

T Level Technical Qualification in Animal Care and Management:

Animal Management and Behaviour Occupational Specialism (Level 3)

Synoptic Assignment SAMPLE Candidate Pack

September 2024 v1.1

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Version and Date	Change detail	Section
v1.0 May 2024	Approved version	
V1.1 Sep 2024	Word counts and timings	Assignment brief, Task 5
	Amendment to task wording	Task 5 and 6

1. Assessment

This assessment is for the Animal Management and Behaviour Occupational Specialism component of the Animal Care and Management Technical Qualification. This pack consists of a synoptic assignment brief, including drawings and diagrams as necessary, that you will need to use to complete your assessment tasks.

Performance outcomes

The weighting for this assessment will remain the same for every version of the synoptic assignment. This ensures the appropriate depth and breadth of knowledge and skills for each specialism can be reliably assessed in every version and meets the needs of industry while keeping comparability between each assessment over time. The synoptic assignment marks contribute 75% towards the overall occupational specialism grade and the following performance outcomes are covered within this assessment:

Performance outcome	Typical knowledge and skills
PO1 Optimise health and welfare of animals	Candidates will understand the principles of handling, restraint and interaction with animals as well as the techniques to safely work with animal species. Candidates will use their knowledge and skills to carry out health assessments on animals and husbandry activities including feeding and cleaning the animal.
PO2 Optimise animal environments to meet their needs	Candidates will develop knowledge and skills of the health and safety, and hazards and risks surrounding different animal environments which will enable them to carry out activities within animal environments. Apply different design considerations to create an animal enclosure which meets the health and welfare needs of the animal.
PO3 Apply techniques to influence positive animal behaviour	Candidates will develop knowledge of animals natural behaviours, motivators and reinforcers. Candidates will apply their knowledge and skills to carry out safe working practices and when demonstrating skills to observe and carry out training activities.

Assessment overview

You will be assessed against a number of tasks. This synoptic assignment has a total of 75 marks. The table below shows the weighting of the marks for each of the tasks. You will be assessed against these tasks which align to the performance outcomes.

Performance outcome (PO)	Tasks	Marks per task	Task weightings	Marks per PO
PO1: Optimise health and welfare of animals	1 Health assessment	15	20%	42
	2 Husbandry plan	12	16%	
	3 Husbandry activities	15	20%	
PO2: Optimise animal environments to meet their needs	4 Environments	15	20%	15
PO3: Apply techniques to influence positive animal behaviour	5 Behaviour observation	9	12%	18
	6 Training	9	12%	
Totals		75	100%	75

2. Candidate guidance

General guidance

This is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of the work you produce. It is therefore important that you carry your work out to the highest standard you can.

Plagiarism

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is not allowed in this assignment.

This assignment is an assessment of your abilities, so the work submitted must be all your own and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any help with the assignment. Your assessor is allowed to give you general advice, for example, clarification of the task instructions. However, general advice will not include:

- any specific advice on how to improve work to meet the required standard
- feedback on anything missing from your work
- any intervention that improves the standard or presentation of work.

If there is a need to provide more than general advice your assessor will need to record the advice that they have given and take it into account when marking the submitted work.

Where research is allowed, your assessor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge sources used and clearly reference any information taken from them (for example, providing as a minimum a list of web addresses, books and articles used).

Timings and planning

You are advised to study the details of the assessment before starting.

You should check with your assessor that you have all the relevant materials, equipment and information/data sources that you need before starting the assessment.

You should take care when planning to make sure you have divided the time available between parts of the assignment tasks appropriately. Timings for tasks are provided within this pack to support with planning and time allocation.

If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new time for the assessment to take place. Any changes will be at the discretion of the assessor and agreed by City & Guilds.

Word counts

Typical word counts/page lengths of evidence are provided within the requirements of each task. Where word counts/page lengths have been provided, these are given as an indicative guide only to support you to understand the type of response that is expected from you. You will not be penalised as part of the marking if your response is below or above the indicative word count provided, however you should consider the clarity and succinctness of your response if it goes above the word count/page length.

The number of pages indicated for research notes is a mandatory requirement. Your assessor should add page numbers to your research notes and your assessor should only submit the indicated number of pages. Additional research pages of notes will not be accepted.

Health and safety

You must always work safely, in particular while you are carrying out practical tasks.

You must always follow any relevant health and safety regulations, risk assessments and codes of practice in line with centre requirements.

If your assessor sees you working in a way that is unsafe for yourself or others or is detrimental to the welfare of the animals, they will highlight the issue and ask you to stop the task immediately.

Presentation of work

Presentation of work must be neat, legible and appropriate to the task, and provide the evidence required for submission.

You should make sure that each piece of evidence, including any forms, are clearly labelled with your name and the project reference.

All electronic files must be given a clear file name that allows your assessor to identify it as your work.

When producing written work electronically, you should use font size 12 and singular line spacing.

Written work should be word processed unless otherwise stated.

All sketches and drawings should be neat, tidy and annotated.

Any screenshots used within research notes should be clear and legible.

Calculations should be set out clearly, with all working shown, as well as any assumptions made. You should use appropriate units at all times, consistent with the requirements of the assignment.

Your assessor will store submitted written work securely.

Instructions for this assignment

Ensure you read all the provided assessment information issued by the assessor.

You must work independently and not share your work with any other candidates in these supervised assessment sessions.

Your work will be kept secure during any supervised breaks that are taken.

Internet access is **not** allowed, unless otherwise stated in the task.

You will not be permitted any additional notes, such as printed resources and textbooks, unless otherwise stated in the conditions for assessment.

You must complete all the tasks and present all evidence that is detailed in each task.

This assessment booklet contains the assignment brief.

The tasks have been separated into individual documents which will be handed to you at the start of each task.

Any additional documents/templates needed for the task will be provided to you by the assessor.

Within each task, you will find the following:

- **Conditions of assessment:** this will tell you the duration and rules you must follow when completing a task.
- **Controlled conditions:** this will tell you the rules you must follow when completing each task; for example, you must not share or discuss your work with other candidates.
- **What must be produced for marking:** this describes the evidence you must submit when the task is completed. Be aware that failure to submit any evidence requested can adversely affect your overall mark for the assessment.
- **Additional evidence for this task:** this describes other forms of evidence that will be collected by the assessor to support the marking of your performance. This will often include, but is not limited to, photographic and video evidence.

3. Assignment brief

You are working as a Keeper at an animal collection called Guilds Animal Rescue which looks after a range of animal species with the goal of rehoming. The animal collection complex contains different areas where the animal enclosures are located. The areas include stables, fields, kennels and indoor spaces.

As part of your role as a Keeper, your specific responsibilities include:

- identifying hazards and risks
- completing health assessments on individual animals
- record keeping, husbandry planning
- planning for and undertaking training activities
- dealing with biosecurity measures
- planning for the arrival new animals, animals residing in the collection and the departure of animals when they are rehomed.

Additionally, as part of your role, you need to undertake research relating to the needs of the animals within the collection at Guilds Animal Rescue. The research can often include husbandry and environmental requirements.

The manager at Guilds Animal Rescue is proposing to have weekly meetings with the Keepers to evaluate and reflect on your skills working with the animals and check any records from the previous week.

Your assignment contains **six** tasks in total. Your assessor will release the tasks to you at the start of each supervised session; they will also provide you with your permitted evidence for that task. You will **not** be permitted any additional notes, such as printed resources and textbooks, or access to internet, unless otherwise stated in the conditions of assessment.

You will be allocated a mammal and animal (either a bird, reptile, amphibian or invertebrate) for tasks 1 and 3.

You will also be allocated a mammal and animal (either a bird, reptile or amphibian or aquatic) for tasks 5 and 6.

This assignment contains **six** tasks and has a total time of **28 hours**.

Please read **ALL** information carefully before the assessment.

4. Tasks

Task 1 Health assessment

As part of your responsibilities as a Keeper at Guilds Animal Rescue you are required to carry out a health assessment of the animals within the collection.

Your assessor will allocate you a mammal and one other animal (bird, reptile, amphibian, invertebrate) for this task.

- a) You must complete **one** written risk assessment for carrying out a health assessment, including handling, restraint and movement of both the allocated mammal and animal. A template for the risk assessment will be provided by the assessor.

You will then carry out the following tasks separately for your allocated mammal and animal:

- b) Prepare for and carry out a health assessment to include:
 - i) prepare to carry out the health assessment for your allocated mammal and animal
 - ii) identify the mammal and animal and carry out a 2-3 minute **visual** health assessment within their enclosure
 - iii) handle, restrain and move the mammal and animal using appropriate methods and/or equipment to a suitable area for a health assessment
 - iv) carry out a **physical** health assessment using appropriate methods and equipment for the mammal and animal, taking appropriate action and notes if necessary
 - v) handle, restrain and move the mammal and animal using appropriate methods and/or equipment and return to their original enclosures following the health assessment.
- c) After carrying out the health assessment you are required to complete separate health check forms, one for the mammal and one for the animal. A template for the health check form will be provided by your assessor.
- d) You must produce a written report which:
 - i) evaluates your practical skills and gives justifications for the techniques you used when handling, restraining, and moving your allocated mammal and animal from **Task 1b**
 - ii) expands on your completed health check form from **Task 1c**. This should include an analysis of the findings of the health assessment to include health, disease, nutrition, welfare and wellbeing of the mammal and animal.

Resources:

Task 1a:

- digital equipment with **no** internet access
- risk assessment template (Figure 1).

Task 1b:

- paper, pen, pencil, clipboard
- health check form template (Figure 2) for the mammal
- health check form template (Figure 2) for the animal

- a mammal and one other animal (either a bird, reptile, amphibian, invertebrate)
- handling and restraint equipment appropriate to the mammal and animal
- suitable area to carry out a health assessment
- PPE
- weighing scales

Task 1c:

- digital equipment with **no** internet access
- health check form template (Figure 2)
- any handwritten notes from Task 1b

Task 1d:

- digital equipment with **no** internet access
- access to the completed health check forms (Figure 2).

Conditions of assessment:

- The total time allocated for this task is **5 hours**:
 - Task 1a – 1 hour
 - Task 1b – 30 minutes for the mammal, 30 minutes for the animal
 - Task 1c – 1 hour
 - Task 1d – 2 hours.
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage
- access to the internet is **not** permitted for this task
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:

Task 1a:

- one risk assessment form (Figure 1).

Task 1c:

- health assessment form for mammal (Figure 2)
- health assessment form for animal (Figure 2).

Task 1d:

- written report (typically 1000 words) hard copy or file saved securely, e.g. electronically in a secure location or on a memory stick to be handed in.

Additional evidence for this task:

Task 1b:

- assessor observation form of visual and physical health assessment of the mammal and animal performed by the candidate

- photographic evidence to show the restraint of the mammal and animal from the front and from the side
- video evidence to show the health assessment of the head of the mammal and the animal.

Task 2 Husbandry plan

Your manager has asked you to produce a husbandry plan for an adult female ferret that currently resides within a single sexed social group at Guilds Animal Rescue. You are required to ensure the ongoing maintenance and welfare provision of the female ferret.

- a) You will need to carry out research and prepare research notes for the husbandry requirements of the ferret for **one month**.
- b) Produce a husbandry plan for **one month** for the ferret. Your plan should include suitable justifications for each aspect of the plan, how the plan may vary over time and the consequences to the animal for not following the husbandry plan.

Resources:

Task 2a:

- digital equipment **with** internet access.

Task 2b:

- research notes from Task 2a
- digital equipment with **no** internet access.

Conditions of assessment:

- the total time allocated for this task is **5 hours 30 minutes**:
 - Task 2a – 1 hour 30 minutes
 - Task 2b – 4 hours.
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage
- access to the internet **is** permitted for Task 2a
- access to the internet **is not** permitted for Task 2b
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:

Task 2b:

Husbandry plan and justifications

- plan, including justifications and consequences (typically 2000 words) – including any extracts from other software used e.g. spreadsheets, tables, charts.

Additional evidence for this task:

- N/A

What must be submitted:

Task 2a – research notes (one side of A4)

- text to be Arial font, size 12

- standard line spacing and borders
- page numbered
- list of references
- file saved securely (e.g. electronically in a secure location or on a memory stick to be handed in).

Task 3 Husbandry activities

You are now required to carry out routine husbandry activities for your allocated mammal and animal within the collection.

Carry out routine husbandry tasks for your allocated mammal and animal to include:

- i) select, prepare and present the feed and water
- ii) prepare and clean enclosure and enrichment appropriately
- iii) select, prepare and provide suitable preventative care for **one** of your allocated mammal or animal.

Resources:

- PPE
- tools for preparation of feed
- preventative care equipment
- cleaning tools and equipment
- mammal and animal information and data charts
- mammal or animal for preventative care.

Conditions of assessment:

- the total time allocated for this task is **2 hours 30 minutes**:
 - Task 3 i) ii) – 1 hour for the mammal, 1 hour for the animal
 - Task 3 iii) – 30 minutes.
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- access to the internet is **not** permitted for this task
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:

- N/A

Additional evidence for this task:

- assessor observation form
- photographic evidence of the routine husbandry tasks
- video evidence of completion of routine husbandry tasks.

Task 4 Animal environment

You have been allocated a new mammal that is ready to move into a permanent enclosure.

- a) You will need to carry out research on the mammal's permanent enclosure requirements (one side of A4). Your research should include consideration of:
 - i) activity level
 - ii) size
 - iii) natural behaviour
 - iv) social requirements
 - v) sources of enrichment
 - vi) environmental requirements
 - vii) construction material requirements.
- b) Using your research from **Task 4a** produce a schematic digital design with annotated labels for a permanent enclosure, which will meet the features of the mammal's welfare needs.
- c) Prepare a permanent enclosure to meet the mammal's health and welfare requirements. You should consider the following:
 - i) hazards, risks and control measures
 - ii) accommodation environmental conditions
 - iii) selection of suitable tools, equipment and materials
 - iv) creation of species specific enrichment
 - v) enrichment installation.

Resources:

Task 4a:

- digital equipment **with** internet access.

Task 4b:

- research from Task 4a
- digital equipment with **no** internet access
- digital software.

Task 4c:

- digital design from Task 4b
- equipment for preparation of the enclosure.

Conditions of assessment:

- the total time allocated for this task is **6 hours**:
 - Task 4a – 1 hour 30 minutes
 - Task 4b – 3 hours
 - Task 4c – 1 hour 30 minutes
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage
- access to the internet **is** permitted for this Task 4a

- access to the internet is **not** permitted for Task 4b and Task 4c
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:

Task 4b:

- digital design with annotated labels.

Additional evidence for this task:

Task 4c:

- assessor observations form
- photographic evidence of enclosure.

What must be submitted:

Task 4a: research notes:

- up to one side of A4
- text to be Arial font, size 12
- standard line spacing and borders
- page numbered
- list of references
- file saved securely (e.g. electronically in a secure location or on a memory stick to be handed in).

Task 5 Behaviour observation

Your manager has asked you to carry out a 30-minute behavioural observation for your allocated mammal and animal.

Your assessor will allocate you a mammal and animal (bird, reptile, amphibian or aquatic) to carry out the following tasks.

- a) Create documentation to enable you to carry out a behavioural observation of your allocated mammal and animal. Documentation must include:
 - ethogram per mammal and animal
 - recording table including suitable sampling and recording methods per mammal and animal.
- b) Using your ethograms and your recording tables from **Task 5a**, carry out the following:
 - 30-minute behavioural observation of the mammal
 - 30-minute behavioural observation of the animal.
- c) Using your completed ethograms and recording tables from the behavioural observation in **Task 5b**, produce a written report to discuss and evaluate your findings. You should include:
 - i) the suitability of the documentation from **Task 5a**
 - ii) evaluation of your findings from both behavioural observations
 - iii) recommendations of any adaptations to encourage natural behaviours and improve welfare.

Resources:

Task 5a):

- digital equipment with **no** internet access
- mammal and one other animal (bird, reptile, amphibian, aquatic).

Task 5b):

- paper, pen, pencil
- ethograms from Task 5a
- recording tables from Task 5a
- timing equipment.

Task 5c):

- digital equipment with **no** internet access
- findings from Task 5b
- ethograms and recording table from Task 5a.

Conditions of assessment:

- the time allocated for this task is **6 hours** :
 - Task 5a – 1 hour 30 minutes for the mammal, 1 hour 30 minutes for the animal
 - Task 5b – 30 minutes for the mammal, 30 minutes for the animal
 - Task 5c – 2 hours
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage
- access to the internet is **not** permitted for this task
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:**Task 5a:**

- ethograms for the mammal and animal
- recording tables for the mammal and animal.

Task 5b:

- completed ethograms and recording tables for the mammal and animal.

Task 5c:

- written report (typically 1000 words) – hard copy or file saved securely e.g. electronically in a secure location or on a memory stick to be handed in.

Additional evidence for this task:

- N/A

Task 6 Training

You are now required to carry out a training activity to support one of your allocated mammal or animal.

Based on your evaluation from **Task 5c** you will carry out the following tasks on **one** of your allocated animals (either mammal or animal):

- a) Create a training programme using your findings from **Task 5c**. You should also include:
 - i) state the mammal or animal to be trained
 - ii) suitable training goal (to positively impact mammal/animals' welfare)
 - iii) method of training
 - iv) timings of training
 - v) type of reinforcement and motivators
 - vi) timelines for achievement of training goal.
- b) Complete a risk assessment for implementing a training programme for your nominated mammal or animal. A template for the risk assessment will be provided by your assessor (Figure 3)
- c) Prepare for and carry out a 10-minute training session using positive reinforcement with your nominated mammal or animal towards a training goal.

Resources:

Task 6a:

- digital equipment with **no** internet access.
- written report from **Task 5c**

Task 6b:

- nominated animal (either mammal or animal)
- risk assessment (Figure 3)
- digital equipment with **no** internet access.

Task 6c:

- training aids
- nominated animal (either mammal or animal).

Conditions of assessment:

- the time allocated for this task is **3 hours**
 - Task 6a – 1 hour 30 minutes
 - Task 6b – 1 hour
 - Task 6c – 30 minutes.
- you must carry out the task on your own, under **controlled conditions**.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage
- access to the internet is **not** permitted for this task
- you are not permitted to bring any additional materials into the assessment session.

What must be produced for marking:

Task 6a:

- training programme (typically two sides of A4) – including any extracts from other software used e.g. spreadsheets, tables, charts) – files saved securely (e.g. electronically in a secure location or on a memory stick to be handed in).

Task 6b:

- risk assessment form (Figure 3).

Task 6c:

- N/A

Additional evidence for this task:

Task 6c:

- assessor observation form
- video of 10-minute training session.

What must be submitted:

- N/A

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