



New Zealand Certificate in Animal Care

Course: AC303001 Applied Animal Husbandry, Handling, Behaviour And Welfare

Level 3, 15 credits, version 1

Assessment One: (Part A) Practical Portfolio Logbook of Hours

Your name:	
Your ID number:	
Daytime contact number:	

This Assessment Covers Learning Outcomes:

- LO 4 Maintain an animal facility in a clean and hygienic state in accordance with health and safety legislation and facility protocols
- LO 5 Provide day-to-day feeding, husbandry, handling and health procedures to maintain the welfare of animals at the animal facility in accordance with animal welfare law
- LO 6 Demonstrate personal effectiveness in the animal facility

Notes to Student

You should refer to the accompanying document *NZCAC Practical Portfolio Information Document* on your Moodle course for guidance on how to complete this portfolio

Passing This Assessment

Assessment in the practicum is competency based. This is different to your other assessments which are all criterion reference based (awarding A, B, C etc. grades). In competency-based assessment, assessors will assess the evidence you submit, and you will be marked as either competent in the skill, or not yet competent. You may be offered one opportunity to submit further evidence if you show competence in at least 50% of the skills.

Note: To pass the course you must:

- Achieve **Competent** in the practical portfolio, and
- Achieve an overall weighted grade of at least **C** (50% or above) from all other assessments.

Important Notes

Any discrepancies in this workbook, which may indicate cheating, will be handled as per Otago Polytechnic Cheating Policy (AP0607.02)

This includes any evidence of:

1. Signature tampering (including writing over someone's signature or forging a signature)
2. Adding additional information after the area has been signed
3. This will result in the situation being referred to the Head of Programmes and may result in failure of this course, and exclusion from the programme temporarily or permanently.

Recording Your Evidence

Your work placements may also find this logbook useful in helping to ensure they provide you with the experience you require to successfully complete your programme. Please ensure that you take this workbook along with you each experience day so that you can complete it as opportunities arise.

If your animal facility cannot provide an opportunity for all tasks required, you may need to seek additional work experience at another facility. If you have any difficulties completing the assessment tasks, contact us as soon as possible.

Supervisor Verifications - A number of tasks require verification from your supervisor confirming your ability to complete specified tasks, and to demonstrate personal effectiveness in the workplace. It is up to you to work through the learning resources, practice the skills required and then request that the supervisor assesses you on that skill. Your supervisor must be a person in paid employment at the facility (i.e. not a volunteer).

Notes for Supervisors

Throughout this booklet, there are specific tasks which the student must complete and have verified by a supervisor at an animal related facility. A student should ensure they are confident with their ability to complete a task before they ask you to sign a task off. Marking guidelines are provided which the student should provide you with for assistance.

Should you have any questions or concerns about the student or the programme please contact us. We are very happy to discuss any aspect of this assessment, course or programme. You can telephone the School of Veterinary Nursing on 0800 762 786.

Skill Lists

- You must work safely and adhere to all relevant health and safety and animal welfare legislation during completion of these practical skills at your work placement.
- You are expected to demonstrate professional behaviour at all times.
- All animal handling/restraint skills must be completed in a low stress manner, i.e. causing minimal or no distress to the animal.
- There are a few tasks where it is acceptable to simulate your actions (e.g. applying topical medication). This will be indicated in the specific task instructions if appropriate.
- You must not administer any medication, or perform a procedure, unless an animal actually requires it, as directed by a veterinarian.
- There are a few tasks where you may demonstrate the skill on your own pet, rather than in the workplace. This will be indicated in the specific task instructions if appropriate.

Marking criteria is provided for each skill listed. The criteria provide detail of what you need to show or provide in your evidence to demonstrate competence. It is your responsibility to ensure that the evidence you submit meets the marking criteria given, so make sure you read the criteria carefully. Failure to meet the criteria will result in a request for re-submission, providing you meet resit criteria. If, after re-submission your evidence still does not meet the marking criteria, you will receive a not passed grade.

You should continue to practice all skills whenever you can, to gain confidence in your practical abilities. Where the skill involves animals, such as assessment of demeanour and restraint techniques, you should aim to practice these on a variety of animal species, breeds and ages.

We reserve the right to discuss any aspect of this practical book with the animal facility to verify any of the contents, if and when the need arises.

PART A: Animal Facility Skills

This section must be printed and taken with you to work experience to complete the relevant tables and get relevant aspects signed off.
This section must be then be uploaded to Moodle for assessment.

COMPLETE YOUR DETAILS BELOW

Your name:	
Your ID number:	
Daytime contact number:	

Animal Facility Workplace Skills (must be completed in the animal facility)

Provide details below of the facility you attended and keep a record of the days, times and hours you attended. Each entry must be signed by your supervisor for verification.

If you attended more than one facility, then duplicate the page below for the second facility so their details are provided too.

Any entries which are not signed off will not be accepted.

You must complete minimum of 40 hours to be eligible for marking and be signed off by supervisor/s.

40 hours is the *minimum* required to complete this programme, but we would encourage you to complete many more hours in addition to the minimum requirement. **Provide details below of all facility/facilities you attended for work experience.**

Use a new form for each facility.

Type of facility: (e.g. cattery, pet shop, SPCA)				
Name:				
Address:				
Supervisor's Name and Contact Number:				
Date	No. Hours	Running total	Brief details of activities undertaken	Supervisor Signature
<i>12/06/2016</i>	<i>4</i>	<i>4</i>	<i>Cleaned kennels and walked dogs</i>	<i>Example</i>
<i>19/06/2016</i>	<i>5</i>	<i>9</i>	<i>Spent day cleaning cages and grooming cats</i>	<i>Example</i>

If you need more space to record your hours add to this table or print another copy of this page to insert in your printed workbook.

Cleaning Animal Housing

Animal Housing Cleaning Log - must be completed

Provide evidence that you have cleaned animal housing on multiple occasions to expected standards. Your supervisor should sign the form each time to verify that you have completed the tasks listed to the facilities expected standards.

This must be completed at the animal facility. The range of suitable housing includes dog kennels, cat kennels, rabbit hutches, bird cages, temporary housing such as cat carry cages and outdoor areas such as runs and exercise yards. In your log, you must provide evidence of cleaning at least three (3) different examples of animal housing

You are also required to obtain a video of you cleaning ONE animal housing. This should be done once you have completed the log below. Record these details in the box at the end of this section here.

	Date	Details of type of housing cleaned	Supervisor Name (please print) (Verification cleaning was done to an acceptable standard)	Supervisor Signature
1				
2				
3				
4				
5				
6				

7				
8				
9				
10				
11				
12				
13				
14				
15				

If you need more space to record your hours add to this table or print another copy of this page to insert in your printed workbook.

Cleaning Animal Housing - Overall Supervisor Verification

Once you have completed a **minimum of 10 Animal Housing cleans**, you should ask your supervisor to verify your performance here.

Cleaning Animal Housing overall supervisor verification

Student Name			
I verify that the student named has completed (insert number here) _____ cleans and is now cleaning enclosures effectively with little or no supervision and is now ready to collect a video of the facility cleaning procedure.			
Supervisor name		Supervisor's Signature	
Supervisor Comments			

Note to supervisor: This verification cannot be signed off until the student has completed a log of at least 10 animal housing cleans. "Animal housing clean" does not mean a whole facility clean, but a single cage or set of cages depending on the day/situation. **If you would prefer to give feedback in confidence, email this completed form to vetnursing@op.ac.nz**

Video of Cleaning Procedure (one required)

Instructions

Record a **video** of you cleaning ONE animal house at your animal facility. You must follow the standard procedure at the animal facility. You should demonstrate high standards of cleaning so the video should not be your first attempt.

Note: You may apply to your learning advisor for permission to record a mock kennel cleaning scenario at home if you are unable to do this at a facility. Please contact your learning advisor before you begin so we can ensure you are able to demonstrate all aspects.

Your video should include ALL of the following:

- Equipment used to clean the cage
- Personal Protective Equipment used
- Any cleaners and disinfectants used
- **Each of the steps** of preparation, cleaning and disinfection used
- Disposal of wastes e.g. general wastes, recycling, biohazard
- Preparation of cage for the next animal, including bedding, food bowls, toys and litter tray and substrate for cats (If appropriate)

CLEAN AND PREPARE KENNELS/CAGES APPROPRIATELY ACCORDING TO FACILITY PROTOCOL	
Date	Details of type of housing cleaned
<i>Please add the link to this video in the Video section, Part B</i>	

Daily Care and Handling

Animal Care Log

To complete this task, you are required to provide daily care for **three different species of animals from the range on ten occasions**. Only animal care and handling from the four species mentioned can be counted towards the total.

This task must be completed at an animal facility.

Your animal care log must include care for at least one dog, one cat and either a bird OR rabbit . Your tasks must also show a range of daily husbandry tasks required for that animal including feeding, grooming, providing enrichment (social interaction, playing) that you provided to the animal on that date.					
	Date	Species	Outline of care provided, or tasks undertaken for this animal	Supervisor Name (Verification care was done to an acceptable standard)	Supervisor Signature
1		Dog			
2		Cat			
3		Rabbit/Bird (specify which)			
4					
5					

6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

If you need more space to record your hours add to this table or print another copy of this page to insert in your printed workbook.

Animal Handling Log

In this section you are required to show evidence of your handling skills on **at least 10 occasions**, and for at least three (3) different species of animals from the range. The range must include handling for at least one dog, one cat and *either* a bird *OR* rabbit. **You must complete the first three specific tasks listed, and also provide details of additional handling you carried out at the animal facility during your time there.** This should be a range of handling such as lifting, leading, carrying, restraining for procedures such as examinations or nail clipping etc. Tasks must be completed at an animal facility with permission and verification (signature) from your supervisor. **You MUST demonstrate a broad range of handling skills and species on the form below.**

Date Task Completed	Animal Details	Handling Skills Completed	Supervisor Name (Verification handling was done to acceptable standard)	Supervisor Signature
1	Cat	Removing from and returning to cage		
2	Dog	Removing from a kennel and leading it safely at a walk. Return it to the cage.		
3	Rabbit OR Bird (specify which)	Removing from, and returning to a cage		
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				

If you need more space to record handling print another copy of this page to insert in your printed workbook.

Personal Effectiveness in the Animal Facility

Supervisor verification

Using the grading guide, enter a grade for your student by circling the most appropriate description of the student's ability for each of the skills set out below. Comments on student performance/attributes are strongly encouraged.

Supervisor: If you would prefer to give feedback in confidence, email this completed form to vethnursing@op.ac.nz

Student Name	Supervisor Name and Contact Details		
Time Management	<i>Student was often late</i>	<i>Student was mostly on time</i>	<i>Student was always on time</i>
<i>Supervisor rating</i>			
<i>Supervisor comments</i>			
Teamwork	<i>Student regularly did not complete tasks to standard or on time, did not offer assistance to others, did not comply with safety requirements</i>	<i>Student mostly completed tasks as instructed; looked for work when finished; helped others if needed; complied with safety requirements, etc.</i>	<i>Student always completed tasks as instructed; looked for work when finished; helped others if needed; complied with safety requirements, etc.</i>
<i>Supervisor rating</i>			
<i>Supervisor comments</i>			
Personal Presentation	<i>Student presentation was untidy or unsuitable</i>	<i>Student presentation was tidy and suitable for the facility</i>	
<i>Supervisor rating</i>			

<i>Supervisor comments</i>			
Communication skills	<i>Student did not communicate concerns about animals to staff; and did not talk to staff about study needs</i>	<i>Student communicated concerns about animals; but did not communicate study needs.</i>	<i>Student communicated concerns about animals; and communicated study needs.</i>
<i>Supervisor rating</i>			
<i>Supervisor comments</i>			