



Liberté • Égalité • Fraternité

RÉPUBLIQUE FRANÇAISE

MINISTÈRE
DE L'AGRICULTURE
ET DE
L'ALIMENTATION

VOCATIONAL CERTIFICATE GROOM



The CAPa diploma is a certificate of professional farming competence. This is the first level in vocational studies. It is a 2-year syllabus. This diploma combines general education (French, mathematics, languages...), professional education and periods of internships aiming to prepare for different jobs in numerous specialties.

Groom syllabus

4 skills are developed during the syllabus of groom:

- Communication
- Horse care
- Working surface and general maintenance
- General maintenance

The following pages provide the reader with an insight of these skills.



Professional situations

Skills	Professional situations	Aims
Communication	<p>Reporting any problems with the horses and the functioning of the horse business.</p> <p>Welcome and identify clients' and visitors' needs. Help them find their way around.</p>	Ensuring the transmission of all information useful for an efficient functioning and management of the company.
Horse care	<p>Cavalry monitoring</p> <p>Feed distribution and watering of equines</p> <p>Implementation of hygienic measures and execution of preventive and curative treatments</p> <p>Horse handling and moving horses</p> <p>Horse work on foot</p>	Maintain good performances of horses by ensuring their good health and well-being
Working surfaces and surroundings maintenance	<p>Agricultural machinery operation and use of mechanical tools</p> <p>Stable maintenance</p> <p>Maintenance of indoor and outdoor arenas</p>	Guarantee the proper functionality and condition of the horse riding surfaces.
Maintenance	<p>Maintenance and minor repairs of farm machinery, tools and equipment</p> <p>Maintenance and minor repairs to buildings and equipment</p>	Maintaining the continued functionality and cleanliness of machinery, tools, materials, buildings and equipment

Horse Care	
Professional situations	<ul style="list-style-type: none"> Cavalry monitoring Feed distribution and watering of equines Implementation of hygienic measures and execution of preventive and curative treatments Horse handling and moving horses Horse work on foot
Aims	Maintain the good performances of horses by ensuring their good health and well-being
Responsibility/Autonomy	In many structures, due to the small number of employees, the employee is directly under the responsibility of the head of the company. In large structures, he or she is under the authority of the first lad, the traveling lad (galloping stables) or the assistant trainer (galloping stables). The employee carries out the tasks autonomously, reports to his or her superior on the progress of all activities and passes on useful information for decision-making. Autonomy is strengthened by professional experience.
Work environment	<p>Compliance with health and safety rules is imperative for both animals and employees. It is necessary to adopt gestures and postures to work safely in order to prevent work-related accidents which are important in all activities (falls, kicking) as well as to optimize the organization of work;</p> <p>During interventions, the groom must ensure that the basic requirements of animal welfare are observed.</p> <p>The groom works outdoors and in all seasons. This work requires a good physical condition. The working hours can be long, working days can start as early as 6 a.m. and end late at night. The employee may be required to be available on weekends and public holidays.</p>
Indicators of success	<ul style="list-style-type: none"> Horse well-being Evaluating the seriousness of a problem and the urgency of intervention Recognition and identification of symptoms and problems Expert handling and precision of movements to avoid stress and injury to animals Quality of food distribution
Know-how	<ul style="list-style-type: none"> Provide appropriate food for the animals Appreciate the quality of food Observe the condition and behavior of the animals Identify symptoms of bad health, Detecting lameness To master the different methods of restraining animals Provide routine care before and after work Grooming Perform limb care (foot 5) Carry out the basic work of the farrier Set up the saddlery and harnessing equipment Respect the rules of safety and hygiene during the care.

<p>Knowledge identified by professionals</p>	<p>Anatomy of equidae: locomotor system, legs and feet Main pathologies of horses Alternative treatment methods (including homeopathy) Health regulations Concepts of prophylaxis, preventive and curative actions in the healthcare field Characteristics of the main active ingredients Health and safety rules in the practice of the profession (including Personal Protective Equipment) Animal feeding Food-related health problems Nutritional diseases</p>
<p>Know-how consolidated by experience</p>	<p>Anticipate in order to minimize risks and implement all means of prevention. Take into account the behaviour of horses in the relationship with the animal Appreciate the state of health and behaviour of equidae Evaluate the quality of a fodder or food</p>
<p>Professional behaviour</p>	<p>Adopt systematic responses to health and safety in the event of illness or accidents. Have a sense of observation of the horses' behaviour Adapt the behaviour to the animals during interventions Be rigorous in carrying out instructions Be reactive in case of a problem Report his or her observations and work to his or her manager. Work in a team</p>

Communication Skills

Professional situations	<p>Reporting any problems with the horses and the functioning of the horse business.</p> <p>Welcome and identify clients' and visitors' needs. Help them find their way around.</p>
Aims	Ensuring the transmission of all useful information for an efficient functioning and management of the company.
Responsibility/Autonomy	In many structures, due to the small number of employees, the employee is directly under the responsibility of the head of the company. In large structures, he or she is under the authority of the first lad, the traveling lad (galloping stables) or the assistant trainer (galloping stables). The employee carries out the tasks autonomously, reports to his or her superior on the progress of all activities and passes on useful information for decision-making. Autonomy is strengthened by professional experience.
Work environment	The riding center employee must show a sense of observation in carrying out the various activities assigned to him or her. He must perceive the problems and hazards that most often demand a rapid response. This also implies a particular organisation of work: the employee is always in charge of the same horses. The employee must strictly respect the safety instructions in order to prevent risks related to the animal's behaviour.
Indicators of success	<p>Regular communication with the supervisor and staff team</p> <p>Relevance of the Information transmitted</p> <p>Work report</p>
Know-how	<p>Understand oral or written instructions</p> <p>Reporting, speaking and writing in a clear way</p> <p>Share your thoughts, ask for explanations</p> <p>Take notes so you don't lose information.</p> <p>Observe the condition and behaviour of the animals</p> <p>Identify the problems and risks associated with his or her activity</p>
Knowledge identified by professionals	<p>Understand oral or written instructions</p> <p>Reporting, speaking and writing in a clear way</p> <p>Share your thoughts, ask for explanations</p> <p>Take notes so you don't lose information.</p> <p>Observe the condition and behaviour of the animals</p> <p>Identify the problems and risks associated with his or her activity</p>
Know-how consolidated by experience	<p>Assessing the risks involved</p> <p>Adapt his/her intervention according to a more or less complex situation</p> <p>Discussing his/her actions</p>
Professional behaviour	<p>Adopt systematic habits in terms of health and safety</p> <p>Have a sense of observation of the behaviour of horses</p> <p>Keep a constant eye on safety regulations</p> <p>Be rigorous in carrying out instructions</p> <p>Have a sense of organization</p> <p>Working in a team</p>

Working surfaces and surroundings maintenance

Professional situations	Agricultural machinery operation and use of mechanical tools Stable maintenance Maintenance of indoor and outdoor arenas
Aims	Maintain the good performances of horses by ensuring their good health and well-being
Responsibility/Autonomy	In many structures, due to the small number of employees, the employee is directly under the responsibility of the head of the company. In large structures, he or she is under the authority of the first lad, the traveling lad (galloping stables) or the assistant trainer (galloping stables). The employee carries out the tasks autonomously, reports to his or her superior on the progress of all activities and passes on useful information for decision-making. Autonomy is strengthened by professional experience.
Work environment	The groom frequently works outdoors. This work requires good physical condition and good tolerance to dusty environments (sand, litter, hay, etc.). The activity requires the adoption of gestures and postures and appropriate clothing to work safely.
Indicators of success	Compliance with safety instructions and internal procedures Good hygiene in stables and work areas Proper floor condition of work surfaces Good condition of the surroundings Proper and safe use of agricultural machinery and mechanical tools
Know-how	Carry out the usual verifications before starting agricultural machines Apply the safety standards and rules related to the use of agricultural equipment. Apply the safety standards and rules related to the use of farm machinery and mechanical tools Be able to use the machines, materials and agricultural tools Adapt the driving speed to the specificity of the work and conditions of use Prepare the floors of the work surfaces according to the weather Maintain the stalls (including drinking troughs) Manage livestock manure Maintain the stable's passageways Maintain landscaped areas (pruning, mowing, watering...)
Knowledge identified by professionals	The different types of litter Equine pathologies related to hygiene problems in stables and work surfaces Safety standards for agricultural machinery, tools and equipment materials Agricultural machinery, equipment and materials used in the structure Different types of premises that need to be maintained Impact of the activity on the environment Different weeding techniques Prairie management concepts Indications on a product label
Know-how consolidated by experience	Identify the risks associated with the activity and take them into account in preparing and carrying out the work.

	<p>Identify any anomalies or malfunctions</p> <p>Anticipate the preparation of work surfaces</p> <p>Anticipate and organize the maintenance of the surroundings with respect for the environment.</p> <p>Carrying out a prescribed phytopharmaceutical treatment</p>
Professional behaviour	<p>Adopt systematic habits in terms of hygiene and safety.</p> <p>Have a sense of responsibility</p> <p>Have a sense of observation</p> <p>Observe the instructions given</p> <p>Be rigorous in the execution of tasks</p> <p>Taking care of equipment, tools and machinery</p> <p>Be autonomous</p> <p>Be proactive</p>

Maintenance

Professional situations	Maintenance and minor repairs of farm machinery, tools and equipment Maintenance and minor repairs to buildings and equipment
Aims	Maintaining the continued functionality and cleanliness of machinery, tools, materials, buildings and equipment
Responsibility/Autonomy	In many structures, due to the small number of employees, the employee is directly under the responsibility of the head of the company. In large structures, he or she is under the authority of the first lad, the traveling lad (galloping stables) or the assistant trainer (galloping stables). The employee carries out the tasks autonomously, reports to his or her superior on the progress of all activities and passes on useful information for decision-making. Autonomy is strengthened by professional experience.
Work environment	The groom frequently works outdoors and in all seasons. The work requires good physical fitness and good manual skills. The activity requires the use of appropriate gestures, postures and appropriate clothing to work safely.
Indicators of success	Functionality of buildings and equipment Functionality of agricultural machinery, tools and equipment Rapid response to malfunctions and incidents Frequency of problems with buildings, equipment, agricultural machinery, tools and materials
Know-how	Value a well-organized and clean environment for the buildings, equipment, agricultural machinery, tools. Check that machinery, tools and equipment are in good working condition. Clean buildings, equipment, machinery tools Maintain buildings and equipment thanks to small masonry, carpentry, woodwork, and welding, painting.. Maintain and repair agricultural machinery, tools and equipment thanks to small mechanical work (greasing, draining, sharpening, cleaning candles, etc.) and filters, replacement of defective parts ...) Apply the current norms and rules in health and safety in buildings, equipment, agricultural machinery, tools and equipment material Apply a maintenance and inspection schedule
Knowledge identified by professionals	Safety standards for the use of buildings, machinery equipment, tools and materials Pathologies of equines associated with problems of hygiene of equipment and buildings Agricultural machinery, equipment and materials used in the structure Mechanical, masonry, plumbing, electrical, welding, etc. basic concepts Maintenance procedure
Know-how consolidated by experience	Evaluate the condition of buildings, machinery equipment, tools and materials Appreciate the level of wear and tear of a part Rationalize maintenance and repair interventions Anticipate breakdowns and identify malfunctions

	Diagnose breakdowns and repair them without assistance
Professional behaviour	Adopt systematic health and safety procedures Have a sense of responsibility Have a sense of observation Observe the instructions given Be rigorous in the execution of tasks