

# APPLICATION FOR KCAI SCHEME ACCREDITATION



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

To apply for your KCAI practical and oral assessment:

- Complete this application form
- Upload your completed form along with your lesson plans and any supporting documentation to the shop on the Kennel Club website
- Pay for your assessment via the shop

## Part 1: General

### 1. Personal details

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

Your privacy is important and we retain your data in accordance with our Privacy Notice which can be found on the Kennel Club website [www.thekennelclub.org.uk](http://www.thekennelclub.org.uk)

### 2. Background information relating to your application

2.a	Please state the KCAI accreditation discipline for which you are applying to become 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 *Applications submitted by dog training instructors who do not have five years' experience will still be considered, providing they meet all other accreditation criteria	/
2.c	Please confirm that you have successfully completed all nine of the KCAI Scheme online assessments and have received your online certificate	/

### 3. Checklist

Once your application has been completed, please check the list below to ensure all the relevant information and documentation is included in your application before submitting.

- All sections of the application form have been fully completed (please check the form thoroughly to ensure that all criteria has been met).
- Relevant canine award(s)/qualifications certificates are uploaded to The Kennel Club shop (if applicable).
- Lesson plans have been completed and uploaded to The Kennel Club shop.
- Full details of instructing sessions for the next three months have been provided (dates, times and location).
- Application form has been typed. Handwritten copies cannot be accepted.

#### 4. 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

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

5.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
5.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
5.c	Please provide details of the type and range of dog training instructing services you currently provide

## 6. Continuing professional development (CPD)

6.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 and/or skill to your dog training instructing
i	
ii	
iii	
6.b	Please provide details of how you intend to update your knowledge and skills over the next 12 months

## Part 2: Professional Practices (see criteria for guidance)

7.	<b>Evidence to support the Professional Practices criteria</b>
7.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	

7.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
7.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	
7.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
7.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 (see criteria for guidance)

<b>8. Evidence to support the Responsible Dog Ownership criteria.</b>	
8.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
8.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	
8.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	

8.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	

**9. 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.**

## Part 4: Chosen KCAI accreditation discipline: performance criteria

Please refer to the relevant accreditation criteria and guidance notes for which you are applying for accreditation for instructions 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 accreditation discipline, addressing each bullet point included in that section of the criteria.

(a)

(b)

(c)

(d) Complete this section only if applicable (refer to relevant accreditation criteria)

(e)	Complete this section only if applicable (refer to relevant accreditation criteria)
(f)	Complete this section only if applicable (refer to relevant accreditation criteria)
(g)	Complete this section only if applicable (refer to relevant accreditation 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 accreditation criteria.

(a)

(b)

(c)

(d) Complete this section only if applicable (refer to relevant accreditation criteria)

(e)	Complete this section only if applicable (refer to relevant accreditation criteria)
(f)	Complete this section only if applicable (refer to relevant accreditation criteria)
(g)	Complete this section only if applicable (refer to relevant accreditation criteria)
(h)	Complete this section only if applicable (refer to relevant accreditation 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 accreditation criteria.

(a)

(b)

(c)

(d) Complete this section only if applicable (refer to relevant accreditation criteria)

(e)	Complete this section only if applicable (refer to relevant accreditation criteria)
(f)	Complete this section only if applicable (refer to relevant accreditation criteria)
(g)	Complete this section only if applicable (refer to relevant accreditation 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.**

**Please note that you should allow up to four hours for your assessment and this must be completed in a single day. The assessment, which includes the practical and oral elements, and feedback from the assessor, must be finished by 7.00 pm.**

Date	Times	Location	Type of class

## Part 6: 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
- I confirm that the checklist on page 1 has been completed and all of the relevant supporting documentation has been uploaded to the Kennel Club shop

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

Date:

## Part 7: FOR OFFICE USE ONLY

### Pre-assessment KCAI office and Assessor checks and review

#### 14. First KCAI team checks

KCAI team office checks have been completed and are satisfactory?

Yes

No

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

#### Second office checks (if applicable)

KCAI team office checks have been completed and are satisfactory?

Yes

No

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

#### 15. First 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. (A supplementary sheet is provided at the end of the application for additional feedback)

#### Second KCAI Assessor pre-assessment review (if applicable)

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. (A supplementary sheet is provided at the end of the application for additional feedback)

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

Date:

## KCAI Assessor use only – supplementary information

Please use this sheet to provide any additional feedback to the applicant. Please include a date and indicate if these comments are with regards to the first, second or other pre assessment review.