

# **Level 3 Diploma in Veterinary Nursing (7457-23)**

## **Frequently Asked Questions (FAQs)**

Level 3 – 600/6052/6  
600/6052/9

## Frequently Asked Questions

The following questions and answers are designed to answer centres' and candidates' most common queries.

This document is subject to updates. Check our webpages for the latest version.

## About the Qualification

### **1. What are the changes for centres with the migration across from the RCVS to City & Guilds?**

None to the actual qualification although the units are in a slightly different order and have new numbers. There is a mapping document, which is available on the City & Guilds website to show these changes, and please refer to the Qualification Handbook. All documents and information about the 7457 qualification can be found at the following webpage:

<http://www.cityandguilds.com/Courses-and-Qualifications/land-based-services/animal-management/7457-veterinary-nursing/level-3>

### **2. What documentation will Centres previously approved with the RCVS but not with City & Guilds need to complete?**

Centres first need to submit an enquiry to City & Guilds via our website:

<http://www.cityandguilds.com/Provide-Training/Offer-Our-Qualifications/Customer-Application-Form>

Centres will then be sent a CAP and QAP form to complete electronically. Other documentation, such as a Credit Application, Statement of Intent and copies of the last two of their most recent EV (Qualification Consultant - QC) reports from the RCVS, may also need to be provided. These need to be submitted to the appropriate City & Guilds Local Office online.

Local office details can be found here: <http://www.cityandguilds.com/About-Us/UK-Offices>.

### **3. What documentation will Centres previously approved with the RCVS and City & Guilds need to complete?**

Centres need to complete a QAP and provide two of their most recent EV (Qualification Consultant) reports from the RCVS. These will need to be submitted to the centre's local office, the same as above.

#### **4. What happens after these documents have been submitted?**

The application documents will be reviewed by the Local Office. Once the Centre has been approved, the Centre will be allocated a Qualification Consultant who will visit the Centre as soon as possible. For any queries about QC allocation and/or visits, please contact [centre.performance@cityandguilds.com](mailto:centre.performance@cityandguilds.com)

#### **5. What will be the cost of approval?**

Centre and Qualification Approval costs have currently been waived for Centres. However, this may change in the future.

#### **6. The RCVS had Assessors, Tutors, Clinical Coaches and Moderators. Will these roles be the same and what are the implications with regards to City & Guilds?**

The approved Centre is responsible for ensuring the Quality Assurance and Standardisation of everyone involved in the delivery and assessment process including those within the Veterinary Practices. The Centre will also be responsible for ensuring that the Training Practices or Practices with candidates on placement/employed have sufficient facilities to meet the requirements of the practical and theory delivery. Clinical Coaches, Tutors and Assessors must work in line with City and Guilds Quality Assurance policies and procedures:

- Our Quality Assurance Requirements
- Supporting Customer Excellence Centre Manual.

City & Guilds quality assurance policies and procedures can be found on the website: <http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Policies-and-Procedures>.

Under the RCVS system, Clinical Coaches were not always observed as part of centres' QA procedures. As they technically assess competence for the Nursing Progress Log, they will need to be included in a QA sampling plan. This will be included in City & Guilds QC monitoring visits. City & Guilds Qualification Consultants will carry out observations of assessment and QA at Training Practices.

#### **7. Which routes and unit accreditation are available?**

The small animal 7457-03 and equine 7457-13 pathways are available. The unitised route 7457-23 will be closed for registrations from end of 2014.

## **8. How are learners registered?**

Centres need to register candidates with City & Guilds via the 'Walled Garden' (this is the online portal through which centres can register candidates, book exams and view results) and then they must also register with the RCVS. The Walled Garden link is here: <https://www.walled-garden.com/irj/portal>.

Centre staff will need to apply and pay for a log-in registration and password for each member of staff wishing to access the Walled Garden uniquely.

If help and guidance is required, please contact the appropriate managing Local Office. The website link for local offices is here: <http://www.cityandguilds.com/About-Us/UK-Offices>.

City & Guilds will charge the centre for each learner registered. This is in addition to the RCVS enrolment fee.

## **10. Are the entry requirements for the Qualification going to change?**

The entry requirements are outlined in the City & Guilds handbook for the qualification: five GCSEs at Grade C or above (must include Mathematics, English and a Science plus two other subjects) or equivalent qualifications at Level 2 or above. For any candidate without the necessary requirements, it is the centre's responsibility to ensure there is a sound justification for them starting the qualification and the ability of the candidate to complete the qualification successfully should be the overriding consideration.

## **About the Assessments**

### **11. Are the three Multiple Choice exams still the same?**

No, City & Guilds has developed three e-assessment (e-volve) multiple choice exams for this qualification.

These tests can be sat on demand. This will mean that when a Centre feels that their candidates are ready they will be able to order the exams online and their candidates will be able to sit them within 24 hours. Candidates will receive an instant result stating whether they have passed or failed. Learning Outcomes are identified where more revision may be required if they fail. Within 48 hours a Notification of Candidate's Results will be displayed on the Walled Garden.

City & Guilds also currently provide unitised tests. This means that for each of the 10 mandatory units that is currently assessed by an online test, it will also be tested online by an individual test (instead of the synoptic mentioned above). This will make the tests shorter in duration, and allow centres and candidates to take them at times more convenient for them. This option closes for registration at the end of 2014.

All these exams must be taken in line with the JCQ-ICE guidelines. These are available to download from the City & Guilds website: <http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Examinations>

## **12. What is happening with the OSCE exams?**

OSCE dates (with instructions on entering) and an entry form for 2015 are currently on the website.

<http://www.cityandguilds.com/qualifications-and-apprenticeships/land-based-services/animal-management/7457-veterinary-nursing#tab=documents>

Candidates will take an OSCE consisting of 12 stations. They follow the same format as when the RCVS ran them. Candidates should only take their OSCE once they have successfully achieved all the other assessments that form part of this qualification.

To order an OSCE test for candidates, centres will need to use the Walled Garden. Centres must select the 'core' OSCE and then, depending on the route chosen by the particular candidate, they must select either the equine or small animal-route OSCE for each candidate as well.

## **13. Is the Nursing Progress Log going to change?**

No, the Nursing Progress Log remains the same but the unit numbers have changed. Centres should refer to the mapping document for the new unit numbers or the 7457 Qualification Handbook.

<http://www.cityandguilds.com/Courses-and-Qualifications/land-based-services/animal-management/7457-veterinary-nursing/level-3>

## **14. Is there a requirement for Clinical Coaches to hold formal Assessor Qualifications?**

No, if they have Assessor or TAQA qualifications this is best practice; however there is no formal requirement for this. The approved Centre will however need to be able to demonstrate that they have undergone 'formal' training as to how to fulfil the assessing role. The City & Guilds Events team runs training events for Assessors and Internal Quality Assurers. Details of all Events can be found on the website: <http://www.cityandguilds.com/Provide-Training/Support-Events>

### **15. Is the qualification available as part of an Apprenticeship and is this funded?**

Yes, the qualification is part of an apprenticeship – please see the LANTRA website for the current framework details - <http://www.lantra.co.uk/>

### **16. Is there support and guidance available for the centre-devised assignments and examinations?**

There is some exemplar material on the website and more will be available shortly.

There is a file containing lots of centre devised assessment guidance and templates, and this can be found on the 7457 webpage also. All of these documents are generic in nature, and so not all the information/documents will be applicable to this particular qualification. The documents are intended as a guide for centres to use exactly, modify, or take inspiration from when creating their own documentation.

The assignments and examinations are all pass/fail. The specific assessment criteria for which the assignment or examination must cover and assess are found in the Qualification Handbook. These assessment criteria should be considered the minimum acceptable standard which the candidate must achieve in order to gain a pass. The specific pass marks (either 50% or 65%) are contained within the Qualification Handbook for each Unit.

We aim to support Centres if they require assistance with assessment and standardisation processes, however this may incur a cost and you will need to contact your Local Office to discuss this.

### **17. Are all the assessments mandatory?**

All the assignments, examinations, online tests, NPL work and the OSCE must be completed successfully in order for a learner to achieve the 7457 Vet Nursing qualification (dependent of course on which of the optional routes – small animal or equine – the candidate has chosen). This is written into the RCVS's by-laws and so is mandatory.

### **18. Where can I find out how particular units are assessed?**

The assessment methodology is detailed in the 7457 Qualification Handbook, and also in the unit mapping document (detailing the numbering of the new City & Guilds' units compared to when RCVS offered them). Both documents are available on the 7457 webpage here: <http://www.cityandguilds.com/Courses-and-Qualifications/land-based-services/animal-management/7457-veterinary-nursing/level-3>

## 19. What rules apply to examinations?

All assessments must conform to both City & Guilds' policies and also the Joint Council of Qualification's guidance, found here: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2012-2013>

For the online examinations, candidates may be provided with a non-programmable calculator and/or blank paper and pens/pencils in order to answer questions that involve calculations.

## 20. Can learners with previous veterinary nursing qualifications transfer units over to the Level 3 7457 Veterinary Nursing qualification via RPL?

We have conducted a detailed mapping of the RCVS Level 2 NVQ in Veterinary Nursing to identify opportunities for recognition of prior learning (RPL) against the Level 3 Diploma in Veterinary Nursing.

We have found that the level 2 NVQ units do not map sufficiently to the level 3 Framework units to allow prior achievement to be recognised. However, learners who have achieved the Level 2 NVQ, may be able to APL some their training against the level 3 Diploma but they would be required to complete all of the assessments and complete the NPL log to achieve the qualification.

In summary, the mapping shows the following:

- Level 2 NVQ units do not have the same depth of knowledge and skills required by the Level 3 Framework units
- The level 2 NVQ units do not have the same indicative knowledge requirements as the level 3 Framework units (for example at level 2 the learners is expected to identify, state whereas at level 3 the learner is expected to explain, describe, compare)
- The level 3 Framework core units require the learner to be assessed for cat, dog, horse and an exotic whereas the at level 2 the learner has a choice, and is not expected to cover all four contexts
- The level 2 NVQ allows simulation, whereas the level 3 qualification does not (the assessment criteria are assessed by NPL)
- Some of the units in the Level 2 NVQ are not veterinary specific whereas all of the Level 3 Framework units are veterinary nursing specific
- Not all of the assessment criteria in the Level 3 Diploma can be mapped from the Level 2 NVQ.