

# ABTC<sup>®</sup>

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ANIMAL BEHAVIOUR  
& TRAINING COUNCIL

## JOB DESCRIPTION

APEL Committee Chair



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**Position:** Chair, Assessment of Prior Experience and/or Learning Committee (APELC)

**Organisation:** Animal Behaviour and Training Council (ABTC)

**Location:** Remote

**Reports To:** ABTC Board of Trustees

**Contract Type:** Part-time, self-employed

## **Role Purpose:**

The Chair of the APEL Committee (APELC) will oversee and manage the assessment of applications from practitioners seeking recognition for their Knowledge and Understanding of an ABTC role. This includes participating in assessments, ensuring they meet the required standards, and leading the development of the assessment process and APEL Assessor training. The Chair will work closely with the APEL Assessors, providing guidance and support, while reporting to the ABTC Trustees responsible for assessment through the ABTC Assessment Committee.



## KEY RESPONSIBILITIES

- Oversee the assessment of practitioner submissions to ensure compliance with ABTC role standards.
- Actively participate in the assessment process to maintain consistency and quality.
- Lead the development and continuous improvement of the assessment process.
- Facilitate the training and development of APEL Assessors to ensure high standards.
- Provide support and guidance to APEL Assessors.
- Report assessment outcomes and updates to the ABTC Trustees via the ABTC Assessment Committee.



# PERSON SPECIFICATION

## **Essential:**

- Extensive knowledge of ABTC role standards and assessment processes.
- Qualifications and experience in assessment, training, or development roles.
- Strong organisational and leadership skills.
- Ability to work independently on a self-employed basis.
- Excellent communication and interpersonal skills.
- Commitment to upholding the integrity and quality of the assessment process.

## **Desirable:**

- Previous experience in chairing committees or similar leadership roles.
- Background in animal behaviour, training, or related fields.

