

**Learner Unit Achievement Checklist**

**SEG Awards Entry Level Certificate in Practical Small Animal Care Skills (Entry 3)**

**500/9659/X**

###### SEG Awards Entry Level Certificate in Practical Small Animal Care Skills (Entry 3)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/502/0612 Recognise types and parts of the body of small animals (Entry 3) - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/502/0613 Assist with catching and restraining a small animal (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recogise 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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/502/0614 Check that a small animal is healthy (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |
| **2.1** State the signs which indicate that a small animal is healthy |  |  |  |  |

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**D/502/0615 Groom a small animal (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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**J/501/9524 Introduction to handling stock in a retail environment (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Unpack items of stock safely**1.2** Respond to instructions to move goods and materials safely to prevent damage to stock or injury to self or others |  |  |  |  |
| **2.1** Put stock into the right storage place safely**2.2** Contribute to storing items neatly and securely and in correct order |  |  |  |  |
| **3.1** Fill up stock on display**3.2** Contribute to cleaning and tidying shelves without altering the layout of the display**3.3** Contribute to positioning items on shelves in the right place and order |  |  |  |  |

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**F/501/9523 Introduction to looking after customers in a retail environment (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State why personal appearance and following dress code is important to giving a positve impression**1.2** State how to greet customers in a positive way |  |  |  |  |
| **2.1** Use appropriate and clear language, tone, manner and body language when communicating with customers |  |  |  |  |
| **3.1** Identify a range of customer enquiries common to a retailer**3.2** Respond politely to simple enquiries |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/502/0616 Show visitors around a small animal enterprise (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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**K/502/0505 Recognise parts of the body of small animals and their function (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recognise parts of the body of small animals**1.2** Recognise parts of the body that are commonly checked for health |  |  |  |  |
| **2.1** List the functions of parts of the body of small animals |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/502/0508 Recognise types of foods and feed small animals (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**M/502/0506 Recognise types of animal housing and bedding for small animals (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/502/0496 Recognise small animals (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/502/0507 Assist with cleaning housing for small animals (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |
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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/501/6631 Communicating with others at work (Entry 2)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **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 |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/502/5714 Principles of the movement and handling of small animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the correct methods of handling the animals concerned**1.2** State normal and abnormal behaviour in the animals concerned**1.3** State the normal pace or movement for the animals concerned**1.4** State why it is important to approach animals in a calm manner which promotes confidence**1.5** State the risks that there are when moving animals and how they can be minimised**1.6** State how to settle animals in a new place, and why this is important**1.7** State the organisational health and safety and animal welfare policy in relation to moving animals and their responsibility under health and safety and animal welfare legislation |  |  |  |  |
| **2.1** State how and where to obtain information about the temperament and usual behaviour patterns of an animal**2.2** List safe and effective methods of handling animals**2.3** State why it is important to monitor an animal’s response to handling, signs of negative responses, why and to whom these should be reported**2.4** State the potential consequences of not reporting changes in an animal’s behaviour, its reaction to handling or factors that affect the animal’s behaviour**2.5** List the different factors that can affect an animal’s behaviour and what to do if these are observed**2.6** State their responsibility for safe and effective animal handling under relevant legislation and codes of practice |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/502/4096 Principles of transporting supplies of physical resources within the work area**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Give reason for, and methods of, labelling products and equipment for transportation**1.2** State safe lifting techniques**1.3** State the correct use of lifting equipment and relevant legal restrictions on operation**1.4** State ways of securing products and equipment for transit in order to maintain safety and minimise damage**1.5** State relevant methods of protecting product and equipment from adverse weather conditions and contamination**1.6** State loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually**1.7** State methods for the safe stacking of products |  |  |  |  |
| **2.1** Give correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment**2.2** State ways of handling transportation equipment to minimise damage to physical resources in transit**2.3** State ways of monitoring the condition of physical resources during transit |  |  |  |  |
| **3.1** State health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/502/4741 Assist with the transport of supplies of physical resources within the work area**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the physical resources requiring transportation**1.2** Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice**1.3** Move heavy and bulky items using the correct lifting equipment, in accordance with instructions**1.4** Position physical resources safely, securely and in a manner which protects them from damage and contamination |  |  |  |  |
| **2.1** Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements**2.2** Minimise damage to equipment and resources during transportation**2.3** Monitor the physical resources during transportation and take the appropriate action for any which become unsafe |  |  |  |  |
| **3.1** Maintain health and safety according to relevant legislation and codes of practice |  |  |  |  |

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**T/502/5710 Assist with the movement and handling of small animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Approach the animals calmly, confidently and in a way that is likely to minimise stress**1.2** Assist with moving animals in accordance with instructions**1.3** Assist with moving animals without damage to the health, safety and well-being of the animal or self**1.4** Help to settle the animals in the new location in accordance with instructions**1.5** Maintain health and safety, and the welfare of the animals, during their work |  |  |  |  |
| **2.1** Approach animals in accordance with instructions**2.2** Handle animals in a manner likely to promote their co-operation and minimise the possibility of distress**2.3** Handle animals in a manner that minimises the possibility of risk to the health and safety of the animal, self and other animals and people in the environment**2.4** Monitor the animal’s behaviour and its response to handling and report any problems to the appropriate person without delay**2.5** Use handling methods, which promote health and safety and are consistent with relevant legislation and codes of practice |  |  |  |  |

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**H/600/0473 Assist with feedstuffs for small animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** work in a healthy and safe way which complies with legislation**1.2** check report that the correct quantities and types of animal feed have been delivered and that they are in an acceptable condition**1.3** move, store and handle 2 types of animal feed safely, and in a way that protects it from damage and contamination and minimises wastage**1.4** store animal feed safely according to instructions, in the order in which it is to be used**1.5** check stored animal feed regularly for any signs of pest infestation and report this to the appropriate person straight away**1.6** check stock levels regularly and tell the appropriate person if stocks are low |  |  |  |  |
| **2.1** wash their hands effectively before and after handling animal feed**2.2** obtain the equipment and materials needed to prepare and serve animal feed**2.3** clean work surfaces, utensils and equipment effectively before and after use**2.4** identify the type and quantity of animal feed required for each animal from feeding plans**2.5** prepare the required amount of two types of animal feed according to instructions in a way that minimises wastage**2.6** use the appropriate utensils in a hygienic way according to instructions**2.7** work in a healthy and safe way that complies with legislation**2.8** dispose of any stale and unusable animal feed in a safe place and put equipment and utensils away safely |  |  |  |  |

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**A/502/4588 Assist with the care of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Treat animals according to relevant legislation**1.2** Minimise any likelihood of stress and injury to the animals**1.3** Optimise the health and well-being of animals during their work**1.4** Provide animals with the necessary opportunity to display natural behaviour, e.g. appearance, posture and movement, behaviour, bodily functions, social interaction**1.5** Monitor and report physical condition, behaviour and the general health and well-being of animals clearly and accurately to others**1.6** Monitor and report on the animal's environment**1.7** Maintain health and safety, and the welfare of animals, during work |  |  |  |  |
| **2.1** Feed animals in accordance with instructions**2.2** Supply water to the animals from the correct sources, in the correct quantities and using the system in accordance with instructions**2.3** Monitor and report on the animal's feeding and drinking habits**2.4** Clean and maintain equipment ready for use and store it safely and securely in an appropriate place**2.5** Dispose of any waste from feeding in the correct manner and place**2.6** Maintain health and safety, and the welfare of animals, during work |  |  |  |  |

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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

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## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/502/4589 Principles of the care of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe how to promote the health and well-being of animals and minimise any stress or injury**1.2** state their responsibility under health and safety and animal welfare legislation**1.3** State why animals need exercise and how the type and amount of this varies between different species and different animals**1.4** State how animals optimise their own physical functioning and appearance**1.5** Describe signs of health in different animal species in relation to appearance, posture and movement, behaviour, bodily functioning, social interaction**1.6** State signs which indicate potential problems with an animal’s health and well-being and state appropriate actions which could be taken when this occurs**1.7** List signs of stress in animals**1.8** Give examples of preventative care which is designed to maintain the health and well-being of animals**1.9** State how the environment may be adjusted to maintain the animal’s health**1.10** State how to recognise an animal health emergency and what should be done if this occurs**1.11** State why it is important to report unusual signs |  |  |  |  |
| **2.1** State an appropriate method and system for feeding three types of animals**2.2** Describe the normal feeding habits of the animals**2.3** State the hygiene requirements for feeding and watering of animals**2.4** state their responsibility for safe and effective animal handling under relevant legislation and codes of practice**2.5** State why waste should be disposed of in a safe manner and place |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/600/0469 Principles of dealing with animal accommodation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State how to prepare equipment and materials ready for cleaning**1.2** Outline how to prepare the accommodation for cleaning**1.3** State the correct procedures for cleaning the animal accommodation**1.4** Describe the condition in which accommodation must be left after cleaning |  |  |  |  |
| **2.1** State the welfare requirements and describe how to promote the health and well-being of animals**2.2** List the materials which animals need within their accommodation to maintain their health and well-being**2.3** List the hazards which may arise in the animal’s accommodation, and to whom they should be reported |  |  |  |  |
| **3.1** State how and where to dispose of waste safely**3.2** State their responsibilities under animal welfare and health and safety legislation |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/600/0470 Assist with animal accommodation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** prepare the equipment and materials for the work**1.2** prepare the animal accommodation ready for cleaning**1.3** clean the animal’s accommodation in accordance with instructions**1.4** leave the animal accommodation in the appropriate condition after cleaning**1.5** maintain health and safety, and the welfare of the animals, during their work |  |  |  |  |
| **2.1** check the animal accommodation in accordance with instructions**2.2** keep the animal accommodation safe and secure**2.3** correctly identify and report any hazards**2.4** dispose of waste in a safe manner and place |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/502/4101 Assist with the movement of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Communicate effectively with their colleagues**1.2** Approach the animals quietly, calmly and confidently**1.3** Handle and restrain animals safely**1.4** Move animals to the correct place and re-establish them as instructed**1.5** Maintain the health and safety of themselves and others at all times**1.6** Maintain the well-being of the animals at all times**1.7** Report any problems to the appropriate person |  |  |  |  |
| **2.1** Prepare animals for transport as instructed**2.2** Prepare the transport vehicle so that it is safe for animals to travel**2.3** Load and unload the animals as instructed**2.4** Establish the animals in the new area as instructed**2.5** Maintain the health and safety of themselves and others at all times**2.6** Maintain the well-being of the animals at all times**2.7** Communicate effectively with their colleagues**2.8** Report any problems to the appropriate person |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/502/4100 Principles of the movement of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State how to approach, handle and restrain animals correctly**1.2** State how to move and establish animals in new areas safely**1.3** State how to maintain health and safety while moving animals**1.4** State which problems should be reported, when and to whom**1.5** State how to recognise and respond to concerns about animal health and behaviour |  |  |  |  |
| **2.1** State how to maintain the well-being of animals**2.2** Describe how to get animals ready for loading and unloading**2.3** Describe how to make the transport vehicle ready for animals including: cleanliness, health and safety, security and removal of hazards**2.4** State how animals are loaded and unloaded safely**2.5** State which problems should be reported, when and to whom**2.6** List the relevant legislation which applies to loading and unloading animals**2.7** State how to recognise and respond to concerns about animal health and behaviour |  |  |  |  |

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