



iPET Network
Level 3 Award in
Canine Emergency First Aid
Qualification Number - 603/5953/5
Qualification Guide



iPET Network

LED BY INDUSTRY EXPERTS.

DRIVEN BY PASSION.

BOUNDED 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 canine and feline sector. iPET Network is unique in its approach, being a sector-specific Awarding Organisation and are constantly developing NEW canine and feline qualifications in the industry. Our Training Providers have exclusive access to brand new qualifications with innovative course design and delivery. We offer an opportunity to leave the norm behind and join a network of forward-thinking professionals. We are continually expanding our network of approved Training Providers across the UK and Europe, giving more opportunities to Candidates and Training Providers alike.

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

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

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

An exciting and supportive community:

We pride ourselves on creating new and innovative Continual Professional Development (CPD) opportunities by working with experts in the sector and our Training Providers. Depending on the package you choose, we provide supportive internal quality assurance and ensure that our team are always on hand for support and advice. We run a Candidate social media group where our members can share knowledge, experiences and much more, with a network of some of the best experts and training academies across the globe.

We practice what we preach - every member of the iPET Network team has experience working in the animal or education sector, ensuring our qualifications evolve along with the industry. We believe in removing learning barriers and working with Candidates of all abilities to succeed. We believe in supporting all Candidates as individuals.

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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.

Guided Learning Hours (GLH)

Guided Learning Hours (GLH) are defined as the number of hours the Candidate spends learning under the direct supervision of their Tutor. Required GLH will be stated for each unit within the qualification. 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 may be achieved via:

- Classroom-based / face-to-face teaching
- Real-time online teaching

- Participating in assessment when supervised by a Tutor
- Participating in tutorials with a Tutor
- Directed learning whereby the Tutor sets work for the Candidate to complete independently, which is then reviewed in a live setting by the Tutor ('flipped classroom' approach).
- Using video meetings (for example Teams / Zoom) can form part of the Guided Learning Hours. All meetings need to be recorded either digitally or within the portfolio to demonstrate authenticity and to identify guided learning covered.

Total Qualification Time (TQT)

Total qualification time is defined as the number of Guided Learning Hours (GLH) plus the time taken by the Candidate for private study, work experience or preparation for assessment (unsupervised study time). This time may vary depending upon the individual Candidate e.g. academic ability.

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

In total, Candidates must receive a minimum of 1-day training with a recognised Training Provider e.g. 9am - 4pm and a minimum of 2 hours of home study must be completed e.g. reading workbooks, handouts and practising the skills learnt during the day.

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. 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.

4. 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.

5. 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 | <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> |

6. Assessment

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

- Assessments are internally arranged and carried out by iPET Network approved Tutors at the Training Provider.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the Training Provider or by remote visit (all formal assessments must be sampled from every Candidate).
- The portfolios of assessed evidence are quality assured either by an iPET Network External Quality Assurer (EQA) or, for Training Providers with Direct Claims Status, an Internal Quality Assurer (IQA) approved by iPET Network. Please note all tutors will require an IQA direct observation per year.
- The portfolios of assessed evidence are quality assured either by an iPET Network External Quality Assurer (EQA) or, for Training Providers with Direct Claims Status, an Internal Quality Assurer (IQA) approved by iPET Network. Please note a minimum of one Candidate's formal assessment will be sampled during the 2 EQA audits per year

Assessment Strategy

When delivering this iPET Network Qualification and units contained, Training Providers must provide evidence that their Candidates have met the assessment criteria and should include:

The qualification must be assessed using one formal assessment which measures the Candidate's practical skills in the following areas:

- Written questions to evidence the knowledge-based assessment criteria (e-portfolio or paper-based)
- Formal Practical Assessment:
 - CPR on a dog mannequin
 - Bandaging on a live dog or mannequin (ear AND foot)
 - Taking the pulse on a live dog or mannequin (where a live dog is not available)

Marking - This assessment is pass or fail and the assessor's decision is final.

*Please note re-assessments are permitted.

Please note this qualification must be renewed every 3 years to ensure the Candidate is up to date with current legislation and potential updates in practice.

Internal Quality Assurance (IQA)

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

Formative sampling

Formative sampling is not required for this qualification.

Summative sampling

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

External Quality Assurance (EQA) observations of IQA activity

Each External Quality Assurer is responsible for carrying out IQA observations. This is a key element to the quality monitoring process, ensuring that the IQA confirms the Tutor fully understands the assessment process and they are following the assessment strategy that is put in place by iPET Network. IQA observations must be carried out annually, as a minimum, and these will be conducted by the EQA.

The IQA observations may be completed via video call e.g. Skype, zoom etc. The EQA may schedule this directly with the IQA or they may sample pre-recorded evidence along with completed student interviews and the **Tutor Observation Record**.

Accessing assessment documents and storage

All documents relevant to the qualification delivery (Qualification Collateral) will be made available in read-only format online. These documents include (but not limited to):

- Qualification Handbooks
- Assessment documents including paper-based Workbooks
- Candidate Resource Handbooks
- Other resources for delivery such as activities/handouts/PowerPoint slides etc.
- IQA documents

Any Training Provider choosing not to use the e-portfolio system, will instead, need to use an online document storage platform of your choice, such as OneDrive, Google Drive or Sharepoint. All Candidate evidence will need to be uploaded to this online platform. When we need access to this information for IQA/EQA purposes, iPET Network will request a link to share access to the relevant folder.

After a Formal Summative Assessment has been completed, the results spreadsheet must then be uploaded to the Web Portal. The Observation Record Form must also be uploaded to the e-portfolio (if being used), or, if not, uploaded to the Training Provider's choice of online document storage platform.

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 iPET Network's 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 need to be completed through iPET Network, who will have an allocated Account Manager to support the Training Provider's to meet the required elements to offer the qualification. Any queries or difficulties should be directed to the iPET Network office on 0800 433 4700.

Training Providers wishing to offer this qualification must note the requirements stipulated in Appendix A of this guide.

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

To offer this qualification, potential Training Providers must apply for Training Provider approval with iPET Network. Applications can be made via email info@ipetnetwork.co.uk or by calling 0800 433 4700.

For more information, visit our website www.ipetnetwork.co.uk

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- Establishes statements on the standard of evidence required to meet the assessment criteria for the units in iPET Network qualifications;
- Makes recommendations on assessment practice;
- Produces advice and guidance for the assessment of units;
- Identifies good practice in assessment.

It is a requirement of the Training Provider approval process that each Training Provider offering units from iPET Network qualifications must provide assessment materials and Candidates' evidence for standardisation if requested.

iPET Network will notify Training Providers of the required sample for standardisation purposes. Assessment materials, Candidates' evidence and Tutor feedback will be sent to iPET Network by Training Providers.

Outcomes from standardisation will be available to Training Providers through iPET Network.

Support for Training Providers

iPET Network provide all of our Training Providers with on-going support and advice on the use of iPET Network units and qualifications, including the requirements for assessment.

If Training Providers are approved to offer iPET Network units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers), this will be used as the Training Providers reference number. If a Training Provider has not obtained a UKPRN they will be issued with a unique iPET Network Training Provider number.

Information about obtaining a Unique Candidate Number (UCN) on behalf of the Candidates is included in the iPET Network Training Provider Handbook.

Training Provider responsibilities

Each Training Provider should identify a Training Provider contact who will be responsible for any iPET Network provision within the Training Provider organisation.

The Training Provider contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.

The Training Provider contact is the person responsible for confirming and ensuring that the Training Provider meets The Training Provider contact is responsible for ensuring all relevant iPET Network documentation is distributed as required within the Training Provider and that the security requirements for external assessment are adhered to, where applicable.

8. Appendix A- Requirements to Deliver 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 6 months of approval.

NB The Training Provider must ensure that the Tutors' own first aid certification is maintained every 3 years.

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**)

9. 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 iPET Network's Assessment Methods and the 'Assessment' section of the iPET Network Handbook, both available on our website www.ipetnetwork.co.uk.

| | |
|---|------------|
| Sector Subject Area (SSA) | 3.3 |
| Date from which unit will be available for learners | 10/06/2020 |
| Unit review date | 09/06/2025 |

10. Suggested Learning Resources

| Unit | Suggested learning resources |
|---|--|
| Canine Emergency First Aid | <p>Literature</p> <p>The Dog: Its behaviour, nutrition and health Published by Wiley-Blackwell, 2005 (2nd edition) ISBN: 0-813-81254-2 Case, L.</p> <p>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.</p> <p>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.</p> <p>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 </p> |

11. Supporting Documents and General

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

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

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| 04/02/2021 | 4 | Additional qualifications required to offer the qualification (section 9) |
| 14/03/2022 | 5 | Qualification review |
| | | |

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