

Level 1 Award, Certificate  
and Diploma in Work-based  
Animal Care  
(0067-11)



[www.cityandguilds.com](http://www.cityandguilds.com)

Qualification handbook and  
candidate guide

Version 2.2  
July 2021



## Publications and enquiries

Publications are available as hard copy from:

City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom

or

as pdf file from [www.nptc.org.uk](http://www.nptc.org.uk) under the 'Qualifications' tab, and then click on 'Animal Care'.

General information may be obtained from:

Customer support  
City & Guilds NPTC  
Stoneleigh Park  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom  
Tel: +44 (0) 24 7685 7300  
Fax: +44 (0) 24 7669 6128  
Email: [information@nptc.org.uk](mailto:information@nptc.org.uk)

## Equal opportunities

City & Guilds NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in City & Guilds NPTC's interests, and the interests of those who work for or in association with City & Guilds NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

For a copy of our Equal Opportunities Policy please contact your assessment centre or City & Guilds NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

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Registered Office:

1 Giltspur Street, London EC1A 9DD

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## Level 1 Award, Certificate and Diploma in Work-based Animal Care (0067-11)

This document contains the information that centres need to offer the following qualifications:

Qualification title(s) and level(s)	GLH	TQT	City & Guilds qualification number(s)	Ofqual accreditation number(s)
Level 1 Award in Work-based Animal Care	90	100	0067-11	500/6643/2
Level 1 Certificate in Work-based Animal Care	162	180	0067-11	500/7273/0
Level 1 Diploma in Work-based Animal Care	342	390	0067-11	500/6710/2

Version and date	Change detail	Section
2.0. July 2016	Last registration and last certification dates removed	Introduction
2.1 August 2017	Added GLH and TQT details Removed QCF	Introduction
2.2 July 2021	Centre, assessor and IV requirements updated	Assessment strategy

## Introduction to the Qualification

The Level 1 Award, Certificate and Diploma in Work-based Animal Care are programmes of work-based training and assessment leading to nationally recognised qualifications. They aim to:

- meet the needs of learners who work or want to work in the animal care sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the animal care sector
- replace the following qualifications:  
NPTC Level 1 NVQ in Animal Care (0255-01 & -80) which expires on 31/08/2009. (QAN 100/2435/9).

NPTC is recognised as a Component Awarding Body (CAB) for the new Diploma qualifications. NPTC has DDP support for the NPTC Level 1 Certificate in Work-Based Animal Care to be recognised as Additional and Specialist Learning (ASL) for the Environmental and Land-based Diploma.

## Publications and resources

City & Guilds NPTC provides the following publications and resources specifically for these qualifications:

Description	How to access
<p><b>Qualification handbook and Candidate guide</b></p> <p>This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.</p> <p>It also provides guidance for candidates and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by candidates and assessors at the centre.</p>	<p>TS-11-0067 <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p><b>Portfolio builder pack for candidates and assessors</b></p> <p>This has a series of recording forms that may be helpful for centres and candidates to use. The forms are generic and may be used for any City &amp; Guilds NPTC work-based qualification.</p>	<p>PB-NPTC <a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>
<p><b>Information sheet</b></p>	<p><a href="http://www.nptc.org.uk">www.nptc.org.uk</a></p>

## Level 1 Award, Certificate and Diploma in Work-based Animal Care (0067-11)

### Unit details

All units available in the different qualification routes are listed below. The rules of combination for each route within the qualification are detailed separately. Please refer to this carefully to ensure that the correct units are delivered for the chosen routes.

Accreditation unit reference	City & Guilds unit number	Unit title	Level	Credit value
R/600/0291	Unit 101	Maintain the safety of self and others in the workplace	1	4
A/502/4588	Unit 102	Assist with the care of animals	1	2
F/502/4589	Unit 103	Principles of the care of animals	1	2
D/600/0469	Unit 104	Principles of dealing with animal accommodation	1	2
R/600/0470	Unit 105	Assist with animal accommodation	1	2
L/502/5714	Unit 106	Principles of the movement and handling of small animals	1	2
T/502/5710	Unit 107	Assist with the movement and handling of small animals	1	1
L/600/0466	Unit 108	Assist with the movement and handling of farm animals	1	1
Y/600/0468	Unit 109	Principles of the movement and handling of farm animals	1	2
Y/600/0471	Unit 110	Principles of dealing with feedstuffs for small animals	1	1
H/600/0473	Unit 111	Assist with feedstuffs for small animals	1	2
D/502/4096	Unit 112	Principles of transporting supplies of physical resources within the work area	1	1
J/502/4741	Unit 113	Assist with the transport supplies of physical resources within the work area	1	2
K/502/4098	Unit 114	Assist with maintaining structures and surfaces	1	2



R/502/5715	Unit 115	Principles of maintaining structures and surfaces	1	2
F/502/4608	Unit 116	Assist with the maintenance of equipment	1	3
F/502/4740	Unit 117	Principles of the maintenance of equipment	1	2
T/502/1561	Unit 210	Maintain the cleanliness and bio security of the animal care working environment	2	5
K/502/1556	Unit 211	Provide controlled exercise opportunities for animals	2	4
	900	Certification module for the Award		
	901	Certification module for the Certificate		
	902	Certification module for the Diploma		

## Rules of combination for the Level 1 Award, Certificate and Diploma in Work-based Animal Care (0067-11)

### Award

<b>0067-11 Level 1 Award in Work-based Animal Care</b>	
Rules for achievement of qualification	A minimum of 10 credits and 2 complete groups of units from (102 + 103), (104 + 105), (110 + 111), (106 + 107 <b>or</b> 108 + 109) plus certification module 900.

### Certificate

<b>0067-11 Level 1 Certificate in Work-based Animal Care</b>	
Rules for achievement of qualification	101, (102 + 103), (104 + 105), (110 + 111) plus either (106 + 107) or (108 + 109) plus certification module 901.

### Diploma

<b>0067-11 Level 1 Diploma in Work-based Animal Care</b>	
Rules for achievement of qualification	101, (102 + 103), (104 + 105), (110 + 111) plus either (106 + 107) or (108 + 109) plus a minimum of 21 credits from (112 + 113), (114 + 115), (116 + 117), 210, 211 plus certification module 902.

## **Assessment**

The units will be assessed by the gathering of work-based evidence into a portfolio. The authenticity, sufficiency and validity of the evidence will be judged by the assessor.

## **Assessment strategy**

### **Centre staffing**

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

### **Assessors and internal verifiers**

The centre must provide Assessor personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. The centre must provide Internal Quality Assurance personnel who must be occupationally competent in the industry either qualified to at least level 2 and/or have current experience of working in the industry at this level. Assessors/Internal Quality Assurance personnel may hold relevant qualifications such as D32/33/34 or A1/V1 or TAQA however they are not a mandatory requirement for this qualification. They should have had formal training in assessment/IQA, which may be the qualifications above, or other training that allows the assessor to demonstrate competence in the practice of assessment/IQA. This training may be carried out in-house or with an external agency.

TAQA qualifications are considered very appropriate as Continuing Professional Development (CPD) or as best practice standards for new centre staff to work towards

## **Centre and qualification approval**

New centres must apply for centre and qualification approval. In the first instance they should contact Sales, Marketing and Communications at NPTC. (020 7685 7300)

Existing City & Guilds NPTC or City & Guilds centres will need to get specific qualification approval to run this qualification. They should contact [verification@nptc.org.uk](mailto:verification@nptc.org.uk).

Full details of the process for both centre and qualification approval are given in 'Providing City & Guilds NPTC qualifications – a guide to centre and qualification approval' which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

City & Guilds NPTC and City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular City & Guilds NPTC or City & Guilds qualification, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds NPTC or City & Guilds.

## **Registration and certification**

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under the appropriate qualification/complex.
- Candidates achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the number and combination of assessment components required for the Award, Certificate or Diploma will, in addition, be issued the relevant Certificate, on submission of the grading component.

Full details on the procedures for these qualifications will be found in the City & Guilds On-line Catalogue. This is accessed through the Walled Garden.

## Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds NPTC will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds NPTC.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

For candidates with particular requirements, centres should refer to City & Guilds NPTC's policy document *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from [www.nptc.org.uk](http://www.nptc.org.uk)

## The Portfolio Builder Pack

This is available on [www.nptc.org.uk](http://www.nptc.org.uk) (see page 5). It contains a series of pro-formae that may be helpful to candidates/assessors in the compilation of portfolios.

Included in the pack are the following pro-formae:

- Centre contacts form
- Self assessment and personal action plan form
- Record of units achieved
- Witness status list
- Witness testimony form
- Assessment planning form
- Candidate feedback sheet

Where witness testimony is used, the Witness Status List must be completed on one occasion by any witnesses used.

The record of units achieved must also be updated as the candidate completes each unit.

The use of the other forms is optional.

## Functional skills mapping

Unit no	English	Mathematics	Information and Communication Technology
101	Speak and listen level 1 Writing level 1		
102		Entry 2	
103	Speak and listen level 1 Writing level 1		
104	Speak and listen level 1 Writing level 1		
105			
106	Speak and listen level 1 Writing level 1		
107			
108			
109	Speak and listen level 1 Writing level 1		
110	Speak and listen level 1 Writing level 1	Level 1	
111		Level 1	
112	Speak and listen level 1 Writing level 1	Entry 2	
113			
114			
115	Speak and listen level 1 Writing level 1		
116			
117	Speak and listen level 1 Writing level 1		
210	Speak and listen level 1 Writing level 1	Level 1	
211	Speak and listen level 1 Writing level 1		

## The units

As units are signed off as completed the record of units achieved proforma should be updated

## How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Qualification handbook this column is used for assessor guidance. In the Candidate's Guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Candidate Guide and Logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.

Below is an example of how a recording sheet may look, with entries by the candidate, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.

### EXAMPLE COMPLETED UNIT 113

TITLE	Assist with transporting supplies of physical resources within the work area (CU8)	Candidate name
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit. Assessment is by activities to meet the performance criteria and scope in work or work-equivalent situations.</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	<i>Tom correctly located 6 bags of Growmore to be moved to 4 acre field 23-06-2009. MF Tom collected all the tools required for the planting operation, following verbal instructions 25-06-2009 AO</i>
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	<i>Tom holds the NPfC CoC in Safe Manual Handling-operator Evidence 1</i>
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	<i>Tom holds the NPfC CoC in Safe Manual Handling-operator Evidence 1</i>



## UNIT 113

	<p>1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination</p>	<p>Tom stacked the sacks of fertilizer on a pallet and covered them with a tarpaulin 23-06-2009 MF</p> <p><i>Tom delivered the tools to the planting site and stacked them neatly at the side of the work area 25-06-2009 AO</i></p>
<p>2. Be able to assist with the transport of physical resources within the work area</p>	<p>2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements</p>	<p>Tom used a wheelbarrow to move the sacks of fertilizer and stopped twice to ensure the load was safe. He loaded the weight over the axle and moved one bag at a time. MF</p>
	<p>2.2 Minimise damage to equipment and resources during transportation</p>	<p><i>Tom moved the tools for planting in a wheelbarrow. He carefully manoeuvred between the buildings and adjusted the angle of the tools to avoid damage to the plants at the edge of the long border. AO</i></p>
	<p>2.3 Monitor the physical resources during transportation and take the appropriate action for any which become unsafe</p>	<p><i>See 2.2 above AO</i></p>

**UNIT 113**

<p>3. Be able to work safely</p>	<p>3.1 Maintain health and safety according to relevant legislation and codes of practice</p>	<p>Tom used safe lifting techniques to load the barrow with fertiliser on 23-06-2009 and returned the barrow to store after use. M F  <i>Also with tools on 25-06-2009</i>  <i>Tom avoided overloading the barrow and moved carefully around obstacles. He moved some plants put of the way to give him an unobstructed pathway between the buildings. AO</i></p>
----------------------------------	---	---

**Candidate's signature**

I confirm that the evidence above is all my own work

Tom Candidate..... Date 28-06-2009.....

**Assessor's name** A.N.Other .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed ANOther.....Date 28-06-2009.....

**Internal verifier's signature (if sampled)**

.....Date.....

In the example above, M Farmer is the candidate's supervisor, Anthony Other is the assessor and Tom Candidate is the candidate. All 3 can complete sections of the Candidate's logbook. Supplementary evidence needs to be referenced, eg in the example above the candidate's Manual Handling certificate would be referenced as Evidence 1.

Guidance on the unit is given at the top. Any items of scope are dealt with within the criteria. M Farmer would need to complete a line on the Witness status list.




I confirm that the evidence in this portfolio relates to my own work.

Candidate Name.....Signature.....Date.....

I confirm that all Practical and Underpinning Knowledge requirements have been assessed for this qualification and the evidence meets the required standards for validity, authenticity, and sufficiency.

Assessor Name.....Signature.....Date.....

Internal verifier.....Signature.....Date.....

## Unit 101

TITLE	Maintain the safety of self and others in the workplace	Candidate Name:
NDAQ REFERENCE	R/600/0291	
LEVEL	1	
CREDIT LEVEL	4	
<p>This unit is designed to develop the knowledge, skills and understanding to ensure that health and safety becomes part of routine working practices; to build habits of working with regard for personal safety and that of others, and if an emergency does occur to know what to do and who to report to.</p> <p>Relationship to National Occupational Standard: Underpinning Knowledge of CU1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know the current health and safety legislation and codes of practice that apply to own areas of work	1.1 Give two examples of current health and safety legislation and outline one responsibility for each that applies to own area of work	
	1.2 Identify who accidents, incidents or problems should be reported to in own area of work and why this is necessary	
2. Understand the risks to health and safety in own area of work	2.1 Give at least three examples of specific hazards in own work situation	
	2.2 Identify who else might be affected by the hazards	

## Unit 101

	2.3 Outline what measures could be taken in own work situation to eliminate hazards or reduce the chance of them causing harm	
3. Be able to prepare to work safely	3.1 Select and wear appropriate protective clothing	
	3.2 Clean and tidy the work area before starting work, taking immediate steps to reduce any hazards if identified	
	3.3 Select and organise tools, materials and equipment before use	
	3.4 Follow guidance/instructions to warn others that work is about to start and of any hazards this may cause	
4. Be able to work safely	4.1 Follow safety procedures and/or training to ensure the health and safety of self and others	
	4.2 Prepare and use equipment and/or materials safely and correctly as instructed	

## Unit 101

	4.3 Demonstrate safe lifting and handling techniques and use of handling equipment if appropriate	
	4.4 Follow guidance/instructions to minimise environmental damage during work	
5. Leave the work area in a safe condition	5.1 Clear and tidy the work area after use	
	5.2 Dispose of waste safely and correctly in a designated area as directed	
	5.3 Clean and store tools, equipment and PPE after use as directed	
6. Know what to do in emergencies	6.1 State what actions to take in the event of two different types of emergency that might happen in own workplace	
	6.2 State who is responsible for dealing with each type of emergency and who and/or where to report to	

**Unit 101**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Unit 102

TITLE	Assist with the care of animals	Candidate Name:
NDAQ REFERENCE	A/502/4588	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to assist with the care of animals, including monitoring the health and condition of the animals and providing feed and water. All work will take place in a supervised context and must meet appropriate health and safety requirements.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with monitoring and caring for the health and well-being of animals	1.1 Treat animals according to relevant legislation	
	1.2 Minimise any likelihood of stress and injury to the animals	
	1.3 Optimise the health and well-being of animals during their work	
	1.4 Provide animals with the necessary opportunity to display natural behaviour, e.g. appearance, posture and movement, behaviour, bodily functions, social interaction	

## Unit 102

	1.5 Monitor and report physical condition, behaviour and the general health and well-being of animals clearly and accurately to others	
	1.6 Monitor and report on the animal's environment	
	1.7 Maintain health and safety and the welfare of animals, during work	
2. Be able to assist with providing food and water for animals	2.1 Feed animals in accordance with instructions	
	2.2 Supply water to the animals from the correct sources, in the correct quantities and using the system in accordance with instructions	
	2.3 Monitor and report on the animal's feeding and drinking habits	
	2.4 Clean and maintain equipment ready for use and store it safely and securely in an appropriate place	

**Unit 102**

	2.5 Dispose of any waste from feeding in the correct manner and place	
	2.6 Maintain health and safety, and the welfare of the animals, during work	

**Unit 102**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 103

TITLE	Principles of the care of animals	Candidate Name:
NDAQ REFERENCE	F/502/4589	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the care of animals, including monitoring the health and condition of the animals and providing feed and water, including appropriate health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU29</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to monitor and care for the health and well-being of animals	1.1 Describe how to promote the health and well-being of animals and minimise any stress or injury	
	1.2 State their responsibility under health and safety and animal welfare legislation	
	1.3 State why animals need exercise and how the type and amount of this varies between different species and different animals	
	1.4 State how animals optimise their own physical functioning and appearance	

## Unit 103

	1.5 Describe signs of health in different animal species in relation to appearance, posture and movement, behaviour, bodily functioning, social interaction	
	1.6 State signs which indicate potential problems with an animal's health and well-being and state appropriate actions which could be taken when this occurs	
	1.7 List signs of stress in animals	
	1.8 Give examples of preventative care which is designed to maintain the health and well-being of animals	
	1.9 State how the environment may be adjusted to maintain the animal's health	
	1.10 State how to recognise an animal health emergency and what should be done if this occurs	
	1.11 State why it is important to report unusual signs	

### Unit 103

2. Know how to provide food and water to animals	2.1 State an appropriate method and system for feeding three types of animals	
	2.2 Describe the normal feeding habits of the animals	
	2.3 State the hygiene requirements for feeding and watering of animals	
	2.4 State their responsibility for safe and effective animal handling under relevant legislation and codes of practice	
	2.5 State why waste should be disposed of in a safe manner and place	

**Unit 103**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Unit 104

TITLE	Principles of dealing with animal accommodation	Candidate Name:
NDAQ REFERENCE	D/600/0469	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to describe the preparation and cleaning animal accommodation and relevant health and safety requirements Relationship to National Occupational standard: Underpinning knowledge of CU30		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to clean animal accommodation	1.1 State how to prepare equipment and materials ready for cleaning	
	1.2 Outline how to prepare the accommodation for cleaning	
	1.3 State the correct procedures for cleaning the animal accommodation	
	1.4 Describe the condition in which accommodation must be left after cleaning	

## Unit 104

2. Know how to maintain animal accommodation	2.1	State the welfare requirements and describe how to promote the health and well-being of animals	
	2.2	List the material which animals need within their accommodation to maintain their health and well-being	
	2.3	List the hazards which may arise in the animal's accommodation, and to whom they should be reported	
3. Know relevant health and safety precautions to be observed	3.1	State how and where to dispose of waste safely	
	3.2	State their responsibilities under animal welfare and health and safety legislation	

**Unit 104**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name** .....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 105

TITLE	Assist with animal accommodation	Candidate Name:
NDAQ REFERENCE	R/600/0470	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to assist with preparing and cleaning animal accommodation and comply with health and safety requirements. Relationship to National Occupational Standard: Practical outcomes of CU30		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with cleaning animal accommodation	1.1 Prepare the equipment and materials for the work	
	1.2 Prepare the animal accommodation ready for cleaning	
	1.3 Clean the animal's accommodation in accordance with instructions	
	1.4 Leave the animal accommodation in the appropriate condition after cleaning	

## Unit 105

	1.5	Maintain health and safety, and the welfare of the animals, during their work	
2. Be able to assist with maintaining animal accommodation	2.1	Check the animal accommodation in accordance with instructions	
	2.2	Keep the animal accommodation safe and secure	
	2.3	Correctly identify and report any hazards	
	2.4	Dispose of waste in a safe manner and place	

**Unit 105**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 106

TITLE	Principles of the movement and handling of small animals	Candidate Name:
NDAQ REFERENCE	L/502/5714	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to describe the movement and handling of animals and relevant health and safety requirements Relationship to National Occupation Standard: Underpinning knowledge of AC1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	

1. Know how to move animals on a site	1.1 State the correct methods of handling the animals concerned	
	1.2 State normal and abnormal behaviour in the animals concerned	
	1.3 State the normal pace or movement for the animals concerned	

## Unit 106

	1.4	State why it is important to approach animals in a calm manner which promotes confidence	
	1.5	State the risks that there are when moving animals and how they can be minimised	
	1.6	State how to settle animals in a new place, and why this is important	
	1.7	State the organisational health and safety and animal welfare policy in relation to moving animals and their responsibility under health and safety and animal welfare legislation	
2. Know how to handle animals	2.1	State how and where to obtain information about the temperament and usual behaviour patterns of an animal	



## Unit 106

	2.2	List safe and effective methods of handling animals	
	2.3	State why it is important to monitor an animal's response to handling, signs of negative responses, why and to whom these should be reported	
	2.4	State the potential consequences of not reporting changes in an animal's behaviour, its reaction to handling or factors that affect the animal's behaviour	
	2.5	List the different factors that can affect an animal's behaviour and what to do if these are observed	
	2.6	State their responsibility for safe and effective animal handling under relevant legislation and codes of practice	

**Unit 106**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 107

TITLE	Assist with the movement and handling of small animals	Candidate Name:
NDAQ REFERENCE	T/502/5710	
LEVEL	1	
CREDIT LEVEL	1	
The candidate will be able to assist with the movement and handling of animals and comply with health and safety requirements Relationship to National Occupational Standard: Practical outcomes of AC1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1 Assist with moving animals on a site	1.1 Approach the animals calmly, confidently and in a way that is likely to minimise stress	
	1.2 Assist with moving animals in accordance with instructions	
	1.3 Assist with moving animals without damage to the health, safety and well-being of the animal or self	

## Unit 107

	1.4	Help to settle the animals in the new location in accordance with instructions		
	1.5	Maintain health and safety, and the welfare of the animals, during their work		
2	Assist with handling animals	2.1	Approach animals in accordance with instructions	
		2.2	Handle animals in a manner likely to promote their co-operation and minimise the possibility of distress	
		2.3	Handle animals in a manner that minimises the possibility of risk to the health and safety of the animal, self and other animals and people in the environment	

**Unit 107**

	2.4 Monitor the animal's behaviour and its response to handling and report any problems to the appropriate person without delay	
	2.5 Use handling methods, which promote health and safety and are consistent with relevant legislation and codes of practice	

**Unit 107**

**Candidate's signature**

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..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

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.....Date.....

## Unit 108

TITLE	Assist with the movement and handling of farm animals	Candidate Name:
NDAQ REFERENCE	L/600/0466	
LEVEL	1	
CREDIT LEVEL	1	
The candidate will be able to assist with the movement and handling of animals and comply with health and safety requirements Relationship to National Occupational Standard: Practical outcomes of AC1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1 Be able to assist with moving animals on a site	1.1 Approach the animals calmly, confidently and in a way that is likely to minimise stress	
	1.2 Assist with moving animals in accordance with instructions	
	1.3 Assist with moving animals without damage to the health, safety and well-being of the animal or self during their work	
	1.4 Help to settle the animals in the new location in accordance with instructions	

## Unit 108

2	Be able to assist with handling animals	2.1	Approach animals in accordance with instructions	
		2.2	Handle animals in a manner likely to promote their co-operation and minimise the possibility of distress	
		2.3	Handle animals in a manner that minimises the possibility of risk to the health and safety of the animal, self and other animals and people in the environment	
		2.4	Monitor the animal's behaviour and its response to handling and report any problems to the appropriate person without delay	
		2.5	Use handling methods, which are consistent with relevant legislation and codes of practice	



**Unit 108**

**Candidate's signature**

I confirm that the evidence above is all my own work

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**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 109

TITLE	Principles of the movement and handling of farm animals	Candidate Name:
NDAQ REFERENCE	Y/600/0468	
LEVEL	1	
CREDIT LEVEL	2	
The candidate will be able to describe the movement and handling of animals and relevant health and safety requirements Relationship to National Occupational Standard: Underpinning knowledge of AC1		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	

1. Know how to move animals on a site	1.1 State the correct methods of handling the animals concerned	
	1.2 State normal and abnormal behaviour in the animals concerned	
	1.3 State the normal pace or movement for the animals concerned	
	1.4 State why it is important to approach animals in a calm manner which promotes confidence	

## Unit 109

	1.5	State the risks that there are when moving animals and how they can be minimised	
	1.6	State how to settle animals in a new place, and why this is important	
	1.7	State their responsibility under health and safety and animal welfare legislation	
2. Know how to handle animals	2.1	State how and where to obtain information about the temperament and usual behaviour patterns of an animal	
	2.2	List safe and effective methods of handling animals	
	2.3	State why it is important to monitor an animal's response to handling, signs of negative responses, why and to whom these should be reported	

## Unit 109

	2.4 State the potential consequences of not reporting changes in an animal's behaviour, its reaction to handling or factors that affect the animal's behaviour	
	2.5 List the different factors that can affect an animal's behaviour and what to do if these are observed	
	2.6 State their responsibility for safe and effective animal handling under relevant legislation and codes of practice	

**Unit 109**

**Candidate's signature**

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..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 110

TITLE	Principles of dealing with feedstuffs for small animals	Candidate Name:
NDAQ REFERENCE	Y/600/0471	
LEVEL	1	
CREDIT LEVEL	1	
The candidate will be able to describe how to receive, store and prepare animal feedstuffs and meet all health and safety requirements. Relationship to National Occupational standard: Underpinning knowledge of AC2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to receive and store animal feed	1.1 State the process used for ordering stocks of feed, and the types of records kept	
	1.2 State the purpose of checking the quantity and quality of received feed and the possible consequences of not doing this	
	1.3 State why the feed received and used is recorded and what to do if any shortfalls are identified	
	1.4 State how to identify feed that is not acceptable, and what to do about it	

## Unit 110

	1.5	List types of feed and the possible consequences of incorrectly storing feed	
	1.6	State the principles of stock rotation and why this is done	
	1.7	List the signs of possible pest infestation and the action to take if these are found	
2. Know how to prepare feed for animals	2.1	State why of hygiene (including hand washing) and health and safety in preparing animal feed are important	
	2.2	List the different types of feed that are available and how they are prepared, including; fresh, frozen, dried and tinned feed	

## Unit 110

	2.3 Outline the processes and procedures in preparing animal feed and why they are important	
	2.4 List the equipment and utensils that are used in preparing animal feed and state what they are used for and how to use them safely	
	2.5 State how to comply with legislation regarding the preparation of feed	
	2.6 State how and where to dispose of waste	



**Unit 110**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 111

TITLE	Assist with feedstuffs for small animals	Candidate Name:
NDAQ REFERENCE	H/600/0473	
LEVEL	1	
CREDIT	2	
The candidate will be able to receive, store and prepare animal feedstuffs and comply with the health and safety requirement Relationship to National Occupational Standard: Practical outcomes of AC2		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1 Be able to assist with receiving and storing animal feed	1.1 Work in a healthy and safe way which complies with legislation	
	1.2 Check report that the correct quantities and types of animal feed have been delivered and that they are in an acceptable condition	
	1.3 Move, store and handle 2 types of animal feed safely, and in a way that protects it from damage and contamination and minimises wastage	

## Unit 111

	1.4	Store animal feed safely according to instructions, in the order in which it is to be used	
	1.5	Check stored animal feed regularly for any signs of pest infestation and report this to the appropriate person straight away	
	1.6	Check stock levels regularly and tell the appropriate person if stocks are low	
2 Be able to assist with preparing feed for animals	2.1	Wash their hands effectively before and after handling animal feed	
	2.2	Obtain the equipment and materials needed to prepare and serve animal feed	
	2.3	Clean work surfaces, utensils and equipment effectively before and after use	

## Unit 111

	2.4	Identify the type and quantity of animal feed required for each animal from feeding plans	
	2.5	Prepare the required amount of animal feed according to instructions in a way that minimises wastage	
	2.6	Use the appropriate utensils in a hygienic way according to instructions	
	2.7	Work in a healthy and safe way that complies with legislation	
	2.8	Dispose of any stale and unusable animal feed in a safe place and put equipment and utensils away safely	

**Unit 111**

**Candidate's signature**

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..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 112

TITLE	Principles of transporting supplies of physical resources within the work area	Candidate Name:
NDAQ REFERENCE	D/502/4096	
LEVEL	1	
CREDIT LEVEL	1	
<p>The candidate will be able to describe how to load, transport and unload physical resources in the workplace or in work-equivalent situations and comply with all health and safety requirements.</p> <p>Relationship to National Occupational Standard: Underpinning knowledge of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to load and unload physical resources safely	1.1 Give reasons for, and methods of labelling products and equipment for transportation	
	1.2 State safe lifting techniques	
	1.3 State the correct use of lifting equipment and relevant legal restrictions on operation	
	1.4 State ways of securing products and equipment for transit in order to maintain safety and minimise damage	

## Unit 112

	1.5	State relevant methods of protecting product and equipment from adverse weather conditions and contamination	
	1.6	State loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually	
	1.7	State methods for the safe stacking of products	
2. Know how to transport physical resources within the work area	2.1	Give correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment	
	2.2	State ways of handling transportation equipment to minimise damage to physical resources in transit	
	2.3	State ways of monitoring the condition of physical resources during transit	

3. Know how to work safely	3.1 State health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment	
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**Unit 112**

**Candidate's signature**

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..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 113

TITLE	Assist with the transport supplies of physical resources within the work area	Candidate Name:
NDAQ REFEREANCE	J/502/4741	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to unload physical resources, in the workplace or in work-equivalent situations and comply with all health and safety requirements. Manual handling of resources and equipment is an integral aspect of this unit.            Relationship to National Occupational Standard: Practical outcomes of CU8</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with loading and unloading physical resources	1.1 Identify the physical resources requiring transportation	
	1.2 Carry out lifting operations safely and in a way that is consistent with current legislation and codes of practice	
	1.3 Move heavy and bulky items using the correct lifting equipment, in accordance with instructions	
	1.4 Position physical resources safely, securely and in a manner which protects them from damage and contamination	

### Unit 113

2. Be able to assist with the transport of physical resources within the work area	2.1 Operate powered or non-powered transportation equipment safely in accordance with instructions and safety requirements	
	2.2 Minimise damage to equipment and resources during transportation	
	2.3 Monitor the physical resources during transportation and take the appropriate action for any which become unsafe	
	2.4 Maintain health and safety according to relevant legislation and codes of practice	
3. Be able to work safely	3.1 Maintain health and safety according to relevant legislation and codes of practice	

**Unit 113**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 114

TITLE	Assist with maintaining structures and surfaces	Candidate Name:
NDAQ REFERENCE	K/502/4098	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe how to maintain structures and surfaces by cleaning, rubbing down and applying surface protection, using hand tools and comply with all health and safety requirements            Relationship to National Occupation Standard: Practical Outcomes of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with maintaining structures and surfaces	1.1 Correctly prepare the necessary tools and materials for the maintenance operation	
	1.2 Prepare the area for the work in a manner appropriate for the maintenance operation	

## Unit 114

	<p>1.3 Maintain structures and surfaces effectively and completely in accordance with the instructions to include:</p> <ul style="list-style-type: none"><li>• Cleaning</li><li>• Rubbing down</li><li>• Surface protection</li></ul>	
	<p>1.4 Use tools safely and correctly</p>	
	<p>1.5 Report any problems that arise without delay</p>	
	<p>1.6 Maintain the health and safety of self and others at all times</p>	
	<p>1.7 Handle and dispose of waste safely and correctly</p>	

**Unit 114**

	1.8 Leave the site in a safe condition	
	1.9 Clean tools after use in an appropriate manner	
	1.10 Store tools and materials after use in an agreed and safe location	

**Unit 114**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Unit 115

TITLE	Principles of maintaining structures and surfaces	Candidate Name:
NDAQ REFERENCE	R/502/5715	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe how to maintain structures and surfaces by cleaning, rubbing-down and applying surface protection, using hand tools and comply with all health and safety requirements.          Relationship to National Occupational Standard: Underpinning knowledge of CU16</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to maintain structures and surfaces.	1.1 State why structures and surfaces need to be maintained	
	1.2 State the potential problems which may arise if maintenance is not carried out	
	1.3 List the tools and materials which are needed for different maintenance operations	
	1.4 State how to prepare tools and materials for the particular maintenance operation	

## Unit 115

	1.5 State how to prepare structures and surfaces for the different maintenance operations	
	1.6 State the correct way to carry out the different maintenance operations	
	1.7 State what the result of effective maintenance operations should look like	
	1.8 State how to correctly use tools and materials	
	1.9 Describe how to maintain their own health and safety during the maintenance operations	

## Unit 115

	1.10 State how to reduce the risk to other's health and safety when undertaking maintenance operations (e.g. by putting up notices)	
	1.11 List the types of problems or difficulties which may occur, relating to: health and safety, damage, weather conditions and unforeseen circumstances, and state what you need to do if these occur	
	1.12 State how to handle and dispose of waste safely	
	1.13 State how to clean and store tools correctly and the risks of not doing so	

**Unit 115**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

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.....Date.....

## Unit 116

TITLE	Assist with the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4608	
LEVEL	1	
CREDIT LEVEL	3	
<p>The candidate will be able to assist with the maintenance of tools, equipment and machinery using hand tools and comply with all health and safety requirements.            Relationship to National Occupational Standard: Practical outcomes of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to assist with the preparation of equipment for maintenance under supervision	1.1 Check that the equipment requiring maintenance is safe in accordance with instructions	
	1.2 Keep the work area safe and in a condition suitable for the maintenance procedure	
	1.3 Obtain the necessary hand tools and materials for maintenance in accordance with instructions	
	1.4 Complete the preparation of equipment for maintenance in accordance with instructions	

## Unit 116

2. Be able to assist with the maintenance of equipment under supervision	2.1 Maintain manual and mechanical equipment in accordance with instructions	
	2.4 Clean and store tools correctly after use	
3. Be able to work safely	3.1 Maintain health and safety in accordance with relevant legislation and codes of practice	
	3.2 Correctly identify and report any hazards	
	3.3 Dispose of waste safely in accordance with instructions	
	3.4 Carry out the work in a manner which minimises any environmental damage	

**Unit 116**

**Candidate's signature**

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..... Date .....

**Assessor's name** .....

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Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 117

TITLE	Principles of the maintenance of equipment	Candidate Name:
NDAQ REFERENCE	F/502/4740	
LEVEL	1	
CREDIT LEVEL	2	
<p>The candidate will be able to describe the maintenance of tools, equipment and machinery using hand tools and how to comply with all health and safety requirements.            Relationship to National Occupational Standard: Underpinning knowledge of CU17</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Know how to prepare equipment for maintenance	1.1 State the importance of following instructions	
	1.2 State the correct use of hand tools and materials	
	1.3 State types and correct ways of wearing protective clothing and give reasons why it must be worn	
2. Know how to undertake maintenance procedures.	2.1 Give reasons for the maintenance of equipment and the importance of following instructions	



## Unit 117

	2.2 State legislative requirements relating to the maintenance of equipment	
	2.3 State the limits of their responsibility in relation to the maintenance of equipment	
	2.4 List situations in which assistance is required	
	2.5 State the appropriate condition and location of tools on completion of maintenance procedures	
3. Know how to work safely	3.1 State what actions should be taken in the event of incidents which affect the health and safety of self and others	

**Unit 117**

	3.2 State their health and safety responsibilities in relation to the preparation of equipment	
	3.3 State how waste should be safely disposed of	
	3.4 State ways of minimising environmental damage during work activities	

**Unit 117**

**Candidate's signature**

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..... Date .....

**Assessor's name**

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Signed.....Date .....

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.....Date.....

## Unit 210

TITLE	Maintain the cleanliness and bio security of the animal care working environment	Candidate Name:
NDAQ REFERENCE	T/502/1561	
LEVEL	2	
CREDIT LEVEL	5	
<p>The aim of this unit is to provide the learner with the ability to demonstrate the knowledge and skills required to undertake routine cleaning within the workplace and equipment and materials that are used within the course of normal work. Cleaning is a key factor in ensuring the health and safety of the people and animals within the workplace and promoting the organisation's image to customers. The unit does not refer to the maintenance of equipment or machinery undertaken by specialist contractors.</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU1</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
1. Be able to clean and maintain the work environment	1.1 Carry out the cleaning of equipment in accordance with manufacturers instructions	
	1.2 Select and use protective clothing, tools, equipment and cleaning materials in accordance with manufacturers / employers instructions	

## Unit 210

	<p>1.3 Clean at least 5 of the following areas in the work environment.</p> <ul style="list-style-type: none"><li>• Floors and walls</li><li>• Work tables / benches</li><li>• Washing and drying areas</li><li>• Public areas</li><li>• Animal accommodation</li><li>• Staff facilities</li></ul>	
	<p>1.4 Complete appropriate maintenance checks to identify wear and tear accurately report to the appropriate person as soon as possible</p>	
	<p>1.5 Leave working areas in an appropriate state for the work to be undertaken</p>	
	<p>1.6 Store materials and equipment safely and correctly after use</p>	
	<p>1.7 Ensure that animal welfare, safety and security is maintained at all times during and after cleaning of the work environment</p>	
	<p>1.8 Provide clear and accurate information for recording purposes</p>	

## Unit 210

2. Be able to work safely and minimise environmental damage	2.1 Work in a way that maintains health and safety, animal welfare and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
	2.3 Dispose of waste safely and correctly	
3. Know how to clean the work environment	3.1 State what the potential hazards are when cleaning each of the following work environments <ul style="list-style-type: none"> <li>• Floors and walls</li> <li>• Work tables / benches</li> <li>• Washing and drying areas</li> <li>• Public areas</li> <li>• Animal accommodation</li> <li>• Staff facilities</li> </ul>	
	3.2 Assess the risks and state how they can be minimised with respect to the: <ul style="list-style-type: none"> <li>• Animal(s)</li> <li>• Work environment</li> <li>• Equipment</li> <li>• Cleaning materials</li> <li>• Others</li> </ul>	

## Unit 210

	<p>3.3 Describe the selection and use of cleaning materials in different areas of the working environment and explain the need to ensure their correct dilution and the possible effects of not doing so, covering:</p> <ul style="list-style-type: none"> <li>•Particular fabrics</li> <li>•Surfaces</li> <li>•Equipment</li> </ul>	
	<p>3.4 Describe why cleaning should minimise disruption to other staff and to animals</p>	
	<p>3.5 Explain the contribution that good cleaning practices have on customer relations, the image of the organisation and health and bio security</p>	
<p>4. Know how to clean and maintain equipment in the work environment</p>	<p>4.1 Describe which materials, equipment and cleaning methods should be used for cleaning manual and electrical equipment and what protective clothing should be worn</p>	
	<p>4.2 State why cleaning agents should be correctly diluted and the possible effects of not doing this</p>	
	<p>4.3 Explain when sterilisation can be used, the reasons for doing and the potential risks if this is not done correctly</p>	

## Unit 210

	4.4 State the frequency with which different items of equipment should be cleaned and maintained	
	4.5 Describe how to recognise potentially hazardous equipment and the potential effects of not reporting it	
	4.6 Explain the reasons of maintaining and storing cleaning materials and equipment safely and correctly	
	4.7 State why it is important to keep accurate records	
	4.8 Describe how cleaning, maintenance and storage of work equipment contributes to bio-security measures	
5. Know relevant health and safety legislation and environmental good practice	5.1 Outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements	
	5.2 Describe how environmental damage can be minimised	



**Unit 210**

	5.3 Describe the correct methods for disposing of waste	
	5.4 Describe the selection and use of Personal Protective Equipment for cleaning the work environment	

**Unit 210**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....

## Unit 211

TITLE	Provide controlled exercise opportunities for animals	Candidate Name:
NDAQ REFERENCE	K/502/1556	
LEVEL	2	
CREDIT LEVEL	4	
<p>The aim of this unit is to provide the learner with the knowledge and skills to provide controlled opportunities for animals to exercise. It is not designed to cover exercise which applies to animals that are trained for competitive purposes. This unit is designed to be applicable to working with all species of animals that need to exercise</p> <p>Relationship to National Occupational Standard: Practical outcomes of CU31</p>		

Learner Outcomes	Assessment Criteria	For inserting direct evidence or referencing to where the evidence can be found
The learner will:	The learner can:	
2. Be able to assess opportunities for controlled exercise	1.1 Assess the animals suitability for exercise and their requirements	
	1.2 Assess that the exercise areas is as safe as possible for the animal and the controlled exercise	
2. Be able to use equipment properly and safely	2.1 Select, prepare and check appropriate equipment for exercise	
	2.2 Fit equipment properly for the animal and the exercise	

## Unit 211

	2.3 Clean equipment after use	
3. Be able to provide controlled exercise opportunities for animals	3.1 Prepare the animals for exercise in a manner which allows them to exercise safely and to benefit from the exercise	
	3.2 Provide exercise opportunities which meet the requirements of the animal and its environment.	
	3.3 Follow the correct procedures for the animal concerned to maintain health, safety and welfare of the animal: (i) prior to exercise (ii) during exercise (iii) after exercise	
4. Be able to work safely and minimise environmental damage	4.1 Provide clear and accurate information for recording purposes	
	4.2 Work in a way which maintains health and safety and is consistent with relevant legislation animal welfare, codes of practice and any additional requirements	

## Unit 211

	4.3 Maintain personal hygiene before, during and after the exercise opportunity	
	4.4 Maintain bio-security measures to protect yourself, others and other animals	
5. Be able to communicate with colleagues and others	5.1 Communicate with colleagues and/or others regarding the exercise requirements and opportunities for the animal	
6. Know how to provide controlled exercise opportunities to animals	6.1 Explain the animals' needs for controlled exercise and the reasons for this and the optimum time for exercise	
	6.2 Explain the requirements and benefits of controlled exercise for different animals	
	6.3 State how the need for exercise differs between different animals and the context in which the animal is kept according to: (i) type (ii) time (iii) intensity (iv) stage of life	

## Unit 211

	6.4 Describe the reasons for providing animals with different exercise patterns and how these differ at different life stages	
	6.5 State why insufficient or excessive exercise is harmful to animals	
	6.6 Explain why some animals should not be exercised	
7. Know what equipment should be used to provide controlled exercise opportunities to animals	7.1 Give examples of different equipment that would be used for different exercise opportunities	
	7.2 State why it is important to ensure the correct equipment is used	
	7.3 State why it is important to check, clean and maintain equipment in good order for use in controlled exercise opportunities	

## Unit 211

8. Know the relevant health and safety legislation and codes of practice	8.1 Outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements affecting the provision of exercise to animals	
	8.2 List the factors affecting the safety of the exercise area where the animal(s) is to be exercised including: (i) other people (ii) the handler (iii) the environment	
	8.3 State the reasons for accurate recording and reporting of the exercise taken	
9. Know about the potential risks to animals and handlers regarding bio security and infection control	9.1 Describe the potential risks to animals, handlers and others regarding: (i) bio security (ii) infection control (iii) disease control	

**Unit 211**

**Candidate's signature**

I confirm that the evidence above is all my own work

..... Date .....

**Assessor's name**

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed.....Date .....

**Internal verifier's signature (if sampled)**

.....Date.....



## Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to City & Guilds NPTC, with the exception of registration and certification which is via the Walled Garden.

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	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

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<b>City &amp; Guilds Region</b>	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
Customer relations unit	020 7294 2800	020 7294 2413	enquiry@cityandguilds.com
Scotland	0141 341 5700	0141 341 5725	scotland@cityandguilds.com
North East	0191 402 5100	0191 402 5101	newcastle@cityandguilds.com
North West	01925 897900	01925 897925	salesnw@cityandguilds.com
Yorkshire	01924 206 700	01924 206 6705	yorkshire@cityandguilds.com
Wales	02920 748600	02920 748625	wales@cityandguilds.com
West Midlands	0121 503 8900	0121 359 7734	birmingham@cityandguilds.com
East Midlands	01773 842900	01773 833030	eastmidlands@cityandguilds.com
South West	01823 722200	01823 444231	swregion@cityandguilds.com
London and South East	020 7294 8139	020 7294 2419	londonandsoutheast@cityandguilds.com
Southern	020 7294 2677	020 7294 2403	southern@cityandguilds.com
East	01480 308300	01480 308325	eastern@cityandguilds.com
Northern Ireland/ Ireland	028 9032 5689	028 9031 2917	belfast@cityandguilds.com

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Websites: [www.nptc.org.uk](http://www.nptc.org.uk) [www.cityandguilds.com](http://www.cityandguilds.com) [www.i-l-m.com](http://www.i-l-m.com)

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