



Qualification Specification for:

**OCN NI Level 3 Diploma in Commercial Dog Grooming,
Animal Welfare and Salon Management**

- Qualification No: 603/6715/5

Qualification Regulation Information

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| Qualification Title: | OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management |
| Qualification Number: | 603/6715/5 |
| Operational start date: | 15 October 2020 |
| Operational end date: | 30 September 2025 |
| Certification end date: | 30 September 2028 |

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 3 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Summary

Sector Subject Area

3.3 Animal care and veterinary science

This qualification relates to the National Occupational Standards (NOS) for Animal Care and Welfare:

[NOS - Dog Grooming](#)

Qualification Aim

The OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management qualification has been developed in conjunction with the International Animal Care College and Smartpets Grooming School. The qualification will provide learners with an understanding of what is required when grooming different breeds of dogs, and the skills necessary to carry out dog grooming as well as animal welfare and salon management activities.

Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand animal welfare legislation and safe handling of dogs
- assess, plan and record grooming requirements
- prepare dogs for grooming and styling
- carry out styling and finishing of dogs
- understand the roles and responsibilities of a pet first aider
- manage a dog grooming salon

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

This qualification is for learners who wish to become professional dog groomers or for those who already groom dogs but do not currently hold a nationally recognised qualification. Learners should be at least 18 years of age.

Progression Opportunities

The OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management enables progression to further learning and employment opportunities in this area.

Entry Requirements

There are no formal entry requirements, however learners must be at least 18 years old and are required to have a level of understanding to be able to carry out the necessary practical work at Level 3. This may come from working in the dog grooming industry.

Ensuring Health and Safety of Learners

The health and safety of learners is paramount. Every effort must be made by the centre and those involved in the delivery to ensure that learners operate in a safe and secure environment. Due to the nature of assessment activities it is a requirement that a trained First Aider is present on site.

Particular attention should be given to:

- ensuring all practical work is conducted in a properly equipped and maintained salon
- ensuring learners are briefed about health and safety procedures including how to identify hazards and report accidents/injuries/dangerous occurrences
- ensuring levels of supervision are agreed and implemented where appropriate
- clear accident reporting procedures
- ensuring tools and equipment, including drying cabinets and electric tables are in safe working order and learners are given proper instruction, training and protective clothing if required
- ensuring premises are covered by employer liability insurance

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering this qualification should be occupationally competent at a minimum of Level 3 in dog grooming and have the following:

- Pet First Aid Instructors Certificate
- Have a qualification at Level 3 or above in dog grooming and animal care/management
- Level 3 Certificate in Education and Training (PTLLS) or equivalent

Assessors

OCN NI qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

Assessors must:

- be occupationally competent at Level 3 or above in dog grooming
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management

Learners must successfully complete all six units to achieve the qualification - 45 credits.

Total Qualification Time (TQT) for this qualification: 450 hours
 Guided Learning Hours (GLH) for this qualification: 315 hours

| Unit Reference Number | OCN NI Unit Code | Unit Title | Credits | TQT | GLH | Level |
|-----------------------------------|------------------|---|---------|-----|-----|-------|
| <u>H/618/4877</u> | CBF066 | Animal Welfare, Legislation and Safe Handling | 4 | 40 | 28 | Three |
| <u>K/618/4878</u> | CBF067 | Assessment, Planning and Recording of Grooming Requirements | 8 | 80 | 56 | Three |
| <u>M/618/4879</u> | CBF068 | Bathing, Drying and Preparation for Finish Styling | 6 | 60 | 42 | Three |
| <u>H/618/4880</u> | CBF069 | Finish Grooming, Styling and Handstripping of Dogs | 18 | 180 | 126 | Three |
| <u>K/618/4881</u> | CBF070 | Managing a Dog Grooming Salon | 6 | 60 | 42 | Three |
| <u>M/618/4882</u> | CBF071 | First Aid for Pet Care Professionals | 3 | 30 | 21 | Three |

Unit Details

| Title | Animal Welfare, Legislation and Safe Handling |
|--|---|
| Level | Three |
| Credit Value | 4 |
| Guided Learning Hours (GLH) | 28 |
| OCN NI Unit Code | CBF066 |
| Unit Reference No | H/618/4877 |
| <p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand animal welfare legislation and to monitor and promote the welfare of dogs, including safe handling and restraint methods.</p> | |
| Learning Outcomes | Assessment Criteria |
| 1. Understand animal welfare legislation and how it should be adhered to within the grooming salon. | 1.1. Summarise animal welfare legislation including the Veterinary Surgeons Act and how these should be adhered to within the grooming salon. 1.2. Explain the five animal freedoms and how these should be accommodated within the grooming salon. |
| 2. Be able to promote, monitor and record animal welfare within a boarding environment. | 2.1. Demonstrate the promotion of animal welfare during a dog's boarding duration for at least six dogs to include monitoring and recording the following: a) correct size of kennel and holding area suitable for given dogs b) adjusting environment as required c) providing food and water b) ensuring a clean work environment |
| 3. Understand the signs of stress in dogs and techniques used to minimise these. | 3.1. Describe the signs of stress in dogs. 3.2. Illustrate techniques on how to minimise stress in dogs. |
| 4. Be able to demonstrate the safe handling and correct use of dog restraints in order to promote confidence and co-operation throughout the grooming process. | 4.1. Demonstrate the safe handling and correct use of dog restraints in order to promote confidence and co-operation throughout the grooming process including: a) neck strap b) belly strap c) difficult dog harness or hammock b) slip lead |
| 5. Understand different breeds and their specialist handling requirements. | 5.1. Describe at least three breeds which are chondrodyplastic including their specialist handling requirements. 5.2. Describe at least three breeds which are brachycephalic including their specialist handling requirements. |
| 6. Understand different types of muzzles, signs of stress and the importance of monitoring animal welfare throughout the grooming process. | 6.1. Summarise different types of muzzles. 6.2. Explain when a muzzle may be needed, associated signs of stress and the importance of monitoring animal welfare throughout the grooming process. |

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|--|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |
| Coursework | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course | Record of observation Learner notes/written work Tutor notes/record Learner log/diary |
| Oral examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio/video record Record of observation |
| E-assessment | The use of information technology to assess learners' work | Electronic portfolio E-tests |

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|--|--|--|
| Title | | Assessment, Planning and Recording of Grooming Requirements |
| Level | | Three |
| Credit Value | | 8 |
| Guided Learning Hours (GLH) | | 56 |
| OCN NI Unit Code | | CBF067 |
| Unit Reference No | | K/618/4878 |
| <i>Unit purpose and aim(s): This unit will enable the learner to carry out assessments and create plans for the grooming requirements of dogs, ensuring health and well-being during the grooming process.</i> | | |
| Learning Outcomes | | Assessment Criteria |
| 1. Understand the importance of maintaining accurate and up to date information for new clients. | | 1.1. Explain the importance of maintaining accurate and up to date information for new clients' dogs including the following: a) a record card b) shaving/stripping/consent forms c) temperament record traffic light system |
| 2. Be able to assess, plan and record dog grooming requirements and adjust when necessary. | | 2.1. Demonstrate and record the assessment of grooming requirements for at least six different dogs including: a) health b) temperament c) coat condition 2.2. Create a grooming plan for at least six different dogs including: a) bathing and drying b) products to be used c) grooming, styling and techniques d) adjustments to grooming/special care due to breed/health conditions e) tools, restraints and Personal Protective Equipment (PPE) 2.3. Illustrate how to deal with the following scenarios which may arise during grooming assessment in line with company policy and best practice for animal welfare: a) a severely matted dog b) a dog which is showing signs of aggressive behaviour during assessment c) a pregnant dog d) a dog with parasitic infestation e) a dog with sarcoptic mange f) a bitch in season 2.4. Illustrate adjustments which may need to be made to the grooming plan identified in AC2.2 including dogs: a) with a skin problem b) who become aggressive while brushing c) who become stressed while being dried d) with luxating patella/hip dysplasia |

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| 3. Understand signs, symptoms and appropriate adjustments to grooming if health problems are encountered. | 3.1. Describe signs, symptoms and appropriate adjustments to grooming if the following health problems are encountered: a) ectoparasites b) endoparasites c) sarcoptic mange d) pyometra e) entropion/ectropion f) anal gland problems g) hernia h) lumps/warts |
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Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|---|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |
| Coursework | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course | Record of observation Learner notes/written work Tutor notes/record Learner log/diary |
| Oral examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio/video record Record of observation |
| E-assessment | The use of information technology to assess learners' work | Electronic portfolio E-tests |

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|-----------------------------|--|
| Title | Bathing, Drying and Preparation for Finish Styling |
| Level | Three |
| Credit Value | 6 |
| Guided Learning Hours (GLH) | 42 |
| OCN NI Unit Code | CBF068 |
| Unit Reference No | M/618/4879 |

Unit purpose and aim(s): This unit will enable the learner to prepare dogs for grooming and styling, use tools safely and identify problems that may arise.

| Learning Outcomes | Assessment Criteria |
|--|---|
| 1. Be able to demonstrate the safe and correct use of tools and equipment when bathing, drying and preparing dogs. | 1.1. Demonstrate the safe and correct use of the following when bathing, drying and preparing dogs: a) high velocity dryer b) stand dryer/cage dryer c) clippers and blades d) brushes/de-matting tools and combs |
| 2. Be able to bathe, dry and prepare dogs' coats for finish grooming and styling. | 2.1. Demonstrate bathing, drying and preparation of at least six dogs for finish grooming and styling including the following: a) rough clipping b) de-matting c) undercoat removal d) fluff drying e) hygiene trimming |
| 3. Understand problems which may arise during grooming preparation and take appropriate action. | 3.1. Summarise signs, prevention methods and action which should be taken for problems that may occur during grooming preparation including: a) heat stress b) brush burn c) clipper rash d) shampoo in a dog's eyes 3.2. Explain how to report and record problems and why it is important. |
| 4. Be able to undertake ear and nail care appropriate to the breed and owners' requests. | 4.1. Demonstrate ear cleaning and excess hair removal appropriate to the breed and owners' requests. 4.2. Demonstrate nail trimming/grinding appropriate to the breed and owners' requests. |
| 5. Be able to identify the signs of ear and nail problems in dogs. | 5.1. Explain the signs of the following ear problems in dogs: a) ear infection b) aural hematoma 5.2. Explain the action to be taken if a dog presents with nail problems including nails clipped too short. |

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|--|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |
| Coursework | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course | Record of observation Learner notes/written work Tutor notes/record Learner log/diary |
| Oral examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio/video record Record of observation |
| E-assessment | The use of information technology to assess learners' work | Electronic portfolio E-tests |

| Title | Finish Grooming, Styling and Hand Stripping of Dogs |
|---|--|
| Level | Three |
| Credit Value | 18 |
| Guided Learning Hours (GLH) | 126 |
| OCN NI Unit Code | CBF069 |
| Unit Reference No | H/618/4880 |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out finish grooming, styling and hand stripping of dogs. | |
| Learning Outcomes | Assessment Criteria |
| 1. Be able to demonstrate the safe and correct use of tools and equipment for finish grooming, styling and hand stripping. | 1.1. Demonstrate the safe and correct use of the following equipment for finish grooming, styling and hand stripping dogs: a) clippers b) blades c) attachment combs d) de-shedding tools e) hand stripping tools |
| 2. Be able to carry out finish grooming, styling and hand stripping of dogs. | 2.1. Demonstrate finish grooming, styling and handstripping of at least six dogs according to breed standards and owners' requests. 2.2. Demonstrate different head styles including: a) round b) eyebrows and beard or facefall c) clean head or face 2.3. Demonstrate different ear styles including: a) clean b) spaniel c) tips clipped 2.4. Demonstrate different body styles including: a) clip/shave off b) skirt or tuck up 2.5. Demonstrate different leg styles including: a) scissored b) furnishing c) clean 2.6. Demonstrate different feet styles including: a) round b) cat 2.7. Demonstrate different tail styles including: a) carrot b) feather c) plume |

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| 3. Be able to use appropriate techniques to handle and restrain dogs with different temperaments. | 3.1. Explain the importance of promoting the confidence and co-operation of a dog throughout the grooming process. 3.2. Evaluate and record a dog's character and behaviour, identifying signs of stress throughout the grooming process. 3.3. Demonstrate how to adjust handling techniques when necessary in accordance with a dog's temperament and breed. 3.4. Demonstrate effective handling and restraining techniques using appropriate equipment whilst carrying out finishing, styling and hand stripping. |
| 4. Understand the importance of maintaining a clean work environment, equipment and tools including the correct procedure for waste disposal. | 4.1. Demonstrate how to clean and maintain the following tools and equipment: a) blasters/dryers b) clippers c) clipper blades d) brushes/combs/hand stripping tools e) scissors 4.2. Demonstrate cleaning the work area after the grooming process. 4.3. Explain the importance of maintaining a clean work environment, tools and equipment between dog treatments. 4.4. Summarise how to safely dispose of waste in line with current legislation and company policies. 4.5. Demonstrate the safe disposal of waste throughout the grooming process. |
| 5. Understand problems which may arise during finish grooming and take appropriate action. | 5.1. Explain problems which may arise during finish grooming and the appropriate action to be taken. |

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|---|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |

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| Coursework | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course | Record of observation Learner notes/written work Tutor notes/record Learner log/diary |
| Oral examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio/video record Record of observation |
| E-assessment | The use of information technology to assess learners' work | Electronic portfolio E-tests |

| Title | Managing a Dog Grooming Salon |
|--|---|
| Level | Three |
| Credit Value | 6 |
| Guided Learning Hours (GLH) | 42 |
| OCN NI Unit Code | CBF070 |
| Unit Reference No | K/618/4881 |
| <i>Unit purpose and aim(s):</i> This unit will enable the learner to understand current health and safety legislation, risk management and the operational policies for a dog grooming business. | |
| Learning Outcomes | Assessment Criteria |
| 1. Understand current dog grooming salon legislation. | 1.1. Summarise key current legislation that applies to dog grooming salons including the following: a) Current Health & Safety legislation b) Control of Substances Hazardous to Health (COSHH) c) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) d) Portable Appliance Testing (PAT) e) fire regulations f) first aid at work 1.2 Explain how own dog grooming salon complies with the legislation identified in AC1.1. |
| 2. Be able to develop key policies for own dog grooming salon. | 2.1. Develop the following key policies for own dog grooming salon: a) death of a dog b) injury to a dog c) exclusions from grooming services d) customer complaints e) abandonment of a dog |
| 3. Be able to carry out a risk assessment for own dog grooming salon and services. | 3.1. Carry out and record a risk assessment for own dog grooming salon including: a) bathing area b) drying and grooming area 3.2. Carry out and record a risk assessment for own dog grooming services including: a) bathing b) high velocity blasting c) clipping nails d) clipping or scissoring a dog 3.3. Summarise the importance of using the correct Personal Protective Equipment (PPE) when carrying out dog grooming services. |

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|--|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |
| Coursework | Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course | Record of observation Learner notes/written work Tutor notes/record Learner log/diary |
| Oral examination | An assessor poses questions to the learner in spoken form. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject in order to pass the exam | Tutor notes / record Audio/video record Record of observation |
| E-assessment | The use of information technology to assess learners' work | Electronic portfolio E-tests |

| Title | First Aid for Pet Care Professionals |
|--|---|
| Level | Three |
| Credit Value | 3 |
| Guided Learning Hours (GLH) | 21 |
| OCN NI Unit Code | CBF071 |
| Unit Reference No | M/618/4882 |
| <p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand current legislation, including the roles and responsibilities of a pet first aider, the learner will also carry out pet first aid procedures.</p> | |
| Learning Outcomes | Assessment Criteria |
| 1. Understand current legislation in relation to the role of a pet first aider. | 1.1. Summarise current legislation in relation to the role of a pet first aider. |
| 2. Understand the roles and responsibilities of a pet first aider. | 2.1. Explain the roles and responsibilities of a pet first aider. |
| 3. Understand the importance of carrying out a risk and scene assessment including how to minimise risk before performing pet first aid. | 3.1. Explain the importance of carrying out a risk and scene assessment before performing pet first aid. 3.2. Explain pet first aider risks and how they may be minimised in each of the following situations: a) drowning b) electrocution c) road traffic accident d) vomiting e) bleeding |
| 4. Understand safe handling, restraint and movement methods for injured pets. | 4.1. Explain safe handling, restraint and movement methods for each of the following injuries on at least three different pets: a) suspected fractured neck/back b) head injury |
| 5. Be able to apply the correct type of muzzles on pets. | 5.1. Demonstrate how to apply the correct type of muzzle on the following pets: a) mesocephalic dog b) brachycephalic dog c) dolichocephalic dog d) cat 5.2 Demonstrate how to apply an emergency muzzle on a pet. |
| 6. Be able to assess and demonstrate first aid procedures on a pet in a given emergency situation. | 6.1. Assess a given emergency situation identifying the following: a) is it life threatening? b) does it require immediate attention? c) is it minor? 6.2. Demonstrate a primary assessment on an injured pet including: a) checking airway b) breathing c) bleeding d) circulation 6.3. Demonstrate the following first aid procedures on a pet: a) Heimlich manoeuvre b) Cardiopulmonary Cerebral Resuscitation (CPCR) c) bandaging |

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| 7. Understand common first aid conditions, associated signs and how they may be treated. | 7.1. Summarise the signs of the following first aid conditions and how they may be treated: a) shock b) fits or convulsions c) burns d) suspected fracture e) hypothermia f) haemorrhaging g) insect stings and bites h) poisonous substances i) burns j) bloating |
| 8. Be able to identify items contained within a pet first aid kit and the function of each. | 8.1. Explain the most important items contained in a pet first aid kit and the function of each. |

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

| Assessment Method | Definition | Possible Content |
|------------------------------------|--|--|
| Portfolio of evidence | A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course | Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion |
| Practical demonstration/assignment | A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge | Record of observation Learner notes/written work Learner log |

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of this qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

OCN NI Level 3 Diploma in Commercial Dog Grooming, Animal Welfare and Salon Management

Qualification Number: **603/6715/5**

Operational start date: 15 October 2020
Operational end date: 30 September 2025
Certification end date: 30 September 2028

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk