

**Level 3 Diploma in Work-based  
Animal Care  
(QCF)  
(0067)**



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**Assignment Guide**

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## **Introduction**

This assignment guide contains the assignments for learner's who are completing the Level 3 Diploma in Work-based Animal Care as part of the Advanced Apprenticeship framework.

The following routes are available:

- 0067-31 Level 3 Diploma in Work-based Animal Care (Animal Care and Welfare)
- 0067-32 Level 3 Diploma in Work-based Animal Care (Zoos/Wildlife Establishments)
- 0067-33 Level 3 Diploma in Work-based Animal Care (Dog grooming)
- 0067-34 Level 3 Diploma in Work-based Animal Care (Pet Care and Retail)
- 0067-36 Level 3 Diploma in Work-based Animal Care (Animal Training)
- 0067-37 Level 3 Diploma in Work-based Animal Care (Dogs/Animals Wardens)
- 0067-38 Level 3 Diploma in Work-based Animal Care (Animals in Education and Entertainment)

Please note: 0067-35 Level 3 Diploma in Work-based Animal Care (Animal Welfare Enforcement) will be added during 2010. This route is currently unavailable.

## **Assessment for candidates completing the Level 3 Diploma in Work-based Animal Care as part of the Advanced Apprenticeship framework**

Candidates who are completing the Level 3 Diploma in Work-based Animal Care as part of the Advanced Apprenticeship framework are required to undertake an independent assessment in the form of a short answer written test and an assignment. These cover the underpinning knowledge elements of the units.

The short answer written test is specific to the qualification route chosen and may be taken three times a year. Exam dates are available on the Walled Garden. These tests are dated entry exams. More details and the test specifications for the different routes are available in the qualification handbook.

The assignment and marking criteria are detailed in this publication. The same assignment is used to assess each route for this qualification.

Centres will be required to provide Lantra SSC with evidence that the short answer written test and assignment has been achieved before certification takes place.

## Assessment Specification - Level 3 Diploma in Work-based Animal Care assignments

The assignment listed below is used to assess the following different routes:

605 Level 3 Animal Care (Animal Care and Welfare) Independent Assessment Test – Assignment

606 Level 3 Animal Care (Zoos/Wildlife Establishments) Independent Assessment Test – Assignment

607 Level 3 Animal Care (Dog Grooming) Independent Assessment Test – Assignment

608 Level 3 Animal Care (Pet Care and Retail) Independent Assessment Test – Assignment

610 Level 3 Animal Care (Animal Training) Independent Assessment Test – Assignment

611 Level 3 Animal Care (Dog/Animal Wardens) Independent Assessment Test – Assignment

612 Level 3 Animal Care (Animal in Education and Entertainment) Independent Assessment Test – Assignment

<b>Unit number</b>	<b>Unit title</b>
304	Plan, supervise and control the movement of animals

The assessor should also enter the component that is being assessed on the front mark sheet because the assignment used is the same for all routes of the qualification. However, each route has a separate component number that must be used for results entry. E.g. Component 605 for the Level 3 Animal Care (Animal Care and Welfare) Independent Assessment Test – Assignment

## **Entry for assessment and certification**

Learners should be registered using Walled Garden or Form S for 0067 and the appropriate complex as soon as possible after enrolment at the centre. Centres should note that unregistered learners will not be included in EV sampling, which may delay the issue of certificates. Assessment should not take place before a learner is registered with the centre. Any evidence used from before this date should be judged as accreditation of prior learning during the induction process and must meet the requirements for validity, sufficiency, authenticity and currency.

Results of assignments should be submitted on the Walled Garden or Form S. Only the component which has been passed should be included. Certificates will not be issued until after external verification.

## **Verification of assignments**

The work of assessors involved in the qualification must be monitored by an Internal Quality Assurance System, to ensure that consistent standards are being applied throughout assessment activities.

Key responsibilities of those with the internal quality assurance role are:

- planning, tracking and verifying assessment
- managing the quality of the assessment delivery, including standardising assessment practice
- supplying assessors with up-to-date information, advice and support
- monitoring assessor's continuous professional development.

Sampling should include the range of assignments, learners and assessors and all assessment methods, including direct observation. Guidance on this can be found in *Ensuring Quality*, edition 12 pages 8-9.

By using the evidence checklists, assessors/verifiers can also ascertain whether the evidence for an assignment is complete, and can ensure that the allocation of scores has been fair and beyond dispute. Assignments must be checked for validity, authenticity and sufficiency.

Assessors must ensure that candidates understand why a particular result has been given. It is for this reason and to authenticate the assignment, that NPTC requires the signature of both the assessor and the candidate on the mark sheets and why a feedback box/sheet is provided.

If a learner's work is selected for verification, samples of work must be available to the appointed external verifier. An external verifier will make an annual visit to the centre and their role includes the following:

- ensuring that quality assurance co-ordinators are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice

- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.

### **Recording results**

To record the learner's result, assessors should enter pass/fail onto the Assignment Mark sheet (front sheet) which must be authenticated by the learner and assessor. The assessor should also enter the component that is being assessed because the assignment used is the same for all routes of the qualification. However, each route has a separate component number that must be used for results entry.

**Component .....**      **Level 3 Animal Care Independent Assessment Test – Assignment**

This assignment links to Unit 304 (Plan, supervise and control the movement of animals) of the Qualification Handbook. It should be completed by learner's registered on 0067-31 to 38. (All level 3 Animal Care pathways).

Please note: The assignment is the same for all pathways in the Level 3 Animal Care qualification. Please add the component number to this sheet in the space provided above, depending on the particular qualification/component chosen. A list of components is available on page 6.

**Assignment composition and mark sheet**

To be completed by the assessor and signed by the learner

Learner's name	Enrolment number
Centre number	
Centre name	

<b>Plan, supervise and control the movement of animals from one location to another</b>	<b>Grade</b>
	<b>Pass / fail</b> (delete as appropriate)

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## **Component 605 to 612      Level 3 Animal Care Independent Assessment Test – Assignment**

### **Plan, supervise and control the movement of animals from one location to another**

#### **Assessment guidance**

To complete this assignment the learner is required to complete a written report on the planning, supervising and moving of animals from one location to another. Examples may include the following: moving a dog from the kennels to the grooming/bathing area; large/zoo animals from one paddock/enclosure to another; small animals from one area to another for exercise; an animal being admitted for an operation; animals to market.

The learner will cover the following:

- the reasons for moving the animal(s) and why this may affect the method used
- the different methods of identification for animals
- the selection of handling and restraint equipment and justification for this
- the conditions that may affect the movement of animals
- the pace of the animal(s) and how this affects the movement plan
- how to assess the risks involved with approaching and moving the animals
- risk assessment identifying hazards and how they can be minimised
- how to supervise others in the safe movement of animals
- the records and information required regarding the animals and the trip
- how to assess the suitability of a new location to meet the animal's requirements
- how to identify a suitable route to meet the animal's requirements
- The current health and safety legislation, animal welfare and codes of practice and any additional requirements.

The learner is to submit a report which may include charts, photographs and diagrams and must be written in his or her own words. Plagiarised text must not be used, although the internet, manufacturers' literature and any other source of information may be used for research.

All sources of information must be acknowledged. A bibliography/reference must be included. Reference material may be included as an appendix, but should not be included in the body of the report.

The report should be presented in an appropriate format, which may include an oral presentation or professional discussion.

The assessor feedback should identify learner strengths and weaknesses and these should be in line with the marking criteria. This task may be achieved at Pass only.

## Marking criteria

Pass criteria
Each bullet point is covered in the report
The report is in an appropriate format, shows evidence of research and is free of significant errors
A bibliography is included and the report is free of plagiarism
The report is presented appropriately.

**Component 605 to 612****Level 3 Animal Care Independent Assessment Test – Assignment**

**Plan, supervise and control the movement of animals from one location to another**

**Learner feedback**

Learner's name	Assessor's name
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<b>Strengths</b> (How the criteria have been achieved, good aspects of the work)	<b>Areas for improvement</b> (Advice for future assignments)
<b>Grade for task</b>	

Assessor's signature	Date
Internal verifier's signature	Date
Learner's signature	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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**0067-31 to 38 Assignment guide**