

Level 2 Certificate for Dog Grooming Assistants (7763-02)



Assignment Guide

Version 2
www.nptc.org.uk



Publications and enquiries

Publications are available as hard copy from Publications sales, City & Guilds,
1 Giltspur Street, London EC1A 9DD

or

download from www.nptc.org.uk under the 'Qualifications' tab.

General information may be obtained from

Customer support

NPTC
Building 500
Abbey Park
Stareton
Warwickshire
CV8 2LY

Tel: +44 (0) 24 7685 7300

Fax: +44 (0) 24 7669 6128

Email: information@nptc.org.uk

Equal opportunities

NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all learners have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

For a copy of our Equal Opportunities Policy please contact your assessment centre or NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

© 2009 NPTC All rights reserved.

Registered Charity No: 1096429
Company Registration No: 4542170

Contents

Introduction	4
Details of Assessments	5
Guidance for Assessors	6
Assignment 001	11
Assignment 002	18
Assignment 003	39
Assignment 004	54
Assignment 005	73
Assignment 006	105
Further information	117

Level 2 Certificate for Dog Grooming Assistants (7763-02)

Introduction

The Units

To gain the NPTC Level 2 Certificate for Dog Grooming Assistants learners must pass all 6 core units and 5 credits from the optional units. Additional optional units may also be included with the full qualification.

Unit 1, Prepare and groom dogs prior to grooming, has a multiple choice, online test and therefore does not have an assignment.

All other core units have an assignment to cover underpinning knowledge and practical activities. The optional units are to be assessed by centre devised assessments.

NPTC Level 2 Certificate for Dog Grooming Assistants

Core units

- 001 Prepare and groom animals prior to bathing
- 002 Bathe and clean dogs
- 003 Clean and maintain equipment used for grooming or removing hair from the animals
- 004 Control and restrain animals
- 005 Dry dogs and prepare their coats for styling
- 006 Basic trimming of a dog's coat

Details of Assessments

For the award of a full certificate, learners must successfully complete the assessments for all six core units (units 001-006) plus a minimum of 5 credits from the optional units.

Core units		Assessment components required	
Unit 1	Prepare and groom animals prior to bathing	7763-02-001 7763-02-023	GOLA- online multiple choice assessment NPTC Assignment
Unit 2	Bathe and clean dogs	7763-02-002	NPTC Assignment
Unit 3	Clean and maintain equipment used for grooming or removing hair from animals	7763-02-003	NPTC Assignment
Unit 4	Control and restrain animals	7763-02-004	NPTC Assignment
Unit 5	Dry dogs and prepare their coats for styling	7763-02-005	NPTC Assignment
Unit 6	Basic trimming of a dog's coat	7763-02-006	NPTC Assignment
Optional units			
Unit 7	Carry out reception duties	7763-02-007	Centre devised assignment
Unit 8	Handle payments for clients	7763-02-008	Centre devised assignment
Unit 9	Welcome, receive and care for visitors to sites	7763-02-009	Centre devised assignment
Unit 10	Move animals between locations	7763-02-010	Centre devised assignment
Unit 11	Maintain the cleanliness and bio security of the animal care working environment	7763-02-011	Centre devised assignment

Guidance Notes for Assessors

NPTC Level 2 Certificate for Dog Grooming Assistants is designed to provide opportunities for learners to demonstrate their skills and understanding of the dog grooming industry and the requirements of a dog grooming assistant.

The assignments in this guide assess the practical activities and underpinning knowledge of the outcomes that are listed in the qualification handbook.

The Qualification Handbook details a number of outcomes for each unit, and each of these outcomes has a number of practical activities and underpinning knowledge criteria. As assignments are designed to assess the practical activities and underpinning knowledge, it is essential that learners cover the full contents of each unit. All of the assessments have standard marking criteria or marking checklists.

Completing assignments

Each assignment relates to a unit and consists of a series of tasks that learners will be expected to complete and the resultant level of learner achievement for the unit will be graded. **Learners must pass all tasks within an assignment.** The formula for determining the grade is given later in this guide.

Each task is listed with its title, assessor guidance, learner briefing, marking criteria, marking checklist where required and feedback sheet. If the assignment contains written or multiple choice tests the sample answers to these will be available directly from NPTC.

Assignments can be completed in any order. There is no need for learners to begin with Unit 1 and then to work through in numerical order. Centres will be expected to organise the assignments in a logical order according to the requirements of the learners and the course: e.g. with regard to seasonal activities, the needs of the sector and whether the learner is registered for the full qualification or individual units.

All the assessments must be carried out by approved assessors in examination conditions and may take place in the training centre or workplace.

There may be more than one version of an assignment available for each unit (e.g. Version A or B). The intention of providing versions of assignments is to widen the assessment opportunities for the qualification. Centres should select one version of an assignment to use for a particular unit and year, but will **not** be able to mix and match versions of assignments within each individual unit.

Tutors/assessors need to ensure that all the required evidence is available for any verification that may take place.

Supporting evidence

Many assignments have been written to encourage learners to produce different types of evidence such as completed charts, posters, visual displays, leaflets, etc. It is therefore important that learners put their name, enrolment number, centre name and number on all pieces of evidence and that the evidence for each assignment is securely fastened together.

Time limits for assignments

Time limits have not been included for each task in assignments. This has been agreed because time is not an assessment criterion in this context. However, it is expected that learners will complete practical tasks in a commercially acceptable time.

Grading

The assignments in this guide include descriptions of expected learner performance for each grade pass, merit or distinction. Pass represents the level of achievement which would equate to competence in terms of knowledge and practice and generally represents ability to follow instructions, whereas Merit and Distinction represent an increasing ability to apply knowledge more critically, adapt in the face of changing circumstances and independently resolve problems. To pass an assignment, a learner must demonstrate a reasonable level of practical skill as detailed in the qualification but may need to seek clarification. Merit and Distinction represent an increasing ability to function autonomously, solve problems and be creative.

The three grades are defined as follows:

Pass level

In order to gain a Pass grade, learners must show they can carry out activities to a satisfactory standard in the practical and underpinning knowledge tests.

Merit level

In order to gain a Merit grade, learners must show additional qualities, such as an ability to work with greater efficiency than pass level learners, and a capacity to monitor information and solve everyday operational problems with a certain amount of confidence.

Distinction level

In order to gain a Distinction grade, learners must be able to show evidence of a greater level of understanding than those at merit level. In addition to the ability to monitor information and solve problems, they must be able to analyse and evaluate information and generalise from basic principles, make judgements and simple recommendations concerning methods of improving existing practice.

Safe working

The importance of safe working practices must always be stressed. Learners have responsibilities for the safety of others as well as themselves. Anyone behaving in an unsafe manner during a test must be stopped and a suitable warning given. At least a week should elapse before a re-sit may be taken.

Marking assignments

All assignments are made up of a series of tasks. Each task must be marked and most can be awarded a Pass, Merit or Distinction. Specific guidance for marking each task is provided in the appropriate section.

The mark that can be awarded for each completed task is:

Pass	1
Merit	2
Distinction	3

To award an overall assignment grade, the number of marks given for each task are totalled and then divided by the number of tasks. This gives the average mark and then grade.

Average	Grade
1 to 1.5	Pass
1.6 to 2.5	Merit
2.6 to 3	Distinction

For example, below is a completed Assignment Mark sheet as it would appear in the Assignment Guide. It shows how an overall grade of Merit was produced.

Outcome	Task	Mark		
		Pass	Merit	Distinction
1. Examine the roles of providers and sources of funding.	Ai	1		
	Aii		2	
	Aiii			
2. Investigate a career.	Bi			3
	Bii		2	
	Biii	1		
Total				9
Average Mark (9 divided by 5)*				1.8
Overall Grade				Merit

*Note: If tasks are pass/fail only their mark should be excluded from this calculation. In the example above task Aiii is pass/fail only and is not included in the calculation of the grade.

Feedback to learners and opportunities to repeat tasks within an assignment

Learners may repeat a task once to improve their achievement by one grade, e.g. fail to pass or pass to merit. Each task within the assignment guide has a feedback to learner sheet. All feedback to learners must be recorded on this sheet and given in such a way that any work resubmitted reflects additional work by the learner, rather than specific information provided by the tutor. If a learner fails a task, they can repeat it, but assessors should allow seven days before resubmission or reassessment.

Recording marks and grades

To record learner marks and overall grade for each completed assignment, assessors should enter details onto the appropriate Assignment Mark sheet (front sheet) which must be authenticated by the learner and assessor.

Records of individual assessments should be kept on the marking checklists and other pro-formae provided.

Verification of Assignments

The work of assessors involved in the qualification must be monitored by an Internal Quality Assurance System, to ensure that consistent standards are being applied throughout assessment activities.

Key responsibilities of those with the internal quality assurance role are

- planning, tracking and verifying assessment
- managing the quality of the assessment delivery, including standardising assessment practice
- supplying assessors with up-to-date information, advice and support
- monitoring assessor's continuous professional development.

Sampling should include the range of assignments, learners and assessors and all assessment methods, including direct observation. Guidance on this can be found in *Ensuring Quality*, edition 12 pages 8-9.

By using the evidence checklists, assessors/verifiers can also ascertain whether the evidence for an assignment is complete, and can ensure that the allocation of scores has been fair and beyond dispute. Assignments must be checked for validity, authenticity and sufficiency.

Assessors must ensure that learners understand why a particular grade has been given. It is for this reason and to authenticate the assignment, that NPTC requires the signature of both the assessor and the learner on the mark sheets and why a feedback box/sheet is provided.

If a learner's work is selected for verification, samples of work must be available to the appointed external verifier. An external verifier will make an annual visit to the centre and their role includes the following:

- ensuring that quality assurance co-ordinators are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice
- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.

Entry for assessment and certification

Learners should be registered using Walled Garden or Form S as soon as possible after enrolment at the centre. Centres should note that unregistered learners will not be included in EV sampling, which may delay the issue of certificates. Assessment should not take place before a learner is registered with the centre. Any evidence used from before this date should be judged as accreditation of prior learning during the induction process and must meet the requirements for validity, sufficiency, authenticity and currency.

Learners are automatically registered for the on-line tests, which must be scheduled when the learner is ready to take the test. (See qualification handbook). A dated entry needs to be made for any learners taking dated examinations.

Results of assignments should be submitted in the form of grades on Walled Garden or Form S. Only those components which have been passed should be included. Each component number is entered, followed by P (Pass), M (Merit) or D (Distinction) to indicate the grade the learner has achieved. Certificates will not be issued until after external verification.

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

This assignment links to Unit **001** prepare and groom dogs prior to bathing of the Qualification Handbook

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Assess the dog prior to grooming out and bathing	A		Pass/Fail only	
2. Remove excess hair, knots and tangles prior to bathing	B		Pass/Fail only	
3. work safely and minimise environmental damage	C		Pass/Fail only	
Average mark (total divided by)				
Overall Grade				

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task A Assess dog prior to grooming out and bathing

Assessor guidance

To complete task A, candidates are required to assess a dog, its temperament and the coats condition prior to grooming out and bathing.

The assessor must choose the coat type of the dog for candidate to assess from the following:

Wool, wire, silk, mixed, double

Candidates are required to assess a dog, its temperament and condition of the coat prior to grooming out and bathing.

Assessors should have carried out a risk assessment of the task prior to commencement of the assessment.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then candidates should request the use of an assistant to help with lifting
- Candidates should be familiar with the requirements of assessing a dog and its coat prior to grooming out and bathing and the use of different equipment to carry out the task

This is a pass only task.

Candidate's briefing

To complete task A you are required to assess a dog and its coat prior to grooming out and bathing.

The assessor will allocate the coat type of the dog for you to assess from the following:

Wool, wire, silk, mixed, double

It is important that the health and wellbeing of you and the dog is ensured at all times.

You should carry out a risk assessment prior to undertaking the task.

This is a pass only task.

Marking criteria

This task may be achieved at Pass level only. The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 11 essential criteria have been met

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task A Assess dog prior to grooming out and bathing

Marking checklist A

1. The area to be used for the assessment was checked that it was safe and secure and suitable for grooming requirements
2. Any risks or hazards in the area were identified
3. Any previous records for the dog were checked to identify any temperament, health, grooming/coat problems recorded
4. Appropriate PPE was worn in line with HSE guidelines
5. Equipment such as muzzles and restraint equipment was checked to be clean, fit and available for use
6. The dog was suitably restrained prior to assessing the coat
7. The condition of the coat was assessed to identify the correct coat type to the assessor
8. Advice that could be given to an owner to reduce the incidence of mats, knots, tangles, dirt, debris and dead coat was identified
9. The areas of the coat that were, matted, contained knots, tangles and debris, or areas of 'dead coat' were identified
10. Safe techniques, methods and equipment would used to groom out the coat and to remove knots, tangles, debris and dead coat in line with establishment guidelines were identified
11. Safe and appropriate handling which minimised stress whilst assessing the dog and its coat in line with establishment guidelines were demonstrated

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task B Groom out and prepare a dog prior to bathing

Assessor guidance

To complete task B, candidates are required to select tools and equipment and to prepare and groom out a dog prior to bathing, demonstrating the appropriate use of equipment and techniques.

The assessor must choose the coat type for candidate to assess from the following:

Wool, wire, silk, mixed, double

Assessors should have carried out a risk assessment of the task prior to commencement of the assessment.

The assessment will include:

- Selection of appropriate tools and equipment to groom out the dogs coat
- Observation of the use of appropriate tools and equipment and techniques to groom out the coat prior to bathing
- Ensuring the health safety and welfare of the dog and themselves
- If a large breed is used then candidates should request the use of an assistant to help with lifting and if required restraining
- Candidates should be familiar with the requirements, techniques and equipment used to prepare and groom out coats prior to bathing in line with establishment procedures

This is a pass only task.

Candidate's briefing

To complete task B you are required to select tools and equipment and to prepare and groom out a dog prior to bathing, demonstrating the appropriate use of equipment and techniques.

The assessor will allocate the coat type of the dog for you to assess from the following:

Wool, wire, silk, mixed, double

You should:

- carry out a risk assessment prior to undertaking the task
- demonstrate methods to ensure the health, safety and welfare of the dog and yourself at all times
- if a large breed is used then you should request the use of an assistant to help with lifting and restraining
- be familiar with the techniques, tools and equipment used to groom out and prepare a dog for bathing safely in line with establishment procedures

This is a pass only task.

Marking criteria

This task may be achieved at Pass level only. The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 13 essential criteria have been met

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task B Groom out and prepare a dog prior to bathing

Marking checklist

1. The grooming area was checked to be safe, secure and ready for use
2. Any risks or hazards in the area were identified
3. Appropriate PPE was worn in line with HSE guidelines
4. The equipment such as muzzles and restraint equipment was checked to be clean, fit and available for use
5. Suitable tools and equipment to groom out and prepare the dog for bathing were selected
6. All equipment and tools were checked to be safe, clean and fit for use
7. How and where they would use the tools and equipment safely were verbally identified to the assessor
8. The dog was transferred to the grooming area/ table safely and appropriate equipment and techniques were used in line with establishment guidelines
9. The dog was restrained in a safe and appropriate manner (by assistance if required) in line with establishment guidelines
10. The correct use of tools and equipment and techniques to groom out and prepare the dog for bathing were demonstrated in line with establishment guidelines
11. The health and well-being of the dog and themselves was ensured throughout
12. The dog was reassured throughout
13. Safe and appropriate handling and lifting techniques was demonstrated throughout

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task C Clean the grooming area and equipment used after grooming out

Assessor guidance

To complete task c, candidates are required to clean the grooming area and equipment used after the grooming out and preparation of dogs for bathing has taken place.

Candidates must demonstrate safe and appropriate techniques and dispose of any waste in a manner that minimises environmental damage.

Candidates should:

- wear appropriate PPE and be dressed in an appropriate manner
- demonstrate safe lifting
- clean and store equipment
- select suitable tools and equipment to clean the area
- demonstrate safe working practices
- dispose of waste in a manner that minimises environmental damage

This task can be achieved at a pass only.

Candidate's briefing

To complete task c, you are required to clean the grooming area and equipment used after the grooming out and preparation of dogs for bathing has taken place.

You must demonstrate safe and appropriate techniques and dispose of any waste in a manner that minimises environmental damage.

You should:

- wear appropriate PPE and be dressed in an appropriate manner
- demonstrate safe lifting
- clean and store equipment
- select suitable tools and equipment to clean the area
- demonstrate safe working practices
- dispose of waste in a manner that minimises environmental damage

This task can be achieved at a pass only.

Marking criteria

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 16 essential criteria have been met

ASSIGNMENT 001 PREPARE AND GROOM DOGS PRIOR TO BATHING

Task C Clean the grooming area and equipment used after grooming out

Marking checklist

1. PPE was worn in line with Health and Safety guidelines
2. Risks and hazards in the area and on equipment used were identified.
3. Hair and debris from the tools and equipment was removed in a safe and appropriate manner and in line with establishment guidelines
4. Appropriate methods/tools and products for cleaning/sterilizing grooming out equipment were selected
5. The equipment used was cleaned and sterilised correctly and in line with establishment guidelines
6. All equipment was checked for damage, wear and tear and it was identified to the Assessor what would happen if the equipment was damaged or faulty
7. Appropriate products and equipment were selected to clean the area and checked them for damage ensuring they were safe to use
8. Visible debris such as hair was removed by using appropriate safe techniques and equipment from the grooming out area
9. Cleaning products were diluted correctly and safely in line with manufacturers guidelines
10. Products were used in line with guidelines and an awareness of the importance of contact time for disinfectants and cleaning solutions was demonstrated
11. The area was cleaned in a methodical and safe manner
12. Waste was disposed of correctly and in a manner that minimised environmental damage
13. All equipment used was cleaned correctly
14. The grooming out area was left clean and tidy and ready for use
15. All equipment and materials used were stored in the correct storage area
16. Hands were washed on completion of the task

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 002 BATHE AND CLEAN DOGS

This assignment links to Unit 002 Bathe and clean dogs of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the learner.

Learner name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Bathe and clean a dog's coat and skin	A	Pass/Fail only		
2. Select, use and maintain relevant equipment	B	Pass/Fail only		
3. Work safely and minimise environmental damage	C	Pass/Fail only		
4. Know how to remove excess hair, knots and tangles prior to bathing and grooming	D			
5. Know the types of equipment required and how to maintain them	E			
6. Know relevant health and safety legislation and environmental good practice	F			
Average mark (total divided by 3)				
Overall Grade				

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Assignment composition and mark sheet continued

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task A Bathe and clean a coat type safely and appropriately

Assessor guidance

Learners are required to bathe and clean, using the appropriate products for one of the following coat types as chosen by the assessor:

- Wool
- Wire
- Silk
- Mixed
- Double

Assessors should carry out a risk assessment of the task prior to commencement of the assessment.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then learners should request the use of an assistant to help with lifting
- If muzzles not required for assessment learner should demonstrate when and how to use one
- Learners should be familiar with the requirements of bathing and drying dogs in preparation for styling and the use of different equipment to carry out the task

This task can be achieved at pass level only.

Learner's briefing

To complete Task A you are required to bathe and clean a dog using appropriate products and techniques appropriate for the dog and its coat type and condition.

The coat type of the dog will be chosen by the assessor and will be one the following:

- Wool
- Wire
- Silk
- Mixed
- Double

It is important that the health and well-being of you and the dog are ensured at all times.

You should carry out a risk assessment prior to undertaking the task.

This task can be achieved at a pass level only.

Marking criteria

This task may be achieved at Pass level only. The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 19 essential criteria have been met

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task A Bathe and clean a coat type safely and appropriately

Marking checklist A

1. Assessment area was checked that it was safe and secure and it met the grooming requirements of the task
2. Equipment, such as muzzles and restraint equipment, was checked that it was clean, fit and available for use
3. Records for the dog to identify any temperament problems were checked
4. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
5. Coat type and condition was assessed to identify which shampoo should be used. This was identified correctly to the assessor.
6. The shampoo was diluted in the correct manner and according to manufacturer's guidelines.
7. The dog was transferred to the bath /shower area by a safe lifting technique and in line with establishment guidelines.
8. The dog was securely restrained in the bath/ shower on a non slip surface/mat.
9. The anal sacs were checked if required (if not checked learner should verbally explain how this would be done).
10. Dirt and debris was removed from between the pads and toes of all feet.
11. The water temperature was checked to be at a suitable temperature before wetting the dog.
12. The water was applied to the coat by starting behind the shoulders and working down the back down the legs and finally the head (or as per existing centre/establishment procedure)
13. The coat was sufficiently wet before applying the shampoo.
14. Sufficient shampoo was applied to all areas of the coat by avoiding it going into the eyes and ears and in line with manufacturer's instructions.
15. The shampoo was rinsed from head to tail thoroughly from the coat +/- conditioner applied and coat was 'squeezed' to remove excess water (or as per existing centre/establishment procedure)
16. Water was removed from the dog's coat by a towel/ absorbent cloths.
17. The health and well-being of the dog and the learner was maintained throughout.
18. The dog was reassured throughout the bathing.
19. All required records for the dog were completed and communication techniques were used throughout regarding the bathing to colleagues

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task A Bathe and clean a coat type safely and appropriately

Marking checklist A continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task B Prepare drying area and move dog to drying area demonstrating safe and appropriate techniques

Assessor guidance

Learners are required to prepare a drying area and move dog to drying area using the appropriate techniques for one of the following coat types:

- Wool
- Wire
- Silk
- Mixed
- Double
- Smooth

The coat type should be chosen by the assessor.

Assessors should carry out a risk assessment of the task prior to commencement of the assessment.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then learners should request the use of an assistant to help with lifting
- If muzzles not required for assessment learner should demonstrate when and how to use one
- Learners should be familiar with the requirements of preparing the drying area and moving dogs safely in line with establishment procedures

This task can be achieved at pass level only.

Learner's briefing

To complete Task B you are required to prepare or visually ensure the drying area is appropriate, safe and all equipment is ready for use. You are required to practically demonstrate the safe moving of the dog using appropriate techniques.

It is important that the health and well-being of you and the dog is ensured at all times.

You should carry out a risk assessment prior to undertaking the task.

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then you should request the use of an assistant to help with lifting
- If muzzles not required for assessment you should demonstrate when and how to use one
- You should be familiar with the requirements of preparing the drying area and moving dogs safely in line with establishment procedures

This task can be achieved at a pass level only.

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task B Prepare drying area and move dog to drying area demonstrating safe and appropriate techniques

Marking criteria

This task may be achieved at a pass only. The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 12 essential criteria have been met

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task B Prepare drying area and move dog to drying area demonstrating safe and appropriate techniques

Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements
2. Equipment, such as muzzles and restraint equipment was checked that it was clean, fit and available for use
3. Knowledge of how to use equipment safely and the maintenance of equipment was demonstrated verbally
4. Hazards and techniques to minimise hazards were verbally identified
5. The records for the dog were checked to identify any temperament problems
6. The dog was removed from the bath and transferred to drying area in a safe and appropriate manner (requesting assistance if required)
7. The dog was suitably restrained in line with establishment guidelines
8. The health and well-being of the dog and the learner was maintained throughout
9. The dog was reassured throughout
10. Good communication skills with colleagues instructing requirements for drying was achieved
11. Safe and appropriate handling and lifting techniques were used throughout
12. The area was left in a safe and appropriate state ready for use

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task C Clean the bathing area after bathing dogs

Assessor guidance

Learners are required to clean the bathing area after bathing of dogs has taken place demonstrating safe and appropriate techniques and to dispose of any waste in a manner that minimises environmental damage.

The learner should:

- wear appropriate PPE and be dressed in an appropriate manner
- demonstrate safe lifting
- select suitable tools and equipment
- demonstrate safe working practices
- dispose of waste in a manner that minimises environmental damage.

This task can be achieved at a pass only.

Learner's briefing

To complete Task C you are required to clean the bathing area after bathing of dogs has taken place. You should demonstrate safe and appropriate techniques and dispose of waste in a manner that minimises environmental damage.

You should:

- wear appropriate PPE and be dressed in an appropriate manner
- demonstrate safe lifting
- select suitable tools and equipment
- demonstrate safe working practices
- dispose of waste in a manner that minimises environmental damage

This task can be achieved at a pass only.

Marking criteria

This task may be achieved at a pass only. The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 15 essential criteria have been met

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task C Clean the bathing area after bathing dogs

Marking checklist C

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. A risk assessment for the task was carried out.
3. Appropriate products and equipment were selected and checked for damage to ensure that they were safe for use.
4. The manufacturer's instructions were read and knowledge of the importance of understanding manufacturer's instructions was demonstrated.
5. The learner removed visible debris such as hair using appropriate techniques and equipment
6. The learner demonstrated safe methods for removing debris using tools and equipment
7. The appropriate cleaning products were diluted correctly and safely in line with manufacturers guidelines
8. Products were used in line with guidelines and an awareness of the importance of contact time for disinfectants and cleaning solutions was demonstrated.
9. The area was cleaned in a methodical and safe manner using 'wet floor' signs and other safety signage
10. The area was cleaned from the back to the front
11. The waste was disposed of in a manner that minimised environmental damage
12. All equipment used was cleaned correctly.
13. The bathing area was left clean and tidy ready for use.
14. All equipment and materials used were stored in the correct storage area.
15. Hands were washed on completion of the task.

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task C Clean the bathing area after bathing dogs

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task D Identify how to remove knots and tangles prior to bathing and grooming

Assessor guidance

The candidate is required to;

- correctly identify the coat type commonly found for each of the scenarios
- select appropriate products and equipment to use
- justify their selection
- identify the techniques to use the equipment and products safely
- state how to maintain the equipment and products safely

A table is provided to record candidate's answers. Candidates should not see the table prior to the assessment. Each scenario is considered as equally important as each other

- A boisterous Brachycephalic Boxer with a sensitive skin
- A West Highland White Terrier an oily, flaky and itchy skin
- A nervous long haired Dachshund with fleas
- An elderly Old English Sheepdog with a matted coat
- A GSD with lots of 'dead coat' and painful hips
- A Yorkshire Terrier with matted hair around its sore eyes

This task may be achieved at pass, merit or distinction level.

Candidate's briefing

To complete task D you are required to;

- correctly identify the coat type commonly found for each of the scenarios
- select appropriate products and equipment to use
- justify their selection
- identify the techniques to use the equipment and products safely
- state how to maintain the equipment and products safely

A table is provided for you to record your answers. Each scenario is considered as equally important as each other.

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass	Merit	Distinction
D	<p>Learners correctly identify coat type plus basic (most common) equipment, products, techniques.</p> <p>Learners correctly identify how to maintain equipment and have an understanding of health and safety guidelines and considerations.</p>	<p>Learners correctly identify coat type, specifying and demonstrating additional understanding and knowledge of equipment and product selection.</p> <p>Learners correctly identify how to maintain equipment and have a good understanding of health and safety guidelines and considerations.</p>	<p>Learners correctly identify coat type, specifying and demonstrating extensive, relevant, knowledge of equipment and product selection.</p> <p>Learners clearly justify equipment and product selection.</p> <p>Learners correctly identify how to maintain equipment and have a good understanding of health and safety guidelines and considerations.</p>

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task D Identify how to remove knots and tangles prior to bathing and grooming

Scenario	Equipment Selected	Shampoo/ Product Selected	Reasoning, Justification For Selection & Technique	Maintenance
A boisterous Brachyocephalic Boxer with sensitive skin				
A West Highland White Terrier with oily, flaky and itchy skin				
A nervous, long haired Dachshund with fleas				
An elderly Old English Sheepdog with a matted coat				
A GSD with lots of 'dead coat' and painful hips				
A Yorkshire Terrier with matted hair around its sore eyes				

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task D Identify how to remove knots and tangles prior to bathing and grooming

Learner feedback

Learner name	Assessor's name
--------------	-----------------

Strengths	Areas for improvement
------------------	------------------------------

Grade for task	
-----------------------	--

Assessor's signature	Date
----------------------	------

Internal verifier's signature (if applicable)	Date
---	------

Learner's signature	Date
---------------------	------

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task E Questions and answers

Assessor guidance

To achieve Task E learners will have to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing. Oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the learners work and the grade should be recorded.

A model answer sheet is provided for use by the assessor only. This can be requested directly from City & Guilds NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

You are required to complete the following questions. They can be completed orally or as a written assessment. If the task is completed orally your Assessor is required to record your answers for verification purposes.

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
E	18-22 marks	23 -27 marks.	28 -33 marks

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task E Questions and answers

1. State 3 methods you could use to approach nervous dogs in order to promote their confidence and cooperation **(maximum 3 marks – 1 mark for each correct answer)**

2. State when you would use the following products on a dogs coat identifying when it could be used **(maximum 3 marks – comprised of 1 mark for each primary bullet point only)**
 - *normal shampoos (maximum 1 mark only from this section)*
 - *conditioners (maximum 1 mark only from this section)*
 - *anti-parasitic shampoos (maximum 1 mark only from this section)*

3. Identify 3 reasons why it is important to follow manufacturers instructions **(maximum 3 marks – 1 mark for each correct answer)**

4. State 2 reasons why would you not use a prescribed shampoo as a general purpose type shampoo **(maximum 2 marks – 1 mark for each correct answer)**

5. Identify where the anal glands are located, how they can be checked and what indicates that they may require veterinary attention **(maximum 3 marks – 1 mark for each correct answer)**

6. State 2 methods to prevent shampoo or solutions entering the dog's ear canal **(maximum 2 marks – 1 mark for each correct answer)**

7. Why is it important to inform an owner if a solution or shampoo has entered the dogs eyes **(maximum 2 marks, 1 mark for each correct answer)**

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task E Questions and answers

8. Outline 3 different methods used to dry dogs coats and for each identify a breed that could be dried in this way **(maximum 3 marks – 1 mark for each correct answer)**

9. What are ecto-parasites? Give 4 visual signs of ecto-parasites **(maximum 3 marks)**

10. State 3 reasons for doing a visual health and temperament assessment on a dog **(maximum 3 marks – 1 mark for each correct answer)**

11. Give 3 examples of when you might refer a client to seek veterinary advice/attention. **(maximum 3 marks – 1 mark for each correct answer)**

12. State 3 reasons why health assessments should be recorded **(3 marks – 1 mark for each correct answer)**

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task E Questions and answers

Marking Criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
E	18-22 marks	23-27 marks	28-33 marks
Feedback to learner:			
Learner name:		Grade achieved:	
Assessor's name and signature:		Date:	

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task F Health and safety, codes of practice and best practice guidance

Assessor guidance

Learners are required to outline current health and safety, animal welfare legislation and codes of practice applicable to a grooming establishment. Learners are also required to identify how different types of waste should be disposed of in line with environmental good practice such as recycling.

Learners should identify:

- Importance in good record keeping- e.g. statutory requirements and guidelines
- Importance of Insurance- employer and public liability
- Grooming establishments responsibility under the Duty of Care in the animal welfare guidelines and other animal welfare guidelines
- Importance of following COSHH guidelines
- PPE requirements
- Risk Assessments
- Disposal of waste- animal faeces, chemicals, hair, etc

Learners may present their findings in any format e.g. poster, report, power-point or verbal presentation. Sources of evidence must be identified.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

You are required to outline current health and safety, animal welfare legislation and codes of practice applicable to a grooming establishment. You are also required to identify how different types of waste should be disposed of in line with environmental good practice such as recycling.

You should identify:

- Importance in good record keeping- e.g. statutory requirements and guidelines
- Importance of Insurance- employer and public liability
- Grooming establishments responsibility under the Duty of Care in the Animal Welfare Guidelines and other animal welfare guidelines
- Importance of following COSHH guidelines
- PPE requirements
- Risk Assessments
- Disposal of waste- animal faeces, chemicals, hair, etc

You may present your findings in any format e.g. poster, report, power-point or verbal presentation. You must identify your sources of evidence.

This task may be achieved at pass, merit or distinction level.

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task F Health and safety, codes of practice and best practice guidance

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
F	Learner briefly identified some legislation and guidelines and waste disposal methods applicable to a grooming establishment Learner demonstrated some understanding of the requirements but no evidence of additional research.	Learner identified a number of legislations and guidelines applicable to a grooming establishment with some detail. Learner identified some evidence of additional relevant research to support their knowledge and understanding.	Learner identified a number of legislations and guidelines applicable to a grooming establishment. Learner identified evidence of extensive relevant research to support their knowledge and understanding. Evidence was easy to follow and presented in a professional manner.

ASSIGNMENT 002 BATHE AND CLEAN DOGS

Task F Health and safety, codes of practice and best practice guidance

Learner feedback

Learner name	Assessor's name
--------------	-----------------

Strengths	Areas for improvement
------------------	------------------------------

Grade for task

Assessor's signature	Date
----------------------	------

Internal verifier's signature (if applicable)	Date
---	------

Learner's signature	Date
---------------------	------

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

This assignment links to Unit 003 Clean and maintain equipment used for grooming or removing hair from animals of the Qualification Handbook

Assignment composition and mark sheet

To be completed by the assessor and signed by the learner.

Learner name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Clean and maintain clippers and grooming equipment	A	Pass level only		
2. Work safely and minimise environmental damage	B	Pass level only		
3. Know how to clean and maintain equipment used for grooming or removing hair from animals	C			
4. Know relevant health and safety legislation and environmental good practice	D			
Average mark (total divided by 2)				
Overall Grade				

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Assignment composition and mark sheet continued

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task A Clean and maintain non-electrical equipment used for grooming or hair removal

Assessor guidance

Learners are required to be observed cleaning, maintaining and storing grooming equipment.

This will include cleaning, washing and sterilising at least **two** of the following brush types:

- Bristle, nylon, metal pinned, rubber mitts/hound gloves
- Cleaning, washing, oiling and maintaining scissors safely
- Cleaning, washing, oiling and checking and storing de -matting equipment safely

This task may be achieved at pass level only.

Learner's briefing

You are required to be observed cleaning, maintaining and storing grooming equipment

This will include cleaning, washing and sterilising at least **two** of the following;

- Bristle, nylon, metal pinned, rubber mitts/hound gloves
- Cleaning, washing, oiling and maintaining scissors safely
- Cleaning, washing, oiling and checking and storing de -matting equipment safely

This task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 12 essential criteria have been met

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task A Clean and maintain non-electrical equipment used for grooming or hair removal

Marking checklist A

1. Appropriate personal protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. Appropriate equipment and products to clean grooming equipment were collected.
3. The area to be used was checked to clean equipment was clean and ready for use.
4. Manufacturer's guidelines on cleaning solutions and products were read and their use was verbally explained to the Assessor.
5. Different types of de-matting equipment were correctly identified.
6. Cleaning and removal of hair using correct techniques from de-matting equipment was demonstrated.
7. De-matting equipment was washed using correct technique and products in line with establishment protocols and manufacturers guidelines.
8. Correct storage of de-matting equipment was demonstrated correctly and safely in line with establishment and manufacturers guidelines.
9. The work area where cleaning had taken place was left in a clean and tidy state.
10. All required records for cleaning equipment were completed and the procedure to follow if damaged equipment was found was demonstrated.
11. Waste was disposed of in an appropriate and safe manner
12. Safe working practice was demonstrated throughout.

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task A Clean and maintain non-electrical equipment used for grooming or hair removal

Marking checklist A continued

Feedback to learner:

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task B Clean and maintain electrical equipment including clipper blades used for grooming

Assessor guidance

Learners are required to be observed cleaning, maintaining and storing electrical grooming equipment. This will include cleaning, washing and sterilising at least **two** of the following:

- bristle brushes
- nylon brushes
- metal pinned brushes
- Cleaning, maintaining and storing clippers including checking plugs, cables for signs of damage and function safely
- Cleaning, removing grease and debris, sterilizing or treating with a fungicide, washing and oiling clipper blades
- Checking and maintaining hand dryers, stand dryers and blasters including checking cables, plugs and filters for signs of damage and removing hair from filters and wheels safely

This task may be achieved at pass level only.

Learner's briefing

You are required to be observed cleaning, maintaining and storing grooming equipment.

This will include cleaning, washing and sterilising at least **two** of the following;

- bristle brushes
- nylon brushes
- metal pinned brushes
- Cleaning, maintaining and storing clippers including checking plugs, cables for signs of damage and function safely
- Cleaning, removing grease and debris, sterilizing or treating with a fungicide, washing and oiling clipper blades
- Checking and maintaining hand dryers, stand dryers and blasters including checking cables, plugs and filters for signs of damage and removing hair from filters and wheels safely

This task may be achieved at pass level only.

Marking criteria

This task may be achieved at Pass level only. The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 20 essential criteria have been met

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task B Clean and maintain electrical equipment including clipper blades used for grooming

Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant health and Safety requirements.
2. Appropriate equipment and products to clean grooming equipment were collected.
3. The area to be used to clean equipment was clean and ready for use.
4. Manufacturer's guidelines on cleaning solutions and products were read and their use was verbally demonstrated to the assessor.
5. The correct technique for removing clipper blades from clippers was demonstrated.
6. The correct technique for removing hair and debris from clipper blades was demonstrated.
7. The correct cleaning technique of clipper blades using cleaning solutions, equipment and products was demonstrated.
8. The oiling and sterilizing/treating for fungicide on these clipper blades was demonstrated.
9. The clipper blades were stored in a safe and appropriate manner in line with establishment guidelines.
10. Different types of clippers and when they could be used were correctly identified.
11. Areas that should be cleaned were identified, hair was removed and the clippers were cleaned using correct techniques and equipment.
12. Cables and plugs were checked for evidence of damage and the procedure if damage was found was identified.
13. Switches were checked for function and damage (on/off/speed setting).
14. Storage of the clippers correctly and safely in line with establishment and manufacturers guidelines was demonstrated.
15. Different types of hand held dryers and stand dryers and when they could be used were correctly identified.
16. Areas that should be cleaned were identified, hair was removed and equipment was cleaned using correct techniques from stand dryers and blasters.

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task B Clean and maintain electrical equipment including clipper blades used for grooming

- 17. Storage of stand dryers and blasters drying equipment was correctly demonstrated and safely in line with establishment and manufacturers guidelines.
- 18. All required records for cleaning equipment were completed and knowledge of the procedure to follow if damaged equipment was found was demonstrated.
- 19. Waste was disposed of in an appropriate and safe manner.
- 20. Safe working practice was demonstrated throughout.

Feedback to learner:

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task C Questions and answers

Assessor guidance

In order to achieve Task C the learner will have to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing, oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the learner's work and the grade should be recorded.

A model answer sheet is provided for use by the assessor only. This can be requested directly from NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

You are required to complete the following questions. They can be asked orally or be given to you to complete as a written assignment or test. If asked orally your Assessor is required to record your answers for verification purposes

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
C	10-12 marks	13-15 marks	16-18 marks

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task C Questions and answers

1. Give **two** reasons why it is important to clean, wash and sterilise brushes (**maximum 2 marks – 1 mark for each correct answer**)

2. How and where should you store the following equipment (**maximum 2 marks**)
 - a) clipper blades (**maximum 1 mark**)

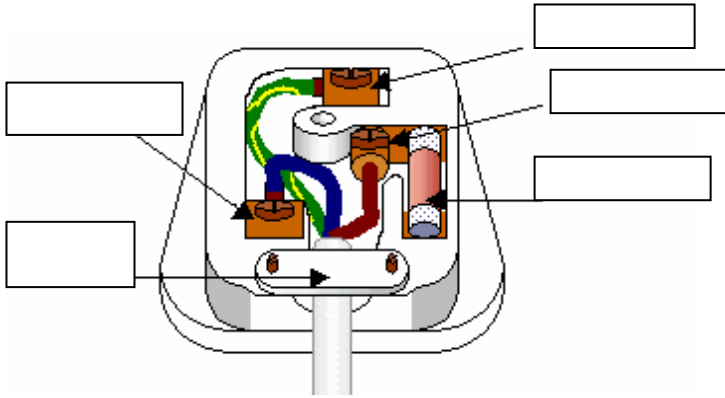
 - b) de-matting equipment (**maximum 1 mark**)

3.
 - a) State a reason why scissors should be regularly oiled? (**maximum 1 mark**)

 - b) Which areas of the scissors should be oiled? (**maximum 1 mark**)

4. Why should clipper blades be treated with a fungicide (**maximum 1 mark**)

5. Identify the key parts of a mains electricity plug (**maximum 5 marks – 1 mark for each label below correctly identified**)



- 6.
- a) State 2 reasons why should all equipment be checked prior to being used? **(maximum 1 mark)**

 - b) What is the procedure to follow if you find damaged equipment? **(maximum 1 mark)**
- 7.
- a) What is PAT testing of electrical equipment? **(maximum 1 mark)**

 - b) Who can carry PAT testing out? **(maximum 1 mark)**
8. Give **two** reasons how cleaning and maintaining equipment can help to reduce the spread of disease and infection **(maximum 2 marks – 1 mark for each correct answer)**

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task C Questions and answers

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task D Maintenance of equipment and methods of waste disposal

Assessor guidance

Learners are required to complete the table identifying methods of disposal of different types of waste (organic and inorganic) found in the grooming environment, the PPE involved and identify which legislation it relates to.

Each 'waste' with the criteria covered is 4 marks i.e. 10 x 4 equalling a total number of 40 marks available.

This task may be achieved at pass, merit and distinction level.

Learner's briefing

You are required to complete the table identifying methods of disposal of different types of waste (organic and inorganic) found in the grooming environment, the PPE required and identify which legislation it relates to.

This task may be achieved at pass, merit and distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
D	23-28 marks	29-34 marks	35-40 marks

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task D Maintenance of equipment and methods of waste disposal

Waste	Identify if organic or inorganic	method of disposal	PPE required	Legislation it relates to
Dog hair				
Dog faeces				
Cleaning solutions				
Damaged electrical equipment				
Used lightbulbs				
Medicated shampoo CONTAINER				
sharps such as broken glass				
CLIPPER OIL				
DISPOSABLE GLOVES				
GROOMING RECORDS				

ASSIGNMENT 003 CLEAN AND MAINTAIN EQUIPMENT USED FOR GROOMING OR REMOVING HAIR FROM ANIMALS

Task D Maintenance of equipment and methods of waste disposal

Learner feedback

Learner name	Assessor's name
--------------	-----------------

Strengths	Areas for improvement

Grade for task

Assessor's signature	Date
----------------------	------

Internal verifier's signature (if applicable)	Date
---	------

Learner's signature	Date
---------------------	------

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

This assignment links to Unit 004 Control and restrain animals of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the learner.

Learner name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Restrain animals	A	Pass level only		
2. Select, use and maintain relevant equipment	B	Pass level only		
3. Work safely	C	Pass level only		
4. Know how to restrain animals	D			
5. Know relevant health and safety legislation	E			
6. Know the types of equipment required and how to maintain them	F			
Average mark (total divided by 3)				
Overall Grade				

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Assignment composition and mark sheet continued

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task A Demonstrate restraint of an animal and carry out a temperament assessment

Assessor guidance

To complete Task A learners are required to assess the temperament of a dog and demonstrate restraint on a dog.

Learners will have to visually assess the temperament and then demonstrate appropriate restraint of the animal. This assessment should be carried out in conjunction with other activities such as preparing animals for bathing or grooming or for health checking purposes rather than just for this assessment.

The restraint technique used should be in line with the temperament of the animal.

- Animals should be risk assessed and be of a temperament deemed suitable for the learner's level of ability
- The health and wellbeing of the learner and the dog is paramount and should be considered by the assessor at all times during the assessment
- Health and safety guidelines of the establishment should be followed at all times
- If the dog is a large breed learner should request assistance if necessary
- Learners should be familiar with the equipment and techniques used to restrain animals prior to assessment

A marking checklist is provided and should be used. Learner's performance will be marked against the criteria on the marking checklist. Learners should be familiar with the performance criteria before commencement of the task but should not have a copy with them during the assessment.

This task may be achieved at Pass level only.

Learner's briefing

To complete Task A you are required to assess the temperament of a dog and demonstrate restraint of it.

You will have to visually assess the temperament and then demonstrate appropriate restraint of the animal. This assessment should be carried out in conjunction with other activities such as preparing animals for bathing or grooming or for health checking purposes rather than just for this assessment.

The restraint technique used should be in line with the temperament of the animal.

- The health and wellbeing of both yourself and the dog is paramount and should be taken into consideration when carrying out the assessment
- You are required to follow health and safety guidelines of the establishment at all times
- If the dog is a large breed you should request assistance if necessary
- You should have had prior experience of restraining dogs and should be familiar with the equipment and techniques used to restrain animals prior to assessment

This task may be achieved at Pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 12 essential criteria have been met

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task A Demonstrate restraint of an animal and carry out a temperament assessment

Marking checklist A

1. The area to be used for the assessment was checked to be safe and secure.
2. Equipment such as muzzles and restraint equipment was checked for availability and clean and fit for use.
3. Previous records for the dog were checked to identify any health or temperament problems.
4. Previously identified temperament issues or health problems were taken into consideration.
5. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant health and Safety requirements.
6. The dog was approached in a safe and controlled manner.
7. The animal was reassured verbally.
8. Assistance was requested if required.
9. The correct restraint equipment and method was selected and used.
10. The dog was suitably and securely restrained.
11. Knowledge of when a muzzle or other restraint might be used was demonstrated.
12. Confidence in the technique(s) used was demonstrated and the dog was restrained in line with its temperament.

Marking checklist A continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task B Demonstrate how to fit a muzzle

Assessor guidance

Learners are required to demonstrate how to fit a muzzle on a dog.

Learners should be given a dog of a suitable known temperament to demonstrate safe handling and how to select and fit a muzzle safely. The dog used for the purpose of this assessment should be of a size that the learner would be able to handle on their own for example a West Highland Terrier or Poodle and should be in a kennel or holding pen.

Learners are required to get the dog out of the holding pen, transfer the animal safely to the assessment area and to then fit the muzzle. If an assistant is required to assist the learner then the learner must ensure they fully instruct the 'assistant' as to their role and what they should do. The Assessor should ideally not be the 'assistant'.

This assessment can be carried out in conjunction with other units or outcomes of this unit. Once muzzled the Assessor should ensure the welfare of the animal is not compromised. Learners should be familiar with the usage of muzzles and how to apply them prior to the assessment.

Assessors should ensure there is:

- A range of different types and sized muzzles e.g. box muzzles, mikki muzzles
- A range of collars, leads, haltis, harnesses, slip leads etc
- A safe and secure area to carry out the assessment
- A risk assessment has been carried out prior to the commencement of the assessment
- All relevant records for the animals are available for the learner to refer to

This task may be achieved at pass level only.

Learner's briefing

You are required to select equipment such as a collar and lead, fit it and use it to transfer a dog to the assessment area and to then fit a muzzle on it. You should be familiar with this task and have used a range of different muzzles such as box muzzles and mikki muzzles before.

If you require an 'assistant' to help you it is important that you verbally instruct the assistant what you require them to do. Your assessor should not be used as your 'assistant'. You should ensure you check all equipment prior to using it and ensure the health, safety and well-being of both yourself and the dog at all times.

Your performance will be marked against the criteria on the marking checklist. You should be familiar with the performance criteria before commencement of the task.

This task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 16 essential criteria have been met

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task B Demonstrate how to fit a muzzle

Marking checklist B

1. The area to be used for the assessment was safe and secure.
2. Previous records for the dog to identify any health or temperament problems were checked.
3. Previously identified temperament issues or health problems were taken into consideration and an 'assistant' requested if necessary.
4. The size of the dog was checked and an appropriate sized muzzle and handling equipment was selected ensuring it was clean and fit for use.
5. Appropriate Personal protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
6. The dog was approached in a safe and controlled manner avoiding direct eye contact.
7. The animal was reassured verbally.
8. Safe handling techniques when fitting collar/lead/harness were used.
9. The dog's safety when it was removed from the holding pen/kennel was ensured.
10. An appropriate and safe manner to move the dog and keep it suitably controlled at all times was used.
11. The muzzle was fitted, demonstrating a safe and appropriate technique.
12. The muzzle was checked and adjusted to ensure it was secure but not too tight or too loose.
13. Confidence in the technique used was demonstrated and the dog was restrained in line with its temperament.
14. The health and well-being of both the animal and the learner was maintained at all times.
15. The muzzle was removed using a safe and appropriate technique.
16. All equipment was cleaned and knowledge of how equipment should be maintained was demonstrated.

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task B Demonstrate how to fit a muzzle

Marking checklist B continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task C Demonstrate safe lifting and restraint of a chondrodysplastic breed

Assessor guidance

Learners are required to demonstrate safe lifting and restraint of a chondrodysplastic breed of dog such as a Dachshund, Scottish Terrier or Basset Hound.

Learners should be aware of the importance of using the correct techniques to ensure the health and well-being of the dog. If a suitable breed is not available assessment can be carried out by simulation. The dog used for the purpose of this assessment should be of a size that the learner would be able to handle on their own or with the help of an 'assistant'. If an assistant is required to assist the learner then the learner must ensure they fully instruct the 'assistant' as to their role and what they should do.

The Assessor should ideally not be the 'assistant'. This assessment can be carried out in conjunction with other units or outcomes of this unit. The dog should be lifted onto a table of suitable height and then restrained using body/ belly straps or other suitable restraints. The Assessor should ensure the welfare of the animal is not compromised at any time. Learners should be familiar with the usage of restraint methods used on chondrodysplastic breeds and how to apply them prior to the assessment.

Assessors should ensure there is:

- A range of collars, leads, haltis, harnesses, slip leads etc
- A safe and secure area to carry out the assessment
- A table of suitable height and type to demonstrate restraint technique using body/belly straps
- A risk assessment has been carried out prior to the commencement of the assessment
- All relevant records for the animals are available for the learner to refer to

The task may be achieved at pass level only.

Learner's briefing

You are required to demonstrate safe lifting and restraint of a chondrodysplastic breed of dog such as a Dachshund, Scottish Terrier or Basset Hound.

You should be aware of the importance of using the correct techniques to ensure the health and well-being of the dog. If an 'assistant' is required to assist you then you need to request one but ensure you fully instruct the 'assistant' as to their role and what they should do. Your Assessor should not ideally be the 'assistant'.

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task C Demonstrate safe lifting and restraint of a chondrodysplastic breed

This assessment can be carried out in conjunction with other units or outcomes of this unit. The dog should be lifted onto a table of suitable height and then restrained using body/ belly straps or other suitable restraints. You should ensure the welfare of the animal is not compromised at any time. You should be familiar with the usage of restraint methods used on chondrodysplastic breeds and how to apply them prior to the assessment.

Your assessors should ensure there is:

- A range of collars, leads, haltis, harnesses, slip leads etc
- A safe and secure area to carry out the assessment
- A table of suitable height and type to demonstrate restraint technique using body/belly straps
- A risk assessment has been carried out prior to the commencement of the assessment
- All relevant animal records are available for you to refer to

Your performance will be marked against the criteria on the marking checklist. You should be familiar with the performance criteria before commencement of the task.

The task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 14 essential criteria have been met

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task C Demonstrate safe lifting and restraint of a chondrodysplastic breed

Marking checklist

1. The area to be used for the assessment was safe and secure.
2. Previous records for the dog to identify any health or temperament problems were checked.
3. Previously identified temperament issues or health problems were taken into consideration and an 'assistant' was requested if necessary.
4. The size of the dog was checked and selected appropriate handling and moving equipment was selected, checking it was clean, and fit for use.
5. The table was clean and if hydraulic table used functionality was checked.
6. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
7. The dog was approached in a safe and controlled manner avoiding direct eye contact.
8. The animal was reassured verbally.
9. Safe handling techniques when fitting collar/lead/harness was demonstrated.
10. An appropriate and safe manner to move the dog and kept it suitably controlled at all times was adopted.
11. A safe and appropriate technique to lift the dog onto the table was demonstrated and if appropriate ensured assistant was fully briefed.
12. The belly/body straps were checked and adjusted in accordance with the dogs size ensuring it was safe and secure but not too tight or too loose.
13. Confidence in the technique used was demonstrated and the dog was retrained in line with its temperament.
14. The health and well-being of the dog and the learner was maintained throughout.

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task C Demonstrate safe lifting and restraint of a chondrodysplastic breed

Marking checklist continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task D Questions and answers

Assessor guidance

In order to achieve Task D the learner is required to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing. Oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the learners work and the grade should be recorded.

A model answer sheet is provided for use by the assessor only. This can be requested directly from NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

You are required to complete a short answer question paper under exam conditions. The questions may be asked orally or be given to you to complete as a written assignment. If asked orally your Assessor is required to record your answers for verification purposes

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
E	9-12 marks	13-16 marks.	17-20 marks

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task D Questions and answers

1. State three ways you can reduce the risks to yourself, others and animals when restraining animals (maximum 3 marks – 1mark for each correct answer)

2. List three methods used to restrain dogs (maximum 3 marks – 1mark for each correct answer)

3. Give three examples of how you could identify an animal was becoming stressed (maximum 3 marks – 1mark for each correct answer)

4. Why is it important to avoid direct eye contact, especially with a dog of an unknown temperament?(maximum 2 marks – 1mark for each correct answer)

5. Give examples of three situations when you would might need to modify your restraint method (maximum 3 marks – 1mark for each correct answer)

6. If an animal was becoming unpredictable who would you seek assistance from? (maximum 1 mark)

7. State 2 reasons why it is important to verbally reassure animals when handling them? (maximum 2 marks – 1mark for each correct answer)

8. List 3 types of PPE and/ or restraint equipment might you require if bathing a very boisterous young poodle that is play biting? (maximum 3 marks – 1mark for each correct answer)

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task D Questions and answers

Marking Criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
D	9-12 marks	13-16 marks	17-20 marks
Feedback to learner:			
Learner name:		Grade achieved:	
Assessor's name and signature:		Date:	

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task E Outline the PPE that could be used for controlling and restraining dogs

Assessor guidance

For Task E learners are required to outline the PPE that they would use for the following scenarios:

- An elderly and blind nervous Labrador
- A snappy young Yorkshire Terrier

Learners should justify the reasons they would use this type of PPE and identify how they would check it prior to using it.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

For Task E you are required to outline the PPE that you would use for the following scenarios.

- An elderly and blind nervous Labrador
- A snappy young Yorkshire Terrier

You should justify the reasons they would use this type of PPE and identify how you would check it prior to using it. Each scenario is marked out of 15 marks.

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (4-7 marks)	Merit (8-11 marks)	Distinction (12-15 marks)
E	Learner correctly identified 1 item of PPE that they may need for the scenario. They gave one reason for the justification of each of the pieces of equipment they selected They demonstrated some knowledge and understanding of how the equipment should be checked prior to use	Learner correctly identified between 2-3 items of PPE that they may need for the scenario. They gave at one reason for the justification of each of the pieces of equipment they selected They demonstrated some knowledge and understanding of how the equipment should be checked prior to use	Learner correctly identified more than 3 items of PPE that they may need for the scenario. They gave several reasons for the justification of each of the pieces of equipment they selected They demonstrated some knowledge and understanding of how the equipment should be checked prior to use

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task E Outline the PPE that could be used for controlling and restraining dogs

SCENARIO	PPE TO BE USED	JUSTIFICATION FOR USE	HOW EQUIPEMENT IS CHECKED
An elderly and blind nervous Labrador			
A snappy young Yorkshire Terrier			

Feedback to learner:

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task F Present evidence to identify safe usage of handling, moving and restraining equipment

Assessor guidance

For Task F learners are required to select **two** pieces of handling, moving or restraining equipment from the list below and to identify how to use it correctly and safely.

- Muzzles- box and mikki
- Collars and leads
- Restraining straps
- Halti
- Belly Straps
- Slip leads

Learners should describe a suitable situation/breed/temperament when it should be used justifying its usage.

Learners are required to identify how this equipment should be maintained and to identify what signs might indicate it should be replaced.

Presentation can be in any format but must include illustrations, photographs or images and be in an easy to follow format.

The task may be achieved at pass, merit or distinction level.

Learner's briefing

For Task F you are required to select **two** pieces of handling, moving or restraining equipment from the list below and to identify how to use it correctly and safely.

- Muzzles – commercially available
- Collars and leads
- Restraining straps
- Halti
- Belly Straps
- Slip leads

You should describe a suitable situation/breed/temperament when it should be used justifying its usage.

You are required to identify how this equipment should be maintained and to identify what signs might indicate it should be replaced.

Presentation can be in any format but must include illustrations, photographs or images and be in an easy to follow format.

This task may be achieved at pass, merit or distinction level.

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task F Present evidence to identify safe usage of handling, moving and restraining equipment

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
F	Briefly outlined when and how to use equipment demonstrating a limited understanding of its safe usage. Presentation was not particularly easy to follow but covered all the requirements with some illustrations/ photographic evidence	Outlined when and how to use equipment demonstrating an understanding of how to use it safely. Presentation was easy to follow and covered all the requirements with some appropriate illustrations/ photographic evidence	Described when and how to use equipment in appropriate manner that demonstrated understanding and knowledge. Presentation was in an easy to follow format with good use of appropriate illustrations and photographic evidence

ASSIGNMENT 004 CONTROL AND RESTRAIN ANIMALS

Task F Present evidence to identify safe usage of handling, moving and restraining equipment

Learner feedback

Learner name	Assessor's name
--------------	-----------------

Strengths	Areas for improvement
------------------	------------------------------

Grade for task	
-----------------------	--

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Learner's signature	Date

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

This assignment links to Unit 005 Dry dogs and prepare their coats for styling of the Qualification Handbook.

Assignment composition and mark sheet

To be completed by the assessor and signed by the learner.

Learner name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Dry dogs and prepare their coats for styling	A	Pass level only		
2. Clip nails	B	Pass level only		
3. Return dogs to the waiting area	C	Pass level only		
4. Communicate with clients and colleagues	D	Pass level only		
5. Maintain and use relevant equipment	E	Pass level only		
6. Promote health and safety and environmental good practice	F	Pass level only		
7. Understand how to dry dogs and prepare their coats for styling	G	Pass level only		
8. Understand reasons for maintaining equipment	H			

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Assignment composition and mark sheet continued

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
9. Understand relevant health and safety legislation and environmental good practice	1			
Average mark (total divided by 2)				
Overall Grade				

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task A Dry dogs and prepare their coats for styling

Assessor guidance

To complete Task A learners are required to dry one of the following coat types ready for styling.

- Wool
- Wire
- Silk
- Double

The assessment can be carried out in conjunction with other units and outcomes. It is important that the health and well-being of the dog and the learner is ensured at all times.

Assessors should have carried out a risk assessment prior to commencement of the assessment.

The assessment should include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then you should request the use of an assistant to help with lifting
- Learners should be familiar with the requirements of drying different coat types in preparation for styling and the use of different equipment to carry out the task

This task may be achieved at pass level only.

Learner guidance

To complete this task you are required to dry one of the following coat types ready for styling.

- Wool
- Wire
- Silk
- Double

The assessment can be carried out in conjunction with other units and outcomes. It is important that the health and wellbeing of the dog and yourself is ensured at all times.

The assessment should include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then you should request the use of an assistant to help with lifting
- You should be familiar with the requirements of drying different coat types in preparation for styling and the use of different equipment to carry out the task

This task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 16 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task A Dry dogs and prepare their coats for styling

Marking checklist A

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe and secure and checked for drying requirements.
3. Suitable equipment such as muzzles and restraint equipment was checked to be clean, fit and available for use.
4. Records for the dog to identify any temperament problems were checked.
5. The 'finish' required was correctly identified.
6. The dog was checked to be suitably restrained.
7. Towel drying/absorbent cloths were used to remove more of the water from the dog's coat.
8. The dog was removed from the bath and transferred to drying area in a safe and appropriate manner.
9. The dog was suitably restrained in line with establishment guidelines.
10. Suitable equipment to 'blast' and dry the coat was selected.
11. Correct and safe usage of blaster especially around the head and anal/genital area was demonstrated.
12. The coat was dried in accordance with coat type and condition.
13. The coat was left completely dry, knot free and ready for styling.
14. The health and well-being of the dog and the learner was maintained throughout.
15. The dog was reassured throughout the bathing and drying.
16. All equipment was cleaned and stored in line with establishment and manufacturers guidelines.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task A Dry dogs and prepare their coats for styling

Marking checklist A continued

Feedback to learner:

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task B Clip dog's nails

Assessor guidance

To complete Task B learners are required to select nail clipping equipment and clip dog's nails. It is important to ensure that learners do not clip nails unnecessarily. The Assessor should ensure that learners are aware of how to assess dogs nails accurately to identify if they require trimming.

The assessment can be carried out in conjunction with other units and outcomes.

It is important that the health and well-being of the dog and the learner is ensured at all times. Assessors should have carried out a risk assessment prior to commencement of the assessment.

- The dog used should be of a temperament suitable for the learner.
- If required learners can request the use of an 'assistant'. It is advisable that the 'assistant' is not the assessor.
- A styptic pencil or other coagulant agent should be available in case it is required
- If during the assessment the learner attempts to clip nails that do not require trimming then the assessment should be stopped and further training given.

The assessment should include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then learners should request the use of an 'assistant' to help with lifting and restraining
- Learners should be familiar with the requirements of assessing and clipping/trimming nails. They should be able to identify where the 'quick' of the nail is and the procedure to follow should the 'quick' be cut including the use of a styptic pencil or other coagulant agent

This task may be achieved at pass level only.

Learner guidance

To complete Task B you are required to select nail clipping equipment and to clip dog's nails. It is important not to clip nails unnecessarily. You need to be aware of how to assess dogs nails accurately to identify if they require trimming.

The assessment can be carried out in conjunction with other units and outcomes.

- It is important that you ensure the health and well-being of both yourself and the dog at all times.
- If required you can request the use of an 'assistant'. It is advisable that the 'assistant' is not your assessor.
- Ensure you have a styptic pencil or other coagulant agent available in case it is required

This task may be achieved at pass level only.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used you should request the use of an 'assistant' to help with lifting and restraining
- You should be familiar with the requirements of assessing and clipping/trimming nails. You should be able to identify where the 'quick' of the nail is and the procedure to follow should the 'quick' be cut including the use of a styptic pencil or other coagulant agent

This task may be achieved at pass level only.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task B Clip dog's nails

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 14 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task B Clip dogs nails

Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was checked to be safe, clean and secure.
3. Suitable equipment such as muzzles and restraint equipment were checked to be clean, fit and available for use.
4. Records for the dog were checked to identify any temperament problems and restraint equipment/muzzle were fitted correctly and safely if required.
5. The dog was placed on the table using the help of the assistant (if required) and the table height adjusted accordingly.
6. The dog was suitably restrained if required by using an 'assistant'.
7. All of the feet and nails were examined and a visual assessment of nail clipping requirements was carried out and verbally conveyed to the assessor correctly.
8. The 'quick' was verbally identified to the assessor
9. Suitable nail clippers for the task (guillotine or scissor action) were selected.
10. The nails were trimmed below the quick removing the correct amount of the nail tip.
11. The procedure to follow if the 'quick' was cut was identified and if necessary followed this procedure.
12. The health and well-being of the dog and the learner was maintained throughout.
13. The dog was reassured throughout the procedure.
14. All equipment was cleaned and stored in line with establishment and manufacturers guidelines.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task B Clip dogs nails

Marking checklist B continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task C Transfer dogs from grooming area to holding pen

Assessor guidance

To complete this task learners are required to transfer a dog from the grooming area to the holding area using a safe and appropriate method. The assessment can be carried out in conjunction with other units and outcomes.

It is important that the health and well-being of the dog and the learner is ensured at all times.

Assessors should have carried out a risk assessment prior to commencement of the assessment.

The assessment should include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog.
- Learners should be familiar with the procedures used to move dogs from one area to another safely and using different equipment and methods to carry out the task

The task may be achieved at pass level only.

Learner guidance

To complete this task you are required to transfer a dog from the grooming area to the holding area using a safe and appropriate method. The assessment can be carried out in conjunction with other units and outcomes.

It is important that the health and well-being of you, the dog and other people is maintained at all times.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog.
- You should be familiar with the procedures used to move dogs from one area to another safely and using different equipment and methods to carry out the task

The task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 10 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task C Transfer dogs from grooming area to holding pen

Marking checklist C

1. Appropriate Personal protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe and secure and all of the equipment to be used was checked to be clean and fit for use.
3. The holding pen was clean and had suitable bedding ready for the dog.
4. Records for the dog were checked to identify any temperament problems and to check they had the correct dog to move.
5. Restraint equipment was fitted to the dog correctly ensuring the dog was safe and could not escape.
6. The dog was transferred in an appropriate manner and at a suitable pace for the dog to the holding pen.
7. The dog was safe and secure in the holding pen and handling and restraint equipment was removed if necessary.
8. The dog was monitored in line with establishment guidelines.
9. The health and well-being of the dog and the learner were maintained throughout.
10. The dog was reassured throughout.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task C **Transfer dogs from grooming area to holding pen**

Marking checklist C continued

Feedback to learner:

--

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task D Receive or book in a dog for grooming

Assessor guidance

To complete Task D learners are required to either book in a dog for grooming or to receive a dog at the grooming establishment that is booked in for grooming.

Learners need to ensure they use appropriate methods of communication (written or oral). Learners need to demonstrate that they can ascertain correctly the requirements for the dog regarding its grooming and relay this information to colleagues (Assessor) in an appropriate manner. This outcome will enable the learners to demonstrate communication skills and their understanding as to the importance of accurately relaying information.

The assessment can be carried out in conjunction with other units and outcomes. It is important that the health and well-being of the dog and the learner is ensured at all times and that learners are familiar with the skills and requirements of either booking in a dog for grooming or receiving a dog for grooming at the grooming establishment.

The assessment should include:

- Observation of safety awareness throughout with particular regard to data protection (client details), communication skills and ascertaining grooming requirements and the information they require to do this accurately.
- Learners should be familiar with the procedures used to book in and receive dogs at the grooming establishment and methods and information you need to carry out the task

This task may be achieved at pass level only.

Learner guidance

To complete Task D you are required to either book in a dog for grooming or to receive a dog at the grooming establishment that is booked in for grooming. You need to ensure you use appropriate methods of communication (written or oral).

You are required to demonstrate that they can ascertain correctly the requirements for the dog regarding its grooming and relay this information to colleagues (Assessor) in an appropriate manner. This outcome will enable you to demonstrate communication skills and your understanding as to the importance of accurately relaying information.

The assessment can be carried out in conjunction with other units and outcomes. It is important that the health and well-being of the dog and yourself is ensured at all times and that you are familiar with the skills and requirements of either booking in a dog for grooming or receiving a dog for grooming at the grooming establishment.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task D Receive or book in a dog for grooming

Learner guidance continued

The assessment should include:

- Observation of safety awareness throughout with particular regard to data protection (client details), communication skills and ascertaining grooming requirements and the information you require to do this accurately.
- You should be familiar with the procedures used to book in and receive dogs at the grooming establishment and methods and information you need to carry out the task

To complete this task you are required to transfer a dog from the grooming area to the holding area using a safe and appropriate method. The assessment can be carried out in conjunction with other units and outcomes.

It is important that the health and well-being of you the dog and other people is maintained at all times.

The assessment will include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog.
- You should be familiar with the procedures used to move dogs from one area to another safely and using different equipment and methods to carry out the task

This task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
D	All 7 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task D Receive or book in a dog for grooming

Marking checklist D

1. Appropriate Personal protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe and secure and all equipment be used was checked to ready.
3. The client and their dog were received in an appropriate and friendly manner or the telephone was answered in a friendly manner.
4. The appropriate skills to ascertain grooming requirements were demonstrated.
5. All of the client and animal details were checked and recorded in line with establishment guidelines.
6. The obtained information was accurately communicated to the assessor.
7. Data protection, information and records were demonstrated to be understood.

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task E Maintain drying equipment

Assessor guidance

To complete the Task E learners are required to demonstrate how to wash/clean and maintain drying equipment.

Equipment includes:

- absorbent cloths
- towels
- hand dryers
- blasters
- stand dryers

It is important that the health and well-being of the learner, dogs and others is maintained and so if drying equipment is to be cleaned / dried that this is done in a manner that does not cause a hazard. Assessors should have carried out a risk assessment prior to commencement of the assessment.

The assessment should include:

- Observation of safety awareness throughout
- Learners should be familiar with the procedures used to clean/wash and maintain equipment

The task may be achieved at pass level only.

Learner guidance

To complete this task you are required to demonstrate how to wash/clean and maintain drying equipment.

Equipment includes:

- absorbent cloths
- towels
- hand dryers
- blasters
- stand dryers

It is important that the health and well-being of yourself, dogs and others is maintained and so if drying equipment is to be cleaned / dried this is done in a manner that does not cause a hazard.

The assessment should include:

- Observation of safety awareness throughout
- You should be familiar with the procedures used to clean/wash and maintain equipment

The task may be achieved at pass level only.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task E Maintain drying equipment

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
E	All 14 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task E Maintain drying equipment

Marking checklist E

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was checked to be safe and secure and all equipment to be used was checked to be clean and fit for use.
3. All used' cloths and towels' were collected and placed in the washing machine removing excess hair if required.
4. A suitable temperature to wash items was selected.
5. The correct amount of washing powder was added in line with establishment procedures.
6. The machine was turned on and the importance of washing 'used cloths and towels' was explained verbally to the assessor.
7. The drying and storage of wet cloths and towels after the wash cycle was verbally explained.
8. Electrical equipment was disconnected from the mains prior to inspection/cleaning.
9. Electrical drying equipment was cleaned in line with establishment guidelines ensuring filters and wheels were free from hair.
10. Equipment was stored in line with establishment requirements.
11. The health and well-being of the learner and others was maintained throughout, demonstrating safe lifting techniques.
12. Waste was disposed of in line with establishment and health and safety guidelines.
13. The area was left in a clean and tidy manner.
14. The learners washed their hands afterwards and stored PPE correctly.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task E Maintain drying equipment

Marking checklist E continued

Feedback to learner:

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task F Maintain electrical drying equipment

Assessor guidance

To complete Task F learners are required to demonstrate how to wash/clean and maintain drying equipment.

Equipment includes:

- hand dryers
- blasters
- stand dryers

This task is best completed at the end of a grooming day and can be carried out in conjunction with other units or outcomes.

It is important that the health and well-being of the learner, dogs and others is maintained and so if drying equipment is to be cleaned / dried that this is done in a manner that does not cause a hazard. Assessors should have carried out a risk assessment prior to commencement of the assessment.

The assessment should include:

- Observation of safety awareness throughout
- Learners should be familiar with the procedures used to clean/wash and maintain equipment

This task may be achieved at pass level only.

Learner guidance

To complete Task F you are required to demonstrate how to wash/clean and maintain drying equipment.

Equipment includes:

- hand dryers
- blasters
- stand dryers

This task is best completed at the end of a grooming day and can be carried out in conjunction with other units or outcomes.

It is important that the health and well-being of yourself, dogs and others is maintained and so if drying equipment is to be cleaned / dried that this is done in a manner that does not cause a hazard.

The assessment should include:

- Observation of safety awareness throughout
- You should be familiar with the procedures used to clean/wash and maintain equipment

This task may be achieved a pass level only.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task F Maintain electrical drying equipment

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
F	All 9 essential criteria have been met

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task F Maintain electrical drying equipment

Marking checklist F

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe and secure and all equipment to be used was checked to be clean and fit for use.
3. Electrical equipment was disconnected from the mains prior to cleaning.
4. Electrical drying equipment was cleaned in line with establishment guidelines ensuring filters and wheels were free from hair.
5. The equipment was stored in line with establishment requirements.
6. The health and wellbeing of the learners and others was maintained throughout, demonstrating safe lifting techniques.
7. Waste was disposed of in line with establishment and health and safety guidelines.
8. The area was left in a clean and tidy manner.
9. The learner washed their hands and stored PPE appropriately

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task G Questions and answers

Assessor guidance

In order to achieve Task G the learner will have to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing, oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the learner's work and the grade should be recorded.

A model answers sheet is provided for use by the assessor only. This can be requested directly from NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

You are required to complete the following questions. They can be asked orally or be given to you to complete as a written assignment or test. If asked orally your Assessor is required to record your answers for verification purposes

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
G	10-13 marks	14-17 marks.	18-20 marks

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task G Questions and answers

1. Give two reasons why it is important to approach and handle dogs in a manner that promotes their confidence and co-operation (Maximum 2 marks - 1 mark for each correct answer)

2. Explain briefly how different coat types and the condition of the coat and skin can affect the techniques and equipment used for drying (Maximum 2 marks - 1 mark for each correct answer)

3. Explain briefly how the choice of drying equipment and the techniques can affect the style of the coat (Maximum 2 marks - 1 mark for each correct answer)

4. Describe two different methods of drying a coat and for each describe an advantage and disadvantage of using that method for a named breed (Maximum 2 marks - 1 mark for each example accompanied by a correctly identified advantage and a correctly identified disadvantage)

5. What is meant by the term 'velocity and temperature 'of drying equipment (Maximum 2 marks - 1 mark for each correct answer)

6. Give two visual signs that might indicate a dog was getting distressed during the drying of its coat (Maximum 2 marks - 1 mark for each correct answer).

7. Describe two consequences of not drying a coat completely before styling (Maximum 2 marks - 1 mark for each correct answer)

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task G Questions and answers

8. State what is meant by the terms 'heat stress' and 'brush burn' and state when they could occur (Maximum 2 marks - 1 mark for each correct answer)

9. Give two visual signs to indicate a dog has an abnormal condition of the skin or coat (Maximum 2 marks - 1 mark for each correct answer)

10. Give two reasons why grooming is beneficial for animals (Maximum 2 marks - 1 mark for each correct answer)

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task G Questions and answers

Marking Criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
G	10-13 marks	14-17 marks	18-20 marks
Feedback to learner:			
Learner name:		Grade achieved:	
Assessor's name and signature:		Date:	

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task H Maintenance schedule for grooming equipment

Assessor guidance

For Task H learners are required to complete the table identifying how often equipment should be checked and be maintained e.g. scissor and blade sharpening, clipper servicing and identifying the reasons why this should occur.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

For this task you are required to complete the table identifying how often equipment should be checked and be maintained e.g. scissor and blade sharpening, clipper servicing and identifying the reasons why this should occur.

This task may be achieved at pass, merit or distinction level.

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
H	Learner demonstrated a limited knowledge of how often equipment should be cleaned, serviced and sharpened and demonstrated limited knowledge and understanding of signs it may need sharpening or servicing for each piece of equipment	Learner demonstrated some knowledge as to how often equipment should be should be cleaned, serviced and sharpened and demonstrated some understanding and knowledge of signs it may need sharpening or servicing for each piece of equipment	Learner demonstrated a comprehensive and accurate knowledge of how often equipment should be cleaned, serviced and sharpened and demonstrated sound understanding and knowledge of signs to indicate it may need sharpening or servicing for each piece of equipment

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task H Maintenance schedule for grooming equipment

Equipment	How often it should be cleaned	How often it should be serviced/ sharpened	Indication it may need servicing/ sharpening
Clipper blades			
Clippers			
Scissors			
Combs			
Brushes			

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Learner's signature	Date

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task H Maintenance schedule for grooming equipment

Marking Criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
H	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
Feedback to learner:			
Learner name:		Grade achieved:	
Assessor's name and signature:		Date:	

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task I Identify hazards in an area of the grooming establishment and how they are minimised

Assessor guidance

To complete Task I learners are required to draw a plan for one of the following areas at their establishment (does not need to be to scale):

- reception area
- kennel/ holding pen area
- bathing area
- grooming area

Indicating the following:

- potential hazards and the measures in place to minimise these
- fire exits, alarms and extinguishers
- first aid box
- accident book

They should also outline the procedure to follow should there be a fire at the establishment indicating the location of the Assembly Points.

This task may be achieved at pass, merit or distinction level.

Learner's briefing

To complete Task I you are required to draw a plan for one of the following areas at their establishment (does not need to be to scale):

- reception area
- kennel/ holding pen area
- bathing area
- grooming area

Indicating the following:

- potential hazards and the measures in place to minimise these
- fire exits, alarms and extinguishers
- first aid box
- accident book

You should also outline the procedure to follow should there be a fire at the establishment indicating the location of the Assembly Points.

This task may be achieved at pass, merit or distinction level.

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task I Identify hazards in an area of the grooming establishment and how they are minimised

Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
I	<p>Basic outline of the area indicating a few potential hazards and methods to reduce risk.</p> <p>Indicated some of the required features and requirements such as exits, extinguishers etc</p> <p>Outlined procedure to follow if there was a fire in line with establishment guidelines.</p>	<p>Plan indicated most potential hazards and methods to reduce risk.</p> <p>Indicated most of the required features and requirements such as exits, extinguishers etc</p> <p>Described the fire procedure in line with establishment guidelines.</p>	<p>Comprehensive and accurate plan indicating all hazards and methods used to reduce risk.</p> <p>Indicated all of the required features and requirements such as exits, extinguishers etc</p> <p>Explained fire procedure in detail in line with establishment guidelines</p>

ASSIGNMENT 005 DRY DOGS AND PREPARE THEIR COATS FOR STYLING

Task I Identify hazards in an area of the grooming establishment and how they are minimised

Learner feedback

Learner name	Assessor's name
--------------	-----------------

<p>Strengths (How the criteria have been achieved, good aspects of the work)</p>	<p>Areas for improvement (Advice for future assignments)</p>
---	---

Grade for task

Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Learner's signature	Date

ASSIGNMENT 006 BASIC TRIMMING OF A DOGS COAT

This assignment links to Unit 006 Basic trimming of a dog's coat of the Qualification Handbook

Assignment composition and mark sheet

To be completed by the assessor and signed by the learner.

Learner name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Remove excess hair prior to bathing	A	Pass/ fail only		
2. Remove matts, tangles and knots and dead coat	B	Pass/ fail only		
3. Carry out a basic trim	C	Pass/ fail only		
		Overall Grade		
		Pass/Fail		

Learner's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task A Prepare for the removal of excess hair prior to bathing

Assessor guidance

To complete Task A learners are required to demonstrate how to assess the removal of excess hair knots and mats prior to bathing. They are required to select suitable equipment to use for the task such as electrical clippers, scissors, de- matting equipment, brushes and combs etc. It is recommended that assessors carry out a risk assessment prior to commencing the task.

This assessment should be carried out in conjunction with other units and outcomes to avoid a simulated environment and stress for the dog

- Dogs should be risk assessed by the assessor and be of a temperament deemed suitable for the learner's level of ability
- The health and well-being of the learner and the dog is paramount and should be considered by the assessor at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Learners should be familiar with the function of equipment and techniques used to remove hair and coat animals prior to assessment

The task may be achieved at pass level only.

Learner's briefing

To complete task A you are required to demonstrate how to assess the removal of excess hair, knots and mats prior to bathing. You are required to select suitable equipment to use for the task such as electrical clippers, scissors, de- matting equipment, brushes and combs etc.

This assessment should be carried out in conjunction with other units and outcomes to avoid a simulated environment and stress for the dog

- The health and well-being of yourself and the dog is paramount and should be considered at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and yourself is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of equipment and techniques used to remove hair and coat animals prior to assessment.

You should carry out a risk assessment prior to undertaking the task.

Your performance will be marked against the criteria on the marking checklist. You should be familiar with the performance criteria before commencement of the task.

The task may be achieved at pass level only.

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task A Prepare for the removal of excess hair prior to bathing

Marking criteria

Learners must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 14 essential criteria have been met

ASSIGNMENT 006 BASIC TRIMMING OF A DOGS COAT

Task A Prepare for the removal of excess hair prior to bathing

Marking checklist A

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe clean and secure.
3. All equipment was clean and fit for use.
4. The dog was transferred from the holding pen to the grooming area appropriately and safely and in line with establishment guidelines.
5. The dog was suitably restrained and restraint equipment was fitted if required.
6. The coat type and breed was correctly identified.
7. The condition of the skin and coat was correctly identified.
8. Areas where hair/coat removal would be required was identified.
9. The tools, equipment and techniques used to remove the coat/hair/mattes, knots and tangles and to avoid discomfort to the dog were identified.
10. The term 'dead coat' /undercoat was identified and the methods used to remove it were explained.
11. The procedure to follow if the dog was accidentally cut OR a health issue such as a sore area on the skin was found was identified.
12. The dog was reassured throughout the assessment.
13. The health and well-being of the dog and the learner was maintained throughout the assessment.
14. Safe lifting and working in line with establishment guidelines was demonstrated.

ASSIGNMENT 006 BASIC TRIMMING OF A DOGS COAT

Task A Prepare for the removal of excess hair prior to bathing

Marking checklist A continued

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task B Remove excess hair, mats and knots prior to bathing

Assessor guidance

To complete Task B learners are required to demonstrate how to remove excess hair, knots and matts prior to bathing. They are required to use suitable equipment for the task such as electrical clippers, scissors, de- matting equipment, brushes and combs etc as selected in Task A. It is recommended that assessors carry out a risk assessment prior to commencing the task.

Learners are required to demonstrate safe and appropriate use of:

- clippers and different blades
- scissors
- de-matters
- combs
- brushes
- other grooming equipment used.

This assessment should be carried out in conjunction with Task A and other units and outcomes to avoid a simulated environment and stress for the dog

Dogs should be risk assessed by the assessor and be of a temperament deemed suitable for the learner's level of ability

- The health and well-being of the learner and the dog is paramount and should be considered by the assessor at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Learners should be familiar with the function of equipment and techniques used to remove hair and coat animals prior to assessment

The task may be achieved at pass level only.

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task B Remove excess hair, mats and knots prior to bathing

Learner's briefing

To complete task B you are required to demonstrate how to remove excess hair and knots prior to bathing. You are required to use suitable equipment for the task such as electrical clippers, scissors, de-matting equipment, brushes and combs etc as selected in Task A.

This assessment should be carried out in conjunction with Task A and other units and outcomes to avoid a simulated environment and stress for the dog

- The health and well-being of yourself and the dog is paramount and you should consider this at all times
- Use of suitable and appropriate restraint equipment to ensure the health and safety of yourself and the dog is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of equipment and techniques used to remove hair knots and mats prior to assessment

The task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 11 essential criteria have been met

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task B Remove excess hair, mats and knots prior to bathing

Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant health and Safety requirements.
2. The area to be used for the assessment was safe, clean and secure.
3. The dog was transferred from the holding pen to the grooming area appropriately and safely and in line with establishment guidelines.
4. The dog was suitably restrained and restraint equipment was fitted if required.
5. Appropriate equipment and techniques to remove coat/hair/mats, knots and 'dead' coat (undercoat) were identified and used.
6. The procedure to follow if the dog was accidentally cut or if evidence of health problems, such as lumps or bumps, sore areas was found was identified.
7. The coat was left knot and matt free.
8. The dog was reassured throughout.
9. The health and well-being of the dog and the learner was maintained throughout.
10. Safe lifting and working in line with establishment guidelines was demonstrated.
11. All equipment was cleaned correctly and appropriately in line with grooming establishment guidelines.

Feedback to learner:

Learner name:

Grade achieved:

Assessor's name and signature:

Date:

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task C Carry out a basic trim on a dog

Assessor guidance

To complete Task C learners are required to demonstrate how to carry out a basic trim ready for styling and finishing. Learners need to be familiar with the use of tools and equipment to do this safely. They are required to use suitable equipment for the task such as electrical clippers, scissors, brushes and combs etc.

It is recommended that assessors carry out a risk assessment prior to commencing the task.

Learners are required to demonstrate safe and appropriate use of:

- clippers and of different blades
- scissors
- combs
- brushes
- other grooming equipment.

Learners should demonstrate:

- the correct techniques involved in using tools and equipment safely
- clipping the coat in accordance with clipping lines and owners' requirements
- awareness of areas of the dog where special care and attention is required e.g. around the eyes, genital area, anal area etc
- awareness of how friction burns can occur
- correct handling to promote the confidence and co operation of the dog
- the procedure to follow if they accidentally injure the dog

This assessment should be carried out in conjunction with other units and outcomes to avoid stress for the dog.

- Dogs should be risk assessed by the assessor and be of a temperament deemed suitable for the learner's level of ability
- The health and well-being of the learner and the dog is paramount and should be considered by the assessor at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Learners should be familiar with the function of equipment and techniques used to remove hair and coat animals prior to the assessment

The task may be achieved at pass level only.

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task C Carry out a basic trim on a dog

Learner's briefing

To complete Task C you are required to demonstrate how to remove excess hair and knots prior to bathing. You are required to use suitable equipment for the task such as electrical clippers, scissors, de-matting equipment, brushes and combs etc as selected in Task A.

You are required to demonstrate safe and appropriate use of:

- clippers and of different blades
- scissors/ thinning scissors
- combs
- brushes
- other grooming equipment.

You should demonstrate:

- the correct techniques involved in using tools and equipment safely
- clipping the coat in accordance with clipping lines and owners requirements
- awareness of areas of the dog where special care and attention is required e.g. around the eyes, ears, genital area, anal area etc
- awareness of how friction burns can occur
- correct handling to promote the confidence and co operation of the dog
- the procedure to follow if you accidentally injure the dog

This assessment should be carried out in conjunction with Task A and other units and outcomes to avoid a simulated environment and stress for the dog.

- The health and well-being of yourself and the dog is paramount and you should consider this at all times
- Use of suitable and appropriate restraint equipment to ensure the health and safety of yourself and the dog is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of equipment and techniques used to remove hair and coat animals prior to assessment

The task may be achieved at pass level only.

Marking criteria

The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 21 essential criteria have been met

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task C Carry out a basic trim on a dog

Marking checklist C

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was safe, clean and secure.
3. Records for the dog to identify any temperament problems were checked.
4. Suitable restraint equipment such as muzzles was clean, fit and available for use.
5. The affects of incorrect drying on the clipping of the dog's coat were identified.
6. The dog was suitably restrained and restraint equipment was fitted if required.
7. The coat condition and areas that coat and hair would need to be removed from were correctly identified in line with breed standards and owners requirements.
8. What is meant by rough clipping was explained.
9. The terms 'clipping with the coat growth' and 'following clipping lines' were explained.
10. The tools and equipment needed to remove the coat and hair were identified.
11. Appropriate clipper blade(s) were selected and the fit of the blades and safe holding of clippers was demonstrated.
12. Areas on the dog that require particular care when using tools and equipment e.g. around the eyes and anal area, genital area, ears etc were identified.
13. The occurrence of friction burns and how they can be avoided was explained.
14. The correct techniques and usage of equipment for all areas were demonstrated.
15. The coat was prepared correctly ready for finish and styling and in accordance with breed and/or owners requirements.
16. The dog was observed for signs of stress.
17. The health and well-being, co operation and confidence of the dog was maintained throughout.

ASSIGNMENT 006 BASIC TRIMMING OF A DOG'S COAT

Task C Carry out a basic trim on a dog

Marking checklist C continued

- 18. The dog was reassured throughout.
- 19. Safe and appropriate techniques to ensure the health and safety of both the dog and the learner were demonstrated throughout.
- 20. How to clean, maintain and store equipment was identified.
- 21. The procedure to follow if damaged or faulty equipment was found was identified.

Feedback to learner:

--

Learner name:	Grade achieved:
Assessor's name and signature:	Date:

Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to NPTC, with the exception of registration and certification which is via the walled garden or the relevant City & Guilds regional office:

	Telephone	Facsimile	Email
NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

City & Guilds Region	Telephone	Facsimile	Email
Customer relations unit	020 7294 2800	020 7294 2413	enquiry@cityandguilds.com
Scotland	0141 341 5700	0141 341 5725	scotland@cityandguilds.com
North East	0191 402 5100	0191 402 5101	newcastle@cityandguilds.com
North West	01925 897900	01925 897925	salesnw@cityandguilds.com
Yorkshire	01924 206 700	01924 206 6705	yorkshire@cityandguilds.com
Wales	02920 748600	02920 748625	wales@cityandguilds.com
West Midlands	0121 503 8900	0121 359 7734	birmingham@cityandguilds.com
East Midlands	01773 842900	01773 833030	eastmidlands@cityandguilds.com
South West	01823 722200	01823 444231	swregion@cityandguilds.com
London and South East	020 7294 8139	020 7294 2419	londonandsoutheast@cityandguilds.com
Southern	020 7294 2677	020 7294 2403	southern@cityandguilds.com
East	01480 308300	01480 308325	eastern@cityandguilds.com
Northern Ireland/Ireland	028 9032 5689	028 9031 2917	belfast@cityandguilds.com

Websites: www.nptc.org.uk www.cityandguilds.com