Knowledge Transfer
Farm Improvement Plan
User Manual Year 3

Chapter 1. Beef
Chapter 2. Dairy
Chapter 3. Equine
Chapter 4. Poultry
Chapter 5. Sheep
Chapter 6. Tillage
Log into portal as usual, with your assigned “Username” and “Password” as illustrated in the screen below.

Once you have successfully logged in, select “Knowledge Transfer – Farm Improvement Plan” from the list of “Authorised Applications” showing in the box on the left of your screen as shown below.
The welcome screen will appear. In order to proceed click on the “Continue” button.

This will display the Groups screen. From the dropdown menus select the group you wish to complete the Farm Improvement Plan.

A list of all participants in this group will be displayed. Details displayed will include:

- Herd No./RFP No.
- Participant Name
- Status of FIP
- Progress of completion of measure for each FIP.

Select the participant by clicking on their Herd Number.
The status column will identify the status of each participant Farm Improvement Plan. The **Progress** identifies the number of measures (plans) which have been marked as completed.

**Completed** This means all measures have been completed and you have confirmed this.

**In progress:** This means that some but not all measures have been completed. These measures can be updated/amended at any time until they have been marked as complete.

**Not Started:** This means the completion of the measures has not commenced.

Once you select a Herd/RFP No. from the list the next screen will display the FIP Summary screen for the **herdnumber** you have selected and the status of each measure required to be completed.

To select a measure to complete you must click the “Process” button to the right.
The e-Profit Monitor measure is required for Primary participants only and must be completed in association with the participant on the Teagasc website. 3 Recommendations and 3 outcomes from any previous recommendations must also be input on the DAFM KT online system below as required.

Previous years data is displayed below for reference (where available).

The e-Profit Monitor must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme. Each original e-Profit Monitor must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required.

You can view your 2016 & 2017 (Year 1 & 2) key data points and must enter your 2018 (year 3) key data points as shown above.

Please ensure you select the basis on which the e-Profit monitor assessment was made eg whole farm or specific enterprise. This can be selected from the dropdown menu as highlighted below.
For year 3 of the Programme there is an option to upload a hard copy of the e-Profit Monitor completed on the Teagasc website. This can be a screen print of the completed screens or can be a print out of the completed monitor.

This is optional and should be discussed with the farmer prior to uploading anything. Please note this data will not be shared with any other Department or Agency and will only serve to aid in verification of the data input on the DAFM KT Online system and will help to avoid the requirement for remedial action on foot of quality inspections should your participant/group be selected.

You will be able to review the recommendations that you input for this measure for Year 1 & 2 and will also be able to input the outcomes and Year 3 recommendations.
Once all requirements have been completed and you wish to submit the measure you must complete the Declaration section of the screen.

You can click on save and return to it at a later date.

In order to mark the measure complete you tick these boxes and select the date and then click save.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Breeding Plan

To commence completing the Breeding Plan click on the process button to the right of the measure table.

Once the Breeding Plan opens you will be asked to tick whether you intend to complete a Breeding or a Non-Breeding Plan as shown below.

Once you have selected the relevant option the screen will populate with the requirements for that measure eg if you tick Breeding Plan the following Key Data points input screen will open for completion.

Year 1 & 2 (2016/17) data will be display for ease of reference and year 3 (2018) data must be input in the right hand column.
Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Breeding Plan you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 3.

<table>
<thead>
<tr>
<th>Recommendations and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2016 Recommendations</strong></td>
</tr>
<tr>
<td>1. Increase beef output per ha from a low base of 115</td>
</tr>
<tr>
<td>2. Increase stocking rate per ha from a low enough base of .95</td>
</tr>
<tr>
<td>3. Increase selling-outweight of cattle</td>
</tr>
<tr>
<td><strong>2017 Recommendations</strong></td>
</tr>
<tr>
<td>1. Purchase better calves</td>
</tr>
<tr>
<td>2. Increase cattle sale weight further from a total of 23,200 Kg</td>
</tr>
<tr>
<td>3. Hold cattle to older age</td>
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**Outcomes from previous Recommendations**

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**2018 Recommendations**

<p>| |</p>
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**Declaration**

Declare I have completed this Breeding Plan with and the full Breeding Plan document is being held by me for inspection, for 18 months after the end of the programme, as per the KT Terms and Conditions.

<table>
<thead>
<tr>
<th>Facilitator Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure Complete:</td>
</tr>
</tbody>
</table>

Once all information has been input please complete the declaration box to submit the measure as "Complete"
Should you select to complete a Plan for a Non-Breeding Herd the screen will display below. For non-breeding herds the non-breeding plan issued by DAFM should be completed and uploaded as shown. Year 1 & 2 document uploaded will be available for review/print etc.

Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Breeding Plan you are required to input the outcomes from previous (year 1 & 2) recommendations and proceed to input agreed recommendations for Year 3.
Once all information has been input please complete the declaration box to submit the measure as “Complete”

Once marked as Measure Complete a message will display in the top right hand of the screen to confirm measure completed successfully.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Grassland Management Plan

To start the Grassland Management Plan click on the Process button.

Under Section 1 - Soil Fertility

Year 1 & 2 data will display for reference and you are required to input Year 3 data and Year 4 targets by inputting the information and selecting the relevant options from the dropdown menus.
Under Section 2 - Grass Utilisation/Grazing Plan

Year 1 & 2 data will be available for review and key data points for year 3 are required to be input/selected as appropriate from the dropdown menus.

Under Section 3 - Grass Production

Year 1 & 2 Data will be available for review and Year 3 data should be input/selected from the dropdown menus.
Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Grassland Management Plan you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 3.

Once all information has been input please complete the declaration box to submit the measure as "Complete".

Once marked as Measure Complete a message will display in the top right hand of the screen to confirm measure completed successfully. The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Farm Health & Safety

To start the Grassland Management Plan click on the Process button.

The Health and Safety Document completed and uploaded in year 1 & 2 will be available for review/printing under 2016/17 Documents section of the screen. You are required to complete a new Health and Safety Document (same document as completed in Year 1 & 2) and upload under 2018 Document Upload section of the screen by clicking on the + Select Docs to Upload ..... button.
Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Health and Safety Measure you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 2.

Once all information has been input please complete the declaration box to submit the measure as "Complete"

Once marked as Measure Complete a message will display in the top right hand of the screen to confirm measure completed successfully. The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete"
Final Steps

Once all measures have been completed you will see the summary screen updated and all measures marked complete.

Please ensure to input the summary recommendations on the participant summary screen and click save to submit the fully completed FIP in respect of this participant. The FIP is now complete.
KT DAIRY

FARM IMPROVEMENT PLAN
USER MANUAL

YEAR 3
Once you have successfully logged in, select “Knowledge Transfer – Farm Improvement Plan” from the list of “Authorised Applications” showing in the box on the left of your screen as shown below.

The welcome screen will appear. In order to proceed click on the “Continue” button.
This will display the Groups screen. From the dropdown menus select the group you wish to complete the Farm Improvement Plan.

A list of all participants in this group will be displayed. Details displayed will include:

- Herd No./RFP No.
- Participant Name
- Status of FIP
- Progress of completion of measure for each FIP.

Select the participant by clicking on their Herd Number.

The status column will identify the status of each participant Farm Improvement Plan. The Progress identifies the number of measures (plans) which have been marked as completed.

**Completed** This means all measures have been completed and you have confirmed this.

**In progress:** This means that some but not all measures have been completed. These measures can be updated/amended at any time until they have been marked as complete.
Not Started: This means the completion of the measures has not commenced.

Once you select a Herd/RFP No. from the list the next screen will display the FIP Summary screen for the herd number you have selected and the status of each measure required to be completed.

To select a measure to complete you must click the “Process” button to the right.
Breeding Plan

To commence completing the Breeding Plan click on the process button to the right of the measure table.

Year 1 & 2 (2016/17) data will be displayed for ease of reference. Year 3 (2018) data is required to be input in the top section of the screen.

Year 1 & 2 recommendations will also be displayed for reference
In order to complete the Breeding Plan you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 2.

Once all information has been input please complete the declaration box to submit the measure as "Complete".
Once the measure is completed a successful message will be displayed in the top right hand corner of the screen.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete" as depicted below.
Carbon Navigator

To start click on the Process button opposite the Carbon Navigator Measure.

Key data points are required to be input in the top section of the screen as shown below. Year 1 & 2 key data points entered will be visible for reference under GHG Change and € Benefit Fields.

Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Carbon Navigator you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 3.
Once all information has been input please complete the declaration box to submit the measure as "Complete"

Once marked as Measure Complete a message will display in the top right hand of the screen to confirm measure completed successfully.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete" as depicted below.
eProfit Monitor

The e-Profit Monitor measure is required for **Primary participants only** and must be completed in association with the participant on the Teagasc website. 3 Recommendations and 3 outcomes from any previous recommendations must also be input on the DAFM KT online system below as required.

Previous years data is displayed below for reference (where available).

The e-Profit Monitor must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme. Each original e-Profit Monitor must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Date Completed</th>
<th>Measure Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breeding Plan</td>
<td>24-Jan-2018</td>
<td>Complete</td>
</tr>
<tr>
<td>Carbon Navigator</td>
<td>24-Jan-2018</td>
<td>Complete</td>
</tr>
<tr>
<td>eProfit Monitor</td>
<td>24-Jan-2018</td>
<td>Not Started</td>
</tr>
<tr>
<td>Grassland</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Farm Health and Safety</td>
<td></td>
<td>Not Started</td>
</tr>
</tbody>
</table>

You can view your 2016/17 (Year 1 & 2) key data points and must enter your 2018 (year 3) key data points as shown above.

Please ensure you select the basis on which the e-Profit monitor assessment was made eg whole farm or specific enterprise. This can be selected from the dropdown menu as highlighted below.
For year 3 of the Programme there is an option to upload a hard copy of the e-Profit Monitor completed on the Teagasc website. This can be a screen print of the completed screens or can be a print out of the completed monitor.

This is optional and should be discussed with the farmer prior to uploading anything. Please note this data will not be shared with any other Department or Agency and will only serve to aid in verification of the data input on the DAFM KT Online system and will help to avoid the requirement for remedial action on foot of quality inspections should your participant/group be selected.

To upload click on the + Select files to upload... button and select the file you wish to upload from your PC.

You will be able to review the recommendations that you input for this measure for Year 1 & 2 and will also be able to input the outcomes and Year 3 recommendations.
Once all requirements have been completed and you wish to submit the measure you must complete the Declaration section of the screen.

You can click on save and return to it at a later date.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Grassland Management Plan

To start the Grassland Management Plan click on the Process button.

Year 1 & 2 data will display for reference and you are required to input Year 3 data and Year 4 Targets by inputting the information and selecting the relevant options from the dropdown menus.

Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Grassland Management Plan you are required to input the outcomes from previous (year 2) recommendations and proceed to input agreed recommendations for Year 3.
Once all information has been input please complete the declaration box to submit the measure as "Complete"

Once marked as Measure Complete a message will display in the top right hand of the screen to confirm measure completed successfully. The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Farm Health & Safety

To start the Farm Health and Safety Plan click on the Process button.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Date Completed</th>
<th>Measure Status</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breeding Plan</td>
<td>24-Jan-2018</td>
<td>Complete</td>
<td>Process</td>
</tr>
<tr>
<td>Carbon Navigator</td>
<td>24-Jan-2018</td>
<td>Complete</td>
<td>Process</td>
</tr>
<tr>
<td>eProfit Monitor</td>
<td>24-Jan-2018</td>
<td>Complete</td>
<td>Process</td>
</tr>
<tr>
<td>Grassland</td>
<td>24-Jan-2018</td>
<td>Complete</td>
<td>Process</td>
</tr>
<tr>
<td>Farm Health &amp; Safety</td>
<td></td>
<td>Not Started</td>
<td>Process</td>
</tr>
</tbody>
</table>

Year 1 & 2 Documents uploaded will be available to view/download.

You are required to complete a new Health and Safety Document (same document as completed in Year 1 & 2) and upload under 2018 Document Upload section of the screen by clicking on the + Select Docs to Upload ..... button. Find the completed document on your pc to upload and click on open.
Year 1 & 2 recommendations will also be displayed for reference. In order to complete the Health and Safety Measure you are required to input the outcomes from previous years recommendations and proceed to input agreed recommendations for Year 3.

Once all information has been input please complete the declaration box to submit the measure as "Complete"

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
Final Steps

Once all measures have been completed you will be brought back to the participant summary screen where you are required to input your overall FIP recommendations/comments.

On Clicking save the following message will be displayed in the top right hand corner of the screen "Uploaded Herd Notes Successfully". The summary screen will now update to show all measures as being complete with the Date Completed also populated.
Log in to the agfood portal of the DAFM website as normal.

From your list of Authorised Applications select Knowledge Transfer - Farm Improvement Plan

The below welcome screen will be displayed. In order to proceed click on the "Continue" button.

This will bring you to the "Groups" Screen. Using the drop down menu select the name of the Group you wish to work on.
This will display a list of all herd numbers within the selected Group as shown below. Details display will include

- Herd no.,
- Participant Name,
- Status of FIP and
- Progress of FIP measures completed/not completed to date.

Select the Herd No./Registered Farm Partnership No. for the participant whose Farm Improvement Plan you wish to complete.
The Farm Improvement Plan Summary Screen for the participant will display as per below screenshot. In order to commence the FIP click on the "Process" button to select the measure you wish to complete eg "Breeding Plan".
Breeding Plan

In order to complete this measure you must:

Upload the completed FIP document which was generated and downloaded directly from the KT Portal of the Horse Sport Ireland website. This can be uploaded in full by clicking on the "+ select files to upload" button under 2018 Document Upload Section. There is no need to separate out the relevant sections of the HSI generated FIP document.

Input your outcomes from Year 2 recommendations following discussion with the KT Equine Participant Farmer and input your new recommendations for Year 3 following discussion with the KT Equine Participant Farmer.
Once every section has been completed you must click save button. You can return to the measure at any time to amend/edit/complete once the measure has not been confirmed as "Measure Complete".

When you are happy to submit the completed measure you must complete the declaration of at the bottom of the page by confirming you agree with the T&C's of the Scheme, tick the "Measure Complete" button and click the "Save" button.

Once measure has been marked "Measure Complete" the summary screen will update to reflect the status of the measure and the progress of all measures for that participants FIP.
The Equine Animal Husbandry Plan

In order to complete this measure you must:

Upload the completed FIP document which was generated and downloaded directly from the KT Portal of the Horse Sport Ireland website. This can be uploaded in full by clicking on the "+ select files to upload" button under 2018 Document Upload Section. There is no need to separate out the relevant sections of the HSI generated FIP document.

Input your outcomes from Year 2 recommendations following discussion with the KT Equine Participant Farmer and input your new recommendations for Year 3 following discussion with the KT Equine Participant Farmer.
Once every section has been completed you must click save button. You can return to the measure at any time to amend/edit/complete once the measure has not been confirmed as "Measure Complete".

When you are happy to submit the completed measure you must complete the declaration of at the bottom of the page by confirming you agree with the T&C's of the Scheme, tick the "Measure Complete" button and click the "Save" button.
Analysis of Cost

In order to complete this measure you must:

Upload the completed FIP document which was generated and downloaded directly from the KT Portal of the Horse Sport Ireland website. This can be uploaded in full by clicking on the "+ select files to upload" button under 2018 Document Upload Section. There is no need to separate out the relevant sections of the HSI generated FIP document.

Input your outcomes from Year 2 recommendations following discussion with the KT Equine Participant Farmer and input your new recommendations for Year 3 following discussion with the KT Equine Participant Farmer.
Once every section has been completed you must click save button. You can return to the measure at any time to amend/edit/complete once the measure has not been confirmed as "Measure Complete".

When you are happy to submit the completed measure you must complete the declaration of at the bottom of the page by confirming you agree with the T&C's of the Scheme, tick the "Measure Complete" button and click the "Save" button. Once the measure has been marked "Measure Complete" the summary screen will update to reflect the status of the measure and the progress of all measures for that participants FIP.
Farm Health and Safety

In order to complete this measure you must:

Upload the completed DAFM issued Farm Health and Safety Document which was completed with the KT Equine Participant.

Input your outcomes from Year 2 recommendations following discussion with the KT Equine Participant Farmer and input your new recommendations for Year 3 following discussion with the KT Equine Participant Farmer.
Once every section has been completed you must click save button. You can return to the measure at any time to amend/edit/complete once the measure has not been confirmed as "Measure Complete"

When you are happy to submit the completed measure you must complete the declaration of at the bottom of the page by confirming you agree with the T&C's of the Scheme, tick the "Measure Complete" button and click the "Save" button.

Once measure has been marked "Measure Complete" the summary screen will update to reflect the status of the measure and the progress of all measures for that participants FIP.
Mare Inspection

The Mare Inspection is not required for Year 3 but should still be visible on the measures screen and under measure status marked “Complete”.

Once you have completed all measures you must input your overall Recommendations and Comments for Year 3.

Once you are happy that all requirements have been input correctly click on the "save" button to submit the completed FIP.
Log into portal as usual, with your assigned “Username” and “Password” as illustrated in the screen below.

Once you have successfully logged in, select “Knowledge Transfer – Farm Improvement Plan” from the list of “Authorised Applications” showing in the box on the left of your screen as shown below.
The welcome screen will appear. In order to proceed click on the “Continue” button.

This will display the Groups screen. From the dropdown menus select the group you for which you wish to complete the Farm Improvement Plan.
A list of all participants in this group will be displayed. Details displayed will include:

- Herd No./RFP No.
- Participant Name
- Status of FIP
- Progress of completion of measure for each FIP.

Select the participant by clicking on their Herd Number.

<table>
<thead>
<tr>
<th>Herd Number</th>
<th>Name</th>
<th>Status</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Not Started</td>
<td>0 of 3</td>
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<td></td>
<td></td>
<td>Not Started</td>
<td>0 of 3</td>
</tr>
</tbody>
</table>

The status column will identify the status of each participant Farm Improvement Plan. The Progress identifies the number of measures (plans) which have been marked as completed.

**Completed** This means all measures have been completed and you have confirmed this.

**In progress**: This means that some but not all measures have been completed. These measures can be updated/amended at any time until they have been marked as complete.

**Not Started**: This means the completion of the measures has not commenced.
Once you select a Herd/RFP No. from the list the next screen will display the FIP Summary screen for the herdnumber you have selected and the status of each measure required to be completed.

To select a measure to complete you must click the “Process” button to the right.
KT Poultry - Sustainability Plan

- The Sustainability Plan must be completed in association with the participant on the DAFM issued Sustainability Plan Survey document.

- Recommendations and Outcomes from previous recommendations must also be input on the DAFM KT online system as shown below, you must include 3 of each.

- Previous years data is displayed below for reference.

- The Sustainability Plan must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme.

- Each original Sustainability Plan must be retained for a minimum period of 18 months and made available for inspection, if required.
You can view your 2016/17 (Year 1 & 2) uploaded documents and click the “select files to upload” button to add your 2018 document.

You will be able to review the recommendations that you input for this measure for Year 1 & 2.

You must input Outcomes from Previous Recommendations with regard to Year 2 recommendations and then move on to input new recommendations for Year 3 of the scheme.
When all of the above steps have been completed the Sustainability Plan for year 2 you tick these boxes and select the date and then click save.

In order to mark the measure complete you tick these boxes and select the date and then click save.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
KT Poultry - Analysis of Costs

The Analysis of costs measure is required for **Primary participants only** and must be completed in association with the participant on the DAFM issues Analysis of Costs Survey document. Recommendations and outcomes from any previous recommendations must also be input on the DAFM KT online system below as required, you must include 3 of each.

Previous years data is displayed below for reference (where available).

The analysis of costs must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme. Each original analysis of costs survey document must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required.

You can view your 2016/17 (Year 1 & 2) uploaded documents and click “select files to upload” button to add your 2018 document.
You will be able to review the recommendations that you input for this measure for Year 1 & 2 and will also be able to input the outcomes and Year 3 recommendations.

When you have completed the Sustainability Plan for year 2 you tick these boxes and select the date and then click save.

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
KT Poultry - Farm Health & Safety

A Farm Health and Safety review is required for Primary participants only. The review must be carried out in association with the participant for each year of the Programme on the DAFM issued Health and Safety Template.

3 recommendations and 3 outcomes from previous recommendations must be input on the DAFM KT online system below as required.

As per the terms and conditions of the Programme, each original Health and Safety review must be retained for a minimum of 18 months after the end of the Programme and made available for inspection, if required.

You can view your 2016/17 (Year 1 & 2) uploaded documents and click “select files to upload” button to add your 2018 document.
You will be able to review the recommendations that you input for this measure for Year 1 and will also be required to input the outcomes of these recommendations and input your new agreed recommendations for Year 2 of the scheme.

When you have completed the Sustainability Plan for year 2 you tick these boxes and select the date and then click save

The participant summary screen will update to reflect the date the measure was complete and the status will update to "Complete".
You can review your Year 1 & 2 recommendations for this participant and add your Year 3 recommendations.

On completion of this process you must click on the "save" button to submit the fully completed FIP.

You will then see the status “complete” when all requirements are fully met for this participant.
KT SHEEP

FARM IMPROVEMENT PLAN

USER MANUAL

YEAR 3
How to complete the Farm Improvement Plan - Sheep

Log in via the KT portal available at www.agriculture.gov.ie/agfood using your own personalised log in details as shown below.

From sections listed under “Authorised Applications” displayed on the left hand side of the screen select – “Knowledge Transfer - Farm Improvement Plan”

The “Welcome” screen for the Farm Improvement Plan (FIP) will be displayed. Select “Continue”.
The Group screen will display as below. This dropdown will contain a list of the groups within the specified sector that are assigned to a facilitator. From the dropdown menu select the Group you wish to complete FIPs for.

Select the Group from the drop-down menu, press “View” to display the group you wish to review. This screen should then display the list of participants in this particular “Group”.

To review the details of a particular participant you will need to select their file by clicking on the herdnumber under the “HerdNumber” column.

The “Status” column will identify the status of each participants Farm Improvement Plan.

The “Progress” identifies the number of measures (plans) within the FIP which have been marked as completed.

**In Brief the different “Status” types are defined as follows:**

- **Completed**: All measures have been completed and the facilitator has confirmed that all measures have been completed in full.

- **In progress**: Some, but not all, of the measures have been completed.
• **Not Started:** Completion of any of the measures has not yet commenced.

• The next screen displays the “**Herd Number**” you have selected and the status of each measure.

Select the “**Measure**” e.g. “**Breeding Plan**”; you wish to complete and click on “**Process**”

You will see Year 1 & 2 Recommendations and Comments and Year 3 Recommendations and Comments must also be completed and Click “**Save**” at the bottom of the Screen.
Breeding Plan

The Breeding Plan must be completed in association with the participant on the Sheep Ireland website. Key data points and recommendations from this Breeding Plan must be input on the DAFM KT online system below as required.

The Breeding Plan must be completed for 3 consecutive years. As per the Terms and Conditions of the Programme each original Breeding Plan (as completed on the Sheep Ireland website) must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required.

Once this period has expired documents must be returned to DAFM for storage/destruction in line with Data Protection legislation.

The “Breeding Plan” will be displayed as below. Click “Process” to complete the Breeding Plan.
Once “**Process**” is clicked the Screens Below will appear. Click “**Breeding Herd**” and 2017 column must be completed.

All these fields are required to be completed together with the three recommendation fields under Recommendations and Outcomes section of the Plan. Complete the 2018 Recommendations.
The Declaration must be completed and the date must be entered.

The facilitator has the option to “Save” the work carried out on the Breeding Plan at this stage, **but this measure will not be marked as “Measure Complete Successfully”** until the facilitators selects this box and click “Save”.
**Non-Breeding Plan (Sheep)**

- The Non-Breeding Plan must be completed in association with the participant on the DAFM issued non-breeding document and uploaded with key data points and recommendations from this Plan must be input on the DAFM KT online system below as required.

- The Non-Breeding Plan must be completed for 3 consecutive years. As per the Terms and Conditions of the Programme each original non-Breeding plan must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required.

- Once this period has expired documents must be returned to DAFM for storage/destruction in line with Data Protection legislation.

Once “**Non-Breeding Herd**” is clicked, the screen below appears. The completed Non-Breeding document must be uploaded by clicking on the "+ Select files to upload..." button.
All these fields are required to be completed together with the three recommendation fields under Recommendations and Outcomes section of the Plan. Complete the 3 Recommendations.

<table>
<thead>
<tr>
<th><strong>Recommendations and Outcomes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2016 Recommendations</strong></td>
</tr>
<tr>
<td>1. This is a non breeding sheep farm.</td>
</tr>
<tr>
<td>2. Applicant plans to buy strong lambs to reduce mortality rate.</td>
</tr>
<tr>
<td>3. Applicant plans to increase output with a higher stocking rate.</td>
</tr>
<tr>
<td><strong>2017 Recommendations</strong></td>
</tr>
<tr>
<td>1. Applicant plans to try and buy all stock privately this year.</td>
</tr>
<tr>
<td>2. Applicant plans to reduce mortality by buying stock at stages during the year.</td>
</tr>
<tr>
<td>3. Applicant plans to graze lambs ahead of cull ewes so lambs get best grass.</td>
</tr>
<tr>
<td><strong>Outcomes from previous Recommendations</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td><strong>2018 Recommendations</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>
The Declaration must be completed and the date must be entered.

The facilitator has the option to “Save” the work carried out on the Breeding Plan at this stage, but this measure will not be marked as “Measure Complete Successfully” until the facilitators selects this box and click “Save”.

![Image of declaration form]

![Image of measure completed successfully]

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Carbon Navigator/Sustainability Assessment

The Sustainability Assessment must be completed in association with the participant on the Bord Bia Website. Key Data points from this Sustainability Assessment must be input on the DAFM KT online system below as required.

- Where a Sustainability Assessment in respect of 2015 was completed in year one of the Programme you must complete in respect of 2016 for year two.
- Where a Sustainability Assessment in respect of 2016 was completed in year one of the Programme you must complete in respect of 2017 for year two.
- Where a Sustainability Assessment in respect of 2017 was completed in year two of the Programme you must complete in respect of 2018 for year three.

Previous year’s data is displayed below for reference.

The Sustainability Assessment must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme. Each original Sustainability Assessment must be retained for a minimum period of 18 months and made available for inspection, if required. Once this period has expired documents must be returned to DAFM for storage/destruction in line with Data Protection legislation.

Complete the Outcome from previous Recommendations and the 2018 Recommendations.
Once this has been completed the Declaration must also be completed by ticking the box declaring that the Sustainability Assessment has been completed in accordance with the terms and conditions of the KT programme, ticking the box to indicate “Measure Completed Successfully” and enter the date the Sustainability Assessment has been completed using the calendar symbol as highlighted in red below.

Click “Save” on the bottom right of the screen.
**e-Profit Monitor**

The e-Profit Monitor is required for **Primary participants only** and must be completed in association with the participant on the Teagasc Website. Key Data points from this e-Profit Monitor must be input on the DAFM KT online system below as required.

- Where an e-Profit monitor in respect of 2015 was completed in year one of the Programme you must complete in respect of 2016 for year two.
- Where an e-Profit monitor in respect of 2016 was completed in year one of the Programme you must complete in respect of 2017 for year two.
- Where a e-Profit monitor in respect of 2017 was completed in year two of the Programme you must complete in respect of 2018 for year three.

Previous years data is displayed below for reference.

The e-Profit monitor must be completed for 3 consecutive years and made available for inspection, if required, as per the Terms and Conditions of the Programme. Each original e-Profit monitor (as completed on the Teagasc website) must be retained for a minimum period of 18 months after the end of the Programme and made available for inspection, if required. Once this period has expired documents must be returned to DAFM for storage/destruction in line with Data Protection legislation.

Select “**e-Profit Monitor**” from the list of options and click “**Process**”.
These must be completed in respect of 2016 or 2017 or 2018. This screen will only save if details are in one column only.

To upload a document click on the "+ select files to upload" button under 2018 Document Upload Section and then select the file you wish to upload from your computer.
Year 1 & 2 recommendations will also be displayed for reference. In order to complete the e-Profit Monitor you are required to input the outcomes from previous years recommendations and proceed to input agreed recommendations for Year 3.

The Declaration must be completed by placing a tick in the box to confirm that the e-profit monitor has been completed in accordance with the Terms and Conditions of the KT programme. The date must also be entered.
The facilitator has the option to “Save” the work carried out on the Breeding Plan at this stage, but this measure will not be marked as “Measure Completed Successfully” until the facilitators selects this box and clicks the Save button at the bottom right of the screen.
Health & Safety Measure

- A Farm Health and Safety review is required for **Primary participants only**. The review must be carried out in association with the participant for each year of the Programme of the DAFM issued Health and Safety Template.

- Key data points from this review must be input on the DAFM KT online system as required. As per the terms and conditions of the Programme, each original Health and Safety review must be retained for a minimum of 18 months after the end of the Programme and made available for inspection, if required.

- Once this period has expired documents must be returned to DAFM for storage/destruction in line with Data Protection legislation.

**Please Note:** As per the Terms and Conditions, the Health and Safety review is carried out with the participant, and each original Health and Safety Statement should be kept available by the facilitator for 18 months after the end of the Programme.

Select “**Health and Safety**” from the list of options and click “**Process**”.
The Health & Safety measure requires an upload of the completed document for 2018. Please view the document when uploaded to ensure the correct document is uploaded.

Year 1 & 2 recommendations will be displayed for reference. In order to complete the Health and Safety Measure you are required to input the outcomes from previous years recommendations and proceed to input agreed recommendations for Year 3.
The Declaration must be completed. The date must also be entered. The facilitator has the option to “Save” the work carried out on the Health and Safety at this stage, but this measure will not be marked as “Measure Completed Successfully” until the facilitators selects this box and “Save”.
Grassland

Prior to completing the Grassland measure the system should display as below. In order to complete select “Grassland” from the list of options and click “Process”.

The screen below will display. Year 3 details are to be completed.
Both Soil Fertility and Grass utilisation/Grazing Plan section must be completed as highlighted in red below.

### Grassland Sheep

#### Soil Fertility

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of Soil Samples Taken</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B. Nutrient Plan for Grazing and Slage Area Preparred</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C. Nutrient Advice Followed</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D. % of Sward Spread By:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Way to 31 July</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1 August to Close</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E. Quantity of Lime Applied (Total)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Grass Utilisation/Grazing Plan

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Stocking Rate</td>
<td>0.65</td>
<td>0.65</td>
<td>0.65</td>
<td>0.65</td>
</tr>
<tr>
<td>B. Targeted Length of Grazing Season</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turnout Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Grazing Divisions per Grazing Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Facilities to Substitute Paddocks (Temporary Fencing and Water Access)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Rotational Grazing Practised throughout Spring?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Post Grazing Management Practices, e.g. Topping Practiced?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Date Slage Cut and Growing Period (optimum 8-10ks growing)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Have Skills in Grass Measuring been Developed and Improved?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Has a Spring Rotation Planner, Summer Wedge or Autumn Rotation Planner been Completed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. % of a Farm Cleared by Early October (Target 30%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Slage Analysis for 2016 Completed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Winter Feed Budget and Concentrate Plan Prepared?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grass Production section must be completed as highlighted in red below.

The three (3) outcomes from previous Recommendations and Outcomes and the (3) 2018 Recommendations also need to be completed for this measure.
The Declaration must be completed by ticking the box to confirm that the Grassland Management document has been completed in accordance with the Terms and Conditions of the KT programme.

The facilitator has the option to “Save” the work carried out on the Breeding Plan at this stage, **but this measure will not be marked as “Measure Completed Successfully” until the facilitators selects this box and click on the “Save”. The date must be entered using the calendar icon.**

When all measures have been successfully completed, the screen will be displayed as below.
**Last Few Steps**

When the Farm Improvement Plan has been **completed** the facilitator will be required to enter “**Recommendations**” (N/A may be entered here) and click “**Save**”.

Once this has been completed the main screen will display all measures as being complete and show the date of completion as shown below.
Authorised Applications

Please select the application you wish to access by clicking one of the following links:

<table>
<thead>
<tr>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Event Recording System</td>
</tr>
<tr>
<td>Direct Payments (BPS/Greening/SPS)</td>
</tr>
<tr>
<td>GLAS Training</td>
</tr>
<tr>
<td>GLAS Training Developer Agent</td>
</tr>
<tr>
<td>Geographic Information System</td>
</tr>
<tr>
<td>Knowledge Transfer - Farm Improvement Plan</td>
</tr>
<tr>
<td>Knowledge Transfer Scheme Tillage</td>
</tr>
<tr>
<td>Nitrates Derogation</td>
</tr>
<tr>
<td>Organic Farming Scheme</td>
</tr>
<tr>
<td>Single Farm Payment</td>
</tr>
<tr>
<td>TAMS II - Animal Welfare Safety and Nutrient Storage</td>
</tr>
<tr>
<td>TAMS II - Dairy Equipment Scheme</td>
</tr>
<tr>
<td>TAMS II - LESS (Low Emission Slurry Spreading Scheme)</td>
</tr>
<tr>
<td>TAMS II - Organic Capital Investment Scheme</td>
</tr>
<tr>
<td>TAMS II - Pig and Poultry Investment Scheme</td>
</tr>
<tr>
<td>TAMS II - Tillage Capital Investment Scheme</td>
</tr>
</tbody>
</table>

You will be brought to the welcome screen. In order to proceed to complete an FIP click on the "Continue" button.

Welcome to the Knowledge Transfer Farm Improvement Plan System

This will display the Groups screen. The dropdown menu will give a list of the groups you have been approved to facilitate in the KT Tillage Sector. Select the group you wish to work on from the dropdown.
A list of all KT Participants in this group will be displayed including the following details:

- Herd No.
- Participant Name
- Status of FIP at present
- Progress of completion of measures of the FIP

Select the herd number you wish to work on and this participants FIP summary screen will be displayed. This screen will list each of the measures required for KT Tillage FIP. Select a measure.
The overall FIP recommendations only need to be completed once all measures have been successfully completed and you are ready to submit the FIP. You will be able to review the recommendations you input in respect of year 1 & 2.
e-Profit Monitor

The e-profit monitor must be completed by inputting the required key data points for year 3 of the scheme (2018) as highlighted in red below.

You also have the option to upload a hard copy of the completed e-profit monitor (eg screenprint) in support of the key data points input above. This will facilitate the completion of quality inspections at the end of the scheme year.

You are also required to complete outcomes of previous recommendations which you outlined for scheme year 2.
You are then required to input new recommendations for implementation in year 3 of the scheme. Then you must mark the measure as "complete" by completing the Declaration below and clicking on the "save" button.
Nutrient Balance

To commence this measure select it from the measures list and click on the "process" button.

The Nutrient Balance input screen will be displayed. Key data points for scheme year 3 (2018) must be input in the fields highlighted in red below.

Year 1 & 2 recommendations will be displayed for your review. You are required to input the outcomes of year 2 from these recommendations.
You are also required to input 3 new recommendations for implementation in scheme year 3 and complete the Declaration section of the screen. Once complete click on the "save" button in order to submit.
Pest Assessment

Pest Assessment is not required in Year 3 of the Tillage Knowledge Transfer programme. It should be marked complete in the measures table. Year 1 & 2 (2016/17) recommendations will still be visible for your review but you will be unable to input any additional data.
Disease Monitoring

Please note: A Disease Monitoring Assessment must be completed in association with the participant for each year of the Programme. Key data points must be input on the DAFM KT online system as required below. In addition 3 recommendations and 3 outcomes from previous recommendations must be included. As per the terms and conditions of the Programme, each original Disease Assessment must be retained for a minimum of 18 months after the end of the Programme and made available for inspection, if required.

Input key data points for scheme year 3 (2018) as highlighted below.
Year 1 & 2 recommendations will be visible for your review. You are required to input outcomes from year 2 recommendations in this regard.

You are also required to identify and input 3 new recommendations in respect of year 3 of the scheme (2018)

Once all requirements have been successfully completed please complete the Declaration section of the screen and click on the "save" button to submit.
Yield Assessment

Yield Assessment is not required in Year 3 of the Tillage Knowledge Transfer programme and should be marked complete in the measures table. Year 1 & 2 (2016/17) recommendations will still be visible for your review but you will be unable to input any additional data.
IPM Survey

Upload your completed IPM survey document as required by clicking on the "+ Select files to upload..." button.
Input your outcomes from previous recommendations (year 3)

Then you are required to input 3 new recommendations identified for implementation in respect of year 3 of the Scheme (2018)

Complete the Declaration section of the screen and click on the "save" button to submit.
Upload the completed DAFM issued Farm Health and Safety document by clicking on the "+Select files to upload..." button as highlighted below.
Your Year 1 & 2 (2016/17) recommendations will be visible for you to review. You are also required to input the outcomes from previous recommendations and 3 new recommendations in respect of Scheme year 3 (2018).

<table>
<thead>
<tr>
<th>Recommendations and Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2016 Recommendations</strong></td>
</tr>
<tr>
<td>1. Prioritize work and plan ahead</td>
</tr>
<tr>
<td>2. Make sure all safety guards/devices are fitted to machinery</td>
</tr>
<tr>
<td>3. Visit your doctor regularly and never delay getting help if you are concerned about any change to your health</td>
</tr>
<tr>
<td><strong>2017 Recommendations</strong></td>
</tr>
<tr>
<td>1. Keep farm workshop up to date provide safety equipment when working with powered tools fire extinguisher checked</td>
</tr>
<tr>
<td>2. Prepare access routes for combines. Make sure all fields are accessible in advance</td>
</tr>
<tr>
<td>3. Communication with other family members is essential during busy times of the year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes from previous Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2018 Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

**Declaration**

I declare that I have completed this Farm Health and Safety with programme, as per the KT Terms and Conditions. The full Farm Health and Safety document is being held by me for inspection, for 18 months after the end of the programme.

Facilitator Name: [ ]

KT Number: [ ]

Once all requirements are completed correctly please complete the Declaration section of the screen and then click on the "save" button to submit.
The FIP has now been successfully completed. Please ensure to input the summary recommendations on the participant summary screen and click save to submit the fully completed FIP in respect of this participant.

You can proceed to complete the next FIP.