

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Certificate in Practical Animal Care Skills (Zoos/Wildlife Establishments)**

**501/0170/5**

###### SEG Awards Level 3 Certificate in Practical Animal Care Skills (Zoos/Wildlife Establishments)

## 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.

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

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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 |  |  |  |  | |
| **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/502/1565 Implement monitor and evaluate plans for the health and welfare of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Establish routines which allow for the effective implementation of plans: (i) health promotion measures (ii) feeding and watering (iii) maintenance of the animal (iv) type, preparation and maintenance of living conditions (v) exercise (vi) methods and systems for promoting health and safety (vii) management of waste (viii) maintaining bio-security  **1.2** Implement the necessary recording and reporting arrangements and prepare any required forms ready for use  **1.3** Obtain the resources essential to the maintenance of animal health and development to meet requirements specified within the plan  **1.4** Present the requirements of the plan in a suitable way for those who are also involved in implementation  **1.5** Organise personnel requirements to support routines and schedules  **1.6** Establish a schedule for reviewing the plan.  **1.7** Implement plans which promote health and safety, and are consistent with current legislation and codes of practice |  |  |  |  |
| **2.1** Monitor and evaluate the implementation of the plan against specified criteria as follows: (i) quality of outcomes (ii) quality of working methods, practice and scheduling (iii) resource use  **2.2** Recommend and carry out modifications where appropriate  **2.3** Maintain records in accordance with organisational requirements  **2.4** Maintain effective communication with the relevant people to facilitate the effective running of the plan |  |  |  |  |
| **3.1** Work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation and codes of practice |  |  |  |  |
| **4.1** Explain how to establish an effective plan to maintain animal health and welfare covering: (i) health promotion measures(ii) feeding and watering (iii) maintenance of the animal (iv) type, preparation and maintenance of living conditions (v) exercise (vi) methods and systems for promoting health and safety (vii) management of waste (viii) maintaining bio-security  **4.2** Explain how the following resources can be obtained:  • Feed  • Services  • People  • Finance  • Accommodation  • Equipment and consumables  **4.3** Describe the legislation and codes of practice relevant to animal health and welfare and explain how these relate to the development of plans  **4.4** Explain the reporting and recording arrangements which are necessary under legislation and codes of good practice and which enable animal health and welfare to be effectively monitored  **4.5** Explain how to present plans in a form which is capable of use by those who are to implement them  **4.6** State why it is necessary to include arrangements for reviewing the plans and how this can best be done. |  |  |  |  |
| **5.1** Explain the actions you should take if there are variations from the plans, including: (i) feedback information to those setting the plan (ii) feedback information to those implementing plan (iii) propose changes where appropriate  **5.2** Explain how to monitor the effectiveness of plans to maintain animal health and welfare against the following: (i) quality of outcomes (ii) quality of working methods, practice and scheduling (iii) resource use  **5.3** Outline the procedure for recommending modifications to the plan  **5.4** State the reasons for keeping records and the importance of their accuracy  **5.5** Explain the value of effective communication  **5.6** Summarise current 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.

**D/502/1523 Promote monitor and maintain health safety and security of the workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the legal and organisational responsibilities in relation to health, safety and security covering: (i) people (ii) equipment and materials (iii) the work area  **1.2** Explain the importance of carrying out risk assessments for all work activities including assessing risks from new and non-routine activities  **1.3** Explain the importance of assessing security issues associated with the work area covering: (i) bio security (ii) building security (iii) data security (iv) personal security  **1.4** Describe how to carry out and evaluate a risk assessment  **1.5** Explain the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment)  **1.6** Outline safe systems of work when people are working alone or at risk of abuse  **1.7** Explain safe methods and systems of working with hazardous materials and equipment in line with relevant legislation  **1.8** Explain how hazardous and non-hazardous waste should be managed in line with legislation |  |  |  |  |
| **2.1** Explain the methods of communicating health and safety precautions to others entering the work area  **2.2** Explain how good standards of health and safety contribute to the management and efficiency of businesses or organisations |  |  |  |  |
| **3.1** Describe the types of accidents or incidents which may occur and the correct actions to take  **3.2** Explain the importance of not carrying out actions beyond own capabilities  **3.3** Explain the potential risks to others from an emergency situation  **3.4** Explain the reasons for offering support and help to others involved in the accident or incident and how this should be achieved |  |  |  |  |
| **4.1** Explain the responsibility for and types of records required and the importance of accurate record keeping  **4.2** Explain the relevant legislative requirements for completing records of accidents and incidents |  |  |  |  |
| **5.1** Carry out risk assessments in accordance with relevant legal and organisational requirements  **5.2** Evaluate the risks which have been identified and implement appropriate control measures |  |  |  |  |
| **6.1** Ensure appropriate clothing and protective equipment is worn which is consistent with recognised health and safety practice and in line with risk assessment  **6.2** Communicate any health and safety precautions that are being applied in the work area to others entering the area  **6.3** Use approved safe methods of lifting and handling when carrying out work  **6.4** Ensure standard procedures for personal hygiene are followed at all times  **6.5** Adopt safe systems of work which are consistent with organisational procedures and the findings of the risk assessment  **6.6** Take appropriate action if there is a danger of accidents or injury |  |  |  |  |
| **7.1** Implement procedures safely, correctly and without delay in an emergency situation  **7.2** Summon assistance immediately for any health emergency and initiate action appropriate to the condition and situation  **7.3** Give assistance as required within the limits of your capability, including suitable verbal support  **7.4** Make the immediate vicinity as safe as possible |  |  |  |  |

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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/502/1468 Plan the handling and restraint of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Plan the handling and restraint of animals by identifying the reason for handling and the possible risks involved  **1.2** Identify a range of suitable methods for restraining the animal and the appropriate equipment required for each method  **1.3** Prepare the environment to ensure that the risks to the animal, others and themselves are minimised.  **1.4** Ensure that authorisation has been obtained for the animal to be handled and restrained using the method selected if required |  |  |  |  |
| **2.1** Select a method of handling and restraint that is appropriate for the animal concerned, minimises the risks to the animal, the handler and others  **2.2** Approach the animal in a manner which promotes animal welfare, minimises stress to the animal  **2.3** Adapt the handling and restraint of the animal in response to its reactions and behaviour  **2.4** Assess the situation and seek assistance if there is a risk to the animal, security or health and safety  **2.5** Supervise others in the handling and restraint of animals  **2.6** Record the handling and restraint of the animal using the correct system. |  |  |  |  |
| **3.1** Work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements  **3.2** Ensure the appropriate protective clothing and wear it correctly |  |  |  |  |
| **4.1** Explain how to plan the handling and restraint of animals and how to assess the risks inherent in restraining animals |  |  |  |  |
| **5.1** Explain why animals may require handling and restraint and how this may affect the method selected  **5.2** Describe the different methods of handling and restraining animals and the range of equipment used  **5.3** Explain how to identify the possible risks and hazards involved with handling and restraint of animals and how to minimise and respond to them  **5.4** Explain how animals should be approached in order to minimise stress, promote animal welfare and maintain health and safety  **5.5** Explain how to recognise and assess the signs of stress and alarm in the animals being handled and restrained  **5.6** Explain why it is important to work within their own limitations and experience when working with animals  **5.7** Explain how to identify situations where it is not suitable for a person to approach, handle or restrain an animal without assistance and the possible consequences of doing so  **5.8** Describe the types of conditions that may affect the approach, handling and restraint of animals  • physical  • behavioural  **5.9** Explain how to supervise others in the safe handling and restraint of animals  **5.10** Describe how to, and from whom, to obtain the necessary authority for handling and restraining of animals and when this may be necessary |  |  |  |  |
| **6.1** Summarise current health and safety, animal health and welfare legislation, codes of practice and any additional requirements  **6.2** Describe the range of protective clothing which may be required and the reasons for its use |  |  |  |  |

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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/502/1470 Plan supervise and control the movement of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Plan the movement of animals with others to select the method of movement and identify the risks involved based on: (i) condition of animals (ii) their health (iii) environmental conditions (iv) their welfare (iii) their behaviour  **1.2** Identify the animal to be moved and assess their suitability for movement  **1.3** Assess the new location to ensure that it meets animal’s requirements  **1.4** Identify the appropriate method for moving the animal and prepare the necessary equipment  **1.5** Communicate the movement plan to others to ensure that animal’s welfare is maintained and the risks to others are reduced  **1.6** Ensure that authorisation has been obtained for the animal to be moved, if necessary |  |  |  |  |
| **2.1** Ensure others approach the animal in a appropriate manner in order to minimise stress to the animal and maintain health and safety  **2.2** Supervise others to move the animal to its new location maintaining health and safety and welfare of the animal or other animals in the vicinity  **2.3** Record the movement of animals using the correct method and documentation clearly and accurately |  |  |  |  |
| **3.1** Work in a way which promotes health and safety, animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **4.1** Explain the reasons for moving the animal and how this may affect the method used  **4.2** Describe different methods of identification for animals  **4.3** Explain the range of handling and restraint methods available  **4.4** Describe the conditions that may affect the movement of animals (i) physical condition (ii) environmental conditions (iii) welfare (iv) behaviour  **4.5** Explain the how the pace of the animal affects the movement plan  **4.6** Explain how to assess the risks involved with approaching and the movement of animals and how to minimise them  **4.7** Explain how to supervise others in the safe movement of animals  **4.8** Explain the information to be recorded when animals are moved and the reasons for doing so  **4.9** Explain how to assess the suitability of a new location to meet the animal’s requirements  **4.10** Explain how to identify a suitable route to meet the animal’s requirements |  |  |  |  |
| **5.1** Summarise current health and safety legislation, animal 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.

**K/502/1525 Plan the accommodation of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Accurately identify animals' accommodation requirements taking into account all relevant factors (i) purpose for which animals being kept (ii) minimisation of stress (iii) number and mix of animals (iv) stage of the animals' growth and development (v) social needs of animals (vi) opportunities for movement and exercise  **1.2** Produce plans which include necessary details for their effective implementation: (i) environmentally sound methods for managing animal waste (ii) health and safety systems and methods (iii) cleaning routines and schedules (iv) handling contingencies  **1.3** Identify the resources necessary to meet accommodation requirements (i) accommodation available on the site (ii) services available to prepare and maintain the accommodation  **1.4** Take the appropriate action to modify plans as required  **1.5** provide sufficient, clear and accurate information to others to allow them to carry out their work effectively |  |  |  |  |
| **2.1** Describe the types of animal accommodation which are available and the suitability of these for different animals  **2.2** Explain the five animal needs and how they can best be promoted when planning accommodation  **2.3** Explain the animal welfare legislation and codes of best practice in animal welfare and animal accommodation  **2.4** Explain how to evaluate whether accommodation is suitable for animals and the different factors which need to be taken into account covering: (i) number and mix of animals (ii) stage of animals growth and development (iii) social needs of animals (iv) opportunities for movement and exercise (v) minimisation of stress (vi) purpose for which the animal is being kept  **2.5** Describe the environmental conditions which will be necessary to maintain animals' health and welfare in accommodation and the impact of prevailing weather conditions on this  **2.6** Describe materials and equipment which animals need in their accommodation for their health and welfare  **2.7** Explain the potential hazards which may arise in relation: (i) to the accommodation itself (ii) the materials from which it is made (iii) the materials used within it (iv) any equipment or materials contained therein (v) hazards caused by other animals or people  **2.8** Describe safe systems of work for those who prepare and maintain accommodation  **2.9** Describe the methods and systems for containing the animal when working within the animals accommodation  **2.10** Explain cleaning routines appropriate to the animals concerned and the accommodation in which they are kept  **2.11** Describe the effects which different cleaning methods and materials may have on the health and welfare of animals and how to minimise any detrimental effect |  |  |  |  |
| **3.1** Summarise current health and safety legislation, codes of practice and any additional requirements  **3.2** Explain the correct and appropriate methods for disposing of organic and inorganic waste  **3.3** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |

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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/502/1526 Monitor and evaluate the accommodation of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use monitoring methods which are appropriate for the accommodation, the animals concerned and those working with the animals to include: (i) purpose for which animals being kept (ii) minimisation of stress (iii) number and mix of animals (iv) stage of the animals' growth and development (v) social needs of animals (vi) opportunities for movement and exercise  **1.2** Carry out monitoring of the accommodation at the appropriate times to evaluate effectiveness  **1.3** Take the appropriate action when monitoring reveals problems or issues with the accommodation  **1.4** Use working methods and systems which promote health and safety and which are consistent with relevant legislation and codes of practice |  |  |  |  |
| **2.1** Evaluate animal health and welfare in relation to the accommodation and safe working  **2.2** Report findings from monitoring and evaluation and make recommendations |  |  |  |  |
| **3.1** Explain why it is important to monitor the following environmental factors: (i) environmental conditions (ii) containing structures (iii) materials and equipment (iv) weather conditions (v) the density and mix of the animals  **3.2** Explain the criteria used when monitoring the accommodation covering: (i) quality of working methods and practice (ii) resource use and suitability (iii) scheduling (iv) health and welfare of animals (v) density and mix of animals (vi) cleaning and routine maintenance (vii) management of waste (viii) quality of outcomes  **3.3** Explain how to monitor the accommodation and quality of working practice  **3.4** Describe the indicators of animal health and welfare in relation monitoring of accommodation  **3.5** Explain the options available for making recommendations to animal accommodation  **3.6** Explain the animal welfare legislation and codes of best practice in relation to animal accommodation  **3.7** Describe safe systems of work for those who prepare and maintain accommodation |  |  |  |  |
| **4.1** Summarise current health and safety legislation, codes of practice and any additional requirements  **4.2** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |

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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/502/1453 Plan diets and feeding regimes for animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the objectives of the feed plan  **1.2** Identify the nutritional requirements of animals taking into account all of the following factors. Factors to include: (i) type of animals (ii) age of animals (iii) condition of animals (iv) purpose for which animals are being kept (v) animal health and well being  **1.3** Ensure that resources are available to meet the requirements of the feed plan including staffing routines and procedures  **1.4** Develop feed plan with sufficient level of detail to allow others to implement  **1.5** Implement and organise resources to meet requirements of the plan.  **1.6** Communicate the feed plan clearly and effectively |  |  |  |  |
| **2.1** Identify sources of information to establish dietary requirements  **2.2** Identify essential nutrients and explain how these impact upon the health and welfare of animals  **2.3** Analyse the factors which influence the development of the feeding plans, such as (i) type of animals (ii) age of animals (iii) condition of animals (iv) purpose for which animals are being kept (v) animal health and wellbeing (vi) presentation (vii) purpose (viii) cost (ix) staffing (x) methods of feeding  **2.4** Summarise the current legislation which relates to the inclusion of additives or substitutes  **2.5** Explain the common side effects of inaccurately calculating levels of feeding substitute food or supplements  **2.6** Explain the types and different purposes of dietary additives and substitutes  **2.7** Explain the reasons for using different feeding systems  **2.8** Describe common diseases and illnesses which require special diets and explain appropriate feeding regimes  **2.9** Explain the actions to be taken if there are insufficient resources, including changing the plans, procuring more resources to meet the shortfall  **2.10** Explain how to effectively communicate the feed plan to others  **2.11** Explain own responsibility under animal welfare 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/502/1454 Monitor and evaluate the feeding of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Use appropriate monitoring methods to evaluate the effectiveness of the feed plan  **1.2** Monitor the feeding process at the optimum times to assess progress and to confirm adherence to plan  **1.3** Evaluate animal health and development against the objectives stated within the plan  **1.4** Respond appropriately to any issues identified as a result of the monitoring process  **1.5** Record results of monitoring  **1.6** Evaluate and make any necessary modifications to the feed plan as a result of the monitoring |  |  |  |  |
| **2.1** Explain how to evaluate the effectiveness of the feeding plan including: (i) animal behaviour and condition, (ii) quantities of food being eaten, (iii) costs of feeding against budget  **2.2** Explain how to monitor all the aspects of implementation of the plan covering: (i) Quality of outcomes (ii) Quality of working methods and practice (iii) Resource use (iv) Scheduling  **2.3** Evaluate the condition of animal(s) in relation to the objectives of the feeding plan including animal health and development  **2.4** Compare the options and methods available for changing the feeding plan  **2.5** Explain the dietary requirements of animals at different stages of life and in relation to their purpose  **2.6** Explain how to identify problems with the feed plan and how these can be resolved |  |  |  |  |

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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/502/1469 Establish animals in a new environment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure the new environment is prepared to allow for the safe introduction of the animals  **1.2** Safely establish the animals in their new environment  **1.3** Monitor and maintain the health and welfare of the animals |  |  |  |  |
| **2.1** Work in a way which promotes health and safety, animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Provide clear and accurate information for recording purposes |  |  |  |  |
| **4.1** Explain how to prepare the environment to allow the safe introduction of animals  **4.2** Explain the factors in the new environment which may cause animals stress and how these can be minimised  **4.3** Explain the different methods of establishing animals in new environments  **4.4** Summarise the indicators of potential problems with health and welfare and the action to take |  |  |  |  |
| **5.1** Summarise current health and safety, animal welfare legislation, 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.

**H/502/1636 Plan the establishment and management of wild animal populations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Establish the intended purpose of the animal population  **1.2** Identify the following opportunities and constraints relevant to establishing and managing the animal population: (i) legal (ii) environmental (iii) social, cultural and aesthetic (iv) economic (v) physical (vi) organisational (vii) timing/seasonality  **1.3** Produce plans that achieve the best balance between the intended purpose and the opportunities and constraints  **1.4** Identify the following resources required to achieve the plan and establish their availability: (i) human (ii) financial (iii) material (iv) capital (v) animal  **1.5** Produce plans that contain the following types of information as necessary for their effective implementation in the context of the specific site: (i) site preparation (ii) methods of work (iii) sequence of operations (iv) disposal of waste (v) site maintenance (vi) health and safety requirements.  **1.6** Present your plans in a way which is suitable for those who are to use them |  |  |  |  |
| **2.1** Explain planning methods and the circumstances in which they apply when establishing or managing wild animal populations  **2.2** Explain the methods for identifying the opportunities and constraints to establishing and managing animal populations: (i) legal (ii) environmental (iii) social, cultural and aesthetic (iv) economic (v) physical (vi) organisational (vii) timing/seasonality  **2.3** Summarise the requirements and legislation relating to the establishment and management of populations  **2.4** Identify the sources of information covering: (i) site preparation (ii) methods of work (iii) sequence of operations (iv) disposal of waste (v) site maintenance (vi) health and safety requirements.  **2.5** Summarise the legislation relating to planning and use of sites for the care and breeding of animals  **2.6** Describe the methods available for assessing population growth targets  **2.7** Describe the methods available for calculating the size and types of facilities required for the assessed population growth |  |  |  |  |
| **3.1** Summarise current health and safety and animal welfare legislation, 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.

**K/502/1637 Monitor and evaluate the establishment and management of wild animal populations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select monitoring methods which are appropriate to the establishment and management plan and those implementing it  **1.2** Monitor establishment and management at optimal frequencies to evaluate progress against the following aspects of adherence to plan: (i) quality of outcomes (ii) quality of working methods and practice (iii) resource use (iv) scheduling (v) progress  **1.3** Take the appropriate action as necessary when monitoring reveals deviations from the plan. Action to include:(i) cessation of work (temporary or permanent) (ii) reporting to others in responsibility (iii) feedback information for review of plan  **1.4** Take the appropriate action where unforeseen circumstances arise during establishment and management. |  |  |  |  |
| **2.1** Describe how to select appropriate methods for monitoring adherence to plan covering: (i) quality of outcomes (ii) quality of working methods and practice (iii) resource use (iv) scheduling (v) progress  **2.2** Explain the factors which damage the establishment of animal populations and how these can be countered  **2.3** Assess the factors that aid population growth and describe how these can be encouraged  **2.4** Explain actions to be taken when monitoring reveals deviation from plan: (i) cessation of work (temporary or permanent) (ii) reporting to others in responsibility (iii) feedback information for review of plan  **2.5** Describe the methods available for determining the appropriate responses to unforeseen circumstances |  |  |  |  |

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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/502/0675 Provide information on how to maintain the behaviour health and welfare of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Supply appropriate information on maintaining the health and welfare of animals which is consistent with organisation policy on health promotion  **1.2** Supply appropriate information on the behaviour which is typical of the animal  **1.3** Provide guidance on alternative sources of information where individuals might benefit from it  **1.4** Provide health promotion and risk reduction advice in a manner, and at a level and pace, which is appropriate to the individual(s) you are advising  **1.5** Offer individuals the opportunity to discuss and seek clarification on any health matters |  |  |  |  |
| **2.1** Explain the different ways in which animal health and welfare can be promoted  **2.2** Explain the general requirements for maintaining health and welfare, including: (i) diet (ii) accommodation (iii) exercise (iv) handling (v) physical condition (vi) specific measures to promote health (e.g. preventative measures, identification etc.) (vii) maintaining the body and appearance of the animal  **2.3** List the main sources of information e.g. organisations, references, legislation  **2.4** Assess the limitations of your own knowledge and competence and how this influences the amount of information you can provide  **2.5** Describe the potential problems which may arise if the wrong information is given  **2.6** Describe how to recognise abnormal behaviour in animals  **2.7** State the importance of maintaining confidentiality  **2.8** Explain your own responsibility under health and safety and animal welfare legislation when providing information  **2.9** Explain how good practice can be promoted to others and how your own behaviour can influence this.  **2.10** Explain the main requirements for risk reduction covering:  • Encouraging the individual to change the way they currently care for the animal  • Medication for particular conditions  • Health and safety to the animal and the owner |  |  |  |  |

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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/502/1632 Recognise and interpret the behaviour of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Obtain relevant information on the individual animal behaviour to determine the nature of its behaviour or whether the animal is behaving abnormally. Information may be obtained by: (i) personal observation (ii) reports of owners (iii) reports from others  **1.2** Evaluate the range of situations and influences which may be affecting the animal, and identify those which are most likely to be affecting the animal. Influences could include: (i) the behaviour of people (ii) the behaviour of other animals (iii) the environment  **1.3** Analyse the impact of the owner’s behaviour on the animal: (i) the ways in which animals are conditioned to respond (ii) the ways in which animals react to particular incidents (iii) the influence of animals’ previous experience of humans in particular situations  **1.4** Explore the possible options for action and identify the best for the individual animal and person. Options could include: (i) Individuals changing their behaviour (ii) changing animals' environment (iii) altering the other animals who are present  **1.5** Monitor the result of changing animal and individual behaviour and give follow-up advice where necessary. |  |  |  |  |
| **2.1** Explain the following animal behaviour: (i) behaviour which is normal to the type (ii) behaviour which is normal to the animal concerned (iii) unexpected/abnormal behaviour to the animal or type  **2.2** Describe the effective ways of handling and managing animals which contributes to their health and welfare  **2.3** Explain the effects of human behaviour on animals and how animals can learn responses from humans covering: (i) the ways in which animals are conditioned to respond (ii) the ways in which animals react to particular incidents (iii) the influence of animals’ previous experience of humans in particular situations  **2.4** Assess the limitations of own knowledge and competence and hence the amount of information which can be provided  **2.5** Describe the potential problems which may arise if the wrong information is given  **2.6** Explain how situations and influences may affect the behaviour of the animal: (i) the behaviour of people (ii) the behaviour of other animals (iii) the environment  **2.7** Describe how to assess what may be affecting animal behaviour  **2.8** Describe how to encourage individuals to think through how their own behaviour may be affecting animals and how they may alter it constructively  **2.9** Explain the possible options for action when there are changes in animal behaviour: (i) individuals changing their behaviour (ii) changing animal’s environment (iii) altering the other animals who are present  **2.10** Summarise current health and safety and animal welfare legislation, 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.

**F/502/1563 Plan and prepare to release native animals into natural habitats**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess suitability for the animal to be released  **1.2** Assess the site to determine the suitability of habitat  **1.3** Prepare site for release of animals  **1.4** Ensure your own actions minimise the impact of interference to the planned release from one of the following: (i) Human/s (ii) Pest and/or predators  **1.5** Select and use at least one of the following methods, to identify the animal, in preparation for release monitoring: (i) ringing (ii) tagging (iii) identichip (iv) tattoo (v) individual markings (vi) centre records (vii) hair clippings (short-term solution) |  |  |  |  |
| **2.1** Ensure the necessary equipment is correctly and safely prepared for use: (i) Equipment for identification (ii) Transporting (iii) Release (iv) Handling |  |  |  |  |
| **3.1** Transfer the animal safely to release area in a way which minimises stress  **3.2** Release the animal in a manner which maintains their welfare and minimises stress  **3.3** Observe behaviour and condition of the animal for signs of stress or disorder – before, during and after release  **3.4** Delay release if necessary according to site and animal conditions |  |  |  |  |
| **4.1** Provide clear and accurate information for recording purposes |  |  |  |  |
| **5.1** Work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements  **5.2** Ensure work is carried out in a manner which minimises environmental damage  **5.3** Comply with relevant legislation for handling transport and release of animals |  |  |  |  |
| **6.1** Explain how to determine the suitability of the site  **6.2** Explain why and when you identify the animal for release  **6.3** Describe the interferences that can affect the release and explain how they can be minimised/controlled covering: (i) Human/s (ii) Pest and/or predators  **6.4** Explain how to minimise damage to natural habitat and wildlife during release  **6.5** Explain the appropriate methods of release for the animals you have identified |  |  |  |  |
| **7.1** Describe the types of equipment used within the release process  **7.2** Explain the methods and importance of maintaining equipment for use |  |  |  |  |
| **8.1** Explain the conditions required to maintain the animals’ health, safety and welfare during transfer  **8.2** Describe the signs which indicate stress and disorder in animals and the appropriate action to take  **8.3** Explain expected behaviour during release and the actions to be taken if behaviour varies from the norm |  |  |  |  |
| **9.1** Describe how and when post-release monitoring and recording is undertaken  **9.2** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |
| **10.1** Summarise current health and safety and animal welfare legislation, 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.

**J/502/1659 Select and prepare animals for breeding**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select animals which are suitable for breeding  **1.2** Assess the physical condition of the animals selected for breeding for four of the following criteria: (i) appearance and condition (ii) weight (iii) posture and movement (iv) behaviour (v) reproductive cycle (vi) inherited diseases (vii) sexually transmitted diseases (viii) age of animal and its last pregnancy  **1.3** Facilitate fertilisation using one of the following methods: (i) natural methods (ii) artificial insemination  **1.4** Maintain the health and condition of breeding animals  **1.5** Provide clear and accurate information for recording purposes |  |  |  |  |
| **2.1** Ensure equipment is prepared, used and maintained in a safe and effective condition throughout |  |  |  |  |
| **3.1** Work in a way which promotes animal health and welfare, health and safety, is consistent with relevant legislation and codes of practice  **3.2** Manage and dispose of waste in accordance with legislative requirements and codes of practice |  |  |  |  |
| **4.1** Explain the principles of selecting individual animals for breeding  **4.2** Explain how each of the criteria listed below are used to assess the suitability of animals for breeding (i) appearance and condition (ii) weight (iii) posture and movement (iv) behaviour (v) reproductive cycle (vi) sexually transmitted diseases (vii) inherited diseases (viii) age of animal and its last pregnancy  **4.3** Explain how to determine the optimum time for breeding including identification of oestrus  **4.4** Explain suitable preparation methods for animal and/or equipment for mating  **4.5** Explain the arrangements for the care of animals for breeding |  |  |  |  |
| **5.1** Explain why and when artificial or natural breeding methods are used in animals  **5.2** Explain species specific mating behaviour which determines or precludes mating methods including how animals should be introduced  **5.3** Explain the factors which influence conception in animals  **5.4** Explain the anatomy of male and female reproductive systems  **5.5** Explain the arrangements for the care of breeding and non-breeding males  **5.6** Identify the types of records required and explain the importance of accurate record keeping |  |  |  |  |
| **6.1** Summarise current health and safety legislation, animal health and welfare, codes of practice and any additional requirements  **6.2** Explain the correct and appropriate methods for disposing of waste |  |  |  |  |
| **7.1** Explain the importance and methods of maintaining equipment for use |  |  |  |  |

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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/502/1661 Manage the care of young animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure the appropriate food and water is provided to the young, from birth to weaning  **1.2** Carry out weaning using an appropriate method  **1.3** Monitor the health and condition of the young.  **1.4** Carry out artificial rearing (including fostering), where applicable, in a manner which is appropriate to the animal  **1.5** Provide clear and accurate information for recording purposes |  |  |  |  |
| **2.1** Work in a way which promotes health and safety, animal health and welfare and is consistent with relevant legislation, codes of practice and any additional requirements  **2.2** Ensure work is carried out in a manner which minimises environmental damage  **2.3** Manage and dispose of waste in accordance with legislative requirements and codes of practice |  |  |  |  |
| **3.1** Explain the signs of good and ill-health in young animals  **3.2** Explain how to promote the health and welfare of young animals  **3.3** Explain methods of weaning, and the appropriateness of their use  **3.4** Explain potential problems encountered by young animals and actions to resolve them Problems to include: (i) loss of parent (ii) competition (iii) risk of injury (iv) risk of disease  **3.5** Explain the options for artificial rearing (including fostering) and the different management requirements of each system  **3.6** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |
| **4.1** Summarise current health and safety legislation, animal health and welfare, codes of practice and any additional requirements  **4.2** Summarise own responsibilities under animal health and welfare and health and safety legislation  **4.3** Describe the possible environmental damage that could occur and how to respond appropriately  **4.4** Explain the correct and appropriate 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.

**L/502/1601 Select animals for training**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Specify selection criteria to identify the requirements of the animals to be trained, including the following: (i) physical characteristics (ii) behavioural characteristics (iii) age (iv) intended outcome of training (v) history (vi) temperament (vii) relevant documentation  **1.2** Evaluate possible sources to acquire the necessary animals and select the best source  **1.3** Assess potential animal recruits against the selection criteria  **1.4** Select the animal best able to meet the selection criteria  **1.5** Seek additional advice when information is insufficient to make a decision  **1.6** Evaluate the potential of the animals which were not selected and provide the information to the pre-selectors |  |  |  |  | |
| **2.1** Explain the reasons for setting selection criteria  **2.2** Describe the selection criteria which are necessary for the animal types and breed concerned and what it is being trained for, covering the following: (i) physical characteristics (ii) behavioural characteristics (iii) age (iv) intended outcome of training (v) history (vi) temperament (vii) relevant documentation  **2.3** Explain how and why certain breeds and types are suited to particular activities  **2.4** Explain the importance of identifying the individual characteristics of animals that affect their suitability for training  **2.5** Explain the psychological and physiological effects which training activities may have on the animal  **2.6** Describe seasonal and environmental effects on specific activities  **2.7** Describe effective methods of selecting animals for specific activities  **2.8** State the different sources of supply of the animal breed  **2.9** Describe how to assess the animal characteristics and any specific measurements which are needed  **2.10** Explain the additional information which it might be necessary to gain and where to obtain it from  **2.11** Outline the importance of consultation with relevant parties |  |  |  |  | |
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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/502/1602 Design individual training programmes for animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess the training needs of the animal and establish training objectives  **1.2** Set realistic targets to meet training objectives  **1.3** Select appropriate training methods and activities to meet training objectives: (i) handling (ii) obedience  **1.4** Identify any additional requirements and include them in the training programme, including: (i) environment (ii) diet (iii) living conditions (iv) health and welfare (v) exercise  **1.5** Identify resources necessary for the training activities and include them in the training programme  **1.6** Design suitable methods for evaluating progress in the training programme  **1.7** Communicate with others on the design of the training programme and its objectives |  |  |  |  |
| **2.1** Work in a way which promotes health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Explain the psychological and physiological effects which training activities may have on the animal  **3.2** Describe seasonal and environmental effects on the design of training programmes  **3.3** Explain how to identify the objectives of the training programme for the individual animal: (i) handling (ii) obedience  **3.4** Explain how to set targets towards achieving training objectives  **3.5** Explain the advantages and disadvantages of different training methods and activities  **3.6** Explain how to identify additional requirements which the animal may have to enable it to achieve the training objectives in relation to: (i) environment (ii) diet (iii) living conditions (iv) health and welfare (v) exercise  **3.7** Explain factors which may limit the animal achieving the required standard  **3.8** Explain how to identify and apply suitable training resources  **3.9** Explain methods of evaluating animals’ progress towards objectives and targets |  |  |  |  |
| **4.1** Summarise current health and safety and animal welfare legislation, 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/502/1603 Implement individual training programmes for animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Ensure that the animal’s needs are met prior to the commencement of the training programme including: (i) physical needs (ii) emotional needs  **1.2** Ensure that appropriate resources are available for the training programme including: (i) training environment (ii) equipment (iii) personnel  **1.3** Use training methods and activities in accordance with the training programme  **1.4** Monitor the mental condition and physical behaviour of the animal throughout the training and use the results to modify training programme  **1.5** Handle the animal correctly and in a way which promotes the animal’s health and welfare  **1.6** Modify training methods and activities when objectives are not being met including: (i) cease the activity (ii) find an alternative activity (iii) adapt the activity  **1.7** Report progress towards achieving training objectives accurately to the relevant people  **1.8** Take remedial action when training methods, activities or resources are found to be inappropriate |  |  |  |  | |
| **2.1** Work in a way which promotes health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  | |
| **3.1** Explain the psychological and physiological effects which training activities may have on the animal  **3.2** Describe seasonal and environmental effects on the use of training activities  **3.3** Explain the difference between basic discipline training and training for specific activities and how this may affect the training programme as a whole  **3.4** Describe the animals’ preparation requirements for training  **3.5** Describe the signs which indicate the mental condition and physical behaviour of the animals  **3.6** Describe the importance of accurately assessing animal behaviour and condition and taking appropriate action  **3.7** Explain the importance of assessing animal’s confidence levels and how these are related to performance  **3.8** Describe the correct ways of handling the animal concerned for the safety of the animal, self and others and to enable objectives to be met  **3.9** Identify how to adapt techniques to reach the required standard  **3.10** Explain how and when to modify training methods and activities including: (i) cease the activity (ii) find an alternative activity (iii) adapt the activity  **3.11** Explain how to recognise the limits to which effective training can be applied to achieve success  **3.12** Identify effective ways of assessing progress towards objectives and why they should be reported |  |  |  |  | |
| **4.1** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  | |
| **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/502/1604 Evaluate and improve training programmes which enable animals to achieve specific objectives**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Evaluate the results of training activities against planned training objectives  **1.2** Take action to resolve situations where training activities, methods and resources are found to be inappropriate  **1.3** Recognise and modify training targets which: (i) are too difficult a level for the animal to achieve (ii) are set too low (iii) show the animal has more potential in another area |  |  |  |  |
| **2.1** Explain the psychological and physiological effects which training activities may have on the animal  **2.2** Describe seasonal and environmental effects on specific activities  **2.3** Explain the value of regular evaluation  **2.4** Describe methods of effective evaluation  **2.5** Describe how to modify training targets which: (i) are too difficult a level for the animal to achieve (ii)are set too low (iii) show the animal has more potential in another area  **2.6** Explain when training outcomes may indicate that the animal is not suited for the activity for which it is being trained  **2.7** Explain why it is important to agree future alterations with all relevant personnel |  |  |  |  |

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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/502/1517 Plan monitor and evaluate the transportation of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select the most appropriate form of transportation for an animal type  **1.2** Plan a journey taking into account all of the following factors: (i) distance (ii) health and welfare of animals (iii) containment (iv) means of transport (v) resource availability (vi) legislation (vii) timing to include stop overs (viii) health and safety (ix) nutritional requirements  **1.3** Identify methods for maintaining the health and welfare of the animals throughout the journey  **1.4** Prepare all necessary documentation consistent with current legislation and relevant codes of practice to include documentation required by: (i) the organisation (ii) the carrier  **1.5** Specify procedures for dealing with contingencies  **1.6** Communicate sufficient, clear and accurate information to individuals to allow them to carry out their work effectively and comply with relevant legislation and codes of practice |  |  |  |  |
| **2.1** Develop a monitoring programme capable of evaluating animal transportation and encouraging good practice, including: (i) timing (ii) resources (iii) contingency management (iv) regulatory demands  **2.2** Establish effective control systems to monitor progress including lines of communication relating to: (i) animal health and well-being (ii) timescale (iii) containment (iv) regulatory demands (v) health and safety  **2.3** Monitor transportation at optimal frequencies to determine progress  **2.4** Record any deviations from the monitoring programme and take the appropriate action  **2.5** Redefine the monitoring programme outcomes where monitoring indicates this is necessary |  |  |  |  |
| **3.1** Describe the safe methods of transport for the animals concerned  **3.2** Explain the reasons for using particular carriers and modes of transportation, including resource implications  **3.3** Outline the resource issues which need to be taken into account and appropriate actions to resolve any lack of resources  **3.4** Explain how to produce the transportation plan covering: (i) distance (ii) health and welfare of animals (iii) containment (iv) means of transport (v) resource availability (vi) legislation (vii) timing to include stop overs (viii) health and safety (ix) nutritional requirements  **3.5** Explain the methods for maintaining animal health, welfare and safety during transportation  **3.6** Outline the legal and carrier requirements for transportation  **3.7** Explain why it is necessary to plan the handling of contingencies  **3.8** Summarise what information carriers will need and why  **3.9** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **4.1** Describe an effective monitoring programme for the transportation of animals and why the following factors are essential, including: (i) timing (ii) resources (iii) contingency management (iv) regulatory demands  **4.2** Outline what lines of communication are necessary for effective monitoring of the transportation of animals  **4.3** Explain the purpose and principles of establishing effective control systems relating to: (i) animal health and well-being (ii) timescale (iii) containment (iv) regulatory demands (v) health and safety  **4.4** Explain how to recognise deviations from programme and assess their criticality and their potential effects to determine the appropriate action  **4.5** Explain how to evaluate the effectiveness of the programme and how to determine when programme needs modifying |  |  |  |  |

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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/502/1606 Determine and agree policies for the management of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Clearly establish the intended purposes for keeping the animals  **1.2** Identify and evaluate the following opportunities and constraints relevant to animal management: (i) environmental impact (ii) resource implications (iii) needs of key interest groups (iv) external opportunities and constraints (v) other organisational policies and objectives (vi) new knowledge and ideas which open up new possibilities (vii) resources  **1.3** Review policy options available for animal management to determine the preferred option.  **1.4** Consider the following animal characteristics in your selection of policy options: (i) purposes for which the animals are being kept (ii) types and mix of animals (iii) numbers of animals (iv) quality of animals  **1.5** Identify a preferred option which is feasible and viable striking the optimum balance between the animal characteristics and policy options  **1.6** Agree policies with the appropriate people in accordance with organisational requirements  **1.7** Communicate agreed policy to key interest groups in an appropriate way, including those: (i) directly involved (ii) affected by the site  **1.8** Specify arrangements for reviewing policies |  |  |  |  |
| **2.1** Describe the intended purpose(s) for keeping the animals and whether any of the purposes takes primacy  **2.2** Explain the nature of opportunities and constraints and how these might be used to the organisation's benefit: (i) environmental impact (ii) resource implications (iii) needs of key interest groups (iv) external opportunities and constraints (v) other organisational policies and objectives (vi) new knowledge and ideas which open up new possibilities (vii) resources  **2.3** Describe how to assess and evaluate the opportunities and constraints to determine a course of action  **2.4** Explain how to consider animal health and welfare when determining policy options  **2.5** Explain how different animal characteristics affect the selection of policy options: (i) purposes for which the animals are being kept (ii) types and mix of animals (iii) numbers of animals (iv) quality of animals  **2.6** Describe the resources which will be required to put the policies into effect  **2.7** Describe the factors within and the inter relationships between: (i) the environmental impact of keeping animals (ii) the surrounding area and the wider community of people (iii) flora and fauna (iv) resource implications in keeping animals (v) needs of key interest groups, who they are (vi) their legitimacy and sources of influence (vii) external opportunities and constraints relating to policies, legislation, regulations and designations (viii) organisational policies and objectives  **2.8** Explain the rationale for reviewing policies and how this can best be achieved  **2.9** Identify effective means of communicating agreed policy/policies to interest groups  **2.10** Summarise the legislation, regulations and codes of conduct affecting the keeping and management of 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.

**H/502/1605 Monitor and evaluate the implementation of animal management policies**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Obtain data and information from the implementation of animal management policies in a form which allows their effectiveness to be evaluated  **1.2** Monitor the following external conditions regularly to determine the affect which they may have on policies and the effectiveness of animal management: (i) changes in public opinion, markets and competitor activity (ii) legislation (iii) advances in knowledge and practice (iv) lobbying/public pressure (v) technology  **1.3** Take appropriate action to deal with the following variations from plans: (i) financial resource use (ii) physical resource use (iii) human resource use (iv) working methods and systems  **1.4** Evaluate management systems and methods to confirm they comply with legal requirements and promote good practice  **1.5** Provide clear and accurate information for recording purposes  **1.6** Take action appropriate to the conclusions of the evaluation |  |  |  |  |
| **2.1** Explain the data and information which management systems should produce including: (i) quantitative (ii) qualitative  **2.2** Describe the different ways of presenting qualitative and quantitative data and information and those which might be most useful for the activity concerned  **2.3** Explain how changes in public opinion, markets and competitor activity, legislation, knowledge and practice and technology may affect management systems and practice  **2.4** Explain how public pressure and lobbying may affect how people think about the management of animals and the effect this may have  **2.5** Describe methods available for effectively monitoring external conditions and how to determine the appropriate action to be taken when there is variances covering: (i) financial resource use (ii) physical resource use (iii) human resource use (iv) working methods and systems  **2.6** Summarise the relevant legal requirements for animal management and how to apply these to the setting up and running of such establishments  **2.7** Identify the records which are required and the importance of accurate record keeping  **2.8** State how long records should be stored to comply with relevant legislation and organisational requirements  **2.9** Explain the action which may be necessary following evaluation and how to decide the timing of action |  |  |  |  |

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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/502/3249 Prepare interpretive entertainment and educational activities**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select and match subject matter to the site, the target audience and type of activity to ensure wider participation  **1.2** Work closely with those who are responsible for the audience to maximise the value of planned activities  **1.3** Prepare opportunities for the audience to maximise the use of their senses  **1.4** Plan appropriate styles and structures of activities which are appropriate to a range of audience profiles  **1.5** Develop and put in place contingency plans for all of the following: (i) the audience is different from that anticipated (ii) ill-health (staff or animal) (iii) bad weather  **1.6** Ensure that the selected techniques are sufficient and are consistent with the objectives within the constraints of site, event and budget |  |  |  |  |
| **2.1** Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Explain how to select and agree relevant subject matter to match the site, audience and the activity to ensure wider participation.  **3.2** Explain how to link activities to the curriculum  **3.3** Explain the range of potential audiences covering all of: (i) organised parties (ii) individual members of the public (iii) people with particular requirements or interests  **3.4** Explain techniques for interpretation that make use of audience senses |  |  |  |  |
| **4.1** Summarise current health and safety legislation, codes of practice and any additional requirements including the safety of visitors |  |  |  |  |

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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/502/3251 Deliver and evaluate interpretive entertainment and educational activities**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure that the pace, style and structure of activities are appropriate to the circumstances, interests and ability of the audience throughout  **1.2** Deliver all main messages in ways which maximise understanding, and attempt to ensure these are understood  **1.3** Take into account varying expectations among the audience as far as is practicable  **1.4** Complete the activity to time  **1.5** Use at least two types of interpretive techniques appropriately and effectively including: (i) use of multi media equipment (ii) use of props (iii) audience involvement and participation  **1.6** Monitor the safety and comfort of the audience according to the nature of the activity  **1.7** Follow agreed contingency procedures as necessary |  |  |  |  |
| **2.1** Evaluate the effectiveness of the interpretation against the set objectives  **2.2** Report any conclusions or recommendations arising from the evaluation to the appropriate people |  |  |  |  |
| **3.1** Explain the importance of planning activities to meet time constraints.  **3.2** Analyse the range of techniques and delivery styles that can be used and explain the reasons for selecting a particular technique or style which maximises audience use of their senses  **3.3** Explain the potential range of visitor interests and abilities  **3.4** Explain the range of tools and techniques available and principles of their use in different circumstances to meet a variety of needs  **3.5** Explain how, and the reasons why, pace, style and structure of activities could be varied to meet visitor needs and varying expectations  **3.6** Explain how audience safety can be monitored and how this may vary according to the nature of the activity  **3.7** Explain what action should be taken in response to equipment failure, accidents or other contingencies that may be encountered |  |  |  |  |
| **4.1** Explain how visitor reaction and understanding can be identified, evaluated and improved  **4.2** Explain the different sources of feedback on activities  **4.3** Explain the importance of evaluation to future planning and decision-making |  |  |  |  |

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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/502/1644 Handle animals to enable them to work effectively**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Correctly prepare the animal for work  **1.2** Move the animal and introduce it to the working environment in a manner which minimises stress  **1.3** Check that the following resources are suitable for the planned work: (i) equipment (ii) personnel (iii) environment  **1.4** Maintain control of the animal in a way which is likely to optimise its performance, maintain its safety and minimise stress using the following control methods: (i) verbal (ii) non-verbal  **1.5** Encourage the animal to perform to the best of its ability and offer the appropriate reward and praise  **1.6** Take the necessary action if the animal is not realising its potential or unexpected circumstances arise |  |  |  |  |
| **2.1** Work in a way which maintains health and safety and animal welfare, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Describe the different preparations which are necessary to enable the animal to work effectively in relation to its type, breed and the work which it has to do  **3.2** Describe the methods of handling and moving animals which promote their health and welfare and minimise their stress  **3.3** Describe the resources which will be necessary for the work and how they should be used covering: (i) equipment (ii) personnel (iii) environment  **3.4** Describe the aspects of the environment which may affect the animal and signs which indicate this  **3.5** Describe the limitations of the animal breed and of the particular animal concerned  **3.6** Describe methods of controlling the animal effectively in the situations in which it is being worked  **3.7** Describe how to encourage the animal to work effectively  **3.8** Describe the actions which may be necessary if the animal is not realising its potential or unexpected circumstances arise |  |  |  |  |
| **4.1** Outline the current health and safety and animal welfare legislation, 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.

**F/502/1594 Care for animals after they have worked**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare conditions ready to receive the animal following work  **1.2** Provide the following types of care for the animal to maintain and promote its health and welfare: (i) diet (ii) exercise (iii) appearance (iv) rest (v) health  **1.3** Assess the health and condition of the animal and take the appropriate action  **1.4** Re-establish the animal in its living conditions to ensure comfort and safety |  |  |  |  |
| **2.1** Work in a way which maintains health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Describe methods of assessing the health and condition of animals following work activity  **3.2** Describe the particular health and welfare requirements of animals following work activity covering: (i) diet (ii) exercise (iii) appearance (iv) rest (v) health  **3.3** Describe the living conditions which will promote the health and safety of the animal and any particular requirements for these following work |  |  |  |  |
| **4.1** Outline the current health and safety and animal welfare legislation, 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.

**T/502/1494 Prepare for the transportation of animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Correctly complete all relevant documentation and records related to movement of animals  **1.2** Plan a journey for the transport of animals in line with instructions  **1.3** Check that the transportation equipment, suitability and condition are correct for the transport of animals  **1.4** Provide for the animals needs for the journey within the transportation environment considering their health and welfare and nutritional requirements |  |  |  |  | |
| **2.1** Prepare and handle animals in preparation for loading  **2.2** Assess animals for fitness to travel and where appropriate take appropriate action if animals are unfit for travel  **2.3** Load and contain the animals within the transportation equipment, make safe and secure for the journey in a manner which minimises their stress.  **2.4** Segregate animals correctly if required |  |  |  |  | |
| **3.1** Work in a way which maintains health and safety and animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements  **3.2** Dispose of waste safely and correctly |  |  |  |  | |
| **4.1** State the persons who hold responsibility for animal welfare during transport and summarise their responsibilities under animal welfare, the transport of animals and health and safety legislation  **4.2** State the authorities that have the right to inspect animals, documentation and vehicles and their powers  **4.3** State the authorities to contact, for inquiries about transport conditions, and matters of law  **4.4** Describe the communication required between all parties involved with transportation of animals |  |  |  |  | |
| **5.1** State the types of authorisation required to move animals and when they are required  **5.2** Describe the requirements of planning a journey including: (i) requirements for journey recording systems (ii) the records which are necessary and required  **5.3** Explain the different requirements of documentation for transporting animals dependent on length of travel  **5.4** Describe the requirements for condition and suitability of vehicles and containers used for transport of animals including: (i) cleanliness (ii) health and safety (iii) security (iv) travel requirements of animals (v) environmental conditions  **5.5** Outline the appropriate nutritional and water requirement levels for the animals concerned |  |  |  |  | |
| **6.1** Describe indicators used to assess the animal health and welfare  **6.2** State when unfit animals can be transported  **6.3** Describe the correct methods for preparing and handling animals for loading  **6.4** State the animal requirements during loading, in relation to flight zone, visual field and lighting  **6.5** Describe the appropriate methods of loading and containing the animals which minimises their stress.  **6.6** Describe possible protective measures required for animals during transportation  **6.7** Outline the possible unplanned occurrences which may occur and how each may best be handled  **6.8** State when animals need to be segregated  **6.9** Outline the legal requirements in relation to density and number of animals in transport including the effects of overstocking and understocking  **6.10** Describe the circumstances when stocking densities may be adjusted to take into account changing conditions |  |  |  |  | |
| **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.

**K/502/1542 Maintain the health and welfare of animals during transportation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Monitor animals’ health and welfare at the required times during transportation to identify any causes for concern  **1.2** Recognise changes in animal health and welfare which might signify stress, ill health or injury and take the appropriate actions  **1.3** Take the appropriate action without delay where there are any concerns over animal health and welfare  **1.4** Ensure the containment of animals complies with legislation and optimises their health and welfare  **1.5** Ensure that transport temperature and ventilation conditions maintain animal health and welfare  **1.6** Control animals during transportation in the correct manner using relevant handling aids if applicable |  |  |  |  |
| **2.1** Clarify who is to receive the animals and communicate any information which they may require  **2.2** Unload the animals using appropriate methods and in a manner which minimises their stress and risk of injury  **2.3** Place the animals in suitable lairage / holding area after transport, that is in compliance with legislation  **2.4** Clean the transportation equipment in accordance with legislation  **2.5** Maintain accurate and complete records as required |  |  |  |  |
| **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** Carry out work in a manner which minimises environmental damage  **3.3** Dispose of waste safely and correctly |  |  |  |  |
| **4.1** Describe signs of animal health and welfare deterioration in relation to appearance, body functions and behavior  **4.2** State the importance and methods of maintaining the correct temperature and ventilation when transporting animals  **4.3** Explain when to monitor health and welfare according to the animals being transported, relevant legislation and the method of transportation being used  **4.4** Describe the causes and signs of stress in animals  **4.5** Describe the causes, effects and prevention of thermal stress in animals  **4.6** Describe how to care for unfit or injured animals during transportation  **4.7** Describe how to assess ill health and determine the actions to be taken and their urgency  **4.8** Explain when to seek help, and from whom when problems occur during transportation  **4.9** Describe how to maintain health and welfare of animals covering all the following - through the provision of feed and water or not, breaks from traveling, maintaining the transportation environment  **4.10** Describe methods of handling animals during transportation using handling aids if applicable  **4.11** State circumstances in which animals can be left and how safety and security may be maintained  **4.12** Outline the possible unplanned or unforeseen occurrences which may occur and how each may best be handled  **4.13** Summarise their responsibilities under health and safety, animal welfare and animal transportation legislation |  |  |  |  |
| **5.1** Outline the current health and safety 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** State the importance of communicating information to appropriate people  **6.2** Explain animal requirements when handling animals during unloading, in relation to flight zone, visual field and lighting  **6.3** Describe the requirements of the holding area / lairage post transportation  **6.4** Describe how to maintain and clean the transportation equipment after use  **6.5** Explain any necessary documentation and their responsibility in relation to it |  |  |  |  |

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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/502/1466 Handle animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Approach and handle animals in a manner that: (i) minimises stress (ii) takes into account the species (iii) takes into account the animal’s current temperament (iv) takes into account known behaviour patterns  **1.2** Monitor the animal’s behaviour and its response to handling, noting any significant changes and take the appropriate action if required |  |  |  |  |
| **2.1** Work in a way which maintains health and safety, animal welfare and is consistent with current legislation, codes of practice and any additional requirements  **2.2** Wear the appropriate personal protective equipment |  |  |  |  |
| **3.1** State how and where to obtain information about the temperament and the usual behaviour patterns of animals  **3.2** Describe safe and effective methods of handling animals  **3.3** Explain why it is important to monitor an animal’s response to handling.  **3.4** Describe negative responses to handling and to whom these should be reported and the consequences of not doing so  **3.5** Describe the different factors that can affect an animal’s behaviour and what to do if these are observed  **3.6** Describe how to deal with any contingencies which may arise, before approaching the animal  **3.7** Describe the limits of responsibility in handling animals and what to do if assistance is required |  |  |  |  |
| **4.1** Outline the current health and safety legislation, animal welfare legislation, 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.

**A/502/1609 Welcome receive and care for visitors to sites**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Keep the area in a state of readiness to receive visitors safely  **1.2** Greet and communicate with visitors in an appropriate manor.  **1.3** Identify and report inappropriate visitors  **1.4** Work in a way which promotes health and safety, is consistent with relevant legislation and, codes of practice |  |  |  |  |
| **2.1** Care for visitors in accordance with their needs and relevant policies  **2.2** Refer visitors to the appropriate source of information  **2.3** Manage visitors to the site in a way which is consistent with its purpose and condition, and in a manner which promotes their own safety and security |  |  |  |  |
| **3.1** State the preparations required for the arrival of visitors covering groups and individuals  **3.2** Outline the importance of creating a positive first impression and how this is achieved  **3.3** Describe how to recognise those visitors who should not be on the site and understand the limitations and the dangers in being able to deal with them.  **3.4** List potential sources of information for visitors covering groups and individuals  **3.5** Describe effective methods of communicating to groups and individuals |  |  |  |  |
| **4.1** Outline how to monitor visitors’ needs and when to intercept to offer help  **4.2** Describe how the purpose of the site can be maintained whilst accommodating the needs and security of visitors covering all of the following: (i) supporting visitors in terms of their safety and welfare (ii) providing information to visitors (iii) caring for the environment (e.g. by restricting access) (iv) maintaining the bio-security of the site (v) maintaining the welfare of the animals |  |  |  |  |
| **5.1** Describe how bio-security and welfare can be maintained on sites open to visitors  **5.2** Outline organisational policy on health and safety and confidentiality and how this can be maintained |  |  |  |  |

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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/502/1452 Prepare and construct new structures or surfaces**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare the site in a manner appropriate for the structure or surface and which minimises the effects on the surrounding environment.  **1.2** Prepare the necessary materials for construction |  |  |  |  |
| **2.1** Construct the structure or surface in accordance with the specification (i) setting out and location (ii) materials and resources (iii) timescale (iv) working methods (v) waste management (vi) restitution of site (vii) the relationship of the structure and surface to its context  **2.2** Ensure the structure or surface meet the specification and is fit for purpose on completion of the work |  |  |  |  |
| **3.1** Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements  **3.2** Ensure work is carried out in a manner which minimises environmental damage  **3.3** Manage and dispose of waste in accordance with legislative requirements and codes of practice |  |  |  |  |
| **4.1** Ensure equipment is prepared, used and maintained in a safe and effective condition throughout |  |  |  |  |
| **5.1** Explain how to interpret specifications and the importance of following them covering: (i) setting out and location (ii) materials and resources (iii) timescale (iv) working methods (v) waste management (vi) restitution of site (vii) the relationship of the structure and surface to its context  **5.2** Explain the problems that may arise and how to minimise and the appropriate action to take including; remedying the situation and/or informing those who need to act  **5.3** Describe methods of constructing the structure or surface and the relationship of this to its planned use.  **5.4** Explain how the planned use of the surface or structure may affect the methods of construction used |  |  |  |  |
| **6.1** Summarise current health and safety legislation, codes of practice and any additional requirements  **6.2** Describe the possible environmental damage that could occur and how to respond appropriately  **6.3** Explain the correct and appropriate methods for disposing of waste |  |  |  |  |
| **7.1** Explain the importance and methods of maintaining equipment for use |  |  |  |  |

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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/502/1645 Encourage and motivate volunteers**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess the needs and wishes of individuals and/or groups to help determine the starting point for their involvement  **1.2** Support volunteers in ways which match volunteer expectations, motivations and needs  **1.3** Demonstrate an awareness of individual and/or group volunteers abilities and aptitudes  **1.4** Recognise volunteers and their commitment which are likely to enhance their motivation to continue.  **1.5** Take account of equal opportunities issues as they affect volunteers |  |  |  |  |
| **2.1** Show appreciation of the individual contributions made by volunteers by: (i) providing feedback to volunteers (ii) communicating this information to others  **2.2** Encourage further development of volunteers capabilities  **2.3** Record individual and group effort in terms of its worth and contribution to organisational objectives |  |  |  |  |
| **3.1** Explain what volunteering entails and the implications of volunteering for the volunteer, the voluntary organisation and the client  **3.2** Explain why people volunteer and why organisations involve volunteers  **3.3** Explain ways of assessing and confirming the needs and wishes of individuals and/or groups to help determine the starting point for their involvement  **3.4** Describe how equal opportunities issues and values affect volunteers and volunteering and the organisation  **3.5** Explain ways of recognising the commitment of volunteers and how that will enhance their motivation to continue |  |  |  |  |
| **4.1** Explain how to respond positively to personal and group voluntary effort by: (i) providing feedback to volunteers (ii) communicating this information to others  **4.2** Describe how to assess and record individual and group effort in terms of its worth and contribution to organisational objectives  **4.3** Describe how to evaluate an individual's voluntary effort in ways which can help further his/her or a group's capabilities  **4.4** Describe ways of recognising formally the skills and abilities shown  **4.5** Describe how to provide feedback at an appropriate level in the organisation |  |  |  |  |

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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/502/1599 Manage the work of volunteers**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Give opportunities to volunteers to contribute to the planning and organisation of their work  **1.2** Produce plans that take into account the relevant factors of volunteering including: (i) your team's objectives (ii) the volunteers whose work you are responsible for and their development needs (iii) constraints under which volunteers may be working (iv) meeting the motivational needs of your volunteers  **1.3** Produce plans and schedules that are realistic and achievable within organisational constraints  **1.4** Explain the plans to others clearly and in sufficient detail to gain support, motivation and commitment  **1.5** Update plans at regular intervals and take account of any changes |  |  |  |  |
| **2.1** Check that resources are available and suitable for the planned work and take the appropriate action where there are any problems.  **2.2** Allocate resources so that volunteers can do the work to the required standard.  **2.3** Make sure volunteers are using resources according to organisational, legal and regulatory requirements  **2.4** Make sure volunteers are using resources efficiently and effectively and encourage them to suggest improvements |  |  |  |  |
| **3.1** Make volunteers feel welcome and introduce any new volunteers to each other and the rest of the team  **3.2** Clearly explain organisational policy in relation to: (i) volunteering(ii) confidentiality (iii) welfare (iv) health and safety (v) volunteer insurance (vi) training and developing volunteers (vii) equal opportunities  **3.3** Provide volunteers with clear instructions on tasks they have to do in line with organisational and legal requirements  **3.4** Correctly demonstrate the tasks and check that volunteers understand what is expected  **3.5** Let the volunteers practise the tasks under competent supervision until they can consistently achieve the required standard on their own  **3.6** Identify and correct any mistakes in a way that supports their self-confidence and praise them when they perform tasks correctly  **3.7** Identify volunteers who could take on new responsibilities and agree what development would be appropriate to their needs  **3.8** Identify volunteer work that does not meet agreed standards and take the appropriate action |  |  |  |  |
| **4.1** Explain the purpose of assessment clearly to all involved  **4.2** Give opportunities to volunteers to assess their own work  **4.3** Carry out assessments at times most likely to maintain and improve effective performance  **4.4** Make your assessments objectively against clear and agreed criteria  **4.5** Provide feedback to volunteers in a situation and manner most likely to maintain and improve motivation.  **4.6** Provide feedback which recognises team members achievements and provide constructive suggestions and encouragement for improving their work  **4.7** Show respect for the individuals involved and treat all feedback to individuals and teams confidentially  **4.8** Give opportunities to team members to respond to feedback |  |  |  |  |
| **5.1** Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **6.1** Provide clear and accurate information for recording purposes |  |  |  |  |
| **7.1** Explain how to provide volunteers with the opportunity to contribute to the planning and organisation of their work  **7.2** Describe how to produce plans that take into account the relevant factors of volunteering including: (i) your team's objectives (ii) the volunteers whose work you are responsible for and their development needs (iii) constraints under which volunteers may be working (iv) meeting the motivational needs of your volunteers  **7.3** Explain how to develop realistic and achievable work plans both in the short and medium term  **7.4** Describe how to present work plans in a way that gains support, motivation and commitment  **7.5** Explain the need to regularly review work plans |  |  |  |  |
| **8.1** Explain how to check that the appropriate resources are available and outline the procedures to follow for obtaining resources  **8.2** Outline the procedure for reporting problems with resources  **8.3** Summarise organisational, legal and regulatory standards for the resources that the work uses  **8.4** Explain how to allocate resources in a way that enables the achievement of objectives  **8.5** Explain the need to ensure resources are used efficiently and effectively and the implications for not doing so  **8.6** Explain the impact that the use of resources could have on the environment  **8.7** Explain the reasons for getting others to suggest ways of improving the use of resources |  |  |  |  |
| **9.1** Describe the induction process for new volunteers and the importance of making volunteers feel welcome and part of the team  **9.2** Describe how to ensure that new volunteers understand organisational policy in relation to: (i) volunteering (ii) confidentiality (iii) welfare (iv) health and safety (v) volunteer insurance (vi) training and developing volunteers (vii) equal opportunities  **9.3** Describe how to instruct volunteers and to demonstrate tasks clearly and correctly to ensure that volunteers understand what they have to do  **9.4** Explain the reasons for making sure volunteers continue to be supervised until they can achieve the standard required and the action to take when work does not meet the standard  **9.5** Describe how to correct mistakes without undermining self-confidence  **9.6** Explain how to recognising the potential for volunteers to take on new responsibilities and outline the development opportunities available to them  **9.7** Outline the organisational and legal requirements that are relevant to the tasks the volunteers are being developed to undertake  **9.8** Describe how organisations gives recognition and reward to volunteers  **9.9** Explain methods of handling difficulties with volunteer work, and procedures for dealing with problems |  |  |  |  |
| **10.1** Explain the need to communicate clearly the purpose of assessment to all involved  **10.2** Explain the reasons for providing opportunities to volunteers to assess their own work  **10.3** Explain the principles of fair and objective assessment of work and how to ensure this is achieved  **10.4** Explain how to provide feedback to volunteers on their performance based on assessment  **10.5** Explain the principles of respect and confidentiality when providing feedback  **10.6** describe how to motivate volunteers and gain their commitment by providing feedback  **10.7** Explain how to provide constructive suggestions on how performance can be improved  **10.8** Describe how to give those involved the opportunity to respond to feedback and provide suggestions on how to improve their work |  |  |  |  |
| **11.1** Summarise current health and safety legislation, codes of practice and any additional requirements |  |  |  |  |
| **12.1** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |

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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/502/3179 Prepare and maintain the operational conditions of work boats**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Carry out checks and maintenance procedures correctly, in accordance with statutory, manufacturers and organisational requirements. To include: (i) safety checks (ii) engine checks (iii) engine maintenance (iv) condition of vessel.  **1.2** Ensure equipment for use during the operation of the work boat is safe, in good working order and accessible including: (i) safety equipment (ii) operational equipment.  **1.3** Where appropriate, rectify faults in the operational condition of the work boat safely and correctly  **1.4** Ensure problems and conditions which are outside your responsibility are identified and referred promptly to the appropriate person |  |  |  |  |
| **2.1** Work in a way which maintains health, safety and environmental good practice according to relevant legislation, codes of practice and any additional requirements  **2.2** Provide clear and accurate information for recording purposes |  |  |  |  |
| **3.1** Describe the required pre-start checks, routine checks and maintenance procedures covering: (i) safety checks (ii) engine checks (iii) engine maintenance (iv) condition of vessel.  **3.2** Outline the manufacturers instructions for engine and equipment maintenance, and specifications of the work boat  **3.3** Describe the types of faults which may occur, including: engine faults, damage to the vessel and missing equipment, and the appropriate action in relation to these faults  **3.4** Outline the limits of your responsibility for rectifying faults and other problems  **3.5** Describe the procedures for reporting faults  **3.6** Describe the reasons for reporting faults  **3.7** Describe how to safely handle and store fuel and lubricants  **3.8** Outline the types of problems which may be encountered and how these should be dealt with  **3.9** Outline the relevant legislation and organisational requirements associated with the use of work boats  **3.10** Outline the recreational and economic use of the water environment and how such use relates to work activities |  |  |  |  |
| **4.1** Outline the current health and safety legislation, codes of practice and any additional requirements in relation to the operation and use of work boats  **4.2** Identify the types of records required and explain the importance of accurate record keeping  **4.3** Describe how to maintain environmental good practice during work activities |  |  |  |  |

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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/502/3222 Operate work boats**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure boat manoeuvres are conducted safely, without damage to the workboat and in accordance with statutory and organisational requirements and within the necessary timescales covering at least one of the following: (i) maintenance (ii) inspection (iii) transportation.  **1.2** Operate the work boat controls in accordance with manufacturer’s instructions, the nature of the operations and with regard to the following: (i) prevailing weather (ii) water flow (iii) water depth (iv) wildlife habitats (v) other water users  **1.3** Recognise any hazards and obstacles, and take the appropriate action to minimise the risk during work boat manoeuvres  **1.4** Report any difficulties in carrying out operations promptly to the relevant person  **1.5** Ensure your communications with crew members and others are accurate and clear at all times, and adhere to organisational requirements. Use at least two of the following types of communications: (i) verbal (ii) written (iii) sound  **1.6** Respond to changes in environmental conditions appropriately and in accordance with organisational requirements  **1.7** Identify the need for emergency procedures accurately and take the appropriate prompt actions |  |  |  |  |
| **2.1** Work in a way which maintains health, safety and environmental good practice during your work according to relevant legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Explain the safe and correct methods for handling and using work boats  **3.2** Describe the operational limitations of the work boat  **3.3** List the types of operations which are carried out using work boats  **3.4** Describe the ways in which weather and water conditions must be taken into account during operations  **3.5** Explain the types of hazards which may occur and how to respond to these, including: floating debris, submerged obstacles and fixed structures  **3.6** Outline the potential damage which may occur during operations and the correct action to take  **3.7** Describe the difficulties which may occur and to whom these should be reported  **3.8** State the limits of your responsibility in relation to the operation of work boats  **3.9** Describe the procedures for communicating with crew members and others  **3.10** Outline the recreational and economic use of the water environment and how such use relates to work activities |  |  |  |  |
| **4.1** Outline the current health and safety legislation, codes of practice and any additional requirements  **4.2** Summarise the types of emergencies which can occur, including: fire, sinking, engine failure, collision, person overboard, leak of flammable or hazardous substances  **4.3** Describe the correct methods for implementing emergency procedures  **4.4** Outline the health and safety requirements in relation to the use of work boats  **4.5** Outline the environmental considerations which must be taken into account during operations  **4.6** Describe how to maintain environmental good practice during work activities |  |  |  |  |

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