



Level 4 Certificate in Professional Pet Sitting, Dog Walking, Dog Daycare & Boarding

Qualification Number: 603/5500/1





Mission Statement

Our mission is simple, to release the potential of learners by validating their achievements with nationally and internationally recognised qualifications and services. We value our partnership with every organisation that delivers our qualifications and we will prioritise support for Education and Training Providers in everything we do, helping to transform the lives of ever increasing numbers of learners.

Our Vision

Creating and awarding exceptional qualifications that change lives.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary – key facts

Title:	Open College Network West Midlands Level 4 Certificate in Professional Pet Sitting, Dog Walking, Dog Daycare and Boarding
Qualification Number:	603/5500/1
Level:	4
Credit Value:	13 credits
Guided Learning Hours:	91 hours
Total Qualification Time:	127 hours
Qualification Objective:	This qualification has been designed to provide learners with the underpinning knowledge to work with domestic dogs as a dog walker, dog daycare/boarding provider and with domestic cats and dogs in a pet-sitting capacity either in their own or the client's home. There are no practical units within this qualification and thus, learners will not be assessed on practical dog walking or pet sitting skills as part of this qualification.
Progression Routes:	Learners may progress directly into employment or self-employment as a professional dog walker and pet sitter, or progress to further learning in this area including higher level qualifications in Professional Dog Walking and Pet Sitting.
Entry requirements:	Learners should be aged 18 or above. Whilst there are no minimum requirements, learners should be educated to Level 2 standard and be comfortable in the presence of both dogs and cats with whom they are unfamiliar.
Assessment method(s):	Portfolio of evidence which will include essays.

How is the qualification assessed?

The assessment process is as follows:

Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the Open College Network West Midlands [Reasonable Adjustments and Special Considerations Policy which](#) gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Qualification size

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

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 term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Rules of Combination and level for this qualification

Learners must achieve the 13 credits available from the Mandatory Unit Group. There are no optional units for this qualification.

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding Canine Rules of Engagement and Other Pets in a Business Context	4	5	35	50	SP2/4/NQ/001	F/617/8942
Dog Breed Evolution, Characteristics and Behaviour	4	4	27	37	SP2/4/NQ/002	L/617/8944
Pet Sitting and Dog Walking, Daycare and Boarding	4	4	29	40	SP2/4/NQ/003	R/617/8945

Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

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 ideas.</p> <p>Is aware of the nature of approximate scope of the area of study or work.</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>Review the effectiveness and appropriateness of methods, actions and results.</p>

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver the qualification

To offer this qualification, centres must ensure that tutors hold or are working towards:

- Teaching qualification at Level 4 or above such as the Level 4 Certificate in Education and Training or equivalent
- Regulated qualifications at Level 4 or above in Canine Behaviour, Training and Welfare or similar related area
 - Or have demonstrable previous experience in dog behaviour and training in a professional capacity for in excess of ten years
- Demonstrable professional experience of working in the sector and specifically in the area of dog walking, dog daycare/boarding and pet sitting
- Membership of a professional body, such as the Canine & Feline Behaviour Association

Centres 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 canine and feline care, pet sitting, dog walking, dog daycare/boarding, animal training and relevant-qualifications at Level 3 in dog behaviour.
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

To gain approval to offer the qualification, centres must submit a [Qualification Approval Form \(QAF\)](#).

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):

- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



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