Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0

Unit recording documents for Animal care (Units 340-344)
City & Guilds
Believe you can

www.cityandguilds.com
**ANIMAL CARE E3**

Unit no: 340  
Unit title: **Recognise types and parts of the body of small animals**  
Credit Value 2

**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.

**Learning Outcome:**  
The learner will be able to:  
- Recognise species of small animals and parts of the body of a bird or reptile or rodent

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**Practical evidence**

- Choose and wear personal protective clothing
- Wash and dry hands
- **Recognise two** types of small animals *(state which was correctly recognised)*:
  - Rodents
  - Birds
  - Reptiles
- **Recognise all** the following listed parts of the body for **two** of the following animal species *(state which animal species)*:
  - Rodents (head, body, legs, tail, paws/feet)
  - Birds (head, beak, legs, wings, claws, feathers)
  - Reptiles (nose, mouth, eyes, head, body, tail, legs (lizards), skin/scales)
- Clean and store personal protective clothing
- Wash and dry hands

**Knowledge evidence** *(evidence of answers given to be recorded in portfolio)*

- Identify one key difference between two animal species
- Identify how one of the animal species moves

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

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<tr>
<th>Name of Assessor</th>
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<th>Name of Learner</th>
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# ANIMAL CARE E3

## Unit no: 341  
Unit title: Assist with catching and restraining a small animal  
Credit Value 2

**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.

### Learning Outcome:
The learner will be able to:
- Assist with catching and restraining a dog or cat or rabbit for a specific purpose

### Assessor Initials/Date

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### Practical Evidence

- Choose and wear personal protective clothing
- Wash and dry hands
- Recognise suitable equipment for catching and restraining two animals *(state which species and equipment)*:
  - Animal & equipment:
    - dogs – collar, lead, harness
    - cats – arms, towels, basket, gloves
    - rabbits – arms, towels, basket, gloves

- Assist with restraining an animal correctly and safely for two of the following purposes *(state which purpose)*:
  - Purpose 1:
    - grooming
    - health check
    - medicating
  - Purpose 2:

- Recognise transportation equipment for two of the following animals *(state which species)*:
  - Animal & equipment:
    - Dogs (leads, collars, harness or crates)
    - Cats (baskets, boxes, cages or crates)
    - Rabbits (baskets, boxes, cages or crates)

- Restrain and move one animal correctly and safely
- Clean equipment and store correctly
- Clean and store personal protective clothing
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*

- A reason why animals need to be restrained correctly

### DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

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<th>Name of Assessor</th>
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# ANIMAL CARE E3

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<tr>
<th>Unit no: 342</th>
<th>Unit title: Check that a small animal is healthy</th>
<th>Credit Value 2</th>
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**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.

**Learning Outcome:** The learner will be able to:
- Complete a health check on a dog or cat or rabbit restrained by a supervisor

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## Practical evidence

- Choose and wear personal protective clothing
- Wash and dry hands
- Assist with restraining one of the following animal species *(state which animal and method was used)*:
  - dog using collar, lead, or harness
  - cat using towel, or arms
  - rabbit using towel or arms
- Recognise five areas on the body of an animal which are checked to establish that an animal is healthy *(state which 5 areas were correctly identified)*:
  - Area 1: eyes, nose
  - Area 2: mouth
  - Area 3: ears
  - Area 4: coat and skin, feet/claws
  - Area 5: genital area/rear end
- Recognise four signs of good health in an animal *(indicate which 4 were correctly identified)*:
  - Sign 1: normal movement
  - Sign 2: alert posture
  - Sign 3: healthy appetite, good condition of coat, skin, eyes and nose
  - Sign 4: good condition of feet and legs
- Clean and store equipment
- Clean and store personal protective equipment
- Wash and dry hands

## Knowledge evidence *(evidence of answers given to be recorded in portfolio)*

- 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

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## 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.

## Learning Outcome
The learner will be able to:
- Groom a dog or cat or rabbit restrained by the supervisor

## Practical Evidence
- Choose and wear personal protective clothing
- Wash and dry hands
- Recognise four items of grooming equipment *(state which 4 items were correctly recognised)*:
  - Item 1:
    - metal combs
    - slicker brush
    - bristle brush
    - grooming glove
    - harness
    - flea comb
    - non slip mat
    - tooth brush
- Check that grooming equipment is safe to use
- Choose grooming equipment suitable for the task
- Assist with restraining one type of animal to be groomed *(state which type of animal)*:
  - Animal:
    - dog
    - cat
    - rabbit
- Groom one animal *(state which animal was groomed)*:
  - Animal:
    - dog
    - cat
    - rabbit
  - Clean and store equipment correctly and safely
  - Clean and store personal protective clothing
  - Wash and dry hands

## Knowledge Evidence
*(evidence of answers given to be recorded in portfolio)*
- A reason for grooming an animal
- A reason for wearing personal protective equipment

## Declaration
The Learning Outcome has been achieved by satisfactory performance of all the components listed above.

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ANIMAL CARE E3

Unit no: 344 Unit title: Show visitors around a small animal enterprise Credit Value 2

Guidance: For this unit learners need to show people around a small animal enterprise or unit. The visitors do not need to be strangers and they can be individuals who are known to the learner, but not the assessor.

Learning Outcome: The learner will be able to:
- Greet and show visitors around a small animal unit

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Practical evidence

- Dress appropriately
- Greet visitors politely
- Show visitors around the unit
- Identify three types of animal within the unit to the visitors (*state which animals were correctly identified*)
  - Animal 1:
  - Animal 2:
  - Animal 3:
- Identify two types of accommodation within the unit to the visitors (*state which types of accommodation were correctly identified*)
  - Accommodation 1:
  - Accommodation 2:
- Identify two types of food fed to the animals within the unit to the visitors (*state which food was correctly identified*)
  - Food 1:
  - Food 2:
- Be polite when visitors leave

Knowledge evidence (evidence of answers given to be recorded in portfolio)

- A reason for greeting visitors politely
- A reason why visitors should not touch the animals

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above.

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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: general guidance about the 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**

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<tr>
<th><strong>International learners</strong></th>
<th>T: +44 (0)844 543 0033</th>
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<tbody>
<tr>
<td>General qualification</td>
<td>F: +44 (0)20 7294 2413</td>
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<tr>
<th><strong>Centres</strong></th>
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<tr>
<td>Exam entries, Certificates,</td>
<td>F: +44 (0)20 7294 2413</td>
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<tr>
<td>Registrations/enrolment,</td>
<td>E: <a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a></td>
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<tr>
<td>Invoices, Missing or late</td>
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<td>exam materials,</td>
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<tr>
<th><strong>Single subject qualifications</strong></th>
<th>T: +44 (0)844 543 0000</th>
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<tr>
<td>Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam</td>
<td>F: +44 (0)20 7294 2413</td>
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<tr>
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<td>F: +44 (0)20 7294 2404 (BB forms)</td>
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<td></td>
<td>E: <a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a></td>
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<tr>
<th><strong>International awards</strong></th>
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<tr>
<td>Results, Entries, Enrolments, Invoices, Missing or late exam</td>
<td>F: +44 (0)20 7294 2413</td>
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<td>E: <a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a></td>
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<tr>
<th><strong>Walled Garden</strong></th>
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<td>Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation</td>
<td>F: +44 (0)20 7294 2413</td>
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<td>E: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></td>
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<th><strong>Employer</strong></th>
<th>T: +44 (0)121 503 8993</th>
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<td>Employer solutions, Mapping, Accreditation, Development Skills,</td>
<td>E: <a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a></td>
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<tr>
<th><strong>Publications</strong></th>
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<tr>
<td>Logbooks, Centre documents,</td>
<td>F: +44 (0)20 7294 2413</td>
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