



Assignment Brief

HC-L1-A03 Welfare & Behaviour Awareness

Scenario

You are working as a Stable Assistant at a riding school.

Part of your role is to work well with other staff and ensure clear communication to keep both horses and people safe.

The yard manager has asked you to create a Communication and Teamwork Guide for new staff and volunteers.

Tasks

Task 1 – Effective Communication (103 1.1)

State how to communicate effectively with others on the yard.

Task 2 – Roles and Responsibilities (103 1.2)

State the roles and responsibilities of the people in the organisation.

Task 3 – Teamwork (103 1.3)

Describe the advantages of effective teamwork in the workplace.

Task 4 – Dealing with Visitors (103 1.4)

Explain why visitors should be dealt with courteously and professionally.

Task 5 – Security in the Workplace (103 1.5)

Describe the need for security in the workplace and how it can be maintained.

Task 6 – Personal Progress (103 1.6)

Outline the reasons why personal progress should be reviewed, and with whom.

Task 7 – Reporting Unresolved Difficulties (103 1.7)

Explain how to refer unresolved difficulties to the appropriate person.

Evidence

You may present your work as:

- A written guide with diagrams or flow charts
- A laminated poster for the staff room
- A role-play exercise with observation notes demonstrating effective communication and teamwork