iPET Network

Level 3 Award in Microchip Implantation for Pet Animals

Qualification Number - 603/7598/X

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.

Contents

1. About This Qualification

The **iPET Network Level 3 Award in Microchip Implantation for Pet Animals** has been developed and reviewed in response to legislative changes and the compulsory microchipping of dogs and cats covered under The Microchipping of Cats and Dogs (England) Regulations 2023. This qualification is in line with current legislation from England, Wales and Northern Ireland which covers both microchipping of dogs and cats.

This qualification covers Microchip technology, scanning and implantation equipment, handling and restraint of animals, pre and post implantation procedures and implantation of a microchip in pet animals.

The qualification is a balance of theoretical and practical learning to ensure Candidates have the knowledge and practical skill required to microchip pet animals.

Leading industry experts have reviewed this qualification to ensure the outcome is appropriate for the Animal Care industry and the continued growth and development.

The Department for Environment, Food and Rural Affairs (DEFRA) have reviewed this qualification under the relevant legislation. Please be aware that DEFRA have not reviewed nor endorse any information or statements within this Qualification Handbook relating to organisation and teaching systems.

Objectives of the qualification

This qualification is aimed to lead Candidates into being able to confidently Microchip Pet Animals in line with regulations.

The qualification can:

- prepare individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding
- support a role in the workplace
- encourage engagement in learning

This qualification has been designed to enable Candidates to:

- Gain pet microchipping knowledge and skills

Suggested progression following completion of qualification:

- iPET Network Level 3 Award in Feline Emergency First Aid
- iPET Network Level 3 Award in Canine Emergency First Aid
- Employment in the Canine and Feline Industry

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

The iPET Network Level 3 Award in Microchip Implantation for Pet Animals is a regulated qualification.

Guided Learning Hours (GLH)

Guided Learning Hours (GLH) are defined by the [Apprenticeships, Skills, Children and Learning Act, 2009](#) 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 3 Award in Microchip Implantation for Pet Animals

GLH (Guided Learning Hours): 8

TQT (Total Qualification Time): 10

Qualification Delivery Requirements

Due to the practical nature of this qualification, the **practical assessment must take place face-to-face, in person.**

The remainder of the 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 other entry requirements.

Minimum age

The minimum age for access to this qualification is 18 years.

Training Providers ought to satisfy themselves that Candidates meet the entry requirements and 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 3 Award in Microchip Implantation for Pet Animals training 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 at 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.*

RPL is not permitted for this qualification.

4. Induction / Initial Assessment

An initial assessment / Induction for each Candidate must be made before the start of their programme to identify:
- If the Candidate has any specific learning or training needs,
- Support and guidance, they may need when working towards their qualification,

- The appropriate 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. contract.

5. Achieving The Qualification

Credits

To be awarded the iPET Network Level 3 Award in Microchip Implantation for Pet Animals, Candidates must achieve 1 credit.

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

Authentication of the Candidates' work

Tutors must demonstrate that the Candidates work is authentic. This can be done through using iPET Network's E-portfolio system which provides secure access to each Candidate or an alternative E-portfolio system. If a Training Provider is using paper portfolio, then they must demonstrate authentic work and 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 12 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	TQT	Unit Reference number
336	Microchip Implantation for Pet Animals	3	1	8	10	D/618/7552

Level descriptor

Level	Knowledge Descriptor (the holder…)	Skills Descriptor (the holder can…)
Level 3	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and 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 <u>or</u> 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 and 1x Formal Practical Assessment.

Specimen Assessment Materials

Specimen assessment materials are not available for this qualification.

Marking

These assessments are graded as pass or fail and the Assessors decision is final. The use of artificial intelligence to mark any candidate's work is strictly prohibited.* Please note a maximum of 2 re-assessments are permitted due to the nature of the assessment process and maintaining the welfare of the animal.

Qualification grading

This qualification is graded pass or fail and the assessors decision is final.

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 rights to appeal. All Training Providers must have an up to date appeals procedure.

What constitutes a fail?

It is at the Tutor's professional discretion if they pass or fail the Candidate. Below is a guide of examples on what would constitute a fail during a the assessment:

- Inappropriate handling of the animal
- A lack of overall knowledge of the microchipping implantation process
- Injury to the animal
- Personal safety jeopardy

Please note this list is not exhaustive.

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

To offer this qualification, Training Providers must ensure that Tutors involved in delivery and assessment are professionally competent to do so. This means Training Providers must ensure that Tutors have the following qualifications/experience:

1. Subject-specific Qualifications Tutors must possess at least **one** of the following:		2. Relevant Experience Tutors must possess the following:		3. Teaching Qualification Tutors must possess **at least one** of the following:
• iPET Network Level 3 Award in Microchip Implantation in Pet Animals • Ofqual regulated Microchipping Qualification • Veterinary Surgeon / Veterinary nurse related regulated qualification • CV / career profile demonstrating relevant industry/subject-specific skills,	**OR**	• CV / career profile demonstrating relevant industry/subject-specific skills, knowledge, experience and achievements in microchipping. (This will be accepted at the discretion of the Awarding Organisation)	**AND**	• iPET Network Level 3 Award for Educators in the Canine and Feline Sector • Level 3 Award in Education and Training; or • Level 4 Certificate in Education and Training; or • Level 3 or 4 PTTLS • Other suitable equivalent qualification

knowledge, experience and achievements in microchipping.			

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 Assurance person 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 qualifications in the relevant industry
- 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)*

Also Candidate will require access to specific physical resources for training purposes and to demonstrate competence, these include:

- an appropriate area to allow the safe and secure handling of animals
- a working surface appropriate for the animals to be worked with and the safety of the learner and others
- animal handling, restraint and lifting equipment appropriate to the animals to be worked with
- microchips, for teaching and implantation
- implanter devices: syringe and gun types
- scanners
- registration documentation
- personal protective equipment
- equipment and materials for the preparation of the implantation site
- equipment and materials for the hygiene and bio-security of the working area and equipment
- waste disposal equipment, including sharps bin and clinical waste
- consent forms

10. Qualification Unit Breakdown and Assessor Guidance

Unit title:	Microchip Implantation for Pet Animals
Level:	3
Credit value:	1
GLH:	8
TQT:	10
Unit code:	336
Unit reference number:	D/618/7552
Unit aim:	The aim of this unit is to provide the knowledge, understanding and skills perform the implantation of microchips in dogs and cats covered under the relevant microchipping regulations. You will understand microchip technology, scanning and implantation equipment, handling and restraining of animals, pre and post implantation procedures and implantation of microchip for pet animals
Number of learning outcomes	8

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand animal identification technology and its use of microchipping in animals	1.1. Explain the purpose of microchipping and circumstances which may require animals to be permanently identifiable (microchipped)
	1.2 Explain how microchip technology works
	1.3 Explain the different sizes of microchips and the correct size to use in pets
2. Understand the scanning equipment required for microchip implantation of dogs, cats and other small animals	2.1 Explain the importance of a scanner and its use
	2.2 Identify factors that may result in a chip not being detected including environmental constraints and different animal species
	2.3 Explain the correct microchip site for implantation in the UK
3. Understand relevant health and safety legislation and industry good practice	3.1 Identify the Health and Safety requirements and good practice activities in your workplace
	3.2 Explain the importance of maintaining appropriate levels of hygiene and bio-security
	3.3 Explain the importance and how to correctly disposal of sharps waste
	3.4 Identify two types of zoonotic diseases and the precautions to take to maintain personal hygiene and safety for yourself and the animal
4. Understand how to assess, handle and restrain animals for microchip implantation	4.1 Identify circumstances that may result in an animal not being able to be microchipped and the appropriate action to take
	4.2 Explain the importance of recognising the behaviour of the animal before handling and restraining
	4.3 Explain safe handling and restraint of the animal in preparation for microchip implantation

5. Understand how prepare the animal for the microchip implantation procedure	5.1 Explain the correct procedure and pattern to scan an animal
	5.2 Explain the consent required, what information will be captured and the legislative requirements to implant a microchip in an animal
	5.3 Describe the pre-implantation procedures including the work area, paperwork, equipment and microchip checks
	5.4 Describe the correct location, angle, area, removal and needle disposal you need to implant the microchip in an animal
6. Be able to perform microchip implantation and carry out implantation procedures	6.1 Prepare the required work area, paperwork and select equipment required for pre-implantation checks
	6.2 Carry out the implantation of a microchip in a minimum of two animals
7. Understand post implantation procedures	7.1 Explain the activities including records and payment required following the implantation of a microchip in an animal
8. Understand how to maintain your own professional conduct and the key requirements to operate a business	8.1 Explain the importance of maintaining professional conduct and communication with customers and other professionals
	8.2 Identify the key requirements to operate a business and maintain professional competence

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.

Sector Subject Area (SSA)	3.3
Date from which qualification will be available for learners	09/06/2021
Qualification review date	09/06/2026

11. Suggested Learning Resources

Qualification	Suggested learning resources
Level 3 Award in Microchipping Implantation in Pet Animals	**Legislation** • England and Wales, Animal Welfare Act 2006 • Scotland, Animal Health and Welfare Act 2006 • Northern Ireland, Welfare of Animals Act (Northern Ireland) 2011 • The Microchipping of Dogs (England) Regulations 2015 • Veterinary Surgeons Act 1966

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, SharePoint, or the web portal.

iPET Network Training Provider Manual
iPET Network Quality Assurance Requirements
Malpractice and Maladministration Policy and Procedure (including Sanctions)

Document Control

Document Name: iPET Network Level 3 Award in Microchip Implantation for Pet Animals – Qualification Specification

Document Number: Q24

Date of Correction	Version Number	Correction Reason
	1	Grading statement
04/10/2022	2	Added duration of registration and amended opening hours. General updates.
13/06/2023	3	Change of document name from 'Qualification Guide' to 'Qualification Specification' and amendment to assessment section
17/07/2023	4	Updates made in line with legislation and general updates
15/08/2023	5	Updates made in line with legislation and general updates
05/01/2024	6	Specimen assessment materials clarified and formatting updates