



**Arrangements for:**  
**National Certificate in Animal Care**  
**at SCQF level 5**

**Group Award Code: G9D7 45**

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## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

## 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	<b>Revision of Unit:</b> HX1W 75 Introduction to First Aid (finished date 30/11/2022) has been replaced by J54S 75 Introduction to Basic First Aid (start date 01/08/2020)	December 2020
10	<b>Additional Units:</b> J239 75 Chemical Changes and Structure, J23D 75 Chemistry in Society and J23B 75 Nature's Chemistry has been added to the optional section.	07/07/2020
09	<b>Revision of Unit:</b> Animal Care: Animal Survival Behaviour (F7GC 12) has been revised by Animal Care: Animal Survival Behaviour (J1GT 46) and will finish on 31/07/2020.	12/11/2018
08	<b>Addition of Unit:</b> J1CS 45 Animal Care: Maintaining Animal Care Facilities has been added to the optional section	August 2018
07	<b>Revision of Unit:</b> First Aid (F19M 11) has been revised by Introduction to First Aid (HX1W 75) and will finish on 31/07/2020.	December 2017
06	<b>Revision of Unit:</b> D36H 10 Work Experience <i>has been revised by HF88 44 Work Placement and will finish on 31/07/2017.</i>	July /2016
05	H225 74 Numeracy has been added as an alternative to F3GF 10 Numeracy.	February 2016
04	Unit F38W 10 "Skills for Customer Care" moved from Mandatory to Optional Section.	June 2014
03	H23W 74 Literacy and H23W 75 Literacy added as alternatives to F3GB 10 Communication and F3GB 11 Communication.	May 2014
02	Corrected list of Assessment Support Packs (ASPs) on Page 11.	August 2010

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# 1 Introduction

This is the Arrangements Document for the new Group Award in Animal Care at SCQF level 5, which was validated in March 2009. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

Candidates completing the National Certificate in Animal Care will have gained 12 credits, 7.5 from the mandatory section and 4.5 from the optional section.

The mandatory credits ensure that candidates will have all the necessary hard and soft skills required in today's Animal Care industry on completion of the National Certificate. For example, not only will they have gained skills in animal care, but they will be able to work, independently, and as part of a team. For example feeding of animals, maintaining accommodation, safe handling and health care.

It is envisaged that on completion of the National Certificate candidates will be prepared to undertake a suitable HNC course or enter employment in the Animal Care industry.

## 2 Rationale for the development of the Group Award

The rationale for the National Certificate in Animal Care is based on two main factors, both of which reflect the need to improve current SQA provision in this area and at this level.

The first is the absence of a suitable, generally acceptable, SQA qualification. This has meant that candidates leaving individual centres with a locally devised National Certificate had a wide range of learning experiences which led to problems for potential employers. This also caused difficulties regarding progression into Higher Education.

The second is the fact that, while a number of the relevant Units were re-written relatively recently, a number of these Units are now somewhat dated and in need of revision.

### **Establishing the need for the qualification**

A Qualifications Design Team (QDT) was established in September 2008 with the remit to consider the extent and type of provision in Animal Care and related areas at SCQF levels 4–5. The QDT was constituted to ensure representation from the main colleges delivering the current locally devised programmes namely Oatridge College, Elmwood College, Barony College and Angus College.

At present, local provision at National Certificate level in Animal Care consists of a one year programme of study. These courses have been consistently popular for many years in a number of centres and justify the renewed provision and the development of a Group Award.

The starting point for the work of the QDT was influenced by a number of factors:

- ◆ The nature of existing provision at SCQF levels 4–6 in centres
- ◆ The characteristics of candidates attracted to National Certificate provision in Animal Care
- ◆ The requirement to produce a Group Award for validation by the end of March 2009
- ◆ The recent revision and re-validation of the HNC/HND in Animal Care highlighted the need for progression

Initially, the QDT met to clarify the commonality and diversity of their provision offered in the four colleges.

To date, most centres created their own programmes of study. Typically candidates follow a programme comprising of 18 credits which consists of a mix of SQA provision and, where appropriate, locally devised Units (LDUs).

The QDT attempted to gather details of the destination of candidates who had successfully completed National Certificate programmes in Animal Care. Unfortunately destination data proved hard to obtain as it is not readily available from colleges for this group of candidates. This is due to a tendency for candidates to take the first suitable job they can get leaving college and move onto a job in Animal Care later, by which time they have lost touch with their centre.

As a result, the QDT was compelled to rely on anecdotal evidence based on the recollections and experience of staff from colleges. For candidates achieving a good range of Units, this meant progression into an HN course, normally at the same institution. This would normally be the HN in Animal Care, however some candidates do move to agriculture or conservation.

### **Progression routes**

For many colleges, the National Certificate provision is a vital source of recruitment for qualifications at HN level and their viability can be jeopardised if candidates do not come through from National Certificate programmes. For candidates in this situation, the National Certificate programme amounts to the first of two or more years of learning culminating in an HNC or higher qualification. This often leads to a variety of employment opportunities here in Scotland and throughout the UK. For example placements and full time employment for candidates completing in the last two years have included Pets @ Home, Guide Dogs for the Blind, Wildlife Park, Breeding stables, SSPCA and Lab technician working with lab animals.

The general nature of the Animal Care industry is very diverse. However, the lack of a recognised qualification may influence progression into employment. This is because courses from different centres can have very different content. Candidates are able to show that they have succeeded in a range of Units but employers can find this confusing and are not always able to make an appropriate judgment on the value of candidate achievement with respect to their particular labour requirements.

Overall, therefore, the QDT felt there was a requirement for a Group Award for Animal Care which would:

- ◆ Lead to a qualification which would be recognised by employers and by educational institutions
- ◆ Reflect the range of skills that have been developed in the animal care sector over the last decade
- ◆ Enable candidates to point to a significant measure of achievement
- ◆ Retain the flexibility of existing arrangements in individual centres to provide options that suit the range of disciplines and employment opportunities within the animal care sector
- ◆ Be compatible with successful local programmes
- ◆ Provide multiple exit routes for candidates
- ◆ Enable candidates to develop appropriate Core Skills and skills relevant to animal care
- ◆ Match the capabilities, expectations and interests of candidates enrolling for Group Awards
- ◆ Provide a progression route from introduction and taster courses
- ◆ Enable candidates to develop and signpost appropriate Core Skills relevant to the animal care sector

### **Types of candidates**

Recruitment data indicates that there are three main client groups for current provision at this level. They are:

- ◆ Young people who have left school in the relatively recent past with standard grades
- ◆ Young people who have left school in the relatively recent past with higher grades
- ◆ Mature adult returners who have decided to re-enter education

These groups have quite different characteristics. Some recent school leavers have limited formal school attainment. Adult returners may also possess few formal qualifications and, while they frequently have valuable experience, they may lack confidence in their ability to learn. This candidate group is also most likely to lack the ICT skills of their younger colleagues.

### **Determining the level of the Group Award**

The QDT considers that:

- ◆ Current experience in centres suggests that 12 credits was an acceptable target which most candidates could achieve
- ◆ A focus on SCQF level 5 would make it possible for candidates to acquire skills and capabilities which would be meaningful and valuable to employers
- ◆ An appropriate core and options structure would enable candidates to accumulate sufficient credits at SCQF level 5 to demonstrate their suitability for an HN programme
- ◆ A Group Award at this level fitted more closely with available information on current provision which would make transition to the new National Certificate easier and, therefore, encourage up-take among centres

In this way the new Group Award would provide progression both into employment or further study depending on the wishes of the candidate.

### Links to National Occupational Standards

LANTRA publishes the standards for National Occupational Standards (NOS) for Animal Care. The table below shows where the mandatory Units of this Group Award have specific links to the NOS.

Mandatory Unit title	SCQF level	Links to NOS
Animal Care: Small Animal Feeding	5	CU1, CU3, AC2, CU32, CU33; CU34, CU35
Animal Care: Health Care	5	AC10, CU1, CU3, CU32, CU34
Animal Care: Anatomy and Physiology of Animals	5	Does not align to a specific National Occupational Standards Unit.
Animal Care: Accommodation and Handling	5	AC1, AC4, AC3, CU1, CU3, CU30, CU31, CU29, CU32, CU37, CU39, CU45, CU115
Animal Care: Avian Care	5	CU1, CU3, CU29, CU33, CU32, CU34, CU37, CU39, CU115
Animal Care: Ornamental Fish Care	5	CU1, CU3, CU29, CU33, CU32, CU34, CU37, CU39, CU115
Animal Care: Reptile and Amphibian Care	5	CU1, CU3, CU29, CU33, CU32, CU34, CU37, CU39, CU115
Animal Care: Safe Working Practices	5	A, CU1, CU3, AC10, AC3, CU31, CU32, CU34

## 3 Aims of the Group Award

The National Certificate in Animal Care has been designed as a flexible, practical-based programme which aims to provide candidates with a range of practical and industry relevant skills supported by relevant and up to date knowledge and understanding. It recognises that candidates will be at a stage where they are making choices about their future careers and options within the animal care sector and offers an opportunity for centres to signpost a range of career options and further study options. As a result, it offers a wide range of animal care experiences of which around 50% will be practical in nature. Completing the Group Award will put candidates in a stronger position to move to the next stage of their career and should increase their chances of doing this successfully.

### 3.1 Principal aims of the Group Award

After successful completion of the National Certificate in Animal Care the candidate will be able to:

- 1 Demonstrate suitable skills and knowledge in the animal care industry which will enable them to reflect on their present situation and identify future opportunities.
- 2 Consider options open to them and make informed career choices.
- 3 Qualify for entry into further qualifications such as Higher National qualifications and VQ qualifications in Animal Care, Vet Nursing and other related areas.



- 4 Demonstrate specific, relevant and transferable skills demanded by employers for entry into a wide range of animals care related occupational areas.
- 5 Apply relevant Core Skills to animal care related occupations and further study in the sector.

The table below references the above Aims into the individual mandatory and optional Units.

<b>Unit code</b>	<b>Unit title</b>	<b>Reference to the principal aims of the award</b>
F6SJ 11	Animal Care: Small Animal Feeding	1,3,4,5
F6SK 11	Animal Care: Health Care	1,3,4,5
F6SL 11	Animal Care: Anatomy and Physiology of Mammals	1,3,4,5
F6SM 11	Animal Care: Accommodation and Handling	1,3,4,5
F6SN 11	Animal Care: Avian Care	1,2,3,4,5
F6SP 11	Animal Care: Ornamental Fish Care	1,2,3,4,5
F6SR 11	Animal Care: Reptile and Amphibian Care	1,2,3,4,5
F6T2 11	Animal Care: Safe Working Practices	1,3,4,5
F38W 10	Skills for Customer Care	1,2,3,4,5
F6SS 11	Animal Care: Breeding	1,2,3,4,5
F6ST 11	Animal Care: An Introduction to Dog Training	1,2,3,4,5
F6SV 11	Animal Care: Farm Livestock	1,2,3,4,5
F6SW 10	Horses: Basic Handling	1,2,3,4,5
F6T1 10	Work Environment Maintenance	1,3,4,5
F6SY 10	Animal Care: Breed Identification and Selection	1,2,3,4,5
F6SX 11	Animal Care: An Introduction to Dog Grooming	1,2,3,4,5
F6T0 11	Animal Care: Parasitology	1,3,4,5
J1GT 46*	Animal Care: Animal Survival Behaviour	1,3,4,5
F6T3 11	Animal Care: Behaviour of Small Animals	1,2,3,4,5
F6T6 11	Horse Care: Stable and Grass Routine	1,2,3,4,5
F6T7 11	Animal Care: Neo-natal Care	1,3,4,5
D870 11	Investigating Animal Wildlife	1,2,3,4,5
F6T8 10	Animal Care: Record Keeping	1,3,4,5
F3GF 10	Numeracy	5
F38X 11	Skills for Customer Care	1,2,3,4,5
HF88 44*	Work Placement	1,2,3,4,5
F57F 10	Preparing to Work	2,4
HX1W 75*	Introduction to First Aid	3,4,5
F3GB 10	Communication	5
F3GB11	Communication	5
F3GC 10	Information Communication Technology	5
F3GC 11	Information Communication Technology	5

*\*refer to History of Change for unit revisions*

## **3.2 Target groups**

A key aspect of the rationale for this Group Award was to meet the needs of two main groups of candidates — young people who have recently left secondary school and adult returners. The Group Award has been designed to provide the framework and flexibility to meet the needs of these quite different groups. The Units which comprise the Group Award take a practical approach to both delivery and assessment which is reinforced in the Assessment Support Packs which accompany some of the new, and some of the optional Units. This should help all candidates develop and maintain an interest in the Group Award but may be particularly important for those who have recently left school or who are returning to education.

## **3.3 Employment opportunities**

The Group Award is designed to enable candidates to develop skills, knowledge and understanding relevant to the animal care industry. As such the Group Award is a stepping stone to both employment and further study. All of the mandatory Units have been chosen to ensure that candidates entering employment will have a good all-round knowledge of the care of animals and have experienced many of the practical skills required of someone entering this career.

The inclusion of the *Skills for Customer Care* Unit in the mandatory section is deliberately intended to help candidates enhance their employment prospects. This should help them to gain employment in customer facing roles in areas such as kennels, catteries and all kinds of pet stores.

## **4 Access to the Group Award**

There are no specific recommended entry requirements for the National Certificate in Animal Care at SCQF level 5. Entry to the Group Award will be at the discretion of the centre. Candidates would normally be expected to be at a developmental stage in improving their skills, knowledge and understanding.

## **5 Group Award structure**

The National Certificate in Animal Care at SCQF level 5 will be awarded to candidates who achieve 72 SCQF points.

This will be made up as follows:

- ◆ 45 SCQF points from the mandatory Units
- ◆ 27 SCQF points from the optional Units

## 5.1 Framework

To meet the requirements of the Group Award, candidates must complete 6.5 mandatory credits, plus 5.5 other credits chosen from the specified list of options.

**The mandatory Units are:**

Unit title	Code	SCQF level	SCQF credit points	SQA credit value
Animal Care: Small Animal Feeding	F6SJ 11	5	6	1
Animal Care: Health Care	F6SK 11	5	6	1
Animal Care: Anatomy and Physiology of Mammals	F6SL 11	5	9	1.5
Animal Care: Accommodation and Handling	F6SM 11	5	6	1
Animal Care: Avian Care	F6SN 11	5	3	0.5
Animal Care: Ornamental Fish Care	F6SP 11	5	3	0.5
Animal Care: Reptile and Amphibian Care	F6SR 11	5	3	0.5
Animal Care: Safe Working Practices	F6T2 11	5	3	0.5

**The optional Units are:**

Unit title	Code	SCQF level	SCQF credit points	SQA credit value
Animal Care: Breeding	F6SS 11	5	6	1
Animal Care: An Introduction to Dog Training	F6ST 11	5	6	1
Animal Care: Farm Livestock	F6SV 11	5	6	1
Horses: Basic Handling	F6SW 10	4	3	0.5
Work Environment Maintenance	F6T1 10	4	3	0.5
Animal Care: Breed Identification and Selection	F6SY 10	4	6	1
Animal Care: An Introduction to Dog Grooming	F6SX 11	5	6	1
Animal Care: Parasitology	F6T0 11	5	6	1
Animal Care: Animal Survival Behaviour	J1GT 46*	6	6	1
Animal Care: Behaviour of Small Animals	F6T3 11	5	6	1
Horse Care: Stable and Grass Routine	F6T6 11	5	3	0.5
Animal Care: Neo-natal Care	F6T7 11	5	3	0.5
Investigating Animal Wildlife	D870 11	5	6	1
Animal Care: Record Keeping	F6T8 10	4	3	0.5
Animal Care: Maintaining Animal Care Facilities	J1CS 45*	5	6	1
Numeracy Or	F3GF 10	4	6	1

Unit title	Code	SCQF level	SCQF credit points	SQA credit value
Numeracy	H225 74	4	6	1
Skills for Customer Care	F38W 10	4	6	1
Skills for Customer Care	F38X 11	5	6	1
Work Experience	D36H 10	4	6	1
Preparing to Work	F57F 10	4	6	1
*Introduction to Basic First Aid	J54S 75	5	6	1
Communication or Literacy	F3GB 10 H23W 74	4 4	6 6	1 1
Communication or Literacy	F3GB 11 H23W 75	5 5	6 6	1 1
Information Communication Technology	F3GC 10	4	6	1
Information Communication Technology	F3GC 11	5	6	1
Chemical Changes and Structure	J329 75*	5	6	1
Chemistry in Society J23D 75	J23D 75*	5	6	1
Nature's Chemistry J23B 75	J23B 75*	5	6	1

*\*refer to History of Change for unit revisions*

Beyond the 12 credits required to obtain the Group Award, centres and candidates are free to choose any other Units from the framework. If the candidate selects *Communication* or *Information and Communication Technology* from the list of optional Units then either SCQF level 4 or 5 should be selected.

## 5.2 Mapping information

The structure of the National Certificate in Animal Care meets the requirements of a new Group Award in a number of ways which can be summarised as follows:

- ◆ It provides skills, knowledge and capabilities needed for employment
- ◆ It provides multiple progression routes
- ◆ It retains the benefits of existing provision at this level but provides the credibility of a nationally accredited qualification
- ◆ It consists of Units which are practical and will engage the interests of candidates
- ◆ It is compatible with existing arrangements currently adopted by centres
- ◆ It provides the flexibility which candidates and centres value
- ◆ It provides an opportunity for candidates to develop Core Skills

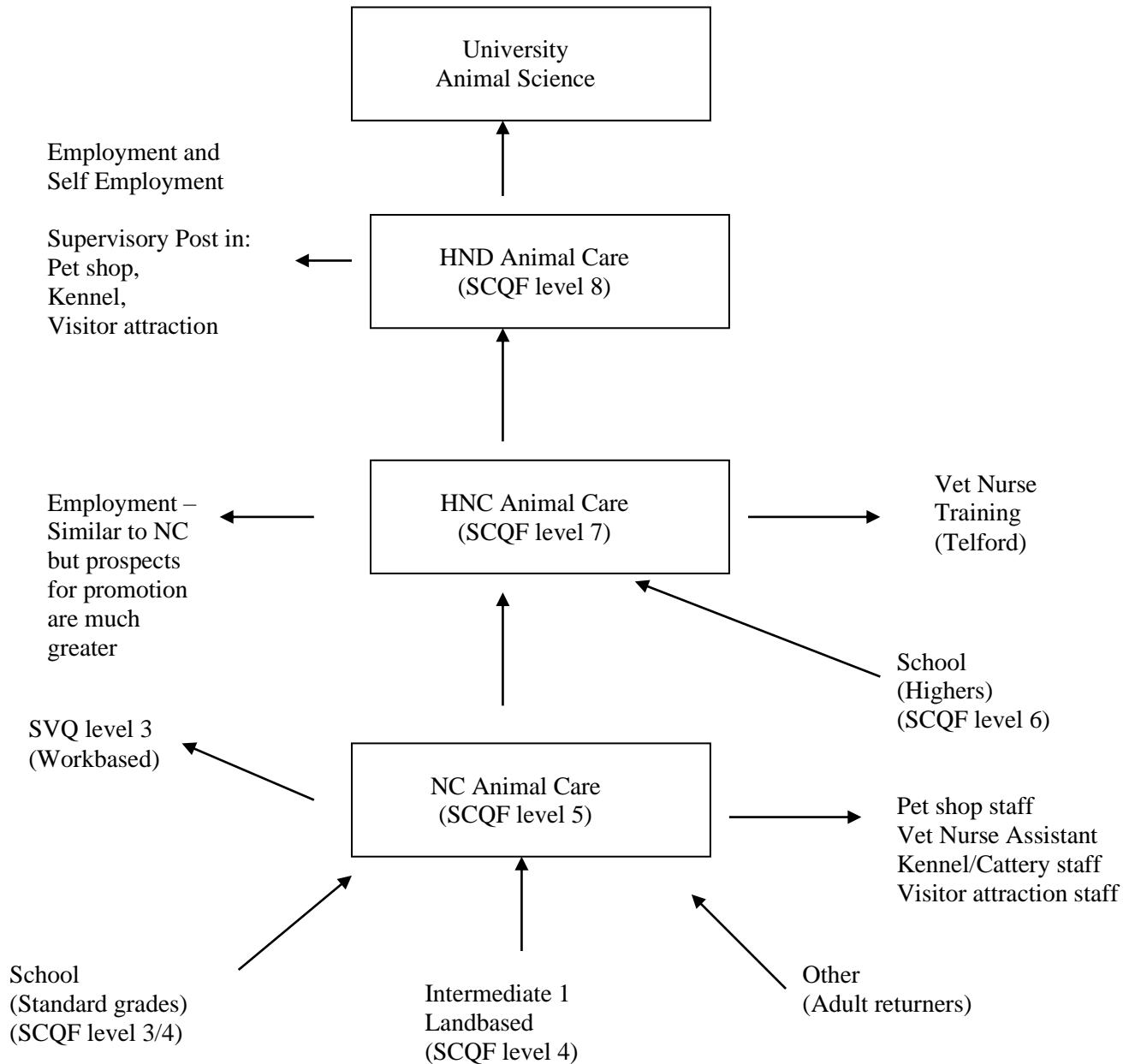
The flexibility of the structure is a particularly important aspect of the Group Award. This flexibility has several dimensions and contributes significantly to the way in which the structure meets the requirements for a new Group Award.

The importance of links to the NOS is also taken into account. LANTRA publishes the standards for SVQs in Animal Care. A complete mapping of these standards are included in Appendix 2.



### 5.3 Articulation, professional recognition and credit transfer

Although there is no direct articulation from the National Certificate in Animal Care to the HN in Animal Care, candidates who have completed the Group Award will be well prepared to embark on an HNC in Animal Care.



## 6 Approaches to delivery and assessment

The flexibility of the Group Award means that centres can tailor the Unit programmes that they offer to suit their own particular circumstances. Centres could, for example, provide supplementary Units which would assist candidates who wish to progress to particular HN programmes. Centres may choose to provide candidates with the opportunity to gain further certification – in qualifications at SCQF level 6.

The Units chosen for the National Certificate in Animal Care are ones which lend themselves to practical methods of delivery and of assessment. Specific learning and teaching methods will vary between and within Units, but there is a common thread of presenting them in a way which will engage the interest of candidates.

It is envisaged that most centres will be offering the National Certificate in Animal Care as a full-time course, over the full academic year, incorporating a total of 18 credits. Some may decide to offer the Group Award as an Access to HN, commencing in January, and only covering the required 12 credits. Alternatively, some centres may decide to offer the 12 credit Group Award on either a part-time or distance learning basis, or as a mixture of both.

Timetabling of the Units will be at the discretion of each individual centre. However the suggestion of the QDT would be to deliver the mandatory Units first, as far as possible, thus providing the underpinning knowledge required to undertake more specialist Units.

### An Example from one of the colleges

Unit title	Unit code	Block	Type of delivery
Animal Care: Small Animal Feeding	F6SJ 11	1	TL, SC, P
Animal Care: Health Care	F6SK 11	2	TL, SC, P
Animal Care: Anatomy and Physiology of Mammals	F6SL 11	1	TL, VLE, SC
Animal Care: Accommodation and Handling	F6SM 11	1	TL, SC, P
Animal Care: Avian Care	F6SN 11	1	TL, SC, P
Animal Care: Ornamental Fish Care	F6SP 11	1	TL, SC, P
Animal Care: Reptile and Amphibian Care	F6SR 11	2	TL, SC, P
Animal Care: Safe Working Practices	F6T2 11		TL, SC, P
Skills for Customer Care	F38W 10	2	TL, SC
Animal Care: Breeding	F6SS 11	2	TL, SC, P
Animal Care: An Introduction to Dog Training	F6ST 11	3	TL, SC, P
Animal Care: Farm Livestock	F6SV 11	2	TL, SC, P
Horses: Basic Handling	F6SW 10	1	TL, SC, P
Work Environment Maintenance	F6T1 10		TL, SC, P
Animal Care: Breed Identification and Selection	F6SY 10	2	TL, SC, P
Animal Care: An Introduction to Dog Grooming	F6SX 11	2	TL, SC, P
Animal Care: Parasitology	F6T0 11		TL, SC

Unit title	Unit code	Block	Type of delivery
Animal Care: Animal Survival Behaviour	J1GT 46*		TL, SC, P
Animal Care: Behaviour of Small Animals	F6T3 11	3	TL, SC, P
Horse Care: Stable and Grass Routine	F6T6 11		TL, SC, P
Animal Care: Neo-natal Care	F6T7 11		TL, SC, P
Investigating Animal Wildlife	D870 11		TL, SC, P
Animal Care: Record Keeping	F6T8 10		TL, SC, P
Numeracy	F3GF 10		TL, SC
Skills for Customer Care	F38X 11	2	TL, SC
Work Experience	D36H 10	3	TL, SC, P
Preparing to Work	F57F 10		
*Introduction to First Aid	HX1W 75	3	TL, SC, P
Communication	F3GB 10	1	TL, SC
Communication	F3GB11	1	TL, SC
Information and Communication Technology	F3GC 10	2	TL, SC
Information and Communication Technology	F3GC 11	2	TL, SC

\*refer to History of Change for unit revisions

### Block Dates

Block 1 — September to November

Block 2 — December to February

Block 3 — March to June

### Key

TL — Tutor Led

SC — Student Centred

VLE — Virtual Learning Environment

P — Practical

Assessment Support Packs will be made available for some of the new Units which will reinforce the practical aspect of the Unit specification, as well as reinforcing a common standard across centres. The list is as follows:

- ◆ *Animal Care: Small Animal Feeding*
- ◆ *Animal Care: Anatomy and Physiology of Mammals*
- ◆ *Work Environment Maintenance*

Assessment Support Packs also have a critical role in ensuring that delivery of Units is linked to Animal Care situations. The SQA design principles for National Certificates do not demand the inclusion of an integrative Unit such as the Graded Unit in Higher National Group Awards. This means that integration between Units has to occur within the delivery mechanisms of the Unit which comprise the Group Award. One way to do this is to maintain an Animal Care focus across all Units. This has been achieved through the choice of Units in the framework and is reinforced through the Assessment Support Packs.



The QDT responsible for the developing the National Certificate in Animal Care at SCQF level 5 believe that Core Skills development is more meaningful to candidates and provides more benefit to employers if it is undertaken in the context of Animal Care.

The Group Award develops Core Skills in several ways. An overview of Core Skills signposting can be seen in Appendix 3.

## Core Skills

The mandatory Units provide opportunities for candidates to develop aspects of the following Core Skills at SCQF level 5:

Core Skill	Achieved through
Numeracy	Animal Care: Small Animal Feeding Animal Care: Reptile and Amphibian Care Animal Care: Safe Working Practices
Communication	Animal Care: Small Animal Feeding Animal Care: Health Care Animal Care: Anatomy and Physiology of Mammals Animal Care: Accommodation and Handling Animal Care: Avian Care Animal Care: Ornamental Fish Care Animal Care: Reptile and Amphibian Care Animal Care: Safe Working Practices
Problem Solving	Animal Care: Anatomy and Physiology of Mammals Animal Care: Avian Care Animal Care: Ornamental Fish Care Animal Care: Reptile and Amphibian Care Animal Care: Safe Working Practices
Working with Others	Animal Care: Small Animal Feeding Animal Care: Health Care Animal Care: Anatomy and Physiology of Mammals Animal Care: Accommodation and Handling Animal Care: Avian Care Animal Care: Ornamental Fish Care Animal Care: Reptile and Amphibian Care Animal Care: Safe Working Practices
Information and Communication Technology	Animal Care: Small Animal Feeding Animal Care: Health Care Animal Care: Anatomy and Physiology of Mammals Animal Care: Accommodation and Handling Animal Care: Avian Care Animal Care: Ornamental Fish Care Animal Care: Reptile and Amphibian Care Animal Care: Safe Working Practices

The optional Units achieve the following Core Skills at SCQF level 5:

<b>Core Skill</b>	<b>Achieved through</b>
Communication	Communication (SCQF level 5)
Information and Communication Technology	Information and Communication Technology (SCQF level 5)
Numeracy	Numeracy (SCQF level 5)

The optional Units provide opportunities for candidates to develop aspects of the following Core Skills at SCQF level 6:

<b>Core Skill</b>	<b>Achieved through</b>
Communication	Animal Care: Animal Survival Behaviour
Problem Solving	Animal Care: Animal Survival Behaviour

The optional Units provide opportunities for candidates to develop aspects of the following Core Skills at SCQF level 5:

<b>Core Skill</b>	<b>Achieved through</b>
Numeracy	Animal Care: Breeding Animal Care: Farm Livestock Animal Care: Parasitology Work Environment Maintenance Animal Care: Safe Working Practices Animal Care: Neo-natal Care Investigating Animal Wildlife
Communication	Animal Care: Breeding Work Environment Maintenance Animal Care: Safe Working Practices Animal Care: Behaviour of Small Animals Animal Care: Neo-natal Care Investigating Animal Wildlife First Aid
Problem Solving	Animal Care: An Introduction to Dog Training Work Environment Maintenance Animal Care: Safe Working Practices First Aid
Working with Others	Animal Care: Breeding Animal Care: Farm Livestock Animal Care: An Introduction to Dog Grooming Work Environment Maintenance Animal Care: Behaviour of Small Animals Horse Care: Stable and Grass Routine Animal Care: Neo-natal Care First Aid
Information and Communication Technology	Animal Care: Breeding Animal Care: Behaviour of Small Animals Animal Care: Neo-natal Care

The optional Units achieve the following Core Skills at SCQF level 4:

<b>Core Skill</b>	<b>Achieved Through</b>
Numeracy	Numeracy
Communication	Communication
Problem Solving	Work Experience
Working with Others	Work Experience
Information and Communication Technology	Information and Communication Technology

The optional Units provide opportunities for candidates to develop aspects of the following Core Skills at SCQF level 4:

<b>Core Skill</b>	<b>Achieved through</b>
Numeracy	Animal Care: Record Keeping
Communication	Horses: Basic Handling Animal Care: Record Keeping Preparing to Work Skills for Customer Care Animal Care: Breed Identification and Selection
Problem Solving	Preparing to Work Skills for Customer Care
Working with Others	Horses: Basic Handling Animal Care: Breed Identification and Selection Skills for Customer Care
Information and Communication Technology	Animal Care: Record Keeping Preparing to Work Animal Care: Breed Identification and Selection

### **Possible integration of Units**

These possible areas of integration have been identified by the QDT but it is not exhaustive and many more could be identified when the Group Award comes to be delivered.

<b>Unit title</b>	<b>Possible integration with:</b>
Animal Care: Health Care	Animal Care: Safe Working Practices Animal Care: Parasitology
Animal Care: Anatomy and Physiology of Mammals	Animal Care: Breeding
Animal Care: Accommodation and Handling	Animal Care: Safe Working Practices Animal Care: Neo-natal Care
Animal Care: Safe Working Practices	Animal Care: Health Care
Animal Care: Behaviour of Small Animals	Animal Care: An Introduction to Dog Training
Animal Care: Breeding	Animal Care: Anatomy and Physiology of Mammals Animal Care: Neo-natal Care
Animal Care: An Introduction to Dog Training	Animal Care: Behaviour
Animal Care: Parasitology	Animal Care: Health Care
Animal Care: An Introduction to Dog Grooming	Animal Care: Breed Identification and Selection
Animal Care: Breed Identification and Selection	Animal Care: An Introduction to Dog Grooming
Animal Care: Neo-natal Care	Animal Care: Breeding Animal Care: Accommodation and Handling
Animal Care: Record Keeping	Information and Communication Technology
Information Communication Technology	Animal Care: Record Keeping

## 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](http://www.sqa.org.uk/assessmentarrangements).

### Internal and external verification

All instruments of assessment used within this 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 and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

The National Certificate in Animal Care at SCQF level 5 has been designed as a flexible, practically oriented programme which will provide you with a range of animal care skills, understanding and experience. The qualification recognises the fact that you will be at a stage where you are making choices about your future. It is, therefore, designed to offer a range of animal care experiences and learning.

There are 7.5 mandatory credits that must be completed as well as a minimum of 4.5 additional credits from a choice of options. Depending on your place of study, all of these options may not be available to you. Regardless of your choice of optional Units, you must successfully complete a minimum of 12 credits from the framework to gain the qualification.

The mandatory Units are designed in order that you may gain experience and skills in the following areas:

- ◆ A background in the care of animals which will enable you to reflect on your present situation
- ◆ The ability to consider the various options that are open to you and to make informed career choices about your future
- ◆ Prepare you for entry into further study such as Higher National Group Awards in animal care or other related areas
- ◆ Prepare you for entry into employment in an animal care industry
- ◆ Provide you with specific animal related skills demanded by employers
- ◆ Provide you with relevant Core Skills for animal related occupations and for further study in the sector

The mandatory Units will equip you with skills and knowledge in areas such as such as:

- ◆ Feeding
- ◆ Health Care
- ◆ Anatomy and Physiology of animals
- ◆ Accommodation and Handling of a range of animals
- ◆ An introduction to reptiles, fish and birds
- ◆ Health and Safety Issues
- ◆ Aspects of Customer Care

## 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](http://www.scqf.org.uk)

**SCQF credit points:** One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

**SCQF levels:** The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

**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 National Certificate/National Progression Award 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 National Certificates/National Progression Awards** are those developments or revisions undertaken by a group of centres in partnership with SQA.

## 10 Appendices

Appendix 1: Consultation Questions and Responses

Appendix 2: Units mapped to National Occupational Standards

Appendix 3: Core Skills mapped to Units

## Appendix 1: Industry/Employer Consultation — No of responses 4

Q1 Do you agree that a candidate who has successfully completed this qualification would have learned appropriate skills for employment in the animal care industry at the appropriate level?

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
2	2	0	0	0

Q2 Do you agree that the revalidated qualification will attract candidates wishing to study Animal Care?

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
3	1	0	0	0

Q3 Do you agree that the proposed framework meets the needs of candidates and would allow them to progress onto other qualifications?

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
0	4	0	0	0

### Mandatory section and optional choices

Q4 Do you agree that the proposed Mandatory Units in this Group Award support industry development and compliment other qualifications at this level?

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
2	1	1	0	0

Q5 Other than specialist skills which generic skills would you like to be included in this qualification? For example understanding instructions, awareness of Health and Safety, basic communication

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
0	3	0	0	0

Q6. Do you agree that the proposed Optional Units in this Group Award support industry development and compliment other qualifications at this level?

Agree Strongly	Agree	Neither	Disagree	Disagree Strongly
2	1	1	0	0

## **Feedback — Industry/Employers**

**Q1 Do you agree that a candidate who has successfully completed this qualification would have learned appropriate skills for employment in the Animal Care industry at the appropriate level?**

- ◆ All candidates should be made aware of Health and Safety Procedures and Protection
- ◆ All candidates should be aware of Welfare codes, horse passports and COSHH regulations
- ◆ I feel the course is aimed more towards a kennel environment rather than perhaps livestock or even zoo environment. The course does cover most not all areas of a kennel and/or cattery

**Q2 Do you agree that the revalidated qualification will attract candidates wishing to study Animal Care?**

- ◆ Must be practical experience in a working kennel/farm/vet or perhaps all

**Q3 Do you agree that the proposed framework meets the needs of candidates and would allow them to progress onto other qualifications?**

No comments

**Q4 Do you agree that the proposed Mandatory Units in this Group Award support industry development and compliment other qualifications at this level?**

No comments

**Q5 Other than specialist skills which generic skills would you like to be included in this qualification? For example understanding instructions, awareness of Health and Safety, basic communication**

- ◆ Health and Safety
- ◆ Customer Care
- ◆ Health and Safety, working practices, dangerous dogs – handling and understanding, elderly animals – needs and requirements

**Q6 Do you agree that the proposed Optional Units in this Group Award support industry development and compliment other qualifications at this level?**

No comments

**All the above comments have been take on board and can be evidenced in each Unit where there is a statement covering Health and Safety, Welfare codes, Horse passports and COSHH regulations where appropriate.**



## Appendix 2: Units mapped to National Occupational Standards

Units within National Certificate in Animal Care at SCQF level 5 mapped to the National Occupational Standards

Units within Group Award	SQA Credit	M/O	NOS Title(s)
Animal Care: Ornamental Fish F6SP 11	0.5	M	(CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU29) – Assist with the care of animals (CU33) – Provide feed and water to animals (CU32) - Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU39) – Plan, monitor and evaluate the accommodation of animals (CU115) – Control, handle and restrain animals
Animal Care: Health Care F6SK 11	1	M	(AC10) - Implement an monitor plans for the health and welfare of animals (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU32) – Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals
Animal Care: Anatomy and Physiology of Mammals F6SL 11	1	M	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Animal Care: Accommodation and Handling F6SM 11	1	M	(AC1) – Assist with the movement and handling of animals (AC4) – Provide exercise opportunities for animals (AC3) – maintain the cleanliness of the working environment (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU30) – Assist with Animal Accommodation (CU31) – Assist with the movement of animals (CU29) – Assist with the care of animals (CU32) - Maintain health and welfare of animals

Units within Group Award	SQA Credit	M/O	NOS Title(s)
			(CU37) – Establish and maintain animals within their accommodation (CU39) – Plan, monitor and evaluate the accommodation of animals (CU45) – Control and restrain animals (CU115) – Control, handle and restrain animals
Animal Care: Avian Care F6SN 11	0.5	M	(CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU29) – Assist with the care of animals (CU33) – Provide feed and water to animals (CU32) - Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU39) – Plan, monitor and evaluate the accommodation of animals (CU115) – Control, handle and restrain animals
Animal Care: Reptiles and Amphibian Care F6SR 11	0.5	M	(CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU29) – Assist with the care of animals (CU33) – Provide feed and water to animals (CU32) - Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU39) – Plan, monitor and evaluate the accommodation of animals (CU115) – Control, handle and restrain animals
Animal Care: Safe Working Practices F6T2 11	0.5	M	(A) – Ensure your own actions reduce risk to health and safety (ENTO) (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (AC10) - Implement an monitor plans for the health and welfare of animals (AC3) – maintain the cleanliness of the working environment (CU31) – Assist with the movement of animals (CU32) – Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals

Units within Group Award	SQA Credit	M/O	NOS Title(s)
Skills for Customer Care F38X 11	1	M	CU 2 Monitor and maintain Health and Safety CU 5 Develop personal performance and maintain working relations
Animal Care: Breeding F6SS 11	1	O	(AC1) – Assist with the movement and handling of animals (AC2) – assist with animal feedstuffs (AC3) – maintain the cleanliness of the working environment (CU36) – Enable animals to reproduce and care for their young (CU45) – Control and restrain animals (CU115) – Control, handle and restrain animals (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security
Animal Care: An Introduction to Dog Training F6ST 11	1	O	(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 (CU5) – develop personal performance and maintain working relationships (CU29) – Assist with the care of animals (CU30) – Assist with animal accommodation (CU31) – Assist with the movement of animals
Animal Care: Farm Livestock F6SV 11	1	O	(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 (CU5) – develop personal performance and maintain working relationships (CU29) – Assist with the care of animals (CU30) – Assist with animal accommodation

Units within Group Award	SQA Credit	M/O	NOS Title(s)
			(CU31) – Assist with the movement of animals (CU32) - Maintain health and welfare of animals (CU33) – Provide feed and water to animals (CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU42) – Load and unload animals for transport (CU115) – Control, handle and restrain animals (CU45) – Control and restrain animals
Horses: Basic Handling F6SW 10	0.5	O	(AC1) – Assist with the movement and handling of animals (AC3) – maintain the cleanliness of the working environment (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU29) – Assist with the care of animals (CU30) – Assist with animal accommodation (CU31) – Assist with the movement of animals (CU32) - Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU115) – Control, handle and restrain animals (CU45) – Control and restrain animals
Work Environment Maintenance F6T1 10	0.5	O	(CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU5) – develop personal performance and maintain working relationships (CU7) – Receive, transmit and store information within the workplace (CU21) – construct new structures and surfaces
Animal Care: Breed Identification and Selection F6SY 10	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.

Units within Group Award	SQA Credit	M/O	NOS Title(s)
Animal Care: An Introduction to Dog Grooming F6SX 11	1	O	(AC1) – Assist with the movement and handling of animals (AC3) – maintain the cleanliness of the working environment (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (AC8) – Prepare and bathe dogs (AC9) – Prepare and groom animals (AC16) – Assessment and planning of dog grooming (AC28) – Drying and grooming dogs (AC29) – Carry out styling and finishing for dogs
Animal Care: Parasitology F6T0 11	1	O	(AC10) - Implement an monitor plans for the health and welfare of animals (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security (CU32) – Maintain health and welfare of animals (CU34) – Promote and maintain the health and wellbeing of animals
Animal Care: Animal Survival Behaviour J1GT 46*	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Animal Care: Behaviour of Small Animals F6T3 11	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Horse Care: Stable and Grass Routine F6T6 11	0.5	O	(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 (CU5) – develop personal performance and maintain working relationships (CU29) – Assist with the care of animals (CU30) – Assist with animal accommodation (CU31) – Assist with the movement of animals (CU32) - Maintain health and welfare of animals (CU33) – Provide feed and water to animals

Units within Group Award	SQA Credit	M/O	NOS Title(s)
			(CU34) – Promote and maintain the health and wellbeing of animals (CU37) – Establish and maintain animals within their accommodation (CU42) – Load and unload animals for transport (CU45) – Control and restrain animals
Animal Care: Neo-natal Care F6T7 11	0.5	O	(AC1) – Assist with the movement and handling of animals (AC2) – assist with animal feedstuffs (AC3) – maintain the cleanliness of the working environment (CU36) – Enable animals to reproduce and care for their young (CU45) – Control and restrain animals (CU115) – Control, handle and restrain animals (CU1) – Maintain safe and effective working practices (CU3) – Promote, monitor and maintain health, safety and security
Investigating Animal Wildlife D870 11	1	O	(CU7) – Receive, transmit and store information within the workplace
Animal Care: Record Keeping F6T8 10	0.5	O	(AC4) – Provide exercise opportunities for animals (AC10) – Implement and monitor plans for the health and welfare of animals (AC7) – Carry out reception duties (CU7) – Receive, transmit and store information within the workplace (CU32) - Maintain health and welfare of animals (CU35) – Plan and monitor animal diet and feeding regimes (B3) – Receive goods and materials in a retail environment (Skillsmart Retail)
Numeracy F3GF 10	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Skills for Customer Care F38X 11	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Work Experience D36H 10	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Preparing to Work F57F 10	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.

<b>Units within Group Award</b>	<b>SQA Credit</b>	<b>M/O</b>	<b>NOS Title(s)</b>
Introduction to First Aid HX1W 75	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Communication F3GB 10 F3GB 11	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.
Information and Communication Technology F3GC 10 F3GC 11	1	O	This Unit is a knowledge based Unit which relates to the whole industry and as such does not align to a specific National Occupational Standards Unit.

### Appendix 3: Core Skills mapping of the Units

Note: the table shows SCQF level; S indicates signposted and C indicates certificated.

		Communication		Numeracy		Information and Communication Technology	Problem Solving			Working with Others
Unit No	Unit Name	Oral	Written	Using Graphical Info	Using Number	Using IT	Critical Thinking	Planning & Organising	Reviewing & Evaluating	WWO
F6SJ 11	Animal Care: Small Animal Feeding	S/4	S/4	S/4	S/4	-	C/4	-	-	S/4
F6SK 11	Animal Care: Health Care	S/4	S/4	-	S/4	S/4	C/4	S/4	-	S/4
F6SL 11	Animal Care: Anatomy and Physiology of Mammals	S/4	S/4	-	-	-	S/4	S/4	S/4	S/4
F6SM 11	Animal Care: Accommodation and Handling	S/4	S/4	-	-	-	S/4	S/4	S/4	S/4
F6SN 11	Animal Care: Avian Care	-	-	-	-	-	-	-	-	S/4
F6SP 11	Animal Care: Ornamental Fish Care	-	-	-	-	-	C/4	-	-	S/4
F6SR 11	Animal Care: Reptile and Amphibian Care	S/4	S/4	-	-	S/4	C/4	-	-	S/4



		Communication		Numeracy		Information and Communication Technology	Problem Solving			Working with Others
Unit No	Unit Name	Oral	Written	Using Graphical Info	Using Number	Using IT	Critical Thinking	Planning & Organising	Reviewing & Evaluating	WVO
F6T2 11	Animal Care: Safe Working Practices	-	-	-	-	-	C/4	-	-	-
F38W 10	Skills for Customer Care	S/3	S/3	-	-	-	S/3	S/3	S/3	-
F6SS 11	Animal Care: Breeding	S/4	S/4	S/4	S/4	S/4	S/4	S/4	S/4	S/4
F6ST 11	Animal Care: An Introduction to Dog Training	S/4	S/4	-	-	-	S/4	-	S/4	S/4
F6SV 11	Animal Care: Farm Livestock	S/4	S/4	-	S/4	-	-	-	-	S/4
F6SW 10	Horses: Basic Handling	S/4	-	-	-	-	-	-	-	S/4
F6T1 10	Work Environment Maintenance	S/4	S/4	S/4	S/4	-	S/4	S/4	S/4	S/4
F6SY 10	Animal Care: Breed Identification and Selection	-	S/4	-	-	S/4	-	-	-	S/4

		Communication		Numeracy		Information and Communication Technology	Problem Solving			Working with Others
Unit No	Unit Name	Oral	Written	Using Graphical Info	Using Number	Using IT	Critical Thinking	Planning & Organising	Reviewing & Evaluating	WWO
F6SX 11	Animal Care: An Introduction to Dog Grooming	S/4	S/4	-	-	S/4	C/4	S/4	S/4	S/4
F6T0 11	Animal Care: Parasitology	S/4	S/4	-	-	-	-	-	-	-
J1GT 46*	Animal Care: Animal Survival Behaviour		S/5	-	-	S/5	-	-	-	S/5
F6T3 11	Animal Care: Behaviour of Small Animals	S/4	S/4	-	-	S/4	S/4	S/4	S/4	S/4
F6T6 11	Horse Care: Stable and Grass Routine	S/4	S/4	-	S/4	-	S/4	S/4	S/4	S/4
F6T7 11	Animal Care: Neo-natal Care	S/4	S/4	S/4	S/4	S/4	S/4	S/4	S/4	S/4
D870 11	Investigating Animal Wildlife	S/5	S/5	-	-	S/5	S/5	S/5	S/5	S/5
F6T8 10	Animal Care: Record Keeping	-	S/4	-	S/4	S/4	-	-	-	-
F3GF 10	Numeracy	-	-	C/4	C/4	-	-	-	-	-
F38X 11	Skills for Customer Care	S/4	S/4	-	-	-	S/4	S/4	S/4	S/4

		Communication		Numeracy		Information and Communication Technology	Problem Solving			Working with Others
Unit No	Unit Name	Oral	Written	Using Graphical Info	Using Number	Using IT	Critical Thinking	Planning & Organising	Reviewing & Evaluating	WWO
D36H 10	Work Experience	-	-	-	-	-	C/4	C/4	C/4	C/4
F57F 10	Preparing to Work	S/4	S/4	-	-	S/4	S/4	S/4	S/4	-
F19M 11	First Aid*	S/5	-	-	-	-	-	-	-	S/5
F3GB 10	Communication	C/4	C/4	-	-	-	-	-	-	-
F3GB11	Communication	C/5	C/5	-	-	-	-	-	-	-
F3GC 10	Information and Communication Technology	-	-	-	-	C/4	-	-	-	-
F3GC 11	Information and Communication Technology	-	-	-	-	C/5	-	-	-	-

*\*refer to History of Change for unit revisions*