

Higher National Graded Unit specification



General information for centres

This Graded Unit has been validated as part of the HND Animal Care. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Animal Care: Graded Unit 2

Graded Unit code: F4CD 35

Type of Graded Unit: Project

Assessment Instrument: Case Study

Credit points and level: 2 HN credits at SCQF level 8; (16 SCQF credit points at SCQF level 8*)

**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 National 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND in Animal Care:

- ◆ further develop the potential for future career and personal development
- ◆ develop the ability to work independently and take responsibility for one's own learning
- ◆ develop the ability to apply knowledge and understanding to practical situations
- ◆ enable progression within SCQF, including to HEI level
- ◆ prepare candidates for progression in the animal care industry to manager level
- ◆ develop a deeper understanding of the context in which the animal care industry operates
- ◆ develop an understanding of the links between animal care sectors
- ◆ develop an understanding of the concepts of finance and management for small business

General information for centres (cont)

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to these specific aims prior to undertaking this Graded Unit:

DJ09 35	<i>Small Animal Health and Disease</i>
F3TT 35	<i>Animal Care: Drugs and Medicine</i>
F3TV 35	<i>Animals in Society</i>
F3TY 34	<i>Animal Behaviour</i>
F3V0 35	<i>Applied Companion Animal Behaviour</i>
DJ42 34	<i>Creating A Culture of Customer Care</i>
DK2K 34	<i>Getting Started in Business</i>
DE3N 34	<i>Communication: Analysing and Presenting Complex Communication</i>

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

Assessment: This Graded Unit will be assessed by the use of a case study. The developed case study should provide the candidate with the opportunity to produce evidence that demonstrates that he/she has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F4CD 35
Graded Unit title: Animal Care: Graded Unit 2
Original date of publication: August 2008
Version: 02

History of changes:

Version	Description of change	Date
02	Update of Conditions of Assessment	Jul 2018

Source: SQA

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

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Animal Care: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the case study. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Instructions for designing the assessment task:

The assessment task is a project. The case study undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar, such as business aspects of the case
- ◆ relationships which need to be clarified, such as limited resources and animal welfare concerns
- ◆ a context which may be familiar or unfamiliar to the candidate, which involves a business or organisation dealing with animal care

The candidate will be given a case study and required to produce a report which will cover the following aspects of animal care: animal nutrition, animal health and disease, including treatment with drugs and medicines, welfare, and the place held by animals in society.

The case study must require candidates to consider the business aspects of the case, in particular the financial, legal, health and safety implications and customer care issues associated with the situation.

The case study must be based on a situation which might be faced by a manager in an animal care organisation. The task must combine both animal care requirements and management requirements; and candidates must explore the relationship and potential tensions between these. The case study must be one that provides sufficient depth and as such must involve the organisation undertaking a new development or redevelopment, or one which addresses problems such as those following a disease outbreak or an inspection visit.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as a C (competent), A (highly competent), or B (somewhere between A and C). The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table:

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has comprehensive evidence for each of the three phases of the project and that is a coherent whole ◆ demonstrates high standards through presentation style, language, accuracy and technical content ◆ demonstrates an accurate and insightful analysis and interpretation of the project brief ◆ demonstrates a systematic approach and a logical progression of ideas and argument ◆ has sought and made good use of a wide range of supporting material showing evidence of wider reading 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ provides sufficient evidence to meet the minimum requirements for each of the three phases of the case study project ◆ presents evidence in a manner appropriate to the case study, cogently and coherently. ◆ demonstrates some insight and provides an analysis of the key points arising from the case study ◆ provides the basis of an argument but does not always maintain focus, resulting in some inconsistencies. ◆ uses materials primarily taken from study and course materials
<ul style="list-style-type: none"> ◆ provides evidence of innovation or dynamism in approach, showing consideration of new ideas within the animal care sector. 	<ul style="list-style-type: none"> ◆ maintains a conventional approach and provides some consideration of new ideas or methodologies used in the animal care sector
<ul style="list-style-type: none"> ◆ embodies highly effective integration of knowledge and skills which explores the variables in the case study, identifying relationships and also any tensions arising, drawbacks and problems 	<ul style="list-style-type: none"> ◆ presents evidence of integration of skills and knowledge reflecting the relationship among the variables, particularly the management and animal care variables but tends to consider ideas in isolation.
<ul style="list-style-type: none"> ◆ clearly recognises and justifies key areas for improvement when reflecting on the proposals relative to the objectives or the action plan 	<ul style="list-style-type: none"> ◆ provides proposals, recommendations for future improvement appropriate to the case study objectives with limited justification.
<ul style="list-style-type: none"> ◆ demonstrates ability to work autonomously 	<ul style="list-style-type: none"> ◆ demonstrates independent learning with minimum support and revision during project

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

- A = 70% — 100%
- B = 60% — 69%
- C = 50% — 59%

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 20%	Develop a plan to include: <ul style="list-style-type: none"> ◆ the aims of the case study, including: <ul style="list-style-type: none"> — the animal care context — animal welfare and care issues — management issues including Health and Safety, legal, financial and Customer care issues ◆ the identification and justification of the tasks to be undertaken, including: <ul style="list-style-type: none"> — the resources required (human and non-human) — perceived barriers or difficulties ◆ identification of the research required to fulfil the case study requirements, including any: <ul style="list-style-type: none"> — health and safety and regulatory requirements — animal care standards — management requirements ◆ a timeline action plan to manage and complete subsequent stages within the requisite timescale <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 60%	<p>A case study report must be produced by candidates, including evidence of carrying out the case study tasks, meeting the requirements of the plan and managing the project which:</p> <ul style="list-style-type: none"> ◆ identifies and quantifies development constraints, including: <ul style="list-style-type: none"> — how resources were obtained — how issues were overcome ◆ identifies, collects, collates and analyses data including: <ul style="list-style-type: none"> — methodologies used and reasons for the methodologies — course materials provided — argument and proposals supported by data ◆ presents evidence to justify proposals: <ul style="list-style-type: none"> — that are coherent — that integrate knowledge gained during HND study — that are appropriate to the case study — that consider, where appropriate, new ideas or approaches within the animal care sector ◆ considers financial, legal, Health and Safety implications and customer care requirements ◆ provides a rationale and justification for the proposals that: <ul style="list-style-type: none"> — demonstrates integration of the subject matter — provides for future improvement, appropriate to the case Study requirements <p>The case study report should include:</p> <ul style="list-style-type: none"> ◆ Contents page ◆ Executive Summary ◆ Evidence for the proposal ◆ Recommendations ◆ Conclusions ◆ Acknowledgements (if appropriate) ◆ References <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating 20%	<p>Candidates should provide an evaluation report that reflects on the Outcomes of Stage 1 and 2, that includes:</p> <ul style="list-style-type: none"> ◆ a critical evaluation of the case study progress, compared to the timeline action plan, including: <ul style="list-style-type: none"> — whether milestones were achieved — the effectiveness of research methods — how well tasks were achieved — problems arising and how these were overcome — lessons learned for the future ◆ a critical evaluation of the case study Outcome against the objectives identified and proposals made, including: <ul style="list-style-type: none"> — the extent to which the proposals made meet the case study objectives in terms of: <ul style="list-style-type: none"> - costs, budget - timeframes - acceptability to organisation <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Support notes

The Graded Unit is designed to allow candidates to demonstrate and apply their ability to integrate knowledge and skills in a relevant animal care business or organisation setting

The Graded Unit is a case study. Suggested case study topics include:

- ◆ relocation of a wildlife hospital
- ◆ opening of a boarding kennels
- ◆ opening of a pet shop
- ◆ introduction of a new pet species

Planning stage

The planning stage includes the introduction and overview of what is required. Candidates need to identify timelines and clear aims for their project. An outline of how the case study is to be tackled has to be supported by an action plan that includes objectives, timings and methodology, and research or information sources appropriate to the case study. Candidates could be encouraged to outline contingency plans.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Development stage

Candidates should provide evidence of implementing their action plan by conducting research and clearly referencing sources. The case study report should include:

- ◆ Contents page
- ◆ Executive Summary
- ◆ Evidence for the proposal
- ◆ Recommendations
- ◆ Conclusions
- ◆ Acknowledgements (if appropriate)
- ◆ References

Evaluation stage

The candidate should present an evaluation that examines the effectiveness of the original planning with reference to whether the planned operation would be viable as well as a personal reflection on progress against the action plan.

It is envisaged that the report including all stages will be no less than 3,000 words in length, or equivalent.

There may be opportunities to develop the Core Skills of *Problem Solving*, *Numeracy*, *Information Technology* and *Communication*, all at SCQF level 6 in this Unit.

The nature of the Case Study whereby candidates have to identify, develop and evaluate issues arising from a Case Study will provide candidates with the opportunity to meet all the components of the Core Skill of *Problem Solving* at SCQF level 6, which include critical thinking, planning and organising, and reviewing and evaluating.

The case study may provide candidates with the opportunity to develop the Core Skill of *Numeracy* at SCQF level 6. The Case Study requires candidates to examine the financial requirements relating to the situation presented, which may afford opportunities to develop the Using Number component. Should candidates use graphs and diagrams in support of their proposal, this may provide the opportunity to develop the component Using Graphical Information.

The provision of a written report may provide candidates with the opportunity to develop the written component of the Core Skill of *Communication* at SCQF level 6.

Should candidates conduct research using the internet; and/or use *Information Technology* to process data, derive tables, graphs or diagrams this may provide the opportunity to develop the Core Skill of *Information Technology* at SCQF level 6.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

This is a double-credit Graded Unit at SCQF level 8: (16 SCQF credit points at SCQF level 8).

This Graded Unit is a Project: Case Study, intended to be completed towards the end of your HND study. It is designed to assess your ability to integrate and apply knowledge and understanding from the following HN Units in order to meet the principal aims of the Animal Care HND:

DJ09 35	<i>Small Animal Health and Disease</i>
F3TT 35	<i>Animal Care: Drugs and Medicine</i>
F3TV 35	<i>Animals in Society</i>
F3TY 34	<i>Animal Behaviour</i>
F3V0 35	<i>Applied Companion Animal Behaviour</i>
DJ42 34	<i>Creating A Culture of Customer Care</i>
DK2K 34	<i>Getting Started in Business</i>
DE3N 34	<i>Communication: Analysing and Presenting Complex Communication</i>

You will be asked to plan, develop and evaluate a response to a Case Study. This will require you to provide an action plan, prepare a development plan and evaluate your management and effectiveness in producing your recommendation. You will be given a high degree of autonomy during all stages of the Case Study, however your tutor is available for guidance and support. After submission of your Case Study report, your tutor may interview you to probe your understanding of the issues contained in your report and the validity of your recommendations.

You will need to pass the planning stage of your case study before you can progress to the developing stage, and pass the developing stage before you continue to the evaluating stage.

To pass you must achieve 50% of the total marks and meet all the minimum Evidence Requirements for each of the three phases of the work.

A	=	70%	—	100%
B	=	60%	—	69%
C	=	50%	—	59%

There are opportunities to develop the Core Skills of *Problem Solving, Numeracy, Information Technology* and *Communication*, all at SCQF level 6 in this Graded Unit.