

iPET Network Level 2 Award in Canine Care, Health and Behaviour Qualification Number - 610/0493/5 Qualification Specification



iPET Network

LED BY INDUSTRY EXPERTS.

DRIVEN BY PASSION.
BOUND BY ANIMALS.
GUIDED BY CANDIDATES.
UNITED BY IPET NETWORK.

Our Mission

EDUCATION FOR PEOPLE, FOR PETS, FOR THE FUTURE

To be the Awarding Organisation of choice for Training Providers, Employers and Learners in the Animal Care and Veterinary Science Sector.

We demand the highest standard of practice to ensure our suite of qualifications work: they work for pets who deserve the best care; they work for learners giving valuable skills, and they work for Training Providers with strong market appeal.

Leading the way:

iPET Network is an Awarding Organisation regulated by Ofqual, CCEA Regulation and Qualifications Wales, specialising in qualifications in the Animal Care and Veterinary Science sector. iPET Network is a sector-specific Awarding Organisation and are constantly developing innovative animal care and veterinary science qualifications in the industry. We are unique in our approach to development, design and awarding of qualifications through the range of services and support we offer. Additionally, iPET Network is an End-point Assessment Awarding Organisation (EPAO) for English Apprenticeship standards and offers Professional Development Recognition (PDR) of unregulated educational courses.

Our approved Training Providers have exclusive access to our portfolio of qualifications, courses, learning materials and assessment strategies. We offer an inclusive opportunity to join a diverse network of forward-thinking professionals across the UK, Ireland, Europe and internationally.

We do the hard work for you – fast, flexible and straightforward:

We have developed robust systems at the forefront of technology that include extensive resources, quality learning materials and varied assessment methods. Our centralised platform makes it simple for Training Providers and their teams to deliver, manage, mark and quality assure all in one place. We provide access to training and updates through standardisation to uphold modern best practice.

Organisations of many different types, who want to deliver education, can join iPET Network, taking advantage of becoming a direct approved Training Provider. With transparent fees and packages to suit every size of organisation from sole traders to limited companies, colleges and large employers.

An exciting and supportive community:

We practice what we preach - the iPET Network team has extensive experience and knowledge of working in the animal care, veterinary science and education sector. We provide support, advice and Continual Professional Development to help Training Providers offer the best standard of education and to inspire the future generation of the industry. We believe in removing learning barriers and working with Candidates of all abilities to help them reach their full potential.



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1. About This Qualification

The **iPET Network Level 2 Award in Canine Care, Health and Behaviour** has been developed to meet the needs of Candidates who wish to work with dogs but have limited existing knowledge or experience. Completion of this qualification provides an excellent platform for progression into the canine industry and completing further study in the subject area.

Objectives of the qualification

This qualification has been designed to enable Candidates to:

- Understand the essential care needs of the dog
- Identify important legislation surrounding the keeping of dogs
- Explain the nutritional requirements of dogs
- Recognise basic canine body language and communication
- Understand techniques for safe handling and restraint of dogs
- Outline the basic principles of training of dogs
- Locate key basic anatomical structures and landmarks of the dog
- Recognise signs of disease in dogs and how infectious diseases may be prevented

The qualification will:

- Prepare individuals to progress to another qualification in the same subject area, studying at a higher level or a qualification requiring more specific knowledge, skills and understanding
- Improve employability skills
- Encourage engagement in learning

Suggested progression following completion of the qualification:

- iPET Network Level 3 Award in Canine Emergency First Aid
- iPET Network Level 3 Diploma in Canine Nutrition
- Level 3 in Animal Management
- Level 3 in Canine Care / Canine Behaviour / Welfare
- Employment in the canine industry

It is a requirement that assessment of this qualification is conducted in English.

The iPET Network Level 2 Award in Canine Care, Health and Behaviour is a regulated qualification.

Guided Learning Hours (GLH)

Guided Learning Hours (GLH) are defined by the <u>Apprenticeships, Skills, Children and Learning Act, 2009</u> as the number of hours the Candidate spends:

 Being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training, or



• Otherwise participating in education or training under the immediate guidance or supervision of such a person.

GLH does not include time spent on unsupervised preparation or study, whether at home or otherwise.

iPET Network has calculated the GLH for this qualification representing an estimate of the amount of actual guided learning which could reasonably be expected to be required to achieve the standard required to obtain the qualification.

Estimated GLH will be stated for each unit which should be used by Training Providers as a guide for devising teaching and learning plans. GLH may be recorded within the e-portfolio (if being used) or within the Candidate Hours Log (if the e-portfolio is not used).

Total Qualification Time (TQT)

Total qualification time is defined as the number of Guided Learning Hours (GLH) **plus** the time taken by the Candidate for independent, unsupervised study. Individual Learners' requirements and individual teaching styles mean there will be variation in the actual time taken to complete a qualification. Values for Total Qualification Time are estimates as some Candidates will be able to achieve units and qualifications within a shorter time than indicated. Others, for example those with additional support requirements, may need longer.

Guided Learning Hours and Total Qualification Time for this qualification are:

iPET Network Level 2 Award in Canine Care, Health and Behaviour

GLH (Guided Learning Hours): 21 hours

TQT (Total Qualification Time): 60 hours

Qualification Delivery Requirements

This qualification may be delivered as the Training Provider sees fit, ensuring that Guided Learning Hours requirements are met. As part of the application to deliver, Training Providers must be able to evidence how they intend to deliver the qualification, including the methods by which they will achieve the estimated GLH and TQT.

2. Candidate Requirements

Entry requirements

There are no specific entry requirements for this qualification.

Minimum age

The minimum age for access to this qualification is 16 years.



Training Providers ought to satisfy themselves that Candidates have a level of maturity appropriate for units included in the courses that they offer. If in doubt, please contact iPET Network for advice.

Reasonable Adjustment and Special Considerations

Assessment within the iPET Network Level 2 Award in Canine Care, Health and Behaviour qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of Candidates.

If you have Candidates with identified learning needs you should refer to the Reasonable Adjustment and Special Considerations Policy, available from iPET Network. This gives clear guidance on the reasonable adjustments and arrangements that take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

Further guidance and support can be accessed by contacting iPET Network.

3. Recognition of Prior Learning (RPL)

Exemption (also known as 'Recognition of Prior Certificated Learning) - is the facility for a Candidate to claim exemption from some of the achievement requirements of an iPET Network qualification using certificated evidence, for example certificated NQF achievement. This must be of an equivalent or higher value to an iPET Network unit but may not share the exact assessment criteria or learning aims.

Training Providers wishing to obtain further details regarding awarding of RPL should refer to the iPET Network *Recognition of Prior Learning Policy.*

4. Induction / Initial Assessment

An initial assessment of each Candidate should be made before the start of their programme to identify:

- If the Candidate has any specific learning or training needs;
- The support and guidance they may need when working towards their qualification;
- The Candidate's suitability for the type and level of qualification.

Each Training Provider must carry out an induction so that Candidates fully understand the requirements of the qualification, their responsibilities as a Candidate, and the responsibilities of the Training Provider. This information will need to be recorded e.g. within a contract.

5. Achieving the Qualification

Credits

To be awarded the iPET Network Level 2 Award in Canine Care, Health and Behaviour Candidates must achieve 6 credits.



Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

Recording achievement

Training Providers must record the Candidate's achievement of each unit on an appropriate form(s) or electronic system. Training Providers should record the Candidate's achievement against the specific unit assessment criteria evidenced by the task.

Authentication of the Candidate's work

Tutors must demonstrate that the Candidate's work is authentic. This can be done through using iPET Network's e-portfolio system which provides secure access to each Candidate or through use of an alternative e-portfolio system. If a Training Provider is using paper-based portfolio, they must be able to demonstrate authenticity of the work and must provide transparent feedback from marking to internal quality assurance.

Assessments must demonstrate authenticity please refer to assessment methods in this Qualification Handbook.

Duration of registration

All Candidates will be registered with iPET Network for a period of 6 months. Failure of the Candidate to complete the qualification during this timeframe will incur an additional charge for re-registration. Please refer to your Terms and Conditions for further details. Extension to registration may be obtained with written permission under specific extenuating circumstances. Please contact iPET Network for advice regarding extensions to registration.

6. Qualification Structure

Units

iPET Network Reference No.	Title	Level	Credit	GLH	тдт	Unit Reference number
201	Essential Canine Care	2	2	7	20	R/650/1273
202	Canine Behaviour and Communication	2	2	7	20	T/650/1274
203	Canine Health and Anatomy	2	2	7	20	Y/650/1275



Level descriptor

Level	Knowledge Descriptor (the holder)	Skills Descriptor (the holder can)
Level 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

7. Assessment

This qualification requires achievement of the specified units and summative assessments. The assessment process is as follows:

- 1. Assessments are developed by iPET Network and provided to the Training Provider or assessments may be devised by the Training Provider and approved by iPET Network in advance
- 2. The assessment is then delivered and implemented by the relevant iPET Network approved Training Provider
- 3. All Tutors involved in the assessment process must have been approved by iPET Network, on an individual basis, in advance of any assessments being carried out
- 4. Compiled portfolios of assessed evidence are internally quality assured by an iPET Network approved Internal Quality Assurer (IQA) via remote sampling.
- 5. Completed portfolios of assessed evidence are then quality assured by an External Quality Assurer (EQA) approved by iPET Network.

Assessment method

Assessment is through a Portfolio of Evidence/Workbook.

Specimen Assessment Materials

Specimen assessment materials are not available for this qualification.



Marking

These assessments are pass or fail and the Assessor's decision is final. The use of artificial intelligence to mark any candidate's work is strictly prohibited.

*Please note re-assessments are permitted.

Appeals

To ensure a fair assessment procedure is carried out the Candidate must be fully briefed on the assessment requirements and given the instructions on their right to appeal. All Training Providers must have an up-to-date appeals procedure.

Qualification grading

This qualification is graded pass or fail and the Assessor's decision is final.

What constitutes a fail?

It is at the Tutor's professional discretion if they pass or fail the Candidate. It is recommended that all elements of each assessment criteria are met and that all knowledge activities are completed.

Examples of what may a candidate a fail:

- Plagiarism
- Irrelevant content
- Incomplete knowledge
- Incomplete coverage of an assessment criterion

When making an assessment decision it is important that all evidence and feedback is documented to support the assessment decision whether it is a pass or fail. If the decision is a fail, then the Candidate must be provided with support and the opportunity to re-sit the assessment once they are ready.

8. Offering the Qualification

Training Providers wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

All procedures for the use of this qualification or units of this qualification, including approval, registration of Candidates, quality assurance process and certification will be completed through iPET Network, who will have an allocated member of the Quality Team to support the Training Provider. Any queries or difficulties should be directed to the allocated Team member or if they are not available, via the iPET Network office on 0800 433 4700.

Approval to offer the qualification

Training Providers wishing to offer this qualification must note the requirements stipulated in Appendix A.

To offer this qualification, potential Training Providers must apply for Training Provider approval with iPET Network. Applications can be made via email info@ipetnetwork.co.uk or by calling 0800 433 4700.



In addition, to gain approval to offer the qualification, Training Providers must apply by submitting an iPET Network *Qualification Approval Form* which can be downloaded from the website.

For more information, visit our website www.ipetnetwork.co.uk.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- Establishes statements on the standard of evidence required to meet the assessment criteria for the units in iPET Network Qualifications
- Makes recommendations on assessment practice
- Produces advice and guidance for the assessment of units
- Identifies good practice in assessment.

It is a requirement of the Training Provider approval process that each Training Provider offering units from iPET Network qualifications must provide assessment materials and Candidate evidence for standardisation if requested.

iPET Network will notify Training Providers of the required sample(s) for standardisation purposes. Assessment materials, Candidate evidence and Tutor feedback must be sent to iPET Network by Training Providers.

Outcomes from standardisation will be available to Training Providers through iPET Network.

Support for Training Providers

iPET Network provides all Training Providers with on-going support and advice on the use of iPET Network units and qualifications, including the requirements for assessment.

If Training Providers who are approved to offer iPET Network units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers), this will be used as the Training Provider's reference number. If a Training Provider has not obtained a UKPRN they will be issued with a unique iPET Network Training Provider number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the Candidates is included in the *iPET Network Training Provider Manual*.

Training Provider responsibilities

Each Training Provider should identify a named contact person who will be responsible for any iPET Network provision within the Training Provider organisation.

The Training Provider contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.

The Training Provider contact is the person responsible for confirming and ensuring that the Training Provider meets all the iPET Network requirements for Training Provider recognition.



The Training Provider contact is responsible for ensuring all relevant iPET Network documentation is distributed as required within the Training Provider and that the security requirements for external assessment are adhered to, where applicable.

9. Appendix A – Requirements to Offer This Qualification

- A professional, vocational qualification within the canine/animal care sector at Level 3 or above or significant experience in the qualification subject area
- A minimum of 1 years' professional and practical canine care experience
- A relevant teaching qualification at Level 3 or above

Example acceptable canine-related qualifications or significant experience include:

- Level 3 Canine qualification; or
- Level 3 Animal Management or Animal Care; or
- Level 3 Canine Behaviour Qualification; or
- Level 3 Animal Welfare Qualification.

or

• Demonstrate a CV / career profile of skills, knowledge, experience and achievements. This will be accepted at the discretion of the Awarding Organisation

Example teaching qualifications include:

- iPET Network Level 3 Award for Educators in the Canine and Feline Sector
- Level 3 Award in Education and Training; or
- Level 3 Certificate in Education and Training for Dog Grooming Tutor; or
- Level 4 Certificate in Education and Training; or
- Level 3 or 4 PTLLS (or equivalent).

If no formal teaching qualification is held, it will be a requirement that a teaching qualification is achieved within 12 months of approval.

Training Providers must also ensure that they have in place an Internal Quality Assurer who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices or its equivalent
- Has substantial experience of working in or assessing in Canine Care, Dog Behaviour or Animal Welfare
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

or

Gold package registrations are used with iPET Network (refer to Training Provider Fees)

10. Qualification Unit Breakdown and Assessor Guidance



Unit title:	Essential Canine Care
Level:	2
Credit value:	2
GLH:	7
TQT:	20
Unit code:	201
Unit reference number:	R/650/1273
Unit aim:	The aim of this unit is to provide the knowledge and understanding of essential canine care to include: understanding of different dog breeds; basic care and welfare needs of the dog; correct use of restraining aids; relevant legislation and correct nutrition for maintenance of canine health.
Number of learning outcomes	5

Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1. Know and understand the	1.1. List the UK Kennel Club breed groups giving an example breed from	
different breeds of dogs	each group and their typical characteristics	
and their typical characteristics	1.2. Identify different dog coat types and their attributes	
	1.3. Identify the difference between a UK Kennel Club registered pure breed and a mixed breed dog	
	1.4. List the different characteristics of male and female dogs	
	1.5. Explain the purpose of breeding and relevant UK legislation regarding the breeding of dogs	
	1.6. Explain the differences between puppies and adult dogs	
2. Know and understand the basic care requirements	2.1 Explain the essential canine welfare needs and the importance of each	
for a dog 2.2 Identify the grooming care requirements for each coat typ 2.3 Explain the exercise needs of dogs at different life stages		
3. Know and understand nutritional requirements	3.1. Define nutrition and explain how it contributes to canine health	
of canines	3.2. List the essential nutrients and explain how each contributes to canine health	
	3.3. Describe types of dog food and their advantages and disadvantages	



4.	Know and understand handling and restraint aids and practices	4.1. List the different handling and restraint aids and their advantages and disadvantages
5.	Know and understand relevant animal legislation	5.1. List the legislation that is relevant to dogs and owners
		5.2. Identify the consequences of breaking the relevant legislation





Unit title:	Canine Behaviour and Communication
Level:	2
Credit value:	2
GLH:	7
TQT:	20
Unit code:	202
Unit reference number:	T/650/1274
Unit aim:	The aim of this unit is to provide the knowledge and understanding of canine behaviour, body language and communication signals and to introduce basic principles of canine learning and training.
Number of learning outcomes	4

Lea	arning Outcomes	Assessment Criteria
The	e learner will:	The learner can:
1.	Know and understand behaviour patterns in dogs	1.1. Explain the evolution of the dog and how this influences canine behaviour1.2. Discuss the importance of the senses in canine behaviour
		1.3. Identify the natural behaviours of dogs and understand their meaning
2.	Know and understand how dogs communicate through use of body language and vocalisation	2.1. Recognise common body language and communication signals in dogs 2.2. Identify how dog behaviour can escalate
3.	Know and understand safe approaches to handling and restraint of dogs with a range of behaviours	 3.1. Explain how to assess behaviour when approaching dogs 3.2. Explain the methods that could be used if a dog is displaying threatening / aggressive behaviour 3.3. Describe techniques for approach and manual restraint of dogs
4.	Know and understand principles of how dogs learn and basic training techniques	 4.1. Explain how dogs learn 4.2. List the basic canine training techniques that ca be used 4.3. Describe the principles of puppy socialisation and habituation 4.4. Identify undesirable behaviours and methods of prevention



Unit title:	Canine Health and Anatomy
Level:	2
Credit value:	2
GLH:	7
TQT:	20
Unit code:	203
Unit reference number:	Y/650/1275
Unit aim:	The aim of this unit is to provide knowledge and understanding of the anatomy of a dog to support understanding of the anatomical landmarks and the basics of body systems. This unit will also develop an understanding of the diseases that affect dogs including the preventative health care measures that can be used to minimise disease.
Number of learning outcomes	5

Learning Outcomes		Assessment Criteria
The	e learner will:	The learner can:
1.	Know and understand basic canine anatomy	1.1. Identify the external anatomical landmarks of the dog
		1.2. Identify the main bones and functions of the canine skeleton
		1.3. Identify the main body systems of the dog and the organs / structures within them
		1.4. Identify the functions of the canine nervous system
		1.5. Describe adult and puppy teeth
2.	Know and understand infectious disease and obesity in canines	2.1. Define the term 'infectious'
		2.2. List and explain the clinical signs of canine infectious diseases
		2.3. Explain the meaning of the term 'zoonosis' and give examples
		Explain the difference between endo- and ectoparasites
		2.5. List the signs and symptoms of pest infestation
		2.6. Describe available treatments for endo- and ectoparasitic infestations
		2.7. List the key signs and causes of obesity in dogs
3.	Know and understand common inherited diseases and disorders in canines	3.1. Define the term 'inherited disease' in dogs
		3.2. Explain the main inherited diseases/disorders found in dogs



4.	Know and understand the canine immune system and the importance of vaccinations	4.1. Explain the function of the immune system and the key differences in immunity of the puppy and adult canine	
		4.2. Explain what a vaccine is and how they can help prevent disease in dogs	
		4.3. Outline a basic vaccination schedule for a puppy and an adult dog	
		4.4. Explain the precautions that must be taken until a puppy is fully vaccinated	
5.	Know and understand the importance of	5.1. Describe the importance of health checks for	
	routine health care for dogs	dogs	
		5.2. List the areas of the dog that should be regularly checked	

Assessment information

All Assessment Criteria must be evidenced. For guidance on assessment, including principles of assessment and methods which may be used, Training Providers should consult the 'Assessment' section of the iPET Network Qualification Handbook and relevant policies.

Sector Subject Area (SSA)	3.3	
Date from which qualification will be	31/01/2022	
available for learners		
Qualification review date	31/01/2025	



11. Suggested Learning Resources

Qualification	Suggested learning resources		
Level 2 Award	Literature		
in Canine Care,	Literature		
Health and	The Kennel Club's Illustrated Breed Standards: The Official Guide to Registered Breeds		
Behaviour	Published by Ebury Press; 4th edition - Kennel Club		
	The Dog Law Handbook Published by: Sweet & Maxwell, 2011 (Second edition) ISBN: 0-414-04818-0 Clayden, P.		
	The Dog: Its Behaviour, Nutrition and Health Published by: Blackwell Publishing, 2013 (second edition) ISBN: 9781118701201 Case, L. P.		
	Practical Canine Behaviour For Veterinary Nurses and Technicians Published by: CABI,		
	2021 (second edition) ISBN: 9781789246810 Hedges, S.		
	Doglopaedia: A complete guide to Canine Care Published by: Ringpress Books, 2012 ISBN 978-1-86054-074-5 J.M Evans & Key White		
	Complete Puppy & Dog Care: What Every Dog Owner Needs to Know Published by:		
	Mitchell Beazley, 2018 (1st edition) ISBN-10: 1784723495 / ISBN-13: 978-1784723491 Fogle, B.		
	The Happy Dog Owner: Finding Health and Happiness with the Help of Your Dog		
	Published by: Welbeck Publishing, 2021 ISBN: 9781787396555 Westgarth., C.		
	RSPCA New Complete Dog Training Manual Published by: Dorling Kindersley, 2006 (1st edition) ISBN-10: 1405314400 / ISBN-13: 978-1405314404 Fogle, B.		
	Emergency first aid for Dogs at Home and Away Published by: Hubble & Hattie, 2015 ISBN: 1-845-84386-X - Bucksch, M.		
	The A to Z of First Aid and Emergency Care for Dogs and Cats: How to save an ill or		
	injured pet. Published by: CreateSpace Independent Publishing Platform, 2014 ISBN: 1-493-71045-1 - Glover, A.		
	Introduction to Animal and Veterinary Anatomy and Physiology. Published by: CABI,		
	2019 ISBN: 978178924117 – Aspinall, V. & Capello, M.		
	Websites		
	https://www.bluesusse.gus.uk/pet.eduiss/essielisius.us.us.us.us.us.us.us.us.us.us.us.us.u		
	https://www.bluecross.org.uk/pet-advice/socialising-your-puppy https://www.vets4pets.com/pet-health-advice/dog-advice/vaccinating-your-dog/		
	https://www.vets4pets.com/pet-nealth-advice/dog-advice/vaccinating-your-dog/ https://www.thekennelclub.org.uk/health-and-dog-care/health/health-issues-in-dogs/		
	https://www.aspca.org/pet-care/dog-care/common-dog-behavior-issues/aggression		
	Homepage UK Pet Food		
	Dog laws UK Blue Cross		
	https://www.thekennelclub.org.uk/search/breeds-a-to-z/		



https://www.rspca.org.uk/webContent/staticImages/Downloads/PedigreeDogsReport.pdf

https://www.bluecross.org.uk/pet-advice/puppy-and-dog-vaccinations

 $\underline{\text{https://www.bva.co.uk/media/2811/20190710-chs-eye-disease-guide-0719-v1-web.pdf}}$

Parasites in dogs - PDSA

https://www.dogstrust.org.uk/help-advice/factsheets-

downloads/basicdogtrainingfactsheetnov13.pdf

https://www.pdsa.org.uk/taking-care-of-your-pet/looking-after-your-pet/puppies-

dogs/how-much-exercise-does-your-dog-need

https://www.purina.co.uk/articles/dogs/behaviour/understanding-dogs/understanding-

dog-body-language

12. Supporting Documents and General

The following documents contain essential information for Training Providers delivering iPET Network qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to www.ipetnetwork.co.uk or the web portal.

iPET Network Training Provider Manual

iPET Network Quality Assurance Requirements

iPET Network Assessment Strategy

Malpractice and Maladministration Policy and Procedure (including Sanctions)



Document Control

Document Name: Level 2 Award in Canine Care, Health and Behaviour Qualification Specification

Document Number: Q34

Date of	Version	Correction Reason	
Correction	Number		
	1		
04/10/2022	2	Added duration of registration and updated opening hours and mission	
		statement	
13/06/2023	3	Change of document name from 'Qualification Guide' to 'Qualification	
		Specification' and amendment to assessment section	
05/01/2024	4	Specimen assessment materials clarified, qualification review section updated	
		and formatting updates	

