



Arrangements for:

HNC Animal Care (G91P 15)

and

HND Animal Care (G91R 16)

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

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History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
07	Revision of unit: DK2L 33 Marketing Skills for the Entrepreneur has been revised by HM5P 33 and finishes on 31/07/2019 for HND and HNC framework.	
06	Revision of Unit: DV0M 34 Work Experience has been replaced by HJ4W 34 and will finish on 31/07/19 for the HND framework only.	29/03/17
05	Revision of Units: F3VC 34 Specialist Animal Care: Ornamental Fish has been replaced by HC45 34 Specialist Animal Care: Ornamental Fish. F3VA 34 Specials Animal Care: Avian has been replaced by HC46 34 Specialist Animal Care: Avian. FA5D 35 Animal Care: Diagnostic Techniques has been replaced by HC47 35 Animal Care: Diagnostic Techniques. FA5E 35 Animal Care: Drugs and Medicine has been replaced by HC48 35 Animal Care: Drugs and Medicine. Old units will finish 31/08/2018.	14/03/16
04	Added to Framework: H1F0 34 Creating a Culture of Customer Care to HNC Animal Care	18/02/16
03	Revision of Unit: DK2K 34 Getting Started in Business <i>has been revised by</i> H7V4 34 Preparing to Start a Business <i>and will finish on</i> 31/07/2016. DE3N 34 Communication: Analysing and Presenting Complex Communication <i>has been revised by</i> Communication: Business Communication <i>and will finish on</i> 31/07/2016.	22/12/14
02	Changes to codes: <i>Creating a Culture of Customer Care</i> from DJ42 34 (<i>lapse date</i> 31/07/2013, <i>finish date</i> 31/07/2015) to H1F0 34. <i>Record Keeping and Accounting for Small Business</i> from DK2N 33 (<i>finished</i>) to F93J 33. <i>Animal Care: Drugs and Medicine</i> from F3TT 35 (<i>finished</i>) to FA5E 35. Added to Framework: <i>Animal Care: Diagnostic Techniques</i> FA5D 35 as an alternative to <i>Clinical Microbiology and Epidemiology</i> DW8H 35.	11/02/13

1 Introduction

This is the Arrangements Document for the revised Animal Care HNC and HND which were validated in July 2008. This document includes background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery.

The animal care industry is a broad field employing a wide range of people in sectors as diverse as welfare, husbandry, grooming, retail, veterinary work, laboratory work, education, zoological and safari parks, voluntary organisations and small enterprises (eg kennels or trainers).

The revised Animal Care HNC and HND aim to provide candidates with the knowledge and skills to progress to and succeed within these diverse sectors.

The revised Animal Care HNC (G91P 15) replaces the predecessor (G755 15).
The revised Animal Care HND (G91R 16) replaces the predecessor (G756 16).

2 Rationale for the revision of the Group Awards

The Group Awards have been revised to prepare candidates for entry into positions in animal care organisations. In practice, knowledge and skills at team leader/supervisor level will be developed during HNC study, and management and higher-level skills developed during HND study. There are links between the various animal care industry sectors, and these can be exploited via the choice of subject area.

The revised Animal Care HNC and HND will provide candidates with an appropriate balance of subject-specific knowledge and skills, as well as developing transferable skills and employability in candidates, thus enhancing career options. These Group Awards have also been designed to provide the depth and breadth to cater for the varied range of sectors within the animal care industry, ensuring greater choice for candidate career options.

Overview of Consultation Process and Market Research

To ensure the continuing relevance and currency of the awards, market research was undertaken. The market research involved canvassing views from within the animal care industry, from current and former candidates, and the consultation of HE institutions; the latter with a view to progression for successful candidates. The following methodologies were adopted:

- ◆ focus groups were held with animal care industry representatives to consult on the required content for the revised HNC and HND, in line with current and future industry requirements. These discussions informed the construction of the revised frameworks.
- ◆ questionnaires were dispatched to current industry personnel. Whilst there was a low response rate, responses received were valuable and taken into account.
- ◆ questionnaires were dispatched to current and former candidates of the predecessor Group Awards and phone interviews held. Key views emerging included a preference for practical work, and a general satisfaction with the existing curriculum.

- ◆ other education institutions were consulted, primarily to establish articulation pathways, but also to help inform the makeup of the awards.
- ◆ secondary research was consulted; specifically, studies by LANTRA, the Sector Skills Council for the environmental and land-based sector. This information fed into the revision of the awards.

Industry representatives questioned included:

- ◆ Dog Warden/Welfare Officer
- ◆ Wildlife park
- ◆ Veterinary Practice
- ◆ Medical Research facility
- ◆ Animal park/Zoo

Overall, those consulted were positive and offered valuable feedback on the content for the revised qualifications.

Questions	Responses
Have you had contact with HNC or HND candidates in the past?	Yes = 6 No = 0
What were your feelings on their skills & knowledge?	<ul style="list-style-type: none"> ◆ Interested and Involved. ◆ Good skills — especially husbandry. ◆ Seem to be able to apply knowledge effectively ◆ Excellent handling skills of small mammals. ◆ Good knowledge of veterinary industry.
Are there any specific skills or knowledge that you feel are lacking in candidates who have taken part in these courses?	<ul style="list-style-type: none"> ◆ Handling difficult/aggressive animals ◆ Level of care within research facility.
We are about to change the award but in essence the new award will include many of the same or similar subjects – What are your thoughts on this?	<ul style="list-style-type: none"> ◆ Good as long as dealing with customers and health & safety still included ◆ Good — Graded Units will help to identify the better candidates ◆ Good that it is different to the VN qualification. ◆ New award should do exactly what it is meant to do
Do you currently employ or would you be happy to employ someone with an HNC or HND Qualification.	Yes — would employ = 6 Yes — do employ = 5 No = 0
Additional Comments	<ul style="list-style-type: none"> ◆ Zoos would also look for Zoo Animal Management as additional qualification or ability to work towards ◆ Inclusion of visits to or visitors from variety of industry to provide insight would be beneficial

Both HNC and HND candidates were surveyed on their views of and level of satisfaction with the predecessor framework, with certain key views emerging as follows:

- ◆ a majority of HNC and HND candidates indicated that they believed the predecessor Group Awards provided all the skills and knowledge that they needed for the future.
- ◆ when asked which subjects should be added, HNC candidates either indicated none or usually indicated subjects which are already covered by the HND programme.
- ◆ a wide range of subjects were described as ‘most useful’ with variations based on individual candidates’ interests and priorities. All these subjects appear in the revised framework.
- ◆ the ‘least useful’ subjects listed, while considerably shorter (indicating broad satisfaction) also appeared to follow individual candidates’ interests, with no discernable trends emerging. However there was some evidence that candidates added subjects to this list because they did not enjoy them, for a range of reasons, rather than because they did not think they would be useful at some time in the future.

A number of previous candidates, particularly those who left college to go into self employment, were contacted. While tending to concentrate on their current circumstances, none of the respondents indicated any gaps in the knowledge and skills obtained from the predecessor Group Awards that had hindered their progression. The importance of small business Units for those in self employment was emphasised.

3 Aims of the awards

The HNC and HND aim to provide a balance of theoretical and practical knowledge, producing individuals who are employable in the diverse sectors of the animal care industry. In addition, the revised Group Awards offer the necessary theoretical knowledge to progress to a higher level of education in a related field.

3.1 General aims of the HNC

The general aims of the Animal Care HNC are to:

- 1 Provide a basis for future career and personal development.
- 2 Develop Core Skills and other transferable skills.
- 3 Develop the ability to work independently and take responsibility for one’s own learning.
- 4 Develop the ability to apply knowledge and understanding to practical situations.
- 5 Enable progression within the SCQF.
- 6 Provide a high quality learning experience encouraging a commitment to lifelong learning.

3.2 Specific aims of the HNC

The specific aims of the Animal Care HNC are to:

- 7 Develop knowledge and understanding of animals.
- 8 Develop knowledge and skills in animal care.
- 9 Provide underpinning knowledge and skills for careers in a variety of animal care sectors.
- 10 Prepare candidates for entry to the animal care industry at team leader/supervisor level by developing the required key competences.
- 11 Develop an understanding of the context in which the animal care industry operates.
- 12 Develop an understanding of the links between animal care sectors.
- 13 Develop an understanding of the importance of health and safety in animal care and in the animal care industry.

3.3 General aims of the HND

The general aims of the Animal Care HND are to:

- 14 Further develop the potential for future career and personal development.
- 15 Further develop Core Skills and other transferable skills.
- 16 Develop the ability to work independently and take responsibility for one's own learning.
- 17 Develop the ability to apply knowledge and understanding to practical situations.
- 18 Enable progression within SCQF, including to HEI level.
- 19 Provide a high quality learning experience encouraging a commitment to lifelong learning.

3.4 Specific aims of the HND

The specific aims of the Animal Care HND are to:

- 20 Further develop knowledge and understanding of animals.
- 21 Develop advanced knowledge and skills in animal care.
- 22 Prepare candidates for progression in the animal care industry to manager level by developing business and management skills.
- 23 Develop customer care skills.
- 24 Develop a deeper understanding of the context in which the animal care industry operates.
- 25 Develop an understanding of the links between animal care sectors.
- 26 Develop knowledge and understanding in specialist animal care.
- 27 Develop an understanding of the concepts of finance and management for small business.
- 28 Further develop understanding of the importance of health and safety in animal care and in the animal care industry.
- 29 Develop an understanding of the principles of genetics and microbiology.

Differentiation between HNC and HND

Further to the above, the HND can also be distinguished from the HNC in terms of:

- ◆ the likely entry point into an organisation
- ◆ the speed of progression within an organisation
- ◆ the entry level into further study

The HND is designed for candidates who work or aspire to work at management level in the animal care industry, and also takes account of those who wish to work at supervisor level eg in an animal welfare organisation. In addition, the HND caters for the needs of individuals who may wish to establish their own companion animal business.

To achieve the HND, it is essential that candidates carry out a work placement.

Relationship of Units to HNC and HND aims

The aims of the awards are met across the individual Units in both frameworks. A table showing how the aims are met by the Units is provided in Appendix 1.

3.5 Target groups

The Group Awards are suitable for a range of candidates including:

- ◆ school leavers
- ◆ candidates studying related subject areas
- ◆ part-time candidates
- ◆ adult returners to education
- ◆ individuals already employed in the animal care industry who wish to enhance their career prospects
- ◆ those seeking a career change, into the animal care industry

The final two groups are likely to comprise those already in employment in the animal care industry who may wish to progress to management and/or supervisory positions.

3.6 Employment opportunities

Whilst the revised HNC provides sufficient underpinning knowledge to facilitate progression to the revised HND, it is also a valuable vocational qualification in its own right. Achievement of the revised HNC may open entry level opportunities for candidates in animal care industry areas such as:

- ◆ kennel and cattery establishments
- ◆ dog grooming businesses
- ◆ retail e.g. in pet shops
- ◆ stables
- ◆ agriculture e.g. livestock
- ◆ welfare centres
- ◆ local authorities e.g. dog warden
- ◆ laboratories
- ◆ visitor attractions (e.g. zoos, safari parks, etc.)

Candidates having achieved the revised HND in Animal Care are likely to be employed in similar areas, but with substantial opportunities to progress further. For example to:

- ◆ pet shop managers
- ◆ kennel and cattery supervisors
- ◆ veterinary hospital practice managers
- ◆ retail managers
- ◆ equine industry
- ◆ laboratory technician
- ◆ laboratory research assistant
- ◆ welfare centre supervisors (e.g. in zoos, safari parks, rescue centres, etc.)
- ◆ education officers

It is also possible for candidates with the HND in Animal Care to become self-employed e.g. providing dog walking services, dog grooming services, home-boarding, etc.

Further to the above, the HND can also be distinguished from the HNC in terms of:

- ◆ the likely entry point into an organisation
- ◆ the speed of progression within an organisation
- ◆ the entry level into further study

The HND is designed for candidates who work or aspire to work at management level in the animal care industry, and also takes account of those who wish to work at supervisor level, e.g. in an animal welfare organisation. In addition, the HND caters for the needs of individuals who may wish to establish their own companion animal business.

To achieve the HND, it is essential that candidates carry out a work placement.

4 Access to awards

Formal qualifications

Examples of appropriate formal entry qualifications are recommended below (these are not exhaustive or mutually exclusive and may be offered in a variety of combinations at the discretion of the centre):

- ◆ any two, relevant National Courses at SCQF level 6, together with three Standard Grade passes at 3 or above
- ◆ any relevant SVQ/NVQ at level 3
- ◆ a group of National Qualification Units covering related topics at SCQF level 5 and including Communication at SCQF 5 or above

Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable, as would other suitable qualifications at an appropriate level.

Where English is not the first language of a prospective candidate, it is recommended that the candidate possesses a Unit in English for Speakers of Other languages at an appropriate level. If using a test such as IELTS or equivalent, an entry score of 5.5 or above would provide a sound linguistic basis for the candidate to attempt this level of course. Candidates may be asked to produce a certificate to verify this. Centres may wish to consider support arrangements for candidates for whom English is not their first language.

Work Experience

Those seeking a career change who have relevant work experience or other training, may be considered for entry at the discretion of the delivering centre.

The recommended Core Skills entry levels for this Group Award are detailed below.

Core Skills	Recommended entry SCQF level
Communication	5
Information Technology	5
Numeracy	5
Problem Solving	5
Working with Others	5

Opportunities to develop all five Core Skills exist within the Group Awards.

5 Group Award structures

5.1 Frameworks

Higher National Certificate in Animal Care (G91P 15).

For a candidate to achieve the HNC in Animal Care, they must attain **all** of the mandatory Units (72 SCQF credit points/9 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit), **plus** 24 SCQF credit points/3 SQA credit from the optional section.

Mandatory Units

Candidates must achieve **all** of the following mandatory Units (72 SCQF credit points/9 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Animal Behaviour	F3TY 34	8	7	1
Animal Welfare	F3TX 34	8	7	1
Companion Animal Anatomy and Physiology	F3V1 34	16	7	2
Companion Animal Handling and First Aid	F3V3 34	8	7	1
Small Animal Health and Disease	DJ09 35	16	8	2
Small Animal Nutrition	DJ07 34	8	7	1
Animal Care: Graded Unit 1	F4CC 34	8	7	1

Optional Units

Candidates must achieve 24 SCQF credit points worth of optional Units (24 SCQF credit points/3 SQA credit):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Marketing Skills for the Entrepreneur	HM5P 33*	8	6	1
Animal Care Facility Management	F3TS 34	8	7	1
Animal Nursing: Theatre Practice	F3TW 34	8	7	1
Communication: Business Communication*	H7TK 34*	8	7	1
Dog Training	F3V4 34	8	7	1
Equine Studies: Equine Health	DP1L 34	8	7	1
Equine Studies: Equine Nutrition	DP1M 34	8	7	1
Genetics	DP4P 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Livestock Production Systems: Health and Welfare	F3V5 34	8	7	1
Small Animal Breeding	F3V9 34	8	7	1
Specialist Animal Collections	F3VF 34	8	7	1
Specialist Animal Care: Avian	HC46 34*	8	7	1
Specialist Animal Care: Ornamental Fish	HC45 34*	8	7	1
Specialist Animal Care: Reptiles and Amphibians	F3VE 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Wildlife Husbandry and Rehabilitation	DJ0M 34	8	7	1
Creating a Culture of Customer Care	H1F0 34	8	7	1

Units in the Animal Care HNC mandatory section are predominantly at SCQF level 7, the exception being *Small Animal Health and Disease* (DJ09 35) which is at SCQF level 8. The inclusion of this Unit was confirmed by market research and as health and disease is a fundamental aspect of animal care which underpins other areas of knowledge, it must be covered during the HNC/first year of HND.

Higher National Diploma in Animal Care (G91R 16).

For a candidate to achieve the HND in Animal Care, they must attain **all** of the mandatory Units (152 SCQF credit points/19 SQA credits), including one Graded Unit at SCQF level 7 and 16 SCQF points worth of Graded Units at SCQF level 8, **plus** 88 SCQF credit points/11 SQA credit from the optional section.

Mandatory Units

Candidates must attain **all** of the following mandatory Units (152 SCQF credit points/19 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Animal Behaviour	F3TY 34	8	7	1
Animal Welfare	F3TX 34	8	7	1
Companion Animal Anatomy and Physiology	F3V1 34	16	7	2
Companion Animal Handling and First Aid	F3V3 34	8	7	1
Creating A Culture of Customer Care	H1F0 34*	8	7	1
Getting Started in Business	DK2K 34*	8	7	1
Record Keeping and Accounting for Small Business	F93J 33*	8	6	1
Small Animal Nutrition	DJ07 34	8	7	1
Work Placement	HJ4W 34*	8	7	1
Animal Care: Drugs and Medicine	HC48 35*	8	8	1
Animals in Society	F3TV 35	8	8	1
Applied Companion Animal Behaviour	F3V0 35	8	8	1
Clinical Microbiology and Epidemiology	DW8H 35	8	8	1
OR				
Animal Care: Diagnostic Techniques	HC47 35*	8	8	1
Small Animal Health and Disease	DJ09 35	16	8	2
Animal Care: Graded Unit 1	F4CC 34	8	7	1
Animal Care: Graded Unit 2	F4CD 35	16	8	2

*Refer to History of Change for revision changes.

Optional Units

Candidates must achieve 88 SCQF credit points worth of optional Units (88 SCQF credit points/11 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Marketing Skills for the Entrepreneur	HM5P 33*	8	6	1
Animal Care Facility Management	F3TS 34	8	7	1
Animal Nursing: Theatre Practice	F3TW 34	8	7	1
Communication: Business Communication*	H7TK 34*	8	7	1
Dog Training	F3V4 34	8	7	1
Equine Studies: Equine Health	DP1L 34	8	7	1
Equine Studies: Equine Nutrition	DP1M 34	8	7	1
Genetics	DP4P 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Livestock Production Systems: Health and Welfare	F3V5 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Small Animal Breeding	F3V9 34	8	7	1
Specialist Animal Collections	F3VF 34	8	7	1
Specialist Animal Care: Avian	HC46 34*	8	7	1
Specialist Animal Care: Reptiles and Amphibians	F3VE 34	8	7	1
Specialist Animal Care: Ornamental Fish	HC45 34*	8	7	1
Wildlife Husbandry and Rehabilitation	DJ0M 34	8	7	1

*Refer to History of Change for revision changes.

Additional optional broadening Unit

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Event Organisation	F3PN 12	6	6	1

It is at the discretion of delivering centres which of the available options to make available for inclusion, however consideration should be given to candidate expectations, career goals and progression to Higher Education.

A candidate will be awarded the Animal Care on successful completion of 30 HN credits comprising:

- ◆ 19 HN credits from the mandatory section of the award (this includes Graded Units comprising 3 HN credits)
- ◆ 11 HN credits from the options section (excluding optional broadening Unit).

The additional optional broadening Unit could offer added value to candidates, though will not contribute to the required minimum number of 12 credits to attain HNC and 30 credits to attain HND.

5.2 Mapping information

5.2.1 Core Skills

The recommended Core Skills levels for the Group Awards are outlined below.

Animal Care HNC

Core Skill	Recommended entry level	Recommended exit level
Communication	SCQF level 5	SCQF level 6
Information Technology	SCQF level 5	SCQF level 6
Numeracy	SCQF level 5	SCQF level 5
Problem Solving	SCQF level 5	SCQF level 6
Working with Others	SCQF level 5	SCQF level 5

Animal Care HND

Core Skill	Recommended entry level to first year of HND	Recommended exit level of first year HND /entry to second year of HND	Recommended exit level of second year of HND
Communication	SCQF level 5	SCQF level 6	SCQF level 6
Information Technology	SCQF level 5	SCQF level 6	SCQF level 6
Numeracy	SCQF level 5	SCQF level 5	SCQF level 6
Problem Solving	SCQF level 5	SCQF level 6	SCQF level 6
Working with Others	SCQF level 5	SCQF level 5	SCQF level 6

Core Skills mapping is given in Appendix 2 and further information on the development of Core Skills through teaching and learning is given in Section 6.

5.2.2 Relation of aims to structure

The Mapping of Units to the aims of the awards can be found in Appendix 1.

5.3 Articulation, professional recognition and credit transfer

Progression from HNC/HND Year 1 to HND Year 2

Whilst twelve credits are required to achieve the HNC, full-time candidates seeking to progress to HND would normally be expected to complete an additional three credits during the first year. This allows a balance of fifteen credits of study in year one and fifteen in year two. Progression to HND is at the discretion of the delivering centre.

For candidates who opt to progress to University after HNC year, achievement of 15 credits may be a prerequisite for entry.

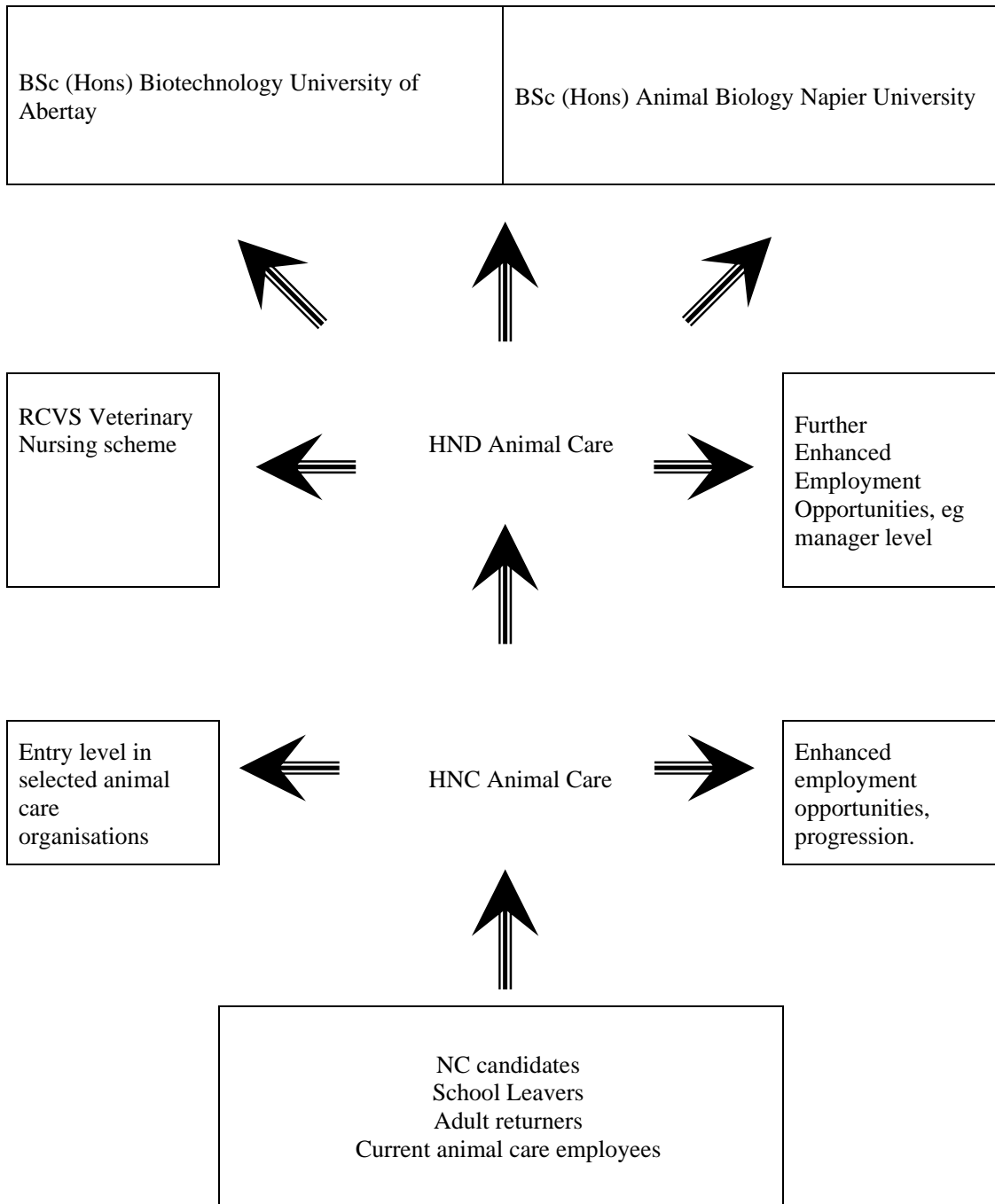
Achievement of the existing HND Animal Care meets the entry requirements for the following course:

Second year entry — Napier University	BSc (Hons) Animal Biology
Second year entry — University of Abertay	BSc (Hons) Biotechnology

Links to Professional Body Qualifications

Achievement of Animal Care HNC/HND allows candidates to articulate to Animal Nursing at the Barony College, provided that they have mathematical competency at standard grade level 3 or higher. This may contribute to entry to the Royal College of Vet Surgeons Veterinary Nursing scheme.

Progression and articulation routes



Credit transfer

Candidates may be given credit transfer between HN Units (developed using 1988 design principles) and the revised HN Units (developed using 2003 design principles). There is no transition framework for the HND Animal Care but candidates can be given credit transfer for individual Units.

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit or combination of Units. Candidates who are given credit transfer between predecessor Units and revised HN Units must still satisfy all other conditions of the revised HNC Animal Care and HND in Animal Care, including the Mandatory Units, Graded Units, Optional Units and the correct number of credits at the correct SCQF level.

The table in Appendix 3 details where credit transfer can be given between predecessor Units and revised Units. These have been agreed by an External Verifier.

6 Approaches to delivery and assessment

Delivery and assessment options

Traditionally, the awards have been developed on a full-time basis. However, the awards may also be delivered on a part-time day release basis or block release model and may also include Open Learning/Distance Learning models or other flexible arrangements as defined by individual centres.

It is advised that centres offering the HND deliver 15 HN credits in year one and a further 15 in year two to evenly spread the HND programme, though this is at the discretion of the delivering centre.

Throughout the HNC/HND, candidates will experience a range of assessment instruments. Formats for assessment suggested within each Unit allow for flexibility, enabling delivering centres to respond to the needs of learners and the needs of the sector. A proposed assessment schedule is given in Appendix 4.

The awards are practical in nature and many Units require candidates to have access to practical working situations with animals, animal facilities and other appropriate equipment. In a number of cases this will require candidates and the centre working closely with local industry providers to assist.

The Units have been written in such a way that they could be delivered on a stand-alone basis. However, within the context of the HNC/HND programme, the sequencing of Units is significant eg *Animal Behaviour* should be taught before *Applied Companion Animal Behaviour*.

In particular, in order to provide an appropriate foundation, it is recommended that centres deliver *Companion Animal Anatomy and Physiology*, prior to commencement of the SCQF level 8 Unit, *Small Animal Health and Disease* (DJ09 35). The anatomy Unit provides a sound basis from which candidates can undertake the level 8 Unit within the HNC or HND year 1, without its higher level of complexity generating a barrier to achievement.

While complex in nature, and a level 8 Unit, *Small Animal Health and Disease* is included because it covers aspects of health fundamental to understanding animal care, and knowledge which needs to be delivered during year 1.

Content and context

Centres are encouraged to maintain and strengthen links with local animal care industry providers in order to ensure that candidates have access to the range of animals and facilities required by the Units in the awards.

This may include the use of demonstrations and hands-on visits, guest speakers (eg breeders and trainers), attendance at animal care events (eg SKC Show, Highland Show, etc.).

For a number of Units, it will be necessary for centres to provide or organise access to appropriate resources (facilities or animals themselves) to allow candidates to complete the practical component eg Livestock Production Systems: Health and Welfare; Specialist Animal Care: Avian; Animal Nursing: Theatre Practice.

Graded Units

Graded Units integrate the competences gained by candidates when undertaking individual Units. This is likely to influence the scheduling of the Graded Units. As they should introduce no new skills, and rather draw upon and combine the earlier skills gained, it is recommended that Graded Unit delivery begins after some or most of the supporting Units have been completed.

Graded Unit 1 is an examination to be taken during the HNC/first year of HND. It is designed to allow candidates to demonstrate the ability to integrate knowledge and skills through a series of questions that could include ‘mini scenario’ cases drawing on mandatory Units. It is felt that an exam is the most appropriate form of Graded Unit to ensure that the essential underpinning theoretical knowledge for animal care is in place. Candidates will provide responses to a range of problems that may be found in the industry.

Graded Unit 2 is a project-based Graded Unit which requires candidates to plan, develop and evaluate information on an animal care project of their own choosing and which represents at HND level, a piece of work demanding independent study and learning.

Units

There are possibilities for integrating assessments within Units for example the Animal Welfare and Animals in Society lend themselves well to holistic assessment. Opportunities to integrate across Units may also be possible eg *Dog Training and Animal Behaviour*, however, centres will have to ensure that candidates provide sufficient evidence to establish competence in individual Units, as integration does not mean a reduction of demand level.

Core Skills signposting

Core Skills	Expected exit SCQF level (HNC)	Expected exit SCQF level (HND)
Communication	6	6
Information Technology	6	6
Numeracy	5	6
Problem Solving	6	6
Working with Others	5	6

Opportunities to develop all Core Skills exist within the Group Awards. If delivered within the particular centre, Communication: Analysing and Presenting Complex Communication will provide candidates with automatic Core Skill certification at SCQF level 6. However, there are opportunities to develop communication skills in other ways, for example, through assignment work such as in the Units covering nutrition, welfare, behaviour etc. Depending on delivery and assessment methods used, Oral Communication may also be developed. For example, Animals in Society may be assessed through an oral presentation.

Information Technology: Applications Software 1 is an option which if delivered in the particular centre, provides automatic certification of the *Information Technology* Core Skill at SCQF level 6. However, it will be possible to enhance development of this Core Skill in a number of additional ways. IT skills may be developed, for example, through internet research which could be utilised in a number of Units, production of reports, and other related tasks. It would be recommended that for any candidates who have accessed the awards without the minimum entry level of IT at SCQF level 5, additional support in this area is provided by the delivering centre.

There are opportunities to develop Numeracy skills within the awards. The Units covering nutrition and medicines respectively will require calculations to be performed, specific to the animal care vocational area. Other Units will provide further opportunity to broaden Numeracy skills, for example *Record Keeping and Accounting for Small Business*, *Getting Started in Business* and *Small Animal Breeding*.

A number of Units within the awards offer the opportunity to develop the Core Skill of Problem Solving. In vocational Units such as Animals in Society, Applied Companion Animal Behaviour and Animal Welfare candidates will look at a variety of problems and may be asked to identify solutions and justify/evaluate their answers.

The Core Skill of *Working with Others* may be developed within a number of Units, particularly where there is a high degree of practical skill required. The Units covering animal handling and health, respectively, are two such examples. Other Units such as *Work Experience* and *Event Organisation* will require group work and group reporting, further enhancing the opportunity to develop this essential Core Skill.

Graded Unit work, particularly in year 1 will offer candidates opportunities to develop study skills, appropriate for the exam based assessment.

A table mapping the Core Skills against Units in which they may be developed, is included at Appendix 2.

Open Learning

Discrete elements of these awards are suitable for open and distance learning, eg Animal Nutrition and Companion Animal Anatomy and Physiology.

It is unlikely that the entire awards (either HNC or HND) may be delivered through open learning due to the practical aspects of many of the Units.

Details on open learning are indicated in individual Unit specifications.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

The Animal Care HNC and HND provide a flexible and integrated programme of theory and practical skills. Both awards have been designed to provide the knowledge and skills required to prepare you for employment and help fulfil your ambitions in the animal care sector.

Mode of delivery

This course is likely to be offered as a full time programme. Centres may provide opportunities for other forms of study. However, it is unlikely that you will be able to study the whole of either award without attending the delivery centre because of the practical aspects involved.

Entry requirements

Examples of appropriate formal entry qualifications are recommended below (these are not exhaustive or mutually exclusive and may be offered in a variety of combinations at the discretion of your particular centre):

- ◆ any two relevant National Courses at SCQF level 6 together with three Standard Grade passes at 3 or above
- ◆ an SVQ or NVQ at level 3 in a relevant area
- ◆ a group of National Qualification Units covering related topics at SCQF level 5 and including Communication at SCQF 5 or above
- ◆ different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable, as would suitable vendor qualifications at an appropriate level

Centres may give consideration to those who do not meet stated academic requirements, provided they have relevant practical experience and can demonstrate an interest in the subject and consideration of the demands of the programme.

Assessment procedures

Throughout the HNC/HND you will experience a range of assessment instruments in order to help you demonstrate the knowledge and skills acquired. These may take a variety of forms including: closed-book assessments; open-book assignments, reports or investigations; case studies; practical assignments and oral questions.

Graded Units

All HNC and HND awards include Graded Units. Graded Units are designed to let you show that you can integrate the knowledge and skills you have learned across different areas of study.

Graded Unit 1 is an examination to be taken during the HNC/first year of HND. It allows you to demonstrate the ability to integrate knowledge and skills through a series of questions that may include 'mini scenario' cases, drawing on mandatory Units. You will provide responses to a range of problems that may be found in the animal care industry. Graded Unit 1 is worth one credit towards your HNC.

Graded Unit 2 is a project-based Case Study which requires you to plan, develop and evaluate information on an animal care project of your own choosing and which represents at HND level, a piece of work demanding independent study and learning. Graded Unit 2 is worth two credits towards your HND.

Progression from HNC/HND Year 1 to HND Year 2

To progress from HNC to HND you will complete a total of 12 credits. If you are a full-time candidate seeking to achieve the HND it may be expected that you complete an additional 3 credits during your first year of study, allowing a balance of 15 credits of study in year 1 and 15 in year 2. Progression to HND is at the discretion of the centre.

Progression to employment

A number of opportunities exist for successful candidates. Having achieved the revised HND in Animal Care, you may be considered for initial employment in areas such as:

- ◆ kennel and cattery establishments
- ◆ dog grooming businesses
- ◆ retail eg in pet shops
- ◆ stables
- ◆ agriculture eg livestock
- ◆ welfare centres
- ◆ local authorities. dog warden
- ◆ laboratories
- ◆ visitor attractions (eg zoos, safari parks, etc.)

Progression to Higher Education

On completion of HNC or HND, you may be able to progress your studies, including to degree or professional level. Your centre will be able to advise you of arrangements in place for progression of studies.

Content

The content of the Group Awards are designed to give you the best opportunity to develop your career in the wide range of occupations available in the animal care industry. The content of the Group Awards are designed to give you an understanding of animal care, animal welfare, animal diseases and animal behaviour. The Group Awards have a practical focus so you will have the opportunities to work with animals and have exposure to guest speakers, demonstrations and visits to facilities. If you continue your studies to HND level you will also study some business management issues to help you progress your career.

There are also opportunities throughout to develop the Core Skills of *Communication, Numeracy, Information Technology, Problem Solving* and *Working with Others* throughout the awards.

The following lists give an indication of possible employment opportunities and the Units that may be of use in following your career choice. **Please note that not all centres will offer all the Units indicated below.**

Veterinary Auxiliary Staff: Companion Animal Anatomy and Physiology; Animal Care: Drugs and Medicine, Animal Nursing: Theatre Practice, Animals in Society, Small Animal Breeding, Animal Behaviour and Applied Companion Animal Behaviour.

Animal Technician: Microbiology and Epidemiology, Genetics, Animal Welfare, Animals in Society; Animal Welfare.

Animal Facility Supervisor: Animal Welfare, Animal Care Facility Management Specialist Animal Collections, Livestock Production Systems: Health and Welfare, Getting Started In Businesses, Record Keeping and Accounting for Small Business.

Animal retail supervisor/pet store manager: Specialist Animal Care: Ornamental Fish, Specialist Animal Care: Avian, Specialist Animal Care: Reptiles and Amphibians, Specialist Animal Collections, Animal Care Facility Management Record Keeping and Accounting for a Small Business, Creating a Culture of Customer Care, Event Organisation.

Animal Welfare Organisation Inspectorate: Livestock Production Systems: Health and Welfare, Applied Companion Animal Behaviour, Wildlife Husbandry and Rehabilitation, Event Organisation, Specialist Animal Care: Avian, Specialist Animal Care: Reptiles and Amphibians.

Animal Centre and Collection Management: Specialist Animal Collections, Specialist Animal Care: Reptiles and Amphibians, Specialist Animal Care: Avian, Specialist Animal Care: Ornamental Fish, Livestock Production Systems: Health and Welfare, Wildlife Husbandry and Rehabilitation.

Core Skills

It is envisaged that on completion of an Animal Care HNC, Core Skills in *Numeracy* and *Working with Others* are likely to be developed to SCQF level 5, with *Communication*, *Information Technology* and *Problem Solving* developed to SCQF level 6. On completion of the Animal Care HND, Core Skills in *Numeracy* and *Working with Others* should be further developed to SCQF Level 6.

If delivered in your centre, Communication: Analysing and Presenting Complex Communication will provide you with automatic Core Skill certification at SCQF level 6. However, there are opportunities to develop communication skills in other ways. For example, work you may complete during your study, particularly through assignments such as in the Units covering nutrition, welfare, behaviour etc. may develop communication skills. Depending on delivery and assessment methods used, Oral Communication may also be developed, as there are opportunities within Units to utilise oral presentation and discussion.

Information Technology: Applications Software 1 is an option which if delivered in your centre, provides automatic certification of the *Information Technology* Core Skill at SCQF level 6. It will be possible to develop skills in this area in a number of ways. IT skills are developed, for example, through internet research utilised in a number of Units, production of reports, etc.

There are opportunities to develop Numeracy skills within the awards. The Units covering nutrition and medicines respectively will require calculations to be performed, specific to the animal care vocational area. Other Units provide opportunities to broaden Numeracy skills, for example *Record Keeping and Accounting for Small Business*, *Getting Started in Business* and *Small Animal Breeding*.

A number of Units within the awards offer the opportunity to develop the Core Skill of *Problem Solving*. In vocational Units such as *Animals in Society*, *Applied Companion Animal Behaviour* and *Animal Welfare* you will look at a variety of problems and identify solutions.

The Core Skill of *Working with Others* will be developed within a number of Units, particularly where there is a high degree of practical skill required. *Companion Animal Handling* and *First Aid and Health and Disease* are two such Units. Other Units such as *Work Experience* and *Event Organisation* will require group work and group reporting, further enhancing the opportunity to develop this essential Core Skill.

Graded Unit work, particularly in year 1 will offer you the chance to develop study skills, appropriate for the exam based assessment.

Conditions of the award

In order to achieve the Animal Care HNC you will be required to successfully complete 12 HN credits comprising:

- ◆ 9 HN credits from the mandatory section of the award (this includes Graded Unit 1 worth 1 HN credit)
- ◆ 3 HN credits from the optional section

In order to achieve the Animal Care HND you will be required to successfully complete 30 HN credits comprising:

- ◆ 18 HN credits from the mandatory section of the award (this includes Graded Units comprising 3 HN credits)
- ◆ 12 HN credits from the optional section

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10 Appendices

- Appendix 1: Mapping of Units to aims
- Appendix 2: Mapping of Core Skills development
- Appendix 3: Proposed credit transfer
- Appendix 4: Proposed assessment schedule

Appendix 1: Mapping of Units to aims

Unit title	Aims																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Animal Behaviour														✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓
Animal Care: Drugs and Medicine														✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓
Animal Care Facility Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Animal Care: Graded Unit 1	✓				✓					✓	✓	✓																	
Animal Care: Graded Unit 2														✓		✓	✓	✓				✓			✓	✓		✓	
Animals in Society														✓	✓	✓	✓	✓	✓	✓				✓	✓				✓
Animal Nursing: Theatre Practice	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Animal Welfare	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Applied Companion Animal Behaviour														✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓
Communication: Analysing and Presenting Complex Communication	✓	✓	✓	✓	✓	✓			✓	✓												✓	✓						
Companion Animal Anatomy and Physiology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Companion Animal Handling and First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Creating A Culture of Customer Care																						✓	✓			✓			
Dog Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Equine Studies: Equine Health	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Equine Studies: Equine Nutrition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Event Organisation	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓																	
Genetics														✓	✓	✓	✓	✓	✓						✓	✓			✓
Getting Started in Business														✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		✓		
Information Technology: Applications Software 1	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓																	
Livestock Production Systems: Health and Welfare	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Marketing Skills for the Entrepreneur	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓																	
Clinical Microbiology and Epidemiology														✓	✓	✓	✓	✓	✓					✓	✓			✓	✓
Personal Development Planning	✓	✓	✓	✓	✓	✓			✓	✓																			
Record Keeping and Accounting for Small Business														✓	✓	✓	✓	✓	✓					✓	✓		✓		
Small Animal Breeding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Small Animal Health and Disease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Small Animal Nutrition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
Specialist Animal Care: Avian														✓	✓	✓	✓	✓	✓	✓	✓					✓		✓	
Specialist Animal Care: Ornamental Fish														✓	✓	✓	✓	✓	✓	✓	✓					✓		✓	

Unit title	Aims																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Specialist Animal Care: Reptiles and Amphibians														✓	✓	✓	✓	✓	✓	✓	✓					✓		✓	
Specialist Animal Collections														✓	✓	✓	✓	✓	✓	✓	✓					✓		✓	
Wildlife Husbandry and Rehabilitation														✓	✓	✓	✓	✓	✓	✓	✓					✓		✓	
Work Experience															✓	✓	✓	✓	✓	✓	✓			✓	✓			✓	

Appendix 2: Mapping of Core Skills development

Mapping of Core Skills Development (S/E= signposted/embedded 5/6= SCQF level)							
Unit Title	Communication		Numeracy		Working with Others	Problem Solving	Information Technology
	Written	Oral	Using Number	Graphical Information			
Animal Behaviour	S6						
Animal Care: Drugs and Medicine	S6						
Animal Care Facility Management	S5		S5	S5		S5	
Animal Care: Graded Unit 1						S6	
Animal Care: Graded Unit 2	S6	S6	S6	S6		S6	S6
Animals in Society	S6					S5	
Animal Nursing: Theatre Practice	S6						
Animal Welfare	S6				S6	S6	S6
Applied Companion Animal Behaviour	S6					S6	
Communication: Analysing and Presenting Complex Communication	E6	E6					
Companion Animal Anatomy and Physiology	S6						
Companion Animal Handling and First Aid	S6	S6			S5	S6	
Creating A Culture of Customer Care	S6						
Dog Training	S6	S6				S5	
Equine Studies: Equine Health	S5					S5	
Equine Studies: Equine Nutrition	S6		S6	S6		S6	
Genetics	S6						

Unit title	Communication		Numeracy		Working with Others	Problem Solving	Information Technology
	Written	Oral	Using Number	Graphical Information			
Event Organisation	S5					S6	
Getting Started in Business	S5		S5	S5		S6	S5
Information Technology: Applications Software 1							E6
Livestock Production Systems: Health and Welfare	S6						
Marketing Skills for the Entrepreneur	S6						
Clinical Microbiology and Epidemiology						S6	
Personal Development Planning	S6	S6			S6		
Record Keeping and Accounting for Small Business			S6	S6			S5
Small Animal Breeding	S5		S5			S5	
Small Animal Health and Disease	S6					S6	
Small Animal Nutrition	S6		S5			S6	
Specialist Animal Care: Avian	S5				S5		
Specialist Animal Care: Ornamental Fish	S5				S5	S5	
Specialist Animal Care: Reptiles and Amphibians	S5					S5	
Specialist Animal Collections	S5				S5		
Wildlife Husbandry and Rehabilitation	S5						
Work Experience						E6	

Appendix 3: Credit transfer

Outcome by Outcome

Unlevelled Unit	New Unit
<p>Animal Anatomy and Physiology (DC56 04)</p> <ol style="list-style-type: none">1 Describe the general layout of the body of companion animals.2 Describe the structure and function of body systems of small companion animals.3 Describe structure and function of controlling body systems of small companion animals.	<p>Companion Animal Anatomy and Physiology (F3V1 34)</p> <ol style="list-style-type: none">1 Explain the structure and function of animal cells and tissues.2 Describe the general body organisation of companion animals.3 Explain the structure and functions of the body systems of companion animals.4 Explain the structure and functions of the controlling body systems of companion animals.

Unlevelled Unit	New Unit
<p>Animal Handling and First Aid (DC54 04)</p> <ol style="list-style-type: none"> 1 Apply handling techniques to a range of companion animals. 2 Assess emergency first aid situations in a range of companion animals. 3 Describe emergency first aid situations in a range of companion animals. 4 Apply bandaging techniques to companion animals. 	<p>Companion Animal Handling and First Aid (F3V3 34)</p> <ol style="list-style-type: none"> 1 Explain and demonstrate the handling, restraint and sexing of a range of companion animals. 2 Evaluate the emergency first aid needs and conditions of a range of companion animals. 3 Explain emergency first aid conditions and the appropriate action required for a range of companion animals. 4 Demonstrate the correct application and explain the management of bandages in a first aid context.

Unlevelled Unit	New Unit
<p>Animal Behaviour (DC4L 04)</p> <ol style="list-style-type: none"> 1 Describe the biology of animals relevant to their behaviour. 2 Describe the developmental stages of behaviour in animals. 3 Describe the range of feeding and reproductive behaviour of animals. 4 Describe animal societies. 	<p>Animal Behaviour (F3TY 34)</p> <ol style="list-style-type: none"> 1 Describe the developmental stages of behaviour in companion animals. 2 Describe the biology of animals relevant to their behaviour. 3 Describe the range of feeding and reproductive behaviour in companion animals. 4 Describe animal societies.
<p>Animal Nursing: Drugs and Medicine (DC4M 04)</p> <ol style="list-style-type: none"> 1 Explain the ways in which drugs travel through an animals body. 2 Describe the action of commonly used animal medicines. 3 Explain and apply a range of techniques to administer drugs to animals. 4 Describe the relevant legislation associated with animal medicines and their prevention. 	<p>Animal Care: Drugs and Medicine (F3TT 35)</p> <ol style="list-style-type: none"> 1 Explain the basic principles of pharmacology. 2 Analyse the action of commonly used animal medicines. 3 Explain and apply a range of techniques to administer drugs to animals. 4 Evaluate the relevant legislation associated with animal medicines.

Unlevelled Unit	New Unit
<p>Animals in Society (DC50 04)</p> <ol style="list-style-type: none"> 1 Describe the contribution of animals to society. 2 Evaluate the contribution of companion and collection animals to mental and physical wellbeing of people. 3 Describe control measures used to regulate animals in society. 4 Describe the process of euthanasia and the effects this procedure has on owners and people who work with animals. 	<p>Animals in Society (F3TV 35)</p> <ol style="list-style-type: none"> 1 Evaluate the relationships between people and animals in society. 2 Analyse the role of government and non-government organisations in the regulation of animals in society. 3 Evaluate the facilities and processes in place to deal with animal bereavement.
<p>Animal Health and Disease (DC53 04)</p> <ol style="list-style-type: none"> 1 Assess the health status of an animal. 2 Describe the bodies response to disease and injury. 3 Describe the spread and control of disease. 4 Describe infectious diseases of small animals. 5 Describe non-infectious diseases of small animals. 	<p>Small Animal Health and Disease (DJ09 35)</p> <ol style="list-style-type: none"> 1 Assess the health status of small companion animals. 2 Explain how the animal body responds to disease and injury. 3 Analyse the spread and control of disease. 4 Compare infectious diseases of small companion animals. 5 Compare non-infectious diseases of small companion animals.

Unlevelled Unit	New Unit
<p>Microbiology: an Introduction (D44Y4 04)</p> <ol style="list-style-type: none"> 1 Describe simple classification and identification systems of micro-organisms. 2 Culture micro-organisms using aseptic techniques. 3 Investigate the effects of environmental conditions of the growth of micro-organisms. 4 Describe the role of micro-organisms in causing disease. 	<p>Clinical Microbiology and Epidemiology (DW8H 35)</p> <ol style="list-style-type: none"> 1 Explain the concept of epidemiology and the ways in which infectious agents are spread. 2 Explain and demonstrate a knowledge of clinical microbiology. 3 Evaluate the action of antimicrobial agents. 4 Analyse the results of identification tests used to classify micro organisms.
<p>Companion Animal Nutrition (DC51 04)</p> <ol style="list-style-type: none"> 1 Describe the main nutrients in the diets of companion animals. 2 Describe the analysis of foodstuffs commonly used in companion animal feeds. 3 Describe the factors affecting the nutritional requirements of a range of companion animals. 	<p>Small Animal Nutrition (DJ07 34)</p> <ol style="list-style-type: none"> 1 Explain the nutrient requirements of a range of animals 2 Compare and contrast commercial diet formulations. 3 Explain the factors affecting the nutritional requirements of a range of animals.

Unlevelled Unit	New Unit
<p>Workplace Experience (A6T1 34)</p> <ol style="list-style-type: none"> 1 Plan and negotiate a work placement. 2 Undertake a work placement. 3 Evaluate a work placement. 	<p>Work Experience (DVOM 34)</p> <ol style="list-style-type: none"> 1 Plan and organise the work experience. 2 Undertake the work experience. 3 Evaluate the work experience.
<p>Customer Care (A619 04)</p> <ol style="list-style-type: none"> 1 Develop a customer care strategy for an organisation. 2 Explain the methods employed to establish and maintain relationships with customers. 	<p>Creating a Culture of Customer Care (DJ42 34)</p> <ol style="list-style-type: none"> 1 Establishing and maintaining relationships with customers. 2 Analyse the need for empowerment within a customer care culture. 3 Evaluate a customer care strategy for an organisation.

Unlevelled Unit	New Unit
<p>Small Animal Breeding (DC55 04)</p> <ol style="list-style-type: none"> 1 Describe reproductive anatomy and physiology of small animal species. 2 Explain criteria used in breeding small animals. 3 Explain the processes involved in the organisation of the breeding process. 4 Demonstrate a basic knowledge of commonly encountered reproductive problems in small animals. 5 Describe the postnatal care of small animals. 	<p>Small Animal Breeding (F3V9 34)</p> <ol style="list-style-type: none"> 1 Identify and describe the reproductive anatomy and physiology of a range of small animal species. 2 Explain the selection criteria used in the breeding of small animals along with the procedures involved in the organisation of the breeding process. 3 Describe the most commonly encountered reproductive problems in small animals. 4 Describe the postnatal care of small animals.

Unlevelled Unit	New Unit
<p>Animal Care Facility Management (DC57 04)</p> <ol style="list-style-type: none"> 1 Specify the requirements of a range of animal care facilities. 2 Describe daily husbandry and welfare routines concerning the management of an animal care facility. 3 Develop an appropriate booking or recording system for an animal care facility. 	<p>Animal Care Facility Management (F3TS 34)</p> <ol style="list-style-type: none"> 1 Explain the legislation related to animal care establishments. 2 Explain the relevance of situation, design, fixtures and fittings of animal care facilities. 3 Explain the welfare and husbandry routines concerning the management of animal care facilities. 4 Develop an appropriate booking and recording system for an animal care facility.

Unlevelled Unit	New Unit
<p>Livestock Production Systems: an introduction (DC52 04)</p> <ol style="list-style-type: none"> 1 Describe selected systems of livestock production. 2 Describe selected livestock husbandry systems and perform handling tasks. 3 Describe the main health and welfare aspects of the selected livestock production systems. 	<p>Livestock Production Systems: An Introduction (F3V5 34)</p> <ol style="list-style-type: none"> 1 Describe selected systems of livestock production. 2 Describe the most significant health and welfare issues relating to the selected livestock production systems. 3 Identify signs of normal and abnormal behaviour, and acceptable and unacceptable standards of welfare on selected livestock production systems. 4 Carry out selected livestock handling tasks.

Unlevelled Unit	New Unit
<p>Reptiles and Amphibians (DC4P 04)</p> <ol style="list-style-type: none"> 1 Describe the basic anatomy and physiology of reptiles and amphibians. 2 Identify the main species of reptiles and amphibians commonly kept in the UK 3 Describe the specialist care requirements of reptile and amphibians kept in the UK. 4 Outline relevant legislation regarding the keeping of reptiles and amphibians in captivity. 	<p>Specialist Animal Care: Reptiles and Amphibians (F3VE 34)</p> <ol style="list-style-type: none"> 1 Describe the basic anatomy and physiology of reptiles and amphibians. 2 Identify the main species of reptiles and amphibians commonly kept in the UK 3 Describe the specialist care requirements of reptile and amphibians kept in the UK. 4 Outline relevant legislation regarding the keeping of reptiles and amphibians in captivity.
<p>Animal Nursing: Theatre Practice (DC4Y 04)</p> <ol style="list-style-type: none"> 1 Describe the equipment, processes and procedures used to achieve asepsis in an animal operating theatre and perform basic scrub procedures. 2 Describe the principles and practice of anaesthetic monitoring in small companion animals. 3 Describe the pre and post-operative care of animals undergoing an anaesthetic procedure. 	<p>Animal Nursing: Theatre Practice (F3TW 34)</p> <ol style="list-style-type: none"> 1 Explain the preparation of the operating environment and methods of sterilization. 2 Explain the preparation of a companion small animal for surgery and perform scrubbing up, gowning and gloving procedures. 3 Explain the principles, delivery and monitoring of general anaesthesia in companion small animals. 4 Explain the pre, intra and post general anaesthesia management of companion small animals.

Unlevelled Unit	New Unit
<p>Specialist Animal Care: Avian (DC4R 04)</p> <ol style="list-style-type: none"> 1 Describe the basic anatomy and physiology of birds. 2 Identify the main species of birds commonly kept in the UK and their roles to society. 3 Describe the specialist care requirements of birds kept in the UK. 4 Outline relevant legislation regarding the keeping of birds in captivity. 	<p>Specialist Animal Care: Avian (F3VA 34)</p> <ol style="list-style-type: none"> 1 Describe the anatomy and physiology of birds. 2 Identify bird species commonly kept in the UK and explain the role of these species in society. 3 Explain and apply the care requirements of birds. 4 Explain the role of legislation in regards to keeping birds in the UK
<p>Wildlife Rehabilitation (DC4X 04)</p> <ol style="list-style-type: none"> 1 Identify the main groups and species of wildlife commonly rehabilitated in the UK. 2 Describe the habitat and dietary requirements of wildlife commonly rehabilitated in the UK. 3 Describe the specialist care and handling requirements of injured neonatal, juvenile and adult wildlife. 4 Outline the legislation relevant to the care and rehabilitation of wildlife. 	<p>Wildlife Husbandry and Rehabilitation (DJ0M 34)</p> <ol style="list-style-type: none"> 1 Describe the key characteristics of native vertebrates. 2 Compare the habitat, lifestyle, behaviour, housing and dietary requirements of commonly rehabilitated wildlife species. 3 Explain the specialist care and handling requirements of commonly rehabilitated wildlife species.

Unlevelled Unit	New Unit
<p>Specialist Animal Collections (DC58 04)</p> <ol style="list-style-type: none"> 1 Identify suitable species of animals that can be maintained in collections and their welfare and display requirements. 2 Describe the specialist care requirements of animals maintained in collections. 3 Select suitable animals for communal accommodation in animal collections. 	<p>Specialist Animal Collections (F3VF 34)</p> <ol style="list-style-type: none"> 1 Describe the function of specialist animal collections. 2 Explain the specialist care requirements of animals in collections.
<p>Dog Training (DC4V 04)</p> <ol style="list-style-type: none"> 1 Describe the main theories relating to how dogs learn and the techniques used in dog training. 2 Describe the training programmes used in dog training and demonstrate those used for basic companionship. 3 Describe the criteria used in the selection of specialist dogs. 	<p>Dog Training (F3V4 34)</p> <ol style="list-style-type: none"> 1 Explain the main learning theories and techniques used in dog training. 2 Describe the training programmes used in dog training and perform basic commands. 3 Evaluate techniques designed to overcome common dog behavioural problems. 4 Describe the criteria used in the selection of dogs for specialist functions.

Appendix 4: Proposed assessment schedule

HNC Year Planner Based on 3 x 12 week blocks

Block 1

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Animals in Society	I A Out 1			I A Out 2				S Pre Out 2	S Pre Out 2			Re
Companion Animal Anatomy and Physiology				E Out 1&2			E Out 1&2		E CB Out 3		E CB Out 3	Re
Communication		I In Out 1		I In Out 2		S Out 1		S Pre Out 2	S Pre Out 2			Re
Work Experience		I In Out 1				S Out1						Re
Animal Behaviour				E Out 1	I A Out 2,3,4					S A Out 2,3,4		Re
Small Animal Nutrition										E CB Out 1,2,3		Re
Reptiles and Amphibians						E Out 1				I A Out 2		Re
Genetics												Re
Small Animal Health and Disease								E Pr Out 2				Re
Handling and First Aid										E Pr Out1		Re

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HNC Year Planner Based on 3 x 12 week blocks

Block 2

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Animals in Society	S Out 1				I Cs Out 3					S Out 3		Re
Companion Animal Anatomy and Physiology			E CB Out 3			E CB Out 3			E CB Out 4			Re
Small Animal Breeding				E Out 1		I A Out 2,4	E Out 3		S Out 2,4			Re
Work Experience												Re
Reptiles and Amphibians			S Out 2				I Out 3			S Out 3		Re
Introduction to Genetics					E Out 1,2,3		I CS Out 4			S Out 4		Re
Health and Disease												Re
Handling and First Aid			E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	E Pr Out 1	Re

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HNC Year Planner Based on 3 x 12 week blocks

Block 3

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Work Experience												Re
Livestock Production					I Out 1,2,3			S Out 1,2,3	E Out 4	E Out 4	E Out 4	Re
Reptiles and Amphibians								S Out 3, 4				Re
Introduction to Genetics								E Out4				Re
Health and Disease									E CB Out 2,3,4,5			Re
Handling and First Aid			E P Out 1	E Re Out 1	E P Out 4	E P Out4	E P Out 4	E P Out 4	E P Out 4	E Re Out 4 E CB Out,2,3		Re
Graded Unit										E		

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HND Year Planner Based on 3 x 12 week blocks

Block 1

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Wildlife Husbandry & Rehabilitation									E In Out 1,2,3			
Specialist Animal Care: Avian		E CB Out 1			E CB Out 2	A Pr Out 3		E CB Out 3		E CS Out 4		
Animal Care: Drugs and Medicines		E Out 1						E Pr Out 3	E Pr Out 3	E Out 2		
Clinical Microbiology & Epidemiology							E Out 1,2,3			E Pr Out 4		
Creating a Culture of Customer Care							E OB Out 1,2			E OB Out 3		
Recordkeeping and Accounting for Small Business						E Out 1			E Out 2			
Animal Nursing: Theatre Practice				E CB Out 1			E Pr Out 2	E Pr Out 2				
Graded Unit	I											

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HND Year Planner Based on 3 x 12 week blocks

Block 2

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Animal Care Facilities Management			E Out 1		I A Out 3,4	E Out 2				S A Out 3,4		
Dog Training				E CB Out 1			E Pr Out 2	I A Out 3,4			S A Out 3,4	
Drugs and Medicine						A E Out 3				A E Out 4		
Recordkeeping and Accounting for Small Business					E Out 3							
Getting Started in Business		I Po Out 1,2,3										
Animal Nursing: Theatre Practice					E CB Out 1				E Pr Out 2	E Pr Out 2		
Graded Unit												

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HND Year Planner Based on 3 x 12 week blocks

Block 3

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12
Recordkeeping and Accounting for Small Business					E Out 3							
Getting Started in Business		I Po Out 1,2,3								Po Out 1,2,3		
Applied Companion Animal Behaviour			E CB Out 1		I A Out 2,3				S A Out 2,3			
Animal Nursing: Theatre Practice	I A Out 3						S A Out 3					
Graded Unit										S		

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