**Dogs Victoria**

**Accredited Obedience Instructors’ Assessment Scheme 2022**

***(Includes application form)***

**2022 Dates:**

Saturday March 5th 9.30am-4pm Compulsory Workshop at KCC Park led by Mark Murray

Monday April 4th 7pm Written Assessment

Saturday June 4th 9.30am-4pm Workshop Ernie Frappe

For handlers and Instructors “Preparing a dog for competition”

**The purpose of this scheme is to provide instructors with accreditation and recognition of the training and experience that they have gained through their clubs’ training program.**

**There are two levels of Accreditation:**

**Dogs Victoria Instructor Certificate**

The aim of accreditation at this level is to endorse instructors’ ability to teach both dog and handler from beginners through to the CCD / Novice level.

**Dogs Victoria Master Instructor Certificate**

The aim of accreditation at this level is to endorse instructors’ ability to teach both dog and handler in the advanced training levels of Open, Utility and Utility Dog Excellent exercises.

**Prerequisites:**

**Dogs Victoria Instructor Certificate:**

Candidates must:

* Currently be a member of Dogs Victoria and have been a member of Dogs Victoria for a minimum of two (2) continuous years
* Provide proof of current competence as an instructor to trial entry level, either by having trained their own dog to CCD or CD levels or by taking classes at this level
* Verify that they have instructed for a minimum of 100 hours prior to sitting the written paper
* Have attended the compulsory lecture/workshop

**Dogs Victoria Master Instructor Certificate:**

Candidates must:

* Have attained a Dogs Victoria Instructor Certificate
* Have been a member of Dogs Victoria for a minimum of five (5) continuous years
* Have trained and handled a dog to a minimum of Open trial standard
* Be able to teach both dog and handler advanced training levels of Open, Utility and Utility Dog Excellent
* Verify that they have instructed for a minimum of 100 hours

**Accreditation Process:**

***Step 1: Written/Oral Assessment:***

* All candidates will have to complete a written/oral assessment.
* The candidate will have a choice of undertaking this either as a written or an oral assessment.
* Successful candidates will be invited to complete the practical component at DV Instructor level.
* **Prior to sitting the written paper all candidates must attend a compulsory lecture.**

**Format of the question paper (written and oral):**

* Questions will be in short answer format
* Dot point answers are encouraged
* Sample questions/answers:

Q. How would you handle class members who interrupt or interject with irrelevant comments?

A. Ask what they want to learn

* Suggest that they talk to you after the class and then make sure that you do give them the opportunity to do so
* Make sure that you are keeping the class engaging
* Reassure participants that you will be allocating a time for questions

Q. Describe the body language of a dog who is threatening.

A. Showing teeth; growling; lunging; shackles standing up; standing tall; standing over another dog; staring at another dog; attempting to mount/hump another dog; short mouth; closed mouth.

**Written Option:**

* 1.5 hour time limit

**Oral Option:**

* The same questions used in the written paper will be dictated by an independent person (not an assessor) to the candidate in the presence of an invigilator. The candidate’s answers to these questions will be written down by the independent person.
* The format will not be a discussion with the independent person or invigilator.
* The candidate will then proof read the paper

**Topics covered in the written paper will include:**

* An explanation of how the candidate would introduce themselves to the class
* Identifying canine behaviour including dog body postures i.e. aggression, fear etc.
* How to teach a beginners’ class
* Identifying the exercises that would be covered on the first day of the beginners’ class
* Questions on how to teach the sit, stand, drop, stay and recall
* Aspects of dog training theory

**The written/oral test must be passed prior to undertaking the practical assessment. Unsuccessful candidates can apply to sit the paper the next time it is offered.**

***Step 2: Practical Assessment:***

**Assessment format:**

* The candidate will instruct a minimum of six dogs and handlers and a maximum of eight dogs and handlers.

**The applicant must demonstrate practical knowledge of and the ability to:**

* Run a class, including communication skills
* Identify dog behaviour and understand how dogs learn
* Identify dog-aggressive behaviour
* Identify the absence of any aggression
* Teach obedience exercises from beginners to competition entry level
* Use a variety of training methods
* Help solve day-to-day problems for the members of the class e.g. toilet training, excessive barking
* Explain the benefits of being a member of Dogs Victoria.

**At the assessment the candidate will be asked to:**

* ensure that the dogs’ collars are fitted correctly
* teach the handler to gain the dog’s attention.

**The candidate will then be asked to teach two of the tasks listed below determined by the assessment panel on day.**

* Walk on a loose lead
* Heeling with the handler
* Come when called to the handler also known as the Recall
* Sit
* Stand
* Drop
* Staying (sit or drop) on command by the handler

**Suggested preparation:**

1. Think carefully about how you will “run the class”
2. Ensure you have any equipment you might need for the class
3. Plan how you would teach the exercises
4. Think about what you say and how you say it – remembering that this is a beginner’s class
5. Candidates are **not** permitted to observe or participate in a practical assessment as a handler or observe/attend the club where their assessment is to take place

Should a candidate be unsuccessful in passing the practical assessment, their written assessment pass will remain current for a period of 12 months from the date of the first practical assessment, during which time the candidate may apply to undertake the practical assessment again. After a period of 12 months the written assessment must be undertaken again. In exceptional circumstances the OTEC may extend this period. A candidate may apply for an extension to OTEC in exceptional circumstances.

**Dogs Victoria Master Instructor Certificate Assessment**

There is no written assessment.

***Practical assessment:***

The applicant must demonstrate practical knowledge of and the ability to provide instruction in advanced obedience exercises. The Candidate will instruct a minimum of two handlers/dogs and a maximum of three handlers/dogs.

The candidate will be asked to perform the first two of the tasks listed below. The candidate must then teach the handler to train their dog to perform any two of the following skills (to be chosen by the assessors on the day).

At the assessment the candidate will be asked to:

* Ensure collars are fitted correctly.
* Teach the handlers to gain their dogs’ attention

**The candidate will then be asked to teach two of the tasks listed below determined by the assessment panel on day:**

* Retrieve Dumbell on the Flat
* Seek Back
* Scent Discrimination
* Drop on Recall
* Multiple Retrieve
* Or any other exercise from the Open, Utility or UDX classes as required by the assessment panel.

**To Retain Accreditation as a Dogs Victoria Instructor you must:**

* Maintain your membership of Dogs Victoria
* Not been suspended under DV rule 2.17 (Members shall strictly observe and act in conformity with and not otherwise than in accordance with the Rules, Regulations, Codes of Ethics and Codes of Practice of the VCA and shall not conduct themselves in such a manner as to bring the VCA into disrepute or to bring themselves as a breeder, owner, exhibitor, handler, Show official, Judge or VCA member into disrepute)
* Not been convicted of animal cruelty charges

**FAQS**

* Written/oral assessments and practical assessments will be conducted as needed
* Practical assessments may be undertaken at various venues as decided by Dogs Victoria/OTEC
* Regional locations for written and practical assessments may be arranged subject to the provision of an invigilator, neutral dogs and assessors
* If volunteers travel to regional areas to run assessments, travel expenses will be met by the affiliate or instructor
* Results of both the written/oral and practical assessments will be sent to the candidate as soon as possible following the completion of the assessment by post or email from the DV office
* A certificate will be sent to each successful candidate
* An application form is attached to this scheme
* To maintain your accreditation as a Dogs Victoria Instructor your membership of DOGS Victoria must be current. Accreditation will automatically lapse if you are not a member of Dogs Victoria.
* Instructors who are not currently members must join. Membership in the “Companion” category is permitted (a cheaper rate for those not competing).
* There is no fee for instructors or affiliates for the assessment procedures
* Dogs Victoria/OTEC do not undertake the training of Instructors - only the assessment process
* Both DV Instructors and Master Instructors are eligible for the affiliate to be accredited as an “Approved Dog Training Organization” if they choose to participate on the DV list supplied to the Victorian State Government.
* It is expected that Instructors will be regularly instructing at their Club and/or in other informal situations
* Candidates are encouraged to take advantage of the books and DVDs in the DV library.
* OTEC acknowledges that some instructors may have other qualifications however the purpose of this scheme is to provide accreditation for DV instructors. To be certified as a DV Instructor a candidate must undertake the accreditation process outlined in this scheme.

For any further information or to submit the application form please contact the Dogs Victoria Obedience, Tracking & Endurance Committee Chair – [klecka@ncable.net.au](mailto:klecka@ncable.net.au)



*Accredited Obedience Instructors*

*Assessment Scheme*

***APPLICATION FORM***

***PLEASE PRINT CLEARLY***

PLEASE CIRCLE APPROPRIATE ASSESSMENT LEVEL:

* Dogs Victoria Instructor Written Assessment
* Dogs Victoria Master Instructor Practical Assessment

**SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GIVEN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOBILE PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOGS VICTORIA MEMBERSHIP NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LENGTH OF DV MEMBERSHIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTOR AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OBEDIENCE CLUB**

**LENGTH OF TIME AS AN INSTRUCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRIEFLY DESCRIBE THE LEVEL OF TRAINING YOU HAVE ACHIEVED WITH YOUR DOG**

**BRIEFLY DESCRIBE YOUR EXPERIENCE AS AN INSTRUCTOR**

**Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In signing this form, you are acknowledging that the information is true and correct; and that you fit all eligibility criteria.

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Office Use only:

Criteria met: Yes/No