

# Level 3 Diploma for Professional Dog Stylists (7763-03)



## Assignment Guide

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## **Contents**

Introduction	5
Details of Assessments	6
Guidance for Assessors	7
Assignment 001	13
Assignment 002	36
Assignment 003	45
Assignment 004	54
Assignment 010	62
Further information	73

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# Level 3 Diploma for Professional Dog Stylists

## Introduction

### The Units

To gain the Level 3 Diploma for Professional Dog Stylists, candidates will need to complete all seven mandatory units (36 credits), plus a minimum of 2 credits from the optional group 1 units plus one unit from Optional group 2 (6 credits). A total of 44 credits are required for the qualification.

Unit 2 - Assess and plan dog grooming work - and Unit 3 - Promote and maintain the health and wellbeing of animals -, have a short answer written examination.

Unit 11 - Style and trim a Spaniel's coat, Unit 12 - Style and trim a short legged Terrier's coat, Unit 13 - Style and trim a Poodle's coat - and Unit 14 - Style and trim a long legged Terrier or Schnauzer's coat are assessed by a practical exam.

All other core units have an assignment to cover underpinning knowledge and practical activities. The optional units are to be assessed by centre devised assessments.

## NPTC Level 3 Diploma for Professional Dog Stylists

### Mandatory units

- 001 Carry out styling and finishing of dogs
- 002 Assessment and planning of dog grooming work
- 003 Promote and maintain the health and wellbeing of animals
- 004 Health checking a dog by a dog groomer
- 010 Hand stripping a dog's coat
- 011 Style and trim a Spaniel's coat
- 012 Style and trim a short-legged Terrier's coat

### Optional group 1

- 005 Welcome, receive and care for visitors
- 006 Promote, monitor and maintain health, safety and security
- 007 Move animals between locations
- 008 Handle payments from clients
- 009 Keep stock on sale at required levels in a retail environment

### Optional group 2

- 013 Style and trim a Poodle's coat
- 014 Style and trim a long-legged Terrier or Schnauzer's coat.

### Details of Assessments

For the award of a full certificate, candidates must successfully complete the assessments for the seven core units (36 credits), plus a minimum of 2 credits from the optional group 1 units plus one unit from Optional group 2 (6 credits).

Core units		Assessment components required	
Unit 1	Carry out styling and finishing of dogs	7763-03-012	Centre assessed Assignment
Unit 2	Assessment and planning of dog grooming work	7763-03-013 7763-03-24	Short answer exam Centre assessed Assignment
Unit 3	Promote and maintain the health and wellbeing of animals (dogs)	7763-03-014 7763-03-025	Short answer exam Centre assessed Assignment
Unit 4	Health checking a dog by a dog groomer	7763-03-015	Centre assessed assignment
<b>Optional Group 1</b>			
Unit 5	Welcome receive and care for visitors	7763-03-009	Centre devised assignment
Unit 6	Promote monitor and maintain health, safety and security	7763-03-016	Centre devised assignment
Unit 7	Move animals between locations	7763-03-010	Centre derived assignment
Unit 8	Handle payments from clients	7763-03-008	Centre devised assignment
Unit 9	Keep stock on sale at required levels in a retail environment	7763-03-019	Centre devised assignment
<b>Core units</b>			
Unit 10	Hand stripping a dog's coat	7763-03-020	Centre assessed assignment
Unit 11	Style and trim a Spaniel's coat	7763-03-021	External practical exam
Unit 12	Style and trim a short- legged Terrier	7763-03-022	External practical exam

<b>Optional group 2</b>			
Unit 13	Style and trim a Poodle's coat	7763-03-023	External practical exam
Unit 14	Style and trim a long-legged Terrier or Schnauzer's coat	7763-03-024	External practical exam

### **Guidance Notes for Assessors**

NPTC Level 3 Diploma for Professional Dog Stylists is designed to provide opportunities for candidates to demonstrate their skills and their understanding of a professional dog grooming service for a range of coat types using a variety of styling and grooming techniques. The services provided will be within professionally accepted time limits. It also allows learners to maintain the health and welfare of dogs in a dog grooming situation.

The assignments in this guide assess the practical activities and underpinning knowledge of the outcomes that are listed in the Qualification Handbook.

The Qualification Handbook details a number of outcomes for each unit, and each of these outcomes has a number of practical activities and underpinning knowledge criteria. As assignments are designed to assess the practical activities and underpinning knowledge, it is essential that candidates cover the full contents of each unit. All of the assessments have standard marking criteria or marking checklists.

### **Completing assignments**

Each assignment relates to a unit and consists of a series of tasks that candidates will be expected to complete. The resultant level of candidate achievement for the unit will be graded. **Candidates must pass all tasks within an assignment.** The formula for determining the grade is given later in this guide.

Each task is listed with its title, assessor guidance, candidate briefing, marking criteria, marking checklist where required and feedback sheet. If the assignment contains written or multiple choice tests then the sample answers to these will be available directly from NPTC.

Assignments can be completed in any order. There is no need for candidates to begin with Unit 1 and then to work through the remaining units in numerical order. Centres will be expected to organise the assignments in a logical order according to the requirements of the candidates and the course: e.g. with regard to seasonal activities, the needs of the sector and whether the candidate is registered for the full qualification or individual units.

All the assessments must be carried out by approved assessors in examination conditions and may take place in the training centre or workplace.

There may be more than one version of an assignment available for each unit (e.g. Version A or B). The intention of providing versions of assignments is to widen the assessment opportunities for the qualification. Centres should select one version of an assignment to use for a particular unit and year, but will **not** be able to mix and match versions of assignments within each individual unit.

Tutors/ assessors need to ensure that all the required evidence is available for any verification that may take place.

### **Supporting evidence**

Many assignments have been written to encourage candidates to produce different types of evidence such as completed charts, posters, visual displays, leaflets, etc. It is therefore important that candidates put their name, enrolment number, centre name and number on all pieces of evidence and that the evidence for each assignment is securely fastened together.

### **Time limits for assignments**

Time limits have not been included for each task in assignments. This has been agreed because time is not an assessment criterion in this context. However, it is expected that candidates will complete practical tasks in a commercially acceptable time.

### **Grading**

The assignments in this guide include descriptions of expected candidate performance for each grade: - “pass”; “merit” or “distinction”. Pass represents the level of achievement which would equate to competence in terms of knowledge and practice and generally represents ability to follow instructions. Merit and Distinction represent an increasing ability to apply knowledge more critically, adapt in the face of changing circumstances and independently resolve problems. To pass an assignment, a candidate must demonstrate a reasonable level of practical skill as detailed in the qualification but may need to seek clarification. Merit and Distinction represent an increasing ability to function autonomously, solve problems and be creative.

The three grades are defined as follows:

#### **Pass level**

In order to gain a Pass grade, candidates must show they can carry out activities to a satisfactory standard in the practical and underpinning knowledge tests.

#### **Merit level**

In order to gain a Merit grade, candidates must show additional qualities, such as an ability to work with greater efficiency than pass level candidates, and a capacity to monitor information and solve everyday operational problems with a certain amount of confidence.

#### **Distinction level**

In order to gain a Distinction grade, candidates must be able to show evidence of a greater level of understanding than those at merit level. In addition to the ability to monitor information and solve problems, they must be able to analyse and evaluate information and generalise from basic principles, make judgements and simple recommendations concerning methods of improving existing practice.

## Safe working

The importance of safe working practices must always be stressed. Candidates have responsibilities for the safety of others as well as themselves. Anyone behaving in an unsafe manner during a test must be stopped and a suitable warning given. At least a week should elapse before a re-sit may be taken.

## Marking assignments

All assignments are made up of a series of tasks. Each task must be marked and most can be awarded a Pass, Merit or Distinction. Specific guidance for marking each task is provided in the appropriate section.

The mark that can be awarded for each completed task is:

<b>Pass</b>	1
<b>Merit</b>	2
<b>Distinction</b>	3

To award an overall assignment grade, the number of marks given for each task are totalled and then divided by the number of tasks. This gives the average mark and then grade.

<b>Average</b>	<b>Grade</b>
1 to 1.5	Pass
1.6 to 2.5	Merit
2.6 to 3	Distinction

For example, below is a completed Assignment Mark sheet as it would appear in the Assignment Guide. It shows how an overall grade of Merit was produced.

Outcome	Task	Mark		
		Pass	Merit	Distinction
1. Examine the roles of providers and sources of funding.	Ai	1		
	Aii		2	
	Aiii			
2. Investigate a career.	Bi			3
	Bii		2	
	Biii	1		
Total				9
Average Mark (9 divided by 5)*				1.8
Overall Grade				<b>Merit</b>

\*Note: If tasks are pass/fail only their mark should be excluded from this calculation. In the example above task Aiii is pass/fail only and is not included in the calculation of the grade.

## **Feedback to candidates and opportunities to repeat tasks within an assignment**

Candidates may repeat a task once to improve their achievement by one grade, e.g. fail to pass or pass to merit. Each task within the assignment guide has a feedback to candidate sheet. All feedback to candidates must be recorded on this sheet and given in such a way that any work resubmitted reflects additional work by the candidate, rather than specific information provided by the tutor. If a candidate fails a task, they can repeat it, but assessors should allow seven days before resubmission or reassessment.

## **Recording marks and grades**

To record candidate marks and overall grade for each completed assignment, assessors should enter details onto the appropriate Assignment Mark sheet (front sheet) which must be authenticated by the candidate and assessor. Records of individual assessments should be kept on the marking checklists and other pro-formae provided.

## **Verification of Assignments**

The work of assessors involved in the qualification must be monitored by an Internal Quality Assurance System, to ensure that consistent standards are being applied throughout assessment activities.

Key responsibilities of those with the internal quality assurance role are

- planning, tracking and verifying assessment
- managing the quality of the assessment delivery, including standardising assessment practice
- supplying assessors with up-to-date information, advice and support
- monitoring assessor's continuous professional development.

Sampling should include the range of assignments, candidates and assessors and all assessment methods, including direct observation. Guidance on this can be found in *Ensuring Quality*, edition 12 pages 8-9.

By using the evidence checklists, assessors/verifiers can also ascertain whether the evidence for an assignment is complete, and can ensure that the allocation of scores has been fair and beyond dispute. Assignments must be checked for validity, authenticity and sufficiency.

Assessors must ensure that candidates understand why a particular grade has been given. It is for this reason and to authenticate the assignment, that NPTC requires the signature of both the assessor and the candidate on the mark sheets and why a feedback box/sheet is provided.

If a candidate's work is selected for verification, samples of work must be available to the appointed external verifier. An external verifier will make an annual visit to the centre and their role includes the following:

- ensuring that quality assurance co-ordinators are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice
- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.

## **Entry for assessment and certification**

Candidates should be registered using Walled Garden or Form S as soon as possible after enrolment at the centre. Centres should note that unregistered candidates will not be included in EV sampling, which may delay the issue of certificates. Assessment should not take place before a candidate is registered with the centre. Any evidence used from before this date should be judged as accreditation of prior learning during the induction process and must meet the requirements for validity, sufficiency, authenticity and currency.

Candidates are automatically registered for the on-line tests, which must be scheduled when the candidate is ready to take the test. (See qualification handbook). A dated entry needs to be made for any candidates taking dated examinations.

Results of assignments should be submitted in the form of grades on Walled Garden or Form S. Only those components which have been passed should be included. Each component number is entered, followed by P (Pass), M (Merit) or D (Distinction) to indicate the grade the candidate has achieved. Certificates will not be issued until after external verification.

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## ASSIGNMENT 001    CARRY OUT STYLING AND FINISHING OF DOGS

This assignment links to unit 001 Carry out styling and finishing dogs

### Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Carry out styling and finishing of a dog	A	Pass/fail only		
2. Maintain and use relevant equipment	B	Pass/fail only		
3. Promote health and safety and environmental good practice	C	Pass/fail only		
4. Understand how to carry out styling and finishing on a dog	D			
5. Understand the reasons for maintaining equipment	E			
6. Understand relevant health and safety legislation and environmental good practice	F			
Average mark (total divided by 3)				
<b>Overall Grade</b>				

**ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING  
OF DOGS**

**Assignment composition and mark sheet continued**

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## ASSIGNMENT 001      CARRY OUT STYLING AND FINISHING OF DOGS

### Task A      Produce different head shapes and styles

#### Assessor guidance

To complete task A candidates are required to demonstrate **two/three** different head shapes in accordance with the requirements.

Pedigree dogs need not always be used although dogs used must be sufficient to demonstrate the different styling requirements:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

Candidates are required to use suitable equipment for the task such as electrical clippers, scissors, brushes and combs etc.

Candidates are required to demonstrate safe and appropriate use of:

- Clippers and different blades
- Scissors
- Combs
- Brushes
- Other grooming equipment.

This assessment should be carried out in conjunction with other outcomes (such as task B) or other tasks to avoid a simulated environment and stress for the dog

- Pedigree dogs do not need to be used as demonstration of the correct styling and trimming is the requirement of the outcome.
- The health and wellbeing of the candidate and the dog is paramount and should be considered by the assessor at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Candidates should be familiar with the function of equipment and techniques used to create different head shapes and styles prior to the assessment

This task may be achieved at a pass level only.

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task A Produce different head shapes and styles

### Candidate's briefing

To complete task A you are required to demonstrate **two/three** different head shapes in accordance with the requirements.

Pedigree dogs need not always be used although dogs used must be sufficient to demonstrate the different styling requirements:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

You are required to use suitable equipment for the task such as electrical clippers, scissors, brushes and combs etc.

You are required to demonstrate safe and appropriate use of:

- Clippers and different blades
- Scissors
- Combs
- Brushes
- Other grooming equipment.

The health and wellbeing of yourself and the dog is paramount and should be considered at all times. You should use suitable and appropriate restraint equipment to ensure the health and safety of both the dog and yourself at all times. Health and safety guidelines of the establishment should be followed at all times. You should be familiar with the styling techniques and equipment used to create these different head shapes and styles prior to the assessment

This task may be achieved at a pass level only.

### Marking criteria

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 15 essential criteria have been met

## ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

### Task A Produce different head shapes and styles

#### Marking checklist A

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was checked to be safe, clean and secure.
3. The dog was transferred from the holding pen or grooming area appropriately and safely and in line with establishment guidelines.
4. The dog was suitably restrained, and had restraint equipment fitted if required.
5. The table height was adjusted appropriately to ensure health and safety of the candidate and the dog.
6. The coat type and the outline of the head shape to be achieved was identified to the Assessor.
7. The procedure to follow if they accidentally injured the dog whilst using the tools and equipment was identified.
8. The tools, equipment and techniques to be used to achieve the style and shape were identified.
9. The correct usage and techniques when using tools and equipment was demonstrated.
10. The required head shape and style that was balanced and in line with the grooming and styling requirements of the owner or the breed was achieved.
11. The task was completed in the required timescale
12. The dog was reassured throughout.
13. The health and wellbeing of the dog and candidate was maintained throughout.
14. Safe lifting and accordance with establishment guidelines were achieved.
15. All equipment was cleaned correctly and appropriately in line with grooming establishment guidelines



## **ASSIGNMENT 001    CARRY OUT STYLING AND FINISHING OF DOGS**

### **Task B            Use different trimming methods on dog's body, legs and feet**

#### **Assessor guidance**

To complete Task B candidates are required to demonstrate correct trimming and finish on two different breeds of dogs.

Pedigree dogs need not always be used although dogs used must be sufficient to demonstrate the different trimming and finish on dogs bodies, legs and feet. The dog should be left balanced, neat and tidy with no visible clipper lines.

Useful breeds to use for this outcome would be a long legged Terrier such as a Schnauzer or Crossbreed where the learner is able to clip a coat leaving defined muscles and a tuck up. A Spaniel or Short Legged Terrier where the coat is clipped leaving a flowing skirt and furnishings or a Poodle where no skirt is left but legs need shaping into a cuff at the top of the foot.

Candidates are required to use suitable equipment for the task such as electrical clippers, scissors, brushes and combs etc.

Candidates are required to demonstrate safe and appropriate use of:

- Clippers and different blades
- Scissors
- Combs
- Brushes
- Other grooming equipment.

The assessment should be carried out in conjunction with other outcomes (such as task A) or other tasks to avoid a simulated environment and stress for the dog

- Dogs should be risk assessed by the assessor and be of a temperament deemed suitable for the candidate's level of ability
- Pedigree dogs do not need to be used as demonstration of the correct styling and trimming is the requirement of the outcome.
- The health and wellbeing of the candidate and the dog is paramount and should be considered by the assessor at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Candidates should be familiar with the function of equipment and techniques used to create styles and finish prior to the assessment

## **ASSIGNMENT 001    CARRY OUT STYLING AND FINISHING OF DOGS**

### **Task B            Use different trimming methods on dog's body, legs and feet**

#### **Assessor guidance continued**

Candidates should demonstrate:

- The correct techniques involved in using tools and equipment safely
- Clipping the coat in accordance with clipping lines and owners requirements
- Awareness of areas of the dog where special care and attention is required e.g. around the eyes, anal area, ears, genital and skin folds
- Awareness of how friction / clipper burns can occur
- Correct handling to promote the confidence and co-operation of the dog
- The procedure to follow if they accidentally injure the dog

The task may be achieved at a pass level only.

#### **Candidate's briefing**

To complete task B you are required to use suitable equipment for the task such as electrical clippers, scissors, de-matting equipment, brushes and combs etc.

You are required to demonstrate safe and appropriate use of:

- Clippers and of different blades
- Scissors
- Combs
- Brushes
- Other grooming equipment.

You should demonstrate:

- The correct techniques involved in using tools and equipment safely
- Clipping the coat in accordance with clipping lines and owners requirements
- Awareness of areas of the dog where special care and attention is required e.g. around the eyes, anal area ears, genital and skin folds
- Awareness of how friction /clipper burns can occur
- Correct handling to promote the confidence and co operation of the dog
- The procedure to follow if you accidentally injure the dog

This assessment should be carried out in conjunction with task A and other units and outcomes to avoid a simulated environment and stress for the dog.

- The health and wellbeing of yourself and the dog is paramount and you should consider this at all times
- Use of suitable and appropriate restraint equipment to ensure the health and safety of yourself and the dog is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of equipment and techniques used to remove hair and coat from animals prior to assessment

The task may be achieved at a pass level only.

## **ASSIGNMENT 001    CARRY OUT STYLING AND FINISHING OF DOGS**

**Task B            Use different trimming methods on dog's body, legs and feet**

### **Marking criteria**

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 18 essential criteria have been met

## ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

### Task B Use different trimming methods on dog's body, legs and feet

#### Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The area to be used for the assessment was checked to ensure it was safe, clean and secure.
3. The dog was transferred from the holding pen or grooming area appropriately and safely and in line with establishment guidelines
4. The dog was suitably restrained, and restraint equipment was fitted where required.
5. The table height was adjusted appropriately to ensure health and safety of the candidate and the dog.
6. The coat type and the outline of the style and shape to be achieved was identified to the Assessor.
7. The procedure to follow if the dog was accidentally injured the dog whilst using the tools and equipment was identified.
8. The tools, equipment and techniques to achieve the style and shape were identified.
9. The correct usage and techniques when using tools and equipment were demonstrated.
10. The clipping lines were blended to achieve a neat and tidy finish.
11. The trimming and finish to show a balanced and proportioned body shape was achieved. The feet and pads were left neat and tidy fulfilling the grooming requirements of the owner and/or the breed standards.
12. The correct finish to the legs/feathers with regards to length and finish was achieved, which was in proportion with the rest of the dog fulfilling the grooming requirements of the owner and/or the breed standards.
13. A neat and tidy finish to the feet and pads was achieved and was in line with breed standards and fulfilling the grooming requirements of the owner and/or the breed standards.
14. The task was completed in the required timescale.
15. The dog was reassured throughout.
16. The health and wellbeing of the dog and the candidate was maintained throughout.

## ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

**Task B Use different trimming methods on dogs body, legs and feet**

### Marking checklist B continued

17. Safe lifting and accordance with establishment guidelines was demonstrated.
18. All equipment was cleaned correctly and appropriately in line with grooming establishment guidelines.

Feedback to candidate:

Candidate name:

Grade achieved:

Assessor's name and signature:

Date:

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task C Clean the grooming area after grooming dogs

### Assessor guidance

Candidates are required to clean the grooming area after grooming of dogs has taken place demonstrating safe and appropriate techniques for cleaning and storing of equipment and to dispose of any waste in a manner that minimises environmental damage.

Candidates should:

- Wear appropriate PPE and be dressed in an appropriate manner
- Demonstrate safe lifting
- Select suitable tools and equipment
- Demonstrate safe working practices
- Dispose of waste in a manner that minimises environmental damage

This task may be achieved at a pass level only.

### Candidate's briefing

You are required to clean the grooming area after grooming of dogs has taken place demonstrating safe and appropriate techniques for cleaning and storing of equipment and to dispose of any waste in a manner that minimises environmental damage.

You should:

- Wear appropriate PPE and be dressed in an appropriate manner
- Demonstrate safe lifting
- Select suitable tools and equipment
- Demonstrate safe working practices
- Dispose of waste in a manner that minimises environmental damage

This task may be achieved at a pass level only.

### Marking criteria

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
C	All 15 essential criteria have been met

## ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

### Task C Clean the grooming area after grooming dogs

#### Marking checklist C

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. A risk assessment for the task was carried out.
3. Appropriate products and equipment were selected and checked for damage ensuring they were safe for use.
4. Manufacturer's instructions were read and knowledge of the importance of following the instructions was demonstrated.
5. Visible debris such as hair was removed safely using appropriate techniques and equipment.
6. The appropriate cleaning products were diluted correctly and safely in line with manufacturer's guidelines.
7. Products were used in line with guidelines and the importance of contact time for disinfectants and cleaning solutions was understood.
8. The area was cleaned in a methodical and safe manner and the 'wet floor' and other safety signage was utilised.
9. The area was cleaned from the back to the front and top to bottom.
10. Waste was disposed of in a manner that minimised environmental damage
11. All equipment used was cleaned correctly.
12. The grooming area was left clean and tidy ready for use
13. All equipment and materials used were stored in the correct storage area in line with establishment guidelines.
14. Safe lifting and working was demonstrated in line with establishment guidelines.
15. The task was completed in the required timescale.

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

**Task C Clean the grooming area after grooming dogs**

**Marking checklist C continued**

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task D Questions and answers

### Assessor guidance

In order to achieve task D candidates are required to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing, oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the candidates work and the grade should be recorded.

A model answer sheet is provided for use by the assessor only. This can be requested directly from NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

### Candidate's briefing

You are required to complete the following questions. They can be asked orally or be given to you to complete as a written assignment. If asked orally your Assessor is required to record your answers for verification purposes.

This task may be achieved at pass, merit or distinction level.

### Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
D	14- 18 marks	19 -22 marks	23 -27 marks

# ASSIGNMENT 001      CARRY OUT STYLING AND FINISHING OF DOGS

## Task D      Questions and answers

1. Draw an outline of two different breeds and label your drawing to identify areas that need clipping (indicating blade you would use) and areas that would be trimmed using scissors and thinning scissors.  
**(4 marks for each total of 8 marks available)**
  
2. Draw two different finished styled heads identifying methods used to achieve these, one with:
  - Split eyebrows
  - Centre fall eyebrows
  
3. Identify an example of a breed that is styled in this way.  
**(4 marks for each total of 8 marks available)**
  
4. Give 3 reasons why it is important to discuss grooming and styling requirements with a client prior to grooming.  
**(3 marks )**
  
5. Identify how often it is recommended that the following breeds should be groomed:
  - Airedale Terrier
  - Standard Poodle
  - Bearded Collie
  - Bichon Frise**(2 marks)**
  
6. Describe the difference between a pet trim and a show trim for the following breeds:
  - Yorkshire Terrier
  - Cocker Spaniel
  - Dandie Dinmont**(2 marks for each total of 6 marks available)**

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task D Questions and answers

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

### Task E Styling and finishing equipment usage and maintenance

#### Assessor guidance

Candidates are required to describe different types of tools and equipment and their use for styling and finishing. Candidates should outline how the equipment should be maintained, the types of coats that it should be used on as well as identifying the advantages and disadvantages of using these methods. Presentation can be in any format but should use illustrations or photographs to enhance delivery and should be in an easy to follow format.

This task may be achieved at pass, merit or distinction level.

#### Candidate's briefing

You are required to describe different types of equipment and their use for styling and finishing. You should outline how the equipment should be maintained, the types of coats that it should be used on as well as identifying the advantages and disadvantages of using these methods.

Presentation can be in any format but should use illustrations or photographs to enhance delivery and should be in an easy to follow format.

This task may be achieved at pass, merit or distinction level.

#### Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
E	Candidate outlined several different types of equipment that could be used for styling and finishing. They outlined how they can be used and maintained and gave an example of a coat that it could be used on. Photographs and illustrations were limited	Candidate produced an easy to follow presentation with some relevant photographs or illustrations to enhance the presentation. Description of equipment and how it is used and maintained demonstrated sound understanding of its usage and the coats it could be used on	Candidate produced a professional and comprehensive presentation that was easy to follow. It clearly identified different types of equipment that can be used for styling and finishing, giving detailed description of how it is used and maintained and the coats it could be used on. Demonstrated comprehensive knowledge and understanding Good use of photographs and illustrations

**ASSIGNMENT 001      CARRY OUT STYLING AND FINISHING  
OF DOGS**

**Task E      Styling and finishing equipment usage and maintenance**

***Candidate feedback***

Candidate name	Assessor's name
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<b>Strengths</b>	<b>Areas for improvement</b>
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<b>Grade for task</b>
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Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task F Questions and answers

### Assessor guidance

In order to achieve task F candidates will have to complete the short answer question paper under exam conditions. Questions can be answered orally or in writing. Oral questions must be fully recorded by the assessor.

The number of marks available in the right-hand column of the paper provides an indication of the weighting of each question. If completed as a written paper, this question paper and mark sheet should be attached to the front of the candidates work and the grade should be recorded.

A model answer sheet is provided for use by the assessor only. This can be requested directly from NPTC by the examinations officer.

This task may be achieved at pass, merit or distinction level.

### Candidate's briefing

You are required to complete the following questions. They can be asked orally or be given to you to complete as a written assignment. If asked orally your Assessor is required to record your answers for verification purposes

This task may be achieved at pass, merit or distinction level.

### Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
F	10-13 marks	14 -16 marks	17 -20 marks

# **ASSIGNMENT 001      CARRY OUT STYLING AND FINISHING OF DOGS**

## **Task F      Questions and answers**

1. Identify six pieces of health and safety legislation, animal welfare or codes of practice that affect a Grooming Establishment.  

**(3 marks)**
  
2. What is meant by the term 'environmental damage' and how this could occur in a grooming establishment?  

**(2 marks)**
  
3. How would you dispose of the following waste at a Grooming Establishment:
  - Used cleaning chemicals
  - Client records
  - Soiled bedding
  - Dog hair
  - Damaged electrical clippers

**(5 marks)**
  
4. Give four examples of records and information that are required for management and legislative purposes in a grooming establishment.  

**(4 marks)**
  
5. There are many items of information you should document on a client record card, list 6 of them.  

**(6 marks)**

# ASSIGNMENT 001 CARRY OUT STYLING AND FINISHING OF DOGS

## Task F Questions and answers

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

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## ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

This assignment links to Unit **002 assess and plan dog grooming work** of the Qualification Handbook

### Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Assess and plan the work to be done	A	Pass/Fail only		
2. Maintain and use relevant equipment	B	Pass/Fail only		
3 Promote health and safety and environmental good practice	C			
Average mark (total divided by )				
<b>Overall Grade</b>				

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

# ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

## Task A Assess and plan grooming work

### Assessor guidance

To complete task A candidates are required to assess a dog for its grooming requirements then outline to the assessor how they are going to plan their work. This must be done according to the breed of dog, its appearance and client's requests for, **one** of the following different head shapes and **two** different trimming methods in accordance with the requirements.

#### Head Shapes:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

#### Trimming methods:

- Scissored coat
  - Hand- stripped coat
  - Clipped coat
- 
- The health and wellbeing of the candidate and the dog is paramount and should be considered by the assessor at all times during the assessment.
  - Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential.
  - Health and safety guidelines of the establishment should be followed at all times.
  - Pedigree dogs need not be used although the range of dogs used must be sufficient to demonstrate the different styling requirements.

The task may be achieved at a pass level only.

# ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

## Task A Assess and plan grooming work

### Candidate's briefing

To complete task A you are required to assess a dog for its grooming requirements then outline to the assessor how they are going to plan their work. This must be done according to the breed of dog, its appearance and client's requests for, **one** of the following different head shapes and **two** different trimming methods in accordance with the requirements:

#### Head Shapes:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

#### Trimming methods:

- Scissored coat
- Hand- stripped coat
- Clipped coat

The health and wellbeing of you and the dog is paramount and should be considered at all times during the assessment. You should use suitable and appropriate restraint equipment to ensure the health and safety of both yourself and the dog. Health and safety guidelines of the establishment should be followed at all times. Pedigree dogs need not be used although the range of dogs used must be sufficient to demonstrate the different styling requirements.

### Marking criteria

This task may be achieved at Pass level only. The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 10 essential criteria have been met

## ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

### Task A Assess and plan grooming work

#### Marking checklist A

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. A risk assessment for the task was carried out.
3. Appropriate control and restraint of the dog was demonstrated as required.
4. The breed of dog was identified correctly to the Assessor.
5. The coat type was identified correctly to the Assessor.
6. The style looking to be achieved was outlined and recorded to the Assessor in accordance with the client's requirements, dogs coat and breed.
7. The timescale was identified for completing the task in accordance with the grooming establishment guidelines.
8. The dog was reassured throughout the assessment.
9. The health and wellbeing of the dog and candidate was ensured throughout.
10. Safe lifting and working was demonstrated in line with establishment guidelines.

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

### Task B Maintain and use relevant equipment

#### Assessor guidance

To complete task B candidates are required to select, prepare and outline techniques to show how they would use equipment to produce **one** of the following different head shapes, in accordance with the requirements, and for **two** different trimming methods.

#### Head Shapes:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

#### Trimming Methods:

- Scissored coat
- Hand- stripped coat
- Clipped coat

It is recommended that this assessment is carried out in conjunction with task A.

Candidates should be familiar with the function of equipment and techniques used to create different head shapes and styles prior to the assessment.

Candidates should be familiar with the function of equipment and techniques used to remove the hair and coat of prior to the assessment.

#### Candidate's briefing

To complete task B you are required to select, prepare and outline techniques to show how to use equipment to produce, **one** of the following different head shapes in accordance with the requirements and for **two** different trimming methods.

#### Head Shapes:

- Round head
- Head with short split eyebrows
- Head with long split eyebrows
- Head with centre fall eyebrows
- Clean head
- Clean face

#### Trimming Methods:

- Scissored coat
- Hand- stripped coat
- Clipped coat

## **ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK**

### **Task B Maintain and use relevant equipment**

#### **Candidate's briefing continued**

The health and wellbeing of you and the dog is paramount and should be considered at all times during the assessment. You should use suitable and appropriate restraint equipment to ensure the health and safety of both yourself and the dog. Health and safety guidelines of the establishment should be followed at all times. You should be familiar with the function of equipment and techniques used to remove the hair and coat of dogs prior to assessment

#### **Marking criteria**

This task may be achieved at Pass level only. The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 9 essential criteria have been met

## ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

### Task B Maintain and use relevant equipment

#### Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. Suitable and appropriate restraint methods and equipment to be used were identified and selected.
3. The reasons for using these methods and equipment were identified.
4. Any tools, equipment and techniques they were going to use to achieve the style and shape were identified.
5. The reasons for selection have been justified.
6. Appropriate equipment was checked to ensure it was clean, safe and ready for use.
7. Correct methods and techniques to use the selected tools and equipment were demonstrated to the assessor.
8. The selected tools and equipment were appropriate for the area(s) of the dog
9. The procedure to follow if the dog was accidentally injured whilst using the tools and equipment was identified.

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

### Task C Health and safety, and environmental good practice

#### Assessor guidance

Candidates are required to carry out and produce a written risk assessment for planning and preparing the grooming of dogs used for tasks A and B.

#### Candidate's briefing

You are required to carry out and produce a written risk assessment for planning and preparing the grooming of dogs used for tasks A and B.

#### Marking criteria

This task may be achieved at Pass, Merit or Distinction level.

Task	Pass	Merit	Distinction
C	Candidate carried out a written risk assessment which identified some of the hazards, whom and/ or what might be harmed, and controls to minimise these	Candidate carried out a written risk assessment which identified most of the hazards, whom and/ or what might be harmed, and controls to minimise these	Candidate carried out a written risk assessment which comprehensively identified all the hazards, whom and/ or what might be harmed, and controls to minimise these in detail

# ASSIGNMENT 002 ASSESS AND PLAN DOG GROOMING WORK

## Task C Health and safety, and environmental good practice

### Candidate feedback

Candidate name	Assessor's name
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<p><b>Strengths</b></p> <p>(How the criteria have been achieved, good aspects of the work)</p>	<p><b>Areas for improvement</b></p> <p>(Advice for future assignments)</p>
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<b>Grade for task</b>
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Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

## ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS

This assignment links to Unit **003 Promote and maintain the health and wellbeing of animals** of the Qualification Handbook.

### Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name		Enrolment number		
Centre name		Centre number		
Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Be able to promote and maintain the health and wellbeing of animals	A	Pass/fail only		
2. Be able to work safely	B	Pass/fail only		
3. Be able to maintain accurate records	C	Pass/fail only		
Average mark (total divided by )				
<b>Overall Grade</b>				

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## **ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS**

### **Task A      Promote and maintain the health and wellbeing of dogs**

#### **Assessor guidance**

To complete task A the candidate is required to monitor dogs whilst they are at a grooming establishment and to carry out and record **two** of the following procedures to promote the dog's health and wellbeing, and report the health status of a dog.

- Preventative care
- Environmental adjustment
- Changing feed or water provision
- The assessment can be carried out in conjunction with other units and outcomes to avoid stress to the dog.
- It is important that the health and wellbeing of the dog and the candidate is ensured at all times. Assessors should have carried out a risk assessment prior to commencement of the assessment.
- Candidates should be familiar with the requirements of the establishment regarding monitoring dogs to ensure their health and wellbeing.
- Simulation can be used where evidence is difficult to obtain from naturally occurring practical performance in a grooming establishment.

#### **Candidate guidance**

To complete this task you are required to monitor dogs whilst they are at a grooming establishment and to carry out and record **two** of the following procedures to promote the dog's health and wellbeing, and report the health status of a dog.

- Preventative care
- Environmental adjustment
- Changing feed or water provision
- It is important that you ensure the health and wellbeing of the dog and yourself at all times.
- You should be familiar with the requirements of the establishment regarding monitoring dogs to ensure their health and wellbeing, and providing the following:
  - Preventative care
  - Environmental adjustment
  - Changing feed or water provision

## **ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS**

### **Task A      Promote and maintain the health and wellbeing of dogs**

#### **Marking criteria**

This task may be achieved at Pass level only. The learner must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 12 essential criteria have been met

## ASSIGNMENT 003 PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS

### Task A Promote and maintain the health and wellbeing of dogs

#### Marking checklist A

1. Appropriate Personal Protective equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. The records were checked including identification of the dog's previous health status.
3. A visual assessment was carried out with regard to the dog's appearance, posture and movement.
4. It was identified how a grooming establishment can promote and maintain the five animal freedoms of dogs whilst at the grooming establishment.
5. Methods were identified and carried out to ensure the dog had adequate and suitable opportunities to maintain bodily function whilst at the grooming establishment.
6. A description was given as to what is meant by 'social interaction' in relation to dogs.
7. The ability to identify, record and report abnormal visual signs that might indicate common diseases, disorders, pest infestation, trauma and stress exhibited by a dog was demonstrated.
8. A description was given as to what is meant by 'preventative care'.
9. The ability to identify why it is important to follow manufacturer's instructions when administering 'preventative care' was demonstrated.
10. Correctly and safely demonstrated, and justified the reasons, for two of the following procedures: 
  - Preventative care
  - Environmental adjustment
  - Changing feed or water provision
11. The procedure was identified on how to report and record information relating to the dog and its reactions to specific procedures, physical condition, health and wellbeing.
12. The health and wellbeing of the dog and candidate was ensured throughout.

**ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH  
AND WELLBEING OF ANIMALS**

**Task A                      Promote and maintain the health and wellbeing of  
dogs**

**Marking checklist A continued**

Feedback to candidate:
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Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## **ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS**

### **Task B      Be able to work safely**

#### **Assessor guidance**

To complete task B candidates are required to complete an activity of the assessor's choice. This must clearly demonstrate that the candidate is able to work in a way that maintains health and safety, is consistent with relevant legislation, codes of practice and any other specific requirements of the grooming establishment. They must also demonstrate they are able to dispose of waste safely and correctly.

The assessor should then produce a witness testimony which outlines the task set and confirms that the candidate has worked safely.

#### **Candidate guidance**

To complete task B you are required to complete an activity of the assessor's choice. This must clearly demonstrate that you are able to work in a way that maintains health and safety, is consistent with relevant legislation, codes of practice and any other specific requirements of the grooming establishment. You must also demonstrate you are able to dispose of waste safely and correctly.

#### **Marking criteria**

This task may be achieved at Pass level only.

Task	Pass
B	Witness testimony confirming candidate is able to work safely, and dispose of waste safely and correctly



## **ASSIGNMENT 003      PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS**

### **Task C      Maintain accurate records**

#### **Assessor guidance**

To complete task C candidates are required to design and produce a client record card for a new client and their dog. The record should identify the key information required regarding the owner, the dog and its grooming requirements. Candidates are then required to complete the record card for a new client and their dog. This should be consistent with relevant legislation, and codes of practice of the grooming establishment.

#### **Candidate guidance**

To complete task C you are required to design and produce a client record card for a new client and their dog. The record card should identify the key information required regarding the owner and the dog and its grooming requirements. You are then required to complete the record card for a new client and their dog. This should be consistent with relevant legislation, and codes of practice of the grooming establishment.

#### **Marking criteria**

This task may be achieved at Pass level only.

Task	Pass
C	The candidate designed, produced and completed a client record card for a new client and their dog. The record identified the key pieces of information regarding the dog and its grooming requirements and was consistent with relevant legislation, codes of practice of a grooming establishment

## ASSIGNMENT 003    PROMOTE AND MAINTAIN THE HEALTH AND WELLBEING OF ANIMALS

### Task C    Maintain accurate records

Candidate name	Assessor's name
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<p><b>Strengths</b></p> <p>(How the criteria have been achieved, good aspects of the work)</p>	<p><b>Areas for improvement</b></p> <p>(Advice for future assignments)</p>
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<b>Grade for task</b>
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Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

## ASSIGNMENT 004    HEALTH CHECKING A DOG BY A DOG GROOMER

This assignment links to Unit 004 Health checking a dog by a dog groomer, of the Qualification Handbook.

### Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Monitor and report the health status of dogs	A	Pass/ fail only		
2. Recognise and promote the wellbeing of dogs	B			
Average mark (total divided by 1)				
<b>Overall Grade</b>				

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## **ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER**

**Task A Promote the wellbeing of dogs through health checking and monitoring**

### **Assessor guidance**

To complete task A candidates are required to monitor and report the health status of a dog.

The assessment can be carried out in conjunction with other units and outcomes to avoid stress to the dog.

It is important that the health and wellbeing of the dog and the candidate is ensured at all times. Assessors should have carried out a risk assessment prior to commencement of the assessment.

The assessment should include:

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then use of an assistant to help with lifting should be made, it is ideally not the assessor.
- The procedure to follow if health problems are identified in line with establishment guidelines and the restraints and limits of this procedure.
- Use of appropriate restraint equipment if required such as a muzzle
- If a muzzle is not required candidates should demonstrate how these should be fitted and the reasons for them being used
- Candidates should be able to identify the visual signs of a bitch being in season and the potential risks and problems this could pose to a grooming establishment
- Candidates should be familiar with completing record cards for clients and dogs and the information necessary
- Candidates should be able to identify ecto parasites and the treatments available for these
- Candidates should be able to identify potential problems of medium to long coated dogs e.g. grass seeds, matts, heat etc
- Candidates should be familiar with the requirements of health monitoring ,and recording the health status of the dog

The task may be achieved at pass level only.

## ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER

**Task A Promote the wellbeing of dogs through health checking and monitoring**

### Candidate guidance

To complete task A you are required to monitor and report the health status of a dog.

The assessment can be carried out in conjunction with other units and outcomes to avoid stress to the dog.

It is important that you ensure the health and wellbeing of the dog and yourself at all times.

- Observation of safety awareness throughout with particular regard to temperament and size of the dog. If a large breed is used then you should request the use of an assistant to help with lifting, ideally not the assessor.
- The procedure to follow if health problems identified in line with establishment guidelines and the restraints and limits of this
- If required then appropriate restraint equipment such as a muzzle should be used
- If a muzzle is not required you should demonstrate how these should be fitted/adjusted and the reasons for their use
- You should be able to identify the visual signs of a bitch being in season and the potential risks and problems this could pose to a grooming establishment
- You should be familiar with completing record cards for clients and dogs and the information necessary
- You should be able to identify ecto parasites and the treatments available for these
- You should be able to identify potential problems of medium to long coated dogs e.g. grass seeds, matts, heat etc
- You should be familiar with the requirements with the requirements of health monitoring ,and recording the health status of the dog

The task may be achieved at pass level only.

### Marking criteria

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 32 essential criteria have been met

## ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER

**Task A Promote the wellbeing of dogs through health checking and monitoring**

### Marking checklist

1. The area to be used for the assessment was safe and secure.
2. The reasons checking the area for safety with regards health and safety, animal welfare legislation and establishment guidelines were identified.
3. Suitable equipment such as muzzles and restraint equipment was checked to be clean, fit and available for use.
4. Knowledge and understanding as to when muzzles or other additional restraint equipment may be required was demonstrated.
5. Previous records for the dog to identify any health or temperament problems were checked.
6. The importance of good communication skills between the groomer and the customer and the importance of accurate records was explained.
7. The information that the grooming establishment should have regarding the customer and the dog was identified.
8. Appropriate Personal Protective Equipment (PPE) was worn inline with relevant Health and Safety requirements.
9. The dog was approached after observing general movement and demeanour in a safe and controlled manner.
10. The animal was verbally reassured.
11. Assistance was requested if required.
12. The correct restraint equipment and method was selected and demonstrated.
13. Knowledge and understanding in relation to the dog's posture and movement was demonstrated.
14. Knowledge and understanding in relation to behaviour, social interaction and bodily function was demonstrated.
15. Knowledge and understanding of the visual signs of stress and how stress could be minimised whilst at the grooming establishment was demonstrated.
16. The procedure to follow if any health problems were found was explained.

## ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER

**Task A Promote the wellbeing of dogs through health checking and monitoring**

### Marking checklist continued

17. The health assessment was carried out, starting at the head end and avoided direct eye contact with the dog.
18. Both eyes and both ears were checked for discharges, signs of inflammation, abnormalities.
19. The mouth including dental and gum condition and obvious smell were checked.
20. The nose was checked for discharge or abnormalities.
21. All limbs including feet were checked for wounds, evidence of pain, and nails for signs of damage or overgrowth.
22. The mammary line and genital area were checked for discharge, swelling, abnormalities.
23. The visual signs of a bitch being in season and the problems and risks this could cause in the grooming establishment were explained.
24. Potential problems with medium or long coated dogs especially e.g. grass seeds, matts were identified.
25. Skin and hair were checked for inflammation, lesions, swellings, parasites, bald patches.
26. Signs of Ecto Parasites were identified and recognised and suitable course of action for these were suggested by the candidate.
27. The rectal area and tail were examined for swelling, discharge and condition.
28. Safe and appropriate control of the dog was demonstrated at all times.
29. The dog was verbally reassured throughout.
30. The health, safety and wellbeing of the candidate and the dog were maintained at all times.
31. An accurate health assessment was carried out.
32. The health assessment was recorded accurately.

# ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER

**Task A** Promote the wellbeing of dogs through health checking and monitoring

**Marking checklist continued**

Feedback to candidate:
------------------------

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## **ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER**

### **Task B Maintain health and wellbeing of dogs**

#### **Assessor guidance**

Candidates are required to design a leaflet for owners. It must describe the benefits of grooming, health checking and explain how this can promote the health and wellbeing of a dog. It should include information regarding:

- The benefits of grooming for the owner and the dog
- How to carry out a visual health check on their dog
- Identify how to recognise ecto parasites and the benefits of preventative care and where to obtain it from
- Potential common emergency situations and how to deal with these including information on how to ensure their own health and safety and current welfare legislation

The candidate should ensure that the leaflet:

- Is in an easy to follow format
- Includes text and illustrations, drawings, photographs
- Is at an appropriate level for a dog owner to follow
- Is referenced to sources of evidence

The task may be achieved at pass, merit or distinction level.

#### **Candidate's briefing**

You are required to design a leaflet for owners. It must describe the benefits of grooming, health checking and explain how this can promote the health and wellbeing of a dog. It should include information regarding:

- The benefits of grooming for the owner and the dog
- How to carry out a visual health check on their dog
- Identify how to recognise ecto parasites and the benefits of preventative care and where to obtain it from
- Potential common emergency situations and how to deal with these including information on how to ensure health and safety and current welfare legislation

You should ensure that the leaflet:

- Is in an easy to follow format
- Includes text and illustrations, drawings, photographs
- Is at an appropriate level for a dog owner to follow
- Is referenced to sources of evidence

The task may be achieved at pass, merit or distinction level.

## ASSIGNMENT 004 HEALTH CHECKING A DOG BY A DOG GROOMER

### Task B Maintain health and wellbeing of dogs

#### Marking criteria

Task	Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
B	Candidate provided information on all required criteria. It contained limited use of illustrations/diagrams/drawings and photographs and basic information only	Candidate provided information on all the required criteria in an easy to follow format. Candidate used some illustrations/diagrams/drawings and photographs and provided detail in some of the information they provided	Candidate provided information on all criteria in a comprehensive, detailed but easy to follow format for dog owners. Good use of illustrations/diagrams/ drawings and photographs

## ASSIGNMENT 004    HEALTH CHECKING A DOG BY A DOG GROOMER

### Task B        Maintain health and wellbeing of dogs

#### Candidate feedback

Candidate name	Assessor's name
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<b>Strengths</b> (How the criteria have been achieved, good aspects of the work)	<b>Areas for improvement</b> (Advice for future assignments)
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<b>Grade for task</b>	
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Assessor's signature	Date
Internal verifier's signature (if applicable)	Date
Candidate's signature	Date

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

This assignment hits to Unit 010 Hand stripping a dog's coat

### Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Outcome	Task	Mark		
		Pass (1 mark)	Merit (2 marks)	Distinction (3 marks)
1. Assess a dog for hand stripping	A	Pass/fail only		
2. Hand strip a dog using suitable tools and equipment	B	Pass/fail only		
<b>Overall Grade</b>				
<b>Overall Grade</b>				

Candidate's signature	Date
Assessor's signature	Date
Internal verifier's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## **ASSIGNMENT 010    HAND STRIPPING A DOG'S COAT**

### **Task A                    Assess the dog and the coat prior to hand stripping**

#### **Assessor guidance**

To complete task A candidates are required to identify how they assess a dog and its coat for hand stripping and to select appropriate equipment for the task. Pedigree dogs need not always be used although dogs used must have sufficient coat growth to demonstrate hand stripping. Coat stripping is a technique which should only be used on wire and some silky coats.

Candidates should be familiar with:

- Reasons and purpose of hand stripping
- How to assess the coat
- Equipment used to hand strip
- Techniques and methods used to do it safely and without causing discomfort to the dog
- Recommended frequency and areas of hand stripping for various breeds

Candidates are required to select, identify and maintain suitable tools and equipment for the task such as:

- Stripping 'knives'
- Stripping chalk
- Stripping stone
- Finger covers
- Other grooming equipment as necessary

Candidates are also required to carry out a visual health check on the dog, identify common breeds and coat types that can be hand stripped and identify factors that would contraindicate the use of hand stripping.

This assessment should be carried out in conjunction with other outcomes (such as task B) or other tasks to avoid a simulated environment and stress for the dog.

- Pedigree dogs do not need to be used as long as the coat is suitable to be hand stripped and when assessed the coat was deemed ready for hand stripping.
- The health and wellbeing of the candidate and the dog is paramount and should be considered by the assessor at all times during the assessment
- A risk assessment should be carried out prior to the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Candidates should be familiar with the function of tools and equipment and techniques used to hand strip coats prior to the assessment

This task may be achieved at Pass level only.

## **ASSIGNMENT 010 HAND STRIPPING A DOGS COAT**

### **Task A Assess the dog and the coat prior to hand stripping**

#### **Candidate's briefing**

To complete Task A you are required to identify how to assess a dog and its coat for hand stripping and to select appropriate equipment for the task. Pedigree dogs need not always be used although dogs used must have sufficient coat growth to demonstrate hand stripping.

you should be familiar with:

- Reasons and purpose of hand stripping
- How to assess the coat
- Equipment used to hand strip
- Techniques and methods used to do it safely and without causing discomfort to the dog
- Recommended frequency and areas of hand stripping for various breeds

You are required to select, identify and maintain suitable tools and equipment for the task such as:

- Stripping 'knives' and other stripping tools
- Stripping chalk
- Stripping stone
- Finger covers
- Other grooming equipment as necessary

You are also required to carry out a visual health check on the dog, identify common breeds and coat types that can be hand stripped and identify factors that would contraindicate the use of hand stripping.

This assessment should be carried out in conjunction with other outcomes (such as task B) or other tasks to avoid a simulated environment and stress for the dog.

- Pedigree dogs do not need to be used as long as the coat is suitable to be hand stripped and when assessed the coat was deemed ready for hand stripping.
- The health and wellbeing of both yourself and the dog is paramount and should be considered at all times
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of tools and equipment and techniques used to hand strip coats prior to the assessment

This task may be achieved at Pass level only.

## **ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT**

**Task A Assess the dog and the coat prior to hand stripping**

### **Marking criteria**

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
A	All 20 essential criteria have been met

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

### Task A Assess the dog and the coat prior to hand stripping

#### Marking checklist A

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant Health and Safety requirements.
2. A risk assessment for the task was carried out.
3. Appropriate tools and equipment were selected for the task.
4. Appropriate equipment was checked to ensure it was clean, safe and ready for use.
5. A description of how to use each of the tools and equipment selected safely and appropriately was given.
6. Common breeds of dog and coat types that can be hand stripped were identified to the assessor.
7. The frequency for hand stripping various breeds and why dogs are generally not bathed prior to stripping was identified.
8. The factors that would contra-indicate the use of hand stripping was identified.
9. The dog was transferred from the holding pen to the grooming area appropriately and safely and in line with establishment guidelines.
10. The dog was suitably restrained, having fitted restraint equipment if required.
11. The coat type and breed were correctly identified to the assessor.
12. The coat was assessed to identify if it was fit for stripping.
13. The areas to be stripped have been identified to the assessor.
14. The visual signs of stress the dog might show and how they can be minimised were described to the assessor.
15. A visual health check, starting with the head and working towards the back end, was carried out.
16. A health check was recorded accurately.
17. The procedure to follow was identified if a found a health problem was found, such as a sore area on the skin or signs of ecto parasites.
18. The dog was reassured throughout the assessment.

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

Task A Assess the dog and the coat prior to hand stripping

### Marking checklist A continued

19. The health and wellbeing of the dog and candidate was ensured throughout.
20. Safe lifting and working was demonstrated in line with the establishment.

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## **ASSIGNMENT 010    HAND STRIPPING A DOG'S COAT**

### **Task B                      Hand strip a dog using tools and equipment**

#### **Assessor guidance**

To complete task B candidates are required to hand strip a dog demonstrating correct techniques and skills, with appropriate tools and equipment. Pedigree dogs need not always be used although dogs used must have sufficient coat growth to demonstrate hand stripping. Coat stripping is a technique which should only be used on wire and some silky coats.

Candidates should be familiar with:

- How to assess the coat
- Equipment used to hand strip
- Techniques and methods used to do it safely and without causing discomfort to the dog
- Areas of hand stripping for various breeds

Candidates are required to demonstrate appropriate and safe usage of tools and equipment such as:

- Stripping 'knives'
- Stripping chalk
- Stripping stone
- Finger covers
- Other grooming equipment as necessary

This assessment should be carried out in conjunction with other outcomes (such as task A) or other tasks to avoid a simulated environment and stress for the dog

- Pedigree dogs do not need to be used as long as the coat is suitable to be hand stripped and when assessed the coat was deemed ready for hand stripping.
- The health and wellbeing of the candidate and the dog is paramount and should be considered by the assessor at all times during the assessment
- A risk assessment should be carried out prior to the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and the handler is essential
- Health and safety guidelines of the establishment should be followed at all times
- Candidates should be familiar with the function of tools and equipment, skills and techniques used to hand strip coats prior to the assessment

The task may be achieved at pass level only.

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

### Task B Hand strip a dog using tools and equipment

#### Candidate's briefing

To complete task B you are required to hand strip a dog demonstrating correct techniques and skills, with appropriate tools and equipment. Pedigree dogs need not always be used although dogs used must have sufficient coat growth to demonstrate hand stripping. Coat stripping is a technique which should only be used on wire and some silky coats.

You should be familiar with:

- How to assess the coat
- Equipment used to hand strip
- Techniques and methods used to do it safely and without causing discomfort to the dog
- Areas of hand stripping for various breeds

You are required to demonstrate appropriate and safe usage of tools and equipment such as;

- Stripping 'knives'
- Stripping chalk
- Stripping stone
- Finger covers
- Other grooming equipment as necessary

This assessment should be carried out in conjunction with other outcomes (such as task A) or other tasks to avoid a simulated environment and stress for the dog.

- Pedigree dogs do not need to be used as long as the coat is suitable to be hand stripped and when assessed the coat was deemed ready for hand stripping.
- The health and wellbeing of yourself and the dog is paramount and should be considered at all times during the assessment
- Use of suitable and appropriate restraint equipment to ensure the health and safety of both the dog and yourself is essential
- Health and safety guidelines of the establishment should be followed at all times
- You should be familiar with the function of tools and equipment , skills and techniques used to hand strip coats prior to the assessment

The task may be achieved at pass level only.

#### Marking criteria

The candidate must achieve all of the essential criteria on the practical marking checklist.

Task	Pass
B	All 20 essential criteria have been met

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

### Task B Hand strip a dog using tools and equipment

#### Marking checklist B

1. Appropriate Personal Protective Equipment (PPE) was worn in line with relevant health and Safety requirements.
2. The area to be used for the assessment was safe, clean and secure.
3. Appropriate tools and equipment for the task were selected.
4. All tools and equipment were clean and fit for use.
5. The dog was transferred from the holding pen to the grooming area appropriately and safely and in line with establishment guidelines.
6. The reasons for why the dog had/had not been bathed were identified.
7. The dog was suitably restrained and restraint equipment was fitted where required.
8. The coat type and breed were correctly identified.
9. The coat was assessed to identify if it was fit for stripping.
10. Areas to be stripped were identified to the assessor.
11. The dog was monitored for visual signs of stress and methods and equipment to minimise this were used.
12. The correct technique and skills to strip the coat without causing discomfort to the dog were demonstrated.
13. The equipment and tools were used in a safe and appropriate manner.
14. Hygiene trimming of delicate areas not appropriate to be hand stripped was completed using the appropriate equipment and tools safely, demonstrating the correct skills and techniques.
15. Feet trimming, using appropriate equipment and tools, was safely completed and the correct skills and techniques were demonstrated.
16. Nails were checked and trimmed as necessary.
17. The hand strip leaving the dog evenly stripped was completed and finished in a style appropriate to the breed.
18. The dog was reassured throughout the assessment.

## ASSIGNMENT 010 HAND STRIPPING A DOG'S COAT

### Task B Hand strip a dog using tools and equipment

#### Marking checklist B continued

19. The health and wellbeing of the dog and the candidate was maintained throughout the assessment.
20. The candidate demonstrated safe lifting and worked in line with establishment guidelines.

Feedback to candidate:

Candidate name:	Grade achieved:
Assessor's name and signature:	Date:

## Further information

Further information regarding centre/qualification approval or any aspect of assessment of our qualifications should be referred to NPTC, with the exception of registration and certification which is via the walled garden or the relevant City & Guilds regional office:

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	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
NPTC Customer support desk	024 7685 7346	024 7669 6128	information@nptc.org.uk
NPTC switchboard	024 7685 7300	024 7669 6128	

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<b>City &amp; Guilds Region</b>	<b>Telephone</b>	<b>Facsimile</b>	<b>Email</b>
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Websites: [www.nptc.org.uk](http://www.nptc.org.uk)