iPET Network

Level 2 Award in Creating a Dog-friendly Workplace

Qualification Number - 610/1433/3

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 2 Award in Creating a Dog-friendly Workplace** has been developed to meet the needs of Candidates who are Employers, business owners or Senior Managers wishing to acquire the necessary knowledge and understanding to open their workplace up to employees' dogs. The qualification provides the underpinning knowledge of requirements, legislation, insurance and policies enabling Candidates to get started as dog-friendly employers from day one. In addition, the qualification provides its Candidates with a 'Dog-friendly People and Places' badge that can be used on all marketing materials.

This qualification has been reviewed by a range of industry experts to ensure the outcomes are appropriate and meet the needs of Employers/business owners/Managers wishing to get their business started as a dog-friendly workplace.

Objectives of the qualification

This qualification has been designed to enable Candidates to:
- Recognise why employees may want or need to bring their dog to work and the impact this can have on the business
- Identify what will be required in terms of legislation compliance, insurance, modifying the physical environment, ensuring welfare and health and safety standards are met, prior to admitting dogs to the workplace
- Assess levels of risks involved in having dogs at work
- Understand the application and approval process for bringing dogs to work
- Recognise ways of managing and resolving employee concerns about dogs at work

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 2 Award in Responsible Dog Ownership
- A regulated Level 3 (or above) qualification in dog training/behaviour

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

The iPET Network Level 2 Award in Creating a Dog-friendly Workplace 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 2 Award in Creating a Dog-friendly Workplace:

GLH (Guided Learning Hours): 2 hours

TQT (Total Qualification Time): 10 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

All Candidates must meet the following criteria:

- Be an employer/manager or business owner

There are no other specific criteria for entry to this qualification.

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.

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 Creating a Dog-friendly Workplace 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), 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 requiring further clarification should refer to the Reasonable Adjustments and Special Considerations Policy or contact iPET Network on info@ipetnetwork.co.uk. This policy 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 Creating a Dog-friendly Workplace, Candidates must achieve 1 credit.

Unit achievement

All of the assessment criteria in the 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 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	TQT	Unit Reference number
212	**Principles of Creating a Dog-friendly Workplace**	2	1	2	10	**K/650/4060**
		TOTALS	**1**	**2**	**10**	

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 <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.

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.

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 (list is not exhaustive):

- 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 Handbook.

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. 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:

- A regulated qualification within the canine/animal care sector at Level 2 or above; and

- A minimum of 3 years' experience within a coaching/mentoring role; and
- Be a business-owner who permits dogs in the workplace (desirable)

Example acceptable canine-related qualifications include:

- iPET Network Level 2 Award in Creating a Dog-friendly Workplace; or
- iPET Network Level 2 Award in Responsible Dog ownership; or
- iPET Network Level 3 Award in Dog Walking and Pet Sitting for Professionals; or
- Level 3 Canine qualification; or
- Level 3 Animal Management/Animal Care; or
- Level 3 Canine Behaviour Qualification; or

Or

- Demonstrate a CV / career profile of skills, knowledge, experience and achievements within the canine industry (minimum of 2 years). This will be accepted at the discretion of the Awarding Organisation.

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
- 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:	**Principles of Creating a Dog-friendly Workplace**
Level:	2
Credit value:	1
GLH:	2
TQT:	10
Unit code:	212
Unit reference number:	K/650/4060
Unit aim:	**The aim of this unit is to provide the knowledge and understanding of the benefits, drawbacks, business decisions, processes, procedures, legislation and other requirements when implementing a dog-friendly workplace. Candidates will also be introduced to strategies for dealing with concerns raised by employees and alternative options to bring the dog to work.**
Number of learning outcomes	7

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
1. **Understand the reasons for wanting to bring a dog into the workplace including benefits and disadvantages of doing so**	1.1. Identify reasons why an employee might want to bring their dog into the workplace
	1.2. Recognise the advantages, to both employers and employees, of having dogs in the workplace
	1.3. Recognise the potential disadvantages of having a dog in the workplace
2. **Know and understand the key factors that must be considered as an employer before permitting dogs in the workplace**	2.1. Identify the considerations that must be taken into account when deciding to permit dogs in the workplace
3. **Know and understand the insurance and legislation requirements relevant to bringing dogs into the workplace**	3.1. Identify the insurance requirements for businesses having dogs in the workplace
	3.2. List the relevant legislation that must be complied with when having dog in the workplace, and how
	3.3. Understand how the 5 animal welfare needs (Animal Welfare Act,2006, or equivalent) can be met within the workplace
4. **Understand the employers' health and safety obligations including the purpose and principles of risk assessments in relation to dogs in the workplace**	4.1. State the employer's obligations regarding health and safety in the workplace and how these relate to dogs at work
	4.2. Describe what a risk assessment is and why they are important in the workplace
	4.3. Identify potential hazards and risks in relation to dogs in the workplace
5. **Understand the need, importance and requirements for relevant procedural documentation relating to dogs at work**	5.1. Describe what a policy and disclaimer are and why they are important when bringing dogs into the workplace
	5.2. Understand the need for a canine behaviour statement and assessment

		5.3. Identify the need for a charter or agreement for employees and their dogs
		5.4. Identify the purpose of a trial period and why a dog rota may be required
6. **Know and understand the procedures and requirements for accepting dogs into the workplace**		6.1. List the steps that must be taken to ensure that the physical environment is suitable for dogs
		6.2. List the essential requirements that must be evidenced prior to accepting a dog into the workplace
		6.3. Identify the steps involved in the correct procedure for employees seeking approval to bring their dog to work
		6.4. Recognise ways in which objections and concerns may be raised with employers and means of resolution
7. **Understand the possible alternative options for the care of dogs during working hours**		7.1. Identify alternatives available if the dog is unable to access the workplace

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	02/09/2022
Qualification review date	01/09/2025

11. Suggested Learning Resources

Unit	Suggested learning resources
Unit 212: Principles of Creating a Dog-friendly Workplace	**Literature** **Health and Safety at Work: An Essential Guide for Managers** (10th edition). Published by: Kogan Page (2013) ISBN: 9780749478186 **The Dog: Its Behaviour, Nutrition and Health** Published by: Blackwell Publishing, 2013 (second edition) ISBN: 9781118701201 Case, L. P. **The Dog Law Handbook** Published by: Sweet & Maxwell, 2011 (Second edition) ISBN: 0-414-04818-0 Clayden, P. **What's My Dog Thinking?** Publisher: DK (2020) ISBN-10: 0241435838 ISBN-13: 978-0241435830 Molloy, H. **Office Dogs: The Manual**. Published by: Hubble and Hattie (2019) ISBN: 978-1-787113-81-7. Rousseau, S. **Websites** https://www.thekennelclub.org.uk/getting-a-dog/caring-for-your-new-puppy/dogs-on-public-transport/?utm_campaign=896110_KC%20enews%20-%20April%202022&utm_medium=email&utm_source=The%20Kennel%20Club%20Limited&dm_i=52XO,J7FY,3QYPRP,28E2R,1 Bringing your dog to work | Blue Cross Dog Travel By Car | Know The Do's & Don'ts For Dogs Travelling By Car (vets-now.com) Bring Your Dog To Work Day – Raising Funds for Animal Welfare Dogs in workplace | Getting a dog | The Kennel Club HSE: Information about health and safety at work

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 2 Award in Creating a Dog-friendly Workplace - Qualification Specification

Document Number: Q63

Date of Correction	Version Number	Correction Reason
	1	
04/10/2022	2	Updated mission statement, added duration of registration. Opening hours updated. General updates.
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