



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard

Schedule of Training

**Horse Groom**

600H



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**Development Date: March 2008**

**PREFACE**

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU) in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

**The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.**

**DEFINITIONS**

**ACA**

Apprenticeship and Certification Act, 1998

**Certificate of Apprenticeship (C of A)**

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

**Certificate of Qualification (C of Q)**

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

**Competence**

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

**Competency Analysis Profile**

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

**Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA**

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

**Journeyman or Equivalent**

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

**Mandatory**

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

**Optional**

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

**Schedule of Training**

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

**Sign-off**

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

**Skill**

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

**Skill Sets**

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

**Skill Set Completion Form (and Learning Outcome Completion Form)**

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

**Sponsor/Employer**

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

**Sponsor/Employer of Record**

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for a sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

**Supervisor**

An individual, who oversees the execution of a task, oversees the actions or work of others.

**Trainer**

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

**TQAA**

Trades Qualification and Apprenticeship Act.

**Training Standard**

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

**IMPORTANT DIRECTIONS**

**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
  - change of sponsor/employer address;
  - change of apprentice name or address;
  - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a training agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

**Sponsors/Employers and Supervisors/Trainers**

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this schedule of training, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

**NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION**

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Training, Colleges and Universities  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084.



**ROLES AND RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER  
AND SUPERVISOR/TRAINER**

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**Apprentice “Apprenticeship is Learning On-the-job”**

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

**Sponsor/Employer “Training is an Investment”**

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Schedule of Training as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses (e.g. Train the Trainer, Mentor Coach, etc.).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

### **Supervisor/Trainer**

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Schedule of Training as a guide to evaluating competence in each skill area. In using the Schedule of Training, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Schedule of Training with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

### **Suggestions for Assessing the Progress of the Apprentice in the Workplace**

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Schedule of Training as the reference for establishing the competency of the apprentice.

**SKILL SET COMPLETION FORM**

SKILLS SETS	TITLE	SIGNING AUTHORITY
1.0	PROTECT SELF AND OTHERS	
2.0	HANDLE AND CONTROL HORSE	
3.0	PERFORM GROOMING PROCEDURES	
4.0	PERFORM TACKING-UP OF HORSE	
5.0	PERFORM UNTACKING OF HORSE	
6.0	PERFORM FEEDING PROCEDURES	
7.0	PERFORM HORSE HEALTH MAINTENANCE PROCEDURES	
8.0	CLEAN STALLS	
9.0	MAINTAIN STABLE FACILITIES, TOOLS, EQUIPMENT AND SUPPLIES	
10.0	MAINTAIN COMMUNICATION	

**NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:**

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

**LEARNING OUTCOMES COMPLETION FORM**

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

**APPRENTICE COMPLETION FORM**

<b>APPRENTICE NAME</b>	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed                      Yes ( )                      No ( )                      Not applicable( )  
(Proof to be provided)

Hours completed as                      Yes ( )                      No ( )                      Not applicable ( )  
Per Contract:

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

**A. DESCRIPTION/DUTIES**

A **Horse Groom** performs the following duties:

- Protect Self and Others
- Handle and Control Horse
- Perform Grooming Procedures
- Perform Tacking-Up of Horse
- Perform Untacking of Horse
- Perform Feeding Procedures
- Perform Horse Health Maintenance Procedures
- Clean Stalls
- Maintain Stable Facilities, Tools, Equipment and Supplies
- Maintain Communication

A **Horse Groom** demonstrates knowledge of:

- *Occupational Health and Safety Act (OHSA)*
- Workplace Hazardous Materials Information Sheets (WHMIS)
- Basic First Aid
- Equine First Aid
- Government Regulations and Guidelines of Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Environmental Legislation and Protocols
- Guidelines of Workplace Safety and Insurance Board (WSIB)

**BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:  
(ON-THE-JOB AND OFF-THE-JOB):**

**4,000 hours**

Includes 402 hours of in-school training.

**B. ON-THE-JOB PERFORMANCE OBJECTIVES**

**1.0 PROTECT SELF AND OTHERS**

**1.1 Identify health and safety hazards in the workplace** so that the potential for personal injury, damage to equipment, vehicles and the environment is reduced; corrective action as defined in government legislation or stable/farm policies is taken and hazards are reported.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.2 Demonstrate safe work habits** when working around horses, stable/farmstead, and equipment by: doing a daily check of stable yard and buildings; staying outside guards and barricades; wearing appropriate clothing (hard-toed shoes); confining long hair; removing jewellery; no substance abuse and ensuring that others are safely away from moving and active horses; in accordance with OHSA, and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.3 Work safely around people** by: recognizing danger zones around horses and buildings, ensuring that safe distances are kept between self, others, and horses, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.4 Report injuries** to supervisor or appropriate person, promptly and clearly; ensuring that the injured person is attended to and that all information describing how incident occurred is reported precisely and accurately so that future recurrence of similar accidents is prevented.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.5 Help in the completion of written safety and injury reports** by: following stable/farm procedures and applicable safety acts or regulations, ensuring that all information collected for legal or insurance forms is accurately recorded within required deadlines.

\_\_\_\_\_  
Date Completed    Apprentice    Supervisor/Trainer

**1.6 Follow stable/farm procedures for applying first aid** to treat conditions such as sudden illnesses, burns, cuts, abrasion, sprains, chemical inhalations, contaminants in eyes, and horse bites or kicks, so that the condition of the victim is stabilized and prepared for further first aid treatment.

\_\_\_\_\_  
Date Completed    Apprentice    Supervisor/Trainer

**1.7 Practice good housekeeping** by keeping stable area clean and clear of obstructions, checking that all gates and doors are securely fastened, and ensuring that all stable tools and equipment are stored, so that the potential for accident or injury is reduced, in compliance with stable/farm standards/practices and OHSA.

\_\_\_\_\_  
Date Completed    Apprentice    Supervisor/Trainer

**1.8 Demonstrate industrial hygiene** by: depositing manure in proper site according to environmental protocol and procedures; safe handling of designated substances using specified handling and storage equipment and following procedures in accordance with stable/farm standards.

\_\_\_\_\_  
Date Completed    Apprentice    Supervisor/Trainer

**1.9 Follow stable/farm fire procedures** by: identifying and locating written notices; locating and assessing severity of the fire; taking appropriate action including suppressing minor fire, sounding the alarm, using fire extinguisher, and evacuating animals in accordance with government regulations, and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed    Apprentice    Supervisor/Trainer

**1.10 Handle animal drugs and medication** using specified handling, administering, and storage procedures ensuring that each drug or medication is correctly administered, discarded, stored, and documented, in accordance with veterinarian prescriptions and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.11 Operate lifting, hoisting, and loading equipment** including hayloft elevators, chains, cables, or chains to remove, transport, store and load materials, feed stuffs, animals or equipment, in compliance with OSHA and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.12 Operate stable/farm equipment** by: displaying safe working habits when operating gasoline, diesel, propane, or natural gas powered equipment including tractors, snow ploughs/blowers, lawn mowers and harrows; checking for damaged or defective components/parts; and operating in a safe manner, so that equipment damage and personal injury are prevented in accordance with legal or government regulations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer



**2.0 HANDLE AND CONTROL HORSE**

**2.1 Identify and select required equipment** including halter or shank.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.2 Approach horse** by: waiting until the horse is facing you before approaching; approaching quietly and directly; talking softly to the horse; approaching from an angle where the horse cannot see you; touching horse by moving hand slowly from side towards horse's neck and not directly towards horse's face; if wearing a halter, taking hold of the side of the halter and attaching the shank to the bottom ring of the halter; if no halter is being worn, standing at the horse's shoulder facing the same way as the horse, placing your right arm under the horse's jaw and bringing your hand over the bridge of the horse's nose in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.3 Halter horse** by: standing in the correct position; slipping nose band of the halter over the horse's muzzle with your left hand; if the halter's crown piece is open, sliding halter around behind the horse's ears and attaching to the cheek piece; if the halter is already done up, placing the muzzle over the nose and slipping the crown piece over and behind the ears; and, doing up the bottom chin piece in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.4 Attach shank** by: opening the clip on one end of the shank and clipping onto the bottom ring of the halter which is at the back of the jaw, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.5 Lead horse** by: positioning from the near-side (left side); standing at horse's shoulder; walking forward at a moderate pace, matching step with horse's stride and keeping horse's head slightly in front of self and slightly turned towards self; in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.6 Hold shank** by: holding shank about 12 inches from the clip with right hand; holding remaining shank layered in left hand; keeping excess shank loose; staying at side of horse and keeping horse at required position in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.7 Perform stall access procedures** by: preparing to enter or leave stalls, paddocks, and enclosures; centering horse at doorway; standing at horse's shoulder; making wide turns around doorways; checking for obstacles or obstructions and leading into or out of area in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**2.8 Perform animal release procedures** by: walking into the enclosure; turning horse to face the exit; positioning self between the horse and exit; keeping shank unattached and facing horse at all times in accordance with stable/farm standards and practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.0 PERFORM GROOMING PROCEDURES**

**3.1 Observe safe work habits while grooming horse** by: ensuring that horse is always tied or held; talking softly to the horse; keeping constant contact with horse; keeping horse aware of your movements at all time; never ducking under the horse's head while horse is tied; keeping the required distance between self and tied horse when walking behind animal; standing at the required location while grooming the horse and following required safety procedures when leaving horse unattended in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.2 Assemble grooming tools** by: identifying and selecting required tools and equipment including rubber curry comb or glove, dandy or hard bristle brush, body or soft bristle brush, rub rag, mane comb, sponge, bucket or warm water, hoof pick, and hoof brush and placing required tools in carrying box or kit; in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.3 Perform required haltering and tying** by following required procedures so that horse is secured in accordance with stable/farm standards/practices including:

**Cross ties** by leading horse into the aisle; attaching one cross tie to left side of halter on metal ring; moving to other side of horse; attaching the other cross tie to right side of halter on metal ring and attaching other end of both the cross ties to the two opposite walls of the aisle; or,

**Tie chain in stall** by attaching the tie chain to a ring on the wall of the stall; putting a small circle of baler twine on the other end of chain; attaching one end of a two-way clip onto the twine and attaching other end of the two-way clip onto the horse's halter on the bottom ring; or,

**Rope tying** by attaching end of rope with clip to the bottom ring of the halter; tying other end of rope to wall or fence post and securing using a quick release knot.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.4 Groom coat** by following required procedures including: removing excess dirt using rubber curry comb; removing surface dirt using dandy/hard brush; removing dust and bringing oil to coat surface using body/soft brush; polishing and shining coat using rub rag and sponging using sponge and warm water so that horse is groomed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.5 Clean and check foot and hooves** by following required procedures including: standing at required position; performing required holding of the hoof; removing debris using hoof pick; clearing the cleft of the frog; brushing away dirt using hoof brush; checking foot for signs of thrush, loose shoes, and raised nails and checking heels for cracked or dry skin so that feet and hooves are cleaned and checked in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.6 Perform physical examination during grooming** by checking for signs of heat, irritation, rub marks, swelling or sores on any part of the horse's body; checking nostrils and eyes for discharge and reporting findings to appropriate person in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.7 Clean sheath and teats** by following required procedures including: following a monthly routine; cleaning areas using warm water, sponge, and castile/non-irritant soap; removing debris and ensuring that required personnel are available to control horse so that cleaning is completed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.8 Groom mane and tail** by following required procedures including: combing mane and tail using wide toothed comb and dandy brush; pulling mane using a mane comb and fingers; pulling hairs from the base of the neck and removing the longest hairs; cutting hairs to required lengths and tidying the poll area by cutting a bridle path using scissors or small clippers so that mane is groomed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.9 Perform trimming procedures** including: trimming tail to required lengths using scissors and trimming ears and muzzle whiskers to required lengths using small clippers so that trimming is completed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**3.10 Bathe horse** by: assembling required equipment including buckets of warm water, warm water hosing, anti-irritant soap, and sponge; wetting horse all over with warm water; sponging with soapy liquid and rinsing with clean warm water; so that horse is bathed and all soap is removed from coat; in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**4.0 PERFORM TACKING-UP OF HORSE**

**4.1 Observe safe work habits while tacking up horse** by: following required safety procedures when working around horse, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**4.2 Assemble tacking up equipment** by: identifying and selecting required tools and equipment including halter, tying equipment and method, grooming kit, saddle, saddle pads, bridle and harnessing and placing required tools in appropriate location in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**4.3 Tack up English Saddle** by: following required procedures including: placing saddle pad in the required location; placing saddle in the required location; putting the girth straps in the required location; doing up and firming the girth to the required location and tightness; if horse is tied up with saddle on, making sure that stirrup irons are run up; attaching to saddle any other equipment including martingale, tie-down, and side reins and, if required, putting on boots or bandages so that English Saddle is tacked up in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**4.4 Tack up Racing Exercise Saddle** by: following required procedures including: placing saddle pad in the required position; placing saddle in the required position; checking that girth is attached to the off side and is sitting over the saddle; doing up and firming the girth to the required location and tightness; if horse is tied up with saddle on, making sure that stirrup irons are run up; attaching to saddle and other equipment including martingale, tie-down, and side reins and, if required, putting on boots or bandages so that Racing Exercise Saddle is tacked up in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**4.5 Tack up Western Saddle** by following required procedures including: placing saddle blanket and saddle pads in the required position; placing saddle in the required position; checking that the off side stirrup is on the horn; checking that cinch is attached on the off side and is laying over the saddle seat; sliding back saddle until the bars of saddle drop into required position; doing up the cinch to the required location and tightness; tightening the cinch using the required method; attaching to saddle any other equipment and, if required, putting on boots or bandages so that Western Saddle is tacked up in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5.0 PERFORM UNTACKING OF HORSE**

**5.1 Observe safe work habits while untacking horse** by following required safety procedures when working around horse, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed                                      Apprentice                                      Supervisor/Trainer

**5.2 Remove English Bridle** by following required procedures including: undoing the throat latch, placing hands at the required locations; lifting the crown piece; putting on halter; removing reins; and tying up horse; so that English Bridle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed                                      Apprentice                                      Supervisor/Trainer

**5.3 Remove Racing Exercise Bridle** by following required procedures including: undoing the throat latch; bringing the reins up the neck to behind the ears; placing hands at the required locations; drawing off both the reins; putting on halter and tying up horse so that the Racing Exercise Bridle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed                                      Apprentice                                      Supervisor/Trainer

**5.4 Remove Western Bridle** by following required procedures including: holding reins over arm; standing beside and facing horse; drawing off both the crown piece and bit; putting on halter and tying up horse so that the Western Bridle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed                                      Apprentice                                      Supervisor/Trainer

**5.5 Remove English Saddle** by following required procedures including: running up both stirrup irons; undoing the girth; placing girth over the seat of the saddle; standing at required position and lifting off saddle and pads so that English Saddle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed                                      Apprentice                                      Supervisor/Trainer



**5.6 Remove Racing Exercise saddle** by following required procedures including: running up iron on near side; undoing the girth from the near side; lifting off the saddle, girth and off-side iron and removing saddle cloth and pads so that the Racing Exercise Saddle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5.7 Remove Western Saddle** by following required procedures including: placing near-side stirrup over horn and undoing cinch; taking down back stirrup; placing off-side stirrup on horn; placing cinch over the seat of saddle; standing at required position; lifting off saddle and removing blanket and pads so that Western Saddle is removed in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5.8 Store tack** in required location so that tack and equipment are in place and available, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.0 PERFORM FEEDING PROCEDURES**

**6.1 Read and interpret feed sheets and feeding guides** to identify: type of feed and feedstuffs; the value of each type of feed; correct amounts of feed for each animal; required feeding times; total amounts of feed per day and any other information needed to prepare feed and do feeding procedures as specified by farm employer, manager, owner, nutritionist's recommendations and veterinarian specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.2 Prepare feed rations** by identifying and selecting exact measurements and correct ingredients and completing required documentation or records, as specified by employer, manager, owner, nutritionist's recommendations and feed guides.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.3 Check feed** by identifying and selecting correct feed type and mix and inspecting to ensure that feed is free of moulds or contaminants as specified by stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.4 Monitor feed intakes** by checking each horse for lack of appetite and not eating feed rations or drinking required amounts of water; checking manure output; observing abnormal horse mobility and recording or documenting as required so that feed intake is restored to normal, horse is contented and relaxed and is eating the recommended ration of feed and drinking appropriate amounts of water as specified in feeding guides, nutritionist's recommendations, employer, manager and owner.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.5 Monitor water intake** by checking flow outputs of bowls and troughs, observing horses for dehydration; checking for feed and water intakes and making required adjustments to system valves, piping and pumps to ensure that water is flowing cleanly and freely at the required rates and checking and filling manual watering systems to ensure that containers are filled and water is clean in accordance with manufacturers' recommendations, nutritionist's recommendations, employer, manager and owner.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.6 Maintain feed tubs, water buckets and water bowls** by daily cleaning; checking operation of feeders; preparing feed tubs for fresh feed and filling water buckets with fresh water and making necessary adjustments as specified by stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.7 Prepare medicated feed** by adding and mixing required medications; ensuring that the correct amounts and types of medication are added to feed and completing required records or documents clearly, accurately and concisely as specified by nutritionist's recommendations, veterinarian prescriptions, employer, manager and owner.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.8 Maintain feed and feed additives inventory** by following required procedures including checking feed levels in bags and bins; completing required records or documents; checking and comparing feed levels on weekly, monthly and yearly basis and preparing feed orders so that the required feed amounts are identified, recorded, ordered and maintained in accordance with employer and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**6.9 Maintain hay/straw/shavings inventories** by following required procedures including: checking levels in hayloft, barns and storage areas; completing required records or documents; checking and comparing usage levels on weekly, monthly and yearly basis and preparing orders so that inventories are identified, recorded, ordered and maintained in accordance with employer and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**7.0 PERFORM HORSE HEALTH MAINTENANCE PROCEDURES**

**7.1 Identify and administer recommended treatment for down/off-feed horses** by following required procedures including: taking temperature and respiration rate; checking consistency and colour of stools and urine; listening for cough; checking for discharge from eyes or nostrils; checking for discharge from vagina; administering approved medications and/or treatments and completing required records so that the horse is eating normally and body temperature returns to normal ranges in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**7.2 Identify and administer recommended treatment for signs of lameness** by following required procedures including: locating area of lameness; checking for swelling, heat, pain, inflammation or cuts/abrasions and infection; doing a flex test to determine site of lameness; applying required treatments including cold hosing, hot or cold compresses, drawing agents, sweating agents, poultices and bandaging and taking corrective actions including removing source of infection (nail) or re-shoeing and completing required records so that the horse is moving freely, safely and is symptom-free in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**7.3 Identify and administer recommended treatment for abnormal skin conditions** including lice, mange, warbles, ringworm, non-sweating, and parasites by: applying approved treatments or medications and completing required records so that irritations and infections are treated and the skin or coat hair is restored to normal, in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**7.4 Identify and administer recommended treatment for colic** by following required procedures including: observing horse for signs of distress including pawing, rolling, biting sides, no bowel movement and excessive sweating; contacting the veterinarian to apply required treatment and medication and completing required records so that the horse is free of pain and restored to normal health in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

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Apprentice

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Supervisor/Trainer

**7.5 Identify and administer recommended treatment for Azoturia (white muscle disease or tying-up)** by following required procedures including: observing for signs of stiffness following exercise, muscle spasms, dragging of hind legs and excessive sweating; contacting veterinarian; applying approved muscle relaxant; administering approved medication and completing required records so that the horse is free of pain and restored to normal health in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

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Supervisor/Trainer

**7.6 Handle routine horse health procedures** by shoeing, trimming feet, clipping, castration, vaccinations and completing identification (tattooing, health papers, foal certificates, coggins); giving assistance with horse health visits; completing required records; documenting veterinarian's recommendations and checking that each procedure is completed correctly and safely in accordance with veterinarian recommendations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**7.7 Maintain equine medicine and first aid supplies** by checking inventory regularly; completing an order; checking that all supplies are ordered and replaced and keeping veterinarian telephone number posted so that medicine and first aid inventory is maintained and ready for use in accordance with stable/farm standards/practice.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.0 CLEAN STALLS**

**8.1 Observe safe work habits while cleaning stalls** by ensuring that horse is always tied or haltered; talking softly to the horse; keeping constant contact with horse; keeping horse aware of your movements at all time; never ducking under the horse's head while horse is tied; keeping the required distance between self and tied horse when walking behind animal and following required safety procedures when leaving horse unattended in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.2 Assemble stall maintenance equipment** by identifying and selecting required tools and equipment including pitch fork, shavings fork, broom, rake, muck bin and wheel barrow, ensuring that tools and equipment selected are the correct ones for the application in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.3 Muck out shavings stall** by following required procedures including: using shavings fork; removing all manure from surface; turning over bed bit by bit to remove urine spots from under the surface; placing clean shavings against all four walls of stall to expose floor; removing all dirty shavings; drawing clean shavings into stall; adding new shavings; cleaning feed tubs and water buckets; checking feed and water levels and recording any variations, changes or abnormalities, ensuring that new bedding is mould-free and stall is prepared in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.4 Muck out straw stall** by following required procedures including: using pitch fork; clearing quarter at back of stall to hold clean bedding still in the stall; putting manure and urine spots into wheel barrow or muck bin; exposing floor; raking all dirty chaff from floor of stall; layering existing clean straw over whole bed; placing new straw in anti-cast walls around walls of stall; layering clean straw over floor area; cleaning feed tubs and water buckets; checking feed and water levels and recording any variations, changes or abnormalities, ensuring that new bedding is mould-free and stall is prepared in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.5 Dispose of manure and used bedding** by cleaning and sweeping aisles and areas around stalls and removing manure, used bedding and debris, ensuring that all waste is removed efficiently and safely in accordance with environmental requirements and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**8.6 Remove cobwebs** using a corncob broom and brushing walls and ceilings in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer



**9.0 MAINTAIN STABLE FACILITIES, TOOLS, EQUIPMENT AND SUPPLIES**

**9.1 Clean grooming tools** by following required procedures including: washing tools in warm, disinfectant water; rinsing well; drying; washing rub rags and saddle cloths in warm, non-irritant, soapy water and rinsing rags and cloths so that tools are clean, prepared and ready for use, in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.2 Maintain tack and equipment** by following required procedures including: using saddle or harness soap, rag or sponge; cleaning dirt off equipment prior to applying soap; rubbing soap into the leather; polishing with clean rag; checking leather, buckles and straps for cracks and breaks and storing in designated areas, so that tack and equipment is cleaned, prepared, stored and ready for use in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.3 Maintain stable equipment** including rakes, forks, brooms, wheel barrows and muck bins by: checking for damage; cleaning, repairing and replacing; documenting all repairs and storing in designated areas so that stable equipment is cleaned, prepared, stored and ready for use in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.4 Maintain stable physical environment** by checking stable air quality, smell, temperature and humidity levels; checking that fans are operational and functioning; making necessary repairs and adjustments and completing required records so that the air quality and temperature are maintained in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.5 Maintain stable fixtures** by checking fit and operation of doors; checking latches, hinges, bolts and door tracking or wheel ways; checking bars between stalls or on windows; checking that all lights are covered and protected; checking that all electrical outlines are fitted and covered; checking stall size for safety; checking evenness of stall floors; making necessary repairs and adjustments; identifying and reporting any variations, damage or abnormalities and completing required records so that all stable fixtures are maintained, operational and functioning in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.6 Maintain boards and fencing** by checking stable boards and property fencing; repairing or replacing worn, damaged or defective parts so that all fencing is maintained, safe and effective in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.7 Monitoring manure removal** by following required procedures including: arranging for regular removal of manure; keeping area around the manure pile clean and observing all safety rules and regulations when handling manure in accordance with environmental protocols, government regulations and stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**9.8 Maintain supplies and inventories** by unloading supplies; putting hay, straw, shavings and feed in required location; collecting supplies from feed merchants; checking order against delivery slip; maintaining records and documents; preparing orders; ordering supplies and maintaining inventory of supplies in accordance with stable/farm standards/practices.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**10.0 MAINTAIN COMMUNICATION**

**10.1 Communicate with co-workers** to identify information about horse care and health, availability of tools and equipment and complete all required records and documents, ensuring that all information communicated is clear, concise and accurate.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**10.2 Communicate with farrier** to identify required trimming and shoeing; make arrangements for farrier visits; arrange that horse, equipment, tools and space are available and ready and complete all required documents and records, ensuring that all information communicated is clear, concise and accurate.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**10.3 Communicate with veterinarian** to identify and report changes, variations, abnormalities or regular health care; make arrangements for veterinarian visits; assist in the visit arranging that horse, equipment, tools and space are available and ready and complete all documents and records, ensuring that all information communicated is clear, concise and accurate.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**C. LEARNING OUTCOMES**

**402 hours of in-school training**

**Please refer to the *Apprenticeship In-school Curriculum Standard* for Horse Groom (600H).**

**APPRENTICE RECORD**

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

<b>APPRENTICE NAME (Print):</b>
---------------------------------

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
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<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
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\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
---------------------------------

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer