Guidance Notes for Organisations' Application - Stage One, Two and Three

The development of National Registers of Practitioners has the primary aim of providing the public and other organisations with reassurance that the practitioners included on the Registers have met standards of training and practice that ensure they are competent to meet the needs of their clients and to practise within legal and professional requirements. This all needs to change to match the Members' Organisations introduction below

The process of putting the application together may be viewed as an opportunity for review and development of the Organisation's procedures for registering and monitoring Practitioners through the ABTC. This process should allow organisations to revise their processes to meet the ABTC requirements. Feedback given by the ABTC will support these developments.

Your application will be reviewed by the Practitioner Assessment Committee (PAC) to ensure that your assessment processes meet the ABTC requirements for the roles applied for. The PAC will also review your assessments on a three-yearly cycle to ensure that your assessments continue to meet the requirements. Any changes to your assessment processes must be recorded on your annual return and during the three-yearly review.

Organisations Assessing the Animal Trainer (AT), Animal Training Instructor (ATI), Animal Behaviour Technician (ABT) or Clinical Animal Behaviour (CAB) role are required to demonstrate the assessment process and procedure for assessing the Practical Skills for the appropriate role(s) in line with the ABTC role standards https://abtc.org.uk/practitioners-info/

Application Form Guidance

Please use these notes to assist you in completing forms.

Stage One

1 Include the full name and contact details for the Organisation. The contact person (1) will be the primary contact for the ABTC and we will address all correspondence to the email address indicated, so please ensure that the named person/email address is appropriate for this purpose. The postal address should be the registered address of the Organisation. Please also include details of a second contact person. Please include addresses for the website.

2 Brief history of the organisation

3 Organisations structure, legal status and number of staff and/or members

4 Insert introductory information about your organisation to provide the reviewers with a clear outline of your purpose (eg mission statement or equivalent);

5 Attach copies of all required policies (details are on the application form)

6 Give links for all social media platforms

7 A brief account of how your purpose and practice shows a commitment to the aims of the ABTC (see https://www.abtc.org.uk/)
8 List any supporting statements that may enhance your application
9 By signing this application you agree to the ABTC requirements and confirm your commitment
10 Your application should be signed by an officer of your Organisation who has the authority to approve the full content of your application on behalf of your organisation. The full name and organisational role of the signatory must be included.

Please sign and date your application and send to assessments@abtc.org.uk.

Your application will be reviewed by the Practitioner Assessment Committee (PAC) within six weeks of submission.
The result may be a request for further information; not accepting the application (a reason will be given); or confirmation of acceptance of Stage One of the application.
If you are applying to be a Supporting Member or Advisory Member your application process is completed. You will be asked to pay the balance of the annual fee (pro rata in line with ABTC's fiscal year) and – once received - you will be issued with a copy of the ABTC logo and entered on the list of Advisory and Supporting Members on the ABTC website https://abtc.org.uk/advisory-and-supporting-members/

If you are applying for membership as a Practitioner Organisation or an Assessing Organisation you will be sent forms for Stage Two to continue your application.

Membership application Stage Two
Practitioner Organisations (and Assessing Organisations who wish to also be a PO) are required to continue their application for membership of ABTC by completing Stage Two.
1 Please complete Name of organisation and contact person. If this is different from that shown on Stage One of your application please let us know.
2 Indicate which Register you are seeking to add practitioner members to.
3 Confirm that your practitioner members sign up to the ABTC Code of Professional Conduct, and how that is achieved.
4 You will already have supplied details of your complaints and disciplinary procedures, but please explain here how you monitor compliance to the code.
5 Please list any attachments you are providing to support your application
6 Your application should be signed by an officer of your Organisation who has the authority to approve the full content of your application on behalf of your membership. The full name and Organisational role of the signatory must be included.

Your application will be reviewed by the Practitioner Assessment Committee (PAC) within six weeks of submission
The result may be a request for further information; not accepting the application (a reason will be given); or confirmation of acceptance of Stage Two of the application.

If you are applying to be a Practitioner Member Organisation your application process is completed. You will be asked to pay the balance of the annual fee (pro rata in line with ABTC's fiscal year) and – once received - you will be issued with a copy of the ABTC logo and entered on the list Practitioner Member Organisations on the ABTC website https://abtc.org.uk/practitioner-organisations/

If you are applying for membership as an Assessing Organisation you will be sent forms for Stage Three to continue your application.

Membership application Stage Three
Assessing Organisations are required to continue their application for membership of ABTC by completing Stage Three
1 Please complete Name of organisation and contact person. If this is different from that shown on Stage One of your application please let us know
2 Indicate which role standard you are seeking to assess practitioners for. See the ABTC website for full details of the standard for each listed practitioner role. If you wish to assess practitioners for more than one role standard you will need to complete separate worksheets in the appendix to match the criteria for each of the roles you are applying to assess. You will find the criteria on https://abtc.org.uk/practitioners-info/
3 Please complete the appropriate appendices (the mapping document) to detail how your organisations' assessment criteria match the agreed ABTC standards for the practitioner roles applied role(s) applied for.
4 Please list all electronic attachments you are sending with your application. This should include all documents referenced in the Checklist and the appendix (mapping document).
5 Your application should be signed by an officer of your Organisation who has the authority to approve the full content of your application on behalf of your membership. The full name and organisational role of the signatory must be included.

Appendix 1: This section (Practitioner assessment criteria mapping document) requires a detailed breakdown of how your requirements for the practitioner assessment process matches the agreed ABTC standard for the practitioner role(s) you are applying to assess. There is a separate worksheet for each of the practitioner roles, so please ensure you complete the correct one(s). If you need support on how best to complete this document for your organisation, let us know.

The Practitioner Assessment Committee (PAC) will use this section (and associated documents) to determine how your Organisation meets the agreed standards for the Practitioner Role(s) applied for, so aim to complete this section with this in mind and include all relevant information to give them as clear a picture as possible.

The first column lists each of the ABTC standards for the Practical Skills

Against the Practical Skills Criteria you should enter details of how you assess each one. Please include as appendices your Organisation's documents for all relevant assessment tasks, including the criteria used by your Assessors, reporting forms and the criteria they use to determine if a candidate has met your requirements.

All applicants for assessment of the Practical Skills should show proof of the prerequisite (APEL assessment of the Knowledge and Understanding or passing an ABTC recognised course required for the role).

Appendix 2: Please complete the Assessing Organisation Checklist. This has two tabs – one is the checklist for AT and ATI, the other for ABT and CAB.

Finally, include anonymised paperwork for **three** practitioners that you have recently assessed and approved for the role standard(s). The ABTC reserves the right to ask for further reports of practitioner applications (fully anonymised) as needed.

Application Submission

Please send the Application Form and other details requested to assessments@abtc.org.uk
Your application will be acknowledged within three working days.
Once your Stage Three submission has been confirmed as complete, the PAC aims to complete the assessment, independent technical review and certification decision within eight weeks.
This is a target rather than a guaranteed deadline. If additional evidence is required, the application is unusually complex or the target cannot be met, we will tell you and provide an updated timescale.