking work activities before commencing to confirm these are required
3. Contributing to the development of risk assessments associated with own work activities in accordance with organisational procedures
4. Identifying and using the correct PPE in accordance with manufacturers' guidance
5. Contributing to maintaining safety and security of tools and equipment in accordance with manufacturers' guidelines and organisational procedures
6. Communicating relevant safety and work-related information with others in accordance with organisational procedures
7. Contributing to work activities in accordance with organisational procedures
8. Contributing to completing and storing all relevant documentation in accordance with organisational procedures
9. Dealing effectively with issues within the scope and limitations of your own responsibilities in accordance with organisational procedures
10. Reporting issues which are outside the scope and limitations of your responsibilities in accordance with organisational procedures
11. Contributing to disposing of waste in accordance with legislative requirements and organisational procedures

Knowledge and understanding requirements

1. Required information for your work activities and where to locate this
2. Rules, regulations, legislative requirements, business and professional ethics relevant to your working practice and to which you must adhere including access rights
3. Who to confirm your work activities with and why this is important
4. The importance of risk assessment and mitigation as relevant to own area of work
5. The importance of, and correct use of any required equipment and PPE
6. The duty to report any acts and omissions that could have a negative impact on yourself, others and your organisation
7. Principles of workplace sustainability and how to apply them
8. Principles of environmental good practice and how to apply them
9. Why it is important to maintain the safety and security of tools and equipment
10. Methods of communication and how to apply these
11. Digital technology used within own area of work and how to use this
12. Organisational procedures for completing and securely storing documentation
13. Scope and limitations of your own competence, responsibilities and accountability
14. Organisational procedures for reporting issues which cannot be solved
15. Organisational procedures for disposing of waste

Optional National Occupational Standards

Apprentices can select optional NOS to follow a specialist pathway: Crop Production, Livestock Production, Poultry Production or Mixed Farming.

(Please see the associated Qualification Structure for more information).

Carry out and complete the shearing of livestock

Implement a livestock health programme

Monitor and maintain the supply of feed and water to livestock

Prepare, monitor and maintain mechanically controlled systems used in livestock production

Analyse data from field surveys and report on findings

Deliver basic treatments to livestock

Implement and monitor site hygiene and biosecurity

Plan and manage the health and welfare of livestock

Prepare and operate a powered vehicle with attachments

Prepare and operate a tractor with attachments

Prepare for the transportation of animals

Maintain and store records within the workplace

Allocate and check work in your team

Communicate in a business environment

Implement the application of nutrients to crops

Monitor and maintain the healthy growth of crops

Prepare and cultivate sites ready for planting crops

Optional Unit Specifications

Apprentices can select optional Unit Specifications to follow a specialist pathway: Crop Production, Livestock Production, Poultry Production or Mixed Farming.

(Please see the associated Qualification Structure for more information).

Conducting post-harvest activities

Controlling weeds, pests, diseases and disorders

Harvesting crops

Storing harvested crops and plants

Maintaining crop growth

Planting crops and plants

Breeding livestock

Maintaining livestock

Breeding poultry

Brooding and growing young birds

Hatching poultry

Maintaining egg production

Carrying out environmental surveys

Controlling vertebrate pests and predators

Optional Unit Specifications continued

Creating and maintaining habitats

Identifying plants

Loading and unloading animals for transportation

Maintaining conservation grazing of semi-natural habitats

Maintaining equipment and machinery

Managing land-based site developments

Protecting land-based sites

Receiving goods and supplies

Using equipment and machinery

Feeding livestock

Contributing to developing individuals

Engaging with the public

Establishing and maintaining effective working relationships

Unit Specification

URN: SDS0346

Conducting post-harvest activities

Goal of Unit:
To conduct post-harvest activities to meet production and quality assurance requirements.

Brief outline:
This is about conducting post-harvest activities on harvested crops to meet market, customer and storage requirements and in accordance with site procedures. This involves cleaning, drying, pre-storage treatments, dressing, grading, quality control, packing and labelling prior to dispatching and storing crops.

Performance requirements

1. Identifying required post-harvest activities in line with production requirements
2. Preparing sites and equipment ready for post-harvest activities in accordance with manufacturers' instructions and site procedures
3. Dealing with crops that do not meet post-harvest requirements in accordance with site procedures
4. Dealing with waste from post-harvest activities in accordance with legal requirements and site procedures
5. Maintaining crop quality whilst carrying out post-harvest activities to meet site procedures, production and quality assurance requirements,
6. Dispatching and storing prepared crops in accordance with site procedures and customer requirements
7. Maintaining the safety and security of tools and equipment on site
8. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. Tools and equipment required and how to prepare, maintain and use these safely and effectively in line with legal requirements and manufacturer instructions
2. Post-harvest activities required for crops to meet market, customer, storage and site requirements
3. Types of post-harvest activities required and how to carry them out
4. How to identify and action crops that do not meet post-harvest requirements
5. Why it is important to maintain suitable levels of hygiene and biosecurity during post-harvest activities and methods for achieving this
6. Quality assurance requirements in relation to prepared crops
7. Required methods for dispatching and storing prepared crops
8. Legal requirements and methods for recycling and disposal of waste and excess material created by post-harvest activities
9. The potential impact of your work on surrounding areas and wider environment and how to minimise this

Unit Specification

URN: SDS 0418

Controlling weeds, pests, diseases and disorders

Goal of Unit
To control weeds, pests, diseases and disorders in order to maintain the health of grass, plants and other vegetation

Brief outline:
This is about implementing measures to control the presence of weeds, pests, diseases and disorders to prevent damage to, and maintain the health of grass, plants and other vegetation. This involves monitoring and reporting on the success of implemented control measures. Control measures include chemical, cultural and biological.

Performance requirements

1. Identifying weeds, pests, diseases, disorders and invasive species present in grass and plants in accordance with organisational procedures
2. Implementing prescribed measures to control weeds, pests, diseases and disorders within grass and plants in accordance with legal requirements and organisational procedures
3. Completing training and certification needed to use required chemicals and equipment in accordance with legal and manufacturers' requirements, and organisational procedures
4. Preparing and using tools and equipment required safely in accordance with manufacturers' requirements and organisational procedures
5. Preparing and applying relevant products to control weeds, pests, diseases and disorders within grass and plants in accordance with legal, manufacturers requirements, and organisational procedures
6. Maintaining biosecurity to prevent the spread of weeds, pests and diseases withing grass and plants in accordance with organisational procedures
7. Taking action to minimise adverse impacts of control measures on habitat, wildlife and wider environments
8. Monitoring and reporting on control measure effectiveness in accordance with organisational requirements
9. Maintaining the safety and security of tools and equipment on site
10. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. How to recognise weeds, pests, diseases and disorders, including hazardous and invasive species
2. Plant Protection Products (PPP) and the range of methods to control weeds, pests, diseases and disorders such as cultural, biological and chemical
3. Legal requirements for controlling weeds, pests, diseases and disorders
4. Requirements for training and certification to use chemicals and equipment for controlling weeds, pests, diseases and disorders
5. Tools and equipment required to maintain grass and plant health and how to prepare, maintain and use these safely and effectively
6. How to calculate, order and apply products to control weeds, pests, diseases and disorders
7. Why it is important to maintain biosecurity and prevent spreading of weeds, pests and diseases
8. The potential impact of your work on the surrounding area and the wider environment and how this can be minimised
9. The importance of monitoring and reporting on the effectiveness of control measures and when this should be done

Unit Specification

URN: SDS0347

Harvesting crops

Goal of work situation:
To harvest crops in accordance with crop type, product specifications and intended destination.

Brief outline:
This is about harvesting crops. This involves preparing machinery and tools for harvesting, harvesting crops at required times, maintaining quality and minimising wastage and maintaining hygiene and bio-security. Methods used for harvesting methods include manual and mechanical which depend on crop type, production specifications and intended destinations. Crops include grass and forage crops, cereals, grains, root crops, pulses, oilseed rape, hops, vegetables, herbs, flowers, bulbs, shrubs, trees and fruit.

Performance requirements

1. Preparing and using required tools, equipment, machinery and personal protective equipment (PPE) for crop harvesting in accordance with manufacturers' instructions and site operating procedures
2. Checking whether crops are ready for harvesting in accordance with product specifications
3. Selecting appropriate harvesting methods in accordance with product specifications
4. Maintaining crop quality and minimising loss and damage throughout harvesting operations in accordance with product specifications and site operating procedures
5. Identifying crops that do not meet product specifications and taking appropriate action to deal with these in accordance with site operating procedures
6. Maintaining hygiene and biosecurity during collection, storage and establishment of propagation material in accordance with site operating procedures
7. Maintaining the safety and security of tools and equipment on site
8. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. Tools and equipment required and how to prepare, maintain and use these safely and effectively in line with legal requirements and manufacturers' instructions
2. How to recognise crops that are suitable for harvesting and those that do not meet specifications
3. Actions to take when crop products fail to meet specifications
4. Methods of harvesting appropriate to crops and customer requirements
5. How weather conditions will influence harvesting decisions
6. How harvesting methods vary according to crop type and intended use
7. How to make adjustments to harvesting processes and when these are required
8. Problems that arise during harvesting and actions to take
9. How to carry out manual harvesting of crops

10. Methods of maintaining crop quality of during harvesting
11. Why it is important to maintain safety and security of equipment and machinery when on site
12. Why it is important to maintain hygiene and biosecurity and methods for achieving this
13. The potential impact of your work on surrounding areas and the wider environment and how it can be minimised

Unit Specification

URN: SDS0350

Storing harvested crops and plants

Goal of Unit:
To store harvested crops and plants for sale and for use in accordance with product specifications.

Brief outline:
This is about storing harvested crops and plants which includes on and off-site storage. This involves preparing storage facilities, storing and monitoring and maintaining crops and plants in accordance with product specifications and site operating procedures . This covers indoor and outdoor storage as well as temperature-controlled storage. The harvested materials include crops and plants.

Performance requirements

1. Preparing harvesting storage facilities, in accordance with product specifications and site operating procedures
2. Carrying out measures to prevent risks of contamination by pests and disease, in accordance with product specifications and site operating procedures
3. Checking harvested crops and plants have been prepared in accordance with product storage specifications
4. Arranging harvested crops and plants in storage in accordance with product specifications and site operating procedures
5. Maintaining security of harvested crops and plants in accordance with site operating procedures
6. Monitoring storage facilities and harvested crops and plants to identify any signs of damage, contamination and loss in accordance with site operating procedures
7. Carrying out stock rotations in accordance with product specifications and site operating procedures
8. Maintaining hygiene and biosecurity during harvested crops and plants storage in accordance with site operating procedures
9. Maintaining the safety and security of tools and equipment on site

Knowledge and understanding requirements

1. Tools and equipment required and how to prepare, maintain and use these safely and effectively in line with legal requirements and manufacturers' instructions
2. Type of storage facilities and environmental conditions required for maintaining stored crops and plants in their required conditions
3. How to prepare storage facilities for receiving harvested crops and plants
4. Signs of pests and disease and measures taken to prevent risk of damage from pests
5. How to arrange harvested crops and plants in storage facilities and methods of preventing damage and contamination
6. The purpose of stock rotation including when and how to do this
7. How to maintain security and safety of storage facilities
8. Methods for conducting routine inspections of storage facilities and contents, and why this is necessary
9. How to recognise stored crops and plants that are damaged and contaminated and necessary actions to take
10. The importance of maintaining hygiene and biosecurity and methods for achieving this

10. Identifying best practice approaches to sustainability relevant to your work role
11. Why it is important to maintain safety and security of equipment and machinery when on site
12. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS 0348

Maintaining crop growth

Goal of Unit
To maintain crop growth to meet product specifications and production targets.

Brief outline:
This is about maintaining crop growth through monitoring and taking action to control risks from weeds, pests, diseases and disorders. This involves applying nutrients to promote healthy growth and implementing suitable methods to control weeds, pests, diseases and disorders.

Performance requirements

1. Monitoring crop growth and development against product specifications and in accordance with site operating procedures
2. Assessing soil conditions, nutrient status of crops and risks from weeds, pests, diseases and disorders to establish crop maintenance requirements
3. Seeking technical advice and relevant actions required to ensure nutrient requirements are met, and weeds, pests, diseases and disorders are controlled in accordance with guidance
4. Applying required nutrients to crops in accordance with technical advice and site operating procedures
5. Identifying application methods to deal effectively with identified weeds, pests, diseases and disorders which will not impact on production requirements, environment and purposes for which crops are being grown
6. Controlling weeds, pests, diseases and disorders in crops, in accordance with relevant legal requirements and site operating procedures
7. Monitoring and evaluating effectiveness of actions taken to maintain healthy crop growth in accordance with product specifications, production targets and site operating procedures
8. Maintaining hygiene and biosecurity whilst maintaining crops in accordance with site operating procedures
9. Maintaining the safety and security of tools and equipment on site

Knowledge and understanding requirements

1. Tools and equipment required and how to prepare, maintain and use these safely and effectively in line with legal requirements and manufacturer instructions
2. Stages of crop growth and development
3. How to determine suitable times to monitor crop growth and development
4. Methods used to monitor crop growth and development, including crop walking and how to use thresholds and schedules
5. How to recognise and control weeds pests, diseases and disorders
6. Nutrient requirements for crops in production and ways of checking correct amounts of nutrients are available
7. Types of nutrients applied to crops and application methods that must be used
8. Different forms of fertiliser available and how to use these
9. Legal requirements for storage, transport and use of fertilisers and chemicals
10. Potential environmental impact of crop maintenance activities and ways in which this can be minimised
11. When crops and plants need protection

10. Identifying best practice approaches to sustainability relevant to your work role
12. The importance of maintaining hygiene and biosecurity and methods for achieving this
13. Why it is important to maintain safety and security of equipment and machinery when on site
14. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

Planting crops and plants

URN: SDS0349

Goal of Unit:
To plant crops and plants in accordance with site specifications to meet site planting requirements.

Brief outline:
This is about planning and establishing crops and plants, which includes cereals, energy, trees, shrubs, fruit, vegetables, flowers. Planting methods will depend on crop and plant types being grown and conditions required for growth. Growing media includes soil, hydroponics, matting, compost and other growing media. This covers protected conditions and outdoors in the open. Plant material include bulbs, seeds, shots, tubers, cuttings. This involves site clearing and cultivating ready for planting, preparing plant material for planting, preparing equipment, planting crops and plants and providing aftercare and protection.

Note: Individuals may be working with crops or plants or both.

Performance requirements

1. Preparing and using required planting tools, equipment and personal protective equipment (PPE) in accordance with manufacturers' instructions
2. Clearing sites to meet requirements of crops and plants in accordance with site operating procedures
3. Preparing and cultivating sites to meet site requirements and planting specifications
4. Cultivating sites to meet site and planting requirements
5. Checking any growing media is prepared and in suitable conditions for planting in accordance with site operating procedures
6. Preparing planting material ready for planting in accordance with planting specifications and site operating procedures
7. Positioning planting material consistently across sites in accordance with site operating procedures and planting specifications

Knowledge and understanding requirements

1. Tools and equipment required and how to prepare, maintain and use these safely and effectively in line with legal requirements and the manufacturers' instructions
2. Different methods for clearing and preparing sites for planting
3. Principles of tillage and how to do this
4. The importance of planting plans
5. Methods used to cultivate sites and effects that soil type, climate, weather, ground conditions, previous treatments, existing structures and systems will have
6. Site drainage requirements
7. How to identify weeds, moss, pests, diseases and unwanted vegetation and what action to take
8. Appropriate methods for sterilising sites and when this is required
9. Optimum conditions required for planting and the importance of timing
10. The role of crop rotation where appropriate when establishing crops or plants

8. Providing plant aftercare and protection requirements in accordance with site operating procedures and planting specifications
9. Cleaning down equipment and machinery after use and storing for future use in accordance with site operating procedures
10. Maintaining hygiene and biosecurity during collection, storage and establishment of propagation material in accordance with site operating procedures
11. Maintaining the safety and security of tools and equipment on site
12. Identifying best practice approaches to sustainability relevant to your work role

11. How to check that materials are suitable for planting, problems that may occur, including pests and diseases, and what actions to take
12. Methods used to prepare planting material
13. Factors that must be taken into consideration during planting, such as seed treatments, the addition of slug pellets or fertiliser
14. Principles of marking and setting out and how to do this
15. The inter-relationship between density, depth, orientation, plant spacing and row widths
16. When planting, what is best for different crops and plants and different sites and why this is the case
17. Requirements for even distribution of seeds and how to achieve required ratios during sowing
18. Initial maintenance requirements to ensure effective establishment of crops or plants
19. Factors affecting rates and percentages of seed germination and how this can be increased
20. Types of aftercare required and their purpose, including non-chemical alternatives to protect against pests and diseases
21. Methods of support and protection and how to apply them
22. Legal and organisational requirements for dealing with waste and surplus materials
23. The importance of maintaining hygiene and biosecurity and methods for achieving this
24. Why it is important to maintain safety and security of equipment and machinery when on site
25. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS 0333

Breeding livestock

Goal of Unit:
To maintain livestock breeding to meet legal requirements and organisational breeding plans.

Brief outline:
This is about maintaining livestock breeding processes in accordance with legal requirements, organisational procedures and breeding plans. This involves preparing livestock for breeding, establishing and confirming pregnancy, monitoring and caring for pregnant livestock, monitoring parturition and monitoring and caring for mothers and their young.

Note: Livestock includes dairy, beef, pigs and sheep.

Performance requirements

1. Checking livestock are suitable for breeding in accordance with organisational procedures and breeding plans
2. Preparing livestock for breeding in accordance with organisational procedures and breeding plans
3. Establishing pregnancy in livestock using required methods in accordance with organisational procedures and breeding plans
4. Confirming pregnancy in livestock in accordance with organisational procedures
5. Caring for livestock during pregnancy in accordance with legal requirements and organisational procedures
6. Monitoring livestock conditions during pregnancy to identify signs of ill health and take required actions in accordance with legal requirements and organisational procedures
7. Caring for livestock during parturition and providing required assistance in accordance with legal requirements and organisational procedures
8. Monitoring condition of mothers and young after parturition in accordance with legal requirements and organisational procedures

Knowledge and understanding requirements

1. How to access and interpret breeding plans
2. The factors impacting on the development of breeding plans
3. How body condition and conformation of animals (achieved by breeding program) relates to target growth, development and purpose of animals
4. Requirements of relevant animal health and welfare standards, industry codes of practice, and organisational requirements and procedures for livestock breeding
5. The importance of meeting relevant food safety and industry quality assurance standards in relation to livestock breeding
6. How to identify suitable livestock for breeding and how to prepare them
7. How nutritional and health conditions that affect conception and pregnancy, including the importance of achieving and maintaining correct condition scores for animals at each stage
8. Different methods of establishing fertilisation and pregnancy in different species of livestock including the use of artificial insemination and how to do this
9. How to confirm pregnancy in livestock

9. Caring for mothers and young after parturition, and carrying out required procedures in accordance with legal requirements and organisational procedures
10. Removing young from mothers as required and providing substitute feed in accordance with legal requirements and organisational procedures
11. Maintaining hygiene and biosecurity in accordance with organisational procedures
12. Completing breeding records in accordance with legal requirements and organisational procedures
13. Maintaining the safety and security of tools and equipment on site
14. Identifying best practice approaches to sustainability relevant to your work role

10. Different stages of pregnancy in livestock
11. Livestock requirements for feed and water during pregnancy
12. How to maintain environments conducive to health and welfare of livestock during pregnancy and parturition
13. Reasons for monitoring livestock conditions during various stages of pregnancy and diseases and disorders associated with pregnancy
14. Early signs of ill-health in livestock, what these indicate and when isolation is required
15. Symptoms of abortions, how to deal with livestock that have aborted and legal requirements for reporting this
16. Signs and behaviour of livestock you are monitoring when parturition is imminent
17. How to determine needs for assistance with parturition, including correct use of birthing aids
18. Reasons for monitoring health of mothers and young after parturition and problems that could occur
19. Methods of caring for mothers and young after parturition, and procedures to be carried out including colostrum management, tagging, grading, vaccinating
20. When young need to be moved away from mothers and how to do this
21. How substitute feed is provided for young removed from mothers
22. The importance of maintaining communication with others involved in maintaining livestock breeding and how to do this
23. Organisational procedures for maintaining effective hygiene and biosecurity

Unit Specification

Maintaining livestock

URN: SDS0340

Goal of Unit:
To maintain livestock to meet animal health and welfare requirements.

Brief outline:
This is about maintaining health and welfare of livestock in accordance with livestock health and welfare programmes. This involves monitoring livestock for signs of injury, disease, disability, disorders and pest infestations, recognising and dealing with health problems, providing routine health care treatments (vaccinating, worming, topical treatments, dipping, basic medication, adding treatments to food) and non-surgical procedures (tail docking, castration, teeth and nail clipping, foot trimming, disbudding, claw removal and blocking, wing clipping, beak trimming).

Performance requirements

1. Monitoring health and welfare of livestock to identify problems in accordance with legal requirements and organisational procedures
2. Delivering routine health care treatments to livestock in accordance with legal requirements and organisational procedures
3. Delivering vaccinations or immunisations to livestock in accordance with legal requirements and organisational procedures
4. Delivering non-surgical procedures to livestock in accordance with legal requirements and organisational procedures
5. Monitoring livestock following treatment and procedures
6. Dealing with mortalities, euthanasia and culling in accordance with legal requirements and organisational procedures
7. Maintaining hygiene and biosecurity in accordance with organisational procedures
8. Maintaining the safety and security of tools and equipment on site
9. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. Legal requirements of relevant animal health and welfare standards, industry codes of practice, organisational health plans and quality assurance requirements for the health and welfare of livestock
2. Guidance of livestock health and welfare programmes and why this is important
3. The current health status of livestock you are working with
4. How often livestock are monitored, what to check for when monitoring, and how to assess their health and welfare
5. Actions to take when signs of poor health are recognised and when to call a veterinary surgeon
6. When livestock should be isolated
7. Circumstances when livestock would need to be euthanised, culled and different methods of euthanasia/culling
8. Procedures to follow when dealing with mortalities
9. Livestock health and welfare management systems that prevent and control the likelihood of diseases, disorders and other animal health and welfare issues
10. How to handle livestock you are working with

11. Different types of routine health care treatments available for livestock and how to administer them correctly, in accordance with legal requirements
12. Implications of using treatments on livestock including legislative requirements for withdrawal periods and consequences of the reduced effectiveness of drugs and medication
13. Relevant vaccinations or immunisations required by livestock you are working with and how to implement them according to livestock health and welfare programmes
14. Legal and manufacturer requirements for using and storing drugs, medications and vaccinations, and the significance of expiry dates
15. Issues that occur with delivery of treatments to livestock, including when treatments are not suitable, and actions to take
16. Types of non-surgical procedures for livestock and how to deliver them correctly
17. The importance of monitoring livestock following treatment and procedures
18. Legal and organisational requirements for dealing with waste including drugs, medications, sharps and mortalities
19. Organisational procedures for maintaining effective hygiene and biosecurity
20. Why it is important to maintain safety and security of equipment and machinery when on site
21. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS0334

Breeding poultry

Goal of Unit:
To maintain poultry breeding to meet legal requirements and organisational breeding plans.

Brief outline:
This is about maintaining poultry breeding processes in accordance with legal requirements, organisational breeding plans and procedures. This involves selecting and preparing suitable poultry, enabling fertilisation and monitoring and maintaining their health and welfare.

Performance requirements

1. Selecting suitable poultry for breeding in accordance with organisational breeding plans and procedures
2. Preparing poultry for fertilisation in accordance with legal requirements and organisational procedures
3. Establishing fertilisation in poultry using required methods in accordance with organisational breeding plans and procedures
4. Monitoring and maintaining health and welfare of poultry during breeding processes
5. Maintaining hygiene and biosecurity in accordance with organisational procedures
6. Completing breeding records in accordance with legal requirements and organisational procedures
7. Maintaining the safety and security of tools and equipment on site
8. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. How to access and interpret organisational breeding plans
2. How body conditions and conformation of poultry (achieved by breeding programmes) relate to target growth, development and purpose of poultry
3. Requirements of relevant animal health and welfare standards, industry codes of practice and organisational procedures for poultry breeding
4. The importance of meeting relevant food safety and industry quality assurance standards for breeding poultry
5. How to identify and select suitable poultry for breeding and how to prepare them
6. Methods of gathering poultry ready for fertilisation and how to do this
7. Ways in which poultry are prepared for fertilisation and how to do this
8. Methods of fertilisation for poultry and legislation and codes of practice in relation to insemination and how to apply these
9. The process of artificial insemination in poultry and how to do this
10. Methods of maintaining the health and welfare of poultry throughout breeding
11. The importance of maintaining communication with others involved in breeding poultry

12. Problems that occur whilst maintaining poultry breeding and how to deal with these
13. Organisational practices for maintaining effective hygiene and biosecurity
14. Legal and organisational requirements for completing breeding records

Unit Specification

URN: SDS0335

Brooding and growing young birds

Goal of Unit:
To brood and grow young birds to meet legal and organisational production requirements.

Brief outline:
This is about brooding and growing young birds in accordance with legal and organisational requirements. This involves establishing brooding and growing areas, moving birds into relevant areas in accordance with stages of development and monitoring health and welfare of young birds.

Performance requirements

1. Preparing brooding and growing areas ready for young birds in accordance with legal and organisational requirements
2. Establishing and maintaining suitable environmental conditions relevant to species and stages of development in accordance with legal requirements and organisational procedures
3. Providing correct litter conditions for young birds in accordance with legal requirements and organisational procedures
4. Moving young birds to brooding and growing areas at required stocking densities for species and stages of development in accordance with legal requirements and organisational procedures
5. Maintaining required supplies of feed and water to meet the needs of birds
6. Monitoring health and welfare of young birds in brooding and growing areas in accordance with legal requirements and organisational procedures
7. Dealing with sick and damaged birds in accordance with legal requirements and organisational practices
8. Dealing with waste and mortalities in accordance with legal and organisational requirements
9. Maintaining effective hygiene and biosecurity in accordance with organisational procedures

Knowledge and understanding requirements

1. Requirements of animal health and welfare standards, industry codes of practice and organisational procedures
2. The importance of meeting relevant food safety and industry quality assurance standards when brooding and growing young birds
3. Vaccines and probiotics that are administered to young birds and how to do this
4. How to identify sub-standard products and actions to take
5. Environmental conditions required to optimise growth, health and welfare of young birds and how to maintain these
6. Correct litter conditions for brooding and growing young birds
7. How young birds are handled and requirements of relevant welfare codes in relation to moving young birds
8. Required stocking densities for the species and stage of development and how this affects growth and production
9. Requirements for food and water supply and how to maintain these
10. Indicators of bird health and methods for identifying and dealing with sick and damaged birds, including procedures for humane culling
11. Actions to take in the event of supply failure and equipment malfunction

10. Completing required documentation for brooding and growing young birds in accordance with legal requirements and organisational procedures
11. Maintaining the safety and security of tools and equipment on site
12. Identifying best practice approaches to sustainability relevant to your work role
12. Legal requirements and organisational procedures for dealing with waste and mortalities
13. Organisational procedures for maintaining effective hygiene and biosecurity

Unit Specification

URN: SDS0338

Hatching Poultry

Goal of Unit:
To hatch poultry to produce baby chicks and meet production requirements.

Brief outline:
This is about hatching poultry in accordance with relevant guidance and site procedures. This involves monitoring hatchery processes, receiving eggs for hatching, selecting and grading, loading incubators and monitoring progress, transferring eggs to hatchers and monitoring, preparing newly hatched poultry for sexing and boxing.

Performance requirements

1. Receiving eggs for hatching in accordance with site practices
2. Selecting and grading eggs for hatching in accordance with relevant guidelines and site procedures
3. Cleaning and storing of eggs in accordance with relevant guidelines and site procedures
4. Preparing and loading incubators in accordance with legal requirements and site procedures
5. Checking progress of eggs in incubators to identify when they are ready for transfer to hatchers
6. Transferring eggs to hatchers in accordance with relevant guidelines and site procedures
7. Monitoring and adjusting hatchers to maintain required environmental conditions and promote hatching
8. Transferring newly hatched poultry for sexing and boxing in accordance with guidelines and site procedures
9. Cleaning hatching areas in accordance with relevant guidelines and site procedures
10. Maintaining hygiene and biosecurity in accordance with site procedures
11. Maintaining the safety and security of tools and equipment on site

Knowledge and understanding requirements

1. Requirements of relevant guidelines relating to animal health and welfare standards, industry codes of practice and site practices for poultry hatching
2. The importance of meeting relevant food safety and industry quality assurance standards in relation to poultry hatching
3. The importance of monitoring receipt of eggs for incubation and hatching
4. Methods for identifying sources, dates of lay, numbers and codes when receiving eggs and how discrepancies should be dealt with
5. Methods of selecting and grading eggs and how to deal with eggs that are unsuitable for hatching
6. Methods of monitoring egg cleaning and required condition of eggs following cleaning
7. Required environmental conditions for storing eggs for hatching
8. Production requirements and standards required for incubation and hatching
9. Methods of preparing incubation areas and environments
10. Ways in which eggs are loaded into incubators and how to do this
11. Indications that incubator environment requires adjustment and use of alarms

12. Identifying best practice approaches to sustainability relevant to your work role

12. Methods and correct intervals to check fertility of eggs and how to identify when eggs are ready for transfer
13. Setting up, use and operating conditions of hatchers and hatching equipment
14. Planned positioning of eggs and the importance of this to production
15. How to monitor and maintain environmental conditions to promote hatching, and make necessary adjustments to systems
16. How to monitor production requirements, incubation and hatching and actions to take when issues occur
17. Methods for cleaning hatching area and reasons why this is important
18. How to handle and transfer newly hatched poultry for sexing and boxing and correct ways in which they must be boxed
19. How to identify sub-standard products and actions to take
20. Actions to take when supply failures and equipment malfunction happen
21. Legal requirements and site procedures for dealing with mortalities
22. Site procedures for maintaining effective hygiene and biosecurity
23. Legal requirements and site procedures for completing poultry hatching records
24. Why it is important to maintain safety and security of equipment and machinery when on site
25. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

Maintaining egg production

URN: SDS0339

Goal of Unit:
To maintain egg production to meet site production requirements.

Brief outline:
This is about maintaining egg production in accordance with animal health and welfare standards and site procedures. This involves monitoring health and welfare of birds, monitoring environmental conditions, collecting and checking egg quality, grading, packing, storing and preparing eggs for transport, and cleaning work areas.

Performance requirements

1. Monitoring egg production to identify variances against expected levels and production plans
2. Monitoring and maintaining health and welfare of birds in accordance with legal requirements and site procedures
3. Monitoring and maintaining environmental conditions for birds in accordance with legal requirements and site procedures
4. Maintaining egg collection in accordance with site procedures
5. Checking the quality of eggs in accordance with quality assurance standards and site procedures
6. Grading eggs and applying identification markings in accordance with grading requirements and site procedures
7. Packing eggs in accordance with site packing requirements to minimise damage during transport
8. Storing eggs in suitable conditions to maintain site quality requirements
9. Cleaning work areas in accordance with health and welfare standards and site procedures
10. Maintaining hygiene and biosecurity in accordance with site procedures
11. Completing records of egg production in accordance with legal requirements and site procdures
12. Maintaining the safety and security of tools and equipment on site

Knowledge and understanding requirements

1. Requirements of animal health and welfare standards, industry codes of practice and site practices for egg production
2. The importance of meeting food safety and industry quality assurance standards whilst maintaining egg production
3. Equipment required for egg production and how to prepare, maintain and use this safely and effectively in line with manufacturer instructions
4. Expected egg production levels of the birds and factors that affect this
5. The importance of monitoring productivity of birds and actions to take where performance does not meet production plans
6. How to monitor and maintain health and welfare of birds and recognise abnormal behaviour
7. How to check and maintain environmental conditions for birds
8. Methods of collecting eggs that minimise stress to birds and prevent contamination and damage to eggs
9. Problems that occur with egg collection and actions to take where problems are identified
10. How to monitor egg quality, signs of poor egg quality and actions to take where issues are identified
11. Different categories of eggs and how to grade eggs
12. Identification markings and how to apply them

13. Identifying best practice approaches to sustainability relevant to your work role

13. Methods for packing and traying eggs for transport to minimise damage
14. Required storage conditions for eggs
15. The importance of cleaning work areas and how to do this
16. Site procedures for maintaining effective hygiene and biosecurity
17. Legal and site requirements for completing egg production records
18. Why it is important to maintain safety and security of equipment and machinery when on site
19. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS0401

Carrying out environmental surveys

Goal of Unit:
To carry out environmental surveys to provide information to facilitate decision making.

Brief outline:
This is about carrying out different types of environmental surveys, including biotic and abiotic, to meet requirements of survey plans and specifications. This includes preparing to carry out surveys, following survey plans and specifications to collect and record required data, analysing data and presenting findings. Types of surveys include wildflower meadows, protected species, badger set , fish, insect and plant life to measure effects of pollution and climate change.

Performance requirements

1. Reviewing survey plans and specifications to confirm purpose, scope and objectives of surveys to be carried out
2. Reviewing survey specifications to confirm required data and methods of recording
3. Checking relevant permissions, consents and licences are in place to carry out environmental surveys in accordance with legal requirements
4. Checking required equipment to confirm availability in accordance with survey requirements
5. Maintaining hygiene and biosecurity in accordance with site procedures and organisational requirements
6. Using appropriate methods and equipment to collect required survey data in accordance with survey plans and specifications
7. Recording data in accordance with survey plans and specifications
8. Organising data for analysis in accordance with survey plans and specifications
9. Analysing data and presenting findings from environmental surveys using appropriate methods and systems in accordance with survey plans and specifications
10. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. The purpose, scope and objectives of surveys to be carried out and requirements for data collection and recording
2. The nature, scale and range of surveys relevant to your work role
3. How to identify key species and their habitats
4. The nature and impact of species interactions
5. How to use primary and secondary data sources
6. Differences between quantitative and qualitative information and methods of collecting, recording and analysing these
7. Implications of any site restrictions and designations that are in place
8. Relevant permissions, consents and licences required for both site access and species data collection and how to obtain them
9. Survey and monitoring equipment and materials required and how to use them safely and correctly
10. Where the use of technology may be effective and how to use this, examples include GPS, drones, radar tracking, remote sensing, earth observation technology, use of apps such as citizen science
11. The importance of hygiene and biosecurity measures and how to apply these
12. Different field survey and monitoring techniques and the principles of their use, including counting, estimating, sampling

13. Actions to take when protected and invasive non-native species are identified, legal requirements for this and possible consequences of not taking action
14. Methods of identifying relevant indicators for monitoring environmental change and principles of monitoring against indicators
15. The meaning of valid and reliable data and possible sources of error and bias in data collection
16. Problems that occur when carrying out environmental surveys and actions to take
17. The importance of consistency and standardisation between surveyors the potential impact of your work on surrounding areas and wider environment and how to minimise this
18. How to organise data for analysis
19. How to assess the sufficiency, validity and reliability of data and actions to take when there are problems
20. Data analysis methods to be used in accordance with survey plans and specifications
21. Use of geographical information systems (GIS) and computer aided design software to analyse data and present findings
22. The importance of using secondary research data to support conclusions and recommendations
23. How to present findings

Unit Specification

URN: SDS0368

Controlling vertebrate pests and predators

Goal of Unit:
To control vertebrate pests and predators using appropriate methods to prevent threats and protect animals, plants, trees and stored supplies and to mitigate damage, attack and loss.

Brief outline:
This is about implementing measures to control vertebrate pests and predators to protect animals, plants, trees and stored supplies. Pests and predators include corvids, mustelids, rodents, foxes and deer. This includes identifying when vertebrate pests and predators appear, implementing appropriate methods of control, and monitoring effectiveness of the measures taken. Control methods may include non-lethal deterrents, exclusion, trapping, shooting and use of chemicals.

Performance requirements

1. Identifying the presence of vertebrate pests and predators in accordance with organisation requirements
2. Implementing appropriate measures to control the presence of vertebrate pests and predators in line with legal and organisational requirements
3. Completing all training and certification required to use traps, chemicals and equipment to control vertebrate pests and predators in accordance with legal, manufacturers' and organisational requirements
4. Preparing and using traps, chemicals and equipment required to control vertebrate pests and predators safely in accordance with legal, manufacturers' and organisation requirements
5. Taking required actions to minimise any potential impacts of control measures on habitat, wildlife and wider environments
6. Monitoring and reporting on the effectiveness of control measures in line with legal and organisational requirements
7. Completing required records of vertebrate pest and predator control in accordance with legal and organisational requirements
8. Maintaining the safety and security of tools and equipment on site
9. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. Common vertebrate pest and predator species that threaten your industry, how to identify them and why they need to be controlled
2. Methods of monitoring the presence of vertebrate pests and predators
3. Different types of control methods available and what needs to be considered when deciding on those most appropriate
4. Relevant legislation and codes of practice covering all aspects of vertebrate pest and predator control
5. Methods of preventing and deterring pests and predators and the importance of maintaining these methods
6. Relevant nation specific legislation and codes of practice that control the use of different types of traps and snares
7. Legal and organisational requirements controlling ownership, use, storage, transport and carriage of firearms and ammunition
8. Relevant legal restrictions controlling the purchase, storage and use of pest control chemicals, including the training and certificates required before chemicals are used
9. The importance of monitoring the effectiveness of vertebrate pest and predator control measures and how to do this
10. Problems that occur whilst controlling vertebrate pests and predators and how to deal with these

11. Legal and organisational requirements for keeping records of vertebrate pest and predator control

Unit Specification

URN: SDS0403

Creating and maintaining habitats

Goal of Unit:
To create and maintain habitats to improve biodiversity and mitigate effects of climate change.

Brief outline:
This is about carrying out work to create and maintain habitats. Habitats include coastal and marine; estuary; farmland; hedgerows; freshwater; rivers; grassland; heathland and moorland; peatlands; rocky; urban; wetlands; woodlands and others. This involves working to plans and specifications and includes removing excessive vegetation; restoration; re-introduction, rewilding; controlling invasive species; tree and hedgerow planting; erosion control; drainage; use of grazing animals; encouraging the growth of specific plants; bankside management; pond creation, desilting; managing the effects of visitors and other activities.

Note: The term 'Maintaining habitats' includes restoring habitats

Performance requirements

1. Checking work plans and specifications to confirm habitat work to be carried out
2. Obtaining materials, tools and equipment needed to carry out habitat work in accordance with work plans and specifications
3. Preparing and using tools and equipment required to carry out habitat work safely in accordance with manufacturers' instructions and organisational requirements
4. Carrying out required habitat work safely using relevant techniques, in ways that minimise disturbance to sites and surrounding areas and in accordance with work plans, specifications and organisational procedures
5. Maintaining communication with those involved in, and affected by habitat work, using relevant communication methods
6. Maintaining hygiene and biosecurity in accordance with site procedures and organisational requirements
7. Checking completed habitat work meets required specifications and habitat management plans
8. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

1. The importance of Habitat Management Plans
2. How to identify key species and their habitats
3. Tools and equipment required and how to prepare, maintain and use these safely and effectively
4. Implications of any site restrictions and designations in place and any permissions, consents and licences required to carry out the work
5. Purpose, scope and objectives of habitat work set out in work plans and specifications
6. Materials required to carry out habitat work and how to ensure they are available where and when required
7. Importance of maintaining communication with those involved in, and affected by, the work, and how to do this
8. Type and characteristics of habitats being maintained and improved
9. Best times to carry out work to maximise the benefits to habitats and minimise environmental damage
10. Effects that land uses such as farming, fishing, gamekeeping, recreation and tourism have on habitat work

11. Flora and fauna found in habitats where work is taking place, including any invasive or protected species, how to identify them and how this affects work
12. Habitat maintenance and improvement techniques, including traditional methods, required and how to apply these techniques
13. Where chemicals are used and legislation that applies to their use
14. Importance of monitoring habitat work being carried out and actions to take when there are problems with implementation of plans
15. The importance of hygiene and biosecurity measures and how to apply these

Unit Specification

URN: SDS0355

Identifying plants

Goal of Unit:
To identify plants using their botanical names for plant identification and classification.

Brief outline:
This is about identifying plants using their botanical names. The term plants covers trees, grasses, seeds, weeds and shrubs. This involves understanding botanical nomenclature and implementing this knowledge for plant and tree identification and classification. This includes using plant characteristics to aid identification and utilising relevant sources of information and data systems. Identifying plants will happen in growing environments, retail environments, and for use in botanical collections.

Performance requirements

1. Identifying family, genus and species level using plant characteristics
2. Inspecting plants to identify non-native, invasive and protected species and taking required actions in accordance with legal requirements and site procedures
3. Identifying restrictions relating to Plant Patent and Plant Breeders' Rights and taking required actions in accordance with legal requirements and site procedures
4. Naming and labelling plants and trees using their botanical names in accordance with the International Code of Nomenclature

Knowledge and understanding requirements

1. Purposes and importance of classifying plants and trees using their botanical names
2. Natural and artificial plant classification systems
3. Purposes and importance of classifying plants using their botanical names, relevant sources of information and data systems
4. Terminology used in identification, classification and nomenclature, including family, genus, species, cultivar, variety and hybrid
5. Meanings of descriptive botanical names
6. Plant characteristics and how they aid identification
7. The use and application of plants
8. Identification tools and reference sources, including Plant Finder, Plant Keys, Community Plant Variety Office (CPVO)
9. Non-native, invasive and protected species and what actions to take when they are discovered
10. Requirements and restrictions relating to plant patent and plant breeders' rights, the licensee organisations and plant breeders' rights inspectorates
11. Importance of using correct formats when using botanical names

Unit Specification

URN: SDS0400

Loading and unloading animals for transportation

Goal of Unit:
To load and unload animals safely before and after transportation to meet animal needs, legal requirements and organisational procedures.

Brief outline:
This is about preparing and loading animals into required transportation equipment and unloading them at the end of journeys. This involves checking transportation equipment and loading areas are prepared, checking animals are fit to be transported, loading, establishing them and unloading them at destinations.

Performance requirements

1. Checking equipment being used for transportation is prepared, ready to receive animals in accordance with legal requirements and organisation procedures
2. Checking loading areas are prepared, safe and secure in accordance with needs and requirements of animals being transported
3. Checking the health and fitness of animals being transported and taking relevant actions for problems in accordance with legal requirements and organisational procedures
4. Preparing animals for transportation in accordance with animal health and welfare requirements
5. Loading animals into required transportation equipment using suitable handling methods to minimise stress and risk of injury whilst maintaining legal requirements for stocking density
6. Securing animals in transportation equipment to maintain their safety and welfare during transportation
7. Maintaining communication with others involved in animal transportation using relevant communication methods in accordance with organisational procedures
8. Unloading animals from transportation using suitable handling methods to minimise stress and risk of injury
9. Maintaining hygiene and biosecurity in accordance with organisation procedures

Knowledge and understanding requirements

1. Requirements of animal health and welfare standards, animal transport legislation and industry codes of practice for transporting animals
2. Equipment required for animals being transported and how to prepare this
3. Risks inherent in transporting animals and how to minimise these
4. How loading areas should be prepared for animals being transported to ensure their health and well-being, safety and security
5. How to assess the fitness of animals being transported, conditions that exclude them from transportation and consequences of transporting unfit animals
6. How animals being transported need to be prepared for transportation to optimise their health and welfare
7. How to establish and secure animals in transportation equipment and legal requirements for stocking density
8. Importance of maintaining communication with others involved in the transportation and how to do this
9. Suitable methods to be used when handling, loading and unloading animals which minimise their stress and risk of injury

10. Maintaining the safety and security of tools and equipment on site
11. Identifying best practice approaches to sustainability relevant to your work role

10. Importance of maintaining hygiene and biosecurity when transporting animals and methods for achieving this
11. Legal requirements and organisational procedures for completing transportation documentation and records
12. Why it is important to maintain safety and security of equipment and machinery when on site
13. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS0412

Maintaining conservation grazing of semi-natural habitats

Goal of Unit:
To maintain conservation grazing of semi-natural habitats that are valued for their biodiversity through safely managing grazing animals that can make a positive contribution to biodiversity.

Brief outline:
This is about using grazing animals as part of the approaches to managing semi-natural habitats valued for their biodiversity. This involves assessing habitat extent and condition, setting clear objectives, understanding the impact of different livestock types and stocking regimes on different habitats. This includes understanding what stocking rates might be appropriate for different habitat types, the impact of grazing livestock on specific habitat types throughout the seasons and the effects of grazing timing on species including ground nesting birds). In addition, this is about managing particular livestock welfare issues that need to be considered when grazing semi-natural habitats.

Performance requirements

1. Identifying and using the correct Personal Protective Equipment (PPE) in accordance with manufacturers' guidance
2. Carrying out site surveys to record and map the current habitat conditions and extent and types of different habitats
3. Evaluating the impact of wild herbivores on sites in accordance with organisational procedures
4. Preparing and agreeing grazing management plans in partnership with land managers in accordance with organisational procedures
5. Agreeing clear objectives with land managers for different habitats and for full sites
6. Agreeing livestock types, overall stocking rates and seasons and durations of grazing with land managers
7. Checking agricultural and environmental conditions to ensure requirements are met in accordance with organisational procedures
8. Managing the impacts of trampling and dunging in accordance with organisational grazing management plans

Knowledge and understanding requirements

1. Importance of, and correct use of any equipment and PPE required
2. The range and importance of relevant semi-habitat types in Scotland that require grazing animals to maintain their biodiversity
3. The impact of different types of livestock on different semi-natural habitats
4. How to undertake stocking density calculations and appropriate levels for different habitat types
5. How to assess the extent and conditions of different semi-natural habitats
6. The impact of drainage and hydrology on different habitats
7. The impacts of trampling on nesting birds and methods to protect nesting birds
8. Requirements including legislative and organisational related to areas subject to statutory nature conservation designations
9. The impact of livestock on watercourses and wetland habitats
10. The key elements of organisational grazing management plans
11. The roles of supplementary feeding in maintaining animal health and welfare

9. Checking relevant animals are moved to correct locations at the right times, and that field boundaries and gates are secure in accordance with organisational grazing objectives
10. Checking animal health and welfare continuously meets animal needs, legal requirements and in accordance with organisational procedures
11. Applying different measures to support organisational grazing management plans in accordance with organisational procedures
12. Carrying out habitat condition monitoring to review organisational grazing management plans in accordance with organisational procedures
13. Maintaining the safety and security of tools and equipment on site
14. Identifying best practice approaches to sustainability relevant to your work role

12. Ways to prevent nutrient enrichment of species rich grasslands from in situ supplementary feeding
13. Approaches to stock management to achieve appropriate levels of grazing to maintain and enhance habitats
14. Approaches to controlling any relevant invasive plant species and injurious weeds including Rhododendron, Bracken, Japanese Knotweed, Ragwort
15. The impact of anthelmintics on biodiversity
16. Why it is important to maintain safety and security of equipment and machinery when on site
17. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: SDS0416

Maintaining equipment and machinery

Goal of Unit:
To maintain equipment and machinery in a good state of cleanliness and repair and confirm safety and security in line with site operating procedures and manufacturer's instructions.

Brief outline:
This is about maintaining equipment and machinery. It involves routine maintenance and repair of equipment and machinery following site operating procedures and relevant manufacturer's specifications. Maintenance is completed to optimise the performance and maximise the working life of equipment and machinery.

Note: Individuals may be carrying out maintenance or repair or both.

Performance requirements

1. Completing all training and certification required to maintain and repair equipment and machinery in accordance with legislative, manufacturers' and organisational requirements
2. Identifying equipment and machinery requiring maintenance and repair
3. Inspecting equipment and machinery to determine the requirements for maintenance and repair
4. Locating relevant maintenance instructions and manufacturer's specifications for the equipment and machinery being maintained
5. Preparing equipment and machinery for maintenance and repair safely and in line with relevant maintenance instructions and manufacturer's specifications
6. Identifying and marking up components that need to be disassembled and reassembled
7. Obtaining replacement components and parts required to complete maintenance and repair
8. Carrying out routine maintenance and repair of equipment and machinery in line with relevant maintenance instructions and manufacturer's specifications

Knowledge and understanding requirements

1. Relevant health and safety procedures, how to identify hazards and assess risks, safe systems of work and the personal protective equipment (PPE) required for carrying out maintenance and repair
2. The relevant legislation covering the preparation and use of work equipment in your place of work and any licences or certificates required
3. Legislative, manufacturers' and organisational requirements for the maintenance and repair of equipment and machinery and when additional training or certification is required to carry out maintenance and the replacement of parts
4. The potential health and safety risks resulting from lack of, and poor-quality maintenance of equipment and machinery
5. Inspection methods for equipment and machinery to determine the maintenance and repair requirements and how often these should be carried out
6. Methods for the assessment of defects and faults and the identification of the root cause

9. Taking correct precautions to prevent the escape of substances and minimise dangers from contamination and hazardous chemicals
10. Keeping the work area safe and in a condition suitable for the maintenance and repair
11. Setting and calibrating equipment and machinery after maintenance and repair in line with relevant maintenance instructions and manufacturer's specifications
12. Testing equipment and machinery after maintenance and repair in line with relevant maintenance instructions and manufacturer's specifications
13. Confirming with relevant personnel that machinery and equipment is in good working order on completion of maintenance and repair
14. Disposing of waste safely and correctly, in accordance with site procedures
15. Recording and reporting equipment and machinery maintenance and repair in line with site requirements

7. Identifying when equipment and machinery needs to be serviced, and repaired by an authorised agent
8. Instructions and specifications required for maintenance and repair of equipment and machinery and actions which might invalidate a manufacturer's warranty
9. Components and parts that require periodic replacement and the reasons for this
10. How to obtain replacement components and parts
11. Methods of preparing equipment and machinery for maintenance and repair
12. The dangers created by stored energy and the presence of hazardous chemicals and substances and how these should be dealt with
13. How to mark-up components for disassembly and reassembly and the reasons for doing this
14. The function and maintenance requirements of individual components
15. The procedures to follow where damage, and wear to components exceeds the manufacturer's recommended limits
16. Methods for setting or calibrating equipment and machinery following maintenance and repair
17. The importance of testing the equipment and machinery on completion of maintenance and repair to confirm that it is safe and in good working order
18. Site procedures for the disposal of different types of waste
19. The impact that maintenance and repair of machinery has on the environment and how to minimise this
20. Site requirements for recording and reporting the maintenance and repair of equipment and machinery

Unit Specification

URN: SDS0408

Managing land-based site developments

Goal of Unit:
To manage the development of land-based sites to meet objectives for site use.

Brief outline:
This is about planning and managing the development of land-based sites in accordance with organisational requirements. This involves formulating development plans and producing specifications for work, assessing and monitoring site safety, providing resources to carry out work, managing the implementation of plans, monitoring progress and making any changes required to ensure objectives are met.

Performance requirements

1. Formulating plans for site development, taking account of opportunities and constraints in accordance with site objectives and organisational procedures
2. Including arrangements for site access, security, biosecurity, disposal of waste, communication systems and any other requirements within plans in accordance with legal and organisational requirements
3. Producing specifications for required work in accordance with legal requirements and organisational procedures
4. Obtaining approval for plans and specifications in accordance with legal requirements and organisational procedures
5. Checking and confirming risk assessments are carried out and procedures are in place to protect the health and safety of those undertaking work and other site users
6. Determining resources required for implementation of plans and ensuring they are available to meet work requirements in accordance organisational procedures
7. Obtaining any necessary permissions, consents and licences required for work in accordance with legal requirements and organisational procedures
8. Managing site development, confirming that all work is completed in accordance with plans and specifications and taking relevant actions where there are issues

Knowledge and understanding requirements

13. How to formulate development plans that meet site objectives, taking into account opportunities and constraints
14. How to produce work plans and specifications, what they should contain and required formats
15. Relevant health and safety legislation and codes of practice, how to identify hazards and assess risks, safe systems and work and PPE required for site work
16. How to determine facilities, services, equipment, staffing and other resources required for implementation of plans and how to ensure they are available where and when required
17. Circumstances where permissions, consents and licences are required and how to go about obtaining these
18. Importance of maintaining communication with those involved and affected by developments and how to do this
19. How to manage site developments and monitor that work is carried out in accordance with plans and specifications
20. The importance of hygiene and biosecurity measures and how to apply these
21. Issues that arise during development work and actions to be taken
22. Importance of reviewing and revising development plans to ensure objectives are achieved

9. Maintaining hygiene and biosecurity in accordance with site procedures and organisational requirements
10. Reviewing and revising development plans to ensure site objectives are met
11. Maintaining the safety and security of tools and equipment on site
12. Identifying best practice approaches to sustainability relevant to your work role
23. Why it is important to maintain safety and security of equipment and machinery when on site
24. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

Protecting land-based sites

URN: SDS0427

Goal of Unit:
To protect land-based sites by maintaining site security to prevent unauthorised and illegal activity.

Brief outline:
This is about taking action to prevent crime on land-based sites and recognising and dealing with any incidents of unauthorised and illegal activity. Breaches of the law include theft, poaching, sabotage, criminal damage, threats, assault, public order offences, anti-social behaviour, trespass, wildlife disturbance. This includes implementing measures to maintain site security, site monitoring, recognising breaches of security and taking required action. Crime prevention measures include maintaining records of site equipment, including serial numbers and VIN, notices, gates, patrols, cameras, ANPR.

Performance requirements

1. Implementing and maintaining agreed measures to protect sites against unauthorised and illegal activities in accordance with organisation procedures
2. Communicating security requirements to members of the public appropriately in accordance with organisation procedures
3. Collaborating with other landowners, neighbours and other bodies to improve site security and prevent crime
4. Identifying members of the public who may cause threats and breaches of the law to take appropriate action to minimise risks
5. Monitoring and interpreting signs that indicate suspected security incidents and carrying out additional surveillance to obtain evidence in accordance with legal requirements and organisational procedures
6. Taking required action to deal with security incidents in line with legal requirements and organisational procedures
7. Collecting, recording and reporting evidence of security incidents and unauthorised and illegal activities in accordance with legal requirements and organisation procedures
8. Maintaining the safety and security of tools and equipment on site
9. Identifying best practice approaches to sustainability relevant to your work role

Knowledge and understanding requirements

10. Legislation relating to offences against wildlife and threats the public may pose to sites
11. What constitutes poaching and how this varies from other forms of crime
12. Site areas at most risk of security incidents
13. The importance of collaborating with other landowners, neighbours and other bodies to protect sites and prevent crime
14. Actions taken to protect sites against unauthorised and illegal activities including the use of notices, gates, barriers, cameras and other devices and the importance of maintaining them in good working order
15. Why effective communication of security requirements is important to protecting sites and how to do this
16. The importance of monitoring sites, what to monitor and how to do this
17. How to recognise incidents of unauthorised and illegal activity, what surveillance operations are used to confirm these and what constitutes breaches of the law
18. Actions to take for security incidents
19. Legal powers of authorised persons to deal with poaching and other forms of rural crime

20. How to handle members of the public who cause a threat to sites safely and without putting yourself and others at risk, including the importance of courtesy and firmness
21. How to deal with aggressive and abusive behaviour
22. How to collect, record and report evidence of unauthorised and illegal activity, and the importance of accuracy in these matters to support prosecutions
23. Why it is important to maintain safety and security of equipment and machinery when on site
24. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: US0231

Receiving goods and supplies

Goal of Unit:
To receive goods and supplies in line with organisation procedures, maintaining the safety and security of the goods.

Brief outline:
This is about receiving delivery of goods and supplies. It involves checking the goods meet the original order, as well as handling, storing and recording goods delivered.

Receiving delivery of goods may require working with equipment and machinery.

Performance requirements

1. Completing all training and certification required to operate equipment and machinery used to receive deliveries in accordance with legislative and organisation requirements
2. Checking accompanying delivery documentation to confirm description and quantity of incoming goods matches delivery note and original order
3. Checking that quality of incoming goods meets organisation requirements
4. Dealing with any discrepancies, damaged and poor-quality goods in line with organisation procedures
5. Booking deliveries into stock in line with organisation procedures
6. Handling and transporting goods using relevant methods to minimise damage and ensure safety and security
7. Storing goods safely and securely in accordance with relevant legislation, manufacturers' recommendations, and organisation procedures
8. Monitoring stored goods in line with organisation procedures
9. Shutting down equipment and machinery after use to maintain safety
10. Maintaining the security of equipment and machinery at all times in accordance with organisation procedures

Knowledge and understanding requirements

1. Relevant health and safety procedures, how to identify hazards and assess risks, safe systems of work and the personal protective equipment (PPE) required for receiving deliveries
2. Tools and equipment used to receive deliveries and how to prepare, maintain and use these safely and effectively in line with manufacturers' instructions and organisation requirements
3. The importance of undertaking relevant training and checking that any licences to operate equipment and machinery are in place
4. Why deliveries should be checked against delivery notes and original order and any discrepancies followed up
5. The importance of checking the condition of goods and the action to take if there are any damaged and poor-quality items
6. Documentation that should accompany deliveries such as certificates of conformity
7. Organisation procedures for receiving deliveries into stock
8. How to handle and transport different types of goods safely and maintain them in good condition
9. The precautions to take and PPE required when handling hazardous materials

11. Leaving equipment and machinery in a suitable condition for future use
12. Recording and reporting information on the delivery of goods in line with relevant legislative and organisation requirements

10. Storage requirements for different types of goods and the purpose of manufacturers' recommendations regarding storage
11. When deliveries should be placed in quarantine and the procedures for this
12. The importance of using stock rotation procedures related to shelf life
13. Ways in which security and safety of storage facilities are maintained
14. The importance of monitoring the condition of goods in storage, especially if they are perishable
15. Why it is important to maintain the safety and security of equipment and machinery when on site
16. Legal and organisation requirements for recording and reporting delivery information

Unit Specification

Using equipment and machinery

URN: SDS 0423

Goal of Unit:
To use equipment and machinery in accordance with manufacturer's instructions, regulatory requirements and organisation procedures to maintain the safety of yourself and others

Brief outline:
This is about using equipment and machinery to perform daily tasks. It involves carrying out pre-use checks to confirm the equipment and machinery continues to operate safely, using the equipment and machinery to carry out tasks and storing it safely and securely after use. This includes digital, automated, or advanced technology and other specialised equipment and machinery used within your job role.
Note: individuals may be using equipment or machinery, or both.

Performance requirements

1. Completing all training and certification required to use required equipment and machinery in accordance with legislative and organisation requirements
2. Identifying hazards and using required PPE when operating equipment and machinery in accordance with manufacturer's instructions
3. Preparing equipment and machinery ready for use in accordance with manufacturer's instructions
4. Carrying out pre-use checks on equipment and machinery in accordance with relevant legal requirements and manufacturer's instructions
5. Operating equipment and machinery in accordance with relevant legislation, manufacturer's instructions and organisation procedures whilst ensuring the safety of self and others
6. Using attachments safely and correctly in accordance with manufacturer's instructions
7. Identifying problems with equipment and machinery and taking the required action

Knowledge and understanding requirements

1. Relevant health and safety procedures, how to identify hazards and assess risks, safe systems of work and the personal protective equipment (PPE) required for operating equipment and machinery
2. The relevant legal requirements, licences, certification, codes of practice, training and organisational requirements for the use of equipment and machinery
3. How to prepare equipment and machinery before use, including attachments where used, and the pre-use checks and actions required
4. How to operate equipment and machinery safely and correctly in accordance with manufacturer's instructions and organisation procedures
5. How to maintain the safety of self and others when using equipment and machinery
6. The capabilities and limitations of the equipment and machinery being used and the factors that may affect safety and efficiency
7. The types of attachments, where required, that are safe for use with the equipment and machinery being used, how to fit them safely and correctly and how to set and calibrate them

8. Shutting down equipment and machinery after use to maintain safety
9. Maintaining the security of equipment and machinery at all times in accordance with organisation procedures
10. Leaving equipment and machinery in a suitable condition for future use
11. Storing equipment and machinery safely and securely in accordance with organisation procedures

8. How to operate and use relevant attachments safely
9. The function of all controls and instruments on equipment and machinery being used
10. The types of hazards that may be encountered when operating equipment and machinery and how these should be dealt with
11. The sort of problems that may occur with equipment and machinery, how to identify them, and the action to take
12. The importance of carrying out routine checks on equipment and machinery and how to identify defects and faults
13. How to shut down equipment and machinery after use
14. Why it is important to maintain the safety and security of equipment and machinery at all times
15. Post-use activities that need to be carried out to maintain equipment and machinery
16. How equipment and machinery should be stored and the importance of security
17. The potential impact of your work on the surrounding area and the environment and how it can be minimised
18. Organisation procedures for recording and reporting equipment and machinery operation

Unit Specification

URN: SDS0336

Feeding livestock

Goal of Unit:
To provide livestock with suitable feed and water to meet their needs, legal requirements and organisational production requirements.

Brief outline:
This is about providing livestock with feed and water required for their health, welfare and growth to meet legal requirements, production requirements and organisational procedures. This involves maintaining stocks of feed, preparing and providing correct types and amounts of feed in line with livestock dietary plans, providing access to clean water, monitoring feed and water intake and cleaning and maintaining equipment used to provide feed and water.

Performance requirements

1. Cleaning and maintaining equipment used to supply feed and water to livestock in accordance with organisational procedures
2. Maintaining stocks of feed in accordance with feeding plan requirements and organisational procedures
3. Monitoring and reporting on storage of feed stocks in accordance with organisational procedures
4. Preparing and supplying feed to livestock in accordance with livestock dietary plans
5. Providing sufficient drinking water to meet livestock and legal requirements
6. Providing livestock with required medication and supplementary feed in accordance with livestock dietary plans
7. Monitoring livestock feeding and drinking habits in accordance with livestock needs and organisational procedures
8. Monitoring livestock health and welfare to identify signs of sickness and injury in accordance with organisational procedures
9. Maintaining communication with others involved in feeding livestock using relevant communication methods in accordance with organisational procedures
10. Maintaining hygiene and biosecurity in accordance with organisational requirements

Knowledge and understanding requirements

1. Requirements of relevant animal health and welfare standards, industry codes of practice, quality assurance requirements and specific requirements for providing feed and water to livestock
2. Methods of cleaning and maintaining equipment used to provide feed and water to livestock, and how to check systems used are in full working order
3. Type of storage facilities and conditions required for storage of livestock feed being used
4. The importance of feeding plans
5. Methods of preventing damage and contamination to livestock feed and water, signs of pests and vermin and actions to take when these are found
6. Type, quality and quantity of feed needed to meet livestock requirements and feeding plans
7. Differences in feeding systems available for housed and unhoused livestock
8. The carcass grading system and why this is important
9. How body condition and conformation of animals (achieved by breeding programs) relates to their target growth, development and purpose

11. Maintaining the safety and security of tools and equipment on site
12. Identifying best practice approaches to sustainability relevant to your work role

10. Differences between organic and low input systems and when to use them
11. Carbon footprint of different feeds and why this is important
12. The importance of maintaining required stock levels of feed and why stock is rotated
13. Expected feed and water intake of livestock being monitored and what is indicated by changes in feeding and drinking habits
14. Methods for preparing and supplying feed to livestock, including young stock
15. The cleanliness, quality and quantity of drinking water needed to meet livestock requirements and different methods of supplying water to livestock
16. Different types of medication and supplementary feed used, the purpose of these and how they can be provided via feed and water
17. The importance of monitoring livestock behaviour during feeding and watering for signs of sickness and injury including actions to take
18. The importance of maintaining communication with others involved in feeding livestock and how to do this
19. Specific requirements for maintaining effective hygiene and biosecurity
20. Why it is important to maintain the safety and security of machinery and equipment on site and how to do this
21. Potential impact of your work on surrounding areas and importance of minimising environmental damage

Unit Specification

URN: US0192

Contributing to developing individuals

Goal of Unit:
To support the development of individuals through identification of the skills, knowledge and competencies required to achieve objectives and goals, and supporting them to fulfil their potential.

Brief outline:
This is about developing individuals to meet objectives and plans within your own area of responsibility. This involves establishing current levels of knowledge and skills and supporting the development of individuals to meet the planned requirements.

Performance requirements

1. Identifying the knowledge, skills and competencies needed to deliver objectives and plans for own area of responsibility
2. Reviewing the existing capacity and capability within own area of responsibility to meet identified knowledge skills and competencies required
3. Identifying opportunities for individuals within own area of responsibility to develop their careers
4. Undertaking learning and development needs analysis for individuals to help them understand how they can develop within their roles
5. Supporting individuals to develop personal learning and development plans to identify their potential learning and development opportunities
6. Providing access to relevant opportunities for individuals to learn and develop within their roles
7. Monitoring and reviewing individual personal learning and development plans to identify any new learning and development opportunities

Knowledge and understanding requirements

1. What knowledge, skills and competencies individuals need to deliver objectives and plans within own area of responsibility
2. Opportunities for individuals' career development in your area of responsibility
3. How to assess the current knowledge, skills and competencies of individuals and identify gaps and learning and development needs
4. How individuals' appraisals can be used to identify their learning and development needs
5. Sources of advice, guidance and support on learning and development
6. How to identify learning opportunities and how learning and development needs can be fulfilled
7. What the different learning styles are and how they affect learning
8. The importance of taking account of equality legislation, any relevant codes of practice and general diversity and inclusion issues in providing learning and development opportunities for individuals and how to do this
9. How to recognise obstacles to learning and development and provide support to overcome these
10. How to motivate individuals to take responsibility for their own learning and development

11. The principles of effective mentoring and coaching and how to apply these to support individuals with their learning and development
12. How to develop, monitor, review and amend learning and development plans
13. How to evaluate the success of learning and development interventions

Unit Specification

Engaging with the public

URN: SDS0399

Goal of Unit:
To engage with the public to build relationships, encourage considerate use of sites and promote organisational activities.

Brief outline:
This is about engaging with different members of the public and local communities to promote site use and organisational activities. Members of the public includes visitors, guests and customers who could be adults, children and young people, families, less able and vulnerable, groups, recreational users of sites, those with special requirements, those for whom English is not their first language. This involves liaising with members of the public to provide appropriate information, advice and guidance.

Performance requirements

1. Providing relevant information, advice and guidance to different members of the public professionally to meet their needs and in accordance with organisational procedures
2. Facilitating visitor use of sites responsibly, in ways consistent with purpose and condition and in accordance with organisational procedures
3. Informing the public of site dangers and safety requirements in accordance with organisational procedures
4. Taking relevant action to manage effects of public use on sites in accordance with organisational procedures
5. Engaging with local communities to promote organisational activities and build relationships in accordance with organisational policies
6. Exploring opportunities to identify community involvement in organisation activities in accordance with organisational policies
7. Monitoring feedback on engagement with the public to identify improvements in accordance with organisational procedures

Knowledge and understanding requirements

1. Relevant legislative requirements and organisation procedures within your remit for engaging with the public
2. The purpose and value of presenting yourself and the organisation professionally at all times to the public
3. The importance and purpose of engaging with the public and local communities
4. Codes of practice and organisation procedures for engaging with members of the public
5. The range of different members of the public be encountered in your place of work
6. Ways to engage with the public, encourage positive interaction and adjust communication styles according to the audience
7. Types of information, advice and guidance required by members of the public and how to provide this
8. The importance of encouraging and supporting members of the public to maintain their safety during site use and making them aware of dangers
9. Site needs and the effects that visiting public have on these
10. How to manage conflicting issues and disputes around public use and site needs
11. How to recognise and deal with difficult situations while maintaining positive relationships

12. How to deal with aggressive and abusive behaviour
13. Ways to maintain contact with local communities
14. Different levels of engagement with local communities and methods of facilitating effective community consultation
15. The importance of promoting understanding and awareness of role and organisation purpose as part of consultation and collaborative working
16. Opportunities for community involvement in organisation activities and different factors to be taken into account when evaluating potential opportunities
17. How to resolve potential and actual conflicting interests when working with local communities
18. How to obtain and monitor feedback from the public
19. Types of improvements required within your area of work

Unit Specification

URN: SDS 011

Establishing and maintaining effective working relationships

Goal of Unit:
To understand, create and maintain positive and effective working relationships with stakeholders to enable their expectations to be met in line with organisational requirements.

Brief outline:
This is about identifying internal and external stakeholders and building relationships. It involves maintaining positive relationships by communicating information in an effective and professional manner in line with organisational requirements.

Performance requirements

1. Identifying all relevant stakeholders related to areas of work
2. Building relationships with stakeholders to support work plans and meet their expectations
3. Keeping stakeholders informed about work plans and activities which affect them
4. Communicating information in suitable formats to meet the needs of different stakeholders
5. Agreeing, recording actions from meetings with stakeholders in line with organisational requirements
6. Monitoring and reviewing relationships with stakeholders to improve future working relationships

Knowledge and understanding requirements

1. Leadership models, styles, qualities, and self-awareness
2. How team dynamics impact on organisational behaviours, including cultural and geographic values
3. Organisational policies and procedures on inclusion and the importance of complying with these
4. Who needs to be kept informed and the importance of doing this
5. The ways communication may need to be adapted for internal and external stakeholders
6. How and when to say no
7. How to manage differences, or problems with stakeholders and the organisational processes for resolving differences and escalating problems with working relationships
8. The appropriate professional codes of conduct when working with stakeholders and why these are important
9. Requirements for communication with respect to confidentiality and intellectual property