SEG Awards Level 3 Award for Animal Licensing Inspectors

England – 610/3290/6

About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: Skills and Education Group Awards Secure Login

Sources of Additional Information

Skills and Education Group Awards website www.skillsandeducationgroupawards.co.uk provides access to a wide variety of information.

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Specification Code

The specification code is A9241-03.

Issue	Date	Details of change
1.0	29 September 2023	New qualification guide
1.1	November 2025	Added paragraph under Assessment heading to clarify the number of examples required when learners are

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		asked to demonstrate various methods or techniques

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

Qualification Guidance

Contents

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

The SEG Awards Level 3 Award for Animal Licensing Inspectors is designed to develop knowledge and skills to become an Animal Licensing Inspector with the Local Authority.

Pre-requisites

There are no entry requirements for this qualification, however, learners should be working to at least a Level 2.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: Level 3 Award for Animal Licensing Inspectors

Learners must achieve 12 credits overall. All credit must come from the mandatory units.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Group Min Credit Target - 12				
Legislation in Animal Care	J/650/8714	3	4	35
Inspecting Animal Care Establishments	K/650/8715	3	4	30
Skills in Practical Animal Care	L/650/8716	3	4	40

Aims

The SEG Awards Level 3 Award for Animal Licensing Inspectors aims to provide learners with the information required under the DEFRA, The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations Act 2018 to become an Animal Licensing Inspector with the Local Authority.

Target Group

The SEG Awards Level 3 Award for Animal Licensing Inspectors is designed for learners over the age of 16, who are looking to become an Animal Licensing Inspector with the Local Authority or those currently working as an Animal Licensing Inspector, looking to formalise their current training.

Practical Hours Requirement

There is no external practical hour requirements attached to this qualification.

Assessments

This qualification is to be completed by portfolio submission, with clear evidencing linked to the relevant Assessment Criteria.

Unless stated otherwise, Skills and Education Group Awards require a minimum of three examples when learners are asked to demonstrate various methods or techniques. This requirement ensures that the learner shows a clear understanding of the assessment criteria.

Resources

Skills and Education Group Awards provides the following additional resources for this qualification:
• Purpose Statement
• Learner Unit Achievement Checklist
• Indicative Content
• Progression Routes Flow Chart

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

By obtaining this qualification, learners will have the necessary skills and knowledge to allow them the opportunity to potentially become an Animal Licensing Inspector with the Local Authority.

This qualification goes hand in hand with a variety of Skills and Education Group Awards regulated qualifications within the Animal Care sector, supporting learners' knowledge and experience in animal care, which will support learners progress on to the following qualifications/areas:

- Level 3 Diploma in Kennel and Cattery Management
- Level 4 Certificate in Professional Pet Sitting, Dog Walking, Dog Day Care and Home Boarding

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

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Qualification Summary

Qualification	
SEG Awards Level 3 Award for Animal Licensing Inspectors	
Qualification Purpose	This qualification provides learners with the essential knowledge and skills required to carry out animal licensing inspections in accordance with standards and legislation. Learners will be able to plan, assess and evaluate establishments that are regulated under animal care laws. Occupations within Inspectors of Standards and Regulations in England has shown a strong increase of demand over the past 3 years, with occupation postings increasing by 6%. The sector continues to rise with occupation opportunities within this field, with an expected 3% rise, providing learners with a great opportunity of success when achieving this qualification.

Age Range	**Pre 16**		**16-18**	✓	**18+**	✓	**19+**	✓

Regulation	The above qualifications are regulated by: • Ofqual
Assessment	• Portfolio of Evidence
Type of Funding Available	See FaLA (Find a Learning Aim)
Grading	Pass/Fail Only
Operational Start Date	29/09/2023
Review Date	29/09/2026
Operational End Date	
Certification End Date	
Guided Learning (GL)	105 hours
Total Qualification Time (TQT)	120 Hours
Credit Value	12

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Skills and Education Group Awards Sector	Animal Care
Regulator Sector	3.3 - Animal care and veterinary science
Support from Trade Associations	

Unit Details

Legislation in Animal Care	
Unit Reference	J/650/8714
Level	3
Credit Value	4
Guided Learning (GL)	35 hours
Unit Summary	Learners will gather an understanding of the legislation surrounding companion animal care when working as an animal licensing inspector. They will be made aware of their roles and responsibilities under the legislation. This unit is a knowledge-based unit, with no physical requirements.

Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.2)**	
The learner will	*The learner can*	
1. Understand legislation relating to animal welfare	1.1	Explain current animal welfare legislation
2. Understand the impact of legislation on animal welfare	2.1	Justify animal welfare legislation in relation to companion animals
	2.2	Evaluate the impact that current legislation has on animal welfare
3. Know the requirements for companion animal accommodation	3.1	Evaluate required sizes and reasons for correct accommodation for companion animals
	3.2	Justify environmental enrichment and best welfare practices related to animal accommodation
4. Understand the responsibilities of an Animal licensing inspector/ Animal welfare officer under legislation	4.1	Analyse the roles of an Animal Welfare Officer and Animal Licensing Inspector
	4.2	Evaluate the responsibilities of an Animal Welfare Officer/ Animal

		Licensing Inspector under current legislation

Inspecting Animal Care Establishments

Unit Reference	K/650/8715
Level	3
Credit Value	4
Guided Learning (GL)	30 hours
Unit Summary	With animal welfare and best practice at the forefront, this unit provides information for animal licensing inspectors to be able to review, inform, advise and guide animal care establishments to meet legislation and welfare requirements. This unit is a knowledge-based unit, with no physical requirements.

Learning Outcomes (1 to 3)	Assessment Criteria (1.1 to 3.2)	
The learner will	**The learner can**	
1. Be able to provide guidance on policies and procedures relating to animal care establishments	1.1	Evaluate current policies/ procedures for an animal care establishment
	1.2	Describe actions to take following an inspection review
	1.3	Develop a policy and procedure for animal welfare review at an animal care establishment inspection
2. Be able to understand requirements for staff training, knowledge and on-site supervision	2.1	Explain how to assess appropriate subject knowledge of staff at an animal care establishment
	2.2	Explain the staffing requirements for an animal care establishment
	2.3	Develop an annual, and a 3-year training plan for staff an animal care establishment
	2.4	Analyse the implications of incorrect staffing, knowledge, and training at an animal care establishment

| 3. Understand provision of information, advice, and guidance at animal care establishments | 3.1 | Explain how to provide information, advice, and guidance to animal care establishments regarding animal welfare |
| | 3.2 | Describe requirements for animal accommodation to reflect legislation and best welfare practice |

Skills in Practical Animal Care

Unit Reference	L/650/8716
Level	3
Credit Value	4
Guided Learning (GL)	40 hours
Unit Summary	Learners will be able to identify a range of indicators of good and ill health, including different behaviours shown. When analysing the animals, learners will be able to provide a judgement and recommendations on the suitability of the accommodation. This unit is a knowledge and skill-based unit, requiring some physical demonstrations.

Learning Outcomes (1 to 5)	Assessment Criteria (1.1 to 5.2)	
The learner will	*The learner can*	
1. Know how to carry out a risk assessment in animal care establishments	1.1	Identify potential risks and hazards in an animal care establishment
	1.2	Identify control measures for potential risks and hazards in animal care establishments
2. Be able to handle and restrain animals in animal care establishments	2.1	Review the condition of animals prior to handling
	2.2	Identify when not to approach animals for handling and restraint
	2.3	Approach, handle and restrain 3 species from the range using safe and current practices
3. Be able to carry out analysis of animal accommodation	3.1	Evaluate accommodation of animals to prevent stress and maintain welfare
	3.2	Provide recommendations to improve animal accommodation

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4. Be able to observe animal behaviour	4.1	Identify signs of stress, illness, or fear in a range of animals
	4.2	Undertake behavioural observations of animals to identify normal and abnormal behaviours
5. Be able to health check animals	5.1	Carry out full health checks on a range of species
	5.2	Record the results of health checks

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.

  Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.

  It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

  Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

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Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Skills and Education Group Awards Qualifications' which can be downloaded from https://skillsandeducationgroupawards.co.uk/for-centres/

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – 'Would I need to plan for a member of staff to be present to give guidance or supervision?'

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

'The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.' The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.

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