



**Level 2 National Certificate for Veterinary
Care Assistants**

**Level 2 Certificate for Veterinary Practice
Receptionists**

Centres' Information Sheet

www.nptc.org.uk
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Centres' Information Sheet for Level 2 National Certificate for Veterinary Care Assistants Level 2 Certificate for Veterinary Practice Receptionists

Key Points

- The qualifications are eligible for UK funding
- The guided learning hours are:

NPTC Level 2 National Certificate for Veterinary Care Assistants (225 hours)

NPTC Level 2 Certificate for Veterinary Practice Receptionists (75 hours)

The qualifications can be taken as a whole or as individual units

The qualifications are approved for use by candidates aged 16 and over. Candidates may be of an employed or non-employed status, but must have a minimum of 800 hours of veterinary experience in a veterinary practice for the Veterinary Care Assistants qualification.

Candidates taking the Veterinary Practice Reception qualification must have a minimum of 200 hours experience in practice.

These qualifications are aimed at:

- School leavers seeking a career in a veterinary practice environment
- Those wishing to enter and achieve career progression within the veterinary practice environment
- Mature adults seeking a career change
- Existing employees seeking to achieve a recognised qualification that reflects their skills
- Those wishing to work within a veterinary practice environment in a foreign country

Does this qualification form part of a recognised framework?

These qualifications are accredited by the Qualifications and Curriculum Authority to the National Qualifications Framework at Level 2.

General Structure and Qualification Endorsement

NPTC Level 2 National Certificate for Veterinary Care Assistants

This award is designed for those tasked with providing basic veterinary care to those animals under the direction and/or supervision of a veterinary surgeon.

The qualification is made up of 12 compulsory units:

- Unit 1 - Introduction to Common Animal Species
- Unit 2 - Animal Handling, Restraint and Movement
- Unit 3 - Animal Health, Hygiene and Disease Control
- Unit 4 - Introduction to Animal Emergencies and First Aid
- Unit 5 - Basic Veterinary Terminology
- Unit 6 - Introduction to Anaesthesia and Surgical Equipment
- Unit 7 - Introduction to Radiography
- Unit 8 - Administration of Medication, Basic Dispensing and Pharmacy
- Unit 9 - Reception Duties in the Veterinary Practice
- Unit 10 - Record Keeping and Finance in the Veterinary Practice

Unit 11 - Health and Safety in the Veterinary Practice
Unit 12 - Introduction to Employment Issues in the Veterinary Practice

NPTC Level 2 Certificate for Veterinary Practice Receptionists

This award is designed for those tasked with providing the administration of the practice, including reception duties and client care under the direction and/or supervision of a veterinary surgeon/practice manager.

The qualification is a sub-set of the Veterinary Care Assistants qualification and can be taken as a stand alone qualification.

It consists of the last four units of the Veterinary Care Assistants qualification (Units 9 to 12), all of which are mandatory.

What's the next step?

If you are an existing approved centre, you will need to complete a qualification approval form (NPTC's QAP). The cost of this is £150 and you should contact the NPTC Verification Team.

verification@nptc.org.uk

If you are not an approved centre and would like to become one, please contact the NPTC Business Development Team who will guide you through the approval process. The cost for becoming an approved centre is £1000.

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