

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Diploma in Work-Based Animal Care and Welfare**

**610/1057/1**

###### SEG Awards Level 2 Diploma in Work-Based Animal Care and Welfare

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

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

**F/650/3004 Principles of Animal Care - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the basic care needs of animals**1.2** Describe the basic obstetrics and reproductive behaviour**1.3** Describe how behaviour can impact animal care and welfare**1.4** Identify common characteristics of species cared for in the role**1.5** Describe the purpose for why animals are being kept**1.6** Describe how to provide adequate physical stimulation to animals**1.7** Describe how to provide adequate mental stimulation to animals**1.8** Describe types of preventative care used to maintain the health and welfare of animals |  |  |  |  |
| **2.1** Treat animals in a way which is consistent with relevant legislation**2.2** Provide adequate mental and physical stimulation for animals**2.3** Carry out procedures to promote animal health and welfare**2.4** Seek assistance immediately for any animals’ health or welfare emergency and initiate action as appropriate to the situation |  |  |  |  |
| **3.1** Describe how to take the temperature**3.2** State normal temperature ranges for animals**3.3** Identify possible reasons for abnormal temperatures**3.4** Describe how to take the pulse**3.5** State normal pulse rate ranges for animals**3.6** Identify possible reasons for abnormal pulse rates**3.7** Describe how to take the respiratory rate**3.8** State normal respiration rate ranges for animals**3.9** Identify possible reasons for abnormal respiratory rates**3.10** Monitor and report the animals’ physical condition and behaviour**3.11** Describe the visual signs which indicate the potential problems with an animal’s health |  |  |  |  |
| **4.1** Identify the main principles of animal first aid**4.2** Identify legislation applicable to animal first aid**4.3** Describe the limitations when administering first aid to animals**4.4** Classify animal emergency situations**4.5** Identify common animal first aid situations**4.6** Describe how to manage animal first aid situations**4.7** Describe appropriate handling and restraint methods for animal first aid**4.8** Describe how to assess the first aid patient |  |  |  |  |
| **5.1** Identify the types of records required and explain the importance of accurate record keeping**5.2** Provide clear and accurate information for recording purposes**5.3** Maintain records in line with data protection, codes of practice and workplace requirements**5.4** Monitor, record and report the health and welfare of animals in line with animal welfare legislation and workplace policies |  |  |  |  |
| **6.1** Comply with UK legislation**6.2** Identify legislation applicable to working with animals**6.3** Work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and workplace requirements**6.4** Describe how to dispose of waste in line with workplace procedures**6.5** Dispose of waste in line with legislation and workplace procedures |  |  |  |  |

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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/650/2928 Provide Basic Nursing Treatments to Animals - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the equipment used for basic treatments**1.2** Describe how to administer prescribed basic health care treatments**1.3** State the importance of following instructions and the consequences of not following instructions for basic health care treatments**1.4** Describe how to use restraint techniques for basic health care treatments**1.5** Describe the reasons and legislative requirements for ‘withdrawal periods’ for animals**1.6** Describe the reasons for personal hygiene and safety precautions when delivering basic health care treatments**1.7** Describe the changes in the condition of the animal which may occur after the treatment**1.8** Describe why it is necessary to monitor the behaviour of animals after treatment and report unusual signs**1.9** Explain the types of records required and the importance of accurate record keeping |  |  |  |  |
| **2.1** Explain the correct techniques to give specified treatment and medication at the correct time**2.2** State the significance of expiry dates on medications**2.3** Describe the possible sources of contamination to medications**2.4** State how to identify damage to medications |  |  |  |  |
| **3.1** Describe how to apply the current health and safety legislation**3.2** Describe how to apply the current animal welfare legislation**3.3** Describe the correct methods for safe handling and disposal of medical waste |  |  |  |  |
| **4.1** Use the correct techniques to give specified health care treatments to animals**4.2** Demonstrate how to seek assistance if problems arise when delivering basic healthcare treatments to animals**4.3** Record the treatment accurately to comply with any legislative requirements**4.4** Observe animals after treatments and immediately report any unusual signs |  |  |  |  |
| **5.1** Demonstrate the provision of medications for a specified animal**5.2** Demonstrate the provision of prescriptive medications for a specified animal**5.3** Use medications in accordance with instructions**5.4** Use equipment in accordance with instructions |  |  |  |  |
| **6.1** Maintain health and safety when delivering basic treatments and medications to animals**6.2** Maintain animal welfare when delivering basic treatments and medications to animal**6.3** Demonstrate the safe and correct methods of medical waste disposal |  |  |  |  |

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**L/650/2929 Maintain Animal Accommodation - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the factors to consider when maintaining animal accommodation**1.2** Explain factors which may influence the maintenance of animal accommodation**1.3** Identify health and welfare indicators within the animal accommodation**1.4** Describe the significance of health and welfare indicators observed within animal accommodation |  |  |  |  |
| **2.1** Describe the environmental conditions which promote the health and welfare of animals**2.2** Identify the reasons for monitoring environmental conditions**2.3** Explain cleaning routines appropriate to a range of animal accommodations**2.4** Describe cleaning methods and materials appropriate to a range of animal accommodations |  |  |  |  |
| **3.1** Describe relevant health and safety legislation**3.2** Describe relevant animal welfare legislation |  |  |  |  |
| **4.1** Assess the suitability of animal accommodation**4.2** Demonstrate the use of appropriate Personal Protective Equipment (PPE)**4.3** Demonstrate routine cleaning of animal accommodation**4.4** Demonstrate the monitoring and maintenance of environmental conditions**4.5** Demonstrate the safety and security of animals**4.6** Demonstrate appropriate record keeping |  |  |  |  |
| **5.1** Demonstrate the ability to meet health and safety requirements**5.2** Demonstrate the safe disposal 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.

**H/650/3005 Maintain the Cleanliness and Biosecurity of the Animal Care Working Environment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the potential hazards when cleaning work environments**1.2** Assess the risks in an animal care working environment and how these can be minimised**1.3** Describe the selection and use of cleaning materials for work environments**1.4** Explain why cleaning should minimise disruption to animals and colleagues**1.5** Explain the importance of good cleaning practices |  |  |  |  |
| **2.1** Identify materials, equipment and cleaning methods required for cleaning equipment**2.2** Describe the correct use of sterilisation and the potential risks if not done correctly**2.3** State the frequency with which different items of equipment should be cleaned and maintained**2.4** Describe how to recognise potentially hazardous equipment and the potential effects of not reporting it**2.5** Explain the reasons of maintaining and storing cleaning equipment correctly**2.6** State the importance of maintaining accurate records of materials and equipment**2.7** Describe how cleaning, maintenance and storage of work equipment contributes to biosecurity measures |  |  |  |  |
| **3.1** Outline relevant health and safety legislation**3.2** Outline relevant animal welfare legislation**3.3** Describe how environmental damage can be minimised**3.4** Describe the correct methods for disposing of waste**3.5** Identify protective clothing required for cleaning the work environment |  |  |  |  |
| **4.1** Select and use protective clothing, equipment and cleaning materials**4.2** Demonstrate the cleaning of equipment in accordance with instructions**4.3** Clean five different areas in the working environment**4.4** Complete maintenance checks and accurately report findings**4.5** Ensure working areas are in an appropriate state to complete work**4.6** Store materials and equipment safely and correctly after use**4.7** Provide clear and accurate information for recording purposes |  |  |  |  |
| **5.1** Maintain animal welfare, health and safety during and after cleaning the work environment**5.2** Demonstrate adhering to current legislation and current codes of practice when cleaning the work environment**5.3** Maintain hygiene, biosecurity procedures and infection controls when working with animals**5.4** Carry out work in a manner which minimises environmental damage**5.5** Demonstrate the correct and safe disposal 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.

**T/650/2930 Provide Nutrition to Animals - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify different types of animal feed**1.2** Describe how different types of animal feed should be stored**1.3** Describe correct storage and use of animal feeds and associated equipment**1.4** Identify the types of animal feeding records required**1.5** Explain the purpose of an animal feeding plan**1.6** Explain the importance of accurate record keeping when providing animal feed**1.7** Describe normal feeding behaviour in animals**1.8** Describe potentially abnormal feeding behaviours in animals |  |  |  |  |
| **2.1** Identify the essential nutrients for animals**2.2** Identify common dietary sources of each essential nutrient**2.3** Describe the functions of essential nutrients |  |  |  |  |
| **3.1** Identify possible reasons for providing animals with nutritional support**3.2** Describe methods of providing nutritional support**3.3** Identify potential issues associated with nutritional support |  |  |  |  |
| **4.1** State current health and safety legislation applicable to providing nutrition to animals**4.2** State current animal welfare legislation applicable to providing nutrition to animals**4.3** Identify potential risks that may occur when providing nutrition to animals**4.4** Describe the correct methods for disposing of nutritional waste |  |  |  |  |
| **5.1** Identify a range of diets suitable for specified animals**5.2** Describe a range of diets suitable for specified animals |  |  |  |  |
| **6.1** Select appropriate equipment to provide nutrition for specified animals**6.2** Demonstrate the preparation of equipment to provide nutrition for specified animals**6.3** Demonstrate the maintenance of equipment to provide nutrition for specified animals**6.4** Demonstrate the storage of equipment to provide nutrition for specified animals |  |  |  |  |
| **7.1** Select the appropriate nutrition for specified animals**7.2** Prepare and provide nutrition for specified animals, using appropriate methods**7.3** Record nutrition provided for specified animals |  |  |  |  |
| **8.1** Maintain health and safety when providing nutrition to animals **8.2** Maintain animal welfare when providing nutrition to animals**8.3** Demonstrate the safe and correct methods for waste disposal |  |  |  |  |

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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/650/2931 Handling and Restraint of Animals - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to plan the handling and restraint of animals and how to assess the risks involved in restraining animals |  |  |  |  |
| **2.1** Explain why animals may require handling and restraint and how this may affect the method selected**2.2** Describe the different methods of handling and restraining animals and the range of equipment used**2.3** Explain how to identify the possible risks and hazards involved with handling and restraint of animals and how to minimise and respond to them**2.4** Explain how animals should be approached in order to minimise stress, promote animal welfare and maintain health and safety**2.5** Explain how to recognise and assess the signs of stress and alarm in the animals being handled and restrained**2.6** Explain why it is important to work within their own limitations and experience when working with animals**2.7** 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**2.8** Describe the types of conditions that may affect the approach of the handling and restraint of animals**2.9** Explain how to supervise others in the safe handling and restraint of animals**2.10** Describe how, and from whom, to obtain the necessary authority for the handling and restraining of animals and when this may be necessary |  |  |  |  |
| **3.1** Explain current health and safety, animal health and welfare legislation and codes of practice**3.2** Describe the range of protective clothing which may be required and the reasons for its use |  |  |  |  |
| **4.1** Plan the handling and restraint of animals by identifying the reason for handling and the possible risks involved**4.2** Describe a range of suitable methods for restraining the animal and the appropriate equipment required for each method**4.3** Prepare the environment to ensure that the risks to the animal, others and themselves are minimised**4.4** Ensure that authorisation has been obtained for the animal to be handled and restrained using the method selected if required |  |  |  |  |
| **5.1** Select a method of handling and restraint that is appropriate for the animal concerned, minimises the risks to the animal, the handler and others**5.2** Approach the animal in a manner which promotes animal welfare and minimises stress to the animal**5.3** Adapt the handling and restraint of the animal in response to its reactions and behaviour**5.4** Assess the situation and seek assistance if there is a risk to the animal, security or health and safety**5.5** Supervise others in the handling and restraint of animals**5.6** Record the handling and restraint of the animal using the correct system |  |  |  |  |
| **6.1** Demonstrate the promotion of health and safety and animal welfare which is consistent with relevant legislation and codes of practice**6.2** Demonstrate the use of appropriate protective clothing |  |  |  |  |

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**D/650/2924 Introduction to Animal Anatomy and Physiology - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define the appropriate terminology when describing anatomical and physiological features |  |  |  |  |
| **2.1** Identify the major structures of the heart**2.2** State the key differences between blood vessel types**2.3** Identify the location of the main vessels used in venepuncture and pulse taking**2.4** State the role of the cardiovascular system**2.5** Describe the circulation of blood |  |  |  |  |
| **3.1** Identify the location of major body cavities**3.2** State the function of major body cavities**3.3** Identify the key organs and structures within the major body cavities |  |  |  |  |
| **4.1** Identify the location of named key bones within the axial skeleton**4.2** Identify the location of named key bones within the appendicular skeleton**4.3** Identify the location of named key bones within the splanchnic skeleton |  |  |  |  |
| **5.1** Identify the organelles of the mammalian cell |  |  |  |  |
| **6.1** Identify the main tissue types**6.2** State the function of the main tissue types |  |  |  |  |
| **7.1** Identify the major structures of the digestive system**7.2** State the role of the digestive system **7.3** Define digestive processes, using appropriate terminology**7.4** Identify the major structures of the urinary system**7.5** State the role of the urinary system**7.6** State normal urinary output**7.7** State the role of the liver in excretion |  |  |  |  |
| **8.1** Identify key features of the respiratory system**8.2** State the function of key structures within the respiratory system**8.3** Identify normal respiratory ranges**8.4** Identify factors that can affect respiratory function**8.5** State the role of the respiratory system |  |  |  |  |
| **9.1** Identify the main endocrine glands**9.2** State the hormones secreted by the main endocrine glands |  |  |  |  |
| **10.1** List the main components of the nervous system |  |  |  |  |

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**J/650/3006 Welcome Receive and Care for Visitors - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the preparations required for the arrival of visitors**1.2** Outline the importance of creating a positive first impression and how this is achieved**1.3** Describe effective methods of communicating with visitors**1.4** Identify and report inappropriate visitors |  |  |  |  |
| **2.1** Identify how to monitor visitors’ needs and when to intercept to offer help**2.2** Describe how the purpose of the site can be maintained whilst accommodating the needs, safety and security of visitors |  |  |  |  |
| **3.1** Describe how biosecurity and welfare can be maintained on sites open to visitors**3.2** Outline the organisational policy on health and safety and confidentiality and how this can be maintained**3.3** Describe the organisations policies and procedures for registering customers and making bookings**3.4** Make appropriate records in line with organisation procedures |  |  |  |  |
| **4.1** Maintain the area to receive visitors safely**4.2** Greet and communicate with visitors**4.3** Maintain animal welfare and health and safety when welcoming visitors**4.4** Demonstrate adhering to current legislation and codes of practice when welcoming visitors |  |  |  |  |
| **5.1** Care for visitors in accordance with their needs and relevant policies in a manner which promotes their own safety and security**5.2** Respond appropriately to a variety of situations**5.3** Support with customer enquiries**5.4** Provide advice to clients within limitations of the role**5.5** Use appropriate methods of communication |  |  |  |  |
| **6.1** Prepare, receive and store deliveries of goods**6.2** Care for animal products appropriately**6.3** Carry out different methods of payment |  |  |  |  |

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**A/650/2932 Provide Opportunities for Animals to Exercise - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the reasons for providing exercise opportunities to animals**1.2** Identify natural exercise behaviours and patterns in animals**1.3** Explain how exercise requirements differ between a range of animals **1.4** Describe how exercise opportunities can meet natural behaviours in animals**1.5** Describe how to recognise negative responses to exercise**1.6** Explain why insufficient exercise can be potentially harmful to animals**1.7** Explain why excessive exercise can be potentially harmful to animals**1.8** Justify why exercise opportunities may need to alter to meet animal welfare requirements**1.9** Explain the importance of effective communication when providing exercise opportunities to animals |  |  |  |  |
| **2.1** Identify equipment that may be used to provide exercise opportunities for animals**2.2** Describe how to use equipment when providing exercise opportunities for animals**2.3** Explain the importance of using appropriate equipment when providing exercise opportunities for animals**2.4** Describe the maintenance of equipment used to provide exercise opportunities to animals |  |  |  |  |
| **3.1** Identify health and safety legislation applicable to providing exercise opportunities**3.2** Describe health and safety legislation applicable to providing exercise opportunities**3.3** Identify animal welfare legislation applicable to providing exercise opportunities**3.4** Describe animal welfare legislation applicable to providing exercise opportunities |  |  |  |  |
| **4.1** Describe the potential risks to animals when providing exercise opportunities**4.2** Describe the potential risks to handlers when providing exercise opportunities**4.3** Describe the potential risks to others when providing exercise opportunities |  |  |  |  |
| **5.1** Assess the suitability of exercise for specified animals**5.2** Assess the requirements of exercise for specified animal**5.3** Risk assess the methods of exercise for specified animals |  |  |  |  |
| **6.1** Prepare appropriate equipment to provide exercise to specified animals**6.2** Demonstrate fitting exercise equipment to specified animals safely**6.3** Demonstrate removing equipment from specified animals following exercise**6.4** Maintain equipment following exercise to specified animals |  |  |  |  |
| **7.1** Prepare the environment for specified animals to exercise**7.2** Prepare specified animals for exercise**7.3** Provide suitable exercise opportunities to meet the requirements of specified animals**7.4** Follow the correct procedures when providing exercise opportunities for specified animals |  |  |  |  |
| **8.1** Demonstrate the ability to meet health and safety requirements when providing exercise opportunities for specified animals**8.2** Demonstrate the ability to meet animal welfare requirements when providing exercise opportunities for specified animals**8.3** Demonstrate personal hygiene when providing exercise opportunities for specified animals |  |  |  |  |
| **9.1** Demonstrate effective communication when providing exercise opportunities for specified animals**9.2** Record exercise opportunities for specified animals |  |  |  |  |
| **10.1** Review exercise opportunities for specified animals**10.2** Plan adjustments to exercise opportunities for specified 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.

**K/650/3007 British Wildlife Rehabilitation**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify a range of British wildlife species**1.2** Describe British wildlife that are suitable for rehabilitation and release**1.3** Describe behavioural and ecological needs of common British wildlife**1.4** Describe the differences between the care of domestic and wildlife species**1.5** Describe abnormal behaviours seen in rehabilitated wildlife species |  |  |  |  |
| **2.1** Describe the legislation relevant to wildlife rehabilitation**2.2** Describe licensing specific to wildlife rehabilitation |  |  |  |  |
| **3.1** Describe the legal and ethical implications of wildlife rehabilitation and transport**3.2** Describe the principles of releasing rehabilitated animals**3.3** Plan rehabilitation for a British wildlife species**3.4** Explain the purpose of rehabilitation policies and procedures**3.5** Describe the requirements of post release monitoring**3.6** Describe alternative options to release |  |  |  |  |
| **4.1** Safely capture/handle wild animals**4.2** Move and transport wild animals appropriate to the species**4.3** Carry out hand rearing of a British wildlife species**4.4** Undertake rehabilitation of a British wildlife animal**4.5** Release and monitor wild animals appropriate to the species |  |  |  |  |

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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/650/3008 Communicate Information within the Workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Give examples of when information may be required urgently**1.2** Explain why it is important to take messages accurately and the potential effects of not doing so**1.3** Explain the importance of confirming information and why this should be acknowledged and accurately recorded**1.4** Explain the situations in which confidentiality needs to be maintained |  |  |  |  |
| **2.1** Summarise the legislation which relates to communicating information within the workplace |  |  |  |  |
| **3.1** Identify information provided, timescales and source**3.2** Request information using appropriate methods**3.3** Receive and record information accurately according to organisational requirements |  |  |  |  |
| **4.1** Transmit information accurately and timely and using appropriate methods**4.2** Confirm receipt of information**4.3** Using examples explain types of information that must be communicated to other staff |  |  |  |  |

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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/650/3009 Establish and Maintain Effective Working Relationships**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the importance of good working relationships**1.2** Suggest ways in which good working relationships can be maintained**1.3** State the methods of dealing with disagreements within the workplace**1.4** Describe own level of responsibility in relation to dealing with disagreements**1.5** State the importance of effective communication |  |  |  |  |
| **2.1** Identify opportunities to improve working practices with the appropriate person **2.2** Carry out activities requiring co-operation with others in accordance with required procedures**2.3** Communicate with others in a way which promotes effective working relationships**2.4** Keep others informed about work plans or activities which affect them**2.5** Seek assistance from others without causing undue disruption to normal work activities**2.6** Respond in a timely and positive way when others ask for help or information |  |  |  |  |

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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/650/3010 Load and Unload Animals for Transportation - Mandatory Unit**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Outline how to communicate effectively with colleagues**1.2** Outline how to make the transportation method ready for animals |  |  |  |  |
| **2.1** Communicate effectively with colleagues**2.2** Prepare the correct animals as instructed**2.3** Prepare appropriate transportation equipment safely**2.4** Describe differing animal requirements for transport**2.5** Describe the requirement to plan the travel route and have a contingency plan |  |  |  |  |
| **3.1** Describe how to prepare, load and unload animals safely and effectively minimising stress to the animal**3.2** Describe how to approach, handle and restrain animals correctly minimising stress**3.3** State the types of problems which should be reported, when and to whom |  |  |  |  |
| **4.1** Load and unload the animals as required |  |  |  |  |
| **5.1** Describe the monitoring requirements of animals during transportation**5.2** Monitor the health and welfare of animals during transportation**5.3** Identify if an animal requires veterinary treatment and take appropriate action |  |  |  |  |
| **6.1** Summarise the relevant legislation and codes of practice relating to health and safety and maintaining the welfare of animals |  |  |  |  |
| **7.1** Maintain animal welfare, health and safety whilst transporting animals**7.2** Demonstrate adhering to current legislation and current codes of practice whilst transporting animals |  |  |  |  |

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

**A/650/3011 Moving Animals between Locations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify reasons for moving animals**1.2** Describe how the animal’s health status and behaviour may affect the moving process**1.3** Identify reasons when an animal should not be moved and if additional precautions need to be implemented**1.4** Explain the importance of approaching animals in a manner which minimises stress**1.5** Describe the risks inherent in moving animals and how these can be minimised**1.6** Explain how to assess the safety, security and suitability of the new location**1.7** Describe how to select appropriate methods for moving animals**1.8** Explain how to establish animals once they have been moved**1.9** Describe how to identify problems and the process of reporting |  |  |  |  |
| **2.1** Identify types of records required**2.2** State the importance of keeping accurate records |  |  |  |  |
| **3.1** Select the animal to be moved and approach it in a manner which is likely to minimise stress**3.2** Prepare the route for the movement of animals**3.3** Check that the new location is safe, secure and suitable for the animal’s requirements**3.4** Move the animal to its new location**3.5** Establish the animal in the new location consistent with instructions**3.6** Provide clear and accurate information for recording purposes |  |  |  |  |
| **4.1** Explain the current health and safety legislation, animal health and welfare, codes of practice**4.2** Describe the personal protective equipment that should be used when moving animals between locations  |  |  |  |  |
| **5.1** Maintain animal welfare and health and safety when preparing accommodation for animals**5.2** Demonstrate adhering to current legislation and codes of practice when preparing accommodation for animals**5.3** Demonstrate wearing appropriate personal protective clothing |  |  |  |  |

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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/650/3012 Maintain and Develop Personal Performance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State own limits of responsibility in relation to specific tasks and activities**1.2** Explain the correct procedures for obtaining advice**1.3** Identify who to obtain advice from in relation to specific tasks and activities**1.4** State the risks involved in not obtaining advice where specific tasks and activities are unclear**1.5** Describe how to determine and agree development needs and personal targets**1.6** State the importance of reviewing personal performance |  |  |  |  |
| **2.1** Agree personal performance targets with an appropriate person**2.2** Review performance and progress regularly**2.3** Seek advice from an appropriate person if clarification is required concerning specific tasks**2.4** Seek constructive feedback and advice from others and use it to improve performance |  |  |  |  |
| **3.1** Identify current competence and areas for development**3.2** Carry our work in accordance with current responsibilities and organisational 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/650/3013 Maintain and Store Records within the Workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the different types of records and systems used for record keeping**1.2** Explain the responsibility in maintaining, handling and storing records**1.3** Explain the records which are confidential or commercially sensitive and how to deal with these**1.4** Explain the importance of accurate record keeping for production purposes and organisational effectiveness**1.5** Explain the procedures for transferring records**1.6** Explain the types of problems which may occur during the maintenance of records and how these should be resolved |  |  |  |  |
| **2.1** Identify records and check that they are suitable to their intended purpose**2.2** Transfer records where appropriate and make entries into records that are accurate and complete**2.3** Store confidential records in a safe location in accordance with organisational and current legislative requirements**2.4** Re-file records correctly after use, where applicable**2.5** Resolve mistakes or errors in the records appropriately |  |  |  |  |

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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/650/3014 Make Sure Own Actions Reduce Risks to Health and Safety**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe how to identify hazards, risks and breaches in security**1.2** Describe the health and safety legislations relevant to the workplace and who is responsible for these duties**1.3** Explain the importance of identifying, dealing with, or promptly reporting risks in the workplace**1.4** Explain the importance of personal presentation in maintaining health and safety in the workplace**1.5** Explain the importance of personal behaviour in maintaining health and safety in the workplace |  |  |  |  |
| **2.1** Identify the relevant workplace instructions to job role**2.2** Identify aspects of workplace practice that could cause harm to staff and visitors**2.3** Explain how to assess the level of risks posed by workplace practices |  |  |  |  |
| **3.1** Demonstrate safe working practices in job role**3.2** Demonstrate where and when to get additional health and safety assistance**3.3** Report hazards identified to appropriate people in the workplace |  |  |  |  |
| **4.1** Carry out work in accordance with workplace instructions and legal requirements**4.2** Control health and safety risks within capability and job responsibilities**4.3** Provide suggestions to the appropriate people for reducing risks to health and safety**4.4** Demonstrate correct personal presentation and behaviour at work in accordance with workplace instructions |  |  |  |  |

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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/650/3015 Prepare and Groom Animals**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the importance of approaching and handling animals safely**1.2** Describe how the type of animal affects the method of preparing for grooming and the equipment required**1.3** Explain how to prepare animals for grooming**1.4** Describe different methods used for grooming animals**1.5** Describe the particular care required when working on specific areas of the animal**1.6** List the steps that should be taken in the event of accidentally injuring the animal**1.7** State the importance of communicating the care requirements of the animal**1.8** Describe the limits of a groomer’s role and the importance of referring to a veterinary surgeon**1.9** State the importance of keeping accurate records to the care provided to the animal |  |  |  |  |
| **2.1** Describe the normal signs of health and the signs indicating that the animal should be referred to a veterinary surgeon**2.2** Describe basic animal anatomy and physiology sufficient to identify abnormalities**2.3** Explain the signs and symptoms of basic skin problems and infestations |  |  |  |  |
| **3.1** Outline the current health and safety animal welfare legislation, codes of practice and any additional requirements**3.2** Describe how environmental damage can be minimised**3.3** Describe the correct methods for disposing of waste |  |  |  |  |
| **4.1** Identify the equipment and materials which will be required for the activity**4.2** Describe methods of maintaining the range of equipment used**4.3** Explain the importance of following manufacturers’ instructions |  |  |  |  |
| **5.1** Confirm the environment and equipment selected for use are clean and safe**5.2** Handle animals in a manner that promotes cooperation and health safety**5.3** Report an abnormal condition found during examination of the animal to the appropriate person |  |  |  |  |
| **6.1** Use equipment and materials appropriate to the animal**6.2** Prepare the animal ready for grooming using the correct techniques and equipment**6.3** Groom the animal using the correct methods**6.4** Observe the condition of the animal during the process and report any necessary changes to appropriate person**6.5** Maintain accurate records on the techniques and materials used to care for the animal |  |  |  |  |
| **7.1** Maintain animal welfare, health and safety when preparing and grooming animals**7.2** Demonstrate adhering to current legislation and current codes of practice when preparing and grooming animals**7.3** Carry out work in a manner which minimises environmental damage**7.4** Demonstrate the correct and safe disposal of waste |  |  |  |  |

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