## National Unit Specification: general information

**UNIT** Animal Care: Record Keeping (SCQF level 4)

**CODE** F6T8 10

### SUMMARY

This Unit is suitable for candidates who are involved in caring for mammals, reptiles, birds and fish. It provides candidates with the knowledge and skills required to keep both suitable and necessary records.

### OUTCOMES

1 Maintain records within an established system.
2 Identify and retrieve records from an established system.

### REC OMMENDED ENTRY

Entry is at the discretion of the centre.

### CREDIT VALUE

0.5 credit at SCQF level 4 (3 SCQF credit points at SCQF level 4*).

*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.*

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# National Unit Specification: general information (cont)

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**CORE SKILLS**

There is no automatic certification of Core Skills in this Unit.

There are opportunities for Core Skill development; these are highlighted in the Support Notes of this Unit Specification.

# National Unit Specification: statement of standards

## UNIT        Animal Care: Record Keeping (SCQF level 4)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

### OUTCOME 1

Maintain records within an established system.

### Performance Criteria

(a)  Records are filled in correctly and at the appropriate time.
(b)  Records are filed regularly in correct location.
(c)  Records are classified correctly.
(d)  Records are updated regularly.

### OUTCOME 2

Identify and retrieve records from an established system.

### Performance Criteria

(a)  Specific records are promptly found and passed to correct person or location.
(b)  Anomalies or delays in the supply of records are reported and reasons for delay politely explained.
(c)  All record movements are correctly recorded.
(d)  Out of date records are removed from the system appropriately.
(e)  Information is kept in accordance with the Data Protection Act.

# National Unit Specification: statement of standards (cont)

**UNIT**  Animal Care: Record Keeping (SCQF level 4)

## EVIDENCE REQUIREMENTS FOR THIS UNIT

**All relevant operational procedures undertaken in this Unit must adhere to current legislation, regulations, codes of practice and manufacturers' recommendations where appropriate.**

Performance evidence, supplemented by an Observation Checklist, is required to demonstrate that candidates have met the requirements of all Outcomes and Performance Criteria (PC).

**Outcome 1 — Performance evidence**

The candidate will be presented with a practical exercise which tests the skills required to maintain one type of record that would be kept in an animal care establishment. Either a paper based or a computerised system could be used to meet the performance Evidence Requirements.

This assessment should be carried out with the aid of an observation checklist.

The candidate will also be presented with seven short answer closed-book questions, to test knowledge of the following:

♦ Importance of recording information and regularly updating it
♦ Possible consequences of not recording information correctly
♦ Classification and indexing systems
♦ Importance of daily filing in the correct location

Satisfactory achievement of this Outcome will be based on the candidate performing all the practical tasks correctly and producing 5 out of 7 correct responses to the questions.

**Outcome 2 — Performance evidence**

The candidate will be required to identify, locate and retrieve two records from an existing system. This must cover one type of record that would be kept in an animal care establishment.

This assessment could be linked to the observation checklist in Outcome 1.

The candidate will also be presented with five short answer closed-book questions, written or oral, to test knowledge of the following:

♦ Booking out systems
♦ Bring forward systems
♦ Retention policies
♦ Importance of confidentiality

Satisfactory achievement of this Outcome will be based on the candidate performing the practical task correctly and producing four out of five correct responses to the questions.

Centres must be satisfied that the evidence submitted is the work of individual candidates.

# National Unit Specification: statement of standards (cont)

**UNIT**      Animal Care: Record Keeping (SCQF level 4)

When using Performance Evidence, assessor observation checklists and other assessment records should be maintained and kept up to date to keep track of candidate progress and to provide evidence for internal and external verification purposes.

# National Unit Specification: support notes

**UNIT**      Animal Care: Record Keeping (SCQF level 4)

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 20 hours.

## GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This is a optional Unit within the National Certificate in Animal Care at SCQF level 5, but may also be taken as a free-standing Unit.

This Unit is aligned to the following Lantra, Sector Skills Council's National Occupational Standard (NOS) Units:

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|---|---|
| (AC1) | Assist with the movement and handling of animals |
| (AC2) | Assist with animal feedstuffs |
| (AC3) | Maintain the cleanliness of the working environment |
| (CU1) | Maintain safe and effective working practices |
| (CU3) | Promote, monitor and maintain health, safety and security |
| (CU36) | Enable animals to reproduce and care for their young |
| (CU45) | Control and restrain animals |
| (CU115) | Control, handle and restrain animals |

The Unit is designed to give learners experience with both manual and computerised record keeping systems used in an animal care establishment. It should include records relating to stock and individual animals kept in the establishment.

**Corresponding to Outcomes 1 and 2:**

1    Could involve the use of some of the following: kennel/cattery cards; cage cards for small animals; boxed alphabetical card files for each individual animal; computerised database of animals details; diary; stock records; medicine records; feed chart/ record; exercise chart/record.

2    Individual animal records could include name, species, date of birth or arrival, sex, colour, markings, feed requirements, medical requirements, regular weight entries, medical history, etc.

## GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

**Relating to Outcomes:**

1    The candidate should be involved in entering data, filing and regular updating of some of the records kept in an establishment, eg kennel /cattery cards; cage cards for small animals; boxed alphabetical card files for each individual animal; computerised database of animals details; diary; stock records; medicine records; feed chart/ record; exercise chart/record.

2    The candidate could be involved in the design of a specific record, eg database, kennel card, cage card, exercise chart, chart to show progress of a group of dogs towards good citizen scheme awards etc. Computer and digital camera could be used to assist with design.

# National Unit Specification: support notes (cont)

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## OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

The practical aspects of this Unit provide opportunities for the development of the Core Skills *Communication, ICT, Numeracy* and *Problem Solving.*

## GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The practical aspects of this Unit could be assessed holistically by gathering evidence on an ongoing basis by observation and recording using checklists to satisfy the Performance Criteria.

Knowledge and understanding could also be assessed holistically by a single closed-book test consisting of short answer questions.

Time should be allowed for any necessary re-assessment.

### Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003), SQA Guidelines on e-assessment for Schools (BD2625, June 2005).*

## 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**