



**PAWtected CIC**

**Associate Trainer  
Application  
Handbook**

**January 2023**

# Welcome

Thank you for taking the time to look at becoming an Associate Trainer. We hope that this handbook will help you understand what is involved so that you can make the best decision for you and your clients.

Please read all of this handbook before applying. If you have any questions or need any help understanding this handbook, please get in touch with our team.

We can be contacted by email to [enquiries@pawtected.co.uk](mailto:enquiries@pawtected.co.uk) at any time.

Thank you,

Abigail and Christine

(PAWtected CIC management)

# General Information

## About

PAWtected CIC is an organisation who help owners train their own dogs to become assistance dogs. We can provide support with training, advocacy, and working.

## Roles

Whilst there are many roles within PAWtected CIC, there are two main roles regarding trainers; staff trainers and associate trainers.

Staff trainers are volunteers of PAWtected CIC. They may work both face to face and virtually with clients and members to support them on their journey.

Associate trainers are external trainers with their own businesses. This is a service that provides recognition and assurance that the trainer and business meets the PAWtected CIC code of conduct, as well as being knowledgeable in the PAWtected CIC courses. Associate trainers may charge their clients for their work. These payments are made directly to the associate trainer's business, not to PAWtected CIC.

# Associate Trainer Introduction

## Benefits and support

As an associate trainer, you will have access to the following:

- Certificate of association, completion certificate and digital badge to display on your website.
- A copy of our current program for our three main courses.
- Optional addition of mini courses, e.g. task work.
- Email help line where our team can advice on training, assistance dogs and our program.

## Services

As an associate trainer, you are responsible for deciding what services you will provide and the costs that you charge for them. Below are some examples of services that you could provide:

- One-to-one training support for members and clients to achieve the course/activity criteria.
- Group training sessions for members and clients to achieve the course/activity criteria.
- Filming an assessment video for a member or client. This video should be sent to the member/client for them to upload to Moodle.
- Specialised assistance dog task training sessions.

## Responsibilities

As an associate trainer, you will also be responsible for the following:

- Following the Code of Conduct.
- Maintaining the standards checked within the application and vetting process.
- Checking client status prior to starting PAWtected CIC work with them.

## Costs

There is no cost to become a PAWtected CIC Associate Trainer.

Physical copies of resources, merchandise and other items from our store are available at a cost, these are not required.

## Eligibility and Requirements

Within the vetting process, we will ask you to demonstrate that you meet the eligibility criteria. Additional information about the process and assessments are available below.

- The applicant agrees to follow the Code of Conduct and Data Protection Policy.
- The applicant is 19 years of age or older.
- The applicant is appropriately insured to train dogs.
- The applicant is registered as self-employed or employed by a business.
- The applicant has suitable qualifications for training dogs\*.
- The applicant has suitable experience for training dogs\*.
- The applicant has 2 clients who are happy to provide references. At least one of these references must be a current client.

\* At PAWtected CIC we understand that the dog training industry is currently unregulated. We review the individuals qualifications and experience alongside the responses to the assessments to determine suitability. If you do not hold any qualifications or would like to discuss your qualifications/experience, please contact us to discuss.

## Vetting Process

The first part of the process is to upload copies of the relevant documentation. This includes:

- Proof of insurance
- GDPR policy
- Summary of business set up and services to be provided
- Training qualifications
- Training experience
- References

Here, you will also be asked to read sign the Code of Conduct and Data Protection policy.

## Assessment Process

The second part of the process is to complete our assessments. All associate trainers must complete the “General Assessment”. You may then choose which courses you would like to offer.

The General Assessment contains:

- How you would handle specific situations.
- How you approach training sessions.

Then each individual course has its own assessment. You are not required to complete all of the course assessments.

The Canine Skills Assessment contains:

- How you would approach teaching specific skills.
- How you could trouble shoot specific problems.
- How you could resolve challenging situations.

The Assistance Dog Assessment contains:

- How you would approach teaching different skills.
- Disability mitigation tasks you are confident training.
- How you could trouble shoot specific problems.
- The behaviours you would look for in a working assistance dog.

The Explore Assessment contains:

- How to introduce socialisation to a new puppy owner.
- How you would handle difficult socialisation reactions.
- How you would approach resocialisation of a rescue.
- Socialisation experiences that you could provide during a puppy class.

# Frequently Asked Questions

## **What courses can I offer?**

You are able to offer 3 of our main courses, if you have completed the relevant assessment.

Canine Skills explores general pet manners and behaviour.

Assistance Dog explores working specific behaviours and task training.

Exposure explores socialisation and confidence in the world.

## **What training is available?**

As an associate trainer, you will be able to access all of the resources for the courses that you have been assessed to provide. This includes the activity criteria, suggested training method and helpful hints.

We also have a range of mini courses available which focus on specific skills such as task training. If you would like to explore any of these, please get in touch.

## **How do I check a client is registered with PAWtected CIC?**

Members and clients will be able to show you their Moodle Dashboard which will contain all of the courses they are currently enrolled onto. Please be aware that an account is linked to a specific dog, if the client has multiple dogs they will need multiple accounts.

## **Can I assess dogs myself?**

No, only staff trainers can complete the assessment. You can provide guidance and support with the filming process.

## **I am working with a member, do they still need to do journals?**

Yes, journals are a requirement of our membership. If a specific member is struggling with journals and has regular support from an associate trainer, please get in touch to discuss options.

# Associate Trainer Code of Conduct

This code of conduct applies to all Associate Trainers.

## Overarching Principles

### Mission

We believe that dogs have the power to facilitate independence and opportunity. By supporting people to train their own dogs to become assistance dogs, we give them the canine support they need in order to live independently.

### Values

- Quality
- Inclusion and community
- Achievement
- Opportunity to reach full potential
- Ethical training

## Code of Conduct

As a PAWtected CIC Associate Trainer, you must always:

- Uphold the PAWtected CIC mission and values.
- Comply with all relevant laws and guidance.
- Manage the business ethically and in line with current government guidance.
- Deliver the PAWtected CIC courses in line with the guidance for the specific role.
- Treat all individuals with respect, ensuring inclusion.
- Safeguard the wellbeing all individuals and dogs to prevent harm.
- Use ethical training methods, without the use of fear or pain.