



## Higher National Unit specification

### General information for centres

**Unit title:** Animal Care Facility Management

**Unit code:** F3TS 34

**Unit purpose:** This Unit will develop knowledge and understanding of the requirements for effective day to day running of an animal care facility. It is suitable for candidates who wish to work at a management/supervisory level in kennels, catteries, rescue centres, farm parks, etc. On completion of this Unit the candidate should be able to:

- 1 Explain current legislation related to animal care establishments.
- 2 Explain situation, design, fixtures and fittings of kennels and catteries with relevance to animal welfare requirements.
- 3 Prepare and explain welfare and husbandry routines in the management of an animal care facility.
- 4 Design an appropriate booking and recording system for an animal care facility.

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit is at the discretion of the centre however, it may be beneficial if candidates had prior knowledge of animal welfare and animal nutrition.

**Core Skills:** There are opportunities to develop the Core Skills of *Problem Solving, Information Technology* and *Communication* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** It is recommended that this Unit is assessed by a combination of closed-book short answer questions for Outcome 1, a case study for Outcome 2 and a single research based investigation for Outcomes 3 and 4. In this investigation, candidates will research the welfare and husbandry requirements of the animals in one animal care facility.

## Higher National Unit specification: statement of standards

**Unit title:** Animal Care Facility Management

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Explain current legislation related to animal care establishments

#### Knowledge and/or Skills

- ◆ Animal care establishments
- ◆ Current legislation
  - Accommodation of animals including boarding of animals;
  - Breeding and sale of dogs
  - Protection of animals
  - Quarantine regulations
  - Pet travel
  - Environmental protection
  - Welfare of animals during transit
  - Farm animal legislation — farm codes, passports, movement books, movement documents, medicine records
  - Any other relevant legislation
- ◆ Government agencies
- ◆ Local authority

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ explain two important conditions of any five of pieces of current legislation given in the Knowledge and/or Skills for the following; pet animals, farm parks and city farms
- ◆ explain the role of government agencies and local authorities involved with the licensing and setting up of two of the following animal care establishments: pet shop; breeding kennels/cattery; boarding kennels/cattery; quarantine kennels; farm parks; city farms

#### Assessment Guidelines

Assessment for this Outcome may comprise a single closed-book assessment test undertaken in controlled conditions. The assessment could last for approximately 45 minutes.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Animal Care Facility Management

### **Outcome 2**

Explain situation, design, fixtures and fittings of kennels and catteries with relevance to animal welfare requirements

#### **Knowledge and/or Skills**

- ◆ Situation
- ◆ Design
- ◆ Security
- ◆ Fixtures and fittings
- ◆ Function

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ explain the factors to be taken into consideration when choosing a suitable situation for a boarding kennels and/or cattery. The factors must include aspect, accessibility; services and noise.
- ◆ explain two methods of ensuring security of animals in both a kennel and cattery. The explanation must include consideration of the nature of the animals kept and include safety passage, security cameras, lighting and locks.
- ◆ explain one choice for each of the following fixtures and fittings for one facility either a kennel or cattery: ventilation system, heating system, lighting, beds, bedding, floor covering, hatches, method of waste disposal.
- ◆ select an appropriate design for one animal care facility. The selection must include design layouts including sleeping area, exercise area and isolation block; ancillary buildings and facilities including kitchen, storage, laundry, reception, parking and staff facilities; and function. Diagrams must be included.

#### **Assessment Guidelines**

This Outcome could be assessed using stimulus material such as a case study.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Animal Care Facility Management

### **Outcome 3**

Prepare and explain welfare and husbandry routines in the management of an animal care facility

#### **Knowledge and/or Skills**

- ◆ Feeding
- ◆ Exercise
- ◆ Health checks
- ◆ Routine preventative health care
- ◆ Social interaction
- ◆ Grooming
- ◆ Disinfection
- ◆ Legislative requirements

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that for one animal care facility, they can:

- ◆ explain the reasons for welfare and husbandry routines. The explanation must include the importance of feeding routines including factors affecting nutritional requirements and different diets; exercise reasons and requirements; health checks and routine preventative health care; social interaction; grooming, disinfection and legislation requirements.
- ◆ prepare a daily welfare and husbandry routine for a given animal care facility in terms of feeding; exercise; health checks; social interaction; grooming and disinfection.
- ◆ explain the welfare and husbandry routines that might be carried out weekly or less often. The explanation must include the reasons for these routines.

#### **Assessment Guidelines**

This Outcome could be assessed by open-book assignment in which candidates are given a choice of animal facilities and asked to research and present their findings. This Outcome could be assessed in conjunction with Outcome 4, by use of a single research based investigation.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Animal Care Facility Management

### **Outcome 4**

Design an appropriate booking and recording system for an animal care facility

#### **Knowledge and/or Skills**

- ◆ Booking system
- ◆ Recording system
- ◆ Legal requirements
- ◆ Computer based systems: advantages and disadvantages

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that for the animal care facilities identified in Outcome 3, they can:

- ◆ design an appropriate booking and recording system for the animal care facilities. The booking forms and the records must reflect the type of facility chosen and must include monthly booking charts, record cards, breeding records, health records, feeding and medication, any current legal requirements.
- ◆ explain at least three advantages and three disadvantages of computer based and paper based systems for a booking and recording system.

#### **Assessment Guidelines**

Candidates could be given a choice of animal facilities and asked to research and present appropriate booking and recording systems. All Evidence Requirements must be covered. The system may be either paper based or computerised although the latter is preferable. This Outcome could be assessed in conjunction with Outcome 3 by use of a single research based investigation.

## Administrative Information

**Unit code:** F3TS 34

**Unit title:** Animal Care Facility Management

**Superclass category:** SP

**Original date of publication:** August 2008

**Version:** 02 (October 2014)

### History of changes:

Version	Description of change	Date
02	Removal of closed-book restriction from Outcome 1.	28/010/14

**Source:** SQA

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## Higher National Unit specification: support notes

### Unit title: Animal Care Facility Management

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

This Unit is intended for candidates who are working in or seeking a career in the animal care industry. The teaching and learning should be delivered in this context.

Health and safety procedures should always be followed, for example when considering handling and zoonoses.

Additional information relating to each Outcome is given below.

**Outcome 1** covers current legislation for the following animal care facilities:

boarding; breeding; quarantine; welfare; hospital; pet shop; farm park; city farm.

Candidates should have a good understanding of legislation which is appropriate to the setting up and running of the animal care facilities stated above, including which government agencies to approach eg local authority, Scottish Government Department of Rural Affairs (in Scotland), and DEFRA (in England and Wales).

**Outcome 2** covers situation and design of animal care facilities and necessary fixtures and fittings.

Situation: aspect; accessibility; services; noise.

Design: layout; building materials; security; welfare (sleeping area, exercise area, isolation Unit), ancillary buildings/facilities (kitchen, storage, laundry, reception, parking, staffroom, vet room).

Environmental: ventilation; heating; lighting; drainage.

Fixtures and fittings: beds; bedding; hatches on pulleys; waste disposal; floor coverings.

Design criteria must conform to CIEH/FAB model licence conditions and guidance for dog and cat boarding establishments. Quarantine facility design must adhere to DEFRA (and formerly, SEERAD) standards and candidates should be aware of the 'code of practice' relating to welfare of animals in quarantine.

**Outcome 3** covers the reasons why good husbandry and welfare of animals is so important and the necessary daily routines concerning the management of animal care facilities.

The following facilities should be covered and compared:

Boarding; breeding; quarantine; isolation; welfare/rescue; hospital; pet shops.

## Higher National Unit specification: support notes (cont)

### Unit title: Animal Care Facility Management

**Outcome 4** covers booking and recording systems for animal care facilities. Both paper based and computerised versions need to be covered.

The following facilities should be covered: boarding; breeding; quarantine; isolation; welfare/rescue; hospital; pet shops.

The following legal requirements could be covered: Data Protection Act rules; Animal Boarding Establishment Act register; Breeding and Sale of Dogs Act records.

### Guidance on the delivery and assessment of this Unit

This Unit is likely to be part of a Group Award designed to provide candidates with the ability to work in the animal care industry. It could also be a stand-alone Unit for those wishing to improve their knowledge and understanding of managing an animal care facility. There is no practical component to this Unit, however, it is recommended that candidates are taken on visits to some of the following:

- ◆ animal related visitor attractions
- ◆ boarding kennels/catteries
- ◆ breeding establishments
- ◆ rescue centres
- ◆ city farms
- ◆ wildlife parks

Photographs, videos, slides and presentations by visiting speakers could all enhance this Unit. This will reinforce learning and widen the candidate's range of experience.

There is one assessment, one possible case study and one open-book assignment. The first Outcome's assessment is likely to take the form of short answer questions. The second Outcome may be assessed via a case study. The third and fourth Outcomes could be combined and assessed via a research assignment.

#### *Opportunities for developing Core Skills*

There are opportunities to develop the Core Skills of *Problem Solving*, *Information Technology* and *Communication* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

The delivery and assessment of this Unit may contribute towards the component Written Communication of the Core Skill of *Communication* at SCQF level 6, particularly if candidates undertake a research based investigation for Outcome 3 and 4. The general skills of the component are 'read, understand and evaluate written communication' for its reading element and 'produce well-structured written communication' for its written element.



## Higher National Unit specification: support notes (cont)

### Unit title: Animal Care Facility Management

Any preparation for and development of the investigation such as supplementary reading and research will facilitate development of the component's reading element, as candidates will need to examine a variety of information, for example, when explaining the legal requirements of informed consent in the fourth Outcome. Similarly, the writing element of the component may be developed when dealing with these and other topics such as relevant legislative requirements.

In both formative and summative assessment candidates should be encouraged to present all essential ideas/information and supporting detail in a logical and effective order; use a structure that takes account of purpose and audience and links major and minor points in ways which assist the clarity and impact of the writing; use conventions which are effective in achieving the purpose and adapted as necessary for the target audience and use spelling, punctuation and sentence structures which are consistently accurate.

The delivery and assessment of Outcome 4 of this Unit may contribute towards the Core Skill of *Information Technology* at SCQF level 6, the general skill of which is to use 'an IT system effectively and responsibly to process a range of information.' Candidates may make specific use of IT systems in Outcome 4 when designing a computerised booking and recording system for an animal care facility and assessing the advantages or disadvantages of a computer based system.

Additionally, specific skills include carrying out processing and searches, using applications in depth (which could be required for research purposes), and integration of different types of data in a piece of work. Candidates may opt or require to use IT systems and specific applications not only in drafting and editing their work, but in the earliest stages of researching and beginning to compile their reports.

If candidates are presented for Outcome 3 and 4 with a brief for a research based investigation then the research, information gathering and presentation of findings may provide the opportunity to develop Core Skill of *Problem Solving* at SCQF level 6. The general skills required by its three components are the abilities to:

- ◆ analyse a complex situation or issue
- ◆ plan, organise and complete a complex task
- ◆ review and evaluate a complex problem solving activity

There is scope for candidates to utilise these skills if tackling the investigation, or dealing with complex issues in any area of the Unit. In order to develop *Problem Solving*, this would need to include a reflective element, to cover the third component, reviewing and evaluating (see Core Skills Framework at [www.sqa.org.uk](http://www.sqa.org.uk)).

### Open learning

It may be possible to achieve this Unit through distance learning. However, centres may have to ensure appropriate support and assessment arrangements. Candidates may have to make their own arrangements for any site visits.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Animal Care Facility Management

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## General information for candidates

### Unit title: Animal Care Facility Management

This Unit develops knowledge and understanding of the requirements for effective day to day running of animal care facilities. It is suitable for candidates who wish to work at a management/supervisory level in, for example, kennels, catteries, rescue centres, farm parks, etc. The Unit is intended to prepare you for work in the animal care industry, but will also be valuable if you keep pets of your own.

The Unit has four main areas, each comprising a separate Outcome. Initially you will study the legislation related to animal care establishments, as this knowledge will underpin later Outcomes.

The second Outcome will enable you to understand the importance of design of buildings, necessary fixtures and fittings and environmental requirements of a range of animal care facilities.

The third Outcome covers the general welfare and husbandry requirements of animals and covers the importance of correct feeding, exercise, health checks and preventative health care, social interaction, grooming and disinfection.

In the fourth Outcome you will study the various records and booking forms that are necessary for running a successful and efficient business, which is an essential component of many animal related jobs.

You are advised to gain as much practical experience as possible. Visits or voluntary work would allow you to increase both your practical skills and knowledge and understanding of the many different aspects of animal facility management. Visits to and/or work in, for example, boarding kennels/catteries, breeding establishments, rescue centres, wildlife parks, city farms, farm parks or zoos could offer valuable experience.

To complete this Unit successfully you will have to achieve a satisfactory level of performance in the assessments. For Outcome 1, the assessment will be undertaken under supervised conditions. Outcome 2 may be assessed by using stimulus material such as a case study. Outcomes 3 and 4 may be assessed together using a research based investigation, into the requirements for a chosen animal care facility.

Over the course of this Unit there are opportunities to develop Core Skills in the areas of *Communication* and *Information Technology* at SCQF level 6. Should your findings be presented as a written report there may be an opportunity to develop the written component of the *Communication* Core Skill at SCQF level 6. If you are presented with a brief for a research based investigation for Outcomes 3 and 4 then the research, information gathering and presentation of findings may provide the opportunity to develop the Core Skill of *Problem Solving*.