iPET Network

Level 3 Award in Microchip Implantation for Pet Animals

Qualification Number - 603/7598/X

Qualification Handbook

iPET Network
EDUCATION FOR PEOPLE, FOR PETS, FOR THE FUTURE

Our Mission
LED BY INDUSTRY EXPERTS.
DRIVEN BY PASSION.
BOUNDED BY ANIMALS.
GUIDED BY CANDIDATES.
UNITED BY **iPET NETWORK**.

Leading the way:
iPET Network is an Awarding Organisation regulated by Ofqual, CCEA Regulation and Qualifications Wales, specialising in qualifications in the Feline and Feline sector. iPET Network is unique in its approach, being a sector specific Awarding Organisation and are constantly developing NEW Feline and Feline qualifications in the industry.

Our Training Providers have exclusive access to brand new qualifications with innovative course design and delivery. We offer an opportunity to leave the norm behind and join a network of forward-thinking professionals. We are continually expanding our network of approved Training Providers across the UK and Europe, giving more opportunities to Candidates and Training Providers alike.

We do the hard work for you – fast, flexible and straightforward:
We have developed extensive resources and work tasks which have been mapped to qualification criteria. The qualifications and assessments are to be delivered on an e-portfolio system or on paper. Our centralised resources make it simple for Training Providers and their Tutors to deliver, manage and mark all in one place. We provide access to training and updates through standardisation meetings (both face to face and remotely) allowing greater flexibility for Training Providers that are further afield.

iPET Network offers a range of packages for our Training Providers to choose from. Our aim is to take the headache out of admin and make the process as streamline as possible from registration, certification, external quality assurance visits and much more. Low fees, flexible payment terms and reduced admin time means our Training Providers can save money and time, and focus on running a profitable, professional business.

An exciting and supportive community
We pride ourselves on creating new and innovative Continual Professional Development (CPD) opportunities by working with the experts in the sector and our Training Providers. Depending on the package you chosen, we provide supportive internal quality assurance and ensure that our team are always on hand for support and advice.

We run a Candidate social media group where our members can share knowledge, experiences and much more with a network of some of the best groomers and training academies across the globe.

We practice what we preach - every member of the iPET Network team has experience working in busy grooming, day-care and kennel businesses, ensuring our qualifications evolve along with the industry. We believe in removing learning barriers and working with Candidates of all abilities to succeed. We believe in supporting all candidates as individuals.

Contents

1. About this qualification

The iPET Network Level 3 Award in Microchip Implantation for Pet Animals. This qualification has been developed in response to legislative changes and the compulsory microchipping of dogs and other small animals not covered under the Veterinary Surgeons Act 1966. 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.

This qualification is in line with current legislation from England, Wales and Northern Ireland which covers both micro chipping of dogs, cats, ferrets, rabbits or other species not covered under the Veterinary Surgeons Act 1966 and the commercial and non-commercial movement of pet animals.

The qualification is a balance of theoretical and practical learning to ensure Candidates have the knowledge 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.

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 are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some Candidates will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those with additional support requirements, may need longer. Using video meetings (for example teams / zoom) can form part of the Guided Learning Hours. All meetings need to be

recorded either digitally or within the portfolio to demonstrate authenticity and to identify guided learning covered.

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 private study or work experience. This time may vary dependent on the individual Candidate e.g. by academic ability.

Guided learning hours and total qualification time for this qualification:

iPET Network Level 3 Award in Microchip Implantation for Pet Animals

GLH (Guided Learning Hours): 8

TQT (Total Qualification Time): 10

In total, a Training Provider must provide a minimum of 8 hours of training either direct or remote guided learning alongside directed home theory.

For example, a Training Provider could set direct learning remotely via recorded material or live sessions and then review the learning or a Training Provider could teach the Candidate from 9am to 5pm (8 hours). Additional hours study i.e. assignment work, research projects and additional activities contributes to the TQT hours.

If a Training Provider teaches for less hours, then the number of training opportunities will need to be increased to compensate for the reduced hours.

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. 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.

4. 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.

5. 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.

6. Assessment

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

- Assessments are internally arranged and carried out by iPET Network approved Tutors at the Training Provider.
- Assessment documents and resources can only be downloaded between 5 working days and 24 hours before the assessment date from the Training Providers Web-Portal.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the Training Provider or by remote visit (All formal assessments must be sampled from every Candidate).
- The portfolios of assessed evidence are quality assured either by an iPET Network External Quality Assurer (EQA) or, for Training Providers with Direct Claims Status, an Internal Quality Assurer (IQA) approved by iPET Network. Please note a minimum of one Candidate's formal assessment will be sampled during the 2 EQA audits per year.

For further information on iPET Network Quality Assurance requirements please refer to www.ipetnetwork.co.uk for the iPET Network Quality assurance requirements document.

Assessment Strategy

When delivering this iPET Network qualification and units contained, Training Providers must carry out one formal summative assessment.

Further information about the assessment methods and requirements are available to approved Training Providers in the Qualification Handbook.

Marking

These assessments are graded as pass or fail and the Assessors decision is final. * 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.

Internal Quality Assurance

A qualified IQA must be instructed to carry out the internal quality assurance of this qualification for each Candidate. The level of sampling carried out will depend on the Tutor and Training Provider risk rating. A minimum of each unit and each Candidate must be sampled for each Tutor. See *Internal Quality Assurance Strategy* for further guidance and documentation.

Summative sampling

Once the Candidate has completed the qualification the Tutor must inform the IQA. The IQA is then required to complete a 'final' sample before requesting the Candidates certificate.

Accessing Assessment documents and Storage

When a Candidate is ready to take an assessment, the Tutor must use their unique log in detail to access the Web Portal to download the assessment form and any resources / guides. The assessment must only be downloaded within 5 working days of the scheduled assessment date and time. Once downloaded the Tutor must store the assessment in a secure area such as a locked cupboard or a separate location to the assessment venue. After the assessment is completed, the assessment results must then be uploaded on to the Web Portal and the evidence on the E-portfolio subject to the Training Provider selection of portfolio.

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.

7. 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 Account Manager to support the Training Provider. Any queries or difficulties should be directed to 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 of this guide.

To gain approval to offer the qualification, Training Providers must submit an iPET Network qualification form which can be downloaded from the website www.ipetnetwork.co.uk.

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.

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 for standardisation purposes. Assessment materials, Candidate evidence and Tutor feedback will 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 of our 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 Providers 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 Candidate Number (ULN) on behalf of the Candidates is included in the iPET Network Training Provider Handbook.

Training Providers responsibilities

Each Training Provider should identify a Training Provider contact 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.

8. Appendix A - Requirements to offer this qualification

To offer this qualification, Training Providers must ensure that Tutors delivering this qualification have one of the following recognised professional qualifications or relevant experience to demonstrate microchip implantation of animals.

- iPET Network Level 3 Award in Microchip Implantation in Pet Animals
- Veterinary Surgeon / Veterinary nurse related regulated qualification; or
- Demonstrate a CV / career profile of skills, knowledge, experience and achievements. This will be accepted at the discretion of the Awarding Organisation

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

9. 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, cats, ferrets, rabbits or other species not covered under the Veterinary Surgeons Act 1966. 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 it 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 of 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 iPET Network's Assessment Methods and the 'Assessment' section of the iPET Network Handbook, both available on our website www.ipetnetwork.co.uk.

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

10. Suggested learning recourses

Qualification	Suggested learning resources
iPET Network 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

11. 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)

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	1	Grading statement