Skills & Education Group Awards

Qualification Guidance Document

SEG Awards Entry Level 2 Award in Practical Small Animal Care Skills

England – 500/9653/9
Wales – C00/0847/2

About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards have an on-line registration system to help customers register learners on its qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: Skills and Education Group Awards Secure Login

Sources of Additional Information

The Skills and Education Group Awards website provides access to a wide variety of information.

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Specification Code

The specification code is A9108-E2.

Issue	Date	Details of change
10.0	September 2021	New qualification review date
10.1	February 2022	Updated formatting

10.2	March 2023	Addition of Qualification Wales regulation
11.0	August 2024	Extension of qualification review date
11.1	November 2025	Added paragraph under Assessment heading to clarify the number of examples required when learners are asked to demonstrate various methods or techniques
11.2	September 2026	Review date extended to 31/05/2030
11.3	October 2026	Updated to new company branding

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

Contents

About Us 2
Sources of Additional Information 2
Copyright 2
Specification Code 2
Qualification Summary 6
Introduction 7
Pre-requisites 7
Qualification Structure and Rules of Combination 7
Aim 8
Target Group 9
Assessment 9
Resources 9
Practice Assessment Material 10
Teaching Strategies and Learning Activities 10
Progression Opportunities 10
Tutor / Assessor Requirements 10
Language 11
Mandatory Group A Unit Details 12
- Recognise Parts of the Body of Small Animals and Their Function 12

Optional Group B Unit Details 13
- Recognise Small Animals 13
- Recognise Types of Animal Housing and Bedding for Small Animals 14
- Assist With Cleaning Housing for Small Animals 15
- Communicating With Others at Work 16
- Recognise Types of Foods and Feed Small Animals 17

Optional Group C Unit Details 18
- Recognise Types and Parts of the Body of Small Animals 18
- Assist With Catching and Restraining a Small Animal 19
- Check That a Small Animal is Healthy 20
- Groom a Small Animal 21
- Show Visitors around a Small Animal Enterprise 22

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies 23

Certification 24
Exemptions 24
Glossary of Terms 25

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

Entry Level 2 Award in Practical Skills in Small Animal Care - 500/9653/9 & C00/0847/2								
Qualification Purpose	Learners will be introduced to the fundamental skills and knowledge required to care for small animals in a safe and responsible manner. Occupations within Animal Care Services have shown a strong increase in demand over the past 3 years, with occupation postings increasing by 9%. The sector continues to rise with occupation opportunities within this field, with an expected 3% rise, providing learners with a great opportunity of success when achieving this qualification.							
Age Range	Pre 16	✓	16-18	✓	18+		19+	✓
Regulation	The qualification identified above is regulated by: > Ofqual > Qualification Wales > CCEA							
Assessment	> Internal assessment > Internal and external moderation							
Type of Funding Available	See FaLA (Find a Learning Aim)							
Grading	Pass To achieve a Pass learners must complete all units as stated in the rule of combination (RoC)							
Operational Start Date	01/05/2010							
Review Date	31/05/2030							
Operational End Date								
Certification End Date								
Guided Learning (GL)	60							

Total Qualification Time (TQT)	60
Credit Value	6
Skills and Education Group Awards Sector	Animal Care
Regulator Sector	03.3 Animal Care and Veterinary Science
Stakeholder Support	These qualifications are supported by Lantra, the Sector Skills Council for environmental and land-based industries

Introduction

The SEG Awards Entry 2 Award in Practical Small Animal Care Skills provides practical experience and knowledge of the animal care sector to support engagement, participation, achievement and progression for learners at Entry Level and Level 1. They will help learners to decide whether to undertake further training or employment within this occupational area.

Pre-requisites

There are no specific entry requirements for this qualification.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: Entry Level 2 Award in Practical Small Animal Care Skills

Learners must achieve a minimum of 6 credits. This must include 2 credits from Group A (Entry Level 2 mandatory unit) plus a minimum of 2 credits from Group B (Entry Level 2 optional units). The remaining credit may be made up of units from either of the Groups B or C.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Group A Minimum Credit Target – 2				
Recognise parts of the body of small animals and their function	K/502/0505	E2	2	20
Optional Group B (Entry Level 2) Minimum Credit Target – 2				
Recognise small animals	R/502/0496	E2	1	10
Recognise types of animal housing and bedding for small animals	M/502/0506	E2	2	20
Assist with cleaning housing for small animals	T/502/0507	E2	2	20
Communicating with others at work	D/501/6631	E2	1	10
Recognise types of foods and feed small animals	A/502/0508	E2	2	20
Optional Group C (Entry Level 3)				
Recognise types and parts of the body of small animals	L/502/0612	E3	2	20
Assist with catching and restraining a small animal	R/502/0613	E3	2	20
Check that a small animal is healthy	Y/502/0614	E3	3	30
Groom a small animal	D/502/0615	E3	2	20
Show visitors around a small animal enterprise	H/502/0616	E3	2	20

Aim

The SEG Awards Entry 2 Award in Practical Small Animal Care Skills aims to enable learners to:

- gain work-related skills in the area of animal care
- develop generic employability skills
- prepare for further training within this occupational area
- gain an insight into core activities within this occupational area in order to allow them to make informed career decisions

Target Group

This qualification is designed for young people aged 14+ and adults who have an interest in animal care as an area of employment and want to develop practical skills in this area.

Assessment

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

This qualification is to be completed by portfolio submission including physical demonstration on live animals throughout units, with clear evidencing linked to the relevant Assessment Criteria. Where physical demonstration is required, this needs to be observed and recorded by the tutor to support the overall qualification submission.

Unless stated otherwise, Skills and Education Group Awards require a minimum of three examples when learners are asked to demonstrate various methods or techniques. This requirement ensures that the learner shows a clear understanding of the assessment criteria.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. Skills and Education Group Awards will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

Skills and Education Group Awards will make every effort to ensure that it allows for assessment to:

- be up to date and current
- reflect the context from which the learner has been taught
- be flexible to learner needs

Please refer to the Instructions for the Conduct of Examinations and Other External Assessment for further information.

Resources

Skills and Education Group Awards provides the following additional resources for this qualification:

- Learner Unit Achievement Checklist
- Indicative Content
- Blank Photographic Evidence Template
- Job Sheet Template
- Tools and Equipment Safety Checklist
- Progression Routes document

Practice Assessment Material

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

Learners who achieve this qualification can progress onto the Entry 3 or Level 1 qualifications in Practical Small Animal Care. The qualification includes optional Entry 3 units to provide stretch where appropriate and to encourage progression. Learners could progress through this suite of qualifications onto the SEG Awards Level 2 Awards and Certificates in Practical Animal Care as well as the Level 2 Work-Based Diploma in Animal Care and Welfare.

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Mandatory Group A Unit Details

Recognise Parts of the Body of Small Animals and Their Function		
Unit Reference	K/502/0505	
Level	Entry 2	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to recognise parts of the body of small animals and also those parts which are commonly examined for general health checks.	
Learning Outcomes (1 to 2)	**Assessment Criteria (1.1 to 2.1)**	
The learner will	**The learner can**	
1. Be able to recognise parts of the body of small animals	1.1	Recognise parts of the body of small animals
	1.2	Recognise parts of the body that are commonly checked for health
2. Know the functions of parts of the body of small animals	2.1	List the functions of parts of the body of small animals

Optional Group B Unit Details

Recognise Small Animals		
Unit Reference	R/502/0496	
Level	Entry 2	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	To enable learners to demonstrate their ability to recognise common small animals and the features of certain breeds or types.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.5)**	
The learner will	**The learner can**	
1. Be able to recognise breeds/types of common small animals	1.1	Recognise species of small animals
	1.2	Recognise breeds of small animals
	1.3	Recognise features of breeds of small animals
	1.4	Maintain own safety and hygiene throughout operations
	1.5	State why it is important to identify an animal

Recognise Types of Animal Housing and Bedding for Small Animals		
Unit Reference	M/502/0506	
Level	Entry 2	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to recognise types of animal housing and bedding commonly used for small animals.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.5)**	
The learner will	**The learner can**	
1. Be able to recognise types of housing and bedding for small animals	1.1	Recognise types of animal accommodation
	1.2	State why animals need housing
	1.3	Recognise suitable bedding for different types of animal accommodation
	1.4	State why animals need bedding
	1.5	Maintain own safety and hygiene throughout operations

Assist With Cleaning Housing for Small Animals		
Unit Reference	T/502/0507	
Level	Entry 2	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to assist with the cleaning of animal housing, recognise cleaning products to be used and replace bedding.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.7)**	
The learner will	**The learner can**	
1. Be able to clean and disinfect small animal accommodation	1.1	Prepare small animal accommodation for cleaning
	1.2	Prepare tools, equipment and materials for use
	1.3	Clean small animal accommodation
	1.4	Restore the accommodation for animal use
	1.5	Use, clean and store PPE, tools and equipment safely
	1.6	Maintain the safety of self, others and animals during the operation
	1.7	Give a reason for cleaning small animal housing

Communicating With Others at Work		
Unit Reference	D/501/6631	
Level	Entry 2	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit introduces learners to communicating with people in the workplace.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.4)**	
The learner will	**The learner can**	
1. Understanding how to communicate appropriately with others at work	1.1	Identify people who he/she needs to communicate with in the workplace
	1.2	Identify the types of information he/she will need to communicate
	1.3	Participate in discussions with others in familiar contexts
	1.4	Ask and respond to straightforward questions

Recognise Types of Foods and Feed Small Animals		
Unit Reference	A/502/0508	
Level	Entry 2	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to recognise types of foods and feed small animals.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.8)**	
The learner will	**The learner can**	
1. Be able to feed and water small animals	1.1	Recognise food commonly fed to small animals
	1.2	Recognise feeding equipment for small animals
	1.3	Recognise types of watering systems for small animals
	1.4	Feed and water small animals
	1.5	Give a reason for providing the correct amount of food for animals
	1.6	Give a reason for making sure water is always available
	1.7	Use, clean and store PPE, tools and equipment safely
	1.8	Maintain the safety of self, others and animals during feeding and watering

Optional Group C Unit Details

Recognise Types and Parts of the Body of Small Animals		
Unit Reference	L/502/0612	
Level	Entry 3	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to recognise species of small animals and parts of the body of a bird or reptile or rodent.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.5)**	
The learner will	**The learner can**	
1. Be able to recognise species, and parts of the body, of small animals	1.1	Recognise species of small animals
	1.2	Recognise parts of the body of small animals
	1.3	State key differences between animal species
	1.4	State how one animal species moves
	1.5	Maintain own safety and hygiene throughout operations

Assist With Catching and Restraining a Small Animal		
Unit Reference	R/502/0613	
Level	Entry 3	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to assist with catching and restraining a dog or cat or rabbit for a specific purpose.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.7)**	
The learner will	**The learner can**	
1. Be able to catch and restrain a small animal	1.1	Recognise suitable equipment for catching and restraining small animals
	1.2	Assist with catching a small animal
	1.3	Assist with restraining a small animal
	1.4	Identify equipment used to move/transport small animals
	1.5	Move/transport a small animal from one location to another
	1.6	Maintain own safety and hygiene throughout operations
	1.7	Give a reason why care should be taken when moving and restraining animals

Check That a Small Animal is Healthy		
Unit Reference	Y/502/0614	
Level	Entry 3	
Credit Value	3	
Guided Learning (GL)	30	
Unit Summary	To enable learners to demonstrate their ability to complete a health check on a dog or cat or rabbit restrained by a supervisor.	
Learning Outcomes (1 to 2)	**Assessment Criteria (1.1 to 2.1)**	
The learner will	**The learner can**	
1. Be able to restrain and complete a health check on a small animal	1.1	Prepare to restrain a small animal
	1.2	Restrain a small animal
	1.3	Recognise areas of the body for checking to establish health
	1.4	Identify signs of good health in small animals
	1.5	Maintain own safety and hygiene throughout operations
2. Know the signs of good health in a small animal	2.1	State the signs which indicate that a small animal is healthy

Groom a Small Animal		
Unit Reference	D/502/0615	
Level	Entry 3	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	The learner will be able to groom a dog or cat or rabbit restrained by the supervisor.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.7)**	
The learner will	**The learner can**	
1. Be able to groom a small animal	1.1	Give a reason for grooming a small animal
	1.2	Recognise items of grooming equipment
	1.3	Restrain a small animal for grooming
	1.4	Groom a small animal
	1.5	Use, clean and store PPE, tools and equipment safely
	1.6	Maintain the safety of self, others and animals during the operation
	1.7	State why PPE needs to be worn

Show Visitors around a Small Animal Enterprise		
Unit Reference	H/502/0616	
Level	Entry 3	
Credit Value	2	
Guided Learning (GL)	20	
Unit Summary	To enable learners to demonstrate their ability to greet and show visitors around a small animal unit.	
Learning Outcomes (1 to 1)	**Assessment Criteria (1.1 to 1.5)**	
The learner will	**The learner can**	
1. Be able to greet and show visitors around a small animal unit	1.1	Present self appropriately
	1.2	Conduct self appropriately and politely
	1.3	Give a reason for greeting visitors politely
	1.4	Show visitors around the unit
	1.5	State why visitors should not touch animals

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- **Exemption** – Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.
  - Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.
  - It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
  - Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- **Credit Transfer** – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Skills and Education Group Awards Qualifications' which can be downloaded from skillsandeducationgroupawards.co.uk/for-centres

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)
GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – 'Would I need to plan for a member of staff to be present to give guidance or supervision?'

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)
The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.' The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.