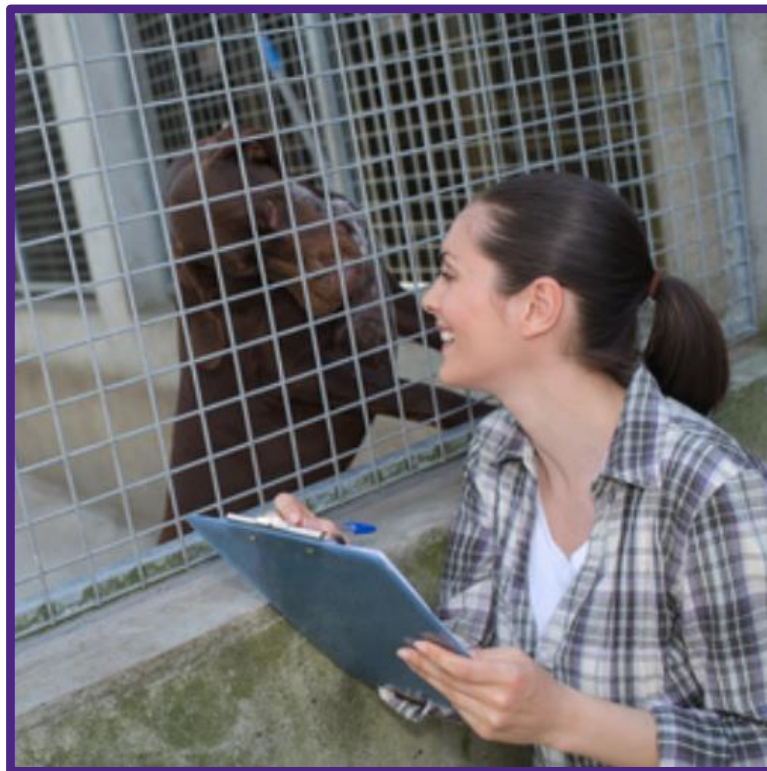




Level 3 Diploma Animal Welfare Officer

Qualification Number: 603/4252/3





Mission Statement

Our mission is simple, to release the potential of learners by validating their achievements with nationally and internationally recognised qualifications and services. We value our partnership with every organisation that delivers our qualifications and we will prioritise support for Education and Training Providers in everything we do, helping to transform the lives of ever increasing numbers of learners.

Our Vision

Creating and awarding exceptional qualifications that change lives.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary – key facts

Title:	Open College Network West Midlands Level 3 Diploma Animal Welfare Officer
Qualification Number:	603/4252/3
Level:	3
Credit Value:	37 credits
Guided Learning Hours:	278 hours
Total Qualification Time:	370 hours
Qualification Objective:	This qualification has been developed to enable learners to develop the required knowledge to assist with licensing premises under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, in animal care establishments. Learners will develop knowledge across a broad range of areas from animal care to legislation and handling animals in pain, fear and distress. Learners will develop the knowledge required to develop their career or complete further study in the area of Animal Welfare, including being an Animal Welfare Officer.
Progression Routes:	This qualification can be used by learners to gain employment in the sector with local councils or progression to further study in animal care and welfare.
Entry requirements:	There are no specific entry requirements to access this qualification, bar the minimum age for access to this qualification is 16 years.
Assessment method(s):	Portfolio of evidence.

How is the qualification assessed?

The assessment process is as follows:

Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the Open College Network West Midlands [Reasonable Adjustments and Special Considerations Policy which](#) gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Qualification size

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

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 term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Rules of Combination and level for this qualification

To achieve the Open College Network West Midlands Level 3 Diploma Animal Welfare Officer. Learners must achieve the **37** credits from the Mandatory Units. There are no Optional Units in this qualification.

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Advising the Public	3	2	10	20	SP5/3/NQ/003	D/617/5028
Animal Behaviour and Environmental Enrichment	3	3	24	30	SP5/3/NQ/004	H/617/5029
Animal Care	3	4	30	40	SH2/3/NQ/005	Y/617/5030
Animal Welfare Legislation	3	4	35	40	SP5/3/NQ/005	D/617/5031
Companion Animal Transportation	3	5	40	50	SP5/3/NQ/006	H/617/5032
Equipment, Storage and Record Keeping in Animal Care	3	3	24	30	SP5/3/NQ/007	K/617/5033
Handling Animals in Fear, Pain and Distress	3	2	15	20	SH2/3/NQ/006	M/617/5034
Inspecting Sites	3	5	30	50	SP3/3/NQ/015	T/617/5035
Understanding Animal Cruelty and Interpersonal Violence	3	4	30	40	SP5/3/NQ/008	A/617/5036
Understanding Animal Hoarding	3	5	40	50	SP5/3/NQ/009	F/617/5037

Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver the qualification

To offer this qualification, centres must ensure that tutors hold or are working towards:

- A Level 4 qualification in in an animal care related subject and relevant, current experience in the animal care sector.
- A UK recognised teaching and/or assessing qualification.
- At least a year's meaningful experience in working within the subject area of animal care and/ or welfare.

Centres must also ensure that they have in place an Internal Quality Assurance person who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices or its equivalent
- Has substantial experience of working in or assessing qualifications in the animal care sector.
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer.

To gain approval to offer the qualification, centres must submit a [Qualification Approval Form \(QAF\)](#).

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):

- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



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