

APPLICATION FOR KCAI SCHEME ACCREDITATION



THE KENNEL CLUB
ACCREDITATION SCHEME
FOR INSTRUCTORS IN
DOG TRAINING & CANINE BEHAVIOUR

Please complete this form and return it by email to: KCAI@thekennelclub.org.uk, together with appropriate payment and any supporting evidence. If you are paying by cheque, please make it payable to 'The Kennel Club', and post it to: The KCAI team, The Kennel Club, Clarges Street, London, W1J 8AB

Part 1: General

1. Personal details

*Mark as applicable

Name:		Membership No:	
Address:			
	County:		Postcode:
Telephone:		Mobile:	
Email Address:			

2. Background information relating to your application

2.a	Please state the KCAI B module discipline for which you are applying to become KCAI Scheme accredited	
2.b	Please confirm that you have been a dog training instructor for at least the past five years in the discipline for which are applying for accreditation	/ *
2.c	Please confirm that you have successfully completed all nine of the KCAI Scheme online assessments and have received your online certificate	/ *

3. Record of relevant canine-related awards and/or professional qualifications

Please provide details of any canine-related award(s) and/or professional qualification(s) relevant to your chosen accreditation discipline

Name/type of award/qualification	Description of award/qualification such as level of achievement and name of awarding body	Date awarded

4. Record of experience as a dog training instructor/canine behaviourist

4.a	Please confirm the number of years you have been a dog training instructor. Also tell us whether you are currently instructing on a full-time or part-time, voluntary or commercial basis. If part-time, please state the number of hours per week you instruct
4.b	Please provide details of the relevant dog training instructing role(s) and responsibilities you currently hold and have held, starting with your current or most recent role
4.c	Please provide details of the type and range of dog training instructing services you currently provide

5. Continuing professional development (CPD)

5.a	Please provide three examples of how you have updated your knowledge and skills in canine-related topics relevant to your current role over the past 18 months. Please state how you have applied this knowledge or skill to your dog training instructing
i	
ii	
iii	

5.b	Please provide details of how you intend to update your knowledge and skills over the next 12 months

Part 2: Professional Practices (B module criteria)

6. Evidence to support the Professional Practices B module criteria

6.a	Please provide three examples of how you identify, assess and either avoid or mitigate health and safety risks to yourself, dog owners and their dogs before and during your dog training sessions
-----	--

i	
---	--

ii	
----	--

iii	
-----	--

6.b	Please describe the first aid provisions, including incident reporting and record keeping, you have in place for yourself, dog owners and their dogs during your dog training sessions
-----	--

--	--

6.c	Please provide three examples of the training methods and techniques you use in your training sessions that demonstrate that you adhere to the KCAI Scheme Code of Practice and comply with the relevant National Occupational Standards (NOS)
-----	--

i	
---	--

ii	
----	--

iii	
-----	--

6.d	Please describe the circumstances in which you might need to refer a dog owner to an alternative service provider. Please provide an example of when you needed to refer a dog owner to another service provider, setting out your reason(s) and the type of referral service(s) you recommended
6.e	Where you have made a referral, what follow up action, if any, did you take with the dog owner and/or the referral service provider to ensure that the needs of the dog were met

Part 3: Responsible Dog Ownership (B module criteria)

7. Evidence to support the Responsible Dog Ownership B module criteria

7.a	Please provide details of the type and level of involvement you have had with dogs over the past five years (other than your dog training instructing). The details can relate to your own dog(s), dogs in your care and/or dogs that you handle
7.b	Please provide three examples of how you comply with legislation relating to animal health and welfare, dangerous dogs and/or any other relevant legislation or published guidance that applies in your locality
i	
ii	
iii	

7.c	Please provide three examples of best practice you follow in the general care, health and welfare of your own dog(s), dogs in your care and/or dogs you handle and/or instruct
i	
ii	
iii	
7.d	Please provide three examples of how you promote and teach the need for, and the benefits of, responsible dog ownership as part of your dog training instructing services
i	
ii	
iii	

8. Please confirm that you have personally trained a dog in your chosen accreditation discipline for which you are applying. Please provide details of what you achieved and what evidence you could provide to support this statement, if requested to do so

9. Please provide details of what you have achieved with your own dog(s) and list what evidence you could provide to support this statement, if requested to do so

Part 4: Chosen KCAI accreditation discipline: performance criteria

Please refer to the relevant B module criteria and guidance notes for which you are applying for accreditation for instructions and guidance on completing this section.

10. Knowledge, skills and experience Please provide details of how you meet the performance criteria set out in the knowledge, skills and experience section of the relevant B module, addressing each bullet point included in that section of the B module criteria		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(a)			
(b)			
(c)			
(d)	Complete this section only if applicable (refer to relevant B module criteria)		

		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(e)	Complete this section only if applicable (refer to relevant B module criteria)		
(f)	Complete this section only if applicable (refer to relevant B module criteria)		
(g)	Complete this section only if applicable (refer to relevant B module criteria)		

11. Planning, teaching, assessment and evaluation Please tell us about the methods you use and actions you take to plan, teach, assess and evaluate dog owners and their dogs you instruct, addressing each bullet point included in that section of the B module criteria		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(a)			
(b)			
(c)			
(d)	Complete this section only if applicable (refer to relevant B module criteria)		

		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(e)	Complete this section only if applicable (refer to relevant B module criteria)		
(f)	Complete this section only if applicable (refer to relevant B module criteria)		
(g)	Complete this section only if applicable (refer to relevant B module criteria)		
(h)	Complete this section only if applicable (refer to relevant B module criteria)		

12. Communications Please tell us about the communication techniques you use to motivate and engage with dog owners. Please describe how you obtain feedback to encourage participation as part of your dog training instructing, addressing each bullet point included in that section of the B module criteria		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(a)			
(b)			
(c)			
(d)	Complete this section only if applicable (refer to relevant B module criteria)		

		FOR OFFICE USE	
		Evidenced in application	Demonstrate at assessment
(e)	Complete this section only if applicable (refer to relevant B module criteria)		
(f)	Complete this section only if applicable (refer to relevant B module criteria)		
(g)	Complete this section only if applicable (refer to relevant B module criteria)		

Part 5: Planning for your practical and oral assessment

13. Please provide details of a selection of your instructing sessions that would be suitable for conducting your assessment. Please cover as wide a range of dates as possible throughout the next three months. Please note, the KCAI team may seek further dates

Date	Start	Location	Type of class

Part 6: Payment details

Total amount payable: (for a full list of accreditation application fees, please refer to the KCAI Scheme Membership Fee List)

I would like to pay by:

Cheque: Please make cheques payable to 'The Kennel Club'

Debit/Credit Card: Please complete the information below to pay by credit or debit card

Card Type:  Visa  Mastercard

Card No:

Expiry date of card:

/

Card Security:

(The last 3 numbers on reverse of the card)

If paying by cheque, please post it to: The KCAI team, the Kennel Club, Clarges Street, London, W1J 8AB

Part 7: Declarations, validation and date

I hereby declare that:

- I have photo ID and current public liability insurance cover, which will be available at assessment
- All the information provided by me in this application is true and accurate
- I confirm I have read and understood the criteria and guidance notes for the accreditation discipline for which I am applying and consider that I am ready to undertake the practical and oral assessment

Applicant to print name to validate the information included in this application:

Date:

Part 8: FOR OFFICE USE ONLY

Pre-assessment KCAI office and Assessor checks and review

14. KCAI office checks

KCAI office checks have been completed and are satisfactory?

Yes

No

If 'No', KCAI office to list the reason(s) application is incomplete to provide the basis of feedback to the applicant

15. KCAI Assessor pre-assessment review

Sufficient and appropriate evidence has been provided to enable the practical and oral assessment to be arranged?

Yes (Assessment date to be arranged with applicant)

No (Provide feedback to applicant)

If 'No', KCAI Assessor to list the reason(s) application is incomplete to provide the basis of feedback to the applicant

KCAI Assessor to print name to validate the information included in the review:

Date:

Supplementary information

Please use this sheet to provide any additional relevant information to support your application. Please include a clear reference to the exact section number to which it relates in the application

Final checklist

Please check the list below in order to ensure that your Application for KCAI Scheme Accreditation is ready to submit, and all the relevant documentation has been included.

- All sections of the application form have been fully completed
- Payment details have been included, or cheque being sent by post
- Relevant canine award(s)/qualification(s) certificates are attached (if applicable)
- Lesson plans have been completed and attached with application

Please complete this form and return it by email to:
KCAI@thekennelclub.org.uk,
together with appropriate payment and any supporting evidence.

If you are paying by cheque, please make it payable to
'The Kennel Club', and post it to:
The KCAI team, The Kennel Club, Clarges Street, London, W1J 8AB.