Qualification Specification for:

OCN NI Level 2 Award in Skills for Working in the Animal Industry
➤ **Qualification No: 603/4768/5**

OCN NI Level 2 Certificate in Skills for Working in the Animal Industry
➤ **Qualification No: 603/4770/3**

OCN NI Level 2 Extended Certificate in Skills for Working in the Animal Industry
➤ **Qualification No: 603/4771/5**

Qualification Regulation Information

OCN NI Level 2 Award in Skills for Working in the Animal Industry
Qualification Number: 603/4768/5

OCN NI Level 2 Certificate in Skills for Working in the Animal Industry
Qualification Number: 603/4770/3

OCN NI Level 2 Extended Certificate in Skills for Working in the Animal Industry
Qualification Number: 603/4771/5

Operational start date: 15 June 2019
Operational end date: 31 May 2029
Certification end date: 31 May 2031

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (**http://register.ofqual.gov.uk/**). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

→ **OCN NI Level 2 Award in Skills for Working in the Animal Industry**
→ **OCN NI Level 2 Certificate in Skills for Working in the Animal Industry**
→ **OCN NI Level 2 Extended Certificate in Skills for Working in the Animal Industry**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at **www.ocnni.org.uk**

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

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Qualification Features

Sector Subject Area

3.3   Animal care and veterinary science

Qualifications' Aim

The OCN NI Level 2 Award, Certificate and Extended Certificate in Skills for Working in the Animal Industry qualifications are designed to provide the learner with skills relating to animal related job roles.

Qualifications' Objectives

These qualifications are designed to provide the learner with skills and knowledge related to the following:

- animal behaviour and safe handling
- animal husbandry
- animal warden law enforcement powers
- animal health and biosecurity
- animal first aid
- grooming skills and techniques for small pet animals
- working in the animal industry

Grading

Grading for these qualifications is pass/fail.

Qualification Target Group

These qualifications are for individuals who wish to either enter the animal industry or are currently working in various animal industry roles and who wish to upgrade their skills.

Progression Opportunities

The OCN NI Level 2 Award in Skills for Working in the Animal Industry will enable the learners to progress to the OCN NI Level 2 Certificate/Extended Certificate in Skills for Working in the Animal Industry and all qualifications will enhance employment opportunities for learners.

Entry Requirements

Learners must be at least 16 years of age and have an interest in working with animals.

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Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (https://www.ocnni.org.uk/my-account/), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

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Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualifications should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area of working with animals.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:
- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in the area of working with animals
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

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Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:
- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

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Structure and Content

OCN NI Level 2 Award in Skills for Working in the Animal Industry

In order to achieve the OCN NI Level 2 Award in Skills for Working in the Animal Industry learners must complete a total 8 credits from any of the units.

Total Qualification Time (TQT) for this qualification: 80 hours
Guided Learning Hours (GLH) for this qualification: 64 hours

OCN NI Level 2 Certificate in Skills for Working in the Animal Industry

In order to achieve the OCN NI Level 2 Certificate in Skills for Working in the Animal Industry learners must complete a total of 16 credits from any of the units.

Total Qualification Time (TQT) for this qualification: 160 hours
Guided Learning Hours (GLH) for this qualification: 128 hours

OCN NI Level 2 Extended Certificate in Skills for Working in the Animal Industry

In order to achieve the OCN NI Level 2 Extended Certificate in Skills for Working in the Animal Industry learners must complete a total of 32 credits from any of the units.

Total Qualification Time (TQT) for this qualification: 320 hours
Guided Learning Hours (GLH) for this qualification: 256 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
L/617/6613	CBE539	Animal Behaviour and Safe Handling	4	32	Two
R/617/6614	CBE540	Animal Husbandry	4	32	Two
Y/617/6615	CBE541	Animal Warden Law Enforcement Powers	4	32	Two
D/617/6616	CBE542	Animal Health and Biosecurity	8	64	Two
H/617/6617	CBE543	Animal First Aid	8	64	Two
M/617/6619	CBE544	Grooming Skills and Techniques for Small Pet Animals	4	32	Two
T/617/6640	CBE545	Working in the Animal Industry	4	32	Two

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Unit Details

Title	Animal Behaviour and Safe Handling
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBE539
Unit Reference No	L/617/6613

Unit purpose and aim(s): The unit will enable the learner to gain a basic understanding of animal behaviour and handling and how it can be applied in practice.

Learning Outcomes	Assessment Criteria
1. Know how to carry out behavioural observations on animals.	1.1. Identify the importance of observing animal behaviour. 1.2. Describe how to carry out behavioural observations on at least three animal species identifying: a) normal behaviours b) abnormal behaviours c) common behaviours
2. Know how to correctly and safely restrain an animal.	2.1. Compare the differences between the handling and restraint of an animal. 2.2. Describe using examples, why an animal would need to be restrained. 2.3. Describe how the following types of restraint may be used: a) verbal b) physical c) chemical 2.4. Identify the correct equipment and personal protective equipment used for restraining an animal in at least three different scenarios.
3. Be able to carry out practical animal handling and restraint.	3.1. Carry out, for at least three animals, practical animal handling and restraint techniques including: a) visual behavioural assessment to enable a safe approach before restraint b) carrying out a basic health check

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

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Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	Animal Husbandry
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBE540
Unit Reference No	R/617/6614

Unit purpose and aim(s): This unit will enable the leaner to understand habitat of origin and natural living conditions of animals housed in captivity. The learners will also be required to design appropriate enclosures and feeding plans.

Learning Outcomes	Assessment Criteria
1. Understand habitat of origin and natural living conditions of animals housed in captivity.	1.1. Select at least two species of mammals, reptiles and birds commonly kept in captivity and illustrate the habitat of origin and natural living conditions of each including: a) day and night temperature/humidity ranges b) hours of daylight available seasonally c) description of the biome d) food sources available and how these are acquired e) living in groups or solitary f) times of activity g) size of home range
2. Be able to investigate and design an appropriate enclosure for a species in captivity.	2.1. Define the term enclosure as it relates to species in captivity. 2.2. Investigate the available enclosures within the retail sector for each of the species selected in AC1.1 and assess their suitability and maintenance requirements. 2.3. Design an appropriate enclosure for each of the species selected in AC1.1 justifying design choices.
3. Be able to investigate the nutritional requirements for a species in captivity and develop a weekly feeding plan.	3.1. Define the term nutrition. 3.2. Investigate the nutritional requirements for each of the species selected in AC1.1, in captivity, identifying appropriate food sources and how they may be accessed. 3.3. Develop a weekly feeding plan for each of the species selected in AC1.1 justifying choices.

Assessment Guidance

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Title	Animal Warden Law Enforcement Powers
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBE541
Unit Reference No	Y/617/6615

Unit purpose and aim(s): This unit will enable the learner to understand animal welfare related legislation, the gathering and presentation of evidence, the interviewing of suspected animal owner offenders, preparing prosecution files and presenting cases in court.

Learning Outcomes	Assessment Criteria
1. Understand current animal and dog welfare legislation with regard to enforcement within own region.	1.1. Summarise current animal welfare and dog related legislation with regard to enforcement within own region. 1.2. Define what is meant by attack under current dog legislation with regard to enforcement within own region.
2. Know the importance of and procedure for retaining evidence.	2.1. Describe the importance of gathering and retaining evidence. 2.2. Describe evidence as it relates to procedures for criminal and civil proceedings.
3. Know how to use appropriate techniques to interview suspected offending animal owners.	3.1. Describe the legal requirements prior to interviewing suspected offending animal owners. 3.2. Summarise techniques used to interview suspected offending animal welfare owners during investigations.
4. Be aware of the components of prosecution files and disclosure within the law.	4.1. Describe the components of a prosecution file. 4.2. Define what is meant by disclosure within the law.
5. Know about court presentation and etiquette.	5.1. Describe procedures to be undertaken when presenting a case at court. 5.2. Compare the differences between Magistrates and Crown courts.

Assessment Guidance

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Title	Animal Health and Biosecurity
Level	Two
Credit Value	8
Guided Learning Hours (GLH)	64
OCN NI Unit Code	CBE542
Unit Reference No	D/617/6616

Unit purpose and aim(s): This unit will enable the learner to gain a knowledge of the practices required to prevent the spread of diseases through animal contact.

Learning Outcomes	Assessment Criteria
1. Be able to recognise signs of good and ill health in animals.	1.1 Describe how the following may show signs of good and ill health in animals: a) nostrils b) eyes c) mouth/teeth d) ears e) coat/skin f) paws/feet/hooves g) heart rate h) temperature i) posture j) movement k) behaviour l) weight 1.2 Carry out a visual assessment of at least two different mammals and at least one reptile in order to decide if a health check is necessary considering the following: a) behaviour b) weight c) current condition 1.3 Carry out and describe the steps involved in conducting a health check on at least two different mammals and at least one reptile. 1.4 Summarise the key indicators that should be assessed when conducting a health check of a bird.
2. Be able to recognise the signs, symptoms, transmission and effects of communicable diseases.	2.1 Define the terms communicable disease, fomite and vector in relation to disease transmission. 2.2 Describe the signs and symptoms of one communicable disease, how it is transmitted, its effects on the body and appropriate treatment method.
3. Be able to recognise the signs, symptoms and effects of zoonotic diseases.	3.1 Define the term zoonotic disease. 3.2 Describe the signs and symptoms of one zoonotic disease, how it is transmitted, its effects on the body and appropriate treatment.
4. Understand the principles of preventing the spread of disease via animal contact.	4.1 Describe the methods used to prevent the spread of one bacterial, one viral and one zoonotic disease during animal contact. 4.2 Define what is meant by a notifiable disease. 4.3 Summarise the legal quarantine and restriction requirements for at least two notifiable diseases in the United Kingdom. 4.4 Describe methods of carcass destruction in order to prevent the spread of disease.

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Assessment Guidance		
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Title	Animal First Aid
Level	Two
Credit Value	8
Guided Learning Hours (GLH)	64
OCN NI Unit Code	CBE543
Unit Reference No	H/617/6617

Unit purpose and aim(s): This unit will enable the learner to understand the principles of animal first aid. The learner will also be able to demonstrate animal first aid techniques and skills.

Learning Outcomes	Assessment Criteria
1. Understand the fundamental principles of animal first aid and how to respond in emergency situations.	1.1 Define the three goals of first aid. 1.2 Describe the checking of airways, breathing, and circulation (ABC) as the first step in first aid for a given animal. 1.3 Assess an animal's first aid needs. 1.4 Summarise the health and safety principles relating to undertaking animal care in first aid situations. 1.5 Describe how to approach, restrain and handle an animal in shock or in a collapsed state. 1.6 Describe how to carry and transport injured animals.
2. Know the signs and symptoms of animal internal illness or injury and actions to be taken.	2.1 Describe how to assess breathing and circulation of an animal with suspected internal illness or injury. 2.2 Summarise the signs and symptoms associated with the following internal illnesses: a) cardiac arrest b) respiratory arrest 2.3 Describe for at least two different species of animal, how three types of poison affect them including: a) signs and symptoms b) appropriate first aid
3. Know the signs, symptoms and effects of common animal external injuries.	3.1 Describe common external injuries and the signs, symptoms and effects of each including: a) burns b) scalds c) wasp stings d) bee stings 3.2 Summarise the factors which can make a severe burn potentially life threatening.
4. Know the signs and symptoms associated with common animal conditions.	4.1 Describe the following conditions and their signs and symptoms: a) shock b) hypothermia c) hyperthermia
5. Be able to perform animal first aid.	5.1 Carry out a health check to assess a given animal's first aid needs. 5.2 Demonstrate how to perform animal first aid for the following scenarios: a) arterial bleed b) burn/scald c) broken bone d) respiratory arrest e) cardiac arrest

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	f) anaphylactic shock
	g) wasp sting
	h) bee sting
	i) shock
	j) hypothermia
	k) hyperthermia
	5.3. Demonstrate the following first aid treatments:
	a) applying a tourniquet
	b) applying a pressure bandage to stop a bleed
	c) applying a dressing over a burn or scald
	d) carrying out Cardio Pulmonary Resuscitation (CPR)
6. Know how to carry out first aid following a road traffic accident (RTA).	6.1. Identify at least five injuries which could result from a road traffic accident and how you would assess and prioritise them.
	6.2. Describe at least three measures you must undertake when transferring an animal involved in an RTA to a veterinary surgery.

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Title	Grooming Skills and Techniques for Small Pet Animals
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBE544
Unit Reference No	M/617/6619

Unit purpose and aim(s): The unit will enable the learners to be able to perform the basic grooming of small pet animals.

Learning Outcomes	Assessment Criteria
1. Be aware of the characteristics of animal health.	1.1. Compare the characteristics of animals in good health and ill health.
2. Be able to assess the grooming requirements of animals.	2.1. Describe at least three reasons why animals need regular grooming. 2.2. Compare the differences in animal coat types and how environmental factors may affect them. 2.3. Conduct a risk assessment to identify the possible health and safety implications of grooming. 2.4. Summarise the health and safety implications of grooming animals by producing risk assessments for the grooming of the following: a) dog b) cat c) other small mammal 2.5. Summarise the grooming requirements of the following: a) five different species b) five breeds of cat c) five breeds of dog 2.6. Identify at least five types of grooming equipment, their uses, preparation and maintenance. 2.7. Prepare and maintain at least three types of grooming equipment.
3. Be able to groom small pet animals.	3.1. Carry out an animal health check in preparation for grooming. 3.2. Carry out a visual behavioural assessment to allow for safe approach. 3.3. Carry out safe practical handling and restraint techniques while grooming. 3.4. Carry out practical bathing and grooming techniques for at least three different species of small pet animal.

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Assessment Guidance		

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Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

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Title	Working in the Animal Industry
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBE545
Unit Reference No	T/617/6640

Unit purpose and aim(s): This unit will enable the learner to understand the skills required to work in the animal industry.

Learning Outcomes	Assessment Criteria
1. Be aware of the importance of presenting a positive workplace image in the animal industry.	1.1. Describe the importance of the following when working within the animal industry: a) appropriate clothing and appearance b) timekeeping c) initiative d) positive attitude 1.2. Describe the impact of appropriate and inappropriate use of social media in the workplace.
2. Understand health and safety in animal industry workplaces.	2.1. Summarise the main legislation relevant to health and safety in an animal industry workplace. 2.2. Summarise animal technician working practices including potential risks and how they may be minimised. 2.3. Identify personal protective clothing that is required for at least three different roles in the animal industry.
3. Be able to communicate effectively in animal industry workplaces.	3.1. Summarise the main characteristics of effective communication. 3.2. Summarise why it is important to communicate effectively with work colleagues in an animal industry workplace. 3.3. Demonstrate effective communication within an animal industry workplace.
4. Be aware of how to manage conflict in the workplace.	4.1. Define the terms conflict management and workplace violence. 4.2. Summarise the policies and procedures an individual should adhere to if conflict or violence arises in the workplace.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

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Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

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Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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Qualification Number: 603/4771/5

Operational start date: 15 June 2019
Operational end date: 31 May 2029
Certification end date: 31 May 2031

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