



## Qualification Specification for:

**OCN NI Level 3 Award in Pet First Aid and  
Cardiopulmonary Cerebral Resuscitation**

➤ **Qualification No: 603/6628/X**

## Qualification Regulation Information

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### OCN NI Level 3 Award in Pet First Aid and Cardiopulmonary Cerebral Resuscitation

Qualification Number:	603/6628/X
Operational start date:	01 October 2020
Operational end date:	30 September 2025
Certification end date:	30 September 2028

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to 3 years after this date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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## Foreword

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This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

→ **OCN NI Level 3 Award in Pet First Aid and Cardiopulmonary Cerebral Resuscitation**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualifications
- The structure and content of the qualifications
- Unit Details
- OCN NI's quality assurance arrangements for the qualifications
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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## About Regulation

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### OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

### The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

## Qualification Features

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### Sector Subject Area

3.3 Animal care and veterinary science

This qualification relates to the National Occupational Standards (NOS):

[NOS - Pet First Aid](#)

### Qualification Aim

The OCN NI Level 3 Award in Pet First Aid and Cardiopulmonary and Cerebral Resuscitation qualification has been developed in conjunction with the International Animal Care College and Smartpets Grooming School. It has been designed to provide relevant practical skills and underpinning knowledge that will enable the provision of safe and effective first aid to animals in an emergency situation until veterinary assistance is available.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- understand the current legislation, roles and responsibilities of a pet first aider
- identify hazards and carry out scene assessment before providing first aid
- carry out safe handling and restraint of injured pets
- carry out first aid procedures
- understand signs and treatment of common first aid conditions

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is for learners in the pet care industry and for pet owners who wish to develop relevant practical skills and underpinning knowledge that will enable the provision of safe and effective first aid to animals in an emergency situation. Learners should be at least 16 years of age.

Learners will be expected to keep their knowledge and practice up to date on a bi-annual basis to meet licensing and industry requirements.

## **Progression Opportunities**

The OCN NI Level 3 Award in Pet First Aid and Cardiopulmonary and Cerebral Resuscitation enables progression to further learning and employment opportunities in this area.

## **Entry Requirements**

There are no formal entry requirements, however learners should have a level of understanding to be able to carry out the necessary practical work and be confident handling pets. This may come from working within the pet care industry.

## **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

## **Delivery Languages**

This qualification is available in English only at this time. If you wish to offer the qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver these qualifications prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme co-ordinator
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for any evidence they have assessed.

Centres must ensure that staff delivering, assessing and internally verifying qualifications are both qualified to teach in Northern Ireland and competent to do so.

### Tutors

Tutors delivering the qualification should be occupationally competent at a minimum of Level 3 in pet first aid and have the following:

- pet first aid Level 3 qualification
- pet first aid instructors qualification or equivalent eg veterinary nursing qualification, canine veterinary science
- minimum of three years' industry experience working with animals
- minimum of Level 3 teaching qualification and assessor award

### Assessors

OCN NI's qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence. The centre must agree an assessment plan with OCN NI to be given approval to deliver the qualification.

#### **Assessors must:**

- be occupationally competent at a minimum of Level 3 in pet first aid
- have a minimum of three years' experience in the area they are assessing
- have direct or related relevant experience in assessment
- have a sound understanding of the current National Occupational Standards (NOS)
- assess all assessment tasks and activities



## Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualification.

### ***Internal Verifiers must:***

- have at least three years' occupational experience and be occupationally competent at a minimum of Level 3 pet first aid
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

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### OCN NI Level 3 Award in Pet First Aid and Cardiopulmonary Cerebral Resuscitation

Learners must successfully complete the one unit with 3 credits.

Total Qualification Time (TQT) for this qualification: 30 hours

Guided Learning Hours (GLH) for this qualification: 21 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	TQT	Level
<a href="#">A/618/4674</a>	CBE979	First Aid for Pet Care Professionals	3	30	Three

## Unit Details

Title	First Aid for Pet Care Professionals
Level	Three
Credit Value	3
Guided Learning Hours (GLH)	21
OCN NI Unit Code	CBE979
Unit Reference No	A/618/4674
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand current legislation, including the roles and responsibilities of a pet first aider, the learner will also carry out pet first aid procedures.	
Learning Outcomes	Assessment Criteria
1. Understand current legislation in relation to the role of a pet first aider.	1.1. Summarise current legislation in relation to the role of a pet first aider.
2. Understand the roles and responsibilities of a pet first aider.	2.1. Explain the roles and responsibilities of a pet first aider.
3. Understand the importance of carrying out a risk and scene assessment including how to minimise risk before performing pet first aid.	3.1. Explain the importance of carrying out a risk and scene assessment before performing pet first aid. 3.2. Explain pet first aider risks and how they may be minimised in each of the following situations: a) drowning b) electrocution c) road traffic accident d) vomiting e) bleeding
4. Understand safe handling, restraint and movement methods for injured pets.	4.1. Explain safe handling, restraint and movement methods for each of the following injuries on at least three different pets: a) suspected fractured neck/back b) head injury
5. Be able to apply the correct type of muzzles on pets.	5.1. Demonstrate how to apply the correct type of muzzle on the following pets: a) mesocephalic dog b) brachycephalic dog c) dolichocephalic dog d) cat 5.2. Demonstrate how to apply an emergency muzzle on a pet.
6. Be able to assess and demonstrate first aid procedures on a pet in a given emergency situation.	6.1. Assess a given emergency situation identifying the following: a) is it life threatening? b) does it require immediate attention? c) is it minor? 6.2. Demonstrate a primary assessment on an injured pet including: a) checking airway b) breathing c) bleeding d) circulation 6.3. Demonstrate the following first aid procedures on a pet: a) Heimlich manoeuvre b) Cardiopulmonary Cerebral Resuscitation (CPCR) c) bandaging

<p>7. Understand common first aid conditions, associated signs and how they may be treated.</p>	<p>7.1. Summarise the signs of the following first aid conditions and how they may be treated:</p> <ul style="list-style-type: none"> <li>a) shock</li> <li>b) fits or convulsions</li> <li>c) burns</li> <li>d) suspected fracture</li> <li>e) hypothermia</li> <li>f) haemorrhaging</li> <li>g) insect stings and bites</li> <li>h) poisonous substances</li> <li>i) burns</li> <li>j) bloating</li> </ul>
<p>8. Be able to identify items contained within a pet first aid kit and the function of each.</p>	<p>8.1. Explain the most important items contained in a pet first aid kit and the function of each.</p>

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>

## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the External Verification report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and the application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## Administration

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### Registration

A centre must register learners within 20 working days of commencement of a qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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**Qualification Number: 603/6628/X**

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