

# apprenticeship FRAMEWORK

## Nursing Assistants in the Veterinary Environment (Wales)

### **IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016**

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

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# Nursing Assistants in a Veterinary Environment (Wales)

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# Framework information

## Information on the Issuing Authority for this framework:

Lantra

The Apprenticeship sector for occupations in environmental and land-based

Issue number: 2	<b>This framework includes:</b>
Framework ID: FR03968	Level 2 <input checked="" type="checkbox"/> Level 3 <input type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/08/2017	<b>This framework is for use in: Wales</b>

## Short description

The Nursing Assistants Foundation Apprenticeship framework has been designed with industry to provide those working in a veterinary environment in supporting roles the opportunity to gain the skills and knowledge to progress within the industry. The minimum duration for the framework is 15 months.

The framework provides a progression pathway to move into veterinary nursing, animal behaviour or other animal-related occupations.

Job opportunities may include Animal Nursing Assistant or Veterinary Care Assistant.

# Contact information

## Proposer of this framework

[The Veterinary Activities Industry, which includes the British Veterinary Hospitals Association, British Small Animal Veterinary Association, The Blue Cross and a number of independent veterinary practices.]

## Developer of this framework

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# Revising a framework

## Why this framework is being revised

|An extension to the end date of the framework|

## Summary of changes made to this framework

|An extension to the end date of the framework.|

## Qualifications removed

|N/A|

## Qualifications added

|N/A|

## Qualifications that have been extended

|N/A|

# Purpose of this framework

## Summary of the purpose of the framework

### Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with essential skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

### Summary of the purpose of the framework

The Nursing Assistants in a Veterinary Environment Foundation Apprenticeship has been developed for those who are not registered veterinary nurses or student veterinary nurses, but who are in contact with the animals in veterinary environments, which could be a veterinary practice or a veterinary clinic in an animal welfare establishment. The framework will provide a progression route for those wanting to develop their skills and knowledge further and apply to enrol and train to become a Registered Veterinary Nurse.

As a member of a veterinary care team, the role of veterinary care assistants/animal nursing assistants' will involve some important aspects of caring for animals on a daily basis including cleaning, feeding, handling and grooming. It is important to note that their working role is under the direction or supervision of a veterinary surgeon and they are subject to the Veterinary Surgeons Act. Further information can be obtained from the guidance published by the Royal College of Veterinary Surgeons.

Animal nursing assistants work mainly with domestic animals such as dogs, cats and rabbits, although they may also work with other animals including exotic species such as reptiles and birds, which are becoming increasingly popular as pets. Animal health and welfare is extremely important to the industry ensuring that the appropriate care is given to animals and with the change in the animal welfare legislation there is now an even greater need for everyone



working with animals to continue to train in animal health and welfare to meet the requirements of duty of care. People working in this area will need to keep up to date with codes of practice, as well as potential areas of secondary legislation.

An apprentice on the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship can be employed by any veterinary practice or centre with a veterinary clinic. The veterinary activities industry is very supportive of Apprenticeships. It is not only the employers that find Apprenticeships beneficial; Lantra research has shown that apprentices find their experiences on an Apprenticeship programme rewarding and the course meets their career expectations due to the mixture of on- and off-the-job training. Many of the apprentices in the industry will remain in employment and continue with their studies.

Currently, the veterinary activities industry represents a small proportion of the land-based and environmental sector with an estimate of 47,500 employees in 4,760 businesses UK wide, compared to 2,700 employees in 260 businesses in Wales (Lantra research, 2011). However, there are likely to be more in the industry as there is some overlap with animal hospitals, which may be run by animal welfare organisations such as the PDSA or Blue Cross which are recorded within the animal care industry. This research also found that 11% of the businesses in the industry had a vacancy, of which 5% were hard-to-fill vacancies and 24% of all the businesses reported that there was a skills gap in the current employees. Many of the skills that employees lack or where vacancies are hard-to-fill is because there is a shortage of technical/practical skills (animal health and welfare, handling animals), customer relations, written and oral communication skills, planning and organisation. The aim of this framework is to upskill the entrants into the veterinary nursing industry ensuring that they gain the necessary skills for the job preparing them for the technical nature of this career.

The purpose of the framework is to provide structured training opportunities for those working within a veterinary environment and who are not veterinary surgeons, veterinary nurses or student veterinary nurses. This framework is needed by the industry and could lead on to a number of career progressions routes including the Apprenticeship in Veterinary Nursing.

The framework will also contribute to meeting the wider skills priorities in Wales by:

- Providing flexible access to a high quality (Level 2) skills programme for those entering the Veterinary Nursing industry
- Incorporating skills to improve the levels of general literacy and numeracy in Wales
- Using technical and competence qualifications, valued by employers, to help their businesses grow
- Developing apprentices' employability skills, making them more attractive to all employers whatever career they choose
- Providing a career pathway into jobs and training at foundation through to higher levels, to provide the skills that the economy needs to grow.

The Nursing Assistants in a Veterinary Environment Foundation Apprenticeship framework offers one pathway, which is relatively broad, to cover all aspects of work that the apprentice

may be completing within the veterinary care environment.

Job roles at Level 2 (Foundation Apprenticeship) may include: animal nursing assistant or veterinary care assistant.

## **Aims and objectives of this framework (Wales)**

The aim of the Level 2 Foundation Apprenticeship is to provide a framework suitable for those in supporting animal nursing roles in a veterinary environment by including up-to-date qualifications that meet the skills needs of employers.

The objectives are to:

1. Have apprentices successfully achieve the Foundation Apprenticeship and build on this yearly by attracting new apprentices into the sector, especially those from under-represented groups, to meet the changing needs of employers
2. Upskill those working in animal nursing assistant or veterinary care assistant roles to ensure that they attain the skills required to be competent in their profession
3. Raise awareness of the Foundation Apprenticeship and the industry
4. Provide clear pathways and information to higher level jobs, via Further Education and Higher Education where appropriate.

Career information within the veterinary industry is available on BVNAs website <https://www.bvna.org.uk/a-career-in-veterinary-nursing/a-career-in-veterinary-nursing>

# Entry conditions for this framework

The entry conditions for the framework is the employer's and training provider's confidence in your ability to develop the skills and knowledge required to work within a Veterinary environment.

Employers are encouraged to get involved in the recruitment and selection stages, to ensure they get to know the apprentices before their employment.

If you are interested in working with animals in a veterinary environment there are many different organisations that offer job opportunities, for example working within a veterinary practice or working within an animal welfare establishment such as the Blue Cross or RSPCA. As part of a nursing assistant's role, you may be required to work weekends and bank holidays.

## Duration of the Foundation Apprenticeship

Through the development of the Foundation Apprenticeship for Nursing Assistants in a Veterinary Environment, it has been agreed with the industry that the minimum duration of the framework is 15 months.

## Requirements for the Foundation Apprenticeship

There are no specific entry requirements to enter the Level 2 Foundation Apprenticeship for Nursing Assistants in a Veterinary Environment, however, there are qualifications or experience that will help learners understand the sector prior to starting:

- Voluntary experience within the animal care industry
- Have previously worked in, or are currently working within the industry
- Level 1 Diploma in Animal Care
- Level 1 Diploma in Work-based Animal Care
- Level 1 Award in Practical Small Animal Skills
- Level 1 Certificate in Practical Small Animal Skills
- GCSEs

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Foundation Apprenticeship, this will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Opportunities to complete the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship also exist for adult learners who have experience within the veterinary care industry or who are looking for a career change.

## RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement.

### **Essential Skills Wales (ESW)**

If applicants already have GCSEs in English and/or Maths, they still have to do Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

If applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales, however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

### **Competence qualifications**

If applicants already have the Level 2 competence qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.

### **Prior experience**

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

### **Initial Assessment**

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience.

# Level 2

Title for this framework at level 2

## Nursing Assistants in Veterinary Environment

Pathways for the framework at level 2:

Pathway 1:            Nursing Assistants in Veterinary Environment

# Level 2, Pathway 1: Nursing Assistants in a Veterinary Environment

## Description of this pathway

Nursing assistants is for those assisting in the care of animals in a veterinary environment. A minimum of 65 credits which is made up as follows:

- Combined competence and knowledge qualification - a minimum of 53 credits (refer to qualification section for full breakdown)
- Level 1 Essential Skills in Communication - 6 credits
- Level 1 Essential Skills in Application of Number - 6 credits

## Entry requirements for this pathway in addition to the framework entry requirements

No additional pathway entry requirements.

Job title(s)	Job role(s)
Veterinary Care Assistant/Animal Nursing Assistant	Nursing assistants in a veterinary environment aid with the care of animals under direction of qualified veterinary staff. The work involves the provision of basic veterinary care, including handling animals, upkeep of accommodation, provision of food & water and assisting in veterinary procedures

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – City and Guilds Level 2 Diploma for Veterinary Care Assistants (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0106/9	City & Guilds	53	398	N/A

### B2 – Centre Qualifications Level 2 Diploma for Veterinary Nursing Assistants

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/9504/0	Central Qualifications	57	468	N/A



## Relationship between competence and knowledge qualifications

Apprentices must complete either B1 or B2, all of which include combined competence and knowledge qualifications.

If apprentices complete B1, the minimum number of credits achieved will be 53.

The units within B1 cover both competence and knowledge, however, they are separately assessed.

The independent assessment of the knowledge element of B2 provides the underpinning knowledge to support the competence element. The knowledge element for B2 is 16 credits. Competence and knowledge are contained within the same units but will be separately assessed and credits assigned to each element as shown below:

- Principles and practices of animal handling and care in the veterinary environment (competence credits 10, knowledge credits 6)
- Principles and practices of assisting with care in the veterinary environment (competence credits 17, knowledge credits 4)
- Principles and practices of administrative duties in the veterinary care environment (competence credits 10, knowledge credits 6).

If apprentices complete B2, the minimum number of credits achieved will be 57, combining both competence and knowledge units.

There are 6 mandatory units plus 2 optional units.

Mandatory - Learners must achieve all mandatory units, which total 47 credits. 22 of which are competence and 25 knowledge.

- Maintain and develop personal performance (2 credits - competence)
- Companion animal anatomy and physiology (5 credits - knowledge)
- Principles and practices of administrative duties in the veterinary care environment (competence credits 10, knowledge credits 6)
- Principles and practices of animal handling and care in the veterinary environment (competence credits 10, knowledge credits 6)
- Principles of infection control for animal nursing assistants (3 credits - knowledge)
- Principles of supporting veterinary nursing care for hospitalised animals (5 credits - knowledge)

Optional units - Learners must choose 2 of the following units, which total 10 credits - all of which are competence.

- Practical support of veterinary nursing care for hospitalised patients (5 credits - competence)
- Practical support of peri-operative animal nursing (5 credits - competence)
- Practical animal nursing support of small animal patients (5 - credits - competence) |

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**   YES    NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**   YES    NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES**  **NO**

# Progression routes into and from this pathway

The Level 2 Foundation Apprenticeship for Nursing Assistants in a Veterinary Environment has had a lot of industry support and positive feedback, showing that the industry values this as an entry route.

There are no specific entry requirements to enter the Level 2 Foundation Apprenticeship for Nursing Assistants in a Veterinary Environment, however, there are qualifications or experience that will help learners understand the sector prior to starting:

- Voluntary experience within the veterinary or animal care industries
- Have previously worked in, or are currently working within the industry
- Level 1 Diploma in Animal Care
- Level 1 Diploma in Work-based Animal Care
- Level 1 Award in Practical Small Animal Skills
- GCSEs/A levels.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Foundation Apprenticeship, this will be assessed during initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities on to the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship also exist for adult learners who have experience within veterinary activities or animal care industries or who are looking for a career change.

## **Progression from the Level 2 Foundation Apprenticeship:**

On completion of the Level 2 Foundation Apprenticeship, Apprentices may be able to progress to become a student veterinary nurse, subject to meeting the enrolment requirements set by the Royal College of Veterinary Surgeons for Student Veterinary Nurses.

Opportunities for progression may be:

- Level 3 Diploma in Veterinary Nursing - Small Animal
- Level 3 Diploma in Veterinary Nursing - Equine
- Apprenticeship in Veterinary Nursing
- Apprenticeship in Animal Care
- Level 3 Diploma in Animal Care.

Further information on careers in the veterinary activities industry can be found on the

BVNA website <https://www.bvna.org.uk/a-career-in-veterinary-nursing/a-career-in-veterinary-nursing>

For apprentices who wish to continue their development of skills and qualifications beyond Level 2, opportunities exist to progress further to Level 3 qualifications and then into Higher Education with Foundation Degrees/Degrees. For more information please refer to the Level 3 Apprenticeship in Veterinary Nursing or the chosen Level 3 industry framework/qualification.

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### UCAS points for this pathway:

|N/A|

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?    **YES**        **NO**   

## Delivery and assessment

Within the Foundation Apprenticeship in Nursing Assistants in a Veterinary Environment apprentices need to complete the ERR workbook. Lantra's Nursing Assistants ERR workbook contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website <https://www.frameworksandnos.lantra.co.uk/err-workbooks>

There are nine national outcomes/standards that all learners must know and/or understand:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities

7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry. ]

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*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

Apprentices on the Nursing Assistants in a Veterinary Environment are difficult to represent statistically as they cross over between the veterinary nursing and animal care industry.

However, what is clear from the two industries is that employees are mainly made up of females with more than 75% in both industries, which is significantly higher than the land-based and environmental sector as a whole in Wales (29%). Whilst the industry doesn't preclude males from working in the sector, it is suggested that the imbalance is due to an outdated perception of animal care employment as traditionally a female dominated industry despite many roles in the two industries being carried out by males. It is interesting to note that Further Education enrolments onto animal care related learning programmes are also mainly females at 79% compared with work-based learning enrolments at 77%.

There is a wide range of hands-on roles for people of all ages and abilities together with an increasing need for skilled managerial, high-tech and specialist people. Lantra's research predicts that 110,000 people will be needed over the next decade across the land-based sector.

Employers are looking for employees who show enthusiasm and have basic employability skills such as team working, turning up on time and communication skills.

There are no actual barriers to recruitment into the industry, although there may be some physical restrictions in parts of the nursing assistants role, especially while working with and handling animals. This should not rule anyone out as there may be opportunities for people with a physical disability to work elsewhere in the industry.

Care should be taken by providers and employers that unfair discrimination does not occur.

Apprenticeships are seen as an important route to encourage and facilitate a greater diversity of individuals into the industry. Training providers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry, using the nine legally protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and belief

## **Sexual orientation**

### **Resolutions and further work**

The units within the competence qualifications have been written in collaboration with partner awarding organisations to ensure that they are free from bias, accessible to all apprentices and are applicable to a wide range of roles and businesses.

Lantra will work with both the animal care and veterinary activities industries to promote the need for skilled managerial, high-tech and specialist people. This will also take into account the need to increase male and ethnic participation in the industry. Activities will include:

- Increasing the awareness of the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship with specific promotions, in particular focusing on under-represented groups
- Increasing marketing and communications, highlighting the opportunities for a wide range of careers
- Using Lantra's careers web pages to inform careers advisors and apprentices of the opportunities available in the industry. ]

# On and off the job training

## Summary of on- and off-the-job training

### Legal Requirement

An apprenticeship framework must specify that on-and off-the-job training must either have been received:

- Whilst working under an apprenticeship agreement; or
- During a qualifying period ending on the date of application for an apprenticeship certificate. A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer SASW timescale than five years as the qualifying period.

An apprenticeship framework may specify that off-the-job training undertaken before the apprentice started their apprenticeship may count towards the off-the-job training required for the apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which an apprenticeship certificate is to be applied for.

### Definition:

**ON THE JOB** = Training which encourages and enables the apprentice to demonstrate practical job-related skills and to practice and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

**OFF THE JOB** = Training which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises. Off-the-job training is defined as time for learning activities away from the normal work duties

### Total on and off the job training hours

The total amount of learning hours which includes both on and off the job training for the Nursing Assistants in Veterinary Environment Foundation Apprenticeship is 568 over an 15 month period. The break down is as follows:

- Combined competence and knowledge qualification - 398 learning hours
- Induction - 30 learning hours
- Transferable Skills - 120 learning hours
- ERR - 20 learning hours

## Off-the-job training

The amount of off-the-job training is shown below:

### Foundation Apprenticeship

Nursing Assistants in a Veterinary Environment - a minimum of 240 off-the-job training hours must be delivered throughout the 15 month duration of the programme.

## **How this requirement will be met**

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification.

### **Previous attainment**

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either the Qualifications and Credit Framework (QCF) credit transfer for achievements within the QCF, or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning Qualifications.

### **Principal Learning Qualifications**

For learners who have already achieved the relevant qualifications, they must have been certificated within five years of applying for the Apprenticeship Certificate.

### **Previous experience**

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised (see QCF guidance on Claiming Credit for further details). To count towards Apprenticeship certification, previous experience must be recorded using the appropriate awarding organisation's QCF Recognition of Prior Learning procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For learners with prior uncertificated learning experience, the off-the-job learning must have been acquired within five years of application for the Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for five years.

### **Off-the-job training should:**

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- Allow access as and when required by the apprentice to a tutor, teacher, mentor or manager
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study.

### **Examples of off-the-job training for the Nursing Assistants in a Veterinary Environment Apprenticeship are:**

- Skills in Communication and Application of Number
- Health and safety training
- Taught sessions contributing to Employee Rights and Responsibilities knowledge
- Induction where activities are covered away from normal work duties.

### **Evidence of off-the-job training:**

- Level 2 Knowledge-based assessment
- Level 1 Essential Skills in Communication and Application of Number
- Employee Rights and Responsibilities

## - Induction

Off-the-job training must be recorded in a diary, workbook, portfolio, attendance records or online systems. This evidence needs to be checked and signed by the assessor and employer.

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualification did not fit industry needs. However, where appropriate the apprentice should be encouraged as it provides valuable skills. This will be monitored and reviewed in the future. |

## On-the-job training

On-the-job training is defined as skills, knowledge and competence gained within normal work duties.

For this framework the amount of on-the-job training is as follows:

### Foundation Apprenticeship

Nursing Assistants in a Veterinary Environment - a minimum of 328 on-the-job training hours must be delivered throughout the 15 month duration of the programme.

## How this requirement will be met

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant Qualifications and Credit Framework (QCF) credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation' allowing for RPL.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a Credit and Qualifications Framework Wales (CQFW) recognised body, or follow Essential Skills at a level higher than that specified in the framework and include one or more Wider Key Skills or other competency-based

qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within five years from the date of application for the Apprenticeship Certificate or have been continuously employed in the industry for five years.

Job roles within the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

Examples of on-the-job training that a learner will be focusing on within the workplace for the Nursing Assistants in a Veterinary Environment Foundation Apprenticeship are:

- 
- Animal health and welfare
- Husbandry skills for different species  
Team working and communication
- Task-specific workplace instructions or team briefings
- Taught sessions by the workplace line manager/instructor as opposed to formal or planned
- Taught sessions on-the-job on Employee Rights and Responsibilities knowledge
- Induction where activities are covered within normal work duties.

**Evidence of on-the-job training:**

- Level 2 Diploma for Work-based Animal Nursing Assistants/Level 2 Diploma for Veterinary Care Assistants /Level 2 Diploma for Veterinary Nursing Assistants
- Level 1 Essential Skills in Communication and Application of Number.

On-the-job training must be recorded in a diary, workbook, portfolio, attendance records or online systems. This evidence needs to be checked and signed by the assessor and employer.

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualification did not fit industry needs. However, where appropriate the apprentice should be encouraged as it provides valuable skills. This will be monitored and reviewed in the future.

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# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the qualifications listed in this document.

## Improving own learning and performance

Industry felt that improving own learning and performance was sufficiently covered by the planning, monitoring and evaluating of the apprentice's progress within the review carried out with their supervisor and tutor.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future. |

## Working with others

Industry felt that working with others was sufficiently covered by the whole Apprenticeship programme as apprentices will be working in a small team in an animal nursing establishment.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future. |

## Problem solving

Industry felt that problem solving was sufficiently covered by the nursing assistant's combined competence and knowledge qualification as apprentices will be resolving problems as part of their learning and work, in particular when monitoring the health of animals.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future. |

# Additional employer requirements

Learners are advised to complete the following, although it is not a requirement of the Specification for Apprenticeship Standards England (SASE). Additional Employer Requirements are not required for certification. However, this additional employer requirement will enhance the Intermediate Apprenticeship and facilitate employment within the industry:

- An Emergency First Aid one-day course approved by Health and Safety Executive (HSE).



# apprenticeship FRAMEWORK

For more information visit-  
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