



# ***QUALIFICATION STANDARDS***

AS REFERENCED IN THE CODE FOR  
PROFESSIONAL CONDUCT

VERSION: 31/10/2014

The most recent version of this document can be obtained  
from the DGAWA website at [www.dgawa.com.au](http://www.dgawa.com.au)  
or by emailing the DGAWA at [enquiries@dgawa.com.au](mailto:enquiries@dgawa.com.au)

## About these Qualification Standards

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**These Qualification Standards apply to General Members<sup>1</sup> who have chosen to apply for recognition as Accredited Members of the Dog Groomers Association of Western Australia Inc. Accredited Members are required to observe the Competency Requirements and Continuing Professional Development obligations set out in these Qualification Standards.**

These Qualification Standards support the Association's Code for Professional Conduct by establishing minimum qualifications and continuing professional development obligations so that the customers of DGAWA members can be assured that dog grooming operations are conducted safely and in line with customer requirements and legal obligations.

There are two elements to the Qualification Standards.

- 1. Competency Requirements** ensure that personnel carrying out dog grooming operations are competent to work safely and in line with animal welfare standards, customer requirements and legal obligations.
- 2. Continuing Professional Development** ensures that Accredited Members maintain their knowledge of the industry and emerging technologies, work methods and other matters so that they can deliver services that meet the highest standards for safety, animal welfare and environmental management.

## Competency Requirements

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### REQUIREMENTS FOR GENERAL MEMBERS SEEKING RECOGNITION AS ACCREDITED MEMBERS

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General Members of the DGAWA seeking recognition as Accredited Members will need to:

- Hold a qualification relevant to their role, as set out in the table below; or
- Hold a qualification determined by the DGAWA Committee to be equivalent or superior to the qualification set out in the table below;
- Hold membership of another professional body requiring certain entry requirements, where such membership has been accepted by the DGAWA Committee as evidence of an appropriate level of professional attainment for the person's role; or
- Be admitted through the transitional arrangements set out in these Qualification Standards;

and:

- Meet the requirements set out in the DGAWA Continuing Professional Development Program.

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<sup>1</sup> 'General Members' are members who have been admitted to Full Membership of the Association under Rule 5(1)

Members will be admitted as either **Accredited Member Level 1** or **Accredited Member Level 2** in accordance with the arrangements set out under the heading “Grades of Accredited Members”.

The qualifications relevant to particular roles are as follows:

Role	Qualification
Working in grooming operations, under supervision	Certificate III in Pet Grooming (ACM30612)
Senior Stylist	Certificate IV in Professional Pet Styling (ACM40612)
Owner or manager of a pet grooming business	Certificate IV in Professional Pet Styling (ACM40612)

Members who are admitted as Accredited Members remain Accredited Members for as long as they remain members of the DGAWA.

A person who allows their membership of the DGAWA to lapse or otherwise has their membership terminated under the Rules of the DGAWA, and who subsequently re-joins the DGAWA, will be required to re-apply for Accredited Membership and would have their application determined under the Qualification Standards as they stand at the time of that application.

#### GRADES OF ACCREDITED MEMBERS

Members who are admitted as Accredited Members in the role of “Working in grooming operations, under supervision” will be designated as **Accredited Member Level 1**.

Members who are admitted as Accredited Members in the role of “Senior Stylist” or “Owner or manager of a pet grooming business” will be designated as **Accredited Member Level 2**.

Members who have been admitted as Accredited Member Level 1 and who subsequently move to a job role applicable to Level 2, and who have the applicable Level 2 qualification, may apply for recognition as Accredited Member Level 2.

Once admitted as an Accredited Member Level 2, the member’s accreditation grade shall not be reduced even if they subsequently work in a role applicable to Accredited Member Level 1, so long as they maintain their DGAWA membership and continue to meet the relevant requirements of the Qualification Standards.

#### TRANSITIONAL ARRANGEMENTS

These transitional arrangements are designed to recognise existing members of the industry who have significant skills and experience but who, at the time of the introduction of these Qualification Standards, may not have the prescribed formal qualifications.

The arrangements differ between Grades of Accredited Membership. The requirements for recognition for each grade are as set out in the table below.

The transitional arrangements are only available to members who:

- Are General Members of the Dog Groomers Association of Western Australia Inc. at the time of applying for admission as an Accredited Member, or as at 31 December 2015 (whichever is earlier); and
- Apply for admission as an Accredited Member on or before the due date set out in the table below; and
- Meet all the criteria set out in the table.

Membership Grade	Application Due Date	Level of vocational experience required	Additional requirements for entry
Level 1	31 December 2016	Not less than 3 years' experience working in companion animal grooming operations	Successfully complete a Knowledge Assessment as approved by DGAWA <sup>2</sup>
Level 2	31 December 2020	Not less than 5 years' experience working as a Senior Stylist, owner or manager of a companion animal grooming business	Successfully complete a Knowledge Assessment as approved by DGAWA

The DGAWA Committee may determine the appropriate evidence that members must provide to establish that they have the required vocational experience, including but not necessarily limited to a written statement from a current and/or former employer.

Members who are admitted under the Transitional Arrangements are still encouraged to obtain the relevant vocational education and training AQF Qualification(s) for their job role.<sup>3</sup> They must also satisfy the requirements set out in the DGAWA Continuing Professional Development Program.

**Note: The recognition of members' prior experience under the transitional arrangements is not a substitute for the formal process of recognising prior learning in respect of VET AQF Qualifications. DGAWA encourages all members with the appropriate level of prior learning, but who do not have formal qualifications, to apply for Recognition of Prior Learning (RPL). Further information about RPL is available on the WA Department of Training and Workforce Development website at <http://dtwd.wa.gov.au/employeesandstudents/training/choosingtrainingcourse/recognitionofpriorlearning/Pages/default.aspx>**

These transitional arrangements will cease to apply on and from 1 January 2021.

<sup>2</sup> The form and content of the Knowledge Assessment is to be developed under the oversight of the DGAWA Committee, and will be subject to approval at a General Meeting of DGAWA Members. Any subsequent variations to the Knowledge Assessment will require ratification at a General Meeting.

<sup>3</sup> For this purpose, a 'relevant vocational education and training AQF Qualification' is a Qualification from the Animal Care and Management Training Package (ACM10). These qualification are listed on Training.gov.au, the official National Register on VET in Australia, at <http://training.gov.au/Training/Details/ACM10>

## CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

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### OVERVIEW

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The DGAWA Continuing Professional Development (CPD) Program is designed to ensure that Accredited Members maintain their knowledge of the industry and emerging technologies, work methods and other matters so that they can deliver services that meet the highest standards for safety, grooming, animal welfare and environmental management.

Accredited Members are required to participate in the Program by actively engaging in development activities and periodically submitting documentary evidence of these activities.

The Continuing Professional Development Program is based on a points system. This system requires Accredited Members to obtain a minimum of 20 CDP points every calendar year, and to report these points to the DGAWA through a Log Sheet.

Points will be earned by participating in various activities set out in the following Tables, which are included in these Qualification Standards:

- Table 1: Vocational Education and Training (delivered and assessed under the Australian Qualifications Framework)
- Table 2: Other training and seminars
- Table 3: Other activities

In addition to gaining the required number of points each year, members must participate in the following:

- At least 1 activity from Table 1 or 2; and
- At least 1 activity from Table 3.

### GENERAL REQUIREMENTS

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The following general rules will apply when assigning points under the Continuing Professional Development Program:

- Activities must be relevant to the companion animal grooming industry.
- CPD points must be submitted before March 31 in the year following the year in which the qualifying activity is done or the relevant certification is granted.
- Points earned from Table 1 (Vocational Education and Training activities) may be carried over for up to 3 years. For instance, a member who gains a Certificate IV in one year and also attends the DGAWA AGM would receive 42 points that year (30 points for gaining the qualification, 5 points for participating in the course, 2 points for attending the AGM, and 5 points for membership). Since only 20 points are required for the CPD Program, the member needs only use 8 of the available 30 points from gaining their Certificate IV in order to make up the required 20 points. The other 22 points are carried over to the following year.

## REPORTING REQUIREMENTS

All Accredited members must submit a completed Log Sheet using the attached form.

The reporting period is per calendar year.

Members who join the DGAWA part way through the calendar year will have a reduced reporting requirement for their first year of membership, according to the following table:

Month of joining the Association	CPD Points required for the first year
January or February	16
March or April	13
May or June	10
July or August	8
September or October	7
November or December	4

Detailed documentation is not required to be submitted together with the Log Sheet; however the DGAWA will conduct audits from time to time and require members to provide evidence to substantiate the points claimed in previous years. Members should keep a copy of the Log Sheet along with supporting documentation for a minimum of 3 years.

The deadline for submitting the Log Sheet is March 31 following the reporting period.

## CONTINUING PROFESSIONAL DEVELOPMENT POINTS TABLES

TABLE 1 – VOCATIONAL EDUCATION AND TRAINING

ACTIVITY	POINTS VALUE
<b>Participation</b> in a nationally-recognised qualification at any level (must have completed learning and assessment activities for at least one Unit of Competency during the year)	5 points
<b>Attainment</b> of a Certificate III Qualification in a relevant course of study	15 points
<b>Attainment</b> of a Certificate IV or higher Qualification in a relevant course of study	30 points

TABLE 2 – OTHER TRAINING AND SEMINARS

ACTIVITY	POINTS VALUE
Attendance at a conference, course, workshop, seminar, or lecture related to the industry.  <i>Certificate of completion and course outline must be retained for reporting purposes.</i>	1 point per hour of attendance to a maximum of 8 points per day

TABLE 3 – OTHER ACTIVITIES

CATEGORY	ACTIVITY	POINTS VALUE
<b>PROFESSIONAL ARTICLES AND PRESENTATIONS</b>	<b>ARTICLE (up to 1,000 words)</b> Authoring an article which is accepted for publication in a DGAWA Newsletter or Fact Sheet or on the DGAWA website, or in an industry-relevant professional or trade journal, of up to 1,000 words in length.	5 points
	<b>ARTICLE (1,000 words or greater)</b> Authoring an article which is accepted for publication in a DGAWA Newsletter or Fact Sheet or on the DGAWA website, or in an industry-relevant professional or trade journal, of 1,000 or more words in length.	10 points
	<b>PRESENTATION/SEMINAR (up to 1 day)</b> Writing and delivering a presentation or seminar (maximum 1 day), as part of an industry-relevant training program or conference.  <i>Presentation outline and details of delivery forum must be kept for reporting purposes.</i>	5 points
	<b>PRESENTATION/SEMINAR (over 1 day)</b> Writing and delivering a presentation or seminar (1 day or longer), as part of an industry-relevant training program or conference.  <i>Presentation outline and details of delivery forum must be kept for reporting purposes.</i>	15 points
<b>MEMBERSHIP OF INDUSTRY BODY</b>	<b>MEMBERSHIP</b> Membership of a professional organization directly related to pet grooming, including DGAWA	5 points
<b>PARTICIPATION IN INDUSTRY ASSOCIATIONS</b>	<b>DGAWA PARTICIPATION</b> Formal participation in promotion, development, and other activities through membership of the DGAWA Committees and/or other committees and working groups established by the DGAWA Committee	5 points
	<b>TRAINING COUNCIL PARTICIPATION</b> Participation in Industry Training Council activities through membership of committees and/or working groups or volunteer groups.	4 points



CATEGORY	ACTIVITY	POINTS VALUE
<b>VOLUNTEERING</b>	<p>Undertaking companion animal grooming and related activities as a volunteer at an event organised or sanctioned by DGAWA</p> <p><i>A signature of an official from the organisation co-ordinating the event is required.</i></p>	1 per event
<b>MEETINGS AND FUNCTIONS</b>	<p><b>MEETINGS</b> Attendance at an official DGAWA meeting or function</p>	2 per meeting
<b>SUPERVISION</b>	<p>Directly supervising one or more staff members who are undertaking a Traineeship or Apprenticeship in accordance with a Training Contract under Section 60E of the <i>Vocational Education and Training Act 1996 (WA)</i>.<sup>4</sup></p> <p><i>At least one staff member must have been under the member's direct supervision for a cumulative period of no less than 3 months in the Calendar year</i></p>	10 points

<sup>4</sup> Members supervising Trainees and Apprentices are encourage to familiarise themselves with the expectations associated with this important role, including the National Code of Good Practice that details the obligations of employers and apprentices/trainees. Further information is available from the WA Department of Training and Workforce Development website at <http://dtwd.wa.gov.au/employeesandstudents/apprenticentre/employers/expectationsandwheretogothelp/whatisexpectedofmeasanemployer/Pages/default.aspx#toc5>

**ATTACHMENT - CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM LOG SHEET**

# DOG GROOMERS ASSOCIATION OF WESTERN AUSTRALIA INC.

## CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM LOG SHEET

Name .....

Membership Number .....

Calendar Year .....

Date	Activity	Evidence retained or signature of authorised person <sup>5</sup>	CPD Points
<b>Activities from Table 1 (Vocational Education and Training)<sup>6</sup></b>			
<b>Activities from Table 2 (Other Training and Seminars)</b>			
<b>Activities from Table 3 (Other Activities)</b>			
POINTS ROLLED OVER FROM PREVIOUS YEAR (IF APPLICABLE)			
<b>TOTAL CPD POINTS FOR THE YEAR</b>			
POINTS TO BE ROLLED OVER TO NEXT YEAR (IF APPLICABLE) <sup>7</sup>			

**This log sheet must be submitted to the Dog Groomers Association of Western Australia Inc. by no later than 31 March in the year following the year to which this log relates.**

<sup>5</sup> If attending DGAWA meetings a signature is required from a Committee Member or the Executive Officer

<sup>6</sup> At least one activity from Table 1 or 2, **and** at least one activity from Table 3 must be undertaken during the year.

<sup>7</sup> If the member has attained more than the required number of Points, then any Points from Table 1 only (Vocational Education and Training) that are in excess of the total yearly points requirement may be rolled over to the following year.