



## **Qualification Specification for:**

**OCN NI Level 3 Certificate in Commercial Dog Grooming  
and Salon Management**

➤ **Qualification No: 603/2765/0**

## Qualification Regulation Information

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Qualification Title:	OCN NI Level 3 Certificate in Commercial Dog Grooming and Salon Management
Qualification Number:	603/2765/0
Operational start date:	15 December 2017
Operational end date:	30 November 2027
Certification end date:	30 November 2030

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.

### OCN NI Contact Details

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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 qualification:

### **OCN NI Level 3 Certificate in Commercial Dog Grooming and Salon Management**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- 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.ocni.org.uk](http://www.ocni.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.

### 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).

## Qualification Summary

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### Sector Subject Area

3.3 Animal care and veterinary science

This qualification relates to the National Occupational Standards (NOS) for Animal Care and Welfare:

#### [NOS Dog Grooming](#)

### Qualification Aim

The OCN NI Level 3 Certificate in Commercial Dog Grooming and Salon Management qualification has been developed in conjunction with the International Animal Care College and Smartpets Grooming School. The qualification will provide learners with an understanding of what is required when grooming different breeds of dogs, and the skills necessary to carry out dog grooming and salon management activities.

### Qualification Objectives

The objectives of the qualification are to enable learners to:

- carry out pre-grooming assessments
- use tools and equipment correctly
- carry out styling and finishing of dogs
- address common dog grooming problems
- understand the importance of health and safety, legislation and codes of practice for the dog grooming industry
- collect and record appropriate information

### Grading

Grading for this qualification is pass/fail.

### Qualification Target Group

This qualification is for learners who wish to become professional dog groomers or for those who already groom dogs but do not currently hold a nationally recognised qualification. Learners should be at least 16 years of age.

### Progression Opportunities

The OCN NI Level 3 Certificate in Commercial Dog Grooming and Salon Management enables progression to further learning in this area.

### **Entry Requirements**

There are no formal entry requirements, however learners should be at least 18 years old and are required to have a level of understanding to be able to carry out the necessary practical work at Level 3. This may come from working within the industry in a dog groomer clipping and styling role.

### **Ensuring Health and Safety of Learners**

The health and safety of learners is paramount. Every effort must be made by the centre and those involved in the delivery to ensure that learners operate in a safe and secure environment. Due to the nature of assessment activities it is a requirement that a trained First Aider be present on site.

Particular attention should be given to:

- ensuring all practical work is conducted in a properly equipped and maintained salon
- ensuring learners are briefed about health and safety procedures including how to identify hazards and report accidents/injuries/dangerous occurrences
- ensuring levels of supervision are agreed and implemented where appropriate
- clear accident reporting procedures
- ensuring tools and equipment, including drying cabinets and electric tables are in safe working order and learners are given proper instruction, training and protective clothing if required
- ensuring premises are covered by employer liability insurance

### **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 the qualification 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
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering this qualification should be occupationally competent at a minimum of Level 3 in dog grooming and have the following:

- Pet First Aid Instructors Certificate
- Have a qualification at Level 3 or above in Canine Studies
- Level 3 Certificate in Education and Training (PTLLS) or equivalent

### Assessors

OCN NI 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 Level 3 or above in dog grooming
- have a minimum of one year's 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 centre 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:***

- be occupationally competent in the subject area
- have direct or related relevant experience in assessment and verification
- have an internal verification award and attend OCN NI's internal verifier training in order to be approved by OCN NI
- support tutors and assessors through centre standardisation meetings held within the centre at appropriate points in the year and records maintained for the external verifier
- 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 Certificate in Commercial Dog Grooming and Salon Management

Learners must successfully complete all three units to achieve the qualification - 18 credits.

Total Qualification Time (TQT) for this qualification: 180 hours

Guided Learning Hours (GLH) for this qualification: 126 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">R/616/7640</a>	CBE031	Dog Styling and Finish Grooming	100	10	Three
<a href="#">Y/616/7641</a>	CBE032	Prepare Dogs' Coats for Styling and Finishing	40	4	Three
<a href="#">H/616/7643</a>	CBE033	Promote, Monitor and Maintain the Health and Well-being of Dogs throughout Grooming Stay	40	4	Three

## Unit Details

Title	Dog Styling and Finish Grooming
Level	Three
Credit Value	10
Guided Learning Hours (GLH)	70
OCN NI Unit Code	CBE031
Unit Reference No	R/616/7640
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out styling and finishing for dogs using various trimming methods and addressing common dog grooming problems.	
Learning Outcomes	Assessment Criteria
1. Be able to carry out the styling and finish grooming of dogs.	1.1. Use correct trimming and finishing methods to include: <ol style="list-style-type: none"> <li>clipped and scissored coat</li> <li>thinning and trimming of a double coated breed e.g. retriever or collie</li> <li>de-shedding of a short and smooth coated breed</li> </ol> 1.2. Create three of the required head shapes and style the dog in accordance with the agreed plan and the type of breed to include: <ol style="list-style-type: none"> <li>round head</li> <li>head with split eyebrows</li> <li>head with centre fall eyebrows</li> <li>clean head</li> <li>clean face</li> </ol> 1.3. Create each of the following styles: <ol style="list-style-type: none"> <li>shave or clip off</li> <li>clipped body with skirt and furnishings</li> <li>clipped body with tuck up and styled legs</li> </ol>
2. Be able to address common dog grooming problems.	2.1. Summarise at least eight problems which may occur during dog grooming and how they may be addressed in line with best practice and company policy. 2.2. Explain the special handling requirements during grooming of each of the following: <ol style="list-style-type: none"> <li>short nosed breeds</li> <li>long bodied dog</li> <li>elderly dog with heart problems</li> <li>puppy new to grooming</li> </ol> 2.3. Explain the importance of recording dogs' reactions to handling and grooming.
3. Be able to clip a dog's nails.	3.1. Demonstrate clipping a dog's nails correctly and safely. 3.2. Explain actions to be taken if a dog's nails have been cut too short.

<p>4. Be able to remove excess hair from and clean a dog's ears.</p>	<p>4.1. Demonstrate removal of excess hair from the outer ear canal.            4.2. Demonstrate cleaning of the dog's ears appropriate for the breed and condition.            4.3 Explain three common problems which may be encountered when cleaning a dog's ears.            4.4 Explain the procedure when signs of ear problems have been identified.</p>
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**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            OR            A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work            Learner log/diary            Peer notes            Record of observation            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            Learner notes/written work            Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation            Learner notes/written work            Tutor notes/record            Learner log/diary</p>

Title	Prepare Dogs' Coats for Styling and Finishing
Level	Three
Credit Value	4
Guided Learning Hours (GLH)	28
OCN NI Unit Code	CBE032
Unit Reference No	Y/616/7641
<i>Unit purpose and aim(s):</i> This unit will enable the learner to carry out pre-grooming assessments, prepare for styling and finishing, use tools and equipment correctly and promote health and safety.	
Learning Outcomes	Assessment Criteria
1. Be able to carry out pre-grooming assessments.	<p>1.1. Assess and plan work to be carried out considering client's requests, breed and appearance of dogs for at least three of the following:</p> <ul style="list-style-type: none"> <li>a) round head</li> <li>b) head with split eyebrows</li> <li>c) head with centre fall eyebrows</li> <li>d) clean head</li> <li>e) clean face</li> </ul> <p>1.2. Assess and plan styling to be carried out considering client's requests, breed, appearance and coat condition of dogs for the following:</p> <ul style="list-style-type: none"> <li>a) shave off a matted coat</li> <li>b) clipped body with tuck up and styled legs</li> <li>c) clipped body with skirt and furnishings</li> </ul> <p>1.3. Plan trimming and finishing methods for the following:</p> <ul style="list-style-type: none"> <li>a) clipped and scissored coat</li> <li>b) de-shedded short coat</li> <li>c) double coated breed non-trimmed e.g. retriever and collie</li> </ul> <p>1.4. Maintain accurate records of client's requests and work plan.</p>
2. Be able to prepare dogs' coats for styling and finish grooming.	<p>2.1. Prepare at least three dogs for styling or finish grooming, demonstrating the following appropriate to coat condition, client's requests and breed:</p> <ul style="list-style-type: none"> <li>a) bathing</li> <li>b) drying</li> <li>c) fluff drying a wool coat</li> <li>d) de-matting</li> <li>e) removing dead undercoat from a double coated breed</li> <li>f) high velocity drying</li> <li>g) selecting correct shampoo</li> <li>h) handling and restraint suitable for the temperament and breed</li> </ul>
3. Know how to use and maintain dog grooming equipment and tools.	<p>3.1. Select, use and maintain the following dog grooming tools and equipment:</p> <ul style="list-style-type: none"> <li>a) clippers and blades</li> <li>b) scissors/thinning scissors</li> <li>c) combs/brushes</li> <li>d) de-shedding tools</li> <li>e) restraint equipment</li> <li>f) drying equipment</li> </ul> <p>3.2. Explain the correct use of different types of muzzles for different breeds of dogs.</p>

<p>4. Be able to promote health and safety and environmental good practice.</p>	<p>4.1. Explain the relevant legislation and codes of practice relevant to a dog grooming business:</p> <ul style="list-style-type: none"> <li>a) Health and Safety</li> <li>b) Animal welfare</li> <li>c) Environmental good practice</li> </ul> <p>4.2. Carry out a risk assessment for grooming activities.</p>
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#### 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 Learner log/diary Peer notes Record of observation 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 Learner notes/written work Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation Learner notes/written work Tutor notes/record Learner log/diary</p>

Title	Promote, Monitor and Maintain the Health and Well-being of Dogs throughout Grooming Stay	
Level	Three	
Credit Value	4	
Guided Learning Hours (GLH)	28	
OCN NI Unit Code	CBE033	
Unit Reference No	H/616/7643	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to promote, monitor and maintain the health and well-being of dogs. The learner will be required to carry out and record a dog's health check.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to promote, monitor and maintain the health and welfare of dogs during grooming stay.	1.1. Promote, monitor and maintain the health and welfare of dogs during grooming stay to include: a) kennel size appropriate to breed and temperament b) restraints appropriate to breed and temperament c) monitoring and recording of dog's physical condition and behaviour d) providing necessary food, water and clean accommodation	
2. Be able to carry out and record a dog health check.	2.1. Carry out and record a dog health check identifying signs of good and poor health.	
3. Be able to collect and record appropriate information prior to grooming.	3.1. Explain the importance of collecting and recording client and dog information, before and after grooming. 3.2. Complete a record card for a client and their dog to include: a) client's details b) vet's details c) dog's details d) dog's health details e) signed authority f) post grooming records	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
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Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
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## 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 EV 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 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 this 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 this qualification.

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.

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