

Online HorseCollege



Student Workbook

3.H.05 Work Routines

www.OnlineHorseCollege.com

Student Name:

Student Number:

Email:

Phone:

Other Personal Information

www.OnlineHorseCollege.com

(Ausintec Academy P/L ATF Ausintec Academy Trust T/as)
Ausintec Academy

Mailing Address:-
392 Bribie Island Road,
CABOOLTURE QLD 4510
(between Brisbane & Sunshine Coast)
AUSTRALIA

Registered Training Organisation No:31352
Centrelink Approval No: 4P530
CRICOS Provider Code: Pending

Phone within Australia (07) 3102 5498
Outside Australia + 61 7 3102 5498
Request@OnlineHorseCollege.com

Contents

Unit Information	Pg. 4
Introduction	Pg. 5
Determining Work Objectives	Pg. 6
Managing & Monitoring Tasks	Pg. 7
Job Roles	Pg. 8
Factors Which Affect Work	Pg. 9
Performance Feedback	Pg. 10
Extension Lesson	Pg. 11
Recommended Reading	Pg. 12
References	Pg. 13

Work Routines 3.H.05 Workbook

Students are to complete Horse Care 3.H.01-04 online assessments prior to attempting Horse Care 3.H.05-08 and to follow all recommended safety considerations.

Practical assessments for Horse Care 3.H.05-08 are as follows

- A) Work Routines
- B) Work Performance
- C) Assess Horse Health
- D) Horse First Aid

These assessments incorporate the following unit from the SIS30710 Sport Industry Training Package which include the listed elements

SISOEQO304A Apply first aid for horses

- Assess health problems and injuries in horses
- Assist the veterinarian
- Care for the convalescing horse

Further information about this assessment is available at www.training.gov.au

Work Routines Introduction

Horses like routine so as a general rule you will have tasks with you will perform routinely each day. Understanding your role with horses will help you to perform adequately and complete tasks set to you. You can find out this information through your employer/establishments manuals and staff.

Determining Work Objectives

When starting a new job it's important to find out your work priorities or objectives, usually in these scenarios it will be part of another employee's or senior staff member's role to inform you of how or where to find out what your work for the day might be.

And in some instances you may find out through verbal communication everyday what you are required to do, but on the other hand it will be important that you also use your initiative at times as there may not always be someone available to direct you.

Every workplace will have their own system. Timetables and schedules are organised lists and will provide information about arranged events and the time of which these events take place, also they may contain information about who is working. They are likely to be used in trail riding and lesson centres because it will be of great importance to keep everything running on time.

Schedules can come in daily, weekly and monthly forms and usually list all employees and workloads. In this industry they can also be used for horse training and management.

Some places will use diaries, which may be used to record what has happened over the course of the day, which horses are to be worked and what work they received, first aid requirements and treatment and equipment maintenance, breakages or repairs.

Procedure manuals will give a good, broad overview of property/establishment routines. If you're going to source information from other people make sure it's someone who is knowledgeable in your employment's operations such as a senior staff member or supervisor.

TIMETABLE & PRICELIST		
(EFFECTIVE FROM 1ST OCTOBER 2008 – 26TH JANUARY 2009)		
WEEKENDS/PUBLIC HOLIDAYS/SCHOOL HOLIDAYS		
Time	Ride Type	Cost pp
8:00	1.5 hour Beach & Dune Extravaganza	\$120.00
10:30	1 hour Aussie bush ride	\$50.00
11:30	1 hour Aussie bush ride	\$50.00
1:00	1 hour Aussie bush ride	\$50.00
1:30	1.5 hour scenic lagoon ride	\$75.00
2:00	1 hour Aussie bush ride	\$50.00
MONDAY TO FRIDAY (WEEKDAYS OUTSIDE SCHOOL HOLIDAYS)		
Time	Ride Type	Cost pp
10:30	1 hour Aussie bush ride	\$50.00

Managing & Monitoring Tasks

It's important that the progression or completion of tasks be recorded to save the time and allow for planning of new work. Effective management will be vital especially for large centres with large workloads.

Computers can be used to record and stored data and can hold large quantities of data without taking up large amounts of space, frequently 'backing up' of files will need to be performed to prevent loss of information.

Printer and photocopiers are useful for producing and developing numerous copies of workloads. For example a riding school where there will be numerous coaches and staff members are on a strict time schedule.

Often tasks will have deadlines, where the work objectives may need to be reached or completed by a certain time, simply a time limit. By having a deadline it helps ensure the work reaches completion. It will be important to plan your workload with deadlines in mind. The task which has the closest deadline needs to be towards the top of your priority list. Tasks which also have external factors which will influence deadlines will need prioritisation. For example unloading the hay truck when it arrives or rugging horses before an afternoon storm hits.



Job Roles



Stable-hands/Grooms

People with this job title are responsible in some or all aspects of care and welfare for horses and the care of the stables themselves. They can be employed by private or professional establishments like riding academies, stables and agistment properties.

Those people who work for employer which compete may also be required to prepare the horse and attend the event.

In large establishments there many be numerous employees which work under a head groom or stable-hand. Head grooms have complete responsibility for the horses in their care and decide feed rations, devise training programs and see to that all the horses are wormed, shod and receive veterinary care.



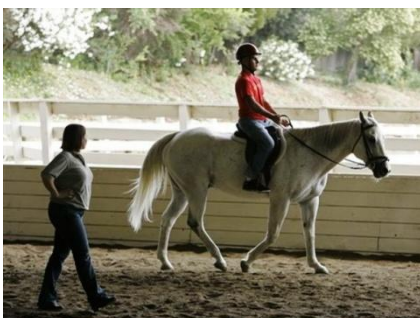
Strapper

This is a position looking after race horses. It usually involves cleaning stables, preparing the horses for work and seeing to them afterwards. In most cases a strapper will attend to and with the horse on race day.



Head Groom/Stable Manager

In large establishments where there are numerous employees they will work under a head groom or stable manager. Head grooms have complete responsibility for the horses in their care and decide feed rations, devise training programs and see to that all the horses are wormed, shod and receive veterinary care.



Instructor/Coach

Give lessons and direction to other people who want to learn how to ride and care for horses. Or to people who want to improve their skills or learn new techniques.

Factors Which Affect Work

There will be external factors, on occasion, which will affect the ability or opportunity to complete work.

This may mean the task may need to be postponed or priorities may change.

Listed below are some of these factors.



Unforeseen Events or Circumstances

This is something unexpected which has occurred. For example it may be a person which has come for a lesson when they weren't booked in or a horse injuring themselves. It is an event which wasn't planned for.



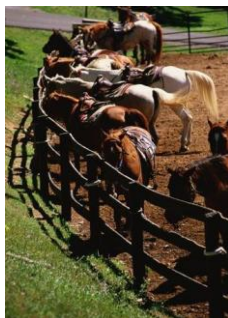
Environmental

Sudden, unexpected changes within the environment can cause delays of work routines. For example storms, flooding and extreme temperatures may require that work routines are re-organised to make allowances for the weather.



Equipment Breakages

These can be minimised with tact by keeping regular gear and maintenance checks however when it comes to machinery sometimes it still breaks down.



Resource Availability

If you're working in a private establishment this may not be such an inconvenience however in larger businesses which hire out its facilities, it may mean things like an arena will not be able to be used whilst hired.

Breakages of equipment can also reduce the availability of equipment.



Workplace Hazards/Risks

Sometimes hazards or risks in the workplace will affect how you perform or carry out duties. It may require the task to be reallocated to a more suitable person or performed at a more suitable time.

For example it would be hazardous to bring a mare through the stable whilst another employee is trying to prepare a stallion for work in the aisle or it would put students in a lesson at risk if you were to run in a herd of horses in the paddock beside an arena.

Performance Feedback

Obtaining feedback on how you perform your workload is vital for your personal development as a professional within the industry. It will help you identify your strengths and weaknesses, which in turn, means you can follow opportunities to improve.

Feedback can be sought from supervisors, mentors, colleagues and clients, but not from personal friends as they may tend to overlook what you need to improve on. Approach people for feedback at an appropriate time, (i.e., when a task has been finished or before finishing work for the day).

Personal reflection is also a useful way of gaining feedback. Ask yourself questions such as, 'Did I complete tasks set to me by the allocated deadline?' and 'How can I improve the result next time?'.



Extension Lesson

In the table below, for each category list some common factors that affect you in your work with horses.

Environmental	
Resource Availability	
Unforeseen Events or Circumstances	
Equipment Breakages	
Workplace Hazards/Risks	

Recommended Reading

Read any procedure manuals available at your workplace or establishment.

References

Websites:-

<http://en.wikipedia.org/wiki/Deadline>

<http://en.wikipedia.org/wiki/Timetable>

http://en.wikipedia.org/wiki/Schedule_%28workplace%29

<http://en.wikipedia.org/wiki/Diaries>

http://en.wikipedia.org/wiki/Stable_hand

<http://en.wikipedia.org/wiki/Strapper>

<http://en.wikipedia.org/wiki/Instructor>

Images:-

Page 6 www.portstephensbackpackers.com.au/saharatrai...

Page 7 www.rso.cornell.edu/hellenic/

Page 7 www.digitalworldtokyo.com/.../

Page 8 www.equine-strangles.co.uk/Prevention.asp

Page 8 www.thoroughbrednews.co.nz/australia/archive....

Page 8 www.daylife.com/photo/07LFa6SbY75DY

Page 9 www.dkimages.com/.../Healthcare-04.html

Page 9 www.alaska-in-pictures.com/heavy-rainfall-190...

Page 9 www.agweatherwatcher.com/ag/2007.html

Page 9 www.gettyimages.com/detail/E007664/Stockbyte

Page 9 www.smokymountainparkarabians.com/stallions_a..