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**Application for ABTC Recognition of Programme: Application form**

Please read the ‘Course Recognition Procedure Guidance Document’ before completing this form.

Please note, a separate application form and relevant attachments must be provided for ***each*** programme that you wish recognised.

**Name of Programme**:

**Name of Learning Provider**:

**Relevant ABTC role(s)** t**o which this programme applies? (There may be more than one if there are different exit routes):**

Animal Trainer:

Animal Training Instructor:

Animal Behaviour Technician:

Clinical Animal Behaviourist:

Veterinary Behaviourist:

Office Use Only

Date Application received:

Date recognition meeting:

Attendees:

Decision:

Notes:

**Programme Contact:**

Name:

Address:

Country:

Phone:

E-mail:

**Details of learning provider**:

**Name of institute/organisation providing the programme**.

Address:

Country:

Website (if available):

**Name of programme learning manager (if different from above):**

Address:

Phone:

E-mail:

**Details of programme**

Title:

Level [[1]](#footnote-1)

**External Recognition**

Is this programme or providing institution recognised by any national awarding body?

**[ ]  Yes [ ]  No**

If yes, please state the type of recognition given for the programme being applied for herein.

Please provide details:

Name of awarding body

Date award given

Qualification accreditation number (or equivalent)

Date of last external verification

*Please include a copy of the external verification report*.

1This should be referenced against the ABTC standards and the National Qualifications Framework. See the following for further guidance:<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

**Part A** **Programme information**

**To which ABTC role(s) does this programme apply? (For example, there may be more than one if there are different exit routes):**

[Animal Trainer](http://www.abtcouncil.org.uk/practitioner-standards.html#animaltrainer) [ ]

[Animal Training Instructor](http://www.abtcouncil.org.uk/practitioner-standards.html#2) [ ]

[Animal Behaviour Technician](http://www.abtcouncil.org.uk/practitioner-standards.html#3) [ ]

[Clinical Animal Behaviourist](http://www.abtcouncil.org.uk/practitioner-standards.html#4) [ ]

[Veterinary Behaviourist](http://www.abtcouncil.org.uk/practitioner-standards.html#4) [ ]

**Please indicate which ABTC equivalent modules are being applied for:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Animal Trainer | Animal Training Instructor | Animal Behaviour Technician | Clinical Animal Behaviourist | Veterinary Behaviourist |
| Animal Behaviour |  |  |  |  |  |
| Animal Health & Welfare |  |  |  |  |  |
| Animal Learning and Training |  |  |  |  |  |
| Animal Husbandry, management and welfare legislation |  |  |  |  |  |
| Communication and instruction | N/A |  |  |  |  |
| The interactions between health and behaviour | N/A | N/A |  |  |  |
| Clinical Procedures | N/A | N/A |  |  |  |
| Animal Law and ethics | N/A | N/A | N/A |  |  |
| Research methods | N/A | N/A | N/A |  |  |

**Purpose and aim of the Programme**

What is the rationale behind the development of the programme of study?

Who is the programme of learning aimed at eg young person looking to get into the industry, those already working in the industry, specific age groups?

Give details of any partners involved in development of the programme. Explain how the programme

meets the needs of learners, employers and the UK economy?

**Programme frequency:** [ ]  Annual [ ]  Biannual [ ]  Other

If ‘Other’ please specify:

**Programme length (full time)** (days/weeks):

**Year in which the programme was established:**

**Number of cycles of this programme that have been offered?**

**Programme capacity per cycle (max number of students)**

**Estimated or current number of participants per year (average of past three years)**:

**Estimated tutoring staff/student ratio:**

**Programme Delivery:**

**Is the course offered as**

|  |  |
| --- | --- |
| **Full time** |  |
| **Part time** |  |

**Where is the course delivered?**

**NB Site refers to eg college, training centre/venue but not the student’s workplace.**

|  |  |
| --- | --- |
| **Site-based (Physical attendance, face-to-face) only** |  |
| **Distance (Online) only** |  |
| **Blended (site-based and online)** |  |
| **Work-based only** |  |
| **Work-based and online** |  |
| **Work-based, site-based** |  |
| **Work-based, site-based and online** |  |

**Programme Structure**

Please outline how the programme of learning is structured:

How many of your units make up the ABTC programme/module you are applying for?:

*PLEASE NOTE: A unit is a discrete module comprising****up to****the equivalent of 15 credit (150 hours of study). Thus a 10 credit unit will be charged as a 15 credit, a 30 credit unit as 2 x 15 credit units.*

List unit name (and number/code, if appropriate), and also the number of credits in each unit, please.

***Please provide the information as described below for sections A to G.***

***Please provide an index listing all documentation provided and indicating which document relates to which section.***

**Section A: the** **mapping ABTC template.**

Please complete the Mapping table on the Excel spreadsheet provided.

Please explain below any differences between the programme/ unit structure and that of the ABTC.

Explanation Comments:

**Section B. Map of Unit and Assessment**

The mapping table should be completed indicating the relationship between ABTC Learning Outcomes and where these are delivered and summatively assessed in the applicant’s programme.

**Section C. Student Admission Qualifications.**

Please specify the requirements for admission that must be demonstrated by a prospective student, with respect to the participants’ education and/or professional experience/competence, for admission to the course and how these are evaluated (including any pre-admission tests that the applicant has to pass).

Comments:

**Section D. For EACH named unit please provide:**

1. An ABTC Unit Outline form

This requires a range of information including description of the main topics and subheadings covered, direct and indirect contact hours, lecturer name and teaching methodology. Details of how each will be delivered, length of time allocated to delivery of each, and both the direct and indirect contact time between student and teacher, and the teaching methodology and material used in their delivery.

Please state whether each unit/module is mandatory or optional and any rules and/or restrictions regarding how the unit/modules can be accessed/combined.

1. Copies of syllabus/programme booklets/ timetable and example course material.

1. Provide representative examples of assessments used over the past three years, if available, and range of source of evidence acceptable when compiling portfolio.
2. Provide examples of a representative range of anonymised coursework submitted for assessment and detail the grade it achieved and the feedback that was provided to the student (NB. This is not needed for every assessment but must be provided for assessments that count for more than 40% to a unit grade.)

**Section E. Documentation of Programme of Learning Assessment:**

Please provide:

1. Anonymised copies of assessment records showing the number of students passing/failing the course for the last three years, if available, and, if relevant, grades achieved.
2. Evidence of student course evaluations and how these are reflected and acted on by those delivering the programme.
3. Details of internal ***and*** external examination and validation processes and procedures, including grievance, membership of the programme board and where available samples of recent minutes of appropriate meetings.
4. Programme of learning validation report or external examiner reports for the last two years to be included, when available.
5. Detail methods of assessment of competency of internal and external verifiers.

Comments:

**Section F. Documentation of Teacher/Lecturer Competence:**

Please provide

1. For each module, provide a list of all members of staff and visiting speakers who contribute to
* the writing/development of teaching or assessment materials,
* the delivery of the teaching
* ***and/or*** marking *or* moderation of assessments.

 ii) to include contact details and their contribution and the number of hours they are involved with the students during each cycle of the programme.

For each of these members of staff, copies of CVs and other supporting material must be provided as per the CV proforma.

iii) All staff and the institution must provide a statement that they agree to abide by the ABTC Ethical Marketing Guidelines

Comments:

**Section G. Documentation of Teaching, Learning and Support Facilities and Resources:**

Please provide details of:

1. The information sources, eg libraries and e-resources that support the delivery of the programme of learning and how these can be accessed by staff and students.
2. Dedicated and shared facilities for teaching and delivery of the practical elements of the programme of learning, including access to any relevant places of work, eg kennels, rehoming centres, veterinary surgeries.
3. The number of dedicated/shared full and part-time teaching, administrative staff and technicians.
4. Where knowledge, practical and/or staff resources are shared with others, a statement should be provided detailing any access agreements that have been put in place to ensure their support for the programme delivery.
5. Policies to enable course evaluation and review such as student feedback, external examiner reports
6. Policies to enable student learning including support for students with learning difficulties or other issues.

**Section H. General Policies**

Please provide your institution’s policies relating to:

Data Protection

Equality and Diversity

Managing Conflict of Interest

Recognition of Prior Learning

Malpractice and Maladministration

Invoicing

Appeals

Safeguarding

Health and Safety

Accident or Incident Reporting

Animal Welfare

Research Ethics

Comments:

**Part B: Institution Declaration**

**Declaration:**

I confirm that the information provided in respect of the above programme of learning and the resources underpinning them is accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S**ignature of the Applicant/Representative of Learning Provider** Date:

**Programme manager:**

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Institution stamp:

Please indicate below if you give your permission for images and your organisation logos to be used for promotional purposes (when recognised).

 [ ]  Yes [ ]  No

Please return completed form to: assessments@abtc.org.uk

1. [↑](#footnote-ref-1)