

# apprenticeship FRAMEWORK

## Veterinary Nursing (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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# Veterinary Nursing (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: [3]	<b>This framework includes:</b>
Framework ID: [FR03971]	Level 2 <input type="checkbox"/> Level 3 <input checked="" 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 Veterinary Nursing Apprenticeship framework has been designed with the industry in Wales and the Royal College of Veterinary Surgeons (RCVS) to provide learners entering the profession with the skills and knowledge to become a qualified Veterinary Nurse and a licence to practice. The duration of the Apprenticeship is 36 months.

The framework also provides a progression pathway to move into animal behaviour, animal physiology and medical or surgical nursing.

Job opportunities include Veterinary Nurse Small Animal, Veterinary Nurse Equine, Head Veterinary Nurse.

# Contact information

## Proposer of this framework

[The Veterinary Activities Industry which includes organisations such as British Veterinary Hospitals Association, The Blue Cross, People's Dispensary for Sick Animals and a number of independent veterinary practices.]

## Developer of this framework

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Your organisation |Lantra|

Your email address: |joanne.bryan@lantra.co.uk|

# Revising a framework

## Why this framework is being revised

|Extension to the end date of the framework.

## Summary of changes made to this framework

|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.

### The Veterinary Nursing Industry

Veterinary Nursing is the supportive care of animals receiving treatment within a veterinary practice and supporting veterinary surgeons on farms and other animal establishments. A Veterinary Nurse works as a member of the veterinary team, providing expert nursing care for sick animals, routine treatments, and plays a significant role in the education of owners about maintaining the health of their pets. Veterinary Nursing is a highly regulated industry and once qualified, Veterinary Nurses can undertake a range of diagnostic tests, carry out medical treatment and minor surgery procedures under veterinary direction.

Many veterinary practices are small employers (60% employing fewer than ten members of staff) and therefore each person has an important role to play within the organisation. Although Veterinary Nursing and ancillary activities represents only 1% of the businesses in Wales, it employs at least 306 Veterinary Nurses in 260 practices which supports many other animal industries within Wales, including agriculture.

A Veterinary Nursing Apprenticeship has been in place since August 2006 and with the revised framework it is expected to increase uptake by 30% over the next three years. The Veterinary Nursing industry feels that because of the nature of their business, work-based learning through Apprenticeships is a good way for learners entering the industry to learn the necessary skills and knowledge required to work in a practice.

Research carried out by Lantra in Wales in 2009 found that 36% of all vacancies were hard-to-fill vacancies because applicants lack technical, practical or job-specific skills, as well as customer handling, written and oral communications and problem solving skills. More recently, research in 2010 across the UK supports this with 93% of the Veterinary Nursing industry valuing generic skills (numeracy and literacy) amongst staff and 77% suggesting that work experience was important when entering the industry.

Previous uptake of the Apprenticeship in Wales has been low over recent years and Lantra is currently working with Welsh providers looking at collaborative approaches to delivery, ensuring that there is sufficient coverage across the whole of Wales.

Although there is some provision in Wales for Veterinary Nursing, employers have indicated that the continuation of the Apprenticeship would provide them with an alternative route for training employees, as identified in Lantra's Assessment of Current Provision 2010.

The revised framework has been developed to provide apprentices with the appropriate skills and knowledge suited to their place of employment which is often a small animal or equine practice.

- Small Animal - registered Small Animal Veterinary Nurses provide expert care, support and treatment to small animals in a veterinary practice under veterinary direction.

Job Roles may include – Veterinary Nurse Small Animal with possible progression to Head Veterinary Nurse.

- Equine - registered Equine Veterinary Nurses provide expert care, support and treatment to horses under veterinary direction.

Job Roles may include – Veterinary Nurse Equine with possible progression to Head Equine Veterinary Nurse.

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

- Providing flexible access to a high quality (Level 3) skills programme, which acts as a real alternative to A-Levels for those who prefer this style of learning and achievement
- 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 whichever career they choose
- Providing a career pathway into jobs and training at intermediate and higher level, to provide the skills which the economy needs to grow.

Further information on the Veterinary Nursing industry can be found at:

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

RCVS: RCVS Survey of Veterinary Professions (2010) located at [www.rcvs.org.uk](http://www.rcvs.org.uk) under publications:

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

The revision of the Level 3 framework includes the updated qualification within the Apprenticeship, which is reflective of industry's needs and takes into account changes in legislation.

Lantra's recent Assessment of Current Provision shows there is an increase in learners over the age of 19 taking Veterinary activity related courses.

#### Objectives of the framework for Wales are:

1. To provide an alternative entry route into the Veterinary Nursing industry in Wales.

This will be addressed through:

- Providing an Apprenticeship which is current and reflects the needs of the industry.
- Working with the providers in Wales to ensure the Apprenticeship is offered alongside full time provision.

2. Increase the uptake of the Veterinary Nursing Level 3 Apprenticeship in Wales over the next three years.

This will be addressed through:

- Increasing the awareness of the benefits of an Apprenticeship with learners and employers.
- Working with Welsh Assembly Government and providers to ensure funding and delivery of the Apprenticeship.

3. Provide career progression information for higher level jobs via Further and Higher Education.

This will be addressed through:

- Up-to-date careers information available on the website.
- Attending careers events and working with Careers Wales to promote the opportunities and benefits to learners and parents.

Further careers information can be found on Lantra's website [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers)

## Entry conditions for this framework

Due to the industry being highly regulated, The Royal College of Veterinary Surgeons require candidates to have five GCSE passes at grade C or higher. Subjects must include English language, mathematics and a science subject plus 2 other GCSEs. Where an entrant does not have such qualifications, entrants may have alternative qualifications that are demonstrably equivalent.

The purpose of minimum entry qualifications is to ensure that potential apprentices are in a position to:

- Cope with the level and scope of learning required to achieve the registrable qualifications in veterinary nursing

and

- Function effectively and safely as a student veterinary nurse in a veterinary practice.

Some possible alternative qualifications which may be acceptable are:

- Foundation Apprenticeship in Veterinary Nursing (this level of apprenticeship is no longer available for delivery)
- ABC Level 2 Diploma for Work-based Animal Nursing Assistants (QCF)
- ABC Level 2 Certificate For Animal Nursing Assistants (QCF)
- City & Guilds Level 2 Diploma for Veterinary Care Assistants (QCF)
- CQ Level 2 Diploma for Veterinary Nursing Assistants (QCF)

These qualifications are deemed acceptable as entry qualifications because they also incorporate significant work-based experience, directly relevant to veterinary nurse training. However, these qualifications are acceptable only when accompanied by Essential or Key Skills at level 2 in Application of Number and Communication or the relevant GCSEs.

### **RULES TO AVOID REPEATING QUALIFICATIONS**

It is advisable that apprentices who are uncertain as to whether they hold the required entry requirements, please contact City & Guilds direct - [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com) ; or Central Qualifications at [enquiries@cqual.org](mailto:enquiries@cqual.org)

Access to this Apprenticeship is available to all learners who meet the entry requirements, regardless of gender, race, creed, age or special needs. The Head of Centre should ensure that no apprentice is subjected to unfair discrimination on any grounds in relation to access to the

taught programme or assessment. Centres are required to check whether equal opportunities policies are being adhered to.

### **Initial Assessment**

Training providers and employers will use an initial assessment process which is fit for purpose to ensure that applicants starting the Apprenticeship have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

### **Recognition of Prior Learning (RPL)**

The awarding organisations may accept evidence of recent (achieved within five years preceding award registration) and relevant alternative qualifications and clinical experience that demonstrably meets the learning outcomes of any unit. The maximum amount of RPL that is permitted is equivalent to 2/3 of the total qualification (120 credits).

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

Apprentices may be credited with any unit of the award previously certificated provided that this has been achieved within five years of registration for the remaining units. Where a certificated unit was achieved more than five years prior to registration, apprentices may be asked to provide evidence of currency. A unit achieved more than ten years prior to registration will not be accepted for Recognition of Prior Learning (RPL).

### **Essential Skills Wales**

If applicants already have GCSEs in English and Maths they still have to do the Essential Skills Wales at the relevant level.

If applicants have already achieved Essential or Key Skills at the relevant level, prior to commencing the apprenticeship, they will not have to do the relevant Essential Skills, but should be encouraged to progress to a higher ESW level.]

# Level 3

Title for this framework at level 3

## Veterinary Nursing

Pathways for the framework at level 3:

Pathway 1: Small Animal

Pathway 2: Equine

## Level 3, Pathway 1: Small Animal

### Description of this pathway

Small Animal which includes support and treatment of animals in practices. A minimum of 192 credits which is made up as follows:

- Combined competence/knowledge qualification - 180 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits

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

No additional pathway requirements

Job title(s)	Job role(s)
Veterinary Nurse Small Animal	Registered Small Animal Veterinary Nurses provide expert care, support and treatment to small animals in a veterinary practice under veterinary direction. They also play a key role in promoting animal health and welfare through the support and education of veterinary clients.
Head Veterinary Nurse	Supervises a team of veterinary nurses and/or nursing assistants and support staff within a veterinary practice

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 Diploma in Veterinary Nursing (Small Animal pathway)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/6052/9	City & Guilds	180	715	N/A

### B2 – Level 3 Diploma in Veterinary Nursing (Small Animal pathway)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/3711/8	Central Qualifications	180	715	N/A

## Relationship between competence and knowledge qualifications

For the Veterinary Nursing Small Animal pathway, the competence element totals 35 credits, the knowledge element for this pathway is 145 credits. The competence units will be

separately assessed to the knowledge units listed below. All units within the competence and knowledge elements are mandatory.

### **Competence Element**

Small Animal pathway:

- Preparing for professional registration (10 credits)
- Essentials of practical veterinary nursing care for hospitalised animals (5 credits)
- Practical monitoring of small animal veterinary anaesthesia (10 credits)
- Practical peri-operative veterinary nursing support for small animals (5 credits)
- Practical veterinary nursing support of small animal patients (5Credits) Total credits

for competence: 35 credits

### **Knowledge Units**

Small Animal pathway units:

- 
- Understanding the operational requirements of a veterinary practice (10 credits)
- Professional relationships and communication for veterinary nursing practice (10 credits)
- Comparative functional anatomy for veterinary nursing practice (20 credits)
- Applied animal welfare, health and husbandry for veterinary nurses (20 credits)
- Infection control in veterinary practice (5 credits)
- Understanding the essentials of veterinary nursing care for hospitalised animals (10credits)
- Supporting the supply of veterinary medicines (5 credits)
- Veterinary nursing support of diagnostic imaging (10 credits)
- Veterinary nursing support of laboratory diagnostics (5 credits)
- Supporting veterinary operating theatre practice (10 credits)
- Principles of supporting veterinary anaesthesia (10 credits)
- Principles of peri-operative veterinary nursing support for small animals (10Credits)
- Principles of small animal veterinary nursing emergency and critical care (10 credits)
- Principles of veterinary nursing support for small animal patients (10 credits)

Total credits for knowledge: 145 credits

Total credits for competence and knowledge is: 180

# 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

Due to the industry being highly regulated, The Royal College of Veterinary Surgeons require candidates to have five GCSE passes at grade C or higher. Subjects must include English language, mathematics and a science subject plus 2 other GCSEs. Where an entrant does not have such qualifications, entrants may have alternative qualifications that are demonstrably equivalent.

The purpose of minimum entry qualifications is to ensure that potential apprentices are in a position to:

- Cope with the level and scope of learning required to achieve the registrable qualifications in veterinary nursing

and

- Function effectively and safely as a student veterinary nurse in a veterinary practice.

Some possible alternative qualifications which may be acceptable are:

- Foundation Apprenticeship in Veterinary Nursing (this level of apprenticeship is no longer available for delivery)
- ABC Level 2 Diploma for Work-based Animal Nursing Assistants (QCF)
- ABC Level 2 Certificate For Animal Nursing Assistants (QCF)

• City & Guilds Level 2 Diploma for Veterinary Care Assistants (QCF) CQ Level 2 Diploma for Veterinary Nursing Assistants (QCF)

These qualifications are deemed acceptable as entry qualifications because they also incorporate significant work-based experience, directly relevant to veterinary nurse training. However, these qualifications are acceptable only when accompanied by Essential/Key Skills at level 2 in Application of Number and Communication or the relevant GCSEs.

If entrants do not have the required GCSEs or Essential/Key Skills, centres will require the apprentice to undertake, and pass the Basic Skills tests at level 2 in Communication and Application of Number.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which may provide underpinning knowledge towards the Apprenticeship, this will be

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assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

It is advisable that apprentices who are uncertain as to whether they hold the required entry requirements, please contact City & Guilds direct - [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com) ; or Central Qualifications at [enquiries@cqual.org](mailto:enquiries@cqual.org);

Progression opportunities onto the Veterinary Nursing Apprenticeship also exist for adult learners who have experience within the Veterinary Nursing Industry and meet the required entry requirements.

### **Progression from the Apprenticeship in Veterinary Nursing**

#### **Higher Education**

Apprentices successfully completing the Apprenticeship have opportunities to progress within the industry by progressing to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across the UK include:

- Veterinary Nursing with Business Management
- Veterinary Nursing and Animal Behaviour
- Veterinary Nursing with Practice Management
- Bioveterinary Science
- Equine Veterinary Nursing.

For apprentices who wish to continue their development of skills and qualifications beyond degree level, opportunities exist to progress further in Higher Education with courses such as a Masters Degree, which could include:

- Veterinary Epidemiology and Public Health by Distance Learning
- Veterinary Science
- Clinical Veterinary Science.

Some useful websites to visit regarding Higher Education are [www.ucas.co.uk](http://www.ucas.co.uk) or

<https://www.prospects.ac.uk> <http://ukpass.prospects.ac.uk>, both of these have information about courses and providers along with specific information on entry requirements.

#### **Progression within employment**

There are other professional development opportunities for those not wishing to follow the degree progression route and they include:

- RCVS Diploma in Advanced Veterinary Nursing
- Keeping-up-to date with practices through books/journals/articles etc.

For further information on continuous professional development please look at the RCVS website [www.rcvs.org.uk](http://www.rcvs.org.uk).

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Apprentices looking to progress in their employment from the Apprenticeship may be able to find supervisory or managerial positions such as Head Veterinary Nurse. Other options include specialising further or taking positions in other areas of the animal care industry such as animal welfare or training.

Further information on careers in the Veterinary Nursing and other related industries, including job profiles, progression maps and case studies can be found at [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers).

#### 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 Apprenticeship in Veterinary Nursing apprentices need to complete the ERR element of this framework. This will be explained to apprentices at the start of their programme during induction.

Apprentices will need to complete Lantra's Veterinary Nursing ERR workbook which contains a number of tasks with short answer questions covering the nine outcomes listed below, which apprentices can complete at their own pace. The workbook can be found on Lantra's website <https://www.frameworksandnos.lantra.co.uk/err-workbooks> [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR).

There are nine national outcomes/standards that all apprentices 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 2010 and Health and 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 and safety and equality and diversity training

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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 in 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 the 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. ]

## Level 3, Pathway 2: Equine

### Description of this pathway

Equine which includes support and treatment of equines in practice. A minimum of 192 credits which is made up as follows:

- Combined competence/knowledge qualification - 180 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits

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

There may be some physical restrictions and aspects of the Veterinary Nurse industry such as working with equines or other large animals. This should not rule out anyone as there may be opportunities for people with a physical disability to function competently elsewhere within the industry. Care should be taken by providers and employers that unfair discrimination does not occur.

Job title(s)	Job role(s)
Veterinary Nurse Equine	Registered Equine Veterinary Nurses provide expert care, support and treatment to horses under veterinary direction. They also play a key role in promoting animal health and welfare through the support and education of veterinary clients.
Head Equine Veterinary Nurse	Supervises a team of veterinary nurses and/or nursing assistants and support staff within a veterinary practice.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 Diploma in Veterinary Nursing (Equine pathway)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/6052/9	City & Guilds	180	715	N/A

### B2 – Level 3 Diploma in Veterinary Nursing (Equine pathway)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/5823/7	Central Qualifications	180	715	N/A

## Relationship between competence and knowledge qualifications

For Veterinary Nursing Equine, the competence element totals 35 credits and the knowledge element for this pathway is 145 credits. The competence units will be separately assessed to

the knowledge units listed below. All units within the competence and knowledge elements are mandatory.

### Competence Element

Equine pathway:

- Preparing for professional registration (10 credits)
- Essentials of practical veterinary nursing care for hospitalised animals (5 credits)
- Practical peri-operative veterinary nursing support for horses (5 credits)
- Practical veterinary nursing support of equine patients (5 credits)
- Equine neonatal care (10 credits) Total

credits for competence: 35

### Knowledge Units

Equine pathway units:

- Understanding the operational requirements of a veterinary practice (10 credits)
- Professional relationships and communication for veterinary nursing practice (10 credits)
- Comparative functional anatomy for veterinary nursing practice (20 credits)
- Applied animal welfare, health and husbandry for veterinary nurses (20 credits)
- Infection control in veterinary practice (5 credits)
- Understanding the essentials of veterinary nursing care for hospitalised animals (10 credits)
- Supporting the supply of veterinary medicines (5 credits)
- Veterinary nursing support of diagnostic imaging (10 credits)
- Veterinary nursing support of laboratory diagnostics (5 credits)
- Supporting veterinary operating theatre practice (10 credits)
- Principles of supporting veterinary anaesthesia (10 credits)
- Principles of equine veterinary nursing emergency and critical care (10 credits)
- Principles of veterinary nursing support for equine patients (10 credits)
- Principles of peri-operative veterinary nursing support for horses (10 credits) Total credits

for knowledge: 145

Total credits for competence and knowledge is: 180

## 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

### Progression into the pathway

Due to the industry being highly regulated, The Royal College of Veterinary Surgeons require candidates to have five GCSE passes at grade C or higher. Subjects must include English language, mathematics and a science subject plus 2 other GCSEs. Where an entrant does not have such qualifications, entrants may have alternative qualifications that are demonstrably equivalent.

The purpose of minimum entry qualifications is to ensure that potential apprentices are in a position to:

- Cope with the level and scope of learning required to achieve the registrable qualifications in veterinary nursing

and

- Function effectively and safely as a student veterinary nurse in a veterinary practice.

Some possible alternative qualifications which maybe acceptable are:

- Foundation Apprenticeship in Veterinary Nursing (this level of apprenticeship is no longer available for delivery)

- ABC Level 2 Diploma for Work-based Animal Nursing Assistants (QCF)
- ABC Level 2 Certificate For Animal Nursing Assistants (QCF)
- City & Guilds Level 2 Diploma for Veterinary Care Assistants (QCF)
- CQ Level 2 Diploma for Veterinary Nursing Assistants (QCF)

These qualifications are deemed acceptable as entry qualifications because they also incorporate significant work-based experience, directly relevant to veterinary nurse training. However, these qualifications are acceptable only when accompanied by Essential/Key Skills at level 2 in Application of Number and Communication or the relevant GCSEs.

If entrants do not have the required GCSEs or Essential/Key Skills, centres will require the apprentice to undertake and pass the Basic Skills tests at level 2 in Communication and Application of Number.

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

It is advisable that apprentices who are uncertain as to whether they hold the required entry requirements, please contact City & Guilds direct - [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com) ; or Central Qualifications at [enquiries@cqual.org](mailto:enquiries@cqual.org);

Progression opportunities onto the Veterinary Nursing Apprenticeship also exist for adult learners who have experience within the Veterinary Nursing Industry and meet the required entry requirements.

#### **Progression from the Apprenticeship in Veterinary Nursing**

##### **Higher Education**

Apprentices successfully completing the Apprenticeship have opportunities to progress within the industry by progressing to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across the UK include:

- Veterinary Nursing with Business Management
- Veterinary Nursing and Animal Behaviour
- Veterinary Nursing with Practice Management
- Bioveterinary Science
- Equine Veterinary Nursing.

For apprentices who wish to continue their development of skills and qualifications beyond degree level, opportunities exist to progress further in Higher Education with courses such as a Masters Degree, which could include:

- Veterinary Epidemiology and Public Health by Distance Learning

#### Veterinary Science

- Clinical Veterinary Science.

Some useful websites to visit regarding Higher Education are [www.ucas.co.uk](http://www.ucas.co.uk) or <http://ukpass.prospects.ac.uk>, both of these have information about courses and providers along with specific information on entry requirements.

#### 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 Apprenticeship in Veterinary Nursing apprentices need to complete the ERR element of this framework. This will be explained to apprentices at the start of their programme during induction.

Apprentices will need to complete Lantra's Veterinary Nursing ERR workbook which contains a number of tasks with short answer questions covering the nine outcomes listed below, which apprentices can complete at their own pace. The workbook can be found on Lantra's website <https://www.frameworksandnos.lantra.co.uk/err-workbooks> [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR);

There are nine national outcomes/standards that all apprentices 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 2010 and Health and 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 and safety and equality and 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 in 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 the 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.



# How equality and diversity will be met

## Veterinary Nursing industry

Within the Veterinary Nursing industry there is an overwhelming majority of female employees at 98%, which is significantly higher than the sector average for Wales at 46%. Research carried out by Lantra in 2009, and supported by research from RCVS in 2010, shows that within the Veterinary Nursing industry those from a white ethnic background make up 99% of employment. The Royal College of Veterinary Surgeons' (RCVS) research found that the majority of Veterinary Nurses were employed full-time and that there is an overwhelming majority of female Veterinary Nurses with only 2% being male. It is suggested that this is because of a lack of awareness and due to the perception that the Veterinary Nursing profession is for females.

There are 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.

Veterinary nurses work alongside veterinary surgeons to provide a high standard of medical and nursing care for animals. They are trained to a high level to enable them to work in all aspects of the veterinary practice environment from reception to the operating theatre. When qualified there are opportunities for more specialised training, for example in equine veterinary nursing, treating wildlife casualties, pet nutrition and surgical nursing. Experienced veterinary nurses have the opportunity to become head nurses and practice managers, work in specialist referral centres, teach in agricultural colleges and universities and work in pharmaceutical and veterinary supplies industries.

Apprenticeships are seen as a vital 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:

... Veterinary Nursing (Wales)

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

### **Resolutions and further work**

Lantra, the Veterinary Nursing Industry and RCVS will work to increase equality and diversity amongst Veterinary Nurses by:

- Increasing the awareness of the Veterinary Nursing Apprenticeship with specific promotions to improve the gender balance
- Increasing marketing and communications
- Using career events to inform careers advisors 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, 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:

Off-the-job learning is characterised by formal or planned taught sessions delivered predominantly by qualified training staff.

On-the-job learning hours are those which enable the apprentice to demonstrate physical job-related skills and to practise and apply these in the context of the job. This type of learning will be delivered in the workplace.

### Total learning hours

#### Apprenticeship

There are 2 pathways within the Veterinary Nursing Apprenticeship:

**Veterinary Nursing Small Animal pathway** - The total amount of learning hours which includes both on and off-the-job training for the Veterinary Nursing Small Animal pathway is 1309 over a 3 year period.

**Veterinary Nursing Equine pathway** - The total amount of learning hours which includes both on and off-the-job training for the Veterinary Nursing Equine pathway is 1309 over a 3 year period. [

## Off-the-job training

For this framework the amount of off-the-job training per pathway is as follows:

**Veterinary Nursing Small Animal pathway** - a minimum of 690 off-the-job training hours must be delivered throughout the 3 year programme.

**Veterinary Nursing Equine pathway** - a minimum of 690 hours off-the-job training hours must be delivered throughout the 3 year 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 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.

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 needs to:**

- Be planned, reviewed and evaluated jointly between the apprentice and: a tutor, clinical coach, mentor or manager;
- Allow access as and when required by the apprentice either to a tutor, clinical coach, 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 and induction;
- Be characterised by formal or planned taught sessions delivered predominantly by qualified training staff.

### **Examples of off-the-job training for the Veterinary Nursing Apprenticeship are:**

- 1-1 training with a clinical coach to learn the correct cleaning procedures and setting up of equipment, ensuring learners have the knowledge and understanding for carrying out activities within the practice, following correct procedures
- Animal physiology – form and functions of body systems in a range of mammalian species – key anatomical features and body functions of a range of species
- Essential skills in Communication and Application of Number which will prepare learners for record keeping and reception duties within the practice
- First aid training
- Principles and codes of practice for Veterinary Nursing, including legislation – for example The Veterinary Surgeons Act 1996 and The RCVS Guide to Professional Conduct.

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

- Level 3 Diploma in Veterinary Nursing
- Level 2 Essential Skills in Communication and Application of Number
- Employee Rights and Responsibilities
- Induction

### **Apprenticeship**

Information Communication Technology Essential Skills has not been included within the Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualification did not fit industry needs for the Apprenticeship because the use of ICT in Veterinary Nursing is limited, although it is recognised that IT systems may be used in some parts of the industry.

ICT Essential Skills is not mandatory within the Apprenticeship, however the apprentice should be encouraged when necessary as it provides valuable skills. This will be monitored and reviewed in the future.

Off-the-job training must be recorded in a diary, workbook, portfolio, attendance records or Awarding Organisation's on-line systems. This evidence needs to be checked and signed by the assessor and employer. ]

### **On-the-job training**

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

**Veterinary Nursing Small Animal pathway** - a minimum of 619 on-the-job training hours must be delivered throughout the 3 year duration of the programme.

**Veterinary Nursing Equine pathway** - a minimum of 619 hours on-the-job training hours must be delivered throughout the 3 year 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 QCF credit transfer, QCF exemption or Recognition of Prior Learning (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. 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. The apprentice's learning

programme should include 'customisation'; the maximum amount of RPL that is permitted is equivalent to two thirds of the total qualification (120 credits). 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 CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework, 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 Veterinary Nursing Apprenticeship require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

**On-the-job training needs to:**

- Be planned, reviewed and evaluated jointly between the apprentice and: a tutor, clinical coach, mentor or manager;
- Allow access as and when required by the apprentice either to a tutor, clinical coach, 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 and induction;
- Be those learning hours which enable the apprentice to demonstrate practical job-related skills and to practise and apply these in the context of the job. This type of learning will be delivered within the workplace.

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

On-the-job activities that an apprentice will be focusing on within the workplace for the Veterinary Nursing Apprenticeship are:

- 1-1 training with a clinical coach to learn the correct cleaning procedures and setting up of equipment, ensuring apprentices have the knowledge and understanding for carrying out activities within the practice, following correct procedures
- Husbandry skills for different species within the veterinary practice
- Admitting the animal for surgery and preparing the operation site and caring for the patient after surgery
- Using diagnostic imaging
- Assisting with preparation of materials and equipment needed for anaesthesia and supporting the anaesthetist during anaesthetic
- Employability skills – carrying out reception duties

- Team working and communications – working with the clinical coach during daily activities and reviewing these during 1-1 sessions and in the log book.

**This evidence will be collected through the following:**

- Level 3 Diploma in Veterinary Nursing
- Level 2 Essential Skills in Communication and Application of Number

**Apprenticeship**

Information Communication Technology Essential Skills has not been included within the Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualification did not fit industry needs for the Apprenticeship because the use of ICT in Veterinary Nursing is limited, although it is recognised that IT systems maybe used insome parts of the industry.

ICT Essential Skills is not mandatory within the Apprenticeship, however the apprentice should be encouraged when necessary as it provide valuable skills. This will be monitored and reviewed in the future.

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

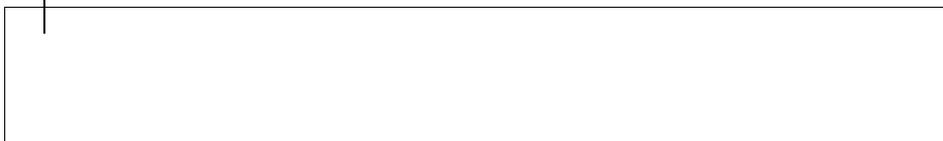
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# Wider key skills assessment and recognition

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.

~~For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:~~



## Improving own learning and performance

Industry felt that improving own learning and performance was sufficiently covered by the planning, monitoring and evaluating of the apprentices' progress within the log book.

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 a veterinary practice.

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 Diploma in Veterinary Nursing as apprentices will be resolving problems as part of their learning and work.

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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 Advanced 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-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)