iPET Network

Level 3 Award in

Canine Emergency First Aid

Qualification Number - 603/5953/5

Qualification Specification

iPET Network
LED BY INDUSTRY EXPERTS.
DRIVEN BY PASSION.
BOUND BY ANIMALS.
GUIDED BY CANDIDATES.
UNITED BY **iPET NETWORK**.

Our Mission

EDUCATION FOR PEOPLE, FOR PETS, FOR THE FUTURE
To be the Awarding Organisation of choice for Training Providers, Employers and Learners in the Animal Care and Veterinary Science Sector.

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

Leading the way:

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

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

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

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

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

An exciting and supportive community:

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

Contents

1. About This Qualification

The **iPET Network Level 3 Award in Canine Emergency First Aid** is perfect for owners and professionals alike who want to be prepared should a pet need emergency treatment. The qualification covers the most commonly faced canine emergencies such as how to treat injury, dress wounds, allergic reactions, stings, poisoning, choking, seizures, CPR, hypothermia and much more.

The qualification is an excellent balance of theoretical and practical learning to ensure Candidates have the knowledge required should they ever be faced with an emergency first aid situation.

Leading industry experts have reviewed this qualification to ensure the outcome is appropriate for the animal care industry and the continued growth and development of the sector.

Objectives of the qualification

This qualification is aimed to take Candidates on a journey from complete beginners to competent and confident in carrying out canine emergency first aid. Depending on the needs of the individual Candidate, 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.

iPET Network have designed this qualification to enable Candidates to:

- Gain canine emergency first aid skills

Suggested progression following completion of the qualification:

- 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 Canine Emergency First Aid is a regulated qualification.

This qualification must be renewed every 3 years to ensure the Candidate is up to date with current legislation and potential updates in practice. Following the qualification end date, a new, updated qualification will be made available for Candidates to register on.

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 Canine Emergency First Aid

GLH (Guided Learning Hours): 6 hours

TQT (Total Qualification Time): 9 hours

Qualification Delivery Requirements

Due to the practical nature of this qualification, the **practical assessments must take place face-to-face, in person**. Remote assessments may only take place if they are conducted live (not recorded), all Candidates have access to the required resources and suitable provision is made to ensure the thorough assessment of all tasks carried out e.g., careful checking of bandage tension.

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 entry requirements.

Minimum age

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

Training Providers ought to satisfy themselves, however, 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 Canine Emergency First Aid 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.*

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;
- 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

Credits

To be awarded the iPET Network Level 3 Award in Canine Emergency First Aid, 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 Candidate's achievement of each unit on an appropriate form(s) or electronic system. Training Providers should record the Candidate's achievement against the specific unit assessment criteria evidenced by the task.

Authentication of the Candidate's work

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

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

If malpractice is suspected, the candidate will be reported following the Training Provider and iPET Network's Malpractice and Maladministration policies.

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
309	**Canine Emergency First Aid**	3	1	6	9	T/618/1644

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 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 full 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 to what might constitute a fail during a first aid assessment:

- Inappropriate handling of the dog
- A lack of overall knowledge of the CPR/bandaging process
- Injury to the dog/compromise to animal welfare
- Personal safety jeopardy
- Poor standard of bandaging

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 delivering this qualification have one of the following recognised professional qualifications:

- the iPET Network Level 3 Award in Canine Emergency First Aid; or
- OCNWM accredited Canine First Aid course; or

The following Dog Grooming Diplomas that include Canine First Aid:

- iPET Network Level 3 Diploma in Dog Grooming and Salon Management
- City & Guilds Level 3 Diploma in Dog Grooming
- OCNWM Level 3 Diploma in Dog Grooming

And / or

- Veterinary Medicine or Science / Veterinary Nursing regulated qualification

and

holds a teaching certificate (examples detailed below) and / or can demonstrate teaching experience

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

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

NB The Training Provider must ensure that the Tutors' own first aid certification is maintained every 3 years. Following the qualification end date, a new, updated qualification will be made available for Tutors to register on.

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 subject area
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

Or

- Gold package registrations are used *(Refer to Training Provider Fees)*

10. Qualification Unit Breakdown and Assessor Guidance

Unit title:	**Canine Emergency First Aid**
Level:	**3**
Credit value:	**1**
GLH:	**6**
TQT:	**9**
Unit code:	**309**
Unit reference number:	**T/618/1644**
Unit aim:	**The aim of this unit is to provide the knowledge, understanding and skills of canine emergency first aid, including when to call the vet and how to dress wounds, who can administer first aid and the classification of emergencies. You will understand how to assess and examine injured dogs, along with learning how to treat a variety of potential injuries and emergency events.**
Number of learning outcomes	**15**

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
1. Understand the requirements of canine emergency first aid including who can administer it	1.1. Explain the objectives of canine emergency first aid
	1.2. Outline who can perform first aid on dogs in emergency situations
2. Understand how to manage canine behaviour during emergency situations	2.1. Explain the techniques and tools to manage canine behaviour in an emergency situation
3. Understand the classification of emergencies	3.1. Explain the three main classifications of emergency
	3.2. Describe example emergency situations within each classification
	3.3. Assess the difference between collapsed and unconscious dogs
4. Understand the DR ABC of Canine Emergency First Aid and actions to take following the DR ABC assessment	4.1. Explain what is meant by DR ABC in canine emergency first aid and the steps involved in making this assessment
5. Understand how to put a dog in the recovery position	5.1. Describe the procedure to put a dog in the recovery position
6. Understand the examination of an injured animal and the actions to take to manage shock	6.1. Explain the examination of an injured animal
	6.2. Describe the clinical signs and management of a dog suffering from shock
	6.3. Identify the key clinical signs of impending cardiopulmonary arrest (CPA)
7. Be able to record key elements of canine vital statistics and conduct dog resuscitation (CPR)	7.1. Accurately record key elements of canine emergency first aid: • Record the pulse rate of a live dog • Record the respiration rate of a live dog

		7.2. Conduct CPR on a CPR mannequin
8.	Know how to dress and treat wounds and fractures	8.1. Classify different types of wounds
		8.2. Describe the emergency treatment of wounds
		8.3. Classify and describe different types of fracture
		8.4. Explain the signs and emergency treatment of a fracture
9.	Be able to dress and treat wounds	9.1. Apply a dressing on a dog
10.	Understand choking, stings and poisoning and the necessary first aid treatment	10.1. Explain how to perform abdominal thrusts on a dog
		10.2. Explain how to treat insect stings and snake bites
		10.3. Identify common household poisonous substances
		10.4. Explain the clinical signs, emergency treatment and prevention of poisoning in a dog
11.	Understand the signs and treatment of hyperthermia, hypothermia and water inhalation	11.1. Describe the clinical signs and treatment of a dog with hyperthermia
		11.2. Describe the clinical signs and treatment of a dog who has suffered water inhalation
		11.3. Describe the clinical signs and treatment of a dog with hypothermia
		11.4. Explain how to take temperature measurements during canine emergency first aid
12.	Understand the signs and treatment of a dog having a convulsion	12.1. Describe the signs and treatment of a dog having a convulsion
13.	Understand signs and treatment of gastric torsion	13.1. Describe the clinical signs, treatment and prevention of gastric torsion or gastric dilation (bloat)
14.	Understand different types of burns	14.1. Describe three types of burns
		14.2. Describe the treatment of one type of burn
		14.3. Describe the clinical signs and treatment required for electrocution
15.	Understand what is required in a canine emergency first aid kit and how to communicate in emergency situations	15.1. Describe the information you may need to have and communicate to a vet in emergency cases
		15.2. List the basic content required in a canine emergency first aid kit

Assessment information

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

Sector Subject Area (SSA)	3.3
Date from which qualification will be available for learners	10/06/2020
Qualification review date	12/01/2024

11. Suggested Learning Resources

Unit	Suggested learning resources
Canine Emergency First Aid	**Literature** **The Dog: Its behaviour, nutrition and health** Published by Wiley-Blackwell, 2005 (2nd edition) ISBN: 0-813-81254-2 Case, L**.** **The Dog Groomer's Manual: A Definitive Guide to the Science, Practice and Art of Dog Grooming** The Crowood Press Ltd; 1 edition (4 July 2014) ISBN-10: 1847975909 ISBN-13: 978-1847975904 Gould, S. **The A to Z of First Aid and Emergency Care for Dogs and Cats: How to save an ill or injured pet** Published by: CreateSpace Independent Publishing Platform, 2014 ISBN: 1-493-71045-1 Glover, A. **Websites** www.defra.gov.uk www.pdsa.org.uk www.dogstrust.org.uk www.bluecross.org.uk http://www.legislation.gov.uk/ukpga/2006/45/contents

12. Supporting Documents and General

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

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

Document Control

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Date of Correction	Version Number	Correction Reason
04/02/2021	4	Additional qualifications required to offer the qualification (section 9)
14/03/2022	5	Qualification review
30/09/2022	6	Added duration of registration and updated opening hours
13/06/2023	7	Change of document name from 'Qualification Guide' to 'Qualification Specification' and amendment to assessment section
08/01/2024	8	Specimen assessment materials clarified, qualification review section updated and formatting updates