

Level 3 Award in Implantation of Identification Microchips in Animals

VSMI001

Qualification Handbook

January 2019 Version 1.11

Contents

Section	Form	Page
1	Introduction	3
1.1	About VetSkill	3
1.2	Customer service statement	3
1.3	Centre Support	4
2	Qualification information	5
2.1	Purpose	5
2.2	Overview	5
2.3	Structure	5
2.4	Methods of assessment	6
2.5	Entry requirements	7
2.6	Age restrictions	7
2.7	Guided Learning Hours (GLH)	7
2.8	Total Qualification Time (TQT)	7
2.9	Exemptions	7
2.10	Recognition of prior learning (RPL)	7
2.11	Reasonable adjustments	7
2.12	Special considerations	7
2.13	Appeals	8
2.14	Re-sits	8
3	Centre requirements	9
3.1	Centre approval	9
3.2	Qualification approval	9
4	Registration and Certification	9
4.1	Registration of Learners	9
4.2	Certification	9
5	Delivering the qualification	9
5.1	Tutors/Delivery staff	9
5.2	Support materials	10
5.3	Sources of additional information	10
6	Assessment	10
6.1	Assessors	10
6.2	Internal Quality Assurers	11
6.3	Physical Resources	11
6.4	Continuing Professional Development (CPD)	11
6.5	External quality assurance	11
7	Units	12-14

1. Introduction

1.1 About VetSkill

We are an awarding organisation, recognised by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum, Examinations and Assessment (CCEA Regulation). Our aim is to be the leading awarding organisation within the veterinary and animal care sectors.

The majority of our qualifications are designed especially for the veterinary care sector, providing for veterinary related occupations such as veterinary nurses, care assistants, receptionists and practice managers. We offer a range of other qualifications, which service a wider animal welfare related clientele.

We are committed to developing qualifications that support dynamic career development pathways for learners whilst meeting the changing needs of employers.

1.2 Customer service statement

The way in which our qualifications are delivered is key to the reputation of VetSkill and our centres. We will therefore support centres and learners in every possible way to help you meet our quality standards.

Communication

We will:

- be easy to contact during our office opening hours of 8.30am to 4.30pm, Monday to Friday, excluding Bank Holidays. We will notify you at least 1 month in advance of any additional planned office closures
- answer queries courteously, promptly and knowledgeably
- acknowledge correspondence (letters and emails) within 2 working days of receipt
- respond to correspondence (letters and emails) within 10 working days of receipt
- respond to telephone queries within 2 working days of the receipt of your call
- answer detailed telephone enquiries within 5 working days
- ensure that our published information is accessible, easy to understand and up-to-date

Registration and certification of learners

We will:

- process learner registrations within 5 working days of receipt of a valid application
- issue multiple choice external examination results within 20 working days of a test date
- publish a result schedule for other types of external assessment
- issue qualification certificates within 7 working days of receipt of a valid claim

External Quality Assurance

We will allocate you a named Quality Visitor (QV) when you receive confirmation of qualification approval. Your Quality Visitor will:

- visit your centre at least once a year, and visit a sample of work placement locations where relevant to the qualifications you offer
- provide you with an annual visit plan detailing the visits and other quality assurance activities to be undertaken
- provide a minimum of 40 working days' notice in relation to routine quality visits
- provide you with immediate oral feedback, following each visit, along with the opportunity to discuss findings and possible actions
- ensure you receive a written report within 5 working days of the visit date

1.3 Centre support

We will support our centres and learners in every possible way to help you meet our quality standards.

We will:

- provide an informative and accessible website where you can find up-to-date information for learners and centres, and download publications free of charge
- offer free or at-cost networking and training events throughout the year
- provide exemplar examination and assignment materials
- send email bulletins and a regular newsletter
- support the development of new centres

Helping us to help you

We can support you more effectively if you:

- quote your centre number, and learner numbers where appropriate, on all correspondence with us
- refer to our publications and disseminate them to staff and learners promptly
- observe instructions, especially on application forms, e.g. registration and examination applications
- keep appointments with VetSkill representatives
- tell us promptly about any specific problems – by letter, email or telephone
- make the focus of your call clear when you contact us, e.g. registrations, centre visits, examinations etc., so that we can quickly direct you to the appropriate person

Appeals and complaints

We will make every effort to resolve concerns that you may have. All enquiries, complaints and appeals must be addressed to the Standards Manager.

The VetSkill enquiries and appeals procedure, in relation to assessment and quality assurance decisions, are set out within the VetSkill Centre Handbook. We make a charge for the consideration of appeals, which is fully refundable in successful cases.

For help or advice please contact the VetSkill Customer Service Team:

Vet Skill Ltd
Unit 1 Headland House
Chord Business Park
London Road
Godmanchester
Cambridgeshire
PE29 2BQ

Tel: 01480 278 580

Fax: 01480 278 581

Email: info@vetskill.com

Website: www.vetskill.com

2. Qualification information

2.1 Purpose

The Level 3 Award in Implantation of Identification Microchips in Animals is designed for people without a veterinary qualification who are required to implant electronic identification microchips in dogs, cats, rabbits and ferrets. This might for example, include animal care workers, rescue centre workers and lay staff working in veterinary practices.

The qualification is intended to provide the relevant practical skills and underpinning knowledge that will enable learners to effectively and safely implant microchips in line with current legislation and requirements.

The supporting taught programme should include a balance of teaching and learning strategies, designed to help learners develop knowledge, understanding and effective practical skills.

Learners may not legally perform any action either during their training, or post-qualification, which may be interpreted as an act of veterinary surgery as defined by the Veterinary Surgeons Act 1966.

Information about this can be obtained from the Royal College of Veterinary Surgeons www.rcvs.org.uk

2.2 Overview

Qualification title and level:	VetSkill Level 3 Award in Implantation of Identification Microchips in Animals		
Subject area:	3.3 Animal Care and Veterinary Science		
VetSkill qualification number:	VSMI001	Qualification accreditation number:	601/6902/3
First registration date	01.09.2015		
Last registration date	31.08.2021		
Last certification date	30.08.2022		

2.3 Qualification structure

The Level 3 Award in the Implantation of Identification Microchips in Animals comprises of one single mandatory unit. Learners must achieve 2 credits from the mandatory unit in order to complete the qualification.

2.3.1 Pathways available:

This is a single unit award.

2.3.2 Mandatory units:

VetSkill unit No	Accredited No	Title	Level	Credit	GLH	TQT
MI01	Y/507/4799	Implantation of Identification Microchips in Animals	3	2	9	12

2.4 Assessment methods

		Unit level assessment (conducted by centre)		Qualification Summative Assessment (conducted by VetSkill)
VetSkill Unit No	Title	Assessment of K & U	Assessment of Skills	
MI01	Implantation of Identification Microchips in Animals			Multiple choice online examination VetSkill devised practical assessment

2.4.1 Multiple choice on line exam (MCQ)

A multiple choice question examination that assesses the **knowledge** elements of the qualification.

MCQ test	Examining units: MI01 – 1.a, 1.b, 1.c, 2.a, 2.b, 2.c, 2.d, 3.a, 3.b, 3.c, 6.a, 6.b, 6.c
Duration:	20 minutes
Number of questions:	20
Exam Dates:	On-demand
Marked by:	VetSkill

2.4.2 Practical assessment

The practical assessment is made up of 1 practical task that assesses the **skills** elements of the qualification.

Practical Assessment	Assessing units: MI01 – 4.a, 4.b, 4.c, 4.d, 5.a, 5.b, 5.c, 5.d, 5.e, 5.f
Number of tasks:	1
Marked by:	Centre

Please note* The microchipping of any animal species other than dogs, cats, rabbits and ferrets is deemed an act of veterinary surgery and may only be undertaken by veterinary surgeon.

Learners therefore must not perform any action either during their training, or post-qualification, that may be interpreted as an act of veterinary surgery (as defined by the Veterinary Surgeons Act 1966). This

includes introducing a microchip into any animal species for which they have not been trained and assessed.

2.5 Entry requirements

There are no formal or specific academic or learning entry requirements for learners undertaking this programme. The nature of both the learning and assessment required for the qualification is such that learners will require basic IT, literacy and numeracy skills. It is for the centre to determine if an applicant meets these requirements prior to the learner commencing the programme through a process of initial assessment. It is the centre's responsibility to ensure that learners are in a realistic position to achieve the qualification within a reasonable time scale.

Access to this qualification is available to all candidates who meet the entry requirements specified. The head of centre should ensure that all learners have access to the taught programme and assessment. Centres are required to actively check that equal opportunities policies are being adhered to.

Learners must, with reasonable adjustments, be able to achieve the full range of competencies stipulated in the assessment criteria.

A period of work experience in a relevant environment is strongly advised prior to entry.

2.6 Age restrictions

This qualification is available to learners aged 16 years and over. VetSkill cannot accept any registrations for learners below 16 years.

2.7 Guided learning hours (GLH)

The guided learning hour's requirement for this qualification is 9 hours.

2.8 Total Qualification Time (TQT)

The expected number of hours required by a learner to complete this qualification is 12 hours.

2.9 Exemptions

No exemptions have been identified.

2.10 Recognition of prior learning (RPL)

As this is a single unit qualification, RPL is **not** permitted.

2.11 Reasonable adjustments

Learners who are able to provide evidence of special assessment adjustments required (either educational or medical) will be catered for in accordance with the guidance provided in the *VetSkill Centre Handbook* and *Reasonable Adjustments Policy*.

2.12 Special consideration

Requests for special assessment consideration will be addressed in accordance with the guidance provided in the *VetSkill Centre Handbook* and *Special Consideration Policy*.

2.13 Appeals

Centres must have in place an auditable appeals procedure. If a learner is not satisfied with the conduct of an assessment, the head of centre should address the problem via the appeals procedure. If the learner remains dissatisfied with the outcome of his/her appeal VetSkill will conduct a review of the process to ensure equitable management and outcome. All appeals must be clearly documented and made available to the quality visitor, or to VetSkill if a review is requested.

Appeals in relation to VetSkill external examinations will be conducted in accordance with the *VetSkill Examination Appeals Rules and Procedures*.

2.14 Re-sits

Learners may undertake re-sits after a period of 7 days have elapsed. A maximum of 3 re-sits are permitted.

Where a learner has undertaken 2 re-sits but has not achieved the required pass mark, centres are required to ensure that the learner undertakes a minimum of 3 months' relevant study before being enrolled for the 3rd and final permitted re-sit.

Learners who fail their 3rd re-sit are withdrawn from the qualification and may not re-apply for registration until a period of 6 months has lapsed from their date of withdrawal.

3. Centre requirements

Centres offering this qualification must have approval from VetSkill.

3.1 Centre approval

Delivery of this qualification is subject to approval by VetSkill. New centres must apply for centre and qualification approval and will be subject to a site visit before approval can be granted.

3.2 Qualification approval

Existing VetSkill approved centres must apply for specific approval to deliver the Level 3 Award in Implantation of Identification Microchips in Animal's qualification. Full details of the process for centre/qualification approval and the associated forms can be obtained from info@vetskill.com.

4. Registration and Certification

4.1 Registration

Learners must be registered for the qualification at the commencement of their course using the relevant application form available from VetSkill or by using the Web Portal online system. Where this is not possible, learners should be registered no later than 28 days after enrolment onto the programme.

Centres must ensure that learner official photo ID is secured at the time of registration. This must be retained for audit by VetSkill Quality Visitors.

Tutors and examination officers should ensure that learners registered onto the Level 3 Award in Implantation of Identification Microchips in Animals are using all assessment documentation for teaching and administration provided by VetSkill.

4.2 Certification

The award of full certificates (or unit certificates) will be provided to learners on receipt of a valid claim from the centre. Learners must have passed all specified assessments in order to achieve the full qualification (or unit). Claims for certification must identify the species for which the learner has completed an assessment.

5. Delivering the qualification

Centre staff may undertake more than one role, e.g. tutor and assessor or internal quality assurer, but cannot internally quality assure their own assessments.

5.1 Tutors/Delivery staff

Staff delivering this qualification must:

- hold at least a Level 3 qualification in veterinary nursing or a degree in veterinary science
- qualifications must include an element of microchipping
- be technically competent in the area and subject for which they are delivering training and have credible experience of providing training both theoretical and practical
- have recent relevant experience in the specific area they will be delivering and assessing
- be occupationally knowledgeable in the area of animal health and welfare for which they are delivering training

- must adhere to the occupational guidelines of microchipping legislation and the Veterinary Surgeons Act
- must be appropriately supervised by a Veterinary Surgeon if they do not meet the minimum requirements of microchipping legislation

5.2 Support materials

VetSkill provides the following publications and resources specifically for this qualification:

- Teaching and delivery support guide
- Assessment guide
- Assessment guidance notes
- Marking criteria and mark sheets
- Equipment checklist

5.3 Sources of additional information

Microchipping of Dogs (England) Regulations 2015	http://www.legislation.gov.uk
Dogs (Amendment) Act (Northern Ireland) 2011	http://www.legislation.gov.uk/nia
Animal Welfare Act (England) 2006	http://www.legislation.gov.uk
Welfare of Animals Act (Northern Ireland) 2011	http://www.legislation.gov.uk/nisr
Lantra National Occupational Standards	http://www.lantra.co.uk
Veterinary Surgeons Act 1966	http://www.legislation.gov.uk/ukpga/1966/36
RCVS	http://www.rcvs.org.uk/home/

6. Assessment

6.1 Assessors

Assessors must be occupationally competent and must be registered as a Veterinary Nurse or Veterinary Surgeon in the UK. Assessors:

- must have significant current experience of working in the industry at this level
- should also hold A1 or D32/33 or TAQA qualification for assessors or
- be working towards the current TAQA qualification for assessors
- must adhere to the occupational guidelines of microchipping legislation and the Veterinary Surgeons Act
- must be appropriately supervised by a Veterinary Surgeon if they do not meet the minimum requirements of microchipping legislation

6.2 Internal quality assurers

Internal quality assurers/qualification co-ordinators must be occupationally competent, qualified either to at least level 3 or above. IQAs:

- must have significant and current experience of working in the industry at this level
- should hold assessor qualifications, as above, and hold V1 or D34 or TAQA qualification for IQA's or
- be working towards the current TAQA qualification for IQA's
- must adhere to the occupational guidelines of microchipping legislation and the Veterinary Surgeons Act
- must be appropriately supervised by a Veterinary Surgeon if they do not meet the minimum requirements of microchipping legislation

6.3 Physical resources

This qualification requires learners to have access to animals to complete the practical assessment. It is preferable that the full range of permitted species i.e. cats, dogs, rabbits and ferrets must be made available for each course delivery; qualification certificates will indicate only the species for which a learner has been assessed.

Centres may have arrangements with organisations such as animal charities, Dogs Trust, pet sanctuaries etc., to supply animals for experience and assessment in handling and/or that need micro-chipping before re-homing. Alternatively, centres may ask learners to provide their own animals or a combination of both.

Centres must have access to a facility suitable for the practical teaching of handling skills using live animals. This must include facilities for the disposal of clinical waste (sharps) and for ensuring hygiene.

*Microchip introduction equipment; please refer to the *Teaching and Assessment Guide* for the assessment equipment list.

6.4 Continuing Professional Development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area and of best practice in delivery, mentoring, training, assessment, and internal quality assurance, remains current, and that it takes into account any national or legislative developments.

6.5 External quality assurance

Centres will be subject to a minimum of one external quality assurance visit annually by a VetSkill Quality Visitor. The frequency of visits and monitoring will be determined in accordance with VetSkills' risk policy. During visits, audits will take place of programme delivery and administrative systems including the quality of record keeping, assessments, learner support and training practice.

Centres conducting examinations (MCQ, practical or written) may be subject to an exam monitoring visit by a Quality Visitor which may be scheduled with the centre or unannounced.

7. Units

Unit MI01 - Implantation of identification microchips in animals

Unit Aim

On completion of this unit, the learner will be able to advise animal owners about the use and benefits of microchip identification for animals. They will be able to provide information about the registration process and guidance about subsequent data management to ensure the registered animal remains traceable. The learner will be able to implant Radio Frequency Identification Devices (RFIDs, microchips) for the range of animals specified on their qualification certificate.

Guidance on delivery and assessment

Delivery

This unit is designed to provide learners with grounding in the microchip identification of animals. It is designed to enable non-veterinary personnel to introduce radio frequency identification microchips into dogs, cats, rabbits and ferrets, and to be able to scan animals effectively for implanted devices.

Learners will understand situations in which microchip identification is a legal requirement and will be able to explain the benefits of voluntary microchip implantation in relation to pet ownership and animal welfare. They will be able to explain the importance of long-term data maintenance to owners and ensure they understand how to register the device and maintain contact with the relevant database.

Assessment

A multiple choice online examination and supervised and assessed implantation of two RFIDs will be undertaken in order to achieve this qualification.

Links

This unit is linked to the following National Occupations Standards:

LANANC63 **Scan an animal to locate a microchip**

LANANC64 **Carry out the implantation of a microchip in an animal**

LANANC65 **Carry out activities required following the implantation of a microchip in an animal**

Unit MI01- Implantation of Identification Microchips in Animals

Unit level: 3
 Unit credit: 2
 Guided Learning Hours: 9
 Total Unit Time 12

Learning Outcome – <i>The learner will:</i>	Assessment Criteria – <i>The learner can:</i>	
1. Understand the uses and benefits of animal microchip identification	1.a	Recognise limitations and professional responsibilities including Veterinary Surgeons Act 1966
	1.b	Identify instances where RFID is a legal requirement
	1.c	Identify benefits of RFID in relation to animal welfare and ownership
2. Understand the function of RFIDs (microchips) and scanners	2.a	Identify the components of a microchipping system
	2.b	Identify how an implanted device is read by a scanner
	2.c	Recognise different types of microchips and scanners in common usage
	2.d	Identify the relevant RFID registration process
3. Know the sites for microchip implantation in animals	3.a	Identify the accepted sites for implantation in dogs, cats rabbits and ferrets
	3.b	Recognise the subcutaneous structures into which the implant is placed
	3.c	Recognise the causes of implant migration
4. Demonstrate how to ensure safety of the animal and operator during the implantation process	4.a	Demonstrate how to approach and restrain an animal for implantation
	4.b	Request safe and effective restraint of an animal for the procedure
	4.c	Check animal for signs of ill health or disease and inform appropriate person

	4.d	Check animal thoroughly for existing microchip prior to implanting new microchip
5. Demonstrate how to correctly assess the functionality of and implant microchips in animals	5.a	Prepare, handle and operate implants and introduction equipment
	5.b	Check functionality of implant prior to use
	5.c	Recognise animal behaviour before, during and after implantation of microchip
	5.d	Locate and prepare suitable implantation site and introduce implant
	5.e	Check location and functionality of implanted microchip before discharging the animal
	5.f	Carry out post implantation activities
6. Know how to advise animal owners about aftercare and maintenance following implantation	6.a	Identify the aftercare of the implant site
	6.b	Identify the possible adverse reactions to an implanted microchip
	6.c	Recognise the importance of maintaining animal data