**Training Policy**

1. This policy sets out The Cav Club’s commitment to the current and future development of our skills, expertise and ability. The Cav Club recognises that effective continual personal development is not only vital to meeting future goals and ambitions but also makes an essential contribution to the development of responsive, supportive carers of animals and a well-managed business.
2. Training can take the form of:

a. Mentoring/shadowing of all those living in the household caring for the dogs

b. Short in-house training

c. Short courses run by a third party

d. On-line webinars/courses

e. Accredited courses which lead to a recognised qualification.

1. Anybody that is new to handling the dogs will undergo an induction that will cover:

• animal welfare, including recognising poor welfare

• animal handling

• animal behaviour

• cleanliness and hygiene

• feeding and food preparation

• disease prevention and control

• recognition and first aid treatment of sick or injured animals

• our written policies and procedures relating to the care of animals

1. All training will be recorded in the Owners Training Record.
2. I will complete an Animal First Aid course at the earliest opportunity. Animal First Aid training will be renewed when the certificate expires (or after 3 years).
3. I will have annual reviews where current qualifications will be reviewed and updated. Training needs and knowledge gaps will be identified.
4. Training needs/requests will be balanced alongside the importance to the business.
5. I will undergo relevant OFQUAL regulated training in support of the premises Animal Activities Licence

**Owners Training Record**

All training undertaken by Licence Holders - Owners, Managers and others in relation to Animal Welfare must be recorded on this training record.

**Owner Name: Emma Audsley-Jones**

**Home Boarding Dogs**

|  |  |  |
| --- | --- | --- |
| **In-House Training** (Given by the Licence holder/Owner) | | |
| **Topic** | **Date Completed** | **Trainer** |
| Animal welfare, including recognising poor welfare | 23/01/23 | Animal Courses Direct |
| Animal handling | 23/01/23 | Animal Courses Direct |
| Animal Behaviour | 23/01/23 | Animal Courses Direct |
| Cleanliness and hygiene | 23/01/23 | Animal Courses Direct |
| Feeding and Food Preparation | 23/01/23 | Animal Courses Direct |
| Disease Prevention and Control | 23/01/23 | Animal Courses Direct |
| Recognition and first aid treatment of sick or injured animals | 23/01/23 | Animal Courses Direct |
| New Dogs Training | 23/01/23 | Animal Courses Direct |

|  |  |  |  |
| --- | --- | --- | --- |
| **External Training** (Colleges, On-line, Distance Learning etc) | | | |
| **Topic** | **Date Completed** | **Awarding Body** | **Copy of Certificate on File – Y/N** |
| Level 2 Canine Care and Welfare | 20/08/2023 | Animal Courses Direct | Y |
| Level 3 Canine Care and Welfare | 17/01/2025 | Animal Courses Direct | N |
| Canine First Aid Webinar | 19/05/2024 | Animal Courses Direct | Y |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |