



ANIMAL CENTRE INDUCTION

SUMMER WORKBOOK

Level 2 Technical Certificate in **Animal Care**

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STUDENT NAME:.....

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Welcome to...
WEST SUFFOLK COLLEGE
ANIMAL STUDIES 2023/2024

Congratulations, you have been accepted on the Level 2 Technical Certificate in Animal Care! We hope you are excited to be joining us in September!

Over the summer it is important that you prepare for your studies with us by reading and undertaking the tasks within the summer workbook.

Completing this work will help you to:

- Familiarise yourself with the Animal Centre.
- Know the dress code and assist you in purchasing the required PPE.
- Recognise the importance of safe working practices when working in the animal centre and in the animal care sector.
- Identify how to deal with emergencies and keep yourself, others and our animals safe.
- Guide you through policies and procedures relating to the day to day tasks carried out in the Centre.
- Help you complete the first part of an assignment for one of your modules

When the academic year begins in September all new starters partake in induction week. This is an opportunity to meet your peers and teaching staff, find your feet and understand the basic requirements of the course.

Within the first six weeks you will be completing your first assignment, for a unit titled, 'Caring for zoo animals'. The task towards the end of the summer workbook has been designed to help you complete the first part of this assignment. The assignment **must** be achieved at pass to successfully complete the qualification. We will be reviewing your answers within this workbook during your first few weeks at college, therefore it is essential that you have them completed. Completing the workbook also shows willing and determination to work hard which is exactly the positive attitude we need to see from our new students.

Work Experience

As part of your course you **must** undertake **150 hours** of industry relevant work experience on your non timetabled days. Failure to do so will mean you are unable to achieve the qualification.

It is important that you organise a placement to commence **as soon as possible** as placements fill up incredibly quickly.

Below is a suggestion of wording for emails or letters to placements. However, we always suggest visiting in person in the first instance or phoning to speak with managers in person as it demonstrates an ability to be proactive and will set you apart from other candidates.

Example email:

Dear (Add name)

I have recently been accepted onto the Level 2 Technical Certificate in Animal Care, at West Suffolk College. As part of my course, I need to complete 150 hours of work experience, I would be interested completing my work experience with you because *(write a few sentences as to why you are interested)*. I am not required to attend college on Mondays or Fridays so would be available on these days as well as weekends.

Please feel free to contact me on (provide contact information)

Yours Sincerely

(Add your name)

Work Experience Contact Tracker

Placement Details	When did you contact them?	Have they responded?	What was the outcome?

You **MUST** be able to demonstrate your efforts to secure a placement, therefore please use the above table to record what attempts have been made.



Scan our handy QR code to give you an idea of work experience placement providers in your local area!

Professional Standards

You will encounter 'Professional Standards' in many of the careers within the Animal Sector. They reflect a desired and achievable level of performance against which your actual performance can be compared. The main purpose of professional standards is to direct and maintain high standards of conduct within the sector. They provide an evaluation tool for yourself and your peers to ensure the success of the business, or in our case your success on the course.

Professional standards guarantee that you are accountable for your decisions and actions, and for maintaining competence during your career. Whilst you are on an Animal Studies course you are required to work towards and achieve the 8 Professional Standards included in the attachment, constantly reflecting on how to improve your performance both practically and in theory sessions.

1. HIGH LEVEL OF ATTENDANCE:

Attendance must be above 95% in all areas of the Study Programme, including English and Maths.

2. COMMITMENT TO THE ANIMAL SECTOR:

Demonstrate commitment to the Animal Sector by challenging yourself to excel.

3. RESPECTFUL INTERACTIONS WITH STAFF AND PEERS:

All interactions with staff (both within the college and externally within your work placement) and peers must be respectful

4. ACCOUNTABILITY FOR QUALITY AND PERFORMANCE:

Demonstrate accountability for the quality of your own work.

5. SUPPORTING YOUR PEERS:

Support other students on your course and within the Animal Studies department

6. ACT SAFELY, RESPECTFULLY AND WITH INTEGRITY:

Display model behaviours in both theory and practical areas that demonstrate our values in action.

7. PROVIDE HIGH STANDARDS OF ANIMAL WELFARE:

Ensure optimal animal care and welfare alongside compliance with legislation.

8. PROMOTE BEHAVIOURAL EQUALITY:

Demonstrate behaviours that support equality, diversity and inclusion.

EXPECTATIONS

- Arrive promptly to sessions. You must be in your PPE and ready to start when the lesson is timetabled to begin
- No eating or drinking in the Animal Centre unless prearranged with staff
- You must not enter any room where animals are housed without a staff member present
- Work quietly to minimise disruption and animal stress
- Notes should be taken during sessions as handouts and lesson resources will be limited in the practical areas. You will not be prompted to take notes, you need to be responsible for this.
- Follow training policies and good working practices at all times. If you are unsure on how to complete something, **please ask a staff member for help.**

Your performance and attitude are continuously monitored and will form part of your 'Practical Animal Skills Development' grades. This is reviewed by staff each half term.

Introduction to the Animal Centre.

The animal centre is split into four key areas. Each area is colour coded with specific equipment to prevent cross contamination. The areas are as follows:

Mammal room- Home to lots of small domestic mammal species

Exotics room- Home to a mixture of reptiles, amphibians and invertebrates

Nocturnal room- Home to some of our more unusual creatures

Outdoor paddock- Home to a herd of goats alongside ducks and geese



Dandelion and Weed- Mammal room



Beatrice and Beryl- Exotics room



Gary- Outdoor paddock



Treacle- Nocturnal room

Animal Husbandry

Animal husbandry is a blanket term used to cover all the necessary care required to meet an animal's needs. This includes:



Handling &
Restraining Safely



Maintain and Clean
Accommodation



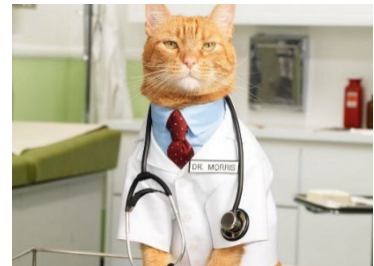
Check the Accommodation
for Safety and Security



Provide Food
& Water



Monitor Food &
Water Intake



Health Check and
Complete Records



Provide a Stimulating
Environment



Groom

Training will be given on how to carry out all processes. Additionally, there are protocols, helpful posters and information boards throughout the Animal Centre to guide you. Please know that this information covers tasks in general and some animals may require specialist care.

Every so often we undertake tasks that are not directly linked to working hands-on with animals, but these tasks are highly beneficial to the Animal Centre. These tasks could include; stock checks, dusting, refilling food/substrate, disinfecting bins, centre perimeter tidying, scrubbing/cleaning floors and cleaning windows for example. Every sector of the animal industry will have jobs not too dissimilar from these, so while you may think it's strange to be cleaning windows or doing some de-cobwebbing, these are all fairly routine tasks that are undertaken.

Weekly Timetabled Practical Sessions

ROUTINE DUTIES

You will be responsible for the day to day running of the Animal Centre, to include cleaning of accommodation, and providing feed and water to animals. Throughout the session, you will rotate through various tasks to gain a comprehensive understanding of daily animal care routines. Staff provide guidance and supervision, ensuring proper techniques and safety protocols are followed. This is the session where you may be expected to complete some of the extra jobs mentioned on the last page (stock checks, dusting, refilling food/substrate etc.)

CARING FOR EXOTICS

You will be given the opportunity to work with a mixture of reptiles, amphibians, invertebrates and fish. You will explore how to safely handle and restrain these animals, as well as learning how to perform a basic physical health check. You will also investigate the specific enclosure requirements these animals need in order to remain healthy. You are required to complete two practical assessments through the course of the year for this session which are marked and graded.

FEEDING & ACCOMMODATION

You will explore a variety of feeding methods for a range of species, as well as designing interactive feeding enrichment devices for the animals. You will study accommodation types for animals and the husbandry practices linked to these. There are no practical assessments for this module, however, these practical sessions will help to prepare you for your end of year practical synoptic.

Working Safely



You are always supervised when working in the Animal Centre. You will be carrying out a variety of tasks to help maintain the health and welfare of all the animals at the Centre. We work as a team (staff and students) and are all responsible for the animal's care. Therefore, you **must** have a full understanding of a task before carrying it out to avoid mistakes, or worse, accidents occurring.

We are here to coach you to achieve and to guide you to get to the best result!

Remember: If you don't know, please ask!



This QR code will allow you to access our handy online guide to working in the Animal Centre. It is important to familiarise yourself with the information before setting foot in the Animal Centre. It also contains the information needed to help you order your PPE!

Legislation and Procedures

Legislations are laws set by the government and are made official by parliament. It is a legal requirement to follow the procedure outlined by legislations which means people and/or companies can be prosecuted if these are not followed. This can result in fines, a criminal record and/or imprisonment depending on the severity of violation.

There are many legislations which we **ALL** must follow in the Animal Centre for the safety of us and the animals!

The list below outlines important legislation that is essential to follow to maintain a safe working environment, as well as keeping the animals healthy. There is further information regarding these on the padlet if you wanted to complete some further research.

- Health and Safety at Work Act (1974) **HASAWA**
- Provision and Use of Work Equipment Regulation (1998)
- Reporting Injuries Disease and Dangerous Occurrences Regulation (2013) **RIDDOR**
- Control of Substances Hazardous to Health Regulation (2002) **COSHH**
- Management of Health and Safety at Work Regulation (1999)
- Personal Protective Equipment Regulations (1992) **PPE**
- Regulatory Reform (2005) Fire Safety
- Environmental Protection Act (1990) **EPA**
- Animal Welfare Act (2006) **AWA**

Assignment Task- Instructions

You are required to provide some information for the induction of a trainee Zoo Keeper in a UK zoo. Produce one information sheet per species for each of two named species of zoo animal. The information sheets should be aimed at providing information for a trainee Zoo Keeper.

STEP 1: PICK TWO ANIMALS (You must pick one animal from each group)

GROUP 1

Komodo Dragon
Boa Constrictor
Galapagos Giant Tortoise
Slender-snouted Crocodile

GROUP 2

African Lion
Peacock
Chimpanzee
Asian Elephant
Californian Sea Lion

STEP 2: CONDUCT YOUR RESEARCH

Research the following information for your two chosen animals;

A. Physical appearance

HELPFUL HINTS:

- What do these animals look like?
- What colour are they?
- Do they have fur/feathers/scales?
- Is there a difference between males and females?
- Is there anything unique about this animals appearance?
- What size are they?
- Do any body parts serve particular functions for the animal?

B. Distribution of species

HELPFUL HINTS:

- Where do these animals live in the wild?
- What's the environment like in their wild habitat?
- How many of these animals are left in the wild?
- Have their wild numbers increased/decreased recently?-Why?
- Do they live in groups or are they solitary?

STEP 3: PRESENT YOUR INFORMATION

Use the suggested templates on the following pages to create an information sheet for each of your chosen animals.

Use colours

Use subheadings and textboxes

Use photos/illustrations/diagrams

Be DESCRIPTIVE in your language

Write information in your own words (No copy and pasting or AI)

Your information sheet should be aimed at a new Zoo Keeper who knows nothing about your chosen animals already.

You have also been provided with an example information sheet below, so that you can see the level of detail expected.

SPECIES 1 NAME: INFORMATION SHEET

Introduction: What is the purpose of this information sheet? Who is it designed for?

**Physical Appearance
Information**

**Photograph/ Diagram/
Illustration**

**Photograph/ Diagram/
Illustration**

**Distribution of Species
Information**

SPECIES 2 NAME: INFORMATION SHEET

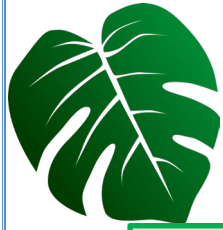
Introduction: What is the purpose of this information sheet? Who is it designed for?

**Physical Appearance
Information**

**Photograph/ Diagram/
Illustration**

**Photograph/ Diagram/
Illustration**

**Distribution of Species
Information**



MANDRILLS: INFORMATION SHEET

Introduction: This information sheet is designed for new Zoo Keepers who will be working with the zoo's group of mandrills. It contains helpful information on their physical features and their purposes, alongside information on their wild distribution.

PHYSICAL APPEARANCE

Mandrills are medium to large primates. They are muscular and stocky in appearance. They have a long face and a short tail. Their tail is one method we can use to distinguish that they are monkeys instead of apes. Apes, like orangutans, have no tail.

Colour: Mandrills have grey fur with blue and red colourings on their faces and anogenital region, giving them a striking appearance.

Size: Mandrills are the biggest monkeys in the world. An adult male can easily reach over 30kg in weight.

Features:

Long Canines: These long canines are used to display dominance and warn off rivals. They can grow up to 2.5 inches long.

Colourful faces: Their colourful face is often used by males to attract females during mating season and to show dominance to others.

Limbs: They walk around on all four limbs. They use their limbs for climbing trees. They have hands with opposable thumbs like humans, to help with grip when climbing, grooming and picking fruits and seeds.



MALES VS. FEMALES

Male mandrills are much larger than females, approximately 3 times the size. They are also much more muscular and stocky.

The colouring on males is much more vivid and bright compared to a female

Males have larger canine teeth compared to females



DISTRIBUTION OF SPECIES

Mandrills can be found living in large, mixed social groups, in the dense tropical rainforest of Western Africa. Particular areas they can be found are;

- Republic of Congo
- Gabon
- Cameroon

Living in a rainforest means mandrills are well adapted to living in hot and humid conditions. They spend most of their time on the rainforest floor but do climb trees for shelter at night.

Exact numbers of wild mandrills are unknown but the IUCN list mandrills as vulnerable meaning their numbers are sadly declining. This is mainly due to habitat loss due to human encroachment and hunting for bushmeat.



Completion Checklist

Please use the checklist below to ensure you have completed all necessary elements of the Summer Workbook.

- ✓ Completed work experience contact tracker
- ✓ Ordered Animal Centre PPE
- ✓ Completed assignment task for two species
- ✓ Signed the declarations

Declarations

Please complete the declarations below. This is a mandatory requirement and must be completed by all students. You may either sign electronically and return the form via email, or print and hand it to me in person when you start college. Please note that this will need to be completed before commencing your studies with us.

Declaration	Student Signature	Date
I have read and understood the Animal Centre dress code policy. I accept I must abide by this policy for the duration of the academic year.		
I have read and accept that I must complete 150 hours of work experience across the course of the academic year. I understand this is mandatory and I will be unable to achieve my qualification without completing the necessary hours.		
I have read the eight professional standards and understand the expectations of me as an Animal Studies student.		
I have completed the assignment task to the best of my ability. I understand that failure to complete the task by the submission date could hinder my chances of remaining enrolled on the course when I get to my four week review.		

Enjoy your summer break and we look forward to welcoming you in September! If you have any questions in the meantime, please do not hesitate to contact me on jake.muskett@easterneducationgroup.ac.uk