

Entry 3 Skills for Working Life (4807-03)

November 2022 Version 1.1



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**Unit recording documents for
Animal care (Units 340-344)**

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ANIMAL CARE E3

Unit no: 340	Unit title: Recognise types and parts of the body of small animals	Credit Value 2										
<p>Guidance: For this unit, there needs to be access to sufficient animals from the range. Any species of rodent, reptile or bird can be used.</p>												
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise species of small animals and parts of the body of a bird or reptile or rodent 												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 20%; height: 40px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
E												
Practical evidence												
					<ul style="list-style-type: none"> • Choose 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 small animals (<i>state which was correctly recognised</i>): 							
				Animal 1:	- rodents							
				Animal 2:	- birds - reptiles							
					<ul style="list-style-type: none"> • Recognise all the following listed parts of the body for two of the following animal species (<i>state which animal species</i>): 							
				Animal 1:	- Rodents (head, body, legs, tail, paws/feet)							
				Animal 2:	- Birds (head, beak, legs, wings, claws, feathers) - Reptiles (nose, mouth, eyes, head, body, tail, legs (lizards), skin/scales)							
					<ul style="list-style-type: none"> • Clean 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"> • Identify one key difference between two animal species 							
					<ul style="list-style-type: none"> • Identify how one of the animal species moves 							
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
<p>Date all assessments completed for this unit:</p>												
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner									

ANIMAL CARE E3

Unit no:	341	Unit title:	Assist with catching and restraining a small animal	Credit Value 2
<p>Guidance: For this unit, there must be sufficient animals from the range and suitable equipment for restraining and handling. The learner will be able to move one type of animal correctly and safely.</p>				
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> • Assist with catching and restraining a dog or cat or rabbit for a specific purpose 		
Assessor Initials/Date				
E				
Practical evidence				
				<ul style="list-style-type: none"> • Choose and wear personal protective clothing
				<ul style="list-style-type: none"> • Wash and dry hands
				<ul style="list-style-type: none"> • Recognise suitable equipment for catching and restraining two animals (<i>state which species and equipment</i>):
				Animal & equipment: <ul style="list-style-type: none"> - dogs – collar, lead, harness - cats – arms, towels, basket, gloves - rabbits – arms, towels, basket, gloves
				Animal & equipment:
<ul style="list-style-type: none"> • Assist with restraining an animal correctly and safely for two of the following purposes (<i>state which purpose</i>): 				
				Purpose 1: <ul style="list-style-type: none"> - grooming - health check
				Purpose 2: <ul style="list-style-type: none"> - medicating
<ul style="list-style-type: none"> • Recognise transportation equipment for two of the following animals (<i>state which species</i>): 				
				Animal & equipment: <ul style="list-style-type: none"> - Dogs (leads, collars, harness or crates) - Cats (baskets, boxes, cages or crates) - Rabbits (baskets, boxes, cages or crates)
				Animal & equipment:
				<ul style="list-style-type: none"> • Restrain and move one animal correctly and safely
				<ul style="list-style-type: none"> • Clean equipment and store correctly
				<ul style="list-style-type: none"> • Clean 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 to be restrained correctly
<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 E3

Unit no: 342	Unit title: Check that a small animal is healthy	Credit Value 3	
<p>Guidance: For this unit, one type of animal needs to be inspected for health. The animal can be restrained by the supervisor or other suitable person whilst the learner undertakes the health check.</p>			
Learning Outcome:		The learner will be able to:	
		<ul style="list-style-type: none"> Complete a health check on a dog or cat or rabbit restrained by a supervisor 	
Assessor Initials/Date			
			
Practical evidence			
		<ul style="list-style-type: none"> Choose and wear personal protective clothing 	
		<ul style="list-style-type: none"> Wash and dry hands 	
		<ul style="list-style-type: none"> Assist with restraining one of the following animal species (<i>state which animal and method was used</i>): 	
Animal & method:		<ul style="list-style-type: none"> - dog using collar, lead, or harness - cat using towel, or arms - rabbit using towel or arms 	
		<ul style="list-style-type: none"> Recognise five areas on the body of an animal which are checked to establish that an animal is healthy (<i>state which 5 areas were correctly identified</i>) 	
Area 1:		<ul style="list-style-type: none"> - eyes - nose - mouth - ears - coat and skin - feet/claws - genital area/rear end 	
Area 2:			
Area 3:			
Area 4:			
Area 5:			
		<ul style="list-style-type: none"> Recognise four signs of good health in an animal (<i>indicate which 4 were correctly identified</i>): 	
Sign 1:		<ul style="list-style-type: none"> - normal movement - alert posture - healthy appetite - good condition of coat, skin, eyes and nose - good condition of feet and legs 	
Sign 2:			
Sign 3:			
Sign 4:			
		<ul style="list-style-type: none"> Clean and store equipment 	
		<ul style="list-style-type: none"> Clean and store personal protective equipment 	
		<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"> Identify three signs of ill health in 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 E3

Unit no:	343	Unit title:	Groom a small animal	Credit Value 2
<p>Guidance: For this unit, one type of animal needs to be groomed. The animal can be restrained by the supervisor or other suitable person whilst the learner undertakes the grooming activity.</p>				
Learning Outcome:		The learner will be able to:		
		<ul style="list-style-type: none"> • Groom a dog or cat or rabbit restrained by the supervisor 		
Assessor Initials/Date				
E				
Practical evidence				
<ul style="list-style-type: none"> • Choose and wear personal protective clothing 				
<ul style="list-style-type: none"> • Wash and dry hands 				
<ul style="list-style-type: none"> • Recognise four items of grooming equipment (<i>state which 4 items were correctly recognised</i>): 				
Item 1:			<ul style="list-style-type: none"> - metal combs - slicker brush - bristle brush - grooming glove - harness - flea comb - non slip mat - tooth brush 	
Item 2:				
Item 3:				
Item 4:				
<ul style="list-style-type: none"> • Check that grooming equipment is safe to use 				
<ul style="list-style-type: none"> • Choose grooming equipment suitable for the task 				
<ul style="list-style-type: none"> • Assist with restraining one type of animal to be groomed (<i>state which type of animal</i>): 				
Animal:			<ul style="list-style-type: none"> - dog - cat - rabbit 	
<ul style="list-style-type: none"> • Groom one animal (<i>state which animal was groomed</i>): 				
Animal:			<ul style="list-style-type: none"> - dog - cat - rabbit 	
<ul style="list-style-type: none"> • Clean and store equipment correctly and safely 				
<ul style="list-style-type: none"> • Clean 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 grooming an animal 				
<ul style="list-style-type: none"> • A reason for wearing personal protective equipment 				
<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	

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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City & Guilds Group

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