



Key Stage 4 Programme Induction Pack

C&G LEVEL 1 CERTIFICATE IN ANIMAL CARE

Year 1 & 2 workbook



What will you be doing

You are working to complete a City and Guilds (C&G) Level 1 certificate in Land-Based studies, focussed on animal care.

This course runs for two years and you will be requested to attend for the full length of the course. You will come to college for one day a week. This will be on a Wednesday in Year 10 and a Thursday in year 11. The day will start with a theory session with practical in the afternoon. However, there may be some changes depending on circumstances. We will try to give you as much notice of any changes as we are able to. You will work with a variety of animals from reptiles and invertebrates to goats and ponies.

Please bear in mind that working within the animal industry generally means limited animal contact. There will be a lot of cleaning enclosures, preparing diets and observing the animals.

You will be assessed both theoretically and practically, as well as undertaking an online multiple-choice health and safety test. Assessments will cover a range of topics including practical observations, posters, leaflets, etc. Due to the heavy theory basis of this course, students will be expected to do some work at home. This may take the form of written homework, online activities and revision.

What this involves

Safe and effective working practices in land-based industries

- Select, use, maintain and store tools and equipment
- Follow safe working practices
- Follow emergency procedures
- Maintain a safe and tidy work environment

Assist with maintaining the health and wellbeing of animals

- Visually assess the physical health of animals
- Administer preventative care to animals
- Deal with a range of potential animal emergency situations

Assist with the movement, handling and accommodation of animals

- Handle and restrain animals
- Move animals
- Clean and maintain animal accommodation

Assist with feeding and watering of animals

- Identify nutritional requirements of animals
- Assist with the maintenance of feed and water equipment
- Assist with the preparation and presentation of food and water
- Monitor food and water intake

Please ensure that you read and understand the information in the booklet you will be asked to sign a code of conduct to say that you agree to comply with the policies and procedures in this handbook.

You are now a Reaseheath College student and being a college student is different to being at school. You will be mixing with peers from other schools and also students who are older than you in places such as canteen, Bootzone and Animal Hub.

At Reaseheath **EVERYONE** wears an ID badge; students, staff and visitors. Wearing an ID badge is important to ensure we can identify that all people are allowed on site. When provided with yours please ensure to wear it on campus grounds and keep it safe!

At college you will call your instructor by their first name, not miss or sir. You will be treated like a young adult.

You need to be at college for 9:30AM when your instructor will take the register. You will have a break 10.45-11.00 and also 12.15-13.00. Between 11.00 and 14.20 will be your practical slots. Before beginning the practical session you will need to be ready in your PPE, you will need to get dressed in the changing rooms and take all belongings to the courtyard. Once the register has been taken your instructor will open a container for all your belongings to be placed into which is then locked for the duration of your session. You **MUST NOT** leave any belongings in the changing rooms.



When starting your course please remember:



Be punctual – Arrive to sessions a few minutes before the sessions begin



Be ready for your session in your PPE ready to go



Be polite, remember your manners and respect everyone on campus, respect works two ways; Give It to get it



Have a positive attitude



SMILE!



Animal Management Centre Rules

- Correct PPE must be worn at **ALL** times when working with animals. (This will include both overalls and safety boots/wellington boots).
- No mobile phones during the lesson (You can keep them on you but must be on silent or switched off). If you are seen using your phone it will be taken off you.
- Do not leave any belongings in the changing rooms, a container will be provided for you to put belongings into.
- No earphones to be worn during sessions.
- All Jewellery and piercings must be removed before practical session begins **NO EXCEPTIONS!** No plasters can be used to cover piercings.
- Hair must be tied back and long fringes clipped back so they do not impair your vision.
- No eating or drinking on the centre except in the courtyard, hub and reception.
- Bad language will not be tolerated.
- Unnecessary stress to animals **WILL NOT BE TOLERATED** and may result in disciplinary action.
- For Safety, all zoo perimeter gates must stay shut at all times.
- The use of or possession of alcohol or narcotic substances are forbidden on the college grounds and **WILL** result in disciplinary action.
- No photos or videos relating to college, staff or animals are to be shared on social media.
- All lecturers, instructors and keepers should be treated with respect at all times.

Student dress code

Personal Protective Equipment (PPE) must be worn when participating in practical sessions on the animal management centre. There are two options for PPE which can be worn on the centre; the first option has to be ordered from Reaseheath College website shop.

1. Black work trousers, Reaseheath branded college polo shirt or branded college jumper

OR

2. Black, Blue or Green overalls (must be a dark colour)

ALSO

- Steel toe capped boots or steel toe capped wellington boots
- ID cards visible at all times
- Waterproof coat if working outside; We will continue to work outside even if it is raining!
- Hats/Scarfs and gloves will be needed in winter months when working outside
- Sensible clothing underneath practical overalls or polo shirt Vest tops/ sleeveless tops must not be worn for health and safety reasons



No PPE means you cannot participate in practical sessions. You will be sent home/ back to school. Jewellery and piercings must be removed on practical sessions with the exception of wedding bands and medical piercings, you cannot cover piercings with a plaster due to health and safety.

Nails must be kept short and without any varnish on. Any long, false, acrylic or painted nails will result in you not doing practical that day as this is a health and safety risk to the animals.

Fire procedures

If there is a fire in the Animal Management centre and the fire alarm is ringing you must follow these procedures:

- Stay calm
- Proceed to the nearest fire exit!
- If you are outside the centre on the zoo DO NOT go into the building
- Do not go back for personal possessions
- Proceed to the fire assembly point located at the entrance of Animal Management centre, the point is marked by a large tree carved with two giraffes.

If you discover a fire on the centre and the alarm is not yet ringing stay calm, alert a member of staff immediately and inform them where the fire is located. Proceed to the fire assembly point.

Safe Guarding

When on campus, you must ensure you are wearing your yellow lanyard at all times. If staff see someone without a lanyard on site they will be challenged.

If you are not going to be in, try to contact your school who can let us know you will be absent. If you are late or absent your absence will be recorded and raised with the Key Stage 4 liaison who will contact school or parents. A register is taken in the morning, after break and after lunch. If you are leaving campus early for any reason, such as a dentist appointment, you must inform your instructor you will be leaving.



Accident procedures

If an accident occurs on the centre and first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called. First aid boxes can be found at various points on the centre and in Animal Management reception.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Tell your instructor
- Ensure the area is safe and prevent any further accidents from happening



Stay connected



 Reaseheath Mini Zoo

 @reaseheathzoo

 @reaseheathzoo



 Reaseheath College

 @reaseheathcollege

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