

**Learner Unit Achievement Checklist**

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

**500/9656/4**

###### SEG Awards Level 1 Certificate in Practical Farm 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.

**L/502/4546 Farm animal health**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recognise different farm animal breeds and gender types |  |  |  |  |
| **2.1** Recognise signs of good health in different farm animals  **2.2** Recognise signs of ill health in different farm animals |  |  |  |  |
| **3.1** Recognise different farm animal identification  **3.2** Carry out basic recording of farm animal information for farm management purposes |  |  |  |  |
| **4.1** Move farm animals from one place to another on foot or onto a vehicle |  |  |  |  |
| **5.1** Handle and restrain farm animals for inspection and treatment  **5.2** Assist in treating farm animals with veterinary medicines |  |  |  |  |
| **6.1** Maintain a safe and tidy working environment  **6.2** Identify hazards while working with farm animals  **6.3** Identify risks while working with farm animals  **6.4** State how to minimise risks while working with farm 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.

**L/600/0466 Assist with the movement and handling of farm 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 during their work  **1.4** help to settle the animals in the new location in accordance with instructions |  |  |  |  |
| **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 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.

**Y/600/0468 Principles of the movement and handling of farm 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 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, 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.

**A/502/4607 Assist with the basic preparation and operation of a tractor**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Carry out pre-start checks and adjustments in accordance with procedures and in line with current and relevant legislation  **1.2** Check and adjust operator environment to meet personal requirements  **1.3** Fuel tractor ready for day’s operation  **1.4** Confirm the vehicle is safe and ready for use  **1.5** Check the immediate work area for hazards and obstacles and take the appropriate action |  |  |  |  |
| **2.1** Check the immediate work area for hazards and take the appropriate action  **2.2** Start tractor in line with good practice  **2.3** Use the appropriate warning signals  **2.4** Conduct all movements of the tractor safely and as instructed  **2.5** Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain  **2.6** Deal with any hazards and obstacles encountered during the operation in accordance with standard practice  **2.7** Leave the vehicle safe after use and in a condition suitable to its future use  **2.8** Carry out all work activities in accordance with health and safety legislation, and codes of practice |  |  |  |  |
| **3.1** Confirm suitability of attachment as instructed  **3.2** Carry out pre-operational checks on attachments  **3.3** Check the immediate work area is suitable for fixing attachments and free from hazards and obstacles  **3.4** Fix attachment to tractor in line with instructions and good practice  **3.5** Ensure attachment is secure and safe |  |  |  |  |
| **4.1** Check the immediate work area for hazards and take the appropriate action  **4.2** Conduct all movements of the tractor and attachment safely with due consideration to the type of attachment  **4.3** Modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain  **4.4** Use tractor with attachments safely at all times  **4.5** Deal with any hazards and obstacles encountered during the operation in accordance with standard practice  **4.6** Report any faults and damage to the appropriate person  **4.7** Carry out all work activities in accordance with health and safety 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/502/4606 Principles of basic preparation and operation of a tractor**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the required pre-start checks and adjustments and the reasons for doing these  **1.2** List current and relevant health and safety in relation to the preparation and use of tractors  **1.3** Describe the use of appropriate warning signals and indicators and the length of time that these are displayed  **1.4** State types of hazards which may be encountered and how these should be dealt with  **1.5** State the capabilities of the vehicle and the expected efficiency of vehicle operation  **1.6** Give the reasons why the vehicle should be left in a condition suitable for future use  **1.7** List health and safety legislation, and codes of practice in relation to the preparation and use of tractors  **1.8** State the capabilities of the vehicle and the expected efficiency of vehicle operation |  |  |  |  |
| **2.1** State required pre-operational checks for attachments  **2.2** List types of attachments and how they should be secured to the trailer  **2.3** State types of attachments that are safe for use with the tractor and those that are not  **2.4** State health and safety requirements in relation to tractor attachments |  |  |  |  |
| **3.1** State the ways in which the vehicle should be manoeuvred  **3.2** Describe how different weather and ground conditions must be taken into account  **3.3** State types of hazards which may be encountered and how these should be dealt with  **3.4** State the capabilities of the tractor and its attachment  **3.5** State the reasons why faults and damage should be reported  **3.6** Describe health and safety legislation, and codes of practice in relation to the safe use of tractors and attachments |  |  |  |  |

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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.

**T/502/4427 Lamb hypothermia**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define hypothermia.  **1.2** Identify why some lambs are more susceptible to hypothermia. |  |  |  |  |
| **2.1** Identify the signs of hypothermia in lambs. |  |  |  |  |
| **3.1** Identify how heat loss can be reduced in newborn lambs.  **3.2** Identify how heat production can be increased in newborn lambs. |  |  |  |  |
| **4.1** Use a clinical / sub clinical thermometer or lamb indicator as instructed.  **4.2** Feed colostrum to a lamb, using a stomach tube under supervision.  **4.3** Construct and use a lamb warmer as instructed. |  |  |  |  |

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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.

**F/502/4107 Principles of preparing and maintaining livestock accommodation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State cleaning routines appropriate to the livestock concerned and the type of accommodation  **1.2** State livestock welfare requirements and how to promote their health and well-being  **1.3** List the materials which livestock need within their accommodation to maintain their health and well-being  **1.4** List the potential hazards which may arise in the livestock accommodation, and state to whom they should be reported  **1.5** Give reasons why bio-security measures are required |  |  |  |  |
| **2.1** Give reasons why it is important to maintain livestock accommodation in a healthy, safe and clean condition  **2.2** List the materials and supplies required by livestock and state how to adjust and replenish them  **2.3** Describe normal behaviour and condition of the livestock  **2.4** State potential changes in behaviour and condition and to whom these should be reported  **2.5** State why equipment should be cleaned, maintained and stored safely and securely  **2.6** State hygiene requirements of livestock, self and others |  |  |  |  |
| **3.1** State how to dispose of organic and inorganic waste  **3.2** State their own responsibilities under animal welfare, environmental and occupational safety under current legislation  **3.3** 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.

**J/502/4108 Assist with preparing and maintaining livestock accommodation**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare the necessary equipment and materials and maintain them ready for use  **1.2** Carry out cleaning routines in accordance with instructions  **1.3** Replace any ancillary materials and fittings when cleaning is complete in accordance with instructions  **1.4** Prepare accommodation so that it is safe, healthy and secure for livestock in accordance with instructions  **1.5** Ensure an adequate supply of clean, uncontaminated water is available |  |  |  |  |
| **2.1** Maintain accommodation in a healthy, safe and clean condition for livestock in accordance with instructions  **2.2** Adjust and replenish materials and supplies required by livestock as instructed  **2.3** Monitor the health and well-being of livestock throughout operations  **2.4** Report any changes in the behaviour or condition of livestock to the appropriate person  **2.5** Clean and maintain equipment in a fit state for use and store safely and securely in an appropriate storage area |  |  |  |  |
| **3.1** Dispose of waste in a safe manner and place in accordance with instruction  **3.2** Identify any hazards correctly and report them to the appropriate person  **3.3** Maintain the health and safety of yourself and others throughout the process |  |  |  |  |

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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/502/4605 Principles of the preparation and the monitoring of livestock outdoors**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the required quantity of feed which must be available  **1.2** Give reasons for checking that boundaries are secure  **1.3** State how to recognise boundaries that are not secure and what actions should be taken  **1.4** State the required quantity and quality of water which must be available  **1.5** State causes of water contamination and state what actions should be taken if this occurs  **1.6** List common types of hazards to livestock |  |  |  |  |
| **2.1** State correct methods for introducing livestock to the outdoor site  **2.2** Describe behaviour and physical signs which may indicate problems with livestock  **2.3** Describe the required condition of the site and its boundaries  **2.4** State the correct methods for feeding and watering livestock  **2.5** List types of problems which may occur and state to whom they should be reported  **2.6** State limits of their own responsibility in relation to maintaining livestock on outdoor sites |  |  |  |  |
| **3.1** State their own responsibility under current legislation including, animal welfare and environment |  |  |  |  |

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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/502/4601 Assist with preparation and the monitoring of livestock outdoors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure the quantity and suitability of feed and water are appropriate for livestock requirements in accordance with instructions  **1.2** Confirm boundaries as being safe and secure  **1.3** Take the appropriate action where there are problems with the boundaries  **1.4** Report to the appropriate person potential hazards to livestock |  |  |  |  |
| **2.1** Assist with introduction of livestock to the outdoor site safely and correctly in accordance with instructions  **2.2** Monitor the condition and number of the livestock in accordance with instructions, and report any changes to the appropriate person  **2.3** Monitor the site and its boundaries to confirm their continuing suitability  **2.4** Adjust the quality and quantity of feed and water in accordance with instructions  **2.5** Accurately identify any problems with the site and report them to the appropriate person |  |  |  |  |
| **3.1** Maintain the health and safety of self and others 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.

**D/502/4051 Adopt good bio-security practices at work**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Adopt the correct measures for bio-security on the site as instructed  **1.2** Follow the organisational cleaning and bio-security measures while on the site  **1.3** Wear suitable clothing and footwear at work as instructed  **1.4** Keep the work area tidy  **1.5** Use all the cleaning equipment correctly in accordance with organisational instructions  **1.6** Use chemicals according to instructions and correct health and safety precautions  **1.7** Follow appropriate personal hygiene measures at work  **1.8** Maintain their own personal hygiene in accordance with organisational requirements  **1.9** Use and store all chemicals and equipment safely and correctly after use  **1.10** Recognise and report any signs of rodents or pests in the workplace  **1.11** Dispose of waste safely and correctly. |  |  |  |  |

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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/502/4099 Principles of good bio-security practices at work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the correct hygiene measures required at work  **1.2** Give reasons for keeping the work area clean and hygienic  **1.3** State why personal hygiene is important, and what happens when measures are not followed as instructed  **1.4** List what Personal Protective Equipment (PPE) should be worn  **1.5** State methods for using cleaning equipment safely and correctly  **1.6** Describe why they need to use bio-security chemicals safely and correctly  **1.7** State the standards of cleanliness and tidiness required at work  **1.8** State how to store equipment and chemicals  **1.9** List what warning signs are used and state what they mean  **1.10** State how to recognise the presence of rodents and to whom their presence should be reported  **1.11** State how to dispose of waste safely and correctly |  |  |  |  |

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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/502/0463 Working towards goals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe own strengths and what they need to improve  **1.2** Identify at least one goal which is important for their development  **1.3** Explain why achieving this goal is important  **1.4** Agree the goal with an appropriate person |  |  |  |  |
| **2.1** Identify the activities needed to work towards the goal  **2.2** Identify timescales and deadlines for the achievement of the goal  **2.3** Identify the resources needed to support them in achieving the goal |  |  |  |  |
| **3.1** Follow the activities outlined in the action plan  **3.2** Regularly review the activities and outcomes with an appropriate person  **3.3** Identify what has been achieved and what still needs to be done  **3.4** Amend the action plan to reflect their progress |  |  |  |  |

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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/502/0727 Move and prepare farm animal pens (Entry 3)**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Dismantle farm animal pens  **1.2** Move pens to new destination  **1.3** State why farm animal pens need to be moved and must be secure  **1.4** Construct pen and check it provides adequate shelter  **1.5** Give reasons for safe lifting techniques  **1.6** Set up pen with clean bedding, water and feed  **1.7** Introduce animal to new pen  **1.8** Maintain own safety and hygiene |  |  |  |  |

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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/502/0730 Feed young farm animals (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Collect and check feeding equipment is safe to use  **1.2** State why feeding equipment should be checked for safety/cleanliness before use  **1.3** Prepare milk substitute to feed to young farm animals  **1.4** Prepare feeding equipment  **1.5** Feed milk substitute to young farm animals  **1.6** Maintain own safety and hygiene during operations |  |  |  |  | |
| **2.1** Give a reason for feeding milk substitute to young farm animals |  |  |  |  | |
| **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.

**D/502/0775 Disinfect poultry accommodation (Entry 3)**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare poultry accommodation for disinfection  **1.2** Prepare tools, equipment and materials for use  **1.3** State why it is important to mix disinfectant to the correct strength  **1.4** Disinfect poultry accommodation ensuring adequate ventilation throughout the process  **1.5** Restore the accommodation for bird use  **1.6** Use, clean and store PPE, tools and equipment safely  **1.7** Maintain the safety of self, others and animals during the operation |  |  |  |  |
| **2.1** State why PPE needs to be worn  **2.2** State why birds should be removed from the accommodation prior to disinfection |  |  |  |  |

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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/502/0770 Poultry housing and bedding (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recognise types of housing for poultry  **1.2** Recognise the features of poultry accommodation  **1.3** Recognise types of suitable bedding for poultry  **1.4** State why suitable bedding needs to be provided for poultry  **1.5** State why adequate ventilation is required for poultry accommodation  **1.6** State why poultry accommodation needs to be situated in a suitable position |  |  |  |  |

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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/502/0728 Clean farm animal housing (Entry 3)**

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| --- | --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Prepare to clean farm animal housing  **1.2** Check that tools and equipment are safe to use  **1.3** Clean out farm animal housing  **1.4** Use, clean and store PPE, tools and equipment safely  **1.5** Maintain own safety and personal hygiene during operations  **1.6** List safety procedures to follow during cleaning |  |  |  |  | |
| **2.1** State reasons for cleaning farm animal housing |  |  |  |  | |
| **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.

**H/502/0776 Grading poultry eggs (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare equipment for grading poultry eggs  **1.2** State why eggs need to be weighed  **1.3** Sort and grade eggs by weight  **1.4** Pack eggs into marked boxes and store  **1.5** State why eggs should be stored correctly before sale  **1.6** Give a reason for marking eggs with a best before date  **1.7** State why dirty eggs should not be washed  **1.8** 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.

**K/502/0729 Weigh farm animals (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare to weigh farm animals  **1.2** Move and load animal into weighing equipment  **1.3** Give reasons for making sure the weigh area must be free from hazards  **1.4** Weigh and record farm animal details  **1.5** Release farm animal safely and return to pen  **1.6** Clean weighing equipment and dispose of waste  **1.7** Maintain own safety during operations  **1.8** State why the weight of animals is recorded |  |  |  |  |

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| **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.

**L/502/0769 Characteristics and breeds of poultry (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recognise breeds of poultry  **1.2** Give a reason for identifying different breeds of poultry correctly  **1.3** Recognise the characteristics of different breeds of poultry  **1.4** State the purpose of different breeds of poultry |  |  |  |  |

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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/502/0726 Recognise a healthy farm animal (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Recognise signs of health in farm animals  **1.2** Inspect animals for health  **1.3** List sign that indicate a farm animal is ill or unwell  **1.4** Report finding to supervisor  **1.5** Maintain personal safety and hygiene when inspecting animals |  |  |  |  |
| **2.1** State why farm animals should be regularly checked for health |  |  |  |  |

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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/502/0774 Check that poultry are healthy (Entry 3)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Catch and hold poultry correctly  **1.2** Identify areas on a bird to check for health  **1.3** Recognise signs of health in poultry  **1.4** Give a reason for observing bird behaviour  **1.5** State why sick birds must be isolated from the flock  **1.6** Maintain own safety and hygiene throughout operations |  |  |  |  | |
| **2.1** Give a reason for checking that a bird 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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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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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/502/1505 Deliver basic treatments to animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use the correct technique to give the specified treatment at the correct time. Treatments to include:  (i) cleaning and hygiene procedures (ii) basic health care treatments (iii) routine procedures  **1.2** Immediately seek assistance when it is not possible to carry out the treatment  **1.3** Ensure records of the treatment are accurate, legible and complete and comply with any legislative requirements  **1.4** Observe animals after treatments and immediately report any unusual signs |  |  |  |  |
| **2.1** Provide the following current and uncontaminated prescribed medication only for the intended animal: (i) preventative (ii) prescriptive  **2.2** Use and store drugs, medications and equipment in accordance with veterinary instructions and organisational policy |  |  |  |  |
| **3.1** Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements  **3.2** Dispose of waste safely and correctly |  |  |  |  |
| **4.1** Describe the equipment to select for each treatment  **4.2** Describe how to administer prescribed basic health care treatments  **4.3** State the importance of keeping to instructions for basic health care treatments  **4.4** Describe the potential consequences of not keeping to instructions and procedures for carrying out treatments  **4.5** Describe how to use restraint techniques  **4.6** State the reasons and legislative requirements for ‘withdrawal periods’ for animals  **4.7** Outline the reasons for personal hygiene and safety precautions (e.g. communicable diseases between animals and humans)  **4.8** Describe the changes in the condition of the animal which may occur after the treatment  **4.9** State why it is necessary to monitor the behaviour of animals after treatment and report unusual signs  **4.10** Identify the types of records required and explain the importance of accurate record keeping |  |  |  |  |
| **5.1** State the significance of expiry dates on drugs and medications  **5.2** Describe the possible sources of contamination to medication and how to identify damage |  |  |  |  |
| **6.1** Outline the current health and safety legislation, animal welfare, codes of practice and any additional requirements  **6.2** Describe the correct methods for disposing of waste. |  |  |  |  |

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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/502/1522 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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