

**Learner Unit Achievement Checklist**

**SEG Awards Level 1 Certificate in Practical Small Animal Care Skills**

**500/9660/6**

###### SEG Awards Level 1 Certificate in Practical Small Animal Care Skills

## 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.

**A/502/4588 Assist with the care of animals - Mandatory Unit**

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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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**F/502/4589 Principles of the care of animals - Mandatory Unit**

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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.

**A/502/5160 Assist with the exercise of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify types of exercise and equipment for a named animal  **1.2** Check and maintain exercise equipment and area  **1.3** List the need for exercise and why this might vary  **1.4** List the types of exercise that animals can take  **1.5** List potential hazards and maintenance required for exercise areas  **1.6** State how to record and monitor exercise on a record chart |  |  |  |  |
| **2.1** Demonstrate the correct usage and fit of equipment for a named animal  **2.2** Exercise a named animal (to include aftercare of the animal)  **2.3** Monitor and record exercise activity  **2.4** Name the equipment used for exercising and check it for maintenance and safety (as appropriate to the species)  **2.5** State how to fit equipment  **2.6** State how to prepare an animal for exercise  **2.7** State how much exercise a healthy animal requires |  |  |  |  |

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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/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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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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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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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/502/4056 Principles of the maintenance of equipment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** List the equipment requiring maintenance.  **1.2** State the importance of following instructions.  **1.3** Describe health and safety issues in relation to the preparation of equipment for maintenance and the use of the work area.  **1.4** List the types of hand tools and materials necessary for a specified job.  **1.5** State the correct use of hand tools and materials.  **1.6** State types of protective clothing and give reasons why it should be worn.  **1.7** State the correct ways of wearing protective clothing. |  |  |  |  |
| **2.1** Give reasons for the maintenance of equipment.  **2.2** State the importance of following instructions.  **2.3** State the legislative requirements in relation to the maintenance of equipment.  **2.4** State the limits of own responsibility in relation to the maintenance of equipment.  **2.5** List situations in which assistance is required.  **2.6** State the appropriate condition and location of tools on completion of maintenance procedures. |  |  |  |  |
| **3.1** Give own specific responsibilities under health and safety legislation.  **3.2** State the actions that should be taken in the event of incidents which affect the health and safety of self and others.  **3.3** State own responsibility for health and safety in relation to the maintenance of 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.

**T/502/4055 Assist with the maintenance of equipment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Check that the equipment requiring maintenance is safe in accordance with instructions.  **1.2** Identify and select the necessary maintenance routine in accordance with manufacturers instructions.  **1.3** Keep the work area safe and in a condition suitable for the maintenance procedures.  **1.4** Obtain the necessary hand tools and materials for the maintenance work in accordance with instructions.  **1.5** Complete the preparation of equipment for maintenance in accordance with instructions. |  |  |  |  |
| **2.1** Maintain manual and mechanical equipment in accordance with instructions.  **2.2** Recognise the need for assistance and refer to the appropriate person when necessary.  **2.3** Use and clean tools correctly after use. |  |  |  |  |
| **3.1** Maintain health and safety in accordance with instructions and relevant legislation and codes of practice.  **3.2** Dispose of waste safely in accordance with instructions.  **3.3** Carry out work in a manner which minimises any environmental damage. |  |  |  |  |

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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/600/0291 Maintain the safety of self and others in the workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Give two examples of current health and safety legislation and outline one responsibility for each that applies to own area of work  **1.2** Identify who accidents, incidents or problems should be reported to in own area of work and why this is necessary |  |  |  |  |
| **2.1** Give at least three examples of specific hazards in own work situation  **2.2** Identify who else might be affected by the hazards  **2.3** Outline what measures could be taken in own work situation to eliminate hazards or reduce the chance of them causing harm |  |  |  |  |
| **3.1** Select and wear appropriate protective clothing  **3.2** Clean and tidy the work area before starting work, taking immediate steps to reduce any hazards if identified  **3.3** Select and organise tools, materials and equipment before use  **3.4** Follow guidance/instructions to warn others that work is about to start and of any hazards this may cause |  |  |  |  |
| **4.1** Follow safety procedures and/or training to ensure the health and safety of self and others  **4.2** Prepare and use equipment and/or materials safely and correctly as instructed  **4.3** Demonstrate safe lifting and handling techniques and use of handling equipment if appropriate  **4.4** Follow guidance/instructions to minimise environmental damage during work |  |  |  |  |
| **5.1** Clear and tidy the work area after use  **5.2** Dispose of waste safely and correctly in a designated area as directed  **5.3** Clean and store tools, equipment and PPE after use as directed |  |  |  |  |
| **6.1** State what actions to take in the event of two different types of emergency that might happen in own workplace  **6.2** State who is responsible for dealing with each type of emergency and who and/or where to report to |  |  |  |  |

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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/502/5149 Assist with feeding and watering animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select the correct equipment for feeding and watering individual or groups of animals  **1.2** Check feeding and watering equipment for cleanliness, operation and suitability for the species  **1.3** Recognise why animals require food and water  **1.4** State the procedure to follow if equipment is found to be damaged or faulty  **1.5** State how to use different feeding and watering systems suitable for different animal species  **1.6** State how to maintain and clean different feeding and watering systems  **1.7** State when food and water should be provided for animals  **1.8** State why it is important to ensure health and safety and the importance of hygiene in maintaining equipment |  |  |  |  |
| **2.1** Weigh and measure food and water  **2.2** Present food and water in the correct manner to a named species  **2.3** Wash and store all equipment used and dispose of waste  **2.4** State the importance of following instructions and recording relevant information  **2.5** State how and where to store excess feedstuffs  **2.6** State the ways of disposing of any waste from feeding safely and correctly  **2.7** State the procedure for reporting any variations in normal feeding and watering habits  **2.8** State what signs can occur if animals are fed incorrectly  **2.9** State how to maintain the health and safety of the animals and self during the work |  |  |  |  |

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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/502/5119 Assist with maintaining the health and wellbeing of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the visual signs of health in animals  **1.2** Identify the visual signs of ill health in animals  **1.3** Record the health status of animals  **1.4** State the procedures, and to whom, the health status of animal should be reported:  •routine  •animal is sick or injured  **1.5** State the records to be kept to help maintain the health of animals  **1.6** List signs of stress or pain in an animal |  |  |  |  |
| **2.1** Administer preventative care to animals  **2.2** Check animals for signs of ecto-parasites  **2.3** Restrain animals for preventative care  **2.4** Work in a way which complies with health and safety legislation, including PPE  **2.5** List the routes for administering preventative care  **2.6** State how to dispose of waste  **2.7** State the importance of following instructions and reporting damaged/faulty equipment |  |  |  |  |
| **3.1** Assist in an animals emergency situation  **3.2** Identify the visual signs of an animal emergency  **3.3** Identify and report potential hazards  **3.4** Identify the correct location of safety equipment  **3.5** State the procedures, and the importance of following procedures, in the event of:  • fire  • sick/injured animals  • escaped animal  **3.6** State the procedure to follow if there are potential hazards or damaged equipment  **3.7** Identify the location of both human and animal emergency and safety equipment  **3.8** State how to ensure health, safety and wellbeing to self, others and animals when dealing with animal emergencies |  |  |  |  |

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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/502/5131 Assist with the movement handling and accommodation of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Assist with the movement and transport of animals  **1.2** Work in a way which complies with health and safety legislation, including PPE  **1.3** List the effects of poor handling  **1.4** State examples of possible problems and action to take  **1.5** List the checks to be made on the transport vehicle  **1.6** List the animal welfare legislation relevant to loading and unloading |  |  |  |  | |
| **2.1** Handle and restrain animals safely  **2.2** Name the different systems of animal identification  **2.3** Give examples of stress conditions/symptoms which may occur during handling and restraint  **2.4** List possible risks to the operator when handling animals |  |  |  |  | |
| **3.1** Clean animal accommodation  **3.2** Prepare animal accommodation  **3.3** State how to promote animal health and wellbeing  **3.4** State how to dispose of organic and inorganic waste  **3.5** List possible hazards in accommodation and appropriate action to take  **3.6** List different types of bedding |  |  |  |  | |
| **TUTOR COMMENTS:**  **Name: Signature: Date:** | | | | |

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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/502/5159 Assist with the handling and restraint of animals**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess behaviour of animals through their body language  **1.2** Identify normal behaviour for a species  **1.3** Use animal records to identify signs of stress  **1.4** List the facial expressions and body postures used by animals to indicate their emotional state  **1.5** List signs of abnormal behaviour in captivity  **1.6** List signs of stress  **1.7** State how an animal’s behaviour may change with its environment  **1.8** List the use of animal records |  |  |  |  |
| **2.1** Select handling and restraining equipment  **2.2** Check that handling and restraint equipment is suitable and safe for use  **2.3** List the protective equipment required when handling and restraining  **2.4** List the health and safety implications of handling animals |  |  |  |  |
| **3.1** Show how to use and fit restraining equipment safely  **3.2** Restrain a named species for either grooming or health check  **3.3** State when animals require restraint  **3.4** List health and safety hazards |  |  |  |  |

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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.

**K/502/5154 Assist with the preparation and maintenance of animal accommodation**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify correct equipment for individuals or groups of animals  **1.2** Identify correct fixtures and fittings for individuals or groups of animals  **1.3** State the checks to be made on fixtures and fittings prior to putting them in the accommodation  **1.4** State the procedure to follow if equipment is found to be damaged or faulty |  |  |  |  |
| **2.1** Check accommodation for health and safety of a new animal  **2.2** Select accommodation, bedding/substrate for individuals or groups of animals  **2.3** Prepare accommodation for individuals or groups of animals  **2.4** State why it is important to ensure health and safety with regards to the animal(s), self and others whilst preparing the accommodation  **2.5** List the advantages and disadvantages of different bedding/substrate material  **2.6** List the types of accommodation available and give advantages and disadvantages of these for individuals or groups of animals |  |  |  |  |
| **3.1** Select cleaning equipment and cleaning agent  **3.2** Prepare and use cleaning agent with regards health and safety  **3.3** Clean animal accommodation following instructions from supervisor, return animal(s) and report to supervisor  **3.4** State the importance of following the manufactures guidelines when using cleaning agents  **3.5** State how he/she can ensure the health, safety and welfare of both him/herself and the animal(s) whilst cleaning is in progress  **3.6** State why it is important to use the correct cleaning routine and why it is important that accommodation is cleaned out  **3.7** State the procedure to follow for reporting incidents or accidents or if equipment is found to be damaged or faulty |  |  |  |  |
| **4.1** Identify waste disposal methods  **4.2** Dispose of waste with due regard to health and safety  **4.3** Leave the workplace and equipment clean and tidy  **4.4** State why it is important to leave the work area and equipment clean and tidy |  |  |  |  |

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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/502/5147 Animals in the wild and in society**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Classify a range of animals  **1.2** Identify key characteristics of named groups of wild animals  **1.3** Define terms that can be applied in relation to the natural diet , thermoregulation, reproduction and behaviour patterns  **1.4** Give the main types of food and feeding habits of wild animals  **1.5** Give the main behavioural habits and physical adaptations of different wild animal species  **1.6** State the gestation period and method of reproduction of different wild animal species |  |  |  |  |
| **2.1** Ientify responsible pet ownership  **2.2** Pesent facts about a named domestic pet  **2.3** Sate the considerations that pet owners should take when choosing a pet  **2.4** Dscribe the roles and responsibilities of a named organisation from animal – related establishments  **2.5** Ientify a range of jobs within the animal care industry |  |  |  |  |

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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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.

**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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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)**

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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.

**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.

**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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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/502/0615 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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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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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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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/502/1473 Provide feed and water to animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select the correct feed according to the animals’ feeding plan  **1.2** Prepare feed correctly and hygienically  **1.3** Provide feed in a manner which gives each animal the opportunity to obtain its food and maintains it’s health and welfare  **1.4** Supply clean, fresh water to the animals according to their needs  **1.5** Provide clear and accurate information for recording purposes |  |  |  |  |
| **2.1** Select appropriate equipment for this area of work  **2.2** Prepare, maintain and store equipment in a safe and effective working condition |  |  |  |  |
| **3.1** Work in a way which maintains health and safety, animal welfare and is consistent with current legislation, codes of practice and any additional requirements  **3.2** Dispose of waste safely and correctly |  |  |  |  |
| **4.1** Describe the purpose of a feeding plan  **4.2** Describe different types of feed and feed quality for 3 different purposes  **4.3** Outline the importance of providing fresh water to animals  **4.4** Describe normal feeding and drinking behaviour of animals and how to identify signs of abnormality  **4.5** Outline correct storage and use of equipment and feedstuffs  **4.6** Describe potential difficulties and risks that may arise during the feeding process and who to report them to  **4.7** Identify the types of records required and explain the importance of accurate record keeping |  |  |  |  |
| **5.1** Outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements  **5.2** Describe the correct methods for disposing of waste. |  |  |  |  |
| **6.1** Describe the equipment which will be required for the activity  **6.2** Describe the methods of cleaning and maintaining the range of equipment hygienically |  |  |  |  |

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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/502/1507 Promote and maintain the health and well-being of animals**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Treat animals in a way which consistent with relevant legislation, minimises any likelihood of stress and injury, and maintains their health and welfare  **1.2** Provide animals with sufficient and effective opportunities to move, and maintain physical functioning  **1.3** Monitor and report the animals’ physical condition and behaviour at suitable intervals to include the following: (i) appearance (ii) posture and movement (iii) behaviour (iv) bodily functioning (v) social interaction  **1.4** Identify, record and report five abnormal signs that might indicate the following: (i) disease (ii) disability (iii) disorders (iv) pest infestation (v) trauma (vi) stress  **1.5** Carry out two of the following procedures to promote animal’s health and welfare correctly and at a suitable time for the animals concerned: (i) preventative care (ii) environmental adjustment (iii) changing feed or water provision  **1.6** Record and report animals’ reaction to specific procedures  **1.7** Seek assistance immediately for any animals health or welfare emergency and initiate action as appropriate to the situation |  |  |  |  |
| **2.1** Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements  **2.2** Dispose of waste safely and correctly |  |  |  |  |
| **3.1** Provide clear and accurate information for recording purposes |  |  |  |  |
| **4.1** Identify the purpose for which the animals are being kept  **4.2** Describe how to promote the health and general welfare of animals and minimise any stress or injury for at least two species of animals  **4.3** Describe why animals need exercise and how the type and amount varies at different stages in an animal’s life  **4.4** Provide examples of how two different species of animals maintain their own physical condition and appearance  **4.5** Describe all the visual signs which indicate the following potential problems with an animal’s health and welfare: (i) disease (ii) disability (iii) disorders (iv) pest infestation (v) trauma (vi) stress  **4.6** Describe two types of preventative care used to maintain the health and welfare of animals  **4.7** State how the environment may be adjusted to maintain two species of animals’ health and welfare  **4.8** State the importance of providing an adequate supply of feed and water |  |  |  |  |
| **5.1** Outline the current health and safety, animal welfare legislation, codes of practice and any additional requirements  **5.2** Describe how environmental damage can be minimised  **5.3** Describe the correct methods for disposing of waste |  |  |  |  |
| **6.1** Identify the types of records required and explain the importance of accurate record keeping |  |  |  |  |

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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.

**L/502/1467 Prepare feed for animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use correct personal hygiene procedures before and after preparing animal feed  **1.2** Prepare the correct amount of animal feed according to feeding plans in a way that minimises wastage. |  |  |  |  |
| **2.1** Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements  **2.2** Dispose of waste and animal feed safely and correctly |  |  |  |  |
| **3.1** Select appropriate materials and equipment for this area of work  **3.2** Use the appropriate equipment and utensils in a hygienic way consistent with legal and organisational requirements  **3.3** Prepare, maintain and store materials and equipment in a safe, hygienic and effective condition |  |  |  |  |
| **4.1** Describe the importance of personal hygiene and health and safety in preparing animal feed.  **4.2** Describe the different types of feed that are available and how to prepare these, covering:  •Fresh  •Frozen  •Dried  •tinned  **4.3** Describe any particular precautions that should be taken when preparing different types of feed  **4.4** Describe the equipment and utensils that are used in preparing and serving animal feed  **4.5** describe three situations in which animals may have specific nutritional needs. |  |  |  |  |
| **5.1** Outline the current health and safety legislation, codes of practice and any additional requirements  **5.2** Describe the correct methods for disposing of waste and animal feed. |  |  |  |  |

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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/502/1521 Select and prepare accommodation for animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select accommodation according to specified requirements  **1.2** Select, prepare and maintain the necessary equipment and materials for use  **1.3** Prepare accommodation in a safe, secure and clean state which maintains animal health and welfare  **1.4** Identify the suitable environmental conditions for the animals and adapt where possible  **1.5** Identify potential hazards and take the appropriate action to remove them  **1.6** Introduce animals to the accommodation in a way which maintains their health and welfare |  |  |  |  |
| **2.1** Assess the animals response to the accommodation  **2.2** Monitor, record and/or report animals’ responses to the accommodation as required  **2.3** Monitor and review suitability of accommodation  **2.4** Recommend or modify, as appropriate changes to the accommodation |  |  |  |  |
| **3.1** Work in a way which maintains health and safety, health and welfare of animals and is consistent with current legislation, codes of practice and any additional requirements |  |  |  |  |
| **4.1** Describe the different animals accommodation needs in respect to: (i) ventilation (ii) light (iii) structure and fittings (iv) temperature (v) noise (vi) siting  **4.2** State the different animals accommodation needs in relation to animal health and welfare covering: (i) the suitability of the animal concerned (ii) allowing the necessary freedom of movement (iii) minimising animal stress (iv) the intended purpose and length of stay in the accommodation (v) enrichment  **4.3** Describe how accommodation needs could change through the animal’s life |  |  |  |  |
| **5.1** Describe the accommodation needs of animals and the factors which should be taken into account covering: (i) ventilation (ii) light (iii) structure and fittings (iv) temperature (v) noise (vi) siting  **5.2** Describe the materials, fittings and environmental conditions which animals need within their accommodation to maintain their health and welfare  **5.3** Describe how to promote and maintain the health and welfare of animals for two animals with different physical and behavioural needs  **5.4** Identify two significant potential hazards to the animal which may occur in accommodation and how these can be minimised |  |  |  |  |
| **6.1** Describe methods of introducing animals to the accommodation in a way which minimises their stress and optimises their acceptance (two animals with different physical and behavioural needs) |  |  |  |  |
| **7.1** Outline the current health and safety legislation, animal health and welfare and codes of practice and any additional requirements |  |  |  |  |

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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.

**Y/502/1522 Maintain animal accommodation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess the condition of the animal and accommodation before maintaining covering: (i) the suitability of accommodation to the animal concerned (ii) allowing the necessary freedom of movement (iii) minimising animal stress  **1.2** Wear the appropriate protective clothing during cleaning and maintaining  **1.3** Carry out cleaning routines according to the animal accommodation and specification  **1.4** Replace any necessary materials and fittings correctly when cleaning is complete  **1.5** Monitor and maintain environmental conditions to promote the health and welfare of animals: (i) ventilation (ii) light (iii) structure (iv) temperature (v) noise  **1.6** Maintain the safety and security of the animals during cleaning operations  **1.7** Report any difficulties to the relevant person if necessary  **1.8** Provide clear and accurate information for recording purposes |  |  |  |  |
| **2.1** Work in a way which maintains health and safety and is consistent with animal welfare legislation, codes of practice and any additional requirements  **2.2** Carry out work in a manner which minimises environmental damage  **2.3** Dispose of waste safely and correctly |  |  |  |  |
| **3.1** Describe why it is important to maintain animal accommodation and the implications of failing to do so  **3.2** Describe the relationship between maintaining animal accommodation and promoting animal health and welfare  **3.3** State how other factors would influence the maintenance of accommodation for animals (health, age and behaviour)  **3.4** Describe signs within an animals accommodation that give an indication of its health and welfare |  |  |  |  |
| **4.1** Describe the environmental conditions which promote the health and welfare of animals  **4.2** Identify the reasons for monitoring environmental conditions and reporting variations  **4.3** Outline cleaning routines appropriate to: (i) the animal species concerned and (ii) the accommodation in which they are being kept and (iii) reasons for being housed  **4.4** Describe cleaning methods and materials appropriate to (i) the animal species concerned and (ii) the accommodation in which they are being kept and (iii) reasons for being housed  **4.5** Describe how to recognise signs of stress and abnormal behaviour in animals before, during and after maintaining accommodation and what actions should be taken |  |  |  |  |
| **5.1** State how to maintain materials and fittings to ensure the health and welfare of animals using accommodation |  |  |  |  |
| **6.1** Outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements  **6.2** Describe how environmental damage can be minimised  **6.3** Describe the correct methods for disposing of organic and inorganic waste |  |  |  |  |

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