



iPET Network
Level 3 Award in Education
and Training for Animal and
Veterinary Professionals
Qualification Number - 610/3610/9
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 3 Award in Education and Training for Animal and Veterinary Professionals** is designed to be flexible to meet the real life needs and circumstances of its Candidates. It aims to give Candidates the knowledge, understanding and skills to become an effective Educator, to inspire others and create a successful learning environment. This qualification is designed for individuals who would like to start teaching or for those who are already teaching but need a regulated qualification for their career development.

Leading industry experts have reviewed this qualification to ensure the outcome is appropriate for the animal care and veterinary science industry.

Objectives of the Qualification

This qualification has been designed to enable Candidates to:

- Understand the role and responsibilities of an Educator
- Know the requirements of individual learning support needs, barrier management and how to promote equality and diversity
- Understand the assessment and quality assurance process
- Understand how to plan for safe and inclusive learning
- Be able to develop effective learning plans and deliver effective teaching and learning

Depending on the needs of the Candidate, the qualification can:

- 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:

- Level 3 Mentoring and Coaching Award
- TAQA suite of awards
- Diploma in Education and Training
- iPET Network Level 3 Award in Canine Emergency First Aid
- iPET Network Level 3 Award in Feline Emergency First Aid
- iPET Network Level 4 Award in Canine Emergency First Aid in the Workplace

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

The **iPET Network Level 3 Award in Education and Training for Animal and Veterinary Professionals** 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 Education and Training for Animal and Veterinary Professionals:

GLH (Guided Learning Hours): 30 hours

TQT (Total Qualification Time): 65 hours

Qualification Delivery Requirements

The microteach assessment must be conducted face-to-face and in-person or via remotely via a video call, but live in real-time.

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

All Candidates must meet the following criteria:

1. Minimum Age and Requirements	2. Desirable
<p>Candidates must possess all of the following:</p> <ul style="list-style-type: none"> • Minimum age of 18 years • Be capable of working at a Level 3 standard or above 	<ul style="list-style-type: none"> • Holds a Qualification in the context they are teaching e.g. animal care, grooming etc

All Candidates will be screened via an initial assessment with the Training Provider to ensure their suitability for the registration on the qualification. Whilst the above criteria form the basis of eligibility, Candidates may be registered at the Training Provider's discretion.

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 this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of Candidates.

iPET Network is an inclusive organisation and operates in line with legislation set out in the Equality Act, 2010. It should be noted that any Candidate registering for an iPET Network qualification, must be able to meet the assessment criteria (theoretical and practical), with appropriate reasonable adjustment where required, in order to be certificated.

Those Candidates with additional educational or physical needs, should discuss their support requirements with their Training Provider. Training Providers should refer to the **Reasonable Adjustments and Special Considerations Policy** which 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 on info@ipetnetwork.co.uk

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.

During the induction, Candidates must be made aware of academic malpractice and the consequences of committing malpractice such as plagiarism or cheating. Please see iPET Network's **Malpractice and Maladministration Policy and Procedure (including sanctions)** for details of indicative sanctions against Candidates.

5. Achieving the Qualification

Unit Achievement

All assessment criteria in each 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 the 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 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	GLH	TQT	Unit Reference number
388	Roles and Responsibilities of an Educator within a Learning Environment	3	10	20	D/650/9577
389	Planning for Inclusive Learning and Assessment	3	12	25	F/650/9578
390	Delivering Effective Teaching to Meet the Needs of Learners	3	8	20	H/650/9579
TOTALS			30	65	

Level Descriptor

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	<p>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.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>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.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

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 and Practical Demonstration.

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.

*Please note re-assessments are permitted.

Qualification Grading

This qualification is graded pass or fail and the Assessor's 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 instructions on their right to appeal an assessment decision. 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. It is recommended that all elements of each assessment criteria are met and that all knowledge activities are completed.

Examples of what may constitute a fail (theory)(list is not exhaustive):

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

Examples of what may constitute a fail (practical) (list is not exhaustive):

- Failure to address one or more of the assessment criteria
- Unsafe practice or behaviour
- Practice of behaviour that compromises animal welfare
- Failure to address key safety points and measures
- Poor standard of delivery
- Lack of appropriate equipment
- Excessively long or short duration of assessment

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. Relevant Experience		2. Teaching Qualification	Desirable
<p>Tutors must possess both of the following:</p> <ul style="list-style-type: none"> CV / career profile demonstrating relevant industry/subject-specific skills, knowledge, experience and achievements Have a minimum of 1 year (full-time equivalent) demonstrable experience in the Animal Care and/or Veterinary Science industry <p>(This will be accepted at the discretion of the Awarding Organisation)</p>	<p>AND</p>	<p>Tutors must possess at least one of the following:</p> <ul style="list-style-type: none"> iPET Network Level 3 Award in Education and Training for Animal and Veterinary Professionals iPET Network Level 3 Award in 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 PTLLS (or equivalent). 	<ul style="list-style-type: none"> Has a minimum of 1 year teaching experience in the Animal Care and/or Veterinary Science industry

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

Evidence of qualifications and experience must be provided in the form of original certificates, detailed CV and employer references. iPET Network reserves the right to request additional information in support of Training Provider/Tutor applications e.g., client reviews.

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 working in or assessing in the relevant sector
- 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:	Roles and Responsibilities of an Educator within a Learning Environment
Level:	3
GLH:	10
TQT:	20
Unit code:	388
Unit reference number:	D/650/9577
Unit aim:	The aim of this unit is to provide the knowledge and understanding of an Educator within the Animal Care and Veterinary Science teaching environment. This includes the key responsibilities of an Educator and how to create an inclusive and safe learning environment for learners and how ground rules develop equality. The Candidate will understand how to assess the boundaries of an Educator and how to reduce barriers to learning, how to plan for the welfare of animals in a learning environment and the additional support required to manage learning effectively.
Number of learning outcomes	4

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the roles and responsibilities of an Educator in supporting learners in an animal and veterinary learning environment	1.1. Explain the roles and responsibilities of an Educator
	1.2. Explore different approaches to motivating people in a learning environment
	1.3. Describe how and when to embed key skills into the animal care and veterinary science learning environment
	1.4. Explain how to plan for the welfare of animals in a learning environment
	1.5. Identify and describe boundaries in the adult learning environment
2. Know the requirements of individual learning support needs	2.1. Identify examples of learning difficulties and when to refer cases to additional support services
	2.2. Describe methods of support for individual learning needs
3. Know how to promote equality, diversity and inclusion within the animal and veterinary teaching sector	2.1. Identify potential equality and diversity issues in the learning environment
	2.2. Describe relevant legislation linked to equality and diversity in education
	2.3. Explain how to plan for an inclusive learning environment
3. Understand how to identify and manage barriers to learning	3.1. Identify potential barriers to learning
	3.2. Explain how to manage barriers to learning for effective learner development

Unit title:	Planning for Inclusive Learning and Assessment
Level:	3
GLH:	12
TQT:	25
Unit code:	389
Unit reference number:	F/650/9578
Unit aim:	The aim of this unit is to provide the knowledge and understanding of an Educator within the Animal Care and Veterinary Science teaching environment. Key learning will be on reflective practice and how this will help develop the Educator to deliver effective teaching and learning. This unit will also develop knowledge as to when adaptations to learning need to be made and the reasons for these. The unit will also review risk management, quality assurance and one-to-one versus group teaching.
Number of learning outcomes	5

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the principles of the assessment process	1.1. Explain the purpose of aims, objectives and learning outcomes 1.2. Compare assessment methods to include when and how they may be implemented 1.3. Describe how to give constructive feedback and what potential barriers there are to the feedback process
2. Understand how to plan for safe and inclusive learning	2.1. Define the term 'learning plan' 2.2. Explain how to adapt the learning plan to meet the needs of individual learners and animals 2.3. Identify Health & Safety and Animal Welfare legislation requirements to plan for a safe animal care learning environment 2.4. Create a risk assessment to plan for a safe animal care learning environment
3. Know the advantages and disadvantages of one-to-one and group teaching	3.1. State the advantages and disadvantages of one-to-one teaching 3.2. State the advantages and disadvantages of group teaching
4. Understand the importance of self-reflective practice to develop own teaching, learning and assessment skills	4.1. Compare models of self-reflection and how these can contribute to teaching and learning 4.2. Explain the benefits of peer assessment and self-assessment
5. Understand quality assurance of the assessment process	5.1. Outline the key responsibilities of an internal and external quality assurer 5.2. State the key differences between formative and summative sampling

	5.3. Summarise quality assurance and standardisation procedures in own area of practice
	5.4. Evaluate the importance of quality assurance in the assessment process



Unit title:	Delivering Effective Teaching to Meet the Needs of Learners
Level:	3
GLH:	8
TQT:	20
Unit code:	390
Unit reference number:	F/650/9578
Unit aim:	The aim of this unit is to provide delivery skills that an Educator within the Animal Care and Veterinary Science teaching environment requires. Key learning will be on how to plan for effective learning experiences, reflection on lessons learnt and how animal resource considerations and safe working practices are managed, the importance of constructive feedback, how to capture personal learning using a reflective model.
Number of learning outcomes	3

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Be able to develop an effective learning plan	1.1. Create a learning plan which includes the aim and objectives to meet the learning outcomes
	1.2. Describe how the planned activity and resources will meet the learning outcomes
	1.3. Identify appropriate assessment methods to support learning activities and objectives
	1.4. Plan for appropriate feedback opportunities
2. Be able to facilitate learning and development in groups within a learning environment	2.1. Prepare for learning using planned methods to support animal resources and individual learning objectives
	2.2. Implement learning and development activities to groups, to meet planned learning objectives
	2.3. Analyse feedback on personal performance
3. Be able to evaluate the delivery of teaching and learning and identify development opportunities	3.1. Evaluate performance of delivery of teaching and learning using a range of information to improve practice
	3.2. Identify key personal learning opportunities to inform personal development

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)	13.1
Date from which qualification will be available for learners	19/01/2024

Qualification review date

19/01/2027



11. Suggested Learning Resources

Qualification	Suggested learning resources
Level 3 Award in Education and Training for Animal and Veterinary Professionals	<p>Literature</p> <p>Gravells, A. (2014), The Award in Education and Training, Learning Matters; Revised edition (20 Aug. 2014) ISBN-10 : 1473912210</p> <p>William D, Black p (2006) Inside the Black Box: v. 1: Raising Standards Through Classroom Assessment GL assessment Limited; UK ISBN-10 : 0708713815</p> <p>Petty,G (2014) Teaching Today A Practical Guide Paperback, OUP Oxford; 5 edition (20 Nov. 2014) ISBN-10 : 1408523140</p> <p>Websites</p> <p>www.geoffpetty.com</p> <p>www.anngravells.com</p> <p>https://www.cambridge-community.org.uk/professional_development/gswrp/index.html</p> <p>www.equalityhumanrights.com</p> <p>www.simplypsychology.org</p> <p>www.cambridge-community.org.uk</p>

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, the web portal or SharePoint.

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

Document Control

Document Name: Level 3 Award in Education and Training for Animal and Veterinary Professionals - Qualification Specification

Document Number: Q140

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	1	

