

LANEQ331

Maintain stud documentation



Overview

This standard is about working with a senior member of staff to maintain the necessary stud documentation.

You will need to be able to maintain such records, resolve any discrepancies in information and pass on relevant information to others as appropriate.

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Performance criteria

You must be able to:

- P1 Provide clear and accurate information for recording purposes
- P2 Maintain stud records
- P3 Resolve discrepancies in information and report to designated person
- P4 Maintain confidentiality of information
- P5 Disclose appropriate information to the client in accordance with current good practice.

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Knowledge and understanding

You need to know and understand:

- K1 The purpose of stud documentation and why it is essential to maintain their accuracy
- K2 Types of records which are required e.g. veterinary, farrier, worming, teasing and covering, paddocks, diaries, passports, microchips, charts, teasing books, foaling dates, registrations, nomination forms
- K3 Policies on disclosure of information
- K4 Relevant computer software to aid the maintenance of stud documentation
- K5 Registration requirements of mares, stallions and foals
- K6 Stud contractual terminology including terms, fees, methods of payment and nomination forms
- K7 Vaccination, swabbing and other routine healthcare records
- K8 Legislation relating to stud documentation.

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Developed by	Lantra
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Validity	Current
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Originating organisation	Lantra
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Original URN	312.2
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Relevant occupations	All Equine occupations
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Suite	Equine 2011
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Key words	Equine; horses; stud; care
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