



ANIMAL CENTRE INDUCTION

SUMMER WORKBOOK

Level 2 Certificate for Animal Nursing Assistants



“Students and apprentices thrive in the purposeful and calm environment at the college. They are polite, respectful of each other and their staff and highly motivated to succeed. They are rightly very proud to be members of the college community. Students and apprentices benefit significantly from state-of-the-art, industry standard resources with which they develop the skills they need to be highly confident and successful in the professional setting.” Ofsted





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WEST SUFFOLK COLLEGE **ANIMAL STUDIES 2025**

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

Over the summer it is important that you prepare for your studies with us by undertaking a series of tasks. Some of these will have been sent to you already.

Completing this work will help you to:

- a. Familiarise yourself with the Animal Centre
- b. Know the dress code and assist you in purchasing the required PPE
 - c. Recognise the importance of safe working practices when working in the animal centre and in the animal care sector
- d. Identify how to deal with emergencies and keep yourself, others and our animals safe.
- e. Guide you through policies and procedures relating to the day to day tasks carried out in the Centre

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

Once you have read the contents of the workbook you will be directed to a short quiz to check your understanding.

Completing the elements of the workbook also shows willing and determination to work hard which is exactly the positive attitude we need to see from our new students!



LOCKERS

Upon commencing your studies with us, you will be assigned a locker to store your PPE in. You will need to pay £2.50 to be issued with one of our departmental padlocks. We do not allow use of personal padlocks, using our own allows us to hold a skeleton key for each lockers which can be used if keys are lost or misplaced.. The lockers are located in the corridor opposite the Animal Centre. Lockers must be emptied before each term break. The use of lockers is at your own risk, the college cannot accept any responsibility for items stored in these.

ANIMAL CENTRE DRESS CODE

It is important that you **always** follow the animal centres strict dress code policy and wear the required PPE. This is to ensure that you, the other students and staff, and the animal's safety is paramount at all times. It is followed by all that enter the animal centre – including staff! When carrying out tasks on the animal centre you will come into contact with dirt (including urine/faeces) and potentially harmful pathogens such as bacteria, viruses or fungi. To reduce the risk of these spreading and causing disease, it is important for us to dress appropriately and maintain the centres hygiene standards. In addition, the dress code reduces the likelihood of accidents! **BOOTS AND TUNICS MUST BE REMOVED AT THE DOOR BACK INTO COLLEGE WHEN PRACTICAL SESSIONS FINISH. DO NOT RE-ENTER COLLEGE WHILST STILL WEARING THEM.**

ANIMAL CENTRE INDUCTION

The following document has been created in order to assist you with getting acquainted with the policies and procedures in the Animal Centre. It also contains information as to how to order your PPE.

<https://sway.cloud.microsoft/ceKvJdsawBjl3Alv?ref=Link>





WORK EXPERIENCE

All learners on the Certificate for Animal Nursing Assistants are required to undertake a minimum of **60 hours work experience** at a relevant industry related placement.

It is important that you organise a placement to commence as soon as possible as placements fill up incredibly quickly. Please use the QR code below to access a Padlet full of placements and contact details to give you a head start.



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

Example email:

Dear *(Add name)*

I have recently been accepted onto the Level 1 Certificate/Diploma (Delete as appropriate) in Land Based Studies, at West Suffolk College. As part of my course, I need to complete 30/60 *(delete as appropriate)* hours of work experience, I would be interested completing my work experience with you because *(write a few sentences as to why you are interested)*. I am currently unsure of what day of the week I would require for work experience, however, as soon as I have been made aware I will inform you.

Please feel free to contact me on *(provide contact information)* Yours Sincerely

(Add your name)

Work Experience Contact Tracker

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

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

PROFESSIONAL STANDARDS

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

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

1. HIGH LEVEL OF ATTENDANCE:

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

2. COMMITMENT TO THE ANIMAL SECTOR:

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

3. RESPECTFUL INTERACTIONS WITH STAFF AND PEERS:

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

4. ACCOUNTABILITY FOR QUALITY AND PERFORMANCE:

Demonstrate accountability for the quality of your own work.

5. SUPPORTING YOUR PEERS:

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

6. 6. ACT SAFELY, RESPECTFULLY AND WITH INTEGRITY:

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

7. PROVIDE HIGH STANDARDS OF ANIMAL WELFARE:

Ensure optimal animal care and welfare alongside compliance with legislation.

8. PROMOTE BEHAVIOURAL EQUALITY:

Demonstrate behaviours that support equality, diversity and inclusion.

EXPECTATIONS

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

GET CLASSROOM READY!

In our lessons we expect you to

Engage positively with all the activities and discussions
Take responsibility for your own learning
Be on time for start of lessons
Not talk over each other in discussions
Use appropriate language for a learning environment
Be respectful of other students' points of views
Phones will be out of sight (*unless otherwise directed*)
No food and drink (other than water) on tables

Positive engagement
Take responsibility for your own learning
Be on time for lessons
Use appropriate language
Be respectful of each other
Phones out of sight/no food or drink

Please ensure that you are prepared for your lesson.

We do NOT provide notebooks/workbooks so you will need a notebook or pad to write your notes in.

We do NOT allow photos to be taken of lesson materials on your phone.

Please also ensure you are equipped with pens and pencils.

Whilst not mandatory, learners are *strongly encouraged* to bring their personal laptops or tablets for notetaking and portfolio work.

Working Safely

SAFETY
FIRST!



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

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

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

LEGISLATION AND PROCEDURES

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

The list below outlines important legislation that is essential to follow to maintain a safe working environment. We will now look at some in more detail, to understand the key points of each within the first few weeks of term. There is information regarding these on the Padlet if you wanted to complete some further research.

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



LEGISLATION!

FIRST AID

First aid is a simple skill, but it has an incredible impact. This first aid advice section from St John Ambulance website examines a range of common conditions and explains how you can treat them using first aid.



The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Complete the table below explaining how you would apply first aid to each scenario;

Scenario	First aid
Wounds	
Burns	
Shock	
Unconsciousness	



EMERGENCIES AND FIRST AID AT THE CENTRE

All accidents including, scratches, bites, burns and cuts **must** be reported to staff. Accidents are recorded in the accident book and cared for by the first aider. This is a mandatory requirement of the **Health and Safety at Work Act 1974**.

If you have any allergies or health concerns that may impact treatment, please notify the first aider at this time.



First Aiders at the Animal Centre:

Becky Wheatley
Libby Cracknell-Boyd
Steph Donohue

First Aid Kit Situated:

Animal Centre Office

Students **MUST** report any accidents to either a tutor or Animal Centre Technician/Tech Dem.

It is advised to notify your doctor that you will be working with animals and to seek your GP's advice regarding Tetanus vaccinations.

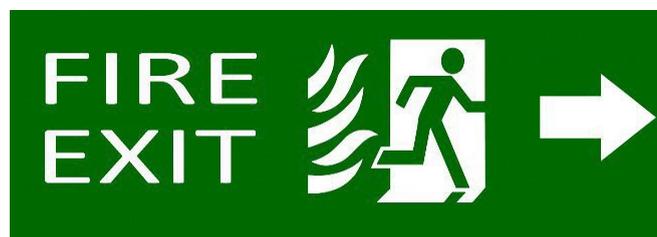
To ensure that we keep to safe, please report any medical conditions, injuries or illness to your practical tutor. Adjustments or a risk assessment maybe required to ensure your needs are met. This information is confidential.



Fire Safety at the Animal Centre

The Animal Centre has 3 sets of fire escapes. 2 are situated along the main corridor, with 1 in the mammal room. There are 2 sets of fire extinguishers (Blue and Black) which are located in the entrance foyer and the small mammal and bird room.

During induction week it is important that you familiarise yourself with the fire safety procedures and equipment at the Animal Centre and the college as a whole. You will undergo a fire drill following the Animal Centre's EPA. Details of this will be provided before the drill – it is essential that you follow fire evacuation procedures as instructed. Failure to do so could result in disciplinary action.



Animal Welfare.

The Animal Welfare Act 2006 is an important piece of legislation which you will become very familiar with during your time within Animal Studies.

The Animal Welfare Act sets out basic needs of animals which must be met. Failure to meet these needs is an offence.

The 5 animal needs are:

-  The need for a suitable environment.
-  The need to be housed with or apart from other animals.
-  The need for a suitable diet.
-  The need to be protected from pain, injury, suffering or disease.
-  The need to exhibit normal behaviour.

Task 1: Match & explain the 5 Animal Welfare Needs.

Match each Animal Welfare Need with the correct example.

Animal Welfare Need	Example
A. Need for a suitable diet	1. Two friendly dogs being walked together, while a hamster lives alone
B. Need for a suitable environment	2. A rabbit having enough space to hop around
C. Need to exhibit normal behaviour	3. A guinea pig having hay, vegetables, and clean water
D. Need to be housed with or apart from other animals	4. A vet treating an injured paw on a dog
E. Need to be protected from pain, injury, suffering and disease	5. A cat having quiet hiding spaces and toys

ANSWERS:

- A-.....
- B-.....
- C-.....
- D-.....
- E-.....

TASK 2: Personal Hygiene Poster.

Utilising the information on the Animal Centre Induction and your own research, produce a **poster** detailing:

- Why personal hygiene is important when working with animals,
- PPE considerations,
- Why we use alcohol hand gels and how to apply them,
- The WHO hand washing technique.

This work is the first of your assignments which will need to be submitted for marking as it forms part of your Principles of Infection Control Portfolio.





Well done for completing your summer workbook! Now, to check your understanding of the course and the workbook contents please use the following link or QR code to complete the end of workbook quiz.

https://forms.office.com/Pages/ResponsePage.aspx?id=-I3Jj2WOIkWUGP-f_if9qKsY6AGju9FNjkHh5V7TlthUQko3NjFGR0xLU0tJM0NBTU4xNVJONU5MSi4u

Level 2 Certificate for Animal
Nursing Assistants Summer
Workbook Quiz



**Please ensure you complete all questions using all resources provided. The workbooks will be reviewed during induction week and will be your first submitted assignment.
GOOD LUCK!**



If you have any questions or concerns please feel free to email me:

Amanda.gritton@easterneducationgroup.ac.uk

Alternatively please call the college and our friendly reception staff will direct your call to the relevant Department.
01284 701301