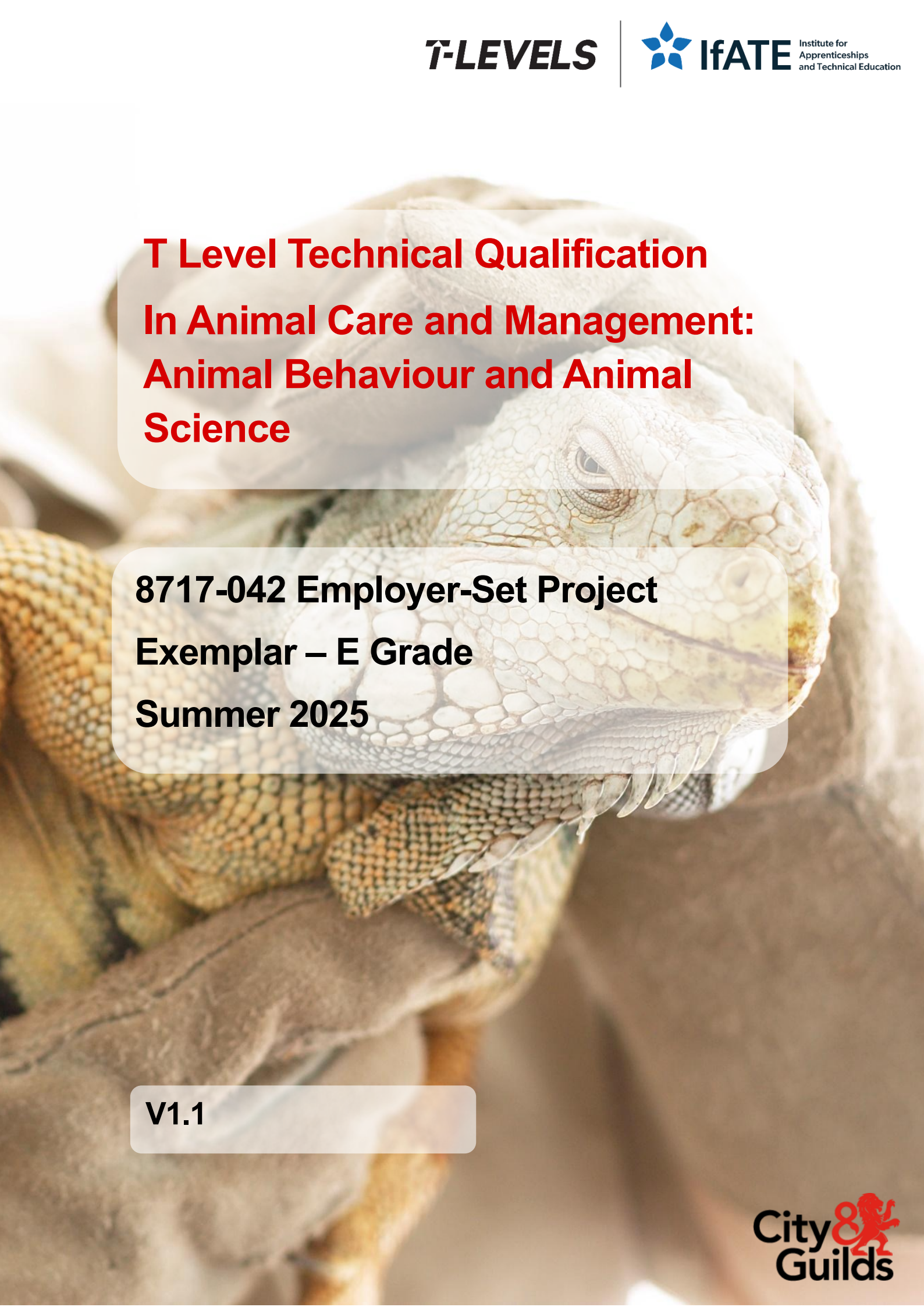

T Level Technical Qualification In Animal Care and Management: Animal Behaviour and Animal Science

8717-042 Employer-Set Project Exemplar – E Grade

Summer 2025

V1.1

Version and Date	Change detail	Section
V1.0 Nov 2025	Approved version	All
V1.1 Nov 2025	Update to introduction	Introduction

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Introduction

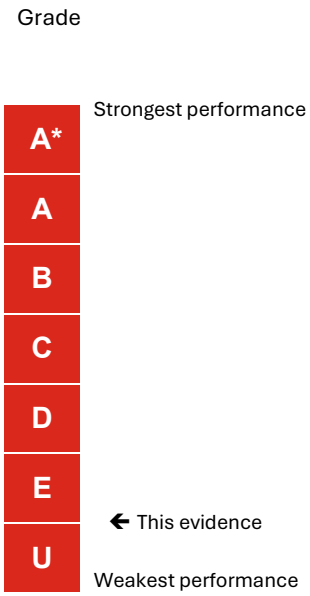
Summer 2025 Results

This document is aimed at providers and learners to help understand the standard that was required in the summer 2025 assessment series to achieve an E grade for the 8717-042 Animal Care and Management (ESP).

Providers and learners may wish to use it to benchmark the performance in formative assessment against this to help understand a potential grade that may be achieved if a learner was to attempt the next summative assessment series.

The Employer-Set Project is graded A* to E and Unclassified.

The exemplar evidence provided for the E grade displays the holistic standard required across the tasks to achieve the E grade boundary for the summer 2025 series. A slightly weaker performance would have resulted in a U grade result being issued.



The Employer-Set Project brief and tasks can be downloaded from here.

Important things to note:

- We discussed the approach to standard setting/maintaining with Ofqual and the other awarding organisations before awarding this year. We have agreed to take account of the newness of qualifications in how we award this year to recognise that students and teachers are less familiar with the assessments (Grading arrangements for VTQs and Technical Qualifications within T Levels in the academic year 2024 to 2025), whilst also recognising the standards required for these qualifications.

- The exemplar evidence presented, as a whole, was sufficient to achieve the E grade. However, performance across the tasks may vary (i.e. some tasks completed to a higher/lower standard than an E grade).

Marking of this Employer-Set Project is by task and Assessment Objective, below is a summary of these along with the mark achieved by the evidence presented and the maximum mark available for each aspect.

Task	Assessment Objectives	Mark achieved	Max mark available
Task 1 Research	- AO1 Plan approach to meeting the project brief - AO3 Select relevant techniques and resources to meet the brief	3	6
	- AO2b Apply core skills as appropriate	2	6
Task 2 Report	- AO1 Plan approach to meeting the project brief - AO3 Select relevant techniques and resources to meet the brief	2	9
	- AO2a Apply core knowledge as appropriate	2	9
	- AO2b Apply core skills as appropriate	2	9
	- AO4a Use maths skills as appropriate	1	3
Task 3 Plan	- AO1 Plan approach to meeting the project brief - AO3 Select relevant techniques and resources to meet the brief	4	9
	- AO2a Apply core knowledge as appropriate	2	6
	- AO2b Apply core skills as appropriate	2	6
	- AO4b Use English skills as appropriate	2	3
Task 4	Evidence generated for Task 4 is not marked, it is utilised in Task 5		
Task 5 Evaluate and present	- AO2a Apply core knowledge as appropriate - AO2b Apply core skills as appropriate	4	9
	- AO5a Realise a project outcome - AO5b Review how well the outcome meets the brief	5	12
	- AO4c Use digital skills as appropriate	2	3

Task 1 Research

Assessment number (e.g. 1234-033)	8717-042
Assessment title	Employer-Set Project

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	1
Evidence title / description	Research action plan Research notes List of references
Date submitted by candidate	DD/MM/YY

Research Action Plan

Candidate Name	Candidate Number
<first name> <surname>	ABC1234
Provider Name	**Provider Number**
<provider name>	999999a

Goals/Objectives	Topic	Resources/Sources of information	Search criteria	Timeline
-Researching the minimisation of the spread of disease in animals.	Biosecurity.	Google, My Bib, Own knowledge	Narrowing down non-useful pieces of information, including biosecurity measures involving humans, and writing about the key points.	30 minutes.
-Health and safety considerations, including signage. Regarding Animals.	Health and Safety.	Google, My Bib, Own knowledge	Reaching out to find the main ways we can keep animals safe and allowing signage to provide accurate precautions.	1 hour
-Legislative requirements involving animals.	Legislation.	Google, Own knowledge	What the exact pieces of legislations our country has and explaining how the legislation can impact animals.	20 minutes
-Health and safety considerations, including signage. Concerning Humans.	Health and Safety and Biosecurity.	Google, My Bib, Own knowledge	Considering why it is important to follow health and safety precautions, including: Wearing appropriate PPE and reporting of	1 hour
			injuries. Also allowing the public to understand these rules via correct signage.	
-Legislative requirements concerning biosecurity and humans.	Legislation.	Google, Own knowledge	What legislation we have that involves the biosecurity focussing on humans.	40 minutes
-Researching the reduction towards the spread of disease involving humans.	Biosecurity.	Google, My Bib, Own knowledge	Diving into documents packed with detailed information to create a strong understanding off this matter and focus particularly on the human matter.	40 minutes
-Identification and importance of equipment regarding the animal use.	Health and Safety.	Google, My Bib, Own knowledge	Encouraging the understanding of what the consequences could appear if this isn't prioratised.	30 minutes
-Customer Care and communication indicated towards the public during this event.	Customer service and care.	Google, My Bib, Own knowledge	The direct simple way of explaining what biosecurity is and what makes health and safety so important	20 minutes
-Staffing requirements	Health and safety.	Google, My Bib, Own knowledge	Revealing the importance of staffing requirements via the safety and health impacts.	30 minutes
-Identification and importance of equipment towards human usage.	Biosecurity.	Google, My Bib, Own knowledge	Narrowing down large pieces of information into easily readable key terms to inform the seriousness of this topic.	30 minutes

Research Notes

Ensuring you are not bringing in further infections that may have been picked up via on your footwear, hands or clothes that would negatively affect animals. Preventions can include limitations and control over visitors – vehicles and people. Always providing cleaning products such as: hoses, pressure washers and constantly having disinfectant near by for use of everyone can positively affect the cleanliness of all areas and reduction the risk of disease spreading through the air. Disinfecting can also be used to keep any machinery and equipment in the work place clean and can be used to disinfect injecting and dosage equipment is required (DEFRA, 2012).

Do not allow any contact between animals that aren't under your control due to not knowing if the animal has a disease which could easily be spread either via contact or non-contact, this can be managed with secure maintenance over fencing. Fencing can also be used to restrain animals from drinking out of rivers and streams to only drinking from a fresh clean supply of water (DEFRA, 2012).

Making healthcare plans with a vet will minimise the vital concern if an animal was to catch a disease, another thing to ensure is a pest control programme which will reduce the idea of diseases coming from pests (DEFRA, 2012).

Becoming vigilant to maintain visual health checks and physical health checks to guarantee an animal hasn't contracted a disease. If for say an animal in a heard/flock was to obtain a disease, it is key to follow through with isolation and immediate care to reduce signs of spreading (DEFRA, 2012).

When it comes to protecting yourself from zoonotic diseases, avoiding contact with a diseased animal is the simple way to prevent transmission. Animals should never be touched when sick, behaving abnormally or dead with your bare hands as bacteria can continue to live and spread onto you. Avoiding touch in general is advised, (Vourc'h et al, 2022) Expressed that "hares and other species can be carriers of tularaemia, caused by the bacterium Francisella tularensis, which can penetrate bare skin."

However, without an animal showing visual signs of having a disease it may appear difficult to protect yourself against an undercover disease, which is why adapting to healthy basic hygiene, such a disinfecting your hands after coming in contact (Vourc'h et al, 2022).

Diving into work environments, it may be a challenge to avoid physical contact ad that's why direct transmission can be prevented via following correct PPE (personal protective equipment) For example, wearing gloves to stop the risk of contaminated substances, using filtering face masks when working with high-risk materials that could affect your health, and safety glasses to prevent and protect your eyes from any harmful substances flying towards your face. (Vourc'h et al, 2022)

Water born diseases – drinking from water sources with unknown quality should never be drunk from, when in a international country, staying clear from untreated tap or well water. (Vourc'h et al, 2022) Once announced, "Before drinking any water, you can treat it yourself via filtering, boiling, ultraviolet sterilisation, the use of disinfectant tablets, or a combination thereof. Such treatments can eliminate or inactivate any pathogenic microorganisms present."

Considering health and safety welfare for animals, it is clear that health checks (including visual and physical) are extremely important for long-term welfare and health of all animals. It is vital to be regularly visual checking the animal for any early symptoms such as: sudden weight loss/gain, trouble walking, change in beathing, lumps appearing on skin, etc. As signs of poor health can be spotted and sorted before it grows. Moving onto physical health checks as it will become easier to feel any lumps or bumps appearing on the skin or wounds that may be infected but unspotted due

to being in a covered place and over lapped by fur. ("Annual Health Checks",2019) "Suggests when an animal is suspected of a disease "if appropriate, further investigation such as blood tests or x-rays may be suggested"

On the other hand, health checks can also be important to focus in the animals development and growth when still young in case there are any problems that may get in the way, for example, an animals environment can cause issues when growing as well as its gene pool. Even when the animal has eventually grown past at least 8 years, a check up every 2 weeks is key to a healthy, up to date animal.

The Legislation for animals:

-The Animal Welfare Act 2006, this is the key principal law regarding animal welfare, which protects all vertebrate animals. Under the Act, keepers and owners have a role of care to their animals and must ensure to meet their needs, for example, a suitable environment and place to live securely, as well as a suitable diet.

-The need for a suitable environment.

-The need for a suitable diet.

-The need to be able to exhibit normal behaviour patterns.

-The need it has to be housed with, or apart from, other animals.

-The need to be protected from pai, suffering, injury and disease.

The legislation regarding the biosecurity of humans:

-The Specified Animal Pathogens Order (SAPO) 2008

-Genetically Modified Organisms (Contained Use) Regulations 2014

-BIOSECURE Act 2024

The BIOSECURE Act, introduces the Office of management and Budget to develop a list of the "biotechnology companies of concern" which would be subject to the law.

Looking into health and safety for the public, as not only can animals get injured but it can be a very likely case that the animals may injure you (especially when working in an animal work place). You must always have a clear understanding of potential hazards that could occur whilst handling for your own safety, always ensure a risk assessment is performed before working with animals to give a near guarantee of a successful handling. Being vigantly aware of various animal behaviours, due to some being warning signs of a potential threat leading to a possible injury. If in the worst case an injury was to occur, it is key to have an understanding of zoonotic diseases, (diseases transmitted between animal to human). (Study Rocket, 2024).

PPE is a mandatory thing that must take place, for example (Study Rocket, 2024) states that, "appropriate PPE, including gloves, masks, aprons, can help protect animal scratches, bites, and diseases passed through bodily fluids." As well as "Footwear is crucial to prevent injuries caused by heavy animals stepping on your feet or dropped equipment" Lastly, "Protective eye gear is advisable when handling certain animals or performing procedures that might lead to splashes of dirty or bodily fluids."

When met with an emergency, and understanding of first aid is key, including how to treat minor injuries like scratches of bites. As well as having an accurate knowledge of how to perform procedures for major incidents like animal attacks, if in another case where you need assistance

having an emergency contact number readily available will be mandatory too reassure safety – included in vets and relevant managers or supervisors. (Study Rocket, 2024).

Biosecurity:

-Biosecurity involves the prevention of disease causing agents which enter or leave any place where they can be a hazard and strike a risk to farm animals, other animals, humans, or the quality and safety of a food product (DAERA, 2015).

-(DAERA, 2015) stated "Good biosecurity should be practised at all times, not just during a disease outbreak. Taking the right measures in the early stages of an outbreak e.g. before we know disease is in the country, can help prevent or reduce its spread."

However in my own words, the reduction of introducing what is causing the spread of disease will ensure a protection over animal and plant health, improve the quality of animal welfare. Resulting in the avoidance of potential costs alongside the disease.

Health and safety:

-Procedures and regulations intended to prevent any injury or accident in workplaces or public environments.

Moving onto the importance and indentification of equipment for animals, ("Animal Husbandry Tools: Importance & Examples | StudySmarter", 2019) explained how "Animal husbandry is the science and practice of breeding, raising, and caring for farm animals such as cattle, sheep, goats, pigs, and poultry to optimize their growth, health, and productivity."

Aside from this, it is extremely important to be using accurate and clean equipment. If in case an animal was operated on with a dirty tool, that animal could be transferred other animal blood, faeces, urine, infection or even bacteria which can quickly result in infection.

Onto the public side of importance and identification of equipment for humans, it is well known that certain equipment should be shown how to be used accurately before in use and is clean, this is not only for the protection of animals, due to the vitality of employees having the necessary tools and understanding of to properly put them to use for any business to function correctly and abide by the law.

When working (especially in an animal workplace) New machinery which has been placed on the marked in Great Britain, must be UKCA or CE marked, also supplied with a declaration of conformity, with instructions presented in English. (Health and safety Executive, 2024).

(Health and safety Executive, 2024) Implies that "As an employer, you should consider how your workers use machinery. You should also have adequate maintenance arrangements in place to ensure it remains safe to use."
However, if precautions aren't taken in the workplace, consequences stated by (Health and safety Executive, 2024), may include:

- "machinery becomes unreliable and develops faults"
- "machines are used improperly through inexperience or lack of training"

Staff requirements regarding health and safety:
-It is mandatory to follow certain assess risks to employees, customers, partners and people who are at risk of being affected by their activities, this is arranged for the organisation, control, effective planning, monitoring and review of preventive and protective measures.

-It should be ensured hat there is a written health and safety policy if there is 5 or above workers, also ensuring they will have access to competent health and safety advice.
-Employees should be consulted about their risks at work and current protective and preventive measures (Health and Safety Executive, 2013).

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Task 2 Report

Assessment number (e.g. 1234-033)	8717-042
Assessment title	Employer-Set Project

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	2
Evidence title / description	Written report
Date submitted by candidate	DD/MM/YY

The open day:

This day is put together to prove a strong understanding over biosecurity and health and safety for the public as well a dog show to intrigue the public even more. On the day, staff will be allocated to advise the public on how to positively approach the measures spoken about, furthermore resulting in a stronger interest and understanding. This day will be taken place from 10:00am till 4:00pm.

As visitors begin to walk into the event, a set of signage posts will be available allowing the public to know where certain talks are taking place as well as the centre administration registering in the public and guide them over to the beginning speech.

During this day, Beginning with Biosecurity, a set of two small talks (starting from 10:15am allowing time for the visitors to park and walk over to the speech, and ending at 11:00) will be given by the centre manager explaining why this open day has been set up and how it will positively impact the public as well as simply explaining what biosecurity is and what health and safety really involves. It is key to understand what it actually means and what measures are taken towards biosecurity and that is why our team will prioritize the first 45 minutes to draw people's interest towards the centre manager. This will take place in the conservation area with 30 rows of seats (resulting in 300 seats), next to signage showing where the smaller events are being taken place.

-Biosecurity involves the prevention of disease caused agents which enter or leave any place where they can be a hazard and strike a risk to farm animals, other animals, humans, or the quality and safety of a food product (DAERA, 2015).

-(DAERA, 2015) stated "Good biosecurity should be practised at all times, not just during a disease outbreak. Taking the right measures in the early stages of an outbreak e.g. Before we know disease is in the country, can help prevent or reduce its spread."

Secondly our junior manger will then explain the meaning behind health and safety, Procedures and regulations intended to prevent any injury or accident in workplaces or public environments is the main key description to narrow down the importance of health and safety

The hours where the events will be taken place.

This will also be printed out into 100 copies to provide enough time for late visitors to catch up with the groups and know where they are taking place. Along with the print out the events will also have the location and briefly what information will be discussed during the talks.

10:15 – 11:00 The welcoming speech taking place in the conservation area, by the centre manager and junior manager explaining the meanings behind biosecurity and health and safety.

11:00 – 12:30 The talk from 2 animal care staff members as well as the 4 volunteers which will be across multiple rooms including: dog kennel, cattery, rodent house, rabbit house and reptile house. This will include a talk mainly about health checks and the importance of spotting any major health problems in their early stages.

-Considering health and safety welfare for animals, it is clear that health checks (including visual and physical) are extremely important for long-term welfare and health of all animals. It is vital to be regularly visual checking the animal for any early symptoms such as: sudden weight loss/gain, trouble walking, change in beathing, lumps appearing on skin, etc. As signs of poor health can be spotted and sorted before it grows. Moving onto physical health checks as it will become easier to feel any lumps or bumps appearing on the skin or wounds that may be infected but unspotted due to being in a covered place and over lapped by fur. ("Annual Health Checks",2019) "Suggests when

an animal is suspected of a disease "if appropriate, further investigation such as blood tests or x-rays may be suggested"

-On the other hand, health checks can also be important to focus in the animals development and growth when still young in case there are any problems that may get in the way, for example, an animals environment can cause issues when growing as well as its gene pool. Even when the animal has eventually grown past at least 8 years, a check up every 2 weeks is key to a healthy, up to date animal . ("Annual Health Checks",2019).

12:40 – 01:20 The dog show will commence in the dog show arena where the junior manager alongside 1 animal care member of staff and 4 volunteers will be on site, this will be an opportunitie to show the healthy animals and also a mini shop will be set up alongside to provide refreshers or products that are shown in the show- This will allow the public to be demonstrated how to use the product or what the product looks like in action.

01:30 – 02:30 The centre administrator will discuss the Identification and importance of equipment as well as prices and 2 volunteers demonstrating on 2 dogs how to safely use certain equipment.

-the importance and indentification of equipment for animals, ("Animal Husbandry Tools: Importance & Examples | StudySmarter", 2019) explained how "Animal husbandry is the science and practice of breeding, raising, and caring for farm animals such as cattle, sheep, goats, pigs, and poultry to optimize their growth, health, and productivity."

Aside from this, it is extremely important to be using accurate and clean equipment. If in case an animal was operated on with a dirty tool, that animal could be transferred other animal blood, faeces, urine, infection or even bacteria which can quickly result in infection.

Onto the public side of importance and identification of equipment for humans, it is well known that certain equipment should be shown how to be used accurately before in use and is clean, this is not only for the protection of animals, due to the vitality of employees having the necessary tools and understanding of to properly put them to use for any business to function correctly and abide by the law.

-

02:30 – 03:00 The animal care staff will then go around each animal building including: dog kennel, cattery, rodent hose, rabbit house and reptile house. This will be taken place to speak about the legislative side of things and what it uncovers about how we need to be looking after the animals the public own.

- The Animal Welfare Act 2006, this is the key principal law regarding animal welfare, which protects all vertebrate animals. Under the Act, keepers and owners have a role of care to their animals and must ensure to meet their needs, for example, a suitable environment and place to live securely, as well as a suitable diet.

03:00 – 04:00 Final speech towards the end about extra information which will be taken place down be conservation area where the centre manager will provide the speech which will regard simple underlining health problems and how to overcome them, rules that must be undergone.

- Making healthcare plans with a vet will minimise the vital concern if an animal was to catch a disease, another thing to ensure is a pest control programme which will reduce the idea of diseases coming from pests (DEFRA, 2012).

- Water born diseases – drinking from water sources with unknown quality should never be drunk from, when in a international country, staying clear from untreated tap or well water. (Vourc'h et al, 2022) Once announced, "Before drinking any water, you can treat it yourself via filtering, boiling, ultraviolet sterilisation, the use of disinfectant tablets, or a combination thereof. Such treatments can eliminate or inactivate any pathogenic microorganisms present."

Furthermore, the team will need to have a strong understanding towards staff requirments and the importance of equipment. Members of staff will be informed via the importance and indentification of equipment for animals, ("Animal Husbandry Tools: Importance & Examples | StudySmarter", 2019) explained how "Animal husbandry is the science and practice of breeding, raising, and caring for farm animals such as cattle, sheep, goats, pigs, and poultry to optimize their growth, health, and productivity."

Aside from this, it is extremely important to be using accurate and clean equipment. If in case an animal was operated on with a dirty tool, that animal could be transferred other animal blood, faeces, urine, infection or even bacteria which can quickly result in infection.

When working (especially in an animal workplace) New machinery which has been placed on the marked in Great Britain, must be UKCA or CE marked, also supplied with a declaration of conformity, with instructions presented in English. (Health and safety Executive, 2024).

(Health and safety Executive, 2024) Implies that "As an employer, you should consider how your workers use machinery. You should also have adequate maintenance arrangements in place to ensure it remains safe to use."
However, if precautions aren't taken in the workplace, consequences stated by (Health and safety Executive, 2024), may include:

- "machinery becomes unreliable and develops faults"
- "machines are used improperly through inexperience or lack of training"

Staff requirements regarding health and safety:

-It is mandatory to follow certain assess risks to employees, customers, partners and people who are at risk of being affected by their activities, this is arranged for the organisation, control, effective planning, monitoring and review of preventive and protective measures.
Our staff requirments are taken very seriously and will be read towards the staff before each event to ensure that no one will be put at risk where the organisation will have to stop, the monitoring and review of preventive and proactive measure will not only protect the staff but with also protect the public as our staff will put the viewers life first. However us as staff should keep each other inline whilst following further rules:

-It should be ensured that there is a written health and safety policy if there is 5 or above workers, also ensuring they will have access to competent health and safety advice.
-Employees should be consulted about their risks at work and current protective and preventive measures (Health and Safety Executive, 2013).

This explains why it is highly important to follow set rules giving by the centre manager on how much will be funded and who will be working o what when it comes down to the open day.

The importance of PPE

PPE is taken exetremely seriously as it can be used to prevent diseases (including zoonotic dieases) aswell can reduce risk of croos contimantion. When it comes to protecting yourself from

zoonotic diseases, avoiding contact with a diseased animal is the simple way to prevent transmission. Animals should never be touched when sick, behaving abnormally or dead with your bare hands as bacteria can continue to live and spread onto you. Avoiding touch in general is advised, (Vourc'h et al, 2022) Expressed that "hares and other species can be carriers of tularaemia, caused by the bacterium Francisella tularensis, which can penetrate bare skin." This ensures the reasoning behind PPE and why it is mandatory to also have it in the facility.

We especially have set rules to make it clear that the staff and animals are not at risk, especially when they are being demonstrated on in ,for example, open days like today and when they eventually get adopted. As a team I have realised that we should not allow any contact between animals that aren't under your control due to not knowing if the animal has a disease which could easily be spread either via contact or non-contact, this can be managed with secure maintenance over fencing. Fencing can also be used to restrain animals from drinking out of rivers and streams to only drinking from a fresh clean supply of water (DEFRA, 2012).

PPE is a mandatory thing that must take place, for example (Study Rocket, 2024) states that, "appropriate PPE, including gloves, masks, aprons, can help protect animal scratches, bites, and diseases passed through bodily fluids." As well as "Footwear is crucial to prevent injuries caused by heavy animals stepping on your feet or dropped equipment" Lastly, "Protective eye gear is advisable when handling certain animals or performing procedures that might lead to splashes of dirty or bodily fluids."

When met with an emergency, and understanding of first aid is key,which is why our staff are trained in first aid to protect themselves and the public incase of any emegrancys aswell knowing how to treat minor injuries like scratches of bites. As well as having an accurate knowledge of how to perform procedures for major incidents like animal attacks, if in another case where you need assistance having an emergency contact number readily available will be mandatory too reassure safety – included in vets and relevant managers or supervisors. (Study Rocket, 2024).

Our team has found out that a local charity has donated £5000, with the money we have decided to use it to help fund the open day as the money will be used to educate the public on important matters and hopefully financially benefit the company especially with PPE and staff requiremnts regarding this case, In conclusion these are what have been brought to supply not only staff members but aswell as the customers when visiting:

-Nitrile gloves (disposable) 2 small, 2 medium, 2 large, 2 x-large. Gloves will used when demonstrating on an animal, and will also be provided to the public optionally when entering certain rooms and touching products. £80

-Overalls Pack of 20 (2 packs). Overalls will be used for mainly site workers when they are working to protect their bodies. £440

-Aprons (disposable) Pack of 20 (5 packs) As the aprons provided are disposable they will be acsessable for the staff when handling any animal, and will be mandatory for the public to wear when in close contact with an animal. £25

-Goggles. Goggles will be provided for all staff apart from centre administration as they will not be needed, however the other staff may use them in a case where objects of venom can be splashed into the eye (this will also be provided to the public) £450

-Hair nets Used by all staff again however not for the centre administration as not needed, also advised for the public to protect hair from caring any lice towards animals or further bacteria that are notifiable. £350

-Boot covers (disposable) Pack of 20 £12 Advised to wear for everyone who comes in contact with an animals enclosure so we aren't cross-contaminating dirt, sand, soil. £95

-Signage for biosecurity and health and safety measures 4 signage posts to ensure correct viewings of places and reduce the risk of confusion around the centre. £200

-Fixed handwash station (permanent) 2 placed widely across the centre. £1400

-Hand sanitiser 500ml bottle (200 uses) Inside every building and used by all public and staff to ensure good sanitation.

-Foot dip container (solution provided) provided outside all animal areas and used by all staff and public when entering and leaving. £250

-Dog waste disposal bin This will be placed outside the dog show arena, outside the dog kennels and in the conservational area. £105

-Commercial first aid kit This will be provided all around the centre and smaller ones will be provided to staff members in case of any accidents. £360

-Walkie talkies/handheld radio Pack of 6 £113 Will be mandatory for all staff to keep close call on what happens around the centre and in case of emergancy it will be easy to contact further help excluding volunteers. £904

As a total these products will not only benefit our centre manager, junior manager, volunteers, animal care staff, centre administration, and site officer, but will essentially be provided to the public when open days are running. To plan this event it is key to allow the public to see what really happens here and how important unknown things are which is why we allow public access to help demonstrate what we do, for example, our animal care staff may be demonstrating how to do physical health checks which we will then allow the public who are confident enough to attempt it themselves.

The £5000 donation from a local charity will be funding the event, as many of these items will be used during demonstrations and speech's towards the public. This will not only support the business excellently but will help educate the public on how serious health and safety can be. Due to lack of knowledge towards health checks and surgery's, not only animals but humans can be negatively impacted by this and can cause fatale situations such as death. However, linking with the legislations such as:

-The Animal Welfare Act 2006, this is the key principal law regarding animal welfare, which protects all vertebrate animals. Under the Act, keepers and owners have a role of care to their animals and must ensure to meet their needs, for example, a suitable environment and place to live securely, as well as a suitable diet.

-The need for a suitable environment.

-The need for a suitable diet.

-The need to be able to exhibit normal behaviour patterns.

-The need it has to be housed with, or apart from, other animals.

-The need to be protected from pai, suffering, injury and disease.

The legislation regarding the biosecurity of humans:

-The Specified Animal Pathogens Order (SAPO) 2008

-Genetically Modified Organisms (Contained Use) Regulations 2014

-BIOSECURE Act 2024

The BIOSECURE Act, introduces the Office of management and Budget to develop a list of the "biotechnology companies of concern" which would be subject to the law.

Looking into health and safety for the public, as not only can animals get injured but it can be a very likely case that the animals may injure you (especially when working in an animal work place). You must always have a clear understanding of potential hazards that could occur whilst handling for your own safety, always ensure a risk assessment is performed before working with animals to give a near guarantee of a successful handling. Being vigantly aware of various animal behaviours, due to some being warning signs of a potential threat leading to a possible injury. If in the worst case an injury was to occur, it is key to have an understanding of zoonotic diseases, (diseases transmitted between animal to human). (Study Rocket, 2024).

Once the centre manager has explained what the open day will infer and the junior manager has talked about the biosecurity and health and safety, the remaining staff (Animal care staff, volunteers, centre administration and site officer) will be allocated to certain roles alongside the events taken place, which will allow opportunities for curious viewers to ask questions and have an open discussion with a professional.

-Considering health and safety welfare for animals, it is clear that health checks (including visual and physical) are extremely important for long-term welfare and health of all animals. It is vital to be regularly visual checking the animal for any early symptoms such as: sudden weight loss/gain, trouble walking, change in beathing, lumps appearing on skin, etc. As signs of poor health can be spotted and sorted before it grows. Moving onto physical health checks as it will become easier to feel any lumps or bumps appearing on the skin or wounds that may be infected but unspotted due to being in a covered place and over lapped by fur. ("Annual Health Checks",2019) "Suggests when an animal is suspected of a disease "if appropriate, further investigation such as blood tests or x-rays may be suggested"

-On the other hand, health checks can also be important to focus in the animals development and growth when still young in case there are any problems that may get in the way, for example, an animals environment can cause issues when growing as well as its gene pool. Even when the animal has eventually grown past at least 8 years, a check up every 2 weeks is key to a healthy, up to date animal . ("Annual Health Checks",2019).

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Task 3 Plan

Assessment number (e.g. 1234-033)	8717-042
Assessment title	Employer-Set Project

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

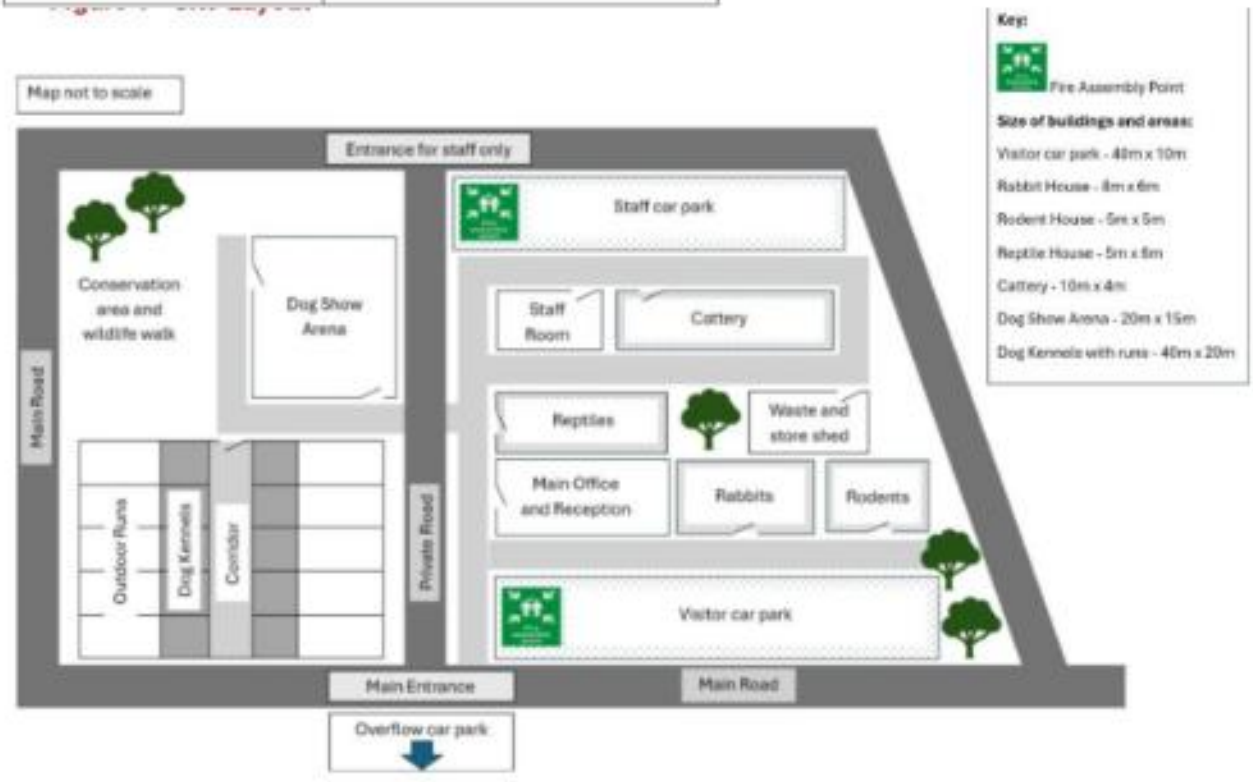
Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	3
Evidence title / description	Implementation plan Supporting statement
Date submitted by candidate	DD/MM/YY

This plan will secure the staff by allowing them to dive deep into what will exactly be happening on the open day and how it should tun out on the day. There will certain descriptions for each role at the centre to reduce confusion for how to build up to the day and what YOUR job will be on the day. In case of emergency members of staffs will be contacted immediately through provided walkie talkies and ordered to the safety point located on the corners of staff and visitor car parking. If any questions during the 6 months, please contact via email about your concerns. The £5000 donation from a local charity will be funding the event, as many of these items will be used during demonstrations and speech's towards the public. This will not only support the business excellently but will help educate the public on how serious health and safety can be.

Building	Animals
Dog kennel	8 dogs of various breeds
Cattery	10 cats of various breeds
Reptile house	2 x Corn snakes 1 x Royal python 2 x Bearded dragons 4 x Crested geckos 1 x Adder 1 x Mexican red knee tarantula
Rodent house	6 x Gerbils 2 x Syrian hamsters 4 x Fancy mice 2 x Fancy rats 2 x Degus
Rabbit house	6 x Rabbits of various breeds

All animals should have a 2 month isolation period to ensure no further infections or diseases will spread, this will prevent any zoonotic diseases infecting staff as well as visitors. Leading up the day, 1 week prior animals will be checked up on including physical and visual health checks and a fresh clean out of enclosures



9:00 – 10:00 Employees will meet at the centre to discuss over their roles during the day you will each be handed a walkie talkie apart from the volunteers who will be paired with a member of staff throughout the day. A health and safety and biosecurity breech will be read out to the staff to fully ensure all workers understand their protocols. Emergency exists will be rehearsed and the remainder of time will be left to rehearse any speech's taking place

10:15 – 11:00 The welcoming speech taking place in the conservation area, by the centre manager and junior manager explaining the meanings behind biosecurity and health and safety.

11:00 – 12:30 The talk from 2 animal care staff members as well as the 4 volunteers which will be across multiple rooms including: dog kennel, cattery, rodent house, rabbit house and reptile house. This will include a talk mainly about health checks and the importance of spotting any major health problems in their early stages.

12:40 – 01:20 The dog show will commence in the dog show arena where the junior manager alongside 1 animal care member of staff and 4 volunteers will be on site, this will be an opportunity to show the healthy animals and also a mini shop will be set up alongside to provide refreshers or products that are shown in the show- This will allow the public to be demonstrated how to use the product or what the product looks like in action.

01:30 – 02:30 The centre administrator will discuss the Identification and importance of equipment as well as prices and 2 volunteers demonstrating on 2 dogs how to safely use certain equipment.

02:30 – 03:00 The animal care staff will then go around each animal building including: dog kennel, cattery, rodent hose, rabbit house and reptile house. This will be taken place to speak about the legislative side of things and what it uncovers about how we need to be looking after the animals the public own.

03:00 – 04:00 Final speech towards the end about extra information which will be taken place down be conservation area where the centre manager will provide the speech which will regard simple underlining health problems and how to overcome them, rules that must be undergone.

. PLEASE READ: when you are no scheduled to any roles throughout the day, this will be your beak. If any help is needed you will be required to assist however the rest of the time will be yours.

Equipment and resources:

The equipment and resources will be ordered in within 3-2 months before the open day, to ensure the equipment will arrive on time. These will be stored at the centre by the centre manager in the main office as well as the staff room in case there isn't enough space, the equipment will include: Nitrile gloves, Overalls, Aprons, Goggles, Hair nets, Boot covers, Signage, Fixed Handwash, Hand Sanitiser, Foot dip container, Dog waste disposable bin, commercial firs aid kit, and walkie talkies.

As a centre manager, you hold an important role to represent the centre proudly as well keep check of the open day which will be your main priority. As you are first aid qualified you will be on stand-by with a provided walkie talkie in case of an emergency. 6 months prior to the open day you will make a post across all social media platforms announcing the open day, describing what will be featured, the dog shows, how long the open day will last (10:15 – 11:00am) and where to buy tickets. 3 months prior you will be expected to order the equipment and resources listed under **Equipment and Resources** whilst keeping track of the amount of money spent and left over (£4,564 spent - £436 left). 2-1 months prior, you will have the responsibility of contacting the junior manager and collecting tether a speech to perform at the start of the open day welcoming in the visitors as well as describing what will happen on the da and the main definitions of biosecurity and health and safety to initiate an understanding o the public. 1 week prior, you should have perfected your speech and made sure you have correctly followed these instructions.

Junior Manager:

Regarding animal welfare you will be responsible to ensuring the animals in the centre will be protected at all costs and visitors will have correct signage including what they are not allowed to do, during this you will need to create signage and contact centre administration to print out copies on when not to touch the animals and when allowed to. As you are first aid qualified you will be on stand-by with a provided walkie talkie in case of an emergency. 6 months prior you will need to get in contact with animal care staff and instruct them on how the animals are essentially handled, as well as setting up training or he animal care staff and volunteers including how to do the job, safety measures, biosecurity measures and a strong understanding of the open day. 4 months prior, you will be aware of planning the biosecurity measures and health and safety measures. As you are in control of the animal care staff, 2 months prior, you will be expected to run a staff training system on how to engage with the animals and public to ensure safety for everything. 1 month before you should be carrying out he animal rehabilitation plans and ensuring hey are being moved up to the centre manager as well organising the rehoming of animals. On the day your main role is the morning speech with the centre manager (10:15am – 11:00am) which will have been prepared prior he even and contacted through to the centre manager to ensure correct presentation, you will also be expected down by the dog show at (12:40 – 01:20) where you will be presenting a member of the animal care staff and other volunteers.

Centre administration:

Concerning office work, ensure that all orders are correctly ordered in to the centre without damages. 6 months prior, you will take responsibility of organising he £5000 donation into a financial account where money and be accessible to only the centre manager and yourself, this should be checked on monthly in case of any issues occurring. During the 6 months period before the event, calls are expected to be answered, queries or anyone referencing tickets should be kept track off. On the day the front office will be open towards the visitors where you will be responsible for

checking tickets and handing out leaflets about the open day, this will go on throughout the day allowing any late visitors of visitors only staying for a certain amount of time to be kept up to date.

Site Officer:

As the site manager, your role leading up to the da (preferably 6 – 3 months prior) will mainly consist o ensuring paths are clear, appropriate signage that is recognisable, the yards are maintained to standard and buildings are clean. When it comes to the yards being correctly maintained, it needs to be ensured that the conservation area is prepared or the main speech. On the day, visual checking will proceed over the site to reassure all staff nothing is half done. Littering should be monitored as well as regularly checking on bins to see if the need changing. Making sure and addressing any members of public if they are seen vandalising or have been reported to be immediately escorted out the premiss.

8 volunteers:

As a volunteer you are position when during the day you will be assisting the animal are staff with activities and tasks you are directed to you. The lead up to the open da is extremely important and taken seriously which is why you will attend training set up by the junior manager around 5-3 months prior to the open day. In the training you will go over handling and ensuring you are a perfect fit to enrol into the open day at this centre. All volunteers MUST complete an induction package which will cover the handling of animals correctly and will reassure the animal care staff you understand what will be happening. On the day, room (11:00 – 12:30), 4 volunteers which will be assigned to partake within a small speech moving around every room including the reptile house, cattery, dog kennels, rabbit house, rodent house. If you are NOT participating with the room allocations, you will be selected for the dog show along with 1 animal care staff and the junior manager during (12:40 – 01:20) where you will assist the animal care staff and ensure the public is happy and the dog behaviours are up to standard. Throughout this day it is highly important to stay by an animal care staff side to ensure someone is their looking after you and making sure you are correctly following their instructions, very important to maintain a healthy and safe workplace.

3 Animal Care staff:

Regarding Animal care staff, your role not only leading up to the ay but also on the day is extremely important. 6 months prior to the event you will required to contact all volunteers and make them aware of what they will need to bring on the day and their requirements as well as preparing all talks that will be taking place on the day. 3-2 months prior you should have organised where you want your volunteers to be and when the need to pitch in (during the talks) You will also be required to attend training set up by the junior manager to assure the staff you are suitable and ready for your own safety. On the day, you will be expected to arrive to your chosen destination (dog kennels) to begin your tour and small talks alongside which will begin at 11:00 – 12:30. Commencing with the day, 02:30 – 03:00 you will be expected to go around the buildings once more to enlighten the public about the

legislative side of biosecurity and health and safety which will allow a second understanding where the volunteers will be giving physical examples. Another requirement to prioritise is feeding the animals between the hours of 09:00am – 10:00am to ensure animals are well fed, including feeding them at 05:00 – 06:00. Throughout the day it is your responsibility to stay with the volunteers and take them where you go, they will have a worksheet of their own which tells them an understanding to remain will the animal care staff to secure safety especially in a case of emergency where you only have the walkie talkie to receive key information.

How biosecurity measures and health and safety requirements will be applied:

Looking into health and safety for the public, as not only can animals get injured but it can be a very likely case that the animals may injure you (especially when working in an animal work place). You must always have a clear understanding of potential hazards that could occur whilst handling for your own safety, always ensure a risk assessment is performed before working with animals to give a near guarantee of a successful handling. We will ensure a map is given to the public once entry to reduce the risk of getting lost around the centre, first aid trained empolyee's (animal care staff, centre manager and junior manager) have a walkie talkie at all times to ensure if a member of the public, staff or an animal is injured the staff will be made aware. The centre administration will also be at the front desk at all times receives calls. If an animal was to attack a member of the public or staff, the workers will be required to take action and assist the person, if no first aid trained staff at the scenario then a call will made immediately and will be taken care off.

Management of waste:

The site manager will be on stand by at all times making sure public bins that we have funded into the centre ae being used correctly and not abused by the public, if a member of staff spots a civilian littering you MUST NOT take matters into your own hands and simply pick it up and dispose of it yourself. This will reduce unnecessary tension and measures going out of hand. Vandalism will not be expected in this centre, in that case the person will be asked to leave calmly and without casing a scene. It is very important to keep up to standards will the cleanliness of the centre as not only dopes it make it appear nicer to the public, but it also reduces the risk of catching an illness from, for example, a moulding piece of food. ALL staff members will be required to watch out for any misbehaviour regarding littering and damage and take matters into cleaning up after someone. This is implemented into our building to reduce the inappropriate look to the centre.

How customer care will be managed:

In tis centre, customer care shall be taken very seriously as this is how our staff act and speak towards the public. Before the event staff will attend an hour prior to allow support on how to act with the public, they will follow a set of regulations:

-Tone of voice, this the tone the staff will be expected to speak to the public in, clear, loud and enthusiastic.

-body language, the staff will be expected to resent them selves as this will effect the way the centre is also presented. Required to stand will backs straight and arms to the side with no fiddling or any kind.

-vocal language, the staff will be required to speak with proper English and clear words, YOU MUST NOT include swearing and slang words in your speech.

-interest, showing a lack of interest will reflect onto the public, which is why it is taken highly seriously to show encouragement and interest with what you are talking bout to the public to allow their full attention onto you.

-action, taking action into working with animals and engaging with the public will include answering questions, or asking questions to the crowd to allow action to be taken across the public.

-attitude, having a bad attitude will discourage the public from engaging with you, which is why it is clear to be bright and cheerful during the day and not allowing your actions to reflect onto others.

As a worker you will be expected to follow every rule listed on this sheet, job roles are clearing set above and will allow easy access on knowing how to act during the day. If failure o apply to these set rules and roles, reprucutiobns will be set and possible loosing of your job.

Task 4 Peer review

Assessment number (e.g. 1234-033)	8717-042
Assessment title	Employer-Set Project

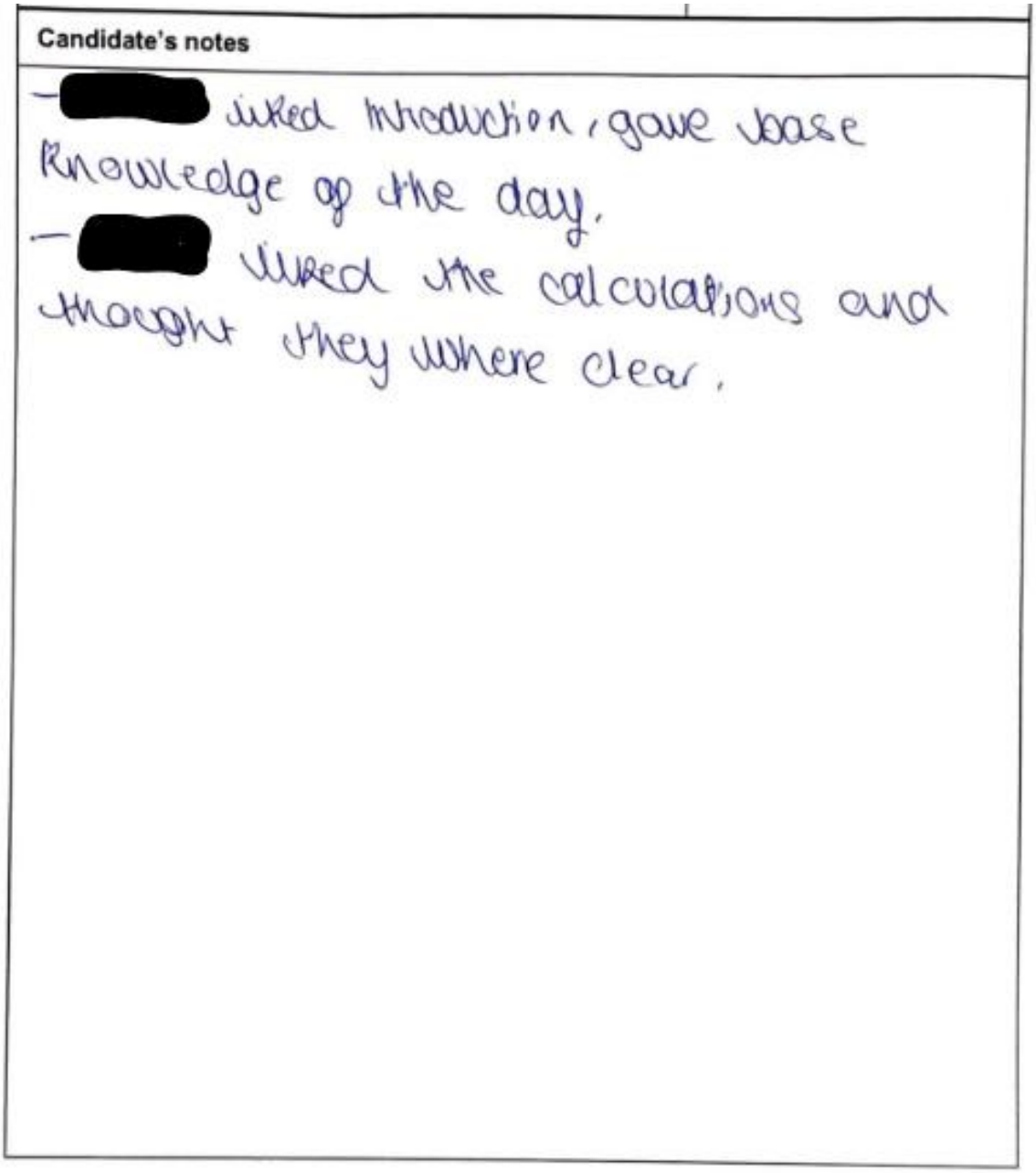
Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	4
Evidence title / description	Candidate Feedback Form Peer Review Form
Date submitted by candidate	DD/MM/YY

Candidate Feedback Form

Candidate Name	Candidate Number
<first name> <surname>	ABC1234
Provider Name	**Provider Number**
<provider name>	999999a


Candidate's notes

– [redacted] liked introduction, gave base knowledge of the day.

– [redacted] liked the calculations and thought they where clear.

Peer Feedback Form

Candidate Name	Candidate Number
<first name> <surname>	ABC1234
Provider Name	**Provider Number**
<provider name>	999999a

Questions for reviewers to consider:	Feedback
How well do the biosecurity measures and health and safety requirements support the successful running of the event?	- She has written what biosecurity is. but not said what measures have been put in place -there should be more about biosecurity. - Health and Safety has been explained really well. - Health and Safety rules are really well explained. So staff can follow them
How well has cost, and selection of suitable equipment been considered in the proposed recommendations?	- Some equipment should say why they have been chosen to use for their event - Used donated money really well, so that there is extra equipment for if there is anything that runs out. - make sure info stays relevent. No farm animals.

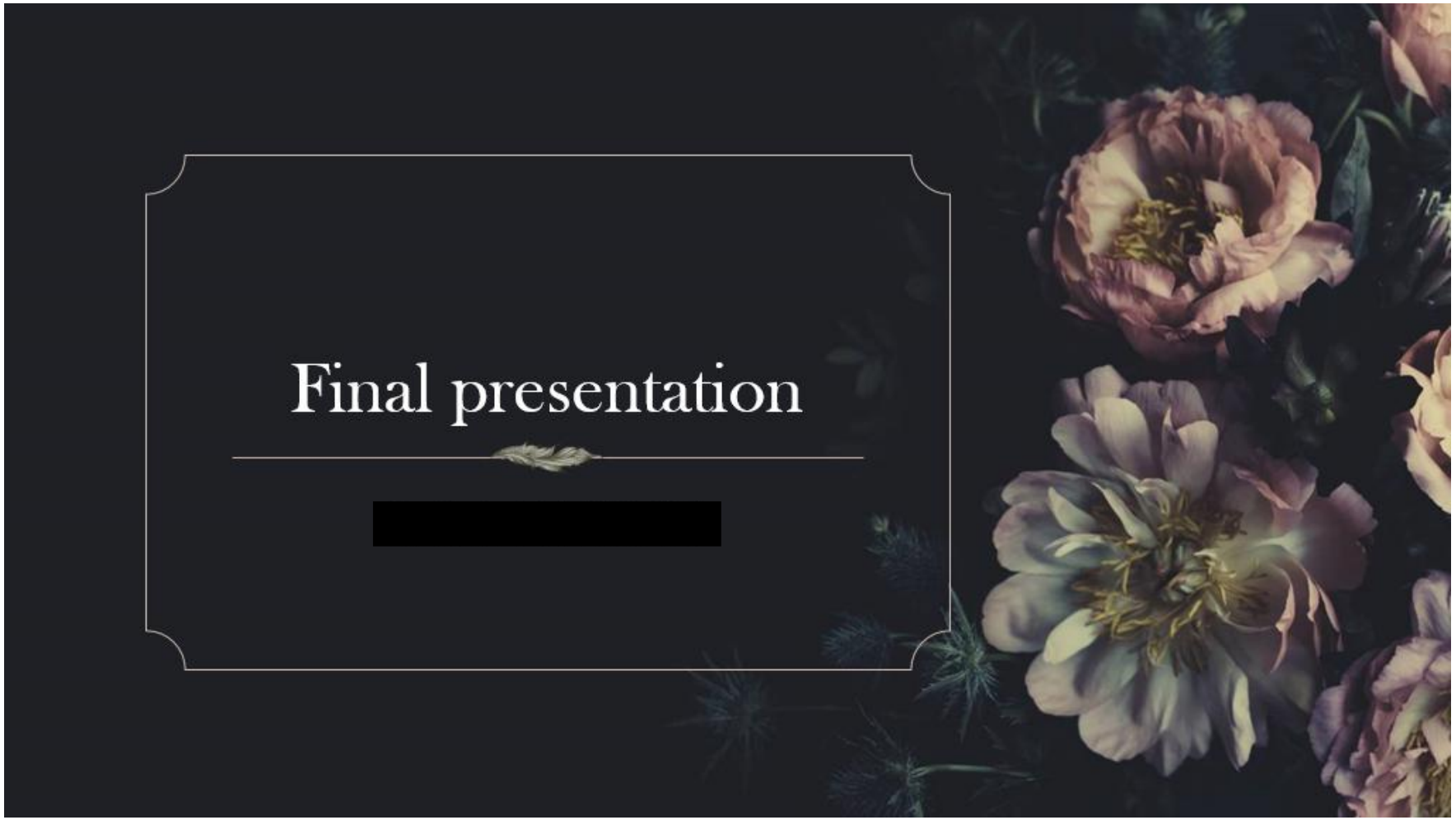
Task 5 Evaluate and present

Assessment number (e.g. 1234-033)	8717-042
Assessment title	Employer-Set Project

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	5
Evidence title / description	Presentation materials Note: Presentation recording is not included in this document. Please refer to the commentary in its place.
Date submitted by candidate	DD/MM/YY


Final presentation
[redacted]

Evaluation of my implementation plan:

-Firstly, there are multiple things that what went well on my behalf. For example, before the key details in the plan I made a clear statement explaining what and how this open day will commence, which therefore allows an understanding of what will happen incase of an emergency, for example a fire - as well as summary of the open day which will allow…

-This plan will ensure that all the staff are well prepared with how the day will actually plan out, whilst allowing a sense to perform with the accurate knowledge and with confidence. An example of this applied, is the mention of the 6 pillars (attitude, interest, body language, vocal language, tone of voice.)-

-Whilst making this plan I added a map which includes the names of the buildings as well as the size to ensure workers can memorize the area and will increase confidence whilst doing their jobs which will eventually lead to a positive mindset to public reducing their stress. This is an important part of my plan that I decided to include as it necessary to know the way around the buildings, as well as I have set up certain signage around the center to encourage the public to walk around without any help and having a sense of freedom.

-Another part of my plan which will impact the open day tremendously is implementing training followed through by the junior manager. This is to ensure the staff are prepared fully for the day and also helps with confidence due to…

-

Furthermore…

Diving into details of the plan and reasoning behind them:

Recommendations and Prices behind the equipment:

- Each open day only expects the maximum of 300 guests so it is essential to have enough equipment at the center.
- Communication in a workplace is key, however on a open day, misunderstandings can occur as well as accidents that can negatively affect the entre - for example, losing customers, bad reviews etc. which is why I find It key to ensure walkie talkies are provided to our staff (apart from volunteers, due to…) as this will act as the only source of communication, so incase of a fire or injury every member of staff will be informed and matters will be taken care of.

-Nitrile gloves, handwash,

-overalls, sanitiser,

-aprons, container,

-goggles, bin,

-Hair nets,

-Boot covers, Talkies.

-Signage,

-Fixed

-Hand

-Foot dip

-Dog waste

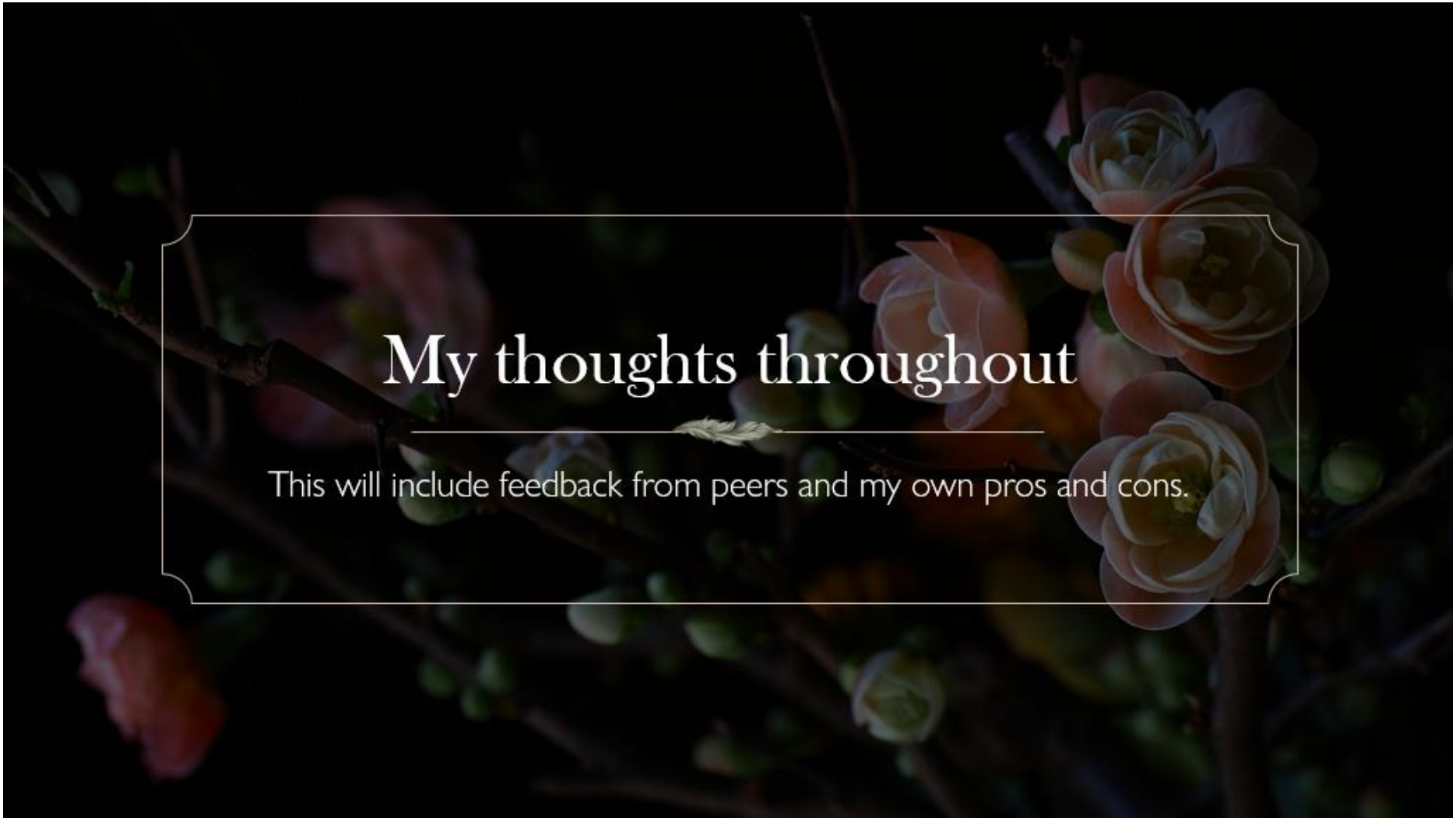
-First aid kit,

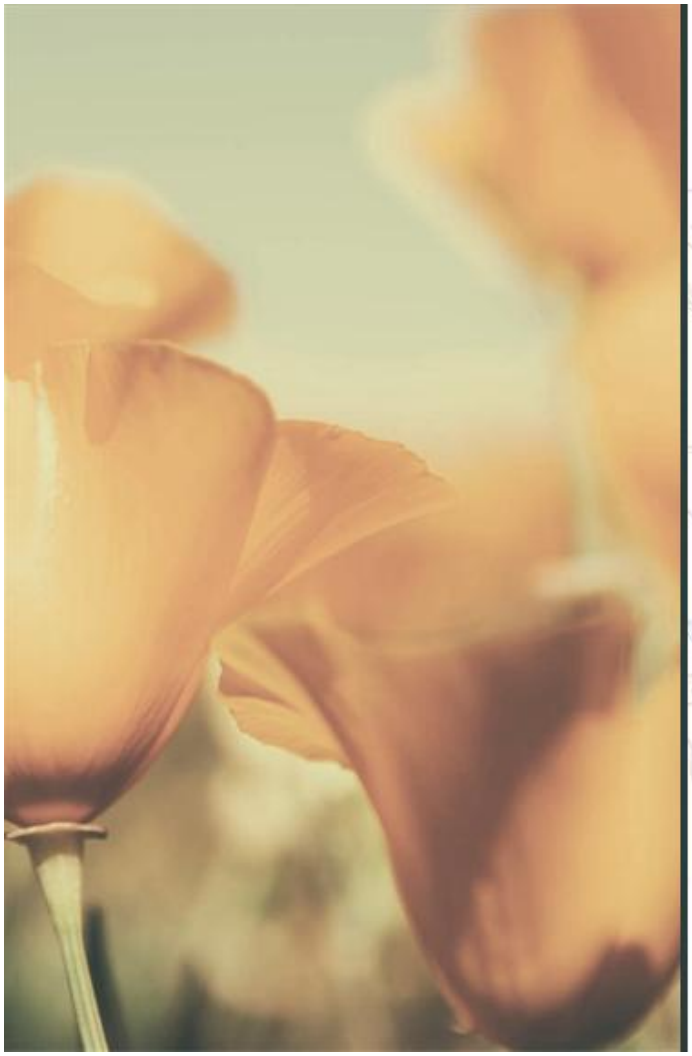
-Walkie

How my chosen equipment is beneficial

- Nitrile Gloves will used when demonstrating on an animal and will also be provided to the public optionally when entering certain rooms and touching products. £80
- -Overalls will be used for mainly site workers when they are working to protect their bodies. £440
- -aprons provided are disposable they will be assessable for the staff when handling any animal, and will be mandatory for the public to wear when in close contact with an animal. £25
- -Goggles will be provided for all staff apart from centre administration as they will not be needed, however the other staff may use them in a case where objects of venom can be splashed into the eye (this will also be provided to the public) £450
- -Hair nets have been chosen to be used by all staff again however not for the centre administration as not needed, also advised for the public to protect hair from caring any lice towards animals or further bacteria that are notifiable. £350
- -Boot covers will be chosen to wear for everyone who comes in contact with an animals enclosure so we aren't cross-contaminating dirt, sand, soil. £95
- -Signage for biosecurity and health and safety measures 4 signage posts to ensure correct viewings of places and reduce the risk of confusion around the centre. £200
- -Fixed handwash station (permanent) 2 placed widely across the centre to allow clear signage for the staff and the public . £1400
- -Hand sanitiser Inside every building and used by all public and staff to ensure good sanitation.
- -Foot dip container (solution provided) provided outside all animal areas and used by all staff and public when entering and leaving. £250
- -Dog waste disposal bin This will be placed outside the dog show arena, outside the dog kennels and in the conservational area. £105
- -Commercial first aid kit This will be provided all around the centre and smaller ones will be provided to staff members in case of any accidents. £360
- -Walkie talkies/handheld radio Pack of 6 £113 Will be mandatory for all staff to keep close call on what happens around the centre and in case of emergancy it will be easy to contact further help excluding volunteers. £904
- **My final Equipment and Resources Prices in the total form :**whilst keeping track of the amount of money spent and left over, in total I have spent- £4,564 spent with £436 left.

Presentation title 7


My thoughts throughout
This will include feedback from peers and my own pros and cons.



My Pros, Cons and feedback

-I have previously found it difficult to stay on topic whilst researching. This is due to diving deep into keep information pieces and losing track on the open day. For example, I can be seen speaking about the wrong animals – In the future I will learn to stay on track. However I feel I have tied the final piece together smoothly and collected enough information to write up about and make the open day successful.

My Candidate Review

-My peers have suggested I could also focus more on the biosecurity side of the open day, which I completely agree with as I have set up measures to protect the public and staff, for example, I have explained the usage of all of my equipment like footdips–

-My peers have also mentioned that I have succefully achieved a well planned opened day by my certain layout on the plan.

Presentation title 9

Justifications and Recommendations

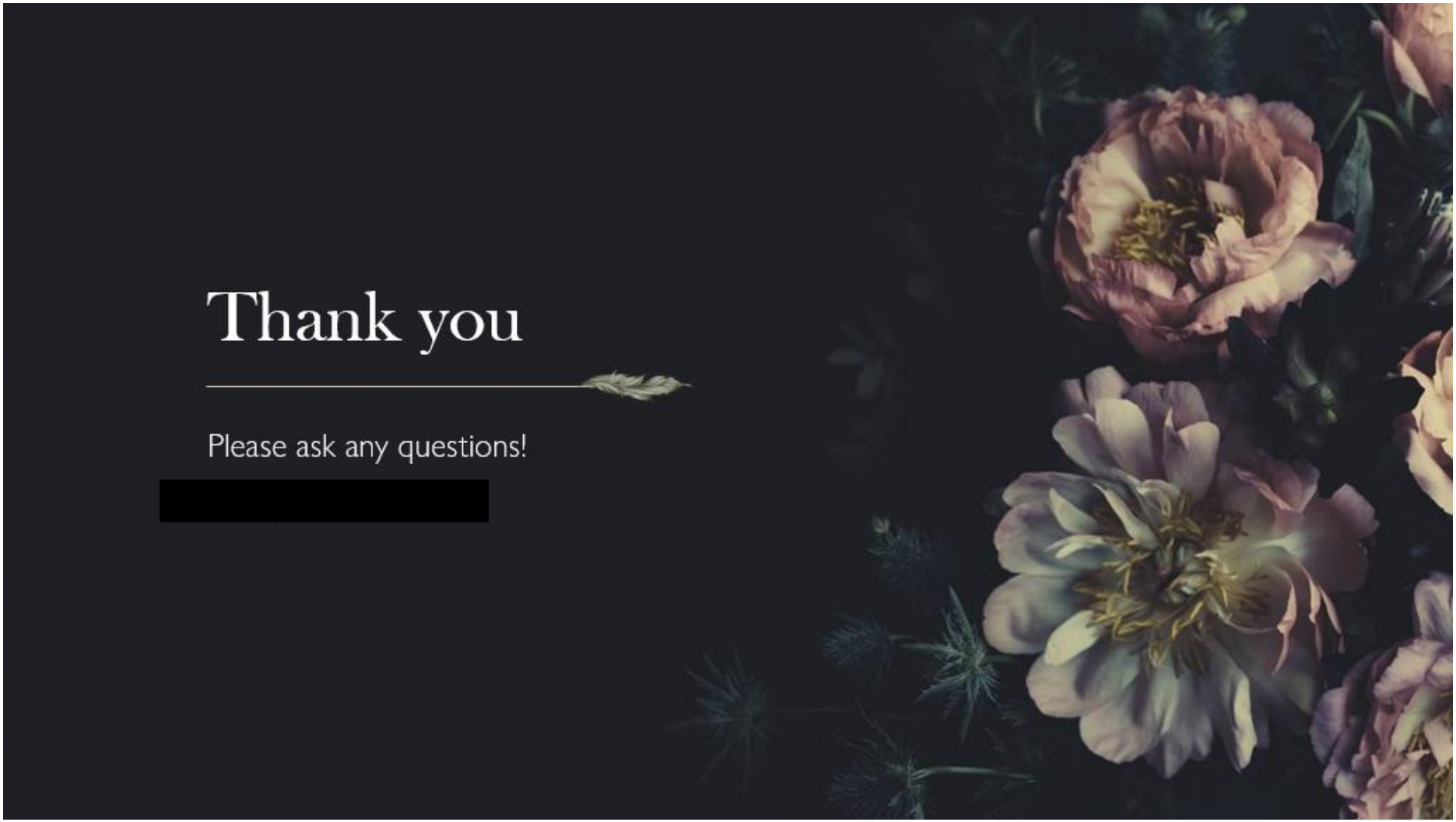
Reasoning for my statement:

-Unlike my peers, I have decided to go for a different layout towards my statement-

-In my finale piece i wanted the workers to have a clear understanding of the set instructions and how the day will go. This is why I have set it up before anything else to highlight the importance behind the statement. Furthermore this will stand out towards the workers and will reduce any confusion.

Managing job roles:

-During this plan, I have made it very simple to understand every job role that will be commencing at the open day and made I easy to follow instructions. I have done this by applying a set paragraph for each role – In each paragraph I have spoken in first person, this means im directly speaking to the staff- My main goal is for the staff to focus on their set tasks, for example Ive made it clear for the junior manager to know their role regarding sorting out training for the animal care staff as well as the volunteers. I have found this method particually useful and recommend it to my peers as I know for myself if I had a job role aand I had a task set out for me like this, it would make it a lot easier for me.


Thank you
Please ask any questions!
[redacted]

Presentation commentary

Presentation
The candidate speaks confidently and whilst reading off their slides, they make an attempt at eye contact and use hand gestures to encourage audience engagement. The candidate discusses what went well during the project and gave some examples of what they thought were important elements for the successful running of the event. For example, the candidate stated; “I set up some fire escape plans and the use of walkie talkies. I gave the workers a summary of the plan for the day”. Some justification for their decisions was given although on the brief side. They gave a good justification for the need for signage. A good discussion on staff training and reasons for putting it on was included although they gave no details as to what the training would include. Overall, there was limited depth in the explanations and evaluation. Some sensible ideas were seen on costing. Justifications for the equipment were given, although they lacked detail. Peer feedback considered, although only briefly mentioned. The candidate did give an honest reflection on their own performance highlighting their own mistake when they started looking into farm animals that were not relevant to the brief. The candidate stated that they would avoid getting distracted if repeating the project.

Q & A session
Question 1- When asked what they would change if they were to repeat the project the candidate explained that they would change how much health and safety they covered as they believed they focussed on it too much and not enough on biosecurity. Theyb stated they would like to have covered a better balance between the two topics. Question 2- Candidate stated they only choose the equipment that would be necessary for the event. They went on to mention the use of hairnets again. Question 3- When asked about challenges the candidate said they went off task by mistake and researched farm animals but then overcame this by making it relevant to the animals that the centre housed. Question 4- When asked how their work met the brief they explained that they completed the research task, suggested recommendations and laid it only nicely so it was easy for everyone to understand. The candidate struggled a bit with their response to this last question. Overall- some added reflection and evaluation was demonstrated by the candidate in the question section although this was brief and not explained in much detail.

Get in touch

The City & Guilds Quality team are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

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