City & Guilds NPTC Level 2 Award in the Safe Use of Traps for Vertebrate Pest Control (TVPC) (0216-28)

Version 1.1 (April 2025)

Assessment Pack – Candidate Version

Version and date	Change detail	Section
1.0 February 2024	First version	All
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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for the following units and learning outcomes:

Unit 206 Using traps to control avian pests covering the following learning outcomes:

1. Know the legislative requirements and Codes of Practice relating to the use of traps to control avian pests
2. Know the characteristics of avian pests
3. Know effective control methods for avian pests
4. Be able to assess the environmental factors prior to carrying out trapping activities
5. Be able to complete a site survey prior to carrying out trapping
6. Be able to identify, set, and recover approved cage traps
7. Know how to carry out post operational procedures

Unit 207 Using traps to control moles covering the following learning outcomes:

1. Know the legislative requirements and Codes of Practice relating to the use of traps to control moles
2. Know the characteristics of moles
3. Know effective control methods for moles
4. Be able to assess the environmental factors prior to carrying out trapping activities
5. Be able to complete a site survey prior to carrying out trapping
6. Be able to identify, set, and recover approved spring traps
7. Know how to carry out post operational procedures

Unit 208 Using traps to control rabbits covering the following learning outcomes:

1. Know the legislative requirements and Codes of Practice relating to the use of traps to control rabbits
2. Know the characteristics of rabbits
3. Know effective control methods for rabbits
4. Be able to assess the environmental factors prior to carrying out trapping activities
5. Be able to complete a site survey prior to carrying out trapping
6. Be able to identify, set, and recover approved spring and cage/box traps
7. Know how to carry out post operational procedures

Unit 209 Using traps to control grey squirrels covering the following learning outcomes:

1. Know the legislative requirements and Codes of Practice relating to the use of traps to control Grey Squirrels
2. Know the characteristics of Grey Squirrels
3. Know effective control methods for Grey Squirrels
4. Be able to assess the environmental factors prior to carrying out trapping activities
5. Be able to complete a site survey prior to carrying out trapping
6. Be able to identify, set, and recover approved spring and cage traps

7. Know how to carry out post operational procedures

Unit 210 Using traps to control rats and mice covering the following learning outcomes:

1. Know the legislative requirements and Codes of Practice relating to the use of traps to control Rats and Mice
2. Know the characteristics of Rats and Mice
3. Know effective control methods for Rats and Mice
4. Be able to assess the environmental factors prior to carrying out trapping activities
5. Be able to complete a site survey prior to carrying out trapping
6. Be able to identify, set, and recover approved spring and cage/box traps
7. Know how to carry out post operational procedures

General guidance on the requirements for assessment can be found in the Assessor Guidance General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **www.nptc.org.uk**

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Assessment Time

The expected assessment time for this qualification is 1.5 – 3 hours.

Summary of responsibilities in the assessment process

Centre responsibilities	Candidate responsibilities	Assessor responsibilities
A suitable site is made available for the assessment to take place		Ensuring that the site provided is suitable for the assessment to take place
Machinery, equipment and materials are available to enable assessment of all the activities to take place	To be familiar with the machinery/equipment being used for the assessment	Ensuring that the machinery, equipment and materials provided satisfy the assessment requirements
	To bring appropriate Personal Protective Equipment (PPE) to the assessment	Ensuring that candidate's PPE complies with the requirements of the assessment
	To bring relevant training materials (including calibration sheet if applicable)	
	To bring a product label appropriate for the assessment	To ensure that the product label is appropriate for the assessment (or provide a suitable alternative)

This is not an open book assessment, however additional technical information may be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication

Practical observation descriptor table

Unit 206 – Using traps to control avian pests

Activity number and description from check list		Assessment criteria
1.1	Identify an operator's responsibilities under current legislation when Using traps to control avian pests	May include: • take reasonable care of him/herself • take care of others • co-operate with employer • follow employers' requirements • (the self-employed have very similar duties to both of the above) COSHH regulations • operators to follow the COSHH Assessment • use the control measures as provided • check that control measures are working • report any defects promptly • use the provided Personal Protective Equipment (PPE) • store the PPE as directed • do not smoke, eat or drink whilst handling traps or avian bodies • maintain personal hygiene To include: • identify hazards • state who would be harmed and how • advise on control measures • comment on records completed • know when a review is required Responsibilities regarding environment and wildlife considerations • spring traps must not be used for avian pests • licences may be required e.g. Gull Control • permission required from DEFRA • approved cage traps must be used
1.2	State an operator's responsibilities under current Codes of Practice when Using traps to control avian pests	May include: • dealing with non-target species • reporting of incidents involving wildlife except fish (WIIS) Wildlife Incident Investigation Scheme • traps to be checked daily • any live catches to be humanely destroyed or released Position and status of site:

		• map reference • status e.g. SSSI • size if the site • name those who may need to be informed • written permission which may need to be gained
2.1	Describe the biology of avian pests	May include dependent on the species: • breeds once/twice a year • approximate number of eggs laid • incubation period
2.2	Describe the feeding behaviour of avian pests	May include: feed from (depending on species): • cereal crops • garden crops • young birds • bird's eggs • planted seeds
2.3	Describe the activity patterns of avian pests	May include: • migratory • native
2.4	Describe the natural habitat of avian pests	May include: • nest sites in woodlands • open farmland • cliffs or exposed areas • hedgerows
3.1	Describe the natural control methods for avian pests	May include: • life expectancy • natural predators, foxes, humans, birds of prey • species competition • food availability • weather conditions • impact of seasons
3.2	Describe preventable management and alternative control methods for avian pests	Preventative management may include: • containment or removal of potential food sources • habitat and environment changes Alternative control methods: • shooting • predation Suitability of each method: • acceptable method for the species • level of control achievable • cost effectiveness of control • effectiveness • safety for non-target species • humaneness • public reaction • environmental impact • recovery of species post control
3.3	Describe the methods of trapping avian pests	May include: • cage traps single catch

		• cage traps multi catch
4.1	Identify risks to the environment from trapping activities	May include: • general public • domestic animals • farm animals • wild life • non target birds
4.2	Explain how to minimise risks to the environment from trapping activities	May include: • secure areas • warning signs • keep domestic and farm animals out
5.1	Identify signs of avian pest infestation on a site	May include: • droppings • damage to crops and food • noise
5.2	Identify where damage may be caused by avian pests on a site	May include: • municipal and amenity land • sports ground • industrial land • agricultural crops
5.3	Identify the possible implications of the damage caused by avian pests	May include: • reduction in crop values • costs related to damage • costs related to control • transmission of disease • public reaction • environmental impact • agricultural crop assurance schemes
5.4	Identify signs of other non-target species on the site requiring protection	May include: • workers • visitors • general public • children • farm animals • domestic animals • non target birds • other mammals
6.1	Identify cage traps approved for trapping avian pests	May include: • Any cage/box trap (Larsen/corvid) single or multi catch suitable for trapping avian pests
6.2	Set a cage trap for avian pests	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job • specification and manufacturer's instructions • place trap • fix securely • camouflage as required

		• record on site plan
6.3	State why and how often traps should be checked	May include: • reasons for checking • frequency at least once a day • timing of visits • checking cage traps to ensure not non target species • safe release of non-target species • monitoring target species activity
6.4	Describe how to humanely despatch live trapped avian pests	May include: • humanely • legally • neck dislocation • shooting • priest
7.1	State how to dispose of avian carcasses	May include: • burial • incineration • food source • removal by a licensed waste disposal contractor
7.2	Describe how to clean and decontaminate the traps after use	May include: • washing with water • removal of any waste materials
7.3	State the maintenance requirements for traps	May include: • trip mechanism repaired • any damage repaired • any broken parts replaced • rust inhibitors used
7.4	State a suitable monitoring strategy for the site	May include: • reasons for follow up visits • when follow up visits should occur • who should carry out the visits • signs to show the trapping has worked
7.5	Name the records which need to be kept	May include: • site map reference • location of traps set • visit times/dates • numbers of species trapped • disposal arrangements

Unit 207 – Using traps to control moles

Activity number and description from check list		Assessment criteria
1.1	Identify an operator's responsibilities under current legislation when Using traps to control moles	Health and Safety at Work Act • take reasonable care of him/herself • take care of others • co-operate with employer • follow employer's requirements • the self-employed have very similar duties Verbal risk assessment to include: • identify hazards • state who could be harmed and how • advise on control measures • comment on records completed • know when a review is required Legal Responsibilities: • spring traps must be set in mole runs • spring traps must not be set in the open • spring traps must be within the current approval order • general public to be protected from spring traps • domestic pets and animals protected from spring traps
1.2	State an operator's responsibilities under current Codes of Practice when Using traps to control moles	May include: • dealing with non-target species • reporting of incidents involving wildlife except fish (WIIS) Wildlife Incident Investigation Scheme • traps to be checked daily • any live catches to be humanely destroyed • traps set in underground runs to prevent access by other animals Position and status of site: • map reference • status e.g. SSSI (Site of Specific Scientific Interest) • size if the site • name those who may need to be informed • written permission which may need to be gained
2.1	Describe the biology of moles	May include: • female comes into season between March and April • male is rejected immediately after mating • gestation period 28 days • breed once a year • 4 offspring born

		• young moles are ejected at 8 weeks of age
2.2	Describe the feeding behaviour of moles	May include: • earthworms • earthworm cocoons • insect larvae • slugs • millipedes
2.3	Describe the activity patterns of moles	May include: • mainly solitary creatures • territorial • day is split between 4 hours working and 4 hours resting • runs are between 100 – 225mm deep • dig up to 200 metres of tunnels • shallow runs in wet weather • deeper runs in dry weather
2.4	Describe the natural habitat of moles	May include: • woodlands • hedgerows • airfield grass strips • light cultivated land
3.1	Describe the natural control methods for moles	May include: • life expectancy approx. 3 – 4 years • natural predators, foxes, humans, birds of prey • blood does not clot easily, they are prone to injury • species competition • food availability • weather conditions • impact of seasons
3.2	Describe preventable management and alternative control methods for moles	Preventative management may include: • exclusion barriers • habitat and environment changes Alternative control methods: • shooting • gassing • predation Suitability of each method: • acceptable method for the species • level of control achievable • cost effectiveness of control • effectiveness • safety for non-target species • humaneness • public reaction • environmental impact • recovery of species post control
3.3	Describe the methods of trapping moles	To include: • barrel traps in current approval order • pincer traps in current approval order

4.1	Identify risks to the environment from trapping activities	May include: • general public • domestic animals • farm animals • wild life • birds
4.2	Explain how to minimise risks to the environment from trapping activities	May include: • secure areas • warning signs • keep domestic and farm animals out • protect traps from wildlife and birds
5.1	Identify signs of mole infestation on a site	May include: • Mole hills • surface runs • monitoring target species activity
5.2	Identify where damage may be caused by moles	May include: • municipal and amenity land • golf courses • sports ground • industrial land • agricultural crops • undermining of structures
5.3	Identify the possible implications of the damage caused by moles	May include: • reduction in crop values • soil damage to machinery • costs related to damage • costs related to control • transmission of disease • public reaction • environmental impact • agricultural crop assurance schemes
5.4	Identify other non-target species on the site requiring protection	May include: • workers • visitors • general public • children • farm animals • domestic animals • birds • other mammals
6.1	Identify spring traps approved for trapping moles	May include: • any spring trap (barrel/pincer) approved under Current Order
6.2	Set a spring trap for moles	May include: • select appropriate trap • identify suitable trap site • check working mechanism • place trap within run • camouflage as required
6.3	State why and how often traps should be checked	May include: • frequency at least once a day • timing of visits during mole rest periods

6.4	Describe how to humanely despatch live trapped moles	May include: • humanely • legally • shooting • priest
7.1	State how to dispose of mole carcasses	May include: • burial • removal by a licensed waste disposal contractor
7.2	State the maintenance requirements for traps	May include: • reasons for checking • checking spring traps to ensure humaneness (98% efficient) • spring mechanism operating freely • trip mechanism working • any damage repaired • any broken parts replaced • remove any rust • lubricate with vegetable oil
7.3	State a suitable monitoring strategy for the site Name the records which need to be kept	May include: • reasons for follow up visits • when follow up visits should occur • who should carry out the visits • signs to show the trapping has worked • site map reference • location of traps set • visit times/dates • numbers of species trapped • disposal arrangements

Unit 208 – Using traps to control rabbits

Activity number and description from check list		Assessment criteria

1.1	Identify an operator's responsibilities under current legislation when Using traps to control rabbits	Health and Safety at Work Act (1974)
		• take reasonable care of him/herself
		• take care of others
		• co-operate with employer
		• follow employer's requirements
		• the self-employed have very similar duties
		Verbal risk assessment to include:
		• identify hazards
		• state who would be harmed and how
		• advise on control measures
		• comment on records completed
		• know when a review is required
		Legal Responsibilities:
		• spring traps must be set in tunnels
		• spring traps must not be set in the open
		• spring traps must be within the current approval order
		• general public to be protected from spring traps
		• domestic pets and animals to be protected from spring traps
		• requirement of occupier of land to control or contain the rabbits to prevent damage to other property
		• rabbit control areas set up, whole of UK except:
		  • Isles of Scilly
		  • One square mile in the centre of London
		  • Skokholm island (SW approaches)

1.2	State an operator's responsibilities under current Codes of Practice when Using traps to control rabbits	May include: • dealing with non-targets species • reporting of incidents involving wildlife except fish (WIIS) Wildlife Incident Investigation Scheme • traps to be checked daily • any live catches to be humanely destroyed or released • tunnel trap entrances restricted to prevent access by other animals Position and status of site: • map reference • status e.g. SSSI • size if the site • name those who may need to be informed • written permission which may need to be gained
2.1	Describe the biology of rabbits	May include:

		• doe comes into season around Christmas • in season again immediately after giving birth • gestation period 28 days • breed from January to November • 4 – 8 kits born • 4 – 6 litters a year • weaned at approx. 21 days old
2.2	Describe the feeding behaviour of rabbits	May include: • brassicas • cereals • roots • garden crops • eating approximately 0.5kg per day • food passes through the system twice • normally above ground early morning or early evening
2.3	Describe the activity patterns of rabbits	May include: • mainly nocturnal • usually live in warren families • spend more time in burrows during winter months • often live on the surface during the summer
2.4	Describe the natural habitat of rabbits	May include: • burrows as part of warrens • burrow into earth banks and under buildings • close to a suitable food source • warm and dry with access to water
3.1	Describe the natural control methods for rabbits	May include: • life expectancy approx. 18 – 20 months • common disease Myxomatosis • natural predators, foxes, humans, birds of prey • species competition • food availability • weather conditions • impact of seasons
3.2	Describe preventable management and alternative control methods for rabbits	Preventative management may include: • exclusion barriers • containment or removal of potential food sources • habitat and environment changes • use of repellents • use of burrow collapsing devices Alternative control methods: • shooting • gassing • predation • ferrets • long nets

		• snares Suitability of each method: • acceptable method for the species • level of control achievable • cost effectiveness of control • effectiveness • safety to non-target species • humaneness • public reaction • environmental impact • recovery of species post control
3.3	Describe the methods of population control by trapping rabbits	May include: • spring traps in current approval order • cage traps single catch • cage traps multi catch • drop traps
4.1	Identify risks to the environment from trapping activities	May include: • general public • domestic animals • farm animals • wild life • birds
4.2	Explain how to minimise risks to the environment from trapping activities	May include: • secure areas • warning signs • keep domestic and farm animals out • protect traps from wildlife and birds • protect traps from humans
5.1	Identify signs of rabbit infestation on a site	May include: • droppings • scrapes • holes • damage to crops and food • runs
5.2	Identify where damage may be caused by rabbits	May include: • municipal areas • sports ground • industrial land • agricultural crops • undermining of structures
5.3	Identify the possible implications of the damage caused by rabbits	May include: • reduction in crop values • costs related to damage • costs related to control • transmission of disease • public reaction • environmental impact • agricultural crop assurance schemes
5.4	Identify signs of other non-target species on the site requiring protection	May include: • workers • visitors • general public • children

		• farm animals • domestic animals • birds • other mammals
6.1	Identify spring and cage/box traps approved for trapping rabbits	May include: • any spring trap approved under Current Order to control rabbits • any cage/box trap single or multi catch suitable for trapping rabbits
6.2	Set a cage/box trap for rabbits	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job • specification and manufacturer's instructions • place trap • fix securely • camouflage as required • record on site plan
6.3	Set a spring trap for rabbits	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job • specification and manufacturer's instructions • place trap • fix securely • construct tunnel as necessary • camouflage as required • record on site plan
6.4	State why and how often traps should be checked	May include: • reasons for checking • frequency at least once a day • timing of visits • checking spring traps to ensure humaneness (98% efficient) • monitoring target species activity
6.5	Describe how to humanely despatch live trapped rabbits	May include • humanely • legally • neck dislocation • shooting • priest
7.1	State how to dispose of rabbit carcasses	May include: • burial • food source

		• removal by a licensed waste disposal contractor • use the provided Personal Protective Equipment (PPE) • do not smoke, eat or drink whilst handling rabbit • carcasses • maintain personal hygiene
7.2	Describe how to clean and decontaminate the traps after use	May include: • washing with water • removal of any waste materials • use the provided Personal Protective Equipment (PPE) • do not smoke, eat or drink whilst handling traps • maintain personal hygiene
7.3	State the maintenance requirements for traps	May include: • spring mechanism operating freely • trip mechanism working • any damage repaired • any broken parts replaced • rust inhibitors used
7.4	State a suitable monitoring strategy for the site	May include: • reasons for follow up visits • when follow up visits should occur • who should carry out the visits • signs to show the trapping has worked
7.5	Know the records which need to be kept	May include: • site map reference • location of traps set • visit times/dates • numbers of species trapped • disposal arrangements

Unit 209 – Using traps to control grey squirrels

Activity number and description from check list		Assessment criteria
1.1	Identify an operator's responsibilities under current legislation when Using traps to control grey squirrels	Health and Safety at Work Act (1974) • take reasonable care of him/herself • take care of others • co-operate with employer • follow employer's requirements Verbal risk assessment to include: • identify hazards • state who would be harmed and how • advise on control measures • comment on records completed • know when a review is required Legal Responsibilities: • spring traps must be set in tunnels • spring traps must not be set in the open • spring traps must be within the current approval order • spring traps must not be set in areas where Red Squirrels are known to exist • general public to be protected from spring traps • domestic pets and animals protected from spring traps • Grey Squirrels caught in live traps must be dispatched • the importing and keeping of Grey Squirrels is banned
1.2	State an operator's responsibilities under current Codes of Practice when Using traps to control grey squirrels	May include: • dealing with non-target species • spring traps are not to be used where non target species may be at risk • reporting of incidents involving wildlife except fish (WIIS) Wildlife Incident Investigation Scheme • traps to be checked daily • any live non target protected species caught in live traps are to be released • tunnel trap entrances restricted to prevent access by other animals Position and status of site: • map reference • status e.g. SSSI (Sites of Special Scientific Interest) • size if the site • name those who may need to be informed • written permission which may need to be gained
2.1	Describe the biology of Grey Squirrels	May include: • Male and Female known as the Buck and Doe

		• Females in season twice a year • gestation period 44 days • kittens are born blind • 3 – 7 per litter • leave the drey at about 7 weeks of age • live for about 5 – 7 years • continually growing incisor teeth
2.2	Describe the feeding behaviour of Grey Squirrels	May include: • feed mainly on seeds, buds, flowers, shoots, nuts berries and fruit • also eat fungi, insects, bird's eggs and fledglings • bury their nuts but don't remember where
2.3	Describe the activity patterns of Grey Squirrels	May include: • not territorial • do not hibernate but may be less active in bad weather • approx. 8 – 18/ha in broadleaved woodlands • approx. 1/ha in conifers • very agile, use hands rather like we do • hang upside down • good swimmer
2.4	Describe the natural habitat of Grey Squirrels	May include: • live high in trees • construct a nest made of twigs, leaves and moss called a drey • sometimes the drey is in a hole in the tree or at the junction of a branch • may also live and nest in loft spaces
3.1	Describe the natural control methods for Grey Squirrels	May include: • life expectancy approx. 6 years • natural predators • species competition • food availability • weather conditions • impact of seasons
3.2	Describe preventable management and alternative control methods for Grey Squirrels	Preventative management may include: • exclusion barriers • containment or removal of potential food sources • habitat and environment changes • use of repellents Alternative control methods: • shooting • drey poking • Warfarin poisoning • predation Suitability of each method: • acceptable method for the species • level of control achievable • cost effectiveness of control

		• effectiveness • safety for non-target species • humaneness • public reaction • environmental impact • recovery of species post control
3.3	Describe the methods of trapping Grey Squirrels	May include: • spring traps in current approval order • cage traps single catch
4.1	Identify risks to the environment from trapping activities	May include: • Red Squirrel population • general public • domestic animals • farm animals • wild life • birds
4.2	Explain how to minimise risks to the environment from trapping activities	May include: • use cage traps • secure areas • warning signs • keep domestic and farm animals out • protect traps from wildlife and birds
5.1	Identify signs of Grey Squirrel infestation on a site	May include: • droppings • dreys • holes • damage to structures and food • damage to trees (bark stripping)
5.2	Identify where damage may be caused by Grey Squirrels on a site	May include: • young trees eaten • bark stripping • entry into loft spaces • eating bird's eggs and fledglings • damage to buildings and structures
5.3	Identify the possible implications of the damage caused by Grey Squirrels	May include: • reduction in trees • costs related to damage • costs related to control • transmission of disease (Squirrel Pox Virus) • reduction in Red Squirrel population • public reaction • environmental impact
5.4	Identify signs of other non-target species on the site requiring protection	May include: • Red Squirrels • pine marten • workers • general public • children • farm animals • domestic animals • birds • other mammals

6.1	Identify spring and cage traps approved for trapping Grey Squirrels	May include: • any spring trap approved under Current Order • any single catch cage trap suitable for trapping Grey Squirrels
6.2	Set a cage trap for Grey Squirrels	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job specification and manufacturer's instructions • place trap • fix securely • camouflage as required • record on site plan
6.3	Set a spring trap for Grey Squirrels	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job specification and manufacturer's instructions • place trap • fix securely • construct tunnel as necessary • camouflage as required • record on site plan
6.4	State why and how often traps should be checked	May include: • reasons for checking • frequency at least once a day • timing of visits • checking spring traps to ensure humaneness (98% efficient) • monitoring target species activity
6.5	Describe how to humanely despatch live trapped Grey Squirrels	May include: • humanely • legally • use of trapping comb, hessian sack and priest • use of trapping comb, and shooting
7.1	State how to dispose of Grey Squirrel carcasses	May include: • burial • removal by a licensed waste disposal contractor
7.2	Describe how to clean and decontaminate the traps after use	May include: • washing with water • removal of any waste materials
7.3	State the maintenance requirements for traps	May include:

		• spring mechanism operating freely • trip mechanism working • any damage repaired • any broken parts replaced • lubricate with vegetable oil
7.4	State a suitable monitoring strategy for the site	May include: • reasons for follow up visits • when follow up visits should occur • who should carry out the visits • signs to show the trapping has worked
7.5	Know the records which need to be kept	May include: • site map reference • location of traps set • visit times/dates • disposal arrangements

Unit 210 – Using traps to control rats and mice

Activity number and description from check list		Assessment criteria
1.1	Identify an operator's responsibilities under current legislation when Using traps to control rats and mice	Health and Safety at Work Act (1974) • take reasonable care of him/herself • take care of others • co-operate with employer • follow employer's requirements • the self-employed have very similar duties Verbal risk assessment to include: • identify hazards • state who would be harmed and how • advise on control measures • comment on records completed • know when a review is required Legal Responsibilities: • spring traps must be set in tunnels or covered • spring traps must not be set in the open • spring traps must be within the current approval order • general public to be protected from spring traps • domestic pets and animals protected from spring traps
1.2	State an operator's responsibilities under current Codes of Practice when Using traps to control rats and mice	May include: • dealing with non-targets species • reporting of incidents involving wildlife except fish (WIIS) Wildlife Incident Investigation Scheme • traps to be checked daily • any live catches to be humanely destroyed or released • tunnel trap entrances restricted to prevent access by other animals Position and status of site: • map reference • status e.g. SSSI (Site of Special Scientific Interest) • size if the site • name those who may need to be informed • written permission which may need to be gained
2.1	Describe the biology of rats and mice	May include: Rats: • mature at 12 weeks • produce approx. 8 young about every 24 days • breed from February to November • family unit of 8 – 15 very territorial • continually growing incisor teeth

		Mice: • mature at 6 weeks • produce approx. 8 young every 21 days in • favourable conditions • social groups of 9 with one dominant male • continually growing incisor teeth • incontinent
2.2	Describe the feeding behaviour of rats and mice	May include: Rats: • feed at two or three familiar points each night • average intake 25 – 30 grams • avoids new objects • can be bait shy • require free water Mice: • feed at many points each night • average intake approx. 3 grams • naturally inquisitive • not usually bait shy • do not require free water can extract moisture from food
2.3	Describe the activity patterns of rats and mice	May include: Rats: • prefer a stable environment • very active in familiar areas • can climb rough walls and pipes • jump well up to 100cm • good swimmers Mice: • investigate new objects • naturally inquisitive • good climbers • often lives above the floor • jump up to 30cm • can squeeze through gaps as small as 5mm
2.4	Describe the natural habitat of rats and mice	May include: Rats: • summer months out of doors • burrows under buildings • around pheasant pens • winter months inside • warm and dry with access to food and water • nests in straw stacks or undisturbed rubbish Mice: • mostly live indoors • nest in warm dry areas with • good access to food • unclean areas

		• no predators
3.1	Describe the natural control methods for rats and mice	May include: • life expectancy approx. 12 months • common diseases • natural predators e.g. dogs • species competition • food availability • weather conditions • impact of seasons
3.2	Describe preventable management and alternative control methods for rats and mice	Preventative management may include: • exclusion barriers • containment or removal of potential food sources • habitat and environment changes • cleanliness • use of repellents e.g. sonic devices Alternative control methods: • shooting • gassing (rats only) • rodenticide • predation Suitability of each method: • acceptable method for the species • level of control achievable • cost effectiveness of control • effectiveness • safety for non-target species • humaneness • public reaction • environmental impact • recovery of species post control
3.3	Describe the methods of population control by trapping rats and mice	May include: • spring traps in current approval order • cage traps single catch • cage traps multi catch • half barrel traps • pincer traps
4.1	Identify risks to the environment from trapping activities	May include: • general public • domestic animals • farm animals • wild life • birds
4.2	Explain how to minimise risks to the environment from trapping activities	May include: • secure areas • warning signs • keep domestic and farm animals away • protect traps from wildlife and birds
5.1	Identify signs of rat and mice infestation on a site	May include: • droppings • smears • holes • damage to structures and food

		• urination pillars • smell • runs
5.2	Identify areas where damage may be caused by rats and mice on a site	May include damage to: • crops and stores • municipal and amenity land • sports ground • industrial land • buildings and structures
5.3	State the possible implications of the damage caused by rats and mice	May include: • reduction in crop values • costs related to damage • costs related to control • transmission of disease • public reaction • environmental impact • agricultural crop assurance schemes
5.4	Identify signs of other non-target species on the site requiring protection	May include: • workers • visitors • general public • children • farm animals • domestic animals • birds • other mammals
6.1	Identify spring and cage/box traps approved for trapping rats or mice	May include: • any spring trap approved under Current Order • any cage trap single or multi catch suitable for trapping rats or mice
6.2	Set a cage/box trap for rats or mice	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job • specification and manufacturer's instructions • place trap • fix securely • camouflage as required • record on site plan
6.3	Set a spring trap for rats or mice	May include: • select appropriate trap • identify suitable trap site • identify any non-targets • identify any public access • check working mechanism • pre-bait as appropriate according to job specification and manufacturer's instructions

		• place trap • fix securely • construct tunnel as necessary • camouflage as required • record on site plan
6.4	State why and how often traps should be checked	May include: • reasons for checking • frequency at least once a day • timing of visits • checking traps to ensure humaneness (98% efficient) • monitoring target species activity
6.5	Describe how to humanely despatch live trapped rats and mice	May include: • humanely • legally • shooting • priest
7.1	State how to dispose of rat and mice carcasses	May include: • burial • removal by a licensed waste disposal contractor • use the provided Personal Protective Equipment (PPE) • do not smoke, eat or drink whilst handling rodent bodies • maintain personal hygiene
7.2	Describe how to clean and decontaminate the traps after use	May include: • washing with water • removal of any waste materials • use the provided Personal Protective Equipment (PPE) • do not smoke, eat or drink whilst handling traps • maintain personal hygiene
7.3	State the maintenance requirements for traps	May include: • spring mechanism operating freely • trip mechanism working • any damage repaired • any broken parts replaced • use vegetable oils to lubricate
7.4	State a suitable monitoring strategy for the site	May include: • reasons for follow up visits • when follow up visits should occur • who should carry out the visits • signs to show the trapping has worked
7.5	Candidate to name two records which may need to be kept	May include: • site map reference • location of traps set • visit times/dates • numbers of species trapped • disposal arrangements

Appendix 1 Practical table

Unit 206 – Using traps to control avian pests

All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify an operator's responsibilities under current legislation when Using traps to control avian pests	
1.2 State an operator's responsibilities under current Codes of Practice when Using traps to control avian pests	
2.1 Describe the biology of avian pests	
2.2 Describe the feeding behaviour of avian pests	
2.3 Describe the activity patterns of avian pests	
2.4 Describe the natural habitat of avian pests	
3.1 Describe the natural control methods for avian pests	
3.2 Describe preventable management and alternative control methods for avian pests	
3.3 Describe the methods of trapping avian pests	
4.1 Identify risks to the environment from trapping activities	
4.2 Explain how to minimise risks to the environment from trapping activities	
5.1 Identify signs of avian pest infestation on a site	
5.2 Identify where damage may be caused by avian pests on a site	
5.3 Identify the possible implications of the damage caused by avian pests	
5.4 Identify signs of other non-target species on the site requiring protection	
6.1 Identify cage traps approved for trapping avian pests	
6.2 Set a cage trap for avian pests	
6.3 State why and how often traps should be checked	
6.4 Describe how to humanely despatch live trapped avian pests	
7.1 State how to dispose of avian carcasses	
7.2 Describe how to clean and decontaminate the traps after use	
7.3 State the maintenance requirements for traps	
7.4 State a suitable monitoring strategy for the site	
7.5 Name the records which need to be kept	

Unit 207 – Using traps to control moles

All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify an operator's responsibilities under current legislation when Using traps to control moles	
1.2 State an operator's responsibilities under current Codes of Practice when Using traps to control moles	
2.1 Describe the biology of moles	
2.2 Describe the feeding behaviour of moles	
2.3 Describe the activity patterns of moles	
2.4 Describe the natural habitat of moles	
3.1 Describe the natural control methods for moles	
3.2 Describe preventable management and alternative control methods for moles	
3.3 Describe the methods of trapping moles	
4.1 Identify risks to the environment from trapping activities	
4.2 Explain how to minimise risks to the environment from trapping activities	
5.1 Identify signs of mole infestation on a site	
5.2 Identify where damage may be caused by moles	
5.3 Identify the possible implications of the damage caused by moles	
5.4 Identify other non-target species on the site requiring protection	
6.1 Identify spring traps approved for trapping moles	
6.2 Set a spring trap for moles	
6.3 State why and how often traps should be checked	
6.4 Describe how to humanely despatch live trapped moles	
7.1 State how to dispose of mole carcasses	
7.2 State the maintenance requirements for traps	
7.3 State a suitable monitoring strategy for the site Name the records which need to be kept	

Unit 208 – Using traps to control rabbits

All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify an operator's responsibilities under current legislation when Using traps to control rabbits	
1.2 State an operator's responsibilities under current Codes of Practice when Using traps to control rabbits	
2.1 Describe the biology of rabbits	
2.2 Describe the feeding behaviour of rabbits	
2.3 Describe the activity patterns of rabbits	
2.4 Describe the natural habitat of rabbits	
3.1 Describe the natural control methods for rabbits	
3.2 Describe preventable management and alternative control methods for rabbits	
3.3 Describe the methods of population control by trapping rabbits	
4.1 Identify risks to the environment from trapping activities	
4.2 Explain how to minimise risks to the environment from trapping activities	
5.1 Identify signs of rabbit infestation on a site	
5.2 Identify where damage may be caused by rabbits	
5.3 Identify the possible implications of the damage caused by rabbits	
5.4 Identify signs of other non-target species on the site requiring protection	
6.1 Identify spring and cage/box traps approved for trapping rabbits	
6.2 Set a cage/box trap for rabbits	
6.3 Set a spring trap for rabbits	
6.4 State why and how often traps should be checked	
6.5 Describe how to humanely despatch live trapped rabbits	
7.1 State how to dispose of rabbit carcasses	
7.2 Describe how to clean and decontaminate the traps after use	
7.3 State the maintenance requirements for traps	
7.4 State a suitable monitoring strategy for the site	
7.5 Know the records which need to be kept	

Unit 209 – Using traps to control grey squirrels

All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify an operator's responsibilities under current legislation when Using traps to control grey squirrels	
1.2 State an operator's responsibilities under current Codes of Practice when Using traps to control grey squirrels	
2.1 Describe the biology of Grey Squirrels	
2.2 Describe the feeding behaviour of Grey Squirrels	
2.3 Describe the activity patterns of Grey Squirrels	
2.4 Describe the natural habitat of Grey Squirrels	
3.1 Describe the natural control methods for Grey Squirrels	
3.2 Describe preventable management and alternative control methods for Grey Squirrels	
3.3 Describe the methods of trapping Grey Squirrels	
4.1 Identify risks to the environment from trapping activities	
4.2 Explain how to minimise risks to the environment from trapping activities	
5.1 Identify signs of Grey Squirrel infestation on a site	
5.2 Identify where damage may be caused by Grey Squirrels on a site	
5.3 Identify the possible implications of the damage caused by Grey Squirrels	
5.4 Identify signs of other non-target species on the site requiring protection	
6.1 Identify spring and cage traps approved for trapping Grey Squirrels	
6.2 Set a cage trap for Grey Squirrels	
6.3 Set a spring trap for Grey Squirrels	
6.4 State why and how often traps should be checked	
6.5 Describe how to humanely despatch live trapped Grey Squirrels	
7.1 State how to dispose of Grey Squirrel carcasses	
7.2 Describe how to clean and decontaminate the traps after use	
7.3 State the maintenance requirements for traps	
7.4 State a suitable monitoring strategy for the site	
7.5 Know the records which need to be kept	

Unit 210 – Using traps to control rats and mice

All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify an operator's responsibilities under current legislation when Using traps to control rats and mice	
1.2 State an operator's responsibilities under current Codes of Practice when Using traps to control rats and mice	
2.1 Describe the biology of rats and mice	
2.2 Describe the feeding behaviour of rats and mice	
2.3 Describe the activity patterns of rats and mice	
2.4 Describe the natural habitat of rats and mice	
3.1 Describe the natural control methods for rats and mice	
3.2 Describe preventable management and alternative control methods for rats and mice	
3.3 Describe the methods of population control by trapping rats and mice	
4.1 Identify risks to the environment from trapping activities	
4.2 Explain how to minimise risks to the environment from trapping activities	
5.1 Identify signs of rat and mice infestation on a site	
5.2 Identify areas where damage may be caused by rats and mice on a site	
5.3 State the possible implications of the damage caused by rats and mice	
5.4 Identify signs of other non-target species on the site requiring protection	
6.1 Identify spring and cage/box traps approved for trapping rats or mice	
6.2 Set a cage/box trap for rats or mice	
6.3 Set a spring trap for rats or mice	
6.4 State why and how often traps should be checked	
6.5 Describe how to humanely despatch live trapped rats and mice	
7.1 State how to dispose of rat and mice carcasses	
7.2 Describe how to clean and decontaminate the traps after use	
7.3 State the maintenance requirements for traps	
7.4 State a suitable monitoring strategy for the site	
7.5 Know the records which need to be kept	

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with the handbook. To download the documents and to find other useful documents, go to **www.cityandguilds.com** or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Centre assessment: quality assurance standards
Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The ***Centre Document Library*** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts
Please visit the Contact Us section of the City & Guilds website, **Contact us.**

City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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