



# **Level 3 Technical Extended Advanced Diploma in Animal Management**

Year Two

2024/2025

Induction Handbook



## Welcome to year two!

This booklet is a reminder of the expectations and realisations of your year two studies. Information on UCAS applications is included for those of you who would like to attend university. At the end of this booklet is a link to a Sway document to remind you of the protocols within the animal centre. Please ensure you refresh your understanding of these before you come back.

Your course director is Clare Bryant, please do not hesitate to contact Clare during your studies.

Email: [clare.bryant@easterneducationgroup.ac.uk](mailto:clare.bryant@easterneducationgroup.ac.uk)

Teams: @Clare Bryant

Office: E0.60

Year two students are split into their preferred specialism group:

- Animal Management
- Zoo

Ensure you log into Teams daily to review information posted; in the channel you will find the Course Director folder where you will see key information related to your academic year.

### Work Placement

There is a requirement to carry out **60 hours** of work experience, you can undertake this at the same place you have been in year one or you may wish to find somewhere else. Hours should be logged via GROFAR.

## Expectations for year two students

You are now year two students and with this comes expectations in your conduct and behaviour.

We expect that you will become ambassadors for the programmes within animal studies and West Suffolk College; you will become role models for students in year 1, at all levels. Participation in open events and college wide activities is welcomed and encouraged.

We would like to see you integrate with all levels and provide mentorship on college processes and time planning.

During practical sessions we would like to see you supervise and mentor students on animal care protocols and develop their industry standards, along with your own.

### ***Why do we have these expectations:***

College is preparing you for employment and to equip you with the confidence in your own abilities and employability skills that you can take forward into your future careers.

Mentoring is a great addition to your CV that employers will be impressed by, and it will enable you to stand out amongst high competition for positions.

Your work experience during this year will be a great addition to your CV; and future employers/universities will be looking to see what work experience and extra mural activities you have undertaken during this year.

## **Professional Standards for Animal Studies**

### **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 college and externally within your work placement) and peers must be respectful.

### **4. ACCOUNTABILITY FOR QUALITY AND PERFORMANCE**

Demonstrate accountability for the quality of your own work.

### **5. SUPPORTING YOUR PEERS**

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

### **6. ACT SAFELY, RESPECTFULLY 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.

***Poor behaviour will not be tolerated during year 2 studies and the college student charter will be followed at all times.***

## Units Specific to Year Two

During year two you will undertake a unit titled **367 Specialised Project in the Land-based Sector**. This is a year long unit. At the end of this booklet there is a list of titles that you can choose from. The titles are separated into sections, the sections are related to the type of project undertaken.

Please choose a title that you are interested in. The title is the topic of your project. You will need to submit your title to Clare Bryant over the summer period.

Within this unit you are expected to work independently on your own. There will be timetabled sessions in class/online at the beginning of the year up to Christmas break to outline the theory behind your work, otherwise to complete the project is fully independent.

There are four tasks within this unit; these are as follows:

All tasks are inter-related and follow on from each other.

Task ONE = Project Proposal

Task TWO = Project Action Plan

Task THREE = Review Action Plan and Work on Project

Task FOUR = Final Project submission

### **Task ONE = Project Proposal**

Once you have chosen your project title, use the template to put forward a proposal of your project. This will include why you have chosen the topic, so justify your reason. It could be that it is a passion of yours, or that there is not much information in the wider community and so forth. Also introduce the background of the topic. Review some key literature that is already out there on the topic. Then provide a list of resources that you will need to complete the project and the reason why you need them.

Over the summer you will be asked to read literature surrounding your subject that you have picked for your title. This will involve ensuring that the sources you have selected are reliable and trustworthy. Ensure that the websites you are using are peer reviewed or owned by a reputable company or organisation. You will be asked to provide a 300-word report on the topic of choice and the research that has already taken place.

## **Task TWO = Project Action Plan**

As you are completing your proposal, you will need to devise a plan of action. This a chart (GANTT chart) that will give key dates and tasks of what you need to do to complete your project. So, for example, if you start your project in September, how long do you need for each part of the project – the introduction you may only need 2 weeks, the literature review you may need 2 months and so forth.

## **Task THREE = Review action plan and work on project**

Towards the end of your project, you will need to review your action plan, so have you stuck to your targets and goals? If not, why not? How have you remedied this, what did you put in place, what interruptions have you had (other assignments, exams). You will also need to consider the health and safety implications of your project and any legislation that applies, this will depend on your topic. You will then also need to provide evidence of your work that you have completed so far, this is not the whole project as that will be in task 4.

## **Task FOUR = Final project and presentation**

The final project submission should include everything that you have done throughout your project. This should include a self-evaluation of your work. So, what worked well, what didn't work so well, what would you do differently. Is there a gap in the industry for the knowledge of your topic, does it require further investigation? The second part of this task is to put together a presentation summary of your project. So, if you had to present your project in a conference, how would you summarise it, what were the key findings, the key messages, the key discussion points you found. Within the presentation (PowerPoint) use the notes section to write your script for each slide. This doesn't have to be a huge presentation and should be no longer than 8 slides. You are **NOT** expected to present it.

## **City and Guild Theory Exam and Synoptic**

The following are the units that are linked to the theory exam and synoptic for each group.

### **Animal Management Pathway**

308 Wildlife and Ecology

315 Animal Nursing

327 Kennel and Cattery Management

364 Business Management in the Land-based Sector

### **Zoo Pathway**

313 Aquatics Welfare and Breed Development

314 Avian Health and Husbandry

316 Zoological Collections

364 Business Management in the Land-Based Sector

### **Additional linked units:**

362 Estate skills

311 Pet Store Design

365 Customer Care and Retail Merchandising

325 Pet Allied Services

327 Kennel and Cattery Management

There are full revision guides to the unit specifications on Microsoft® Teams files.

## UCAS information

If you are planning on attending university after this course, you need to start reviewing course information and entry requirements now. This will enable you to work to the level you require to get in.

For example:

Grade	UCAS
D*D*D*	168
D*D*D	160
D*DD	152
DDD	144
DMM	112
MMM	96
MMP	80
MPP	64
PPP	48

You will all have UCAS talks during CD time from Ryan Clarke who is the Progression to Higher Education Advisor. Located in the career's hub in the gateway building. You can contact Ryan via email: [ryan.clarke@easterneducationgroup.ac.uk](mailto:ryan.clarke@easterneducationgroup.ac.uk) or you can drop in the #TAG office in the gateway, next to Starbucks.

These talks will instruct you on how to apply through UCAS, writing your personal statement and key dates to complete by. We also have speakers from the key East Anglian Universities.

Anyone who is intending to apply to university for veterinary medicine, please contact your course director as soon as possible as the deadline for applications is normally in October, and therefore, sooner than normal UCAS applications.

The deadline for other universities is January. You will have deadlines to meet sooner however, as for each part of the process is checked by college and your final application will be sent via the college portal.

Start using the summer to gain experience in the industry you want to enter so that you can write about this in your application, the more experience you have the more you will stand out from crowd.



## **Practical Sessions**

During your practical sessions you will be carrying out routine duties plus estate skills. Estate skills makes up part of the synoptic for animal management and zoo routes. When conducting estate skills ensure you are wearing appropriate clothing for working outdoors. Tasks you may undertake are things such as maintaining enclosures, out buildings, flooring, roofs, fences, paddocks etc.

## **PPE requirements**

You will need to ensure you always have your PPE when you are required within the animal centre. You will not be able to work without it.

This is your tunic and your steel-capped boots.

Click on this link to re-familiarise yourselves with the animal centre protocols.

<https://sway.office.com/EALF6sSQEElyMbVP?ref=Link>

Project Topic	Example Titles
Trial or Experiment	<ul style="list-style-type: none"> <li>• What grass types are a stressor for laminitis in horses</li> <li>• Estimation of effectiveness of commercial products in controlling parasites in a domestic animal population</li> <li>• Estimation of flea-populations in animal patients attending veterinary practices</li> <li>• Effect of exercise regimes within overweight pets</li> <li>• Which food stuffs do wild birds prefer?</li> <li>• Does the size of a population of fish affect individual growth?</li> <li>• Does music affect fish activity?</li> <li>• Does the amount of light affect fish activity?</li> <li>• What factors increase egg production in chickens?</li> <li>• Do birds prefer to eat in a group or alone?</li> <li>• Do birds prefer one type of habitat over another?</li> <li>• Does soil acidity affect insects?</li> <li>• Does light variation affect mammal sleep habits?</li> <li>• Do cats or dogs have better night vision?</li> <li>• What factors influence how many hours a cat sleeps in a day?</li> <li>• How do grey squirrels impact the native red squirrel population?</li> <li>• How does building a bug hotel impact the wildlife population?</li> <li>• What is the hedgehog population in and around the college campus?</li> </ul>

Investigation of an issue important to the animal sector

- How does the big garden bird watch help monitor wildlife numbers?
- An exploration of factors associated with obesity in domestic pets
- Developing care skills in owners e.g., feeding, exercise, behaviour
- The development and/ or maintenance of human-animal bonding
- Socialisation in puppies post COVID pandemic
- Does building a bug hotel attract wildlife into the garden area
- Why do whales go off track into rivers within the UK?
- Have migration patterns changed in migratory species due to climate change?
- What role does the dangerous dogs act 1991 have today?
- What is the effect of modern farming methods on milk yield in dairy cattle?
- How has Lucy's Law improved breeding practices within the UK?
- How does re-introducing native wildlife impact the local area (beavers, eagles, wolves)
- What is the impact of Avian Flu regulations on bird welfare?
- What is the incidence of acute disease around UK coastal areas?
- What is the incidence of Canine Seasonal Illness in the UK?
- Does the Welfare Act go far enough to prevent over-breeding?
- Incidence of designer dog breeds in the UK
- Rehoming dogs from overseas – what is the occurrence of vector-borne diseases?
- Are polar bears being forced into civilisation due to climate change?
- How has COVID pandemic impacted Zoos in the UK?
- How can sound impact visitor experience to Zoos?
- Is the Scottish Wildcat in danger of extinction?
- How do modern zoos and aquariums play a role in preserving the world's declining biodiversity?
- Is there an increase on illegal importation of exotic animals during COVID pandemic?
- Is there enough regulation in the UK for alternative therapy treatments for pets?
- Should dog grooming be regulated?

- How has the IUCN red list of threatened species changed over the last decade?
- Has demand for groomers increased, since the pet boom?
- The activity of licensing regulations within the animal sector
- The impact of the COVID19 pandemic on puppies
- The impact of the COVID 19 pandemic on older dogs
- The impact of the COVID 19 pandemic on cats
- Is pet insurance worth the money?
- Why is veterinary care so expensive?
- Effects of animal hoarding behaviours
- An in-depth look at the conservation of wild cheetahs
- An in-depth look at the conservation of wild tigers
- An in-depth look at the conservation of wild orangutans
- Can we save the peregrine falcon?
- The endangered Galapagos penguin
- The dwindling population of Loggerhead sea turtles
- Can we save the Monarch butterfly?
- Analyse conservation efforts of the lion population
- Saving the blue whales from extinction
- Saving the snow leopards from extinction
- Analyse conservation efforts of the giant panda population
- Most common cat diseases in the United Kingdom
- Discuss biomedical research conducted on animals
- Talk about poor veterinary care in rural areas of Europe
- Why animals should not be held in captivity?
- Animal welfare issues in rescue centres
- The use of animals in advertising and marketing

	<ul style="list-style-type: none"> <li>• The use of pets as animal beauty promoters and social media influencers</li> </ul>
Production of an artefact or structure	<ul style="list-style-type: none"> <li>• Building an enrichment activity for animals in the centre</li> <li>• How do birds interact with manmade structures?</li> <li>• What manmade structures entice wildlife into our gardens?</li> <li>• What enrichment artefact is ideal for large animals in captivity?</li> <li>• How do goats interact with play objects in their enclosure?</li> <li>• How does building road tunnels for hedgehogs encourage them to use them?</li> <li>• Design an innovative artefact or structure for the animal industry</li> </ul>
Training programme	<ul style="list-style-type: none"> <li>• How does a training programme affect confidence in animals being handled?</li> <li>• The relationship between exercise regimes and behaviour</li> <li>• Effective techniques in preventing separation anxiety in pets</li> <li>• Conventional training verses game training, which produces better effects?</li> <li>• Does music affect an animal's mood?</li> <li>• Do bird sounds affect cat behaviour?</li> <li>• Which mammal sense has the greatest effect on short-term memory?</li> <li>• Does desensitisation work in relation to noise phobia in dogs?</li> <li>• Resource guarding problems with rescue dogs</li> </ul>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Improving a process</p>	<ul style="list-style-type: none"> <li>• Environmental enrichment in domestic pets</li> <li>• Factors influencing owner's decision to vaccinate domestic pets</li> <li>• The effectiveness of micro-chipping in returning lost pets to owners</li> <li>• The range and scope of VN involvement in the care of wildlife</li> <li>• An investigation of the effectiveness of diet and exercise weight control programmes for dogs</li> <li>• Welfare considerations for breeders who supply pet stores</li> <li>• Improving travel process for pet owners in the UK now PETS is no longer valid</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Investigation of a new product or service</p>	<ul style="list-style-type: none"> <li>• Increase of natural pet food in the pet food market</li> <li>• Benefits and drawbacks of feeding a RAW diet for pet dogs and cats</li> <li>• How does GPS tracker devices help with dog exercise and enrichment?</li> <li>• How to set up an organic treat business for pets?</li> <li>• Develop a new innovative product for pets</li> <li>• What new technology is being implemented to monitor and research wildlife?</li> <li>• Do apps help monitor pet health?</li> <li>• Are webcams and other video devices an advantage to monitor behaviour in animals?</li> <li>• What does the one-stop shop look like in the animal industry?</li> <li>• Breakthroughs in veterinary technology</li> <li>• What does the future have for pet owners?</li> <li>• How has the use of technology changed domestic animals and their habits?</li> </ul>



**Body of literature review:** Traditional / narrative approach: critiques and summarises body of literature and draws conclusions about topic in question.

**Steps:**

- Review themes.
- Search literature.
- Gathering, reading and analysing
- Write review.
- Reference

**Key themes:** (what is significant)

**Databases to search:** *(keep search index? Don't know how to do that)*

**Group sources:**

Primary sources; report original research

Secondary sources; description or summary by someone other than the original researcher – review article, textbook

Conceptual / theoretical sources; papers concerned with description or analysis, or themes or concepts associated topic

Unpublished sources; conference papers, websites,





# West Suffolk Veterinary Ladies

How to order your Salonwear Uniform from  
[www.mycollegeuniform.com](http://www.mycollegeuniform.com)

**Course Code: Wes- Veterinary Ladies**

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## Your Uniform Consists of:

1x Navy/White Trim Alcott Tunic with embroidery

1x Navy Pull Over Hoodie with embroidery



This item has embroidery/print.

### Total Cost:

Tunic only - £29.94 (Including VAT & delivery)

Tunic & Hoodie - £56.32 (Including VAT & delivery)

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1. Log onto [www.mycollegeuniform.com](http://www.mycollegeuniform.com)
  2. Enter your unique course code **Wes- Veterinary Ladies**
  3. The page will display all compulsory items for your course as chosen by the college
  4. Select ALL compulsory items or you will NOT be able to continue with your order
  5. Press CONTINUE (*please note you must select All compulsory items to complete your order*)
  6. You can now add any optional items you may require
  7. Continue to checkout and register an account with us by using your First Name, Surname, email address and a password of your choice.
  8. Please make sure you fill out all of the boxes.
  9. Once the payment details have been added, it will then take you on to the next page which will confirm your order number which starts with #6000. Please make a note of this to help us find your order should you need to contact us.
  10. During busy periods orders can take up to 3 weeks to receive your order due to our embroidery/ print lead times, if your order is not with you after 3 weeks please contact us.
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contact us:

Email: [students@salonweardirect.co.uk](mailto:students@salonweardirect.co.uk)

Please Note – Personalised items (items with embroidery or print) cannot be returned for a refund or exchange, please make sure you select your correct size.

**Salonwear Direct**  
Part of the DENCOWEAR family

# West Suffolk College

## Hoodie

How to order your Salonwear Uniform from  
[www.mycollegeuniform.com](http://www.mycollegeuniform.com)

**Course Code: Wes-Hoodie**

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### Your Uniform Consists of:

1x Navy Pull Over Hoodie Hoodie



This item has embroidery/print.

**Total Cost: £32.38 (Including VAT & delivery)**

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1. Log onto [www.mycollegeuniform.com](http://www.mycollegeuniform.com)
  2. Enter your unique course code **Wes-Hoodie**
  3. The page will display all compulsory items for your course as chosen by the college
  4. Select ALL compulsory items or you will NOT be able to continue with your order
  5. Press CONTINUE (*please note you must select All compulsory items to complete your order*)
  6. You can now add any optional items you may require
  7. Continue to checkout and register an account with us by using your First Name, Surname, email address and a password of your choice.
  8. Please make sure you fill out all of the boxes.
  9. Once the payment details have been added, it will then take you on to the next page which will confirm your order number which starts with #6000. Please make a note of this to help us find your order should you need to contact us.
  10. During busy periods orders can take up to 3 weeks to receive your order due to our embroidery/ print lead times, if your order is not with you after 3 weeks please contact us.
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Please Note – Personalised items (items with embroidery or print) cannot be returned for a refund or exchange, please make sure you select your correct size.

# West Suffolk College

## Veterinary Male

How to order your Salonwear Uniform from  
[www.mycollegeuniform.com](http://www.mycollegeuniform.com)

**Course Code: Wes-Veterinary Male**

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### Your Uniform Consists of:

1x Navy/White Trim Drayford Tunic Tunic

1x Navy Pull Over Hoodie Hoodie



This item has embroidery/print.

**Total Cost: £31.20 (Including VAT & delivery)**

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1. Log onto [www.mycollegeuniform.com](http://www.mycollegeuniform.com)
  2. Enter your unique course code **Wes-Veterinary Male**
  3. The page will display all compulsory items for your course as chosen by the college
  4. Select ALL compulsory items or you will NOT be able to continue with your order
  5. Press CONTINUE (*please note you must select All compulsory items to complete your order*)
  6. You can now add any optional items you may require
  7. Continue to checkout and register an account with us by using your First Name, Surname, email address and a password of your choice.
  8. Please make sure you fill out all of the boxes.
  9. Once the payment details have been added, it will then take you on to the next page which will confirm your order number which starts with #6000. Please make a note of this to help us find your order should you need to contact us.
  10. During busy periods orders can take up to 3 weeks to receive your order due to our embroidery/ print lead times, if your order is not with you after 3 weeks please contact us.
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Email: [students@salonweardirect.co.uk](mailto:students@salonweardirect.co.uk)

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