



LOCAL STUDENT MANUAL



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CONTACT DETAILS

Telephone	1300 66 44 66
Facsimile	1300 66 49 30
Head Office	20 Havelock Road, Bayswater, VIC, 3153
Postal Address	20 Havelock Road, Bayswater, VIC, 3153
Website	www.ndtf.net.au
Office Hours	9am – 5pm Monday to Friday

In order to provide you with the most efficient service possible, please contact the relevant department, when emailing / calling the Precise Training / NDTF Office

Course Enquiries – general course information, program queries, lecture / workshop / block training dates, home centres, assessment and training clarifications / advice, etc.

Course Co-ordinator coordinator@precisetraining.com.au

Student Enquiries – enrolments, payment and account enquiries, change of details, course extensions, transfers, etc.

Student Administrator adminvic@precisetraining.com.au

Assessment Enquires – submissions, due dates, results, resubmissions, extensions, etc.

Administrative Assistant assessments@precisetraining.com.au

Complaints

Manager infonsw@precisetraining.com.au



GENERAL INFORMATION



The following administration tips will assist you during your course. Precise Training encourages all learners to familiarise themselves with these tips in order to receive the highest quality administrative service.

PERSONAL DETAILS

If your personal details change at any time during the course (i.e. change of mailing address, phone number, surname, email address), notification must be sent to the Melbourne office via email ASAP. This will ensure that we have updated details at all times and can provide accurate delivery of all learning material and correspondence throughout the course.

Please note if not updated i.e. certificates are sent out. A fee for certificate to be resent out will incur.

CORRESPONDENCE

The most efficient and effective form of communication between yourself and Precise Training is via email. Please allow two working days for a reply as we will always endeavour to have questions attended to by the most appropriate office representative. We do understand that from time to time, students may wish to communicate via phone; however, the majority of enquiries will be best attended to via email. An email pathway allows accurate record keeping for both parties and ease in tracing important information. Common email enquiries would include:

- Payment Information
- Bookings: Block Training Sessions
- General Course Queries
- Due Dates and Extension Requests
- Assessment Enquiries
- Change of Details

PAYMENTS

Students on payment plans must ensure that scheduled fees are paid by the due date. Precise Training must be notified in advance of any intended late payments. To avoid late fees, please contact your Student Administrator if you are experiencing difficulties.

Invoices for payments can be sent out via email; if you do not have an email address, you can request your invoices via mail (post).

PRIVACY AND CONFIDENTIALITY

To ensure the privacy of your fellow students and course instructors, it is STRICTLY prohibited to take video footage of lecture presentations and / or practical workshops. There may be circumstances when instructors will give students permission to record or take photographs of training sessions with dogs, however this must be reserved for personal use ONLY, is not to contain footage of other persons and is not to be posted on public media (e.g. Facebook, You Tube, etc.).

THE RELATIONSHIP BETWEEN PRECISE TRAINING AND THE NATIONAL DOG TRAINERS FEDERATION

Upon applying for the course, you may have noticed references to the National Dog Trainers Federation (NDTF), as well as Precise Training* The two companies enjoy a unique relationship which enables you, the learner, to experience a government accredited, nationally recognised course that is focussed on presenting you the most complete, scientifically balanced, comprehensive dog trainer education in the nation.

The National Dog Trainers Federation (NDTF) was established in 1993 as a representative body for professional dog trainers throughout Australia. In an effort to raise professionalism and provide quality education, the NDTF developed its Dog Behaviour and Training Certificate Course. Over the years, many of Australia's leading dog trainers and behaviourists worked together to ensure that students received the most up to date and scientifically proven information.

In 2004, the NDTF sought to gain accreditation for its long running course and approval was granted from the Victorian Qualifications Authority for the Certificate III in Dog Behaviour and Training and in 2011 was recognised under ASQA Nationally. Since this time, the NDTF has worked alongside the Registered Training Organisation, Precise Training, to deliver the nationally accredited course to hundreds of industry experts, prospective dog trainers and dog enthusiasts.

In simple terms; Precise Training is the training provider which provides the educational expertise and the administration of the course; The National Dog Trainers Federation (NDTF) writes the course for 22542VIC - Certificate III in Dog Behaviour and Training. NDTF also supplies the dog industry related expertise for its delivery.

Your agreements and payment arrangements are with Precise Training; the NDTF provides the curriculum and the instructors you will meet during your course.



COURSE OVERVIEW



The Local Course is run over **8 months** and consists of lectures, workshops and practical training sessions. Your course breakdown is as follows:

- Theory sessions; one Saturday and Sunday per month between 9.00am and 5.00pm
- One practical workshop per month (you will generally be offered a choice of 2 dates)
- 100 practical training hours completed between your allocated Home Centre and compulsory workshops
- 3 session per month on Saturday or Sunday for the duration of the course

DATES

You will be provided with a copy of the program at the commencement of the course. This will help you to plan ahead, however it is important to keep in mind that these dates are flexible, in order to provide the best possible learning experiences to students.

Dates / Venues may be changed due to weather conditions, student or trainer availabilities, cancellation of venues, etc. Students will be notified (with as much notice as possible) of any changes to the program, in order for you to reschedule your movements.

In order for this system to work, please provide advanced notice of any changes to attendance commitments. (See attendance in the Learner Handbook)

PUNCTUALITY

It is essential that you are always punctual to classes and workshops. Due to the extensive content of the course, we need to keep all classes and workshops running to schedule. Please arrive 15 minutes prior to any session and assemble in the designated waiting area.

If you are unable to attend any of the scheduled sessions or are going to be arriving late, you **MUST** call the Melbourne office **IN ADVANCE** to advise.

If you arrive late to a practical / lecture session without notifying the Course Co-ordinator, you may not be permitted to join the class until the morning break.

LECTURE SESSIONS

- These sessions are held at the NDTF Head Office, located at 20 Havelock Rd, Bayswater
- Doors open at 8.45am
- Smoking is not permitted inside the building
- Mobile phones must be turned off or switched to silent before entering the training room
- No food is permitted in the training room – drinks are acceptable, providing any rubbish / dirty cups are removed
- The kitchen facilities are for general use – please ensure that you clean up after yourself and wash your cups at the end of the day

PRACTICAL WORKSHOPS

During each month of your course, you will be required to attend practical workshops at one of our training locations. These sessions are compulsory and alternative arrangements must be made, if you are unable to attend.

During the course, students are entitled to one (1) FREE make up sessions; if you have been unable to attend two (2) or more practical workshops, you will be required to pay a re-booking fee of \$100.00 per session.

Please refer to the *Practical Workshop Make up Form* for more information and remember that 80% attendance rates are required for successful completion of your course. If you fall behind and / or miss large numbers of workshops, you will be required to transfer to another group, which will incur a fee.

Preparing for Training

To ensure you receive the best possible training experience during practical workshops, it is important to come prepared for every session. We recommend the following:

- Wear comfortable, closed toed shoes / boots. High heels, thongs, sandals, etc. are not acceptable
- Wear clothing that does not matter if you get it dirty. You will be working with dogs, so dog hair and muddy paw prints are inevitable
- During warm weather, students are required to bring a hat, sunscreen and a drink to each training session
- During winter months, students must bring a warm, waterproof jacket as you may be working outside in inclement weather. You may also wish to bring waterproof pants and boots

Training Equipment

Whilst Precise Training provides a large range of training equipment, for use during practical workshops at our kennel facility, students are required to bring their **OWN** Treat pouch and clicker to EVERY training session. These are essential training tools that will be used over the entire duration of the course and failure to bring these items to each and every practical workshop, will negatively impact student's learning experience.

Bringing Your Own Dog to Workshops

During the course, students will be required to bring their own dogs to **MOST** of the practical workshops and training sessions. This provides you with opportunities to develop your practical skills with a dog you are comfortable and familiar with and also to improve the behaviour and training of your dog, whilst under the guidance of an NDTF instructor / trainer.

Your Course Co-ordinator will advise you via email, whether your dog is required to attend or not. If your dog will be attending a practical training session, you must adhere to the following guidelines;

1. **Vaccinations** Any student bringing their dog to WPK must have a current C5 vaccination record accompanying them at all times. Any student that cannot supply current proof of their dogs' C5 vaccination will be asked to take their dog home. Canine vaccinations must be obtained at least **10 days prior** to the boarding arrival date. The C5 Vaccination (Canines) is a standard requirement across the boarding industry and must be strictly adhered to as it helps to prevent against the risk of many viral infections. Dogs must also be fully wormed and have had their flea treatment before their visit.
2. **On Arrival** Please arrive **15 minutes early** to workshops if you are bringing a dog as you will need extra time set up the required crate. Students must see Team Leader in kennels. Team Leader will sight vaccination records and show student which run their dog will be using. It is the students responsibility to provide water and bedding for their dog and to empty run (remove faeces, take bowl back to kitchen) and take their bedding. Bedding for their dogs is provided by the students.
3. If you wish to place your dog in a run during this time please contact the course coordinator or WPK reception as this is subject to availability
4. Dogs must be secured on appropriately fitting equipment of reasonable quality / condition
5. Dogs must be on lead and under effective control at all times
6. **At no time** are student dogs to interact with kennel boarding dogs or place their dogs in a run with other kennel dogs. In attendance and a safe distance must be maintained during training exercises and whilst walking around the training facility
7. When not in use, student's dogs must be secured in a suitable crate **WPK does not provide crates for students use.** (refer to *Crate Training Handout*). Dogs are not permitted to be left in cars and / or tied up
8. Dogs are not permitted to enter the Training Room unless PRIOR permission has been obtained from the instructor / trainer
9. Dogs with moderate behavioural issues (e.g. mild – moderate level aggression, timidity, reactivity, etc.) are welcome to attend the workshops, providing they are under effective control and are not causing disruption to fellow students or dogs. You may be asked to leave the workshop, secure your dog away or not bring the dog to subsequent sessions in the following circumstances;
 - a) The dog presents a safety risk to others (people or dogs)
 - b) You are not displaying adequate handling skills or taking necessary precautions to ensure the safety of others
 - c) You are not following the instructions of trainers / WPK staff
 - d) The dog is causing disruption (e.g. barking, howling, growling, lunging, etc.) which impacts on the learning experience of others

ELECTIVE UNITS

To receive certification, students must successfully complete two (2) out of the four (4) available elective units. Elective units include:

UNIT CODE	UNIT NAME	COST
ACMCAS410	Conduct companion animal training classes	Inclusive of course fee
ACMSPE304	Provide basic care of dogs	Inclusive of course fee
VU22887	Train dogs for basic assistance roles	\$240
VU22888	Train dogs for basic substance detection	\$240
*VU22889	Train dogs for basic tracking and trailing *(Subject to availability)	\$240

UNIT PRICING

If you wish to select either specialist unit, each individual unit you choose, will be charged at a fee of \$240.00

UNIT SELECTION

While we understand that students like to gain as much experience as possible during their course, it is often underestimated how much work is required to complete the practical elective units. As such, it is not recommended that you attempt to complete all four electives at once.

Upon **successful completion** of the course, students may enrol in additional elective units at any time. **Further fees** will be applicable to these units and students will be issued with a Statement of Attainment to reflect their results.

WITHDRAWING FROM SPECIALIST ELECTIVES

Students who wish to withdraw from specialist electives after course commencement but prior to the scheduled workshop date, are entitled to a 50% refund of the elective fee (\$240). Applications should be made using the *Elective Amendment Form* and must be received no later than one (1) month **PRIOR** to the scheduled workshop date; after this time, **no refunds will be provided.**

INSUFFICIENT ENROLMENTS

Elective units, for which demand is insufficient, may be withdrawn at the discretion of Precise Training. Rescheduled *subject to availability.

ACMCAS410A CONDUCT COMPANION ANIMAL TRAINING CLASSES

This elective is designed for persons wishing to instruct obedience classes. Students will be trained in the conduct of all levels of obedience classes, agility work, socialisation and puppy classes.

Areas of study include – Theory of class instruction, obedience class structure, communication skills, methods of instruction, group organisation and catering for different ability levels. Practical experience for this unit will be conducted at scheduled workshops.

Assessment for this unit includes a written report as well as a practical assessment. Practical assessment will require participants to instruct obedience exercises in a simulated, or actual, class environment during Month 8.

ACMSPE304A PROVIDE BASIC CARE FOR DOGS

This elective unit covers the process of providing daily care requirements for dogs in a kennel environment, including feeding, watering, cleaning and basic preventative health care measures. In addition, it requires an awareness of animal welfare and behaviour, safe workplace and sustainable environmental practices associated with animal care.

Areas of study include - Preparation of feeding, completion of the feeding and watering process, general cleaning procedures, design and structure of the enclosure, feeding and medication schedules, basics in bathing dogs and providing environmental enrichment and exercise.

Assessment for this unit includes completion of written questions and practical hours in a kennel environment.

SPECIALIST UNITS

VU22887 TRAIN DOGS FOR BASIC ASSISTANCE ROLES

This specialist unit is for students wishing to teach canines the basic skills that would be required, to perform assistance roles for people with disabilities or special needs.

Areas of study include – People requiring assistance, dog selection, roles performed by assistance dogs. Practical training of the skills is required

Assessment for this unit includes a practical assessment, for which students are required to train a dog to perform skills typical of an assistance dog, as well as complete a written report detailing the training process.

VU22888 TRAIN DOGS FOR BASIC SUBSTANCE DETECTION

This specialist unit is for students wishing to teach canines basic skills that would be required, for the detection of substances such as plant materials, meat, tobacco, etc.

Areas of study include – Theory of scent, olfactory capabilities of the dog, training methods and techniques, forms of indication, rewards systems. Practical training of the skills is required.

Assessment for this unit includes a practical assessment, for which students are required to train a dog to detect a selected substance, as well as complete a written report detailing the training process.

VU22889 TRAIN DOGS FOR BASIC SUBSTANCE DETECTION

Tracking and trailing dogs teaches basic skills and techniques required for dogs to perform tracking and trailing in a variety of environments

Competence is gained in the application of common training methodologies in accordance with the temperament of the dog and the desired training goal.

Students are assessed by practising tracking and trailing techniques in a range of environments to develop reliability and consistency using training plans and modifying when necessary to ensure goals are met resulting in intended outcomes

Participants completing those units are required to own or have regular access to a dog for training.



COURSE MATERIALS



COURSE NOTES

Upon commencement of your course, you will be given access to Precise Training's Moodle learning platform where you will find all of your course materials and documents in electronic form; this will enable you to complete the theory component of your course, directly from your computer.

Unit Notes are available in PDF format; to allow ease in reading from your computer at your convenience.

Assessments are available in Word format; this enables you to type directly into your assessments, rather than requiring hand writing. This also allows completed assessments to be uploaded to Precise Training's Moodle learning platform, which ensures efficient processing time and prevents the need for printing / posting / emailing.

You will have access to soft copies of the hand-outs via Precise Training's Moodle learning platform, relating to the specific workshop / session you are attending these will need to be printed out and brought with you.

Students can purchase a hardcopy of the notes through precise training, if required can be arrange through adminvic@precisetraing.com.au

DVDs

DVDs of most theory sessions are available for purchase and are a great tool for revision and future reference. On occasions when sessions are not able to be recorded. (A copy of the most recently recorded session will be provided.)

The price for each 2-3 hour full one day session DVD is \$30.00

If you would like to pre-order the entire set of DVDs, we are able to offer the package at a discounted price. By ordering the complete set, it reduces the time spent on administration and the ordering process that would normally occur. The price for the full set is \$299. This can be paid in 4 monthly instalments, if required can be arrange through adminvic@precisetraing.com.au

Orders for these DVDs must be made directly to the Course Co-ordinator and will either be posted to your home or made available for pick up from the Head Office, approximately 10 working days.

All DVDs should arrive in working order; if on receipt of your DVD there are any faults, it will be replaced free of charge. Please contact us ASAP to arrange a replacement copy. You will need to return the faulty DVD before we can provide the new one, so do not discard these discs. If you misplace or damage your DVD, additional charges will be incurred for replacement.

PRIVATE TUITION

- Students completing the Certificate III in Dog Behaviour and Training are able to book private tutorials with most instructors / lecturers
- When booking these tutorials, you must advise the Course Co-ordinator of the topic you are studying, to ensure we can book an appropriate trainer for you. You may request a particular trainer, however we cannot guarantee that specific trainer will be available
- All bookings for Private Tuition must be made through the Precise Training, Melbourne office.
- Your name and number will be passed on to the trainer, who will contact you, to make the necessary arrangements
- All Private Tuition fees require payment on the same day as the booked session
- A student that cancels 24 hours or less prior to the booked session, is required to pay 50% of the tuition fee
- If a student simply does not attend a booked session (without prior cancellation), they will be required to the full tuition fee

Precise Training aim to support all students throughout the duration of their course. If students wish to speak to an assessor or trainer for guidance or clarification students via phone they can schedule through the Precise office. This will be confirmed in an email correspondence.

Please note due to the availability of trainers and assessor's phone calls are limited to a 20 minute timeframe. If at any point a student or an assessor feels that more support is required at length a fee will be incurred. This fee may vary at the discretion of management taken on as a case by case basis.

FEES AND DURATION

Private Tuition / Session	NDTF Site	Student Site
30 minutes	\$40	\$60
60 minutes	\$80	\$100
Group Sessions of 3 or more students	NDTF Site	Student Site
40 minutes	\$35 per person	\$55 per person
60 minutes	\$75 per person	\$95 per person
60 minute phone call	\$30	
<p>* Prices quoted are for the Melbourne Metro area</p> <p>* Specialist instructors may have their own rates for consultations and / or private tuition - contact the Course Co-ordinator for further details.</p>		

STUDENT STUDY TIPS

TIP 1: Set your goals

Set up a study plan, stick to it as best as you can and pace yourself effectively – do not allow your workload to build up to an unmanageable level.

TIP 2: Review your progress regularly

You may find that you need to amend your study plan from time to time, according to your lifestyle, circumstances or the subject matter. Remember that the recommended study hours per week are a guide only, so adjust these according to your needs.

TIP 3: PREPARATION is the key

Ensure that you have reviewed your lecture notes and watched any relevant DVDs, prior to attending practical workshops or attempting assessments. When watching the DVDs; write your own additional notes that can later be collated in a comprehensible order, so they are easy for you to review when required. Write down any questions that may arise as you go along, so you can follow these up with the instructors or Course Co-ordinator. If you are unsure about something, do not be afraid to ask!

TIP 4: Practical training

The practical training component will be a great learning experience for you – make sure you come prepared to take notes and ask questions. It is the perfect opportunity for you to clarify any issues you may have and apply the knowledge you have studied. Feel free to approach instructors, if you require additional clarification on any of the topics covered. They are more than happy to help you to the best of their ability.

TIP 5: Have an open mind

Be prepared to continually expand upon your 'tool box' of skills. Be proactive and ensure you do not hesitate to communicate with NDTF staff, instructors and fellow students. Remember that what you will eventually get out of the course is related to what you are prepared to put in. If you are focused, willing to learn and motivated, the experience and knowledge you gain will be invaluable.

TIP 6: Access to a dog during course

Students must have their own dog (or regular access to a dog) throughout the course period. Regular access enables students to complete an appropriate level of practical training with their chosen dog. Students will not be granted an extension for assessments, merely on the basis that they do not have access to a dog (unless exceptional circumstances occur).

5 STEPS TO KEEPING MOTIVATED

STEP 1: Don't lose sight of the big picture

It is very easy to allow minor circumstances to distract your train of thought, preventing you from completing what you set out to achieve and hindering your progress. Try to remain focused and determined when studying. If you are studying at home, where there are numerous distractions, set yourself a specific amount of time to sit in a quiet room, to study undisturbed.

STEP 2: Always remember your goals

Set yourself small, achievable goals, as you progress through the course. Aiming to spend a certain amount of time studying per week / fortnight is an easily achievable goal that makes achieving bigger goals, such as getting assessments in by their due date, much easier!

Never forget your final goal; successfully completing the course. If you feel this goal slipping away, ask yourself "Why did I start this course?", "What was my goal?" and "What can I do to get back on top of things?" Keep in mind that at the end of this course, you will have a Nationally Recognised Qualification; the 22542VIC Certificate III in Dog Behaviour and Training, as well as experience in various new fields of dog training. What a great achievement!

STEP 3: Take care of yourself

Do not allow yourself to get burnt out. If you do feel that your motivation levels are diminishing, take a break. Don't push yourself to the brink of self-doubt. Tell yourself that you can do it. Don't be too hard on yourself; it can take a lot of motivation to study at home!

STEP 4: Study

Allocate specific times for study. The course involves approximately 5 hours of study per week, depending on the quality of study and course material. You may spread the hours across the week, as though you were attending a class or you may choose to do it all at once. For motivational purposes, we suggest spreading the hours out evenly but if you cannot put your books down, then by all means; go for it!

STEP 5: Reflect on why you wanted to become a Qualified Dog Trainer

It is always good to reflect on the sole purpose of 'why' you have chosen this course. Perhaps you have an ability to relate to animals / dogs and would like to further develop these skills. The course will enable you to expand upon your knowledge and you will effectively learn how to help both dogs and their owners. This may potentially lead to a rewarding career in the field.

Whatever the reason may be, don't lose sight of it.

NOW IT'S UP TO YOU - MAKE IT HAPPEN!!



ASSESSMENTS



THEORY ASSESSMENTS

Throughout the course, students will be required to complete a range of theory assessments which are due at different stages, to reflect the progressive nature of the program.

Below we have listed common forms of written assessments that you will be required to complete during your course. These assessment tasks will be 'clustered' into Assessment Plans that will cover one or several units of study:

- Short Answer Questions – based on theory covered in notes, DVDs and practical workshops
- On-line Quiz – completed via Precise Training's Moodle learning platform and include multiple choice and true / false questions
- Case Studies – based on hypothetical / actual training and behavioural scenarios
- Projects – which require you to complete activities / research based on practical tasks and / or hypothetical scenarios
- Training reports – which require you to document practical training, conducted with dogs

When you submit an assessment, a screen notification will appear (submitted for grading) on your Moodle learning platform. You will also be able to view your assessment submissions when you login with your personal login details.

Your work will then be assessed by our team of qualified trainers, to determine your competence. Once an assessor has reviewed your work, they will up-load the results to your personal file. You will receive an email notification. (To review your feedback.) **The anticipated time for this process is approximately 4 weeks.**

Any assessment outcomes that are **NYS** are the student's responsibility to follow up.

PRACTICAL ASSESSMENTS

In the later stages of the program, all students will be required to complete practical assessments, for a range of units. These are a compulsory part of the program and are either;

1. Conducted face to face, at an NDTF training venue with kennel dogs
2. Conducted at home with your own dog, filmed / recorded and then up-loaded to Precise Training's Moodle learning platform

GUIDELINES FOR SUBMITTING ASSESSMENTS

This information is designed to assist you, in the submission of assessments throughout the duration of your course.

Failure to complete assessments in the necessary format may result in the work being marked as 'Not Yet Satisfactory' which will require re-submission of the entire document.

General requirements for all assessments

- When submitting an assessment please ensure you save a copy first on your computer (this includes written assessments, re-submissions and video files)
- You are not graded on spelling and / or punctuation; however responses must make sense and demonstrate your understanding of the concept
- You must enter your full name, course number (e.g. DL1532) and the date of submission in the spaces provided on the front page of your assessment
- You should read each question **carefully** and seek assistance if you do not understand what is being asked. Many students are deemed NYS simply due to the fact that they have not read the question properly and / or have not covered all of the information required

Theory Assessments

Theory assessments will be available on Precise Training's Moodle learning platform and can be saved to your computer, in an 'editable' format. This allows you to work through the tasks at your own pace, save your work as you go, then up-load the finished product once you have completed the requirements.

- Answer questions in the spaces provided
- It is not necessary to re-write or paraphrase the question as part of your answer
- 'Point form' responses are acceptable
- Do not change the order of the questions / tasks within the Assessment Plan
- The file name of your assessment submission **MUST** include:
 - Your name
 - Your course number
 - Assessment title (E.g. Jane Smith – DL1530 – Assessment Plan 1)

Practical Assessments Filmed / Recorded at Home

- video files are **not** to be sent via email **under any circumstances**
- **Under no circumstance is there to be any editing.** Students found to have edited their footage will be deemed Not Yet Satisfactory
- **All video submissions being uploaded onto Precise Training's Moodle learning platform must be under 200MB**
- Footage must be filmed in one continuous shoot. Some sequences may go for several minutes, as footage of setting up equipment is required (e.g. substance detection – boxes / targets)
- The camera shot must clearly show both you AND your dog (i.e. a third party may be needed to film the task)
- All filming must be steady, have adequate lighting and be of reasonable quality
- All video submissions require a brief introduction to explain what is about to be demonstrated and what the assessor should expect to see. **You should also include your name, course number and the assessment title / unit of study**
- You must demonstrate the skill **as per the individual assessment requirements**
- Mistakes / errors should not be erased, as they can be just as beneficial to learn from, as completing the task

Resubmissions

If you are deemed Not Yet Satisfactory (NYS) for an assessment task, you will be given an opportunity to re-submit. You will be advised of your results and provided with a copy of your marking sheet, showing any comments/suggestions made by the assessor who marked the assessment.

BEFORE another response is re-submitted, it is strongly recommended that you:

1. Read through the question, your first response and the assessor's comments thoroughly, to determine where you went wrong the first time
2. Go back over the notes / DVDs for the relevant sections, to ensure you have a clear understanding of the concepts involved

If you have completed the steps above and still do not understand what is required and / or how you went wrong, contact the Melbourne office immediately. In addition, private tutorial sessions are available with an NDTF consultant, for a nominal fee.

We are unable to accept resubmissions unless they contain ALL necessary elements. We understand that this may be time consuming or appear inconvenient; however as we are dealing with large numbers of students who are undertaking resubmissions, we are simply unable to gather the required information for every individual student.

To make the resubmission process easier for students and to reduce the turn-around time for assessment marking, we have provided you with a *Student Resubmission Template*. This should be used for ALL resubmissions and will be uploaded to your personal login on Precise Training's Moodle learning platform. We also suggest that you save a copy of the *Student Resubmission Template* to your computer, for future use.

When completing a resubmission you will need to:

1. Open the resubmission template and select the *Save As* option. Remember to include your name and the name of the assessment you are resubmitting in the new title. It is also important to identify that you are completing a resubmission (e.g. Jane Smith; DL1530; Assessment Plan 1 **Resubmission**)
2. Using the template, fill in your name, course number and the full title of the assessment you are resubmitting
3. Go into your original assessment and *Copy* the answer to the question you are resubmitting. *Paste* this into the 'Original Answer' section of the *Student Resubmission Template*
4. After reviewing the assessor's comments and the relevant course materials relating to the question, complete your resubmitted answer in the 'Resubmitted Answer' section of the *Student Resubmission Template*
5. Save your document and using the function to locate the correct link / location, upload the resubmission to Precise Training's Moodle learning platform.

You must complete a separate resubmission template for each different assessment you need to resubmit.

If you are submitting multiple questions from the **same** Assessment Plan you may;

1. Complete a separate Resubmission for each question; ensuring you include the question number in your document title (*Jane Smith; DL1530; Assessment Plan 1 Resubmission; Question 4*)
2. To provide multiple spaces for additional questions, *Copy and Paste* the table provided (make sure you include the original answer, resubmitted answer AND the assessor's comments sections) in the *Student Resubmission Template* (see example below). DO NOT submit more than one question in each box

QUEST #	ORIGINAL ANSWER
RESUBMITTED ANSWER	

QUEST #	ORIGINAL ANSWER
RESUBMITTED ANSWER	

Please ensure you read through these guidelines thoroughly, as we will not be accepting resubmissions that do not adhere to this format and / or contain all required information. If you need further clarification, please contact assessments@precisetraining.com.au immediately.

Late Submissions

ALL assessments MUST be submitted BY THE DUE DATE, however if (due to unforeseen circumstances) you are unable to submit assessments by the due date, you will be required to apply for an extension.

Final Submissions

Please make sure all assessments and videos are submitted via your Moodle portal. If you are unable to do this please contact the office or apply for an extension. If you receive any **NYS** marks for any of your assessments after your course end date you will have **2 weeks to upload your resubmission without incurring a fee.**

Assessment Extensions

If you are unable to complete an assessment by the nominated due date, you may be eligible to apply for an extension. All extension requests must be made using the Extension Request Application Form which can be obtained from the Melbourne office (email to assessments@precisetraining.com.au).

In order for the extension to be granted, you must meet the following criteria:

- Extensions must be received **ONE week prior to the due date**
- The reason for the request must be reasonable and valid
- The extended due date must fall BEFORE the scheduled end of the course. If the new due date falls after this time, you must apply for a Course Extension using the Course Extension Request Application Form. Course Extensions will incur a fee.

You will be notified of your Extension Request result within 48 hours of paperwork being received by the office.

ACKNOWLEDGEMENT DECLARATION

I (insert full name) _____ acknowledge that I have read and fully understand the Guidelines set out in this Student Manual.

I agree to abide by the terms and understand that failure to do so may result in Disciplinary Procedures, including cancellation of my enrolment.

Name: _____

Course Number: _____

Signature: _____

Date: _____