

Overview

This standard is about maintaining stud documentation.

You will need to be able to work with a senior member of staff to maintain such records, resolve any discrepancies in information and pass on relevant information to others, as appropriate.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

You will need to be able to recognise hazards and assess risks in the workplace.

Performance criteria

You must be able to:

1. provide clear and accurate information for recording purposes
2. maintain stud documentation
3. resolve any discrepancies in information and report these to the designated person
4. maintain the confidentiality of information
5. disclose appropriate information to the client, in accordance with current industry good practice.

Knowledge and understanding

You need to know and understand:

1. the purpose of stud documentation and why it is essential to maintain accuracy
2. the types of records that are required
3. the policies on disclosure of information
4. the relevant computer software to aid the maintenance of stud documentation
5. the registration requirements of mares, stallions and foals
6. stud contractual terminology including terms, fees, methods of payment and nomination forms
7. the vaccination, swabbing and other routine healthcare records
8. the legislation relating to stud documentation.

Glossary

Types of records:

- veterinary
- farrier
- worming
- teasing and covering
- paddocks
- diaries
- passports
- microchips
- charts
- teasing books
- foaling dates
- registrations
- nomination forms

Maintain stud documentation

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