



Vicki Austin's Puppy Class Instructors' Course

Terms and Conditions

- Total course instruction time: approximately 38 hours (approximately 20-hours 'at-home learning' plus 18 hours practical over three days). Participants are also expected to conduct additional reading/research in support of learning and gain hands-on experience to develop skills. Participants will need to be self-motivated.
- Cost: \$890 (incl GST) - practicals in Sydney ([Calabash Boarding Kennels and Cattery, Arcadia](#)).

An additional fee of \$120 (incl GST), taking total fee to \$1010, will apply for attending practical days in Melbourne to cover travel and accommodation expenses.

A deposit of \$100 will reserve your place and is refundable until the USB stick containing course materials has been posted. Balance of course fees are due prior to posting of the USB stick.

Completed enrolment form and confirmation of bank transfer should be emailed to:

vicki_austin@bigpond.com

Payments can be made by direct bank transfer to:

Glentoe Pty Ltd

IMB Bank, BSB 641800, A/C No 33010827

Course Materials

Participants will be provided with course materials on a USB stick, forwarded to their nominated postal address by registered mail. Materials will include recordings of subject sessions, power-point presentations, session support notes, links to various applicable footage, various print resources, quizzes and assessment documents. This portion of the course is self-delivered by the individual participants – it will require a good level of self-motivation and discipline.

Subjects 1 – 8 (see Programme) must be completed prior to attendance at the practical days. Remaining subjects can be completed either before or after the practical days.

A minimum of 20 hours will be required to complete the course materials on the USB stick and required reading. Additional personal research is also required.

We recommend that all course materials are downloaded onto your desktop from the USB stick immediately it is received. A replacement USB stick containing your course materials will incur a fee of \$66 (inc GST). Of course, a faulty USB stick will be replaced for no charge, upon its return.

Request to defer practical dates (three days):

Changing or deferring of practical days is problematic as we have based our financial structure on having ten participants in each practical session. We have aimed to keep practical classes to a maximum of ten participants to ensure a good learning experience for all. We hope you understand that requests to change or defer practical dates will incur fee/s:

- If a replacement can be found for the cancelled practical days, a fee of \$85 (inc GST) will be applicable in order to transfer to later practical days.
- If a replacement cannot be found for the cancelled practical days, a fee of \$490 (inc GST) will be applicable in order to defer to later practical days.
- Non-attendance or cancellation, without attendance at a later date, does not incur a fee. A refund will not apply.

Non-attendance of individual practical days due to sickness, etc.

- All practical days must be attended in their entirety to gain eligibility for certification. Attending the missed day/s with a later group will be dependent on availability and will incur a fee of \$110 (inc GST) per day.
- Participants must view **all** provided learning sessions and resources, achieve a minimum of 80% on **all** quizzes and attend **all** practicals, in their entirety, to gain certification. Q&A webinar will be recorded and accessible for those unable to attend at the allotted times. Practical sessions must be attended on the scheduled dates and times.
- Recorded sessions 1 – 8 must have been viewed and relevant quizzes successfully completed, prior to attending practical sessions.
- Tea and coffee facilities will be available at practical sessions, but attendees will need to bring their lunch and refreshments as there will not be time available to attend local shops.
- The three-days of **practical sessions** will be limited to ten participants per group. You will receive an email confirming your enrolment and the dates of your practical sessions. If for any reason, you are unable to attend your designated practical dates, you can transfer to a later set of practical dates, if available and if your place can be filled – an administration fee of \$85 will apply. If your place cannot be filled by an alternative participant, transferring to a later set of practical days will incur a fee of \$490.
- If there is sufficient demand, additional practical days can be held in other cities or areas. There will be an additional cost to attend practical days outside of Sydney to cover Vicki's flights, accommodation, etc.
- Participants attending practical days must be well presented in clean, professional attire and as per the Workplace Health and Safety Risk Assessment (included on the USB stick).

- Participants are required to source a puppy or puppies aged between eight and 16 weeks of age, if at all possible, to bring to practical sessions. Sources for securing a puppy or puppies could include: Facebook posts, friends/family/neighbours, advertisement in local paper, local trading post bulletin boards, dog welfare organisations, etc.
- All course requirements must be satisfactorily completed within 16 weeks of completion of practical training, to achieve certification.
- Course Requirements to gain certification:
 - Moderate computer skills and internet connectivity
 - Moderate literacy skills
 - Self-motivation
 - Read “Excel-erated Learning” by Pamela Reid and “The Culture Clash” by Jean Donaldson
 - Attend to observe, at least one full course of puppy classes (usually four to six weeks) by any Instructor
 - View all course sessions and materials in their entirety
 - Successfully complete quizzes
 - Successfully complete course assessment

NB. All course requirements are to be completed within 16 weeks of the completion of practical sessions.

- Participants are encouraged to join [Vicki Austin’s Puppy Class Instructors’ Group](#) on Facebook.

I have read and accepted the information, terms and conditions outlined herewith and would like to enrol in the Puppy Class Instructors’ course.

I give permission for my supplied email address to be shared with my enrolled classmates for the purposes of group communication.

I give permission for recordings of webinars, which may include my image and/or voice, to be accessed by my enrolled classmates.

Name: _____ Signature: _____ Date: _____

Puppy Class Instructors' Course

Programme

NO.	SUBJECT/CONTENT
01.	<p>Introduction</p> <ul style="list-style-type: none"> • What are the benefits of Puppy Classes? • What are the priorities for puppies? The big four: Socialisation, Environmental Conditioning, Independence Development and Preventative Strategies (for avoiding the development of problem behaviour) • Suitable venues for puppy classes: veterinary hospitals, pet shops, grooming salons, private residences, etc • Relationship with owner of venue: financial arrangements, conflicts of interest, bookings, advertising, PR, shared benefits, etc • Equipment: Supplied by class instructor; supplied by puppy owners • Hygiene for puppies' safety: floor surfaces, equipment, toys, etc • Vaccinations required • WH&S Risk Assessment • Discuss course assessment
02.	Animal Welfare
03.	<p>The Science of Learning and Behaviour</p> <ul style="list-style-type: none"> • Habituation
04.	<p>The Science of Learning and Behaviour</p> <ul style="list-style-type: none"> • Classical or Pavlovian Conditioning

05.	<p>The Science of Learning and Behaviour</p> <ul style="list-style-type: none"> • Operant Conditioning
06.	<p>Independence Development</p> <ul style="list-style-type: none"> • The Tie-up or Restraint Exercise • Crate Training • Time alone
07.	<p>The Importance and Benefits of Play</p> <ul style="list-style-type: none"> • Tug-o-war, retrieve, chasing • Impulse control • Play as a reinforcer
08.	<p>Preventative strategies (to avoid development of problem behaviour)</p> <ul style="list-style-type: none"> • Resource guarding • Variety (avoiding routines and patterns) • Relationships built on trust • Identifying and addressing behaviour resulting from puppies becoming over-tired, over-stimulated or out of control of emotions – developing emotional self-regulation
09.	<p>Socialisation and Environmental Conditioning</p> <ul style="list-style-type: none"> • Canine Critical/Sensitive Developmental Phases • Species Specific Defence Response (fear response)

	<ul style="list-style-type: none"> • Puppy class social interactions – learning manners and social etiquette
10.	<p>Introduction to the technique of Luring</p> <ul style="list-style-type: none"> • Positive reinforcement combined with Negative Punishment • Pavlovian conditioning of the bridge/mark word, “good” • Avoiding luring becoming bribery
	<p>What you will need for practical sessions</p> <ul style="list-style-type: none"> • Lunch and cold drinks (there will not be time to go to shops). Tea and coffee facilities will be provided. • Food treat pouch https://www.thetrainerspouch.com/ • Puppy or puppies • Crate, collar, lead, water bowl • Pen and paper and/or electronic device with internet connection
Day 1 Prac	<p>Practical Session - Day 1</p> <ul style="list-style-type: none"> • Classmate introductions • Hygiene, WH&S • Puppy social introductions and interactions • The tie-up or restraint exercise • Sit on cue; sit and stare as a behavioural default; sit and stare as a polite means of asking for attention • Commence training of the recall • Encourage tugging play • “Park the Puppy”
Day 2 Prac	<p>Practical Session – Day 2</p>

	<ul style="list-style-type: none"> • Puppy social interactions • Progress recall training • Commence training of the drop (lay down) • Introduce “leave-it” cue • Handling exercises • Introduce “leave” cue during tugging play • “Swap the Puppy”, class exercise • Class Activity: Participants provide answers to common puppy owner questions. Maximum time of five minutes per answer.
Day 3 Prac	<p>Practical Session – Day 3</p> <ul style="list-style-type: none"> • Social interactions • Progress recall training • Progress training of the drop • Three Principles for commencing the fading of food treats • Training the stay • Environmental conditioning exercises • Hand touch • Introduce “yes” cue to grab tug toy • Participants instruct an exercise to one another
11.	Toilet Training
12.	Puppy Nipping and Biting
13.	Other Problem Behaviour including Barking, Aggression in puppies

**Vicki Austin's
Puppy Class Instructors' Certificate
Enrolment Form**

Name	
Mob No	
Email address	
Postal address	
Emergency Contact Details	Name: Mobile No:
Current/past occupation/s	
Current dogs owned (breed, sex, age)	
Industry experience (if any)	
Existing qualifications (include any titles achieved in dog sports)	
Medical conditions, medications, allergies, etc	