

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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**Assessment recording documents for
Animal Care (Units 214, 230-234)**

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ANIMAL CARE E2

Unit no: 230	Unit title: Recognise small animals	Credit Value 1	
Guidance: For this unit there must be sufficient animals available from the range.			
Learning Outcome: The learner will be able to: <ul style="list-style-type: none"> • Recognise features of breeds/types of dogs or cats or rabbits 			
Assessor Initials/Date			
E			
Practical Evidence			
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing • Wash and dry hands 			
Recognise the three following types of animals:			
Dog			
Cat			
Rabbit			
<ul style="list-style-type: none"> • Recognise two breeds/types of either a dog <u>or</u> cat <u>or</u> rabbit (<i>name which animal and breed type</i>) Animal (dog or cat or rabbit) : _____			
Breed/type 1:			
Breed/type 2:			
<ul style="list-style-type: none"> • Recognise four features of a breed/type of one of the following animals (dog or cat or rabbit) (<i>state which animal and the features that were recognised</i>) Breed/type: _____			
Feature 1:		<ul style="list-style-type: none"> - ears - tail - colour - feet - length of coat - shape/outline/profile of body - size - shape of face 	
Feature 2:			
Feature 3:			
Feature 4:			
<ul style="list-style-type: none"> • Remove and store protective personal clothing • Wash and dry hands 			
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
<ul style="list-style-type: none"> • A reason for identifying an animal 			
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

ANIMAL CARE E2

Unit no: 231	Unit title: Recognise parts of the body of small animals and their function	Credit Value 2	
<p>Guidance: For this unit, the assessment must take place using one animal from the range.</p>			
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise parts of the body of dogs or cats or rabbits correctly <p>Animal: _____</p>			
Assessor Initials/Date			
			
Practical Evidence			
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>			
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

ANIMAL CARE E2

Unit no: 232		Unit title: Recognise types of animal housing and bedding for small animals		Credit Value 2	
<p>Guidance: For this unit two types of animal housing and two types of bedding need to be available. For each activity, the animal used and the type of housing needs to be written in. For example under 'Recognise three types of housing for animals', write in "dog and kennel", or "rabbit and hutch" etc. It does not have to be a different type of animal if there is only one type available.</p>					
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> Recognise types of housing for dogs or cats or rabbits and select the correct bedding 			
Assessor Initials/Date					
 E					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
					<ul style="list-style-type: none"> Recognise two types of housing for animals (<i>state which animal and the type of housing were correctly recognised</i>)
				Animal & housing 1:	<ul style="list-style-type: none"> - rabbits – hutches or cages - dogs – kennels, runs, pens or cages - cats – indoor or outdoor catteries
				Animal & housing 2:	
					<ul style="list-style-type: none"> Recognise one type of suitable bedding used for each of the types of animal housing identified above (<i>state which types of bedding were correctly recognised</i>)
				Bedding for housing 1:	<ul style="list-style-type: none"> - wood shavings - blanket - bed (e.g. cat bed) - peat - hay - straw - manufactured paper bedding (synthetic) - vet bed
				Bedding for housing 2:	
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
					<ul style="list-style-type: none"> A reason why animals need housing
					<ul style="list-style-type: none"> A reason why animals need bedding
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments for this unit completed:					
Name of Assessor		Signature of Assessor		Name of Learner	

ANIMAL CARE E2

Unit 233: Assist with cleaning housing for small animals

Continued.....

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for cleaning animal housing	
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments for this unit completed:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

ANIMAL CARE E2

Unit no: 234		Unit title: Recognise types of foods and feed small animals		Credit Value 2	
<p>Guidance: Different types of food, feeding and watering equipment must be available. For each activity, the animal used and the type of food or equipment needs to be written in. For example under 'Recognise three types of food commonly fed to dogs or cats or rabbits or rodents, write in "dog and tinned food", or "rabbits and vegetables" etc. It does not have to be a different type of animal if there is only one type available.</p> <p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> Recognise types of feed and provide food and water to two types of animals (dogs or cats or rabbits) 					
Assessor Initials/Date					
 E					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
<ul style="list-style-type: none"> Recognise three types of food commonly fed to dogs or cats or rabbits (<i>indicate which 3 were correctly identified</i>) 					
				Animal & type of food:	- flakes
					- hay
					- vegetables
				Animal & type of food:	- dried
					- tinned
					- frozen
				Animal & type of food:	- seeds
					- mix
					- pellets
					- other (specify)
<ul style="list-style-type: none"> Recognise two suitable types of equipment commonly used for feeding dogs or cats or rabbits (<i>state which types were correctly recognised</i>) 					
				Animal & equipment:	- plastic bowls
					- china bowls
				Animal & equipment:	- metal bowls
					- other (specify)
<ul style="list-style-type: none"> Recognise two types of suitable watering system for dogs or cats or rabbits (<i>state which types were correctly recognised</i>) 					
				Animal and watering system:	- water bottles
					- troughs
				Animal and watering system:	- bowls
					- automatic drinkers
<ul style="list-style-type: none"> Feed and water two types of animals using prepared food (<i>indicate which animal and type of food was correctly fed and watered</i>) 					
				Animal & type of food:	- Rabbits (dried pellets, flakes, fresh vegetables, mix, seeds, other)
					- Dogs (dried, fresh, tinned, frozen, other)
				Animal & type of food:	- Cats (dried, fresh, tinned, frozen, other)

Continued...

ANIMAL CARE E2

Unit 234: Recognise types of foods and feed small animals

Continued.....

					<ul style="list-style-type: none"> Remove waste and feed from bowls and dispose of correctly
					<ul style="list-style-type: none"> Wash and dry feeding bowl
					<ul style="list-style-type: none"> Provide correct amount of feed and water
					<ul style="list-style-type: none"> Clean and store equipment safely
					<ul style="list-style-type: none"> Remove and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> A reason for providing the correct amount of food for animals
					<ul style="list-style-type: none"> A reason for making sure water is available for animals
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments for this unit completed:					
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

ANIMAL CARE E2

Unit no: 214					Unit title: Recognise farm animals					Credit Value 1					
<p>Guidance: For this unit, learners will need to be assessed in three different species of farm animal. Learners have to physically recognise three 'real' species of farm animal. They are not required to have access to the male, female and young of each of the three species, but if they are available they could be used. Alternatively pictures or photographs of the different genders could be used.</p>															
Learning Outcome:					<p>The learner will be able to:</p> <ul style="list-style-type: none"> Recognise farm animals correctly Use gender and breeding terms 										
Assessor Initials/Date															
															E
Practical Evidence															
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing 										
					<ul style="list-style-type: none"> Recognise three farm animal species and name the male, female and young of each (<i>indicate which animals were correctly recognised</i>): 										
					Species 1:					<ul style="list-style-type: none"> - a cow (bull, cow, calf) - a sheep (ram, ewe, lamb) - a pig (boar, sow, piglet) - a goat (billy, nanny, kid) - a horse (stallion/gelding, mare, foal) 					
					Male:										
					Female:										
					Young:										
					Species 2:										
					Male:										
					Female:										
					Young:										
					Species 3:										
					Male:										
					Female:										
					Young:										
					<ul style="list-style-type: none"> Remove and store personal protective clothing 										
					<ul style="list-style-type: none"> Wash and dry hands 										

Continued....

ANIMAL CARE E2

Unit 214: Recognise farm animals

Continued.....

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
	• A reason for wearing personal protective clothing		
	• A reason for identifying animal sexes correctly		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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