

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Diploma in Work-Based Animal Care and Welfare**

**610/1058/3**

###### SEG Awards Level 3 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.

**K/650/3016 Promote and Maintain the Health and Well-being of Animals - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise current health and safety, animal health and welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **2.1** Explain how to establish an effective plan to maintain animal health and well-being  **2.2** Explain how the relevant resources can be obtained  **2.3** Explain how relevant legislation and codes of practice relate to the development of plans  **2.4** Explain the reporting and recording arrangements which are necessary under legislation and codes of practice  **2.5** Explain how to present plans in a form which is appropriate to those who implement them  **2.6** State the importance of including arrangements to review plans |  |  |  |  |
| **3.1** Describe potential variations from plans and the appropriate actions required  **3.2** Explain how to monitor the effectiveness of plans to maintain animal health and well-being  **3.3** Outline the procedure for recommending modifications to the plan  **3.4** State the importance of keeping accurate records  **3.5** Explain the value of effective communication |  |  |  |  |
| **4.1** Establish routines which allow for the effective implementation of plans  **4.2** Implement the necessary recording and reporting arrangements and prepare required forms  **4.3** Obtain the essential resources to meet requirements specified within the plan  **4.4** Present requirements of a plan suitable for those involved in implementation  **4.5** Organise personnel requirements to support routines and schedules  **4.6** Establish a schedule for reviewing the plan  **4.7** Implement plans as required |  |  |  |  |
| **5.1** Work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation and codes of practice |  |  |  |  |
| **6.1** Monitor and evaluate the implementation of the plan against specified criteria  **6.2** Recommend and carry out modifications where appropriate  **6.3** Maintain records in accordance with organisational requirements  **6.4** Maintain effective communication to facilitate the effective running of the plan |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

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

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

**L/650/3017 Handling and Restraint of Animals - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise current health and safety, animal health and welfare legislation, codes of practice and any additional requirements  **1.2** Describe the range of personal protective clothing which may be required and the reasons for its use |  |  |  |  |
| **2.1** Explain why animals require handling and restraint  **2.2** Describe different methods of handling and restraining animals, including the relevant equipment required  **2.3** Explain what could affect the methods of handling and restraint  **2.4** Explain how to identify the potential risks and hazards and how these can be minimised  **2.5** Explain how to approach animals to minimise stress, promote animal welfare and maintain health and safety  **2.6** Describe how to recognise and assess the signs of stress and alarm in animals being handled and restrained  **2.7** Explain the importance of working within an individual’s limitations and experience when working with animals  **2.8** Explain how to identify situations where it is not suitable to approach, handle or restrain an animal and the consequences of doing so  **2.9** Describe the types of conditions that may affect the approach, handling and restraint of animals  **2.10** Explain how to supervise others in the safe handling and restraint of animals  **2.11** Describe how, and from whom, to obtain the necessary authority for handling and restraining of animals and when this may be necessary |  |  |  |  |
| **3.1** Explain how to plan the handling and restraint of animals  **3.2** Explain how to assess the risks that could occur when restraining animals |  |  |  |  |
| **4.1** Prepare the environment to ensure that the risks to animals, others and themselves are minimised  **4.2** Ensure that authorisation has been obtained to handle and restrain the animal  **4.3** Plan the handling and restraint of animals using suitable methods and equipment |  |  |  |  |
| **5.1** Select a method of handling and restraint that is appropriate and minimises risks to the animals, 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 ensuring that animals welfare is promoted and stress is minimised  **5.6** Record the handling and restraint of the animal using the correct system |  |  |  |  |
| **6.1** Work in a way which promotes health and safety, animal welfare and is consistent with relevant legislation, codes of practice and any additional requirements  **6.2** Ensure the appropriate personal protective clothing is worn correctly |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**M/650/3018 Movement of Animals - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise current health and safety legislation, animal welfare and codes of practice and any additional requirements  **1.2** Describe the range of personal protective clothing which may be required and the reasons for its use |  |  |  |  |
| **2.1** Explain reasons for moving the animal and how these may affect the methods used  **2.2** Describe different methods of identification for animals  **2.3** Explain the range of handling and restraint methods available  **2.4** Describe conditions that may affect the movement of animals  **2.5** Explain how the pace of the animal affects the movement plan  **2.6** Explain how to assess the risks involved with approaching and the movement of animals and how to minimise them  **2.7** Explain how to supervise others in the safe movement of animals  **2.8** Explain the information to be recorded when animals are moved and the reasons for doing so  **2.9** Explain how to assess the suitability of a new location to meeting the animal’s requirements  **2.10** Explain how to identify a suitable route to meet the animal’s requirements |  |  |  |  |
| **3.1** Plan the movement of animals with others to select the method of movement and identify the risks involved  **3.2** Identify the animal to be moved and assess their suitability for movement  **3.3** Assess the new location to ensure that it meets the animal’s requirements  **3.4** Identify the appropriate method for moving the animal and prepare the necessary equipment  **3.5** Communicate the movement plan to others to ensure that the animal’s welfare is maintained and the risks to others are reduced  **3.6** Ensure that authorisation has been obtained for the animal to be moved, if necessary |  |  |  |  |
| **4.1** Ensure others approach the animal in an appropriate manner which minimises stress to the animal and maintains health and safety  **4.2** 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  **4.3** Record the movement of animals using the correct method and documentation accurately |  |  |  |  |
| **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 the appropriate personal protective clothing is worn correctly |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**R/650/3019 Prepare and Maintain Animal Accommodation - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise current health and safety legislation, codes of practice and any additional requirements  **1.2** Explain the correct and appropriate methods for disposing of organic and inorganic waste  **1.3** Explain the records required for management and legislative purposes and the importance of maintaining them |  |  |  |  |
| **2.1** Explain the animal welfare legislation and codes of best practice in animal welfare and animal accommodation  **2.2** Describe the types of animal accommodation and the suitability of these for different animals  **2.3** Identify animals’ accommodation requirements  **2.4** Produce accommodation plans and identify resources to meet accommodation requirements  **2.5** Explain how to evaluate whether accommodation is suitable for animals and the different factors which need to be considered  **2.6** Explain the potential hazards which may arise during accommodation maintenance |  |  |  |  |
| **3.1** Prepare accommodation appropriate for different species of animals  **3.2** Provide appropriate accommodation for animals |  |  |  |  |
| **4.1** Use monitoring methods which are appropriate for the accommodation, the animals and those working with the animals  **4.2** Evaluate and report findings on animal health and welfare in relation to the accommodation  **4.3** Recommend and take appropriate action to improve animal accommodation to meet animal welfare legislation  **4.4** Use working methods and systems which promote health and safety and are consistent with relevant legislation and codes of practice |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

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

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

**A/650/3020 Maintain Health Safety and Security in the Workplace - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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  **1.2** Explain the importance of carrying out risk assessments for all work activities  **1.3** Explain the importance of assessing security issues associated with the work area  **1.4** Describe how to carry out and evaluate a risk assessment  **1.5** Explain the hierarchy of measures to control risks  **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 and disposed of  **1.9** Describe the different safe methods of lifting and handling |  |  |  |  |
| **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 to those involved in an accident and how this should be achieved |  |  |  |  |
| **4.1** Explain who is responsible for records and the types of records required  **4.2** Explain the importance of accurate record keeping  **4.3** Explain the relevant legislative requirements for completing records of accidents and incidents |  |  |  |  |
| **5.1** Carry out risk assessments in accordance with legal and organisational requirements  **5.2** Evaluate the risks which have been identified and implement appropriate control measures |  |  |  |  |
| **6.1** Ensure appropriate personal protective equipment is used  **6.2** Communicate health and safety precautions that are being applied to others entering the work 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  **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** Seek assistance immediately for any health emergency and initiate appropriate action  **7.3** Provide assistance as required within limits of capability  **7.4** Make the immediate vicinity as safe as possible |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**D/650/3021 Plan and Provide Feed and Nutrition to Animals - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify sources of information to establish dietary requirements  **1.2** Identify essential nutrients and explain how these impact upon the health and welfare of animals  **1.3** Analyse the factors which influence the development of feeding plans  **1.4** Summarise the current legislation which relates to the inclusion of additives or substitutes  **1.5** Explain the types and different purposes of dietary additives and substitutes  **1.6** Explain the common side effects of inaccurately calculating levels of feeding substitutes or supplements  **1.7** Explain the reasons for using different feeding systems  **1.8** Describe common diseases and illnesses which require special diets  **1.9** Explain the actions to be taken if there are insufficient resources  **1.10** Explain how to effectively communicate the feed plan to others  **1.11** Explain own responsibility under animal welfare legislation |  |  |  |  |
| **2.1** Identify the objectives of the feeding plan  **2.2** Identify the nutritional requirements of animals  **2.3** Ensure that resources are available to meet the requirements of the feed plan  **2.4** Develop feed plan with sufficient level of detail to allow others to implement  **2.5** Implement and organise resources to meet requirements of the plan  **2.6** Communicate the feed plan clearly and effectively |  |  |  |  |
| **3.1** Explain how to evaluate the effectiveness of the feeding plan  **3.2** Explain how to monitor all aspects of the implementation of the plan  **3.3** Evaluate the conditions of the animal(s) in relation to the objectives of the feeding plan  **3.4** Compare the options and methods available for changing the feeding plan  **3.5** Explain the dietary requirements of animals at different stages of life and in relation to their purpose  **3.6** Explain how to identify problems with the feed plan and how these can be resolved |  |  |  |  |
| **4.1** Provide food for animals using a feeding plan  **4.2** Use appropriate monitoring methods to evaluate the effectiveness of the feed plan  **4.3** Monitor the feeding process at the optimum times to assess progress and to confirm adherence to plan  **4.4** Evaluate animal health and development against the objectives stated within the plan  **4.5** Respond appropriately to any issues identified as a result of the monitoring process  **4.6** Record provision of food and results of monitoring  **4.7** Evaluate and make necessary modifications to the feed plan as a result of the monitoring |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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/650/3022 Transporting Animals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe differing animal requirements for transport  **1.2** State the types of authorisation required to move animals and when they are required  **1.3** Describe the requirements of planning a journey  **1.4** Explain the different requirements of documentation for transporting animals dependent of length of travel  **1.5** Describe the requirements for condition and suitability of vehicles and containers used for transport of animals  **1.6** Outline the appropriate nutritional and water requirement levels for the animals concerned |  |  |  |  |
| **2.1** Describe indicators used to assess the animal health and welfare  **2.2** State when unfit animals can be transported  **2.3** Describe the correct methods for preparing and handling animals for loading  **2.4** State the animal requirements during loading  **2.5** Describe the appropriate methods of loading and containing the animals which minimises stress  **2.6** Describe possible protective measures required for animals during transportation  **2.7** Outline the possible unplanned occurrences and how these may best be handled  **2.8** State when animals need to be segregated  **2.9** Outline the legal requirements in relation to density and number of animals in transport  **2.10** Describe the circumstances when stocking densities may be adjusted to take into account changing conditions |  |  |  |  |
| **3.1** Complete all relevant documentation and records related to movement of animals  **3.2** Plan a journey for the transport of animals in line with instructions  **3.3** Prepare and make safe the appropriate transportation equipment  **3.4** Provide a suitable environment to meet the animals’ needs during transportation |  |  |  |  |
| **4.1** Prepare and handle animals in preparation for loading  **4.2** Assess animals for fitness to travel and where appropriate, take action if animals are unfit for travel  **4.3** Load and contain animals within the transportation equipment  **4.4** Segregate animals correctly, if required  **4.5** Unload the animals from the transportation equipment into secure suitable accommodation |  |  |  |  |
| **5.1** Describe the monitoring requirements of animals during transportation  **5.2** Describe signs of animal health and welfare deterioration  **5.3** Describe the causes, effects and prevention of thermal stress in animals  **5.4** Explain when to monitor health and welfare according to the animals being transported, relevant legislation and the method of transportation being used  **5.5** Describe how to assess ill health and determine the actions to be taken and their urgency  **5.6** Identify if an animal requires veterinary treatment and take appropriate action  **5.7** Describe how to care for unfit or injured animals during transportation  **5.8** Describe how to maintain health and welfare of animals  **5.9** Describe methods of handling animals during transportation using handling aids if applicable  **5.10** State circumstances in which animals can be left and how safety and security may be maintained |  |  |  |  |
| **6.1** Monitor animals’ health and welfare at the required times during transportation to identify any causes for concern  **6.2** Recognise changes in animal health and welfare which might signify stress, ill health or injury and take the appropriate actions  **6.3** Ensure that transport temperature and ventilation conditions maintain animal health and welfare |  |  |  |  |
| **7.1** State the persons who hold responsibility for animal welfare during transport  **7.2** Summarise the responsibilities identified in 7.1  **7.3** State the authorities that have the right to inspect animals, documentation and vehicles  **7.4** State the authorities to contact for inquiries about transport conditions and matters of law  **7.5** Describe the communication required between all parties involved with transportation of animals |  |  |  |  |
| **8.1** Clarify who is to receive the animals and communicate any information which may be required  **8.2** Unload the animals using appropriate methods and in a manner which minimises stress and risk of injury  **8.3** Place the animals in suitable holding areas after transport  **8.4** Clean the transportation equipment in accordance with instructions  **8.5** Maintain accurate and complete records as required |  |  |  |  |
| **9.1** 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  **9.2** Dispose of waste safely and correctly |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**J/650/3006 Welcome Receive and Care for Visitors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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/650/3023 Advise Prospective Keepers on the Choice and Care of Animals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the normal behaviour patterns, temperament and growth of a selection of animals  **1.2** Explain the needs of animals for company, exercise, food, and space  **1.3** Explain how to estimate maintenance costs for an animal and the factors that should be considered  **1.4** Explain the training options for different types of animals  **1.5** Describe how to adapt communication methods to meet the needs of individuals  **1.6** State the sources of information and specialist advice  **1.7** Assess and explain the likely reactions of animals to new conditions  **1.8** Describe how current legislation impacts the care of zoo animals  **1.9** Explain how any additional requirements or conditions may be required from prospective keepers to meet responsibilities within the legislation and codes of practice |  |  |  |  |
| **2.1** Explain in detail the likely growth and behaviour patterns of a young animal  **2.2** Explain the animal’s needs in relation to meeting the Animal Welfare Act 2006  **2.3** Describe why animals are kept in captivity  **2.4** Communicate the likely maintenance costs over an average lifetime  **2.5** Offer and explain written information to reinforce advice and guidance  **2.6** Encourage potential keepers to ask questions, seek clarification and make comments  **2.7** Recommend the choice of animal and its care which relate to the needs and facilities that the potential keeper can provide  **2.8** Assess the animal’s temperament and its likely reaction to factors in the new environment  **2.9** Communicate the assessment in 2.8 to the potential keeper  **2.10** Explain any conditions, care and support services offered by the organisation (if applicable)  **2.11** Inform potential keepers of any behavioural or medical conditions that the animal has that may affect their decision  **2.12** Confirm the potential keepers’ understanding of advice and their intention to proceed |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**J/650/3024 Plan the Establishment and Management of Wild Animal Populations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain planning methods and the circumstances in which they apply when establishing or managing wild animal populations  **1.2** Explain the methods for identifying the opportunities and constraints to establishing and managing animal populations  **1.3** Summarise the requirements and legislation relating to the establishment and management of populations  **1.4** Summarise the legislation relating to planning and use of sites for the care and breeding of animals  **1.5** Describe the methods available for assessing population growth targets  **1.6** Describe the methods available for calculating the size and types of facilities required for the assessed population growth |  |  |  |  |
| **2.1** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Establish the intended purpose of animal population  **3.2** Identify the opportunities and constraints relevant to establishing and managing the animal population  **3.3** Produce plans that achieve the best balance between the intended purpose and the opportunities and constraints  **3.4** Identify resources required to achieve the plan and establish the availability of the resources  **3.5** Produce plans that contain information for the effective implementation at a specific site  **3.6** Present plans in a way which is suitable for those who are to use them |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**K/650/3025 Maintain Animal Behaviour**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the following animal behaviour: Normal behaviour for the species Normal behaviour to a specific, given animal Abnormal behaviour for the species Abnormal behaviour to a specific, given animal  **1.2** Describe effective ways of handling and managing animals which contributes to their health and welfare  **1.3** Explain the effects of human behaviour on animals and how animals can learn responses from humans  **1.4** Explain how situations and influences may affect the behaviour of the animal  **1.5** Describe how to assess what may be affecting animal behaviour  **1.6** Describe how to encourage others to consider own behaviour and the impact if may have on animals and how they may alter it constructively  **1.7** Explain actions to take when there are changes in animal behaviour |  |  |  |  |
| **2.1** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Obtain relevant information on the individual animal’s behaviour to determine the nature of its behaviour or whether the animal is behaving abnormally  **3.2** Evaluate a range of situations and influences which may affect the animal  **3.3** Analyse the impact of the owner’s behaviour on the animal  **3.4** Explore possible options to take and identify the best for the individual animal and person  **3.5** Monitor the result of changing animal and individual behaviour, providing follow-up advice where necessary |  |  |  |  |
| **4.1** Explain the different ways in which animal health and welfare can be promoted  **4.2** Explain the general requirements for maintaining health and welfare  **4.3** List the main sources of information on how to maintain animal health, welfare and behaviour  **4.4** Assess the limitations of own knowledge and competence indicating the amount of information which can be provided in relation to animal behaviour  **4.5** Describe the potential problems which may arise if the wrong information is given regarding an animal’s behaviour  **4.6** State the importance of maintaining confidentiality  **4.7** Explain how good practice can be promoted to others and how own behaviour can influence this |  |  |  |  |
| **5.1** Supply appropriate information on maintaining health and welfare of animals  **5.2** Supply appropriate information on the behaviour which is typical of the animal  **5.3** Provide guidance on alternative sources of information where individuals might benefit from  **5.4** Provide health promotion and risk reduction advice in a manner which is appropriate to the individual(s) you are advising  **5.5** Offer individuals the opportunity to discuss and seek clarification |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

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

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

**L/650/3026 Animal Training Programmes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **2.1** Describe how different characteristics can affect training on animals  **2.2** Explain how and why certain breeds and types are suited to particular activities  **2.3** Explain the importance of identifying the individual characteristics of animals that affect their suitability for training  **2.4** Explain the psychological and physiological effects which training activities may have on the animal  **2.5** Outline the importance of consultation with relevant parties |  |  |  |  |
| **3.1** Explain how to set targets towards achieving training objectives  **3.2** Explain the advantages and disadvantages of different training methods and activities  **3.3** Explain how to identify additional requirements which the animal may have to enable it to achieve the training objectives  **3.4** Explain factors which may limit the animal achieving the required standard  **3.5** Explain methods of evaluating the animals’ progress towards objectives and targets |  |  |  |  |
| **4.1** Assess the training needs of the animal and establish training objectives  **4.2** Set realistic targets to meet training objectives  **4.3** Select appropriate training methods and activities to meet training objectives  **4.4** Identify any additional requirements and include them in the training programme  **4.5** Identify necessary resources for training activities and include them in the training programme  **4.6** Design suitable methods for evaluating progress in the training programme  **4.7** Communicate with others on the design of the training programme and its objectives |  |  |  |  |
| **5.1** Explain the difference between basic discipline training and training for specific activities and how this may affect the overall training programme  **5.2** Describe the animals’ preparation requirements for training  **5.3** Describe the signs which indicate the mental condition and physical behaviour of the animals  **5.4** Describe the importance of accurately assessing animal behaviour and condition and taking appropriate action  **5.5** Explain the importance of assessing animals’ confidence levels and how these are related to performance  **5.6** Describe the correct ways of handling the animal concerned, for the safety of the animal, self and others, to enable objectives to be met  **5.7** Identify how to adapt techniques to reach the required standard  **5.8** Explain how and when to modify training methods and activities  **5.9** Explain how to recognise the limits to which effective training can be applied to achieve success  **5.10** Identify effective ways of assessing progress towards and objectives and why they should be reported |  |  |  |  |
| **6.1** Ensure the animal’s needs are met prior and during the commencement of the training programme  **6.2** Ensure the appropriate resources are available for the training programme  **6.3** Use training methods and activities in accordance with the training programme  **6.4** Monitor the mental condition and physical behaviour of the animal throughout and use results to modify the training programme  **6.5** Modify training methods and activities when objectives are not being met  **6.6** Report progress towards achieving training objectives to the relevant people |  |  |  |  |
| **7.1** Describe methods of effective evaluation  **7.2** Describe how to modify training targets  **7.3** Explain when training outcomes may indicate that the animal is not suited for the activity for which it is being trained  **7.4** Explain why it is important to agree future alterations with all relevant personnel |  |  |  |  |
| **8.1** Evaluate the results of training activities against planned training objectives  **8.2** Take action to resolve situations where training activities, methods and resources are found to be inappropriate  **8.3** Recognise and modify training targets which: are too difficult a level for the animal to achieve are set too low show the animal has more potential in another area |  |  |  |  |
| **9.1** Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**M/650/3027 Prepare Interpretive Entertainment and Educational Animal Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to select and agree relevant subject matter to match the site, audience and the activity to ensure wider participation  **1.2** Explain how to link activities to the curriculum  **1.3** Explain the range of potential audiences  **1.4** Explain techniques for interpretation that make use of audience senses |  |  |  |  |
| **2.1** Summarise current health and safety and animal welfare legislation, codes of practice and any additional requirements |  |  |  |  |
| **3.1** Select and match subject matter to the site, the target audience and type of activity to ensure wider participation  **3.2** Work closely with those who are responsible for the audience to maximise the value of planned activities  **3.3** Plan opportunities for audience interaction  **3.4** Plan appropriate styles and structures of activities which are appropriate to a range of audience profiles  **3.5** Develop and put in place relevant contingency plans  **3.6** Ensure that the selected techniques are sufficient and consistent with the objectives within the constraints of the site, event and budget |  |  |  |  |
| **4.1** Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements |  |  |  |  |

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

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.