

SEG Awards Level 2 Certificate for Canine Hydrotherapy Assistants

Qualification Guidance

Level 2 Certificate - 603/4799/5



About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

Skills and Education Group Awards website www.skillsandeducationgroupawards.co.uk provides access to a wide variety of information.

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Specification Code, Date and Issue Number

The specification code is C9233-02.

Issue	Date	Details of change
1.0	01/09/19	New qualification guide
1.1	28/10/20	Assessment section amendment
1.2	24/08/21	New review date set
1.3	24/07/23	Op end and cert end dates added

This guide should be read in conjunction with the Indicative Content document **version 1.2** which is available on our secure website using the link above.

Contents

About Us	2
Contents.....	3
Introduction	4
Pre-requisites	4
Qualification Structure and Rules of Combination.....	4
Aims	5
Target Group.....	5
Content Overview	6
Assessment.....	7
Practice Assessment Material	7
Teaching Strategies and Learning Activities	7
Progression Opportunities.....	7
Tutor/Assessor Requirements.....	8
Language.....	8
Qualification Summary	9
Unit Details	10
HAL2U01 – Industrial Experience for Canine Hydrotherapy	11
HAL2U02 – Canine Health and Welfare	13
HAL2U03 - Introduction to the Principles of Canine Handling and Behaviour.....	15
HAL2U04 – Introduction to Canine Anatomy and Physiology	17
HAL2U05 - Assist with the Provision of Canine Hydrotherapy Treatment	19
HAL2U06 - Carry Out Reception Duties.....	22
HAL2U07 – Meet and Welcome Visitors.....	24
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies	26
Certification	27
Exemptions	27
Glossary of Terms	28

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

This qualification has been developed due to a demand from the canine hydrotherapy industry for specialist training opportunities at an introductory level. This preparatory provision allows learners to gain knowledge and understanding of working within the canine hydrotherapy industry and enables them to develop the skills required to work as an Assistant Canine Hydrotherapist. The units within this qualification are all mandatory to ensure learners are well equipped to progress onto further training opportunities or to gain employment within a Canine Hydrotherapy centre. Alternatively, learners can gain accreditation for individual units achieved.

Pre-requisites

No formal entry requirements but prospective learners should be aware, either by interview or other suitable methods, that the course involves substantial practical 'hands on' with canine patients and interaction with others, to include colleagues, owners and other members of the team contributing to patient care.

Qualification Structure and Rules of Combination

Rules of Combination: Learners must achieve 20 credits by completing all of the mandatory units.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Units				
Industrial Experience for Canine Hydrotherapy	Y/617/6789	2	4	45
Canine Health and Welfare	L/617/6790	2	3	30
Introduction to the Principles of Canine Handling and Behaviour	R/617/6791	2	3	30
Introduction to Canine Anatomy and Physiology	Y/617/6792	2	3	30
Assist with the Provision of Canine Hydrotherapy Treatment	D/617/6793	2	3	25
Carry Out Reception Duties	H/617/6794	2	2	15
Meet and Welcome Visitors	K/617/6795	2	2	15

Aims

The SEG Awards Level 2 Certificate for Canine Hydrotherapy Assistants aims to:

- Promote safe and effective canine hydrotherapy practice
- Enhance and improve support for the canine hydrotherapy team
- Expand knowledge and understanding linked to canine hydrotherapy, health, welfare, handling and care
- Improve patient care within the canine hydrotherapy industry
- Enrich the customer/owner experience within canine hydrotherapy centres
- Encourage professionalism and ethical practice within the canine hydrotherapy industry
- Enhance and improve the written and verbal communication skills necessary to work within the canine hydrotherapy industry
- Prepare learners to progress onto appropriate further qualifications

Target Group

This qualification is designed as a basic generic introduction to canine hydrotherapy for those who have had no previous experience of, or training in, the field of canine hydrotherapy. Its versatility appeals to a wide range of potential learners and the target market includes those who are considering embarking on formal canine hydrotherapy training as an intended career change. It has been designed to meet the needs of learners who are new to the industry as well as allowing those already experienced within the animal care sector to further specialise their learning. It is appropriate for those who are:

- Returning to study
- Seeking a career change (subject to achievement of the pre-requisites above)
- Hydrotherapy centre assistants
- Hydrotherapy centre support staff
- Enhancing career prospects through extra qualifications
- Seeking development of enhanced clinical skills

Prospective learners should be made aware that this level of course will not lead to qualifying as a canine hydrotherapist and that they will not be qualified to practice as canine hydrotherapists on completion of this course, or even claim to be competent in the application of canine hydrotherapy treatments.

Skills and Education Group Awards expects approved centres to recruit with integrity based on a learner's ability to contribute to and successfully complete all the requirements of a unit/s or the full qualification.

Content Overview

The SEG Awards Level 2 Certificate for Canine Hydrotherapy Assistants qualification covers the following units:

HAL2U01 Industrial Experience for Canine Hydrotherapy – This unit aims to prepare learners for a career within the canine hydrotherapy industry. It allows learners to develop an understanding of the knowledge, skills and qualifications required to work within a canine hydrotherapy centre. This unit should provide learners with the opportunity to gain work experience within a canine hydrotherapy centre. Learners will develop their planning and reflection skills within this unit.

HAL2U02 Canine Health and Welfare – This unit aims to progress a learner's underpinning knowledge and understanding within canine health and welfare. Learners will develop the practical skills necessary to monitor canine health and welfare and be able to recognise disease, disorder and ill health. This unit will also provide learners with an introduction into canine first aid and emergency care.

HAL2U03 Introduction to the Principles of Canine Handling and Behaviour – This unit will enable the learner to successfully approach, interpret and handle canine patients in a way which should promote health, safety and welfare and minimises stress to the dog. Legal requirements surrounding the handling of dogs will be covered along with an element of reflection, to allow learners to evaluate their own practice.

HAL2U04 Introduction to Canine Anatomy and Physiology – This unit aims to introduce learners to canine anatomy and physiology. Its focus is on identification and function of the major canine tissues, organs and body systems. It prepares learners with the underpinning anatomical and physiological understanding to work within a canine hydrotherapy centre as an assistant canine hydrotherapist. This unit is assessed via online multiple choice questions set by SEG Awards.

HAL2U05 Assist with the Provision of Canine Hydrotherapy Treatment – This unit will enable the learner to develop their skills and underpinning knowledge for assisting with canine hydrotherapy treatments. Learners will expand their risk assessment skills and understand the legal requirements surrounding the health, safety and welfare of canine patients and personnel involved in hydrotherapy treatments. Safe and appropriate use of equipment will be covered along with contraindications and precautions to canine hydrotherapy treatments.

HAL2U06 Carry Out Reception Duties – The aim of this unit is to provide the learner with the knowledge and skills required to carry out reception duties. The unit covers the important skills of welcoming and receiving people, handling enquiries and making appointments. Dealing with members of the public in a polite manner, whilst questioning them to find out what they require.

HAL2U07 Meet and Welcome Visitors – This unit covers the procedures to follow and hospitality to offer when meeting and welcoming visitor to business premises.

If learners achieve credits from units of the same title (or linked titles) at more than one level, they cannot count credits achieved from both units towards the credit target of a qualification.

Assessment

Internal assessment, external assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Practice Assessment Material

Skills and Education Group Awards confirm that there is practice material available for unit HAL2U04 Introduction to Canine Anatomy and Physiology in the form of a sample multiple choice question paper. This can be accessed via the link in the about us section of this qualification guide.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

Successful completion of the SEG Awards Level 2 Certificate for Canine Hydrotherapy Assistants can lead to further education opportunities within the animal care sector or progression onto the SEG Awards Level 3 Certificate in Canine Hydrotherapy. This qualification is also transferable into a range of other career and educational opportunities.

NB Progression from a Level 1 programme onto a Level 2 programme is not automatic. Learners are advised to check with the centres regarding selection procedures which may require further evidence of a learner's suitability to progress to this Level 2 qualification. This programme demands that learners can demonstrate understanding in extended written form.

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor/Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Qualification Summary

Qualification								
SEG Awards Level 2 Certificate for Hydrotherapy Assistants – 603/4799/5								
Qualification Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area							
Age Range	Pre 16		16-18	✓	18+	✓	19+	✓
Regulation	The above qualifications are regulated by Ofqual							
Assessment	<ul style="list-style-type: none"> • Internal assessment • External assessment – Unit 4 • Internal and external moderation 							
Type of Funding Available	See FaLA (Find a Learning Aim)							
Qualification/Unit Fee	See Skills and Education Group Awards web site for current fees and charges							
Grading	Pass To achieve a Pass learners must complete all units as stated in the rule of combination (RoC)							
Operational Start Date	01/09/2019							
Review Date	31/08/2025							
Operational End Date	31/08/2023							
Certification End Date	31/08/2025							
Guided Learning (GL)	190 hours							
Total Qualification Time (TQT)	200 hours							
Credit Value	20							
Skills and Education Group Awards Sector	Animal Care							
Ofqual SSA Sector	3.3 Animal Care and Veterinary Science							
Support from Trade Associations	IRVAP, ICH							
Administering Office	See Skills and Education Group Awards web site							

Unit Details

HAL2U01 – Industrial Experience for Canine Hydrotherapy

Unit Reference	Y/617/6789
Level	2
Credit Value	4
Guided Learning (GL)	45 hours
Unit Summary	This unit aims to prepare learners for a career within the canine hydrotherapy industry. It allows learners to develop an understanding of the knowledge, skills and qualifications required to work within a canine hydrotherapy centre. This unit should provide the learner with the opportunity to gain work experience within a canine hydrotherapy centre. Learners will be given the opportunity to use planning and reflection within this unit.
Learning Outcomes (1 to 4) <i>The learner will</i>	Assessment Criteria (1.1 to 4.2) <i>The learner can</i>
1. Understand the scope of job roles within the canine hydrotherapy industry	1.1. Identify job roles within the canine hydrotherapy industry 1.2. Describe the skills and qualifications for job roles within the canine hydrotherapy industry 1.3. Prepare a person specification for a job role within the canine hydrotherapy industry
2. Be able to use relevant documents and skills relating to work experience	2.1. Locate advertisements for employment opportunities within the canine hydrotherapy industry 2.2. Produce an application for work experience within the canine hydrotherapy industry 2.3. Prepare for an interview for work experience within the canine hydrotherapy industry 2.4. Undertake an interview for work experience within the canine hydrotherapy industry
3. Be able to plan and review self-development during work experience	3.1. Carry out work experience with the canine hydrotherapy industry 3.2. Prepare a self-development plan for work experience within the canine hydrotherapy industry

	<p>industry</p> <p>3.3. Review self-development of work experience undertaken within the canine hydrotherapy industry</p>
<p>4. Be able to report on work experience</p>	<p>4.1. Prepare evidence of canine hydrotherapy work experience</p> <p>4.2. Present evidence of work experience within the canine hydrotherapy industry</p>

HAL2U02 – Canine Health and Welfare

Unit Reference	L/617/6790
Level	2
Credit Value	3
Guided Learning (GL)	30 hours
Unit Summary	This unit aims to progress a learner’s underpinning knowledge and understanding within canine health and welfare. Learners will develop the practical skills necessary to monitor canine health and welfare and be able to recognise disease, disorder and ill health. This unit will also provide learners with an introduction into canine first aid and emergency care.
Learning Outcomes (1 to 5) <i>The learner will</i>	Assessment Criteria (1.1 to 5.1) <i>The learner can</i>
1. Know how to promote and maintain canine health and welfare	1.1. Outline legislation applicable to canine health and welfare 1.2. Identify canine care and husbandry requirements 1.3. Explain how appropriate canine care and husbandry requirements can be met
2. Be able to monitor and maintain canine health and wellbeing	2.1. Identify signs of normal health in the dog 2.2. Identify signs of abnormal health in the dog 2.3. Describe how to carry out a routine canine health check 2.4. Carry out routine canine health checks 2.5. Describe the actions that should be taken if signs of abnormal canine health are detected 2.6. Describe how preventative canine treatment works
3. Understand common canine diseases and disorders	3.1. Identify common canine diseases 3.2. Identify common canine disorders 3.3. Explain the causes, treatment and prevention of common canine diseases

	3.4. Explain the causes, treatment and prevention of common canine disorders
4. Know the practices and principles of canine first aid	<p>4.1. Identify the main principles of canine first aid</p> <p>4.2. Explain the limitations when administering canine first aid</p> <p>4.3. Identify common canine first aid situations</p> <p>4.4. Describe the signs of common canine first aid situations</p> <p>4.5. Describe the procedures for common canine first aid situations</p>
5. Understand the limits of responsibility within the canine hydrotherapy industry	5.1. Describe the responsibility of the canine hydrotherapist in relation to canine care and welfare

HAL2U03 - Introduction to the Principles of Canine Handling and Behaviour

Unit Reference	R/617/6791
Level	2
Credit Value	3
Guided Learning (GL)	30 hours
Unit Summary	This unit will enable the learner to successfully approach, interpret and handle canine patients in a way which should promote health, safety and welfare and minimises stress to the dog. Legal requirements surrounding the handling of dogs will be covered along with an element of reflection, to allow learners to evaluate their own practice.
Learning Outcomes (1 to 5) <i>The learner will</i>	Assessment Criteria (1.1 to 5.2) <i>The learner can</i>
1. Understand the difference between normal and abnormal behaviour in the canine	1.1. Identify signs of normal canine behaviour 1.2. Identify abnormal canine behaviour 1.3. Describe factors that can influence abnormal canine behaviour
2. Be able to monitor canine behaviour	2.1. Carry out visual observations of dogs 2.2. Report visual observations of dogs 2.3. Explain when it is safe to approach and handle dogs 2.4. Approach canine patients in a manner that is likely to minimise stress
3. Know how to safely handle and restrain the canine hydrotherapy patient	3.1. Explain handling and restraint techniques for the canine hydrotherapy patient 3.2. Explain when it would not be advisable to handle and restrain a canine patient 3.3. Plan the handling and restraint of canine hydrotherapy patients 3.4. Reflect on the handling and restraint of canine

	hydrotherapy patients
4. Be able to handle and restrain the canine hydrotherapy patient	4.1 Carry out appropriate handling and restraint of canine hydrotherapy patients
5. Understand the relevant legislation relating to canine handling and behaviour	5.1. Identify legislation associated with canine handling and restraint 5.2. Explain the impact of legislation associated with canine handling and restraint

HAL2U04 – Introduction to Canine Anatomy and Physiology

Unit Reference	Y/617/6792
Level	2
Credit Value	3
Guided Learning (GL)	30 hours
Unit Summary	This unit aims to introduce learners to canine anatomy and physiology. Its focus is on identification and function of the major canine tissues, organs and body systems. It prepares learners with the underpinning anatomical and physiological understanding to work within a canine hydrotherapy centre as an assistant canine hydrotherapist. This unit is assessed via online multiple choice questions set by SEG Awards.
Learning Outcomes (1 to 9) <i>The learner will</i>	Assessment Criteria (1.1 to 9.1) <i>The learner can</i>
1. Know the major body cavities in the canine	1.1. Identify the major organs and structures within the thoracic cavity 1.2. Identify the major organs and structures within the abdominal cavity 1.3. Describe the function of canine body cavities 1.4. Describe the location of canine body cavities
2. Understand tissue structure and shape in the canine	2.1. Identify major canine cell organelles 2.2. Specify the classification of canine body tissues 2.3. State the functions of canine body tissues
3. Know the canine skeletal structure	3.1. Identify the location of key bones within the canine axial skeleton 3.2. Identify the location of key bones within the canine appendicular skeleton 3.3. Identify the location of key bones within the canine splanchnic skeleton

4. Know the components of the canine nervous system	4.1. List the main components of the canine nervous system
5. Know the respiratory system of the canine	5.1. Identify key structures of the canine respiratory system 5.2. State the function of key structures within the canine respiratory system 5.3. Identify three factors that can affect canine respiratory function 5.4. Outline the role of the canine respiratory system
6. Know the cardiovascular system of the canine	6.1. Identify the major structures of the canine heart 6.2. Outline the key differences between blood vessel types 6.3. Outline the role of the canine cardiovascular system
7. Know the digestive system of the canine	7.1. Identify the major structures of the canine digestive system 7.2. Outline the role of the canine digestive system
8. Know the excretory systems of the canine	8.1. Identify the major structures of the canine urinary system 8.2. Outline the role of the canine urinary system 8.3. Outline the role of the canine liver in excretion
9. Be able to use appropriate terminology for canine anatomy and physiology	9.1. State the appropriate terminology when describing canine anatomical and physiological features

HAL2U05 - Assist with the Provision of Canine Hydrotherapy Treatment

Unit Reference	D/617/6793
Level	2
Credit Value	3
Guided Learning (GL)	25 hours
Unit Summary	This unit will enable the learner to develop their skills and underpinning knowledge for assisting with canine hydrotherapy treatments. Learners will expand their risk assessment skills and understand the legal requirements surrounding the health, safety and welfare of canine patients and personnel involved in hydrotherapy treatments. Safe and appropriate use of equipment will be covered along with contraindications and precautions to canine hydrotherapy treatments.
Learning Outcomes (1 to 10) <i>The learner will</i>	Assessment Criteria (1.1 to 10.1) <i>The learner can</i>
1. Understand the canine assessment process for safe hydrotherapy practice	1.1. Describe the canine assessment processes for hydrotherapy treatment 1.2. Assess the area is safe before hydrotherapy treatments and minimise risks
2. Understand what equipment may be used within canine hydrotherapy treatment	2.1. Identify equipment that may be used during hydrotherapy treatments 2.2. Describe the safe use of equipment that may be used during hydrotherapy treatments 2.3. Explain why it is important to check, clean and maintain equipment used for hydrotherapy treatments
3. Be able to use equipment properly and safely	3.1. Select, prepare and check appropriate equipment used for hydrotherapy treatments 3.2. Apply and fit equipment used for hydrotherapy treatments 3.3. Clean hydrotherapy treatment equipment after use

<p>4. Understand how to provide assistance with the canine hydrotherapy patient</p>	<p>4.1. Identify reasons for assistance during canine hydrotherapy treatments</p> <p>4.2. Describe how to provide assistance during canine hydrotherapy treatments</p>
<p>5. Be able to provide assistance with the canine hydrotherapy patient</p>	<p>5.1. Prepare canine patients for hydrotherapy treatments</p> <p>5.2. Assist with canine hydrotherapy treatments</p> <p>5.3. Follow correct procedures to maintain canine patient health, welfare and safety</p>
<p>6. Understand the relevant health and safety legislation applicable to canine hydrotherapy</p>	<p>6.1. Outline current health and safety legislation applicable to canine hydrotherapy</p> <p>6.2. Outline current animal welfare legislation applicable to canine hydrotherapy</p> <p>6.3. List the factors affecting safety of the canine patient during hydrotherapy treatment</p>
<p>7. Understand the potential risks involved when providing canine hydrotherapy</p>	<p>7.1. Identify precautions for canine hydrotherapy treatments</p> <p>7.2. Identify contraindications for canine hydrotherapy treatments</p> <p>7.3. Outline potential risks to the canine patient when providing hydrotherapy treatments</p> <p>7.4. Outline potential risks to personnel involved in providing hydrotherapy treatments</p>
<p>8. Be able to work safely and minimise risk</p>	<p>8.1. Provide accurate information for recording purposes</p> <p>8.2. Work in a way which maintains health and safety</p> <p>8.3. Maintain biosecurity measures to protect yourself, canine patients and personnel</p>
<p>9. Understand the importance of effective communication with colleagues and clients</p>	<p>9.1. Explain why effective communication with colleagues and clients is important</p>

10. Be able to communicate with colleagues and others

10.1. Communicate with colleagues and others regarding the canine patient

HAL2U06 - Carry Out Reception Duties

Unit Reference	H/617/6794
Level	2
Credit Value	2
Guided Learning (GL)	15 hours
Unit Summary	The aim of this unit is to provide the learner with the knowledge and skills required to carry out reception duties. The unit covers the important skills of welcoming and receiving people, handling enquiries and making appointments. Dealing with members of the public in a polite manner, whilst questioning them to find out what they require.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.8) <i>The learner can</i>
1. Know how to attend to clients and their enquiries	<ul style="list-style-type: none"> 1.1. Deal with enquiries appropriately 1.2. Identify the purpose of the enquiry accurately 1.3. Refer enquiries promptly to the relevant person 1.4. Record messages and appointment details accurately 1.5. Give clear and accurate information to clients and colleagues 1.6. Schedule appointments taking into account the needs of the client and the organisation 1.7. Confirm the availability of services 1.8. Maintain confidentiality of the organisation and clients 1.9. Work in a way which promotes health and safety
2. Be able to attend to client's enquiries and appointments	<ul style="list-style-type: none"> 2.1. State the importance of effective communication 2.2. Explain the importance of taking messages, making appointments and passing them on to the right person 2.3. Outline the importance of confidentiality

	<ul style="list-style-type: none">2.4. State how to ask relevant questions and identify when to refer to senior colleagues2.5. Describe the services available, their duration and cost2.6. Describe the appropriate use of various methods of communication2.7. Identify the limits of authority when attending to people and enquiries2.8. Describe how to recognise and respond to distressed and agitated clients
--	---

HAL2U07 – Meet and Welcome Visitors

Unit Reference	K/617/6795
Level	2
Credit Value	2
Guided Learning (GL)	15 hours
Unit Summary	This unit covers the procedures to follow and hospitality to offer when meeting and welcoming visitor to business premises.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.9) <i>The learner can</i>
1. Understand procedures for meeting and welcoming visitors	1.1. Describe different reasons for people visiting a business, their requirements and how their needs may be met 1.2. Explain the purpose of dealing with visitors promptly and courteously 1.3. Explain the purpose of presenting a positive image of self and the organisation 1.4. Explain the purpose of following health, safety and security procedures when dealing with visitors 1.5. Describe different types of problems that may occur with visitors 1.6. Describe ways of dealing with different problems and when to refer to them to an appropriate colleague 1.7. Explain the purpose of communicating with visitors 1.8. Describe organisation structures and communication channels
2. Be able to meet welcome visitors	2.1. Greet visitors and make them feel welcome 2.2. Identify visitors and the reason for their visit 2.3. Use the organisation's systems to receive and record visitors 2.4. Make sure visitors' needs are met

	<ul style="list-style-type: none">2.5. Present positive image of self and the organisation2.6. Follow health, safety and security procedures2.7. Inform others of visitor's arrival2.8. Deal with any problems that may occur2.9. Follow procedures for departing visitors
--	--

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence. Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards. It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge. Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - Original certificates OR
 - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Skills and Education Group Awards Qualifications' which can be downloaded from

<https://skillsandeducationgroupawards.co.uk/for-centres/>

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the Skills and Education Group Awards web site.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.