



**iPET Network**  
**Level 4 Diploma in Dog**  
**Training and Instruction**  
**Qualification Number - 610/1752/8**  
**Qualification Guide**



## **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 4 Diploma in Dog Training and Instruction** has been developed to meet the needs of Candidates who are either currently working as a Dog Training Instructor or are wishing to become a Dog Training Instructor and want to gain a formally recognised, regulated qualification. This qualification is the perfect blend of both theory and practical learning, enabling Candidates to put what they have learned into practice. The extended period of practical learning ensures that Candidates, once certificated, are competent and capable both in handling and working with dogs, but also in coaching people to train their own dogs.

This qualification has been developed in collaboration with numerous professional and qualified Dog Trainers and Instructors to ensure that it meets the needs of the rapidly developing training industry and sets high standards of education within the sector.

**iPET Network places the welfare of animals at the forefront of all qualifications developed. While views on the methods of dog training vary, iPET Network supports the use of compassionate and evidence-based positive reinforcement techniques.**

### Objectives of the qualification

This qualification has been designed to enable Candidates to:

- Understand the evolution of the dog and how this relates to their behaviour and motivations during training.
- Understand the welfare needs of dogs, safe handling and management, and health concerns that may impact training.
- Recognise and interpret a range of emotional states in dogs and the importance of the canine-human bond in training.
- Understand how dogs learn, techniques for teaching dogs new skills and overcoming challenges during training.
- Be able to apply understanding of training to delivery of impactful training sessions.
- Be able to critique own skills and performance when delivering dog training instruction to clients.

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 4 Award in Canine Emergency First Aid in the Workplace
- Obtaining professional recognition from CFBA, ABTC, IMDT or similar organisation
- A Level 5 Advanced Diploma in Applied Animal Behaviour
- A BSc (Hons) in Animal Behaviour and Welfare (Clinical)

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

The iPET Network Level 4 Diploma in Dog Training and Instruction 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 4 Diploma in Dog Training and Instruction:**

GLH (Guided Learning Hours): 74 hours

TQT (Total Qualification Time): 370 hours

### **Qualification Delivery Requirements**

This qualification requires all Candidates to complete a minimum of 168 hours of practical work experience. This work experience must be completed in-person, face-to-face within a suitable working environment. (see later for details). Hours completed during work experience contribute to the Total Qualification Time for the qualification.

A minimum of **16 hours** face-to-face, in-person workshop time must be completed as part of this qualification's delivery strategy.

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

The remainder of the qualification may be delivered as the Training Provider sees fit, ensuring that Guided Learning Hours requirements are met. As part of the application to deliver, Training Providers must be able to evidence how they intend to deliver the qualification, including the methods by which they will achieve the estimated GLH and TQT.

## 2. Candidate Requirements

### Entry requirements

All Candidates must meet the following criteria:

- Be capable of working at Level 4 standard (equivalent to 1<sup>st</sup> year degree / Foundation Degree level)
- Due to the practical nature of this qualification, Candidates must have access to dogs for the purposes of training for a minimum duration of 168 hours. This may take the form of:
  - Working or volunteering as a Dog Trainer/Instructor or,
  - Work shadowing a qualified/experienced Dog Training Instructor (this may be with the Tutor/Training Provider) or,
  - Working or volunteering at a dog day care centre or,
  - Working or volunteering at a dog rescue shelter or,
  - Another suitable equivalent
- All work experience must be sourced and organised by the Candidate prior to registration with iPET Network

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 18 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 4 Diploma in Dog Training and Instruction 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](mailto: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:

- Whether the Candidate is capable of studying at Level 4. It is recommended that a Training Providers seek verification of this, ideally via evidence of previous study at Level 3 e.g., A-Level, T-Level or BTEC.
- 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
- The Candidate's access to work experience

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 4 Diploma in Dog Training and Instruction, Candidates must achieve 37 credits.

### 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 24 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
413	Canine Ethology	4	2	4	20	H/650/4744
414	Canine Health and Handling for Dog Training Instructors	4	3	8	30	J/650/4745
415	Principles of Canine Behaviour and Communication	4	3	8	30	K/650/4746
416	Canine Socialisation	4	1	8	10	L/650/4747
417	Principles of Dog Training	4	4	12	40	M/650/4748
418	Principles of Instruction for Dog Trainers	4	5	16	50	R/650/4749
419	Practical Dog Training and Instruction	4	19	18	190	A/650/4750
<b>TOTALS</b>			<b>37</b>	<b>74</b>	<b>370</b>	

### Level descriptor

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 4	<p>Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine.</p> <p>Can analyse, interpret and evaluate relevant information and</p>	<p>Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined.</p>

	<p>ideas.</p> <p>Is aware of the nature of approximate scope of the area of study or work.</p> <p>Has an informed awareness of different perspectives or approaches within the area of study or work.</p>	<p>Review the effectiveness and appropriateness of methods, actions and results.</p>
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## 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.

### 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.

## 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](mailto: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 Form** which can be downloaded from the website.

For more information, visit our website [www.ipetnetwork.co.uk](http://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:

<p><b>1. Subject-specific Qualifications</b></p> <p>Tutors must possess <b>both</b> of the following:</p>	<b>OR</b>	<p><b>2. Relevant Experience</b></p> <p>Tutors must possess <b>both</b> of the following:</p>	<b>AND</b>	<p><b>3. Teaching Qualification</b></p> <p>Tutors must possess at least <b>one</b> of the following:</p>
<ul style="list-style-type: none"> <li>• Level 4 (or above) course or regulated qualification in Animal or Canine Behaviour and Training (or equivalent) – e.g., BSc / MSc / MA / BA / other</li> <li>• Have a minimum of 2 years' (full-time equivalent) demonstrable experience of working as a professional Dog Training Instructor</li> </ul>		<ul style="list-style-type: none"> <li>• CV / career profile demonstrating relevant industry/subject-specific skills, knowledge, experience and achievements.</li> <li>• Have a minimum of 2 years' (full-time equivalent) demonstrable experience of working as a professional Dog Training Instructor</li> </ul> <p>(This will be accepted at the discretion of the Awarding Organisation)</p>		<ul style="list-style-type: none"> <li>• iPET Network Level 3 Award for Educators in the Canine and Feline Sector</li> <li>• Level 3 Award in Education and Training; or</li> <li>• Level 4 Certificate in Education and Training; or</li> <li>• Level 3 or 4 PTLLS (or equivalent).</li> </ul>
<p><b>Desirable:</b> Accredited by a behaviour and training association such as CFBA, ABTC, IMDT, GODT or equivalent</p>				

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 of working in or assessing in dog behaviour and training
- 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. Suggested Learning Resources

Qualification	Suggested learning resources
<b>Level 4 Diploma in Dog Training and Instruction</b>	<p><b>Literature</b></p> <p><b>Meet Your Dog: The Game-Changing Guide to Understanding Your Dog's Behaviour.</b> Publisher: Chronicle Books (2018) ISBN-10: 1452148996. Brophey, K.</p> <p><b>Inspiring Resilience in Fearful and Reactive Dogs.</b> Publisher: Independently published (2018). ISBN-10: 172893978X. Gutteridge, S.</p> <p><b>BAT 2.0 for Dog Reactivity.</b> (e-book) Stewart, G.</p> <p><b>Mine!: A Practical Guide to Resource Guarding Dogs.</b> Publisher: Kinship Communications (2002). ISBN-10: 0970562942. Donaldson, J.</p> <p><b>Stop Walking Your Dog: A Guide to Training Your Nervous, Reactive or Over-excited Pup.</b> Publisher: Independently published (2021). ISBN-13: 979-8757531021. French, N.</p> <p><b>The Perfect Puppy.</b> Publisher: Hamlyn (2008). ISBN-10: 060061722X. Bailey, G.</p> <p><b>Canine Enrichment: The Book Your Dog Needs You to Read.</b> Publisher: Independently published (2019). ISBN-10: 1088600191. Kelly, S.</p> <p><b>When Pigs Fly: Training Success with Impossible Dogs.</b> Publisher: Dogwise Publishing (2007). ISBN-10 1929242441. Killion, J.</p>

	<p><b>Total Recall: Perfect Response Training for Puppies and Adult Dogs.</b> Publisher: Quiller Publishing Ltd. (2012). ISBN-10: 1846891493. Mattinson, P.</p> <p><b>Interactive Play Guide.</b> Publisher: First Stone Publishing (2017). ISBN-10: 1910488348. Oglivie, C.</p> <p><b>Enrichment through Scentwork for Highly Aroused Dogs (e-book) (2018).</b> Gutteridge, S.</p> <p><b>What's My Dog Thinking?</b> Publisher: DK (2020) ISBN-10: 0241435838 ISBN-13: 978-0241435830 Molloy, H.</p> <p><b>Websites</b></p> <p><a href="#">Kids Around Dogs</a>  <a href="#">Children's Picture Books   I Can Be A Dog Detective!</a>  <a href="#">Socialising Your Puppy   Blue Cross</a>  <a href="#">The Family Dog</a>  <a href="#">Fear in Dogs: An Introduction For Owners of Anxious Dogs - Depend On Dogs</a>  <a href="#">Dog Body Language and Chart (servicedogtrainingschool.org)</a>  <a href="#">Canine Compilation - Canine Compilation</a>  <a href="#">Scent Work for Dogs   Blue Cross</a>  <a href="#">Eyeballing and Hostility Between Dogs – Theo Stewart, Dog Behaviour Specialist (dogidog.co.uk)</a>  <a href="#">Rebarkable Blog - Puppy training articles and posts.</a>  <a href="#">6 easy ways to give your dog more choice (scentsationaldogs.co.uk)</a>  <a href="#">Understanding Dog Play   Victoria Stilwell Positively</a>  <a href="#">Let a dog be a dog (dogways.info)</a></p>
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## 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](http://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)

**iPET Network**, 71 Clifton Drive, Northwich, Cheshire, CW9 8BQ  
Tel: 0800 433 4700  
Email: [info@ipetnetwork.co.uk](mailto:info@ipetnetwork.co.uk)  
Web: [www.ipetnetwork.co.uk](http://www.ipetnetwork.co.uk)

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