



**PART III**

**CONFORMATION**  
**JUDGES TRAINING PROGRAM**

This document incorporates

**ANKC Regulations Part 3**  
**Judges Training & Examination Program**  
*(Amended October 2008)*

&

**Dogs NSW Supplementary Regulations & Policies**  
*Approved July 2009*  
*Amended September 2009*

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## CONTENTS

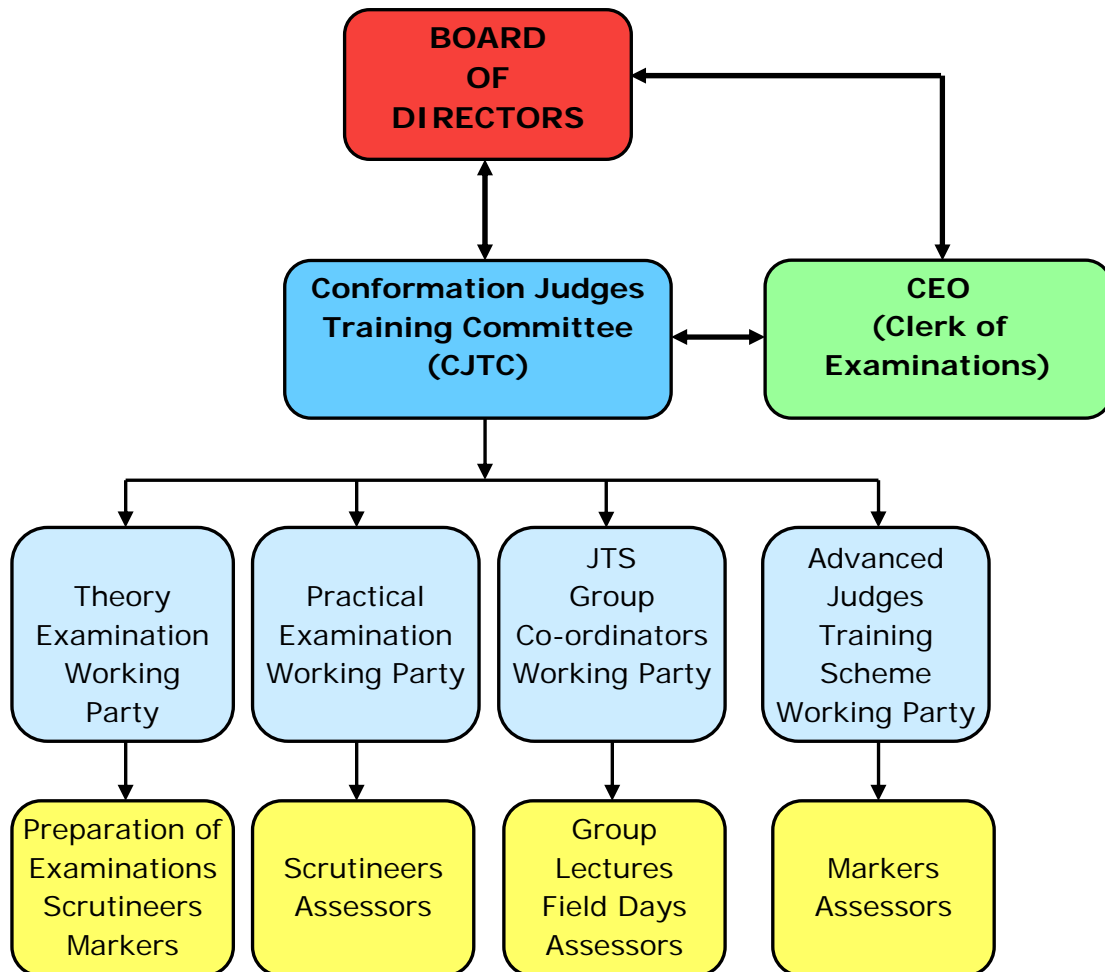
| SUBJECT   | PAGE    |
|---|---------|
| <br><b>SECTION 1</b>  |         |
| Dogs NSW Conformation Judges Committee - Organisational Chart                                       | 1       |
| 1. Conformation Judges Committee  | 2       |
| 1.1 <i>Duties</i>   | 2       |
| 2. CJTC Examination Working Party (Theory and Practical)  | 2       |
| 2.1 <i>Duties</i>   | 2       |
| 3. Members Education Committee  | 2       |
| 3.1 <i>Duties</i>   | 2       |
| 4. Group Co-ordinators Working Party  | 2       |
| 4.1 <i>Duties</i>   | 3       |
| 5. Advanced Judges Training Scheme Working Party  | 3       |
| 5.1 <i>Duties</i>   | 3       |
| 6. Clerk of Examinations  | 3       |
| 6.1 <i>Duties</i>   | 3       |
| 7. Group Co-ordinators  | 4       |
| 7.1 <i>Qualifications for appointment as a Group Co-ordinator</i>                                   | 4       |
| 7.2 <i>Duties</i>   | 4       |
| 7.3 <i>Reimbursement of Expenses</i>  | 4       |
| 7.4 <i>Assistant Group Co-ordinators</i>  | 4       |
| 7.5 <i>Guidelines for Group Co-ordinators/Assistant Group Co-ordinators</i>                         | 5       |
| 7.5.1 <i>Commencement of each Scheme</i>  | 5       |
| 7.5.2 <i>The Lecture</i>  | 5       |
| 7.5.3 <i>Field Days</i>   | 5       |
| 7.5.4 <i>Trainee Judge</i>  | 6       |
| 8. Assessors  | 6       |
| 8.1 <i>Duties</i>   | 6       |
| 9. Undertaking  | 6       |
| <br><b>SECTION 2</b>  |         |
| ANKC Regulations Part 3 - Conformation Judges Training Program<br><i>(Document in its entirety)</i> | 7 – 14  |
| <br><b>SECTION 3</b>  |         |
| Dogs NSW Supplementary Regulations - Conformation Judges Training Program                           | 15 - 18 |
| <br><b>ANNEXURES</b>  |         |
| Annexure 1      Information on Competency Based Training  | 19 - 21 |
| Annexure 2      Assessors & Candidate Form Examples   | 22 - 24 |



# DOGS NSW

## CONFORMATION JUDGES TRAINING COMMITTEE

### ORGANISATIONAL CHART



## **1. Conformation Judges Training Committee**

The Conformation Judges Training Committee (CJTC) shall consist of a Chairperson, appointed by the Board of Directors and up to six (6) committee members, which shall include persons of judging expertise, organisational, educational and assessment skills.

### **1.1 Duties**

- Administration of all training for Trainee Judges
- Ensure all requirements for entrance into this scheme are met by applicants
- Allocation of all aspects of judges training to the relevant Working Party(s)
- Ensure that all Working Parties carry out their responsibilities and correct procedure is followed
- Ensure that Assessors and Group Co-ordinators are suitably qualified as per regulations.
- Notify Clerk of Examination of Trainee Judges' results for theory and practical examinations
- Respond to enquiries and grievances relating to CJTP and its responsibilities.
- Inform Trainee Judges of the requirements relating to all Examinations
- Prepare and co-ordinate a timetable for theory and practical examinations
- Train Assessors for practical examinations, field night assessing and mentoring roles

## **2. Examination Working Party (Theory and Practical)**

The Working Party shall comprise of a Chairperson who is an All Breeds Judge, two (2) Conformation Judges of at least Group Standard (to be spread across all Groups) and may include one (1) person with educational and assessment skills, to be nominated by the Chairman.

### **2.1 Duties**

- Prepare theory examination papers in accordance with ANKC requirements.
- Co-ordinate supervision for theory examinations
- Establish a marking panel for theory examinations.
- In conjunction with Group Co-ordinators conduct practical examinations.

## **3. Deleted 09/09.**

## **4. Group Co-ordinators Working Party**

The Group Co-ordinators Working Party shall comprise of a Chairperson who is an All Breeds Judge, plus all Group Co-ordinators.

#### **4.1 Duties**

- Co-ordination of lectures and field days plus all other aspects of education, to point of examination.
- All Group Co-ordinators must be issued with a copy of “Guidelines for Group Co-ordinators/Assistant Group Co-ordinators”.
- Group Co-ordinators prepare a timetable for each group. Agenda considerations include;
  - Starting date
  - Final lecture prior to group examination, combine Breeds if necessary
  - Field Days to be arranged
  - Public holidays
  - Major Royals. Possibility of expert lecturers on specific breeds visiting Sydney
  - Breed peculiarities, i.e. Basenji are in season and whelp only once per year, all at the same time.
  - Agreement between Group Co-ordinators for room use at the complex
  - Ensure that breed lectures, standards and extensions and any other material that is to be disseminated to Trainee Judges, is current and accurate.
  - Liaise with breed clubs to provide lectures and field days.

#### **5. Advanced Judges Training Scheme Working Party**

The Advanced Judges Training Scheme Working Party shall be nominated by the CJTC Chairperson

##### **5.1 Duties**

- Ensure all requirements for entrance into this scheme are met by applicants
- Inform the Trainee Judges of the approved list of mentors and ensure that Trainee Judges are aware of the stringent CBT requirements in this scheme
- Arrange for written submissions by Trainee Judges to be marked by the Conformation Judges Committee
- Co-ordinate practical examination times and dates once candidate has achieved required competencies.

#### **6. Clerk of Examinations**

The Clerk of Examination will be the CEO of Dogs NSW.

##### **6.1 Duties**

- Ensure that all Assessors are accredited
- Allocate numbers to Trainee Judges
- Deal with any paperwork involved in the Practical Examination
- Oversee the Practical Examinations
- Check all relevant paperwork relating to the result achieved by the Candidates
- Check that the Assessors have correctly completed all Assessment Forms.
- Collate results and report the same to the Board of Directors including detailed report where assessors have not properly substantiated a “no’ result”
- Notify Trainee Judges of their results, once approved by the Board of Directors.

## **7. Group Co-ordinator/Assistant Group Co-ordinator**

Group Co-ordinators are encouraged to appoint an assistant with whom they can share the training load

Assistant Group Co-ordinators may be appointed.

### **7.1 Qualifications for appointment as a Group Co-ordinator**

- Must be an ANKC approved Group Judge for a minimum of 5 years in the Group for which he/she is co-ordinating
- Must not be a Candidate in any other Group in the Judges Training Scheme for which he/she is co-ordinating
- Must not have any family involvement in the Group for which he/she is co-ordinating.

### **7.2 Duties**

- To bring the Trainee Judges in the Group together. This includes (with the Candidate's permission) the distribution of participating Trainee Judges contact details and to encourage all trainee judges to share knowledge both written and practical.
- To assist and direct training wherever possible.
- To arrange and organise Field Days.
- Notify Breed Clubs <sup>1</sup> in writing of the anticipated lecture and field night dates for their Breed.
- In conjunction with the relevant Breed Clubs <sup>See Note 1 below</sup> to arrange and organise Breed lectures.
- In conjunction with the relevant Breed Clubs <sup>See Note 1 below</sup> to arrange and organise Field Days.
- If the Breed Club has a standard issue of Breed information this should be distributed to the Trainee Judges along with any other lecture material provided.
- Information for Breed specific critiquing must be included in the judges training course.
- Correct ring craft i.e. how to handle specific breeds, judging to a pattern and appropriate dress standards for judges, must be included in the judges training course.
- Discuss with Trainee Judges the procedure for lodging of complaints relevant to the CJTP and refer complaints to the Group Co-ordinators' Working Party when necessary to obtain a resolution.

*Note 1. If the Breed Club does not wish to participate other arrangement may be made but they MUST be given the opportunity to present a lecture. This DOES NOT preclude any other individual, requested by the Group Co-ordinator, from presenting a lecture in conjunction with (or separate to) the Breed Club representative.*

### **7.3 Reimbursement of Expenses for Group Co-ordinators**

Reimbursement for travel and miscellaneous out of pocket expenses directly related to their CJTC responsibilities to a maximum of \$500.00 per Group Co-ordinator will be approved by the Board of Directors subject to the satisfactory completion and lodgement of the appropriate DOGS NSW Claim Form with attached receipts supporting each item claimed.

### **7.4 Assistant Group Co-ordinators**

The Group Co-ordinators may appoint an assistant Group Co-ordinator (s) and/or form a subcommittee to share the workload.

## **7.5 Guidelines for Group Co-ordinators/Assistant Group Co-ordinators**

New Trainee Judges are to be encouraged to gain experience as Assembly Stewards at Shows. Clubs could be encouraged to reintroduce Assembly Stewards where they are not appointed.

Each Trainee Judge, regardless of which Group they are studying, should be offered equal training opportunities.

### **7.5.1 Commencement of each Scheme**

- Select a person to have their name and number published as the official contact for that Group.
- Be present at the meeting of the CJTC Group Co-ordinators Working Party where suitable meeting nights and an agenda for Trainee Judges will be decided.
- Present the Introduction Presentation and Overview of Breeds at initial lecture night.
- Outline the critique writing requirements to Trainee Judges (Breed specific critiquing) and reinforce at every lecture.
- Confirm that a room and equipment is available each week.
- Collect any messages or notes prepared by the DOGS NSW from the top of the bar in the Amenities Room prior to commencement of each lecture.

### **7.5.2. The Lecture**

- Update Trainee Judges on relevant show dates, invitations or changes to prior information which may come about
- Extend common courtesies to guests.
- Introduce lecturer(s) and thank all parties for their participation.
- Ensure that each Breed lecture covers major aspects of the breed e.g. type, history and purpose.
- Encourage exhibits be present for instruction by the lecturer and examination by the Trainee Judges.
- Encourage simple theory tests to reinforce the standards.

### **7.5.3. Field Days**

- Arrange with Breed Clubs and/or other relevant breeders to supply exhibits.
- Arrange a Group/Breed specialist, who is an assessor, to discuss the Candidate's placing and critiques.
- As Group Co-ordinator you should guide the candidates to assess the whole dog rather than placing emphasis on individual flaws (fault judging)
- Prepare sample questionnaires on the hallmarks of the Breed and comparison between the Breeds at the Field Day thus reinforcing the theory the Candidate's will require for the practical examiners.

#### **7.5.4. Trainee Judges**

- Encourage Trainee Judges to give short lectures on Breeds at the commencement of the lectures.
- Encourage Trainee Judges to complete written critiques on exhibits presented at lectures.
- Encourage Trainee Judges to review the Breed(s) using written and web sources prior to the presentation of the lecture and prepare questions for the lecturer.
- Encourage Trainee Judges to seek out knowledgeable Breeders and become acquainted with the breed specific language, which is not enunciated in the ANKC standards.
- Advise Trainee Judges how to present a satisfactory breed essay. Essays require an outline of the origin, history, purpose and hallmarks to look for when judging. Photographs can also be included. **Plagiarism is illegal** and all text copied should be highlighted and referenced at the end of the essay (including web pages).
- Ensure that you provide continual feedback to each Trainee Judge of his or her progress throughout the duration of their training.

### **8. Assessors**

#### **8.1 Duties of Assessors**

Objectively and fairly assess each candidate to determine their knowledge of the Breed/breeds that they are being examined on.

To complete the assessment form with specific comments, reasons and justification for passing or failing each candidate.

Assessors are to refrain from passing any comment to any candidates, or to any other persons, in relation to the results of any examination, until such time as Dogs NSW has advised the candidates of their results.

### **9. Undertaking**

Conformation Judges Training Committee members, Group Co-ordinators and Assistant Group Co-ordinators, for the 2009/10 Dogs NSW Judges Training Scheme, undertake not to exhibit a dog owned or co-owned by them under a Trainee in that scheme who is officiating at a show, within NSW or ACT, for the purpose of attaining ANKC elevation.

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**END OF SECTION 1**



## AUSTRALIAN NATIONAL KENNEL COUNCIL

### PART 3 - JUDGES TRAINING & EXAMINATION PROGRAM

**Amended**  
November 1995  
May 1997  
October 1997  
May 1998  
October 1998  
May 2002  
October 2006  
October 2007  
October 2008

This Program is designed to assist members of an ANKC Member Body to become Championship Show Judges by graduating through specific stages of training applicable to Aspiring Judge, Trainee Judge, and Championship Show Judge and ultimately, Championship Show Judge.

#### 1. Terminology

- 1.1 **Member Body** the relevant authority in each State or Territory.
- 1.2 **ANKC** Australian National Kennel Council
- 1.3 **CJC** Conformation Judges Committee
- 1.4 **Aspiring Judge.** A person accepted into the Judges Education Program, but not yet qualified to judge the relevant Breeds or Groups at any fixture.
- 1.5 **Trainee Judge.** A person having fulfilled the Aspiring Judges syllabus and passed the relevant examinations is qualified to enter the Trainee Judges phase of the Education Program
- 1.6 **ANKC Championship Show Judge.** A person who has successfully completed the required Trainee Judge Theory and Practical Examinations, and has gained further practical experience by judging the Breed/Group/and or General Specials in their home State or Territory, is qualified to judge individual breeds and/or one or more Groups at Championship Shows conducted anywhere in Australia and Overseas.
- 1.7 **Mentor.** An ANKC Championship Show Judge who has completed the ANKC Examiner/Assessor Accreditation Program as outlined in 9 of these regulations.
- 1.8 **Learning modules refer** 6.1.1, 6.1.2, 6.1.3, 6.14

## 2. Method of Education

- 2.1 Self Education** Trainee Judges will be required to educate themselves to examination standards by studying Breed Standards, ANKC approved Breed Standard Extensions, the ANKC Glossary of Canine Terms and other appropriate material, researching breeds and presenting their findings, attending appropriate Lectures, Seminars and Field Events as arranged by the Member Body CJTC, writing critiques, visiting kennels, discussing breeds with breeders and exhibitors, attending Group and Breed Championship Shows, thereby acquiring as wide and as sound a knowledge as possible of the breed, or breeds in the relevant Group. Education and Examinations will incorporate the principles of Competency Based Training and accreditation of Assessors
- 2.2 State Controlling Body Contribution.** Each Member Body shall assist by providing Lectures, Field Events, equipment, teaching aids and examinations.
- 2.3 Record Keeping.** Trainee Judges shall maintain their own records and submit signed originals of the applicable records when applying for an Examination.

## 3. Teaching Aids and Materials

- 3.1 Rules and Regulations.** As authorised by the ANKC Regulations and the Member Body Rules & Regulations.
- 3.2 Anatomy.** The publication/s approved by the ANKC shall be the references for Anatomy.
- 3.3 Canine Terms.** The Glossary of Terms as published by the ANKC.
- 3.4 Breed Standards** as approved by ANKC.
- 3.5 Extensions to Breed Standards** as approved by the ANKC, where available must form the basis of all lectures.
- 3.6** Any other material as authorised by the ANKC from time to time.

## 4. Aspiring Judge Entrance Program (1<sup>st</sup> Group)

- 4.1** To enter the Program as an Aspiring Judge, a member must fulfil the following criteria:
- 4.1.1** Be 18 years of age or over;
- 4.1.2** Have been a member of an ANKC Member Body for a minimum of eight (8) years during the ten (10) years immediately prior to the date of the application.
- 4.1.3** Have bred at least three (3) litters under their own or shared Prefix.
- 4.1.4** Have bred at least two (2) champions under their own or shared Prefix.
- 4.1.5** (a) Where a Member Body requires formal training to become a Steward, a Member must successfully complete that training in the two (2) years prior to applying to become an Aspiring Judge and continue with that training whilst in the Aspiring Judge program.

(b) In any State where no formal training is offered an Aspiring Judge must officiate as a ring steward on no less than six (6) occasions of which three (3) must be full groups

**4.1.6** In the previous two years prior to enrolling, have successfully completed and have demonstrated a history of ongoing commitment to dog showing through the various aspect of the sport such as Show Management and other aspects of Affiliate and Show Administration. This commitment is to continue for the duration of training.

**4.1.7** The application must include evidence of the criteria and be accompanied by the prescribed fee.

## **5. Aspiring Judge Training Program**

**5.1** Once approved to enter the Program, the applicant must:

**5.1.1** Attend all lectures and pass the Theory Examination on Rules & Regulations, Anatomy, Glossary of Terms, Judging Procedure and Show Management.

**5.1.2** The Member Body shall have the option of including a practical examination on the Aspiring Judges primary breed. The examination shall comprise one (1) class, consisting of a minimum of five (5) dogs of either sex and over the age of six (6) months.

**5.1.3** Pay the applicable fees

**5.2** Successful completion of the training will qualify the Aspiring Judge to apply, with the appropriate fee, for the Group Entrance Theory Examination on Breeds in the Group for which they are training.

**5.3** A pass in the Group Entrance Theory Examination will enable the Aspiring Judge to apply to enter the Trainee Judge Program.

**5.4** There shall be only one (1) Theory Examination per calendar year for Aspiring Judges

**5.5** There shall be only one (1) Practical Examination per calendar year for Aspiring Judges.

## **6. Trainee Judge Program (1<sup>st</sup> and Subsequent Groups)**

**6.1** To qualify for a Group Practical Examination in their first and subsequent Groups the Trainee Judge must pass a Group Theory Examination and complete the following Modules:

A Trainee Judge can only train for one (1) group initially after passing their Initial group, a Trainee judge can train for no more than three groups at any one time.

### **6.1.1 Module 1. Breed Lectures / Field Events / Seminars**

- (a) With the exception of Distance Trainee Judges, Trainee judges must attend a lecture on every breed in the Group before applying for an examination. Trainee Judges are encouraged to attend any other Field Days and Seminars arranged by the Member Body.
- (b) Should a Trainee judge miss any Breed Lecture, they must within 14 days, of the lecture, submit to the Member Body, a minimum five hundred (500) word essay on the Breeds dealt with in the missed lectures.
- (c) In the event that a lecture for a particular breed is not offered, a written essay of a minimum of 500 words on that breed will be required by the end of the Lecture Series.

Essays are to contain a history and description of the breed, its purpose and all relevant requirements contained in the Breed Standard. It is to be supported with drawings / pictures. Failure to submit the essays will render the Trainee ineligible to take an Examination until the missed Breed Lectures are attended

### **6.1.2 Module 2. Practical Experience**

Examine and critique at least fifty (50) dogs from the relevant Group. The breeds covered must be from, as wide a range as possible, but will include at least five (5) Major Breeds as determined by the Member Body CJTC. This may be achieved by attending Field days, shows, or by downloading photos of dogs from the Internet. All critiques to be countersigned on the day by a licensed judge for that breed.

### **6.1.3 Module 3 Breed Specialty Show**

Trainee Judges are to attend a minimum of one (1) Breed Specialty Show for the Group or other numbers as set by the Member Body.

A written critique on five (5) dogs examined at each event is to be submitted to the Member Body within 14 days of the event. The critique is to be countersigned by a licensed judge for that group present on the day. Trainees in remote areas are to submit to the member Body photos of five (5) dogs of five (5) specified breeds in the group accompanied by critiques on each of the dogs. These may be obtained from the Internet. Mentors will be appointed (where possible) to countersign the critiques for the Trainees.

Failure to complete any components of Modules 1-3 will render the Trainee ineligible for examination.

- 6.1.4** Trainee Judges who are considered by a Member Body CJTC to reside a distance from the normal venue for lectures and theory examinations, that would pose a travelling risk, may apply to study through "Distance Training". This would involve a minimum 500 word essay, as set out in 6.1.1, as a substitute for any lecture not attended, and completion of Modules 2 and 3.

In addition, to obtain “hands on” experience Distant Trainee Judges must attend, each year, at least one (1) Field Day or judge two (2) Open Shows organised by the Group Co-ordinators.

Practical Examinations must be undertaken at a venue nominated by the Member Body CJTC and be supervised by a responsible person nominated by the Chair of the Member Body CJTC.

## **7. Single Breed Program**

**7.1** To enter the Single Breed Program, except where there is an approved Breed Program, a member must fulfil the following criteria.

**7.1.1** Be 18 years of age or over;

**7.1.2** Have been a member of an ANKC Member Body for a minimum of eight (8) years during the ten (10) years immediately prior to the date of the application.

**7.1.3** Have bred at least three (3) litters under their own or shared Prefix.

**7.1.4** Have bred at least two (2) champions under their own or shared prefix in that specific breed.

**7.1.5** Have completed the Aspiring Judges Program. Refer Section 5.

**7.1.6** Apply to the relevant Member Body with written evidence of the criteria and be accompanied by the prescribed fee.

## **8. Single Breed Training Program**

**8.1.** To enter the Single Breed Training Program an Aspiring Judge must:

**8.1.1** Comply with Regulation 5.1.1

**8.1.2** Apply, with the prescribed fee, for and pass the theory examination on Rules, Anatomy, Judging Procedure and Show Management.

**8.1.3** Submit a minimum of a 500 word illustrated essay on the relevant breed and attend the breed lecture in the year of applying for the Practical Examination after being ratified by the Member Body.

Where conducted, attend, (at the discretion of the Member Body) the breed club’s Open and Championship Show, the Group club’s Open and Championship Show and the breed judging at an approved major Show. i.e.: Royal Show or the major Non Royal Show in each State.

**8.1.4** Apply, with the prescribed fee, to sit the theory examination on the applicable Breed.

Once the requirements of 8.1 have been met, the applicant may apply, with the prescribed fee, for approval to sit for the Practical Examination for the applicable breed.

- 8.2 Unless otherwise, at the discretion of the Member Body, a practical examination for a single breed license shall consist of one (1) class of a minimum of five (5) dogs over the age of six (6) months, and one (1) class of a minimum of five (5) bitches over the age of six (6) months, and the applicant will be required to place the classes and select a Best of Breed and a Runner Up to Best of Breed.
- 8.3 Upon passing the Single Breed Practical Examination, the applicant shall be listed as an ANKC Judge for that breed.
- 8.4 Where an applicant fails a Single Breed Practical Examination, that person shall not be required to obtain practical experience to be eligible for another examination the following year, providing he/she re-applies within twelve (12) months, pays the applicable fee and the examination is for the breed on which the applicant previously failed.
- 8.5 There shall be only one (1) Practical Examination per calendar year.

9. **Examination Panels (Assessors)**

To be appointed by the Conformation Judges Committee, to the Examination Committee, an assessor must:

- 9.1 Hold a Certificate of Approval issued under the ANKC Accreditation Scheme stating that the Examiner / Assessor has completed the competency training.
- 9.2 Have held an ANKC Breed or Group Licence for a minimum of five (5) years for the Group or Breed being used in the examination.
- 9.3 Have judged the Group or Breed being used in the examination on at least three (3) occasions.

10. **Theory Examinations**

- 10.1 All theory examinations shall consist only of “short answer” and/or “multi choice questions”. At the discretion of the Member Body “Open Book” Examinations may be offered. Except for multi choice questions and Open Book theory examinations where only one (1) examiner only is required there shall be at least two (2) examiners appointed to separately mark the papers, without conferring. The results shall be separately forwarded to the Chairperson of the Member Body CJTC. In the case of a split decision (equal pass and fail) an additional examiner shall mark the papers and that mark shall decide the result. All theory examinations shall require a 75% pass mark. All Open Book Theory Examinations shall require a 90% pass mark. The ANKC Breed Standards, ANKC Glossary of Canine Terms and any other references authorized by the ANKC shall be the only basis for the theory examinations for elevation to Championship status. **(Amended 10/07, 7.4)**
- 10.2 A candidate who has failed a theory examination (other than multi choice) may request a remark of their paper. Such request to be in writing within 14 days of advice of the result of the paper. Two (2) Examiners appointed by the Chairman of the Member Body CJTC to separately remark the paper. The Examiners shall not be the original markers of the paper concerned.
- 10.3 A Trainee Judge who fails a theory exam three (3) times may not re sit that examination for a period of two (2) years.

- 10.4 Theory Examinations are only to be set by an accredited Examiner/Assessor nominated by the Member Body CJTC.

## 11. Practical Examinations

- 11.1 The examination shall be conducted on two (2) classes, each class of a different breed and consisting of a minimum of five (5) dogs over the age of six (6) months, and a third mixed class of a minimum of five (5) different breeds over the age of six (6) months, excluding the two (2) breeds previously used.
- 11.2 Three (3) Assessors shall be appointed as a Panel for Practical Examinations. At the commencement of the Examination they shall not confer, on the merits or otherwise, of the dogs presented for examination. Assessors are required to mark the placing's of all dogs in a class from first to last on the prescribed form. Trainee Judges are to be encouraged not to spend more than two (2) minutes on each dog.
- 11.3 The Candidate shall place the exhibits in order of merit, record the placing's and will be required to answer questions on the class.
- 11.4 To gain a pass in a class, the Trainee Judge must be passed by at least two of the Assessors. It is not necessary for Candidate's and Assessors' placings to be the same, but Assessors must consider all aspects of the Candidate's reasons for the placing's, and whether the Candidate has the better dogs at the front of the class and the poorer at the back. The Examiner must make his/her own independent assessment of Pass or Fail.
- 11.5 To be granted an overall pass, the Candidate must pass the two (2) Breed Classes and the one (1) Group Class.
- 11.6 The results of Practical Examinations shall be collated by the appointed person in charge. Candidates will be notified of their results by the Administration of the Member Body as soon as possible from the date of the examination. Examiners shall not divulge their individual assessment of a Candidate prior to the Results being advised. Results shall not be given at the time of the Practical Examination.
- 11.7 No person shall make any photographic or video record of any part of a Practical Examination except with the prior permission of the State Controlling Body.
- 11.8 To qualify to take a further Group Practical Examination a Trainee judge must critique a further twenty-five (25) dogs. They may then attempt the next available Practical Examination. **(Amended 10/07, 7.5)**

## 12. General

- 12.1 A Member Body may consider an application from a person transferring from another State or Territory of Australia or overseas, who can provide evidence of their eligibility.
- 12.2 A Member Body may consider for approval an application from an applicant over the age of eighteen (18) years, who otherwise would not qualify under Regulations 4.1 or 7.1, provided such applicant demonstrates an active involvement in canine activity for the minimum period/or as a handler for parents and others in ordinary classes and supply such other evidence of experience as the Member Body may require.

- 12.3 Subject to the approval of the Member Body in the State of the applicant's residence, that applicant may be approved to enrol in a Judges Education and Examination Program of another State or Territory where it is established that the Program is more convenient.
- 12.4 A Member Body may recognise an occasional attendance by a Trainee Judge at a lecture, Field Day or other training instruction conducted by another Member Body and if so recognized, the member shall receive a credit from their member Body for that attendance.
- 12.5 A candidate shall not undertake a concurrent Judges Education Program in another State or Territory.
- 12.6 All Theory Examinations, once passed, are held for life, subject to the payment of the Annual Licence fee, if applicable, as set by the member Body.
- 12.7 A Trainee Judge must be present for and participate in the entire lecture in order to be credited with attendance.
- 12.8 Where a Trainee Judge believes they have a legitimate reason for not wishing to be examined by particular Assessor/s, they may submit a maximum of two (2) names to the Member Body in writing at the time of applying for a Practical Examination. They must set out the reasons for such request. The Member Body will retain the right to refuse any such request. Any additional costs to be at the expense of the Trainee Judge.
- 12.9 The member Body, when approaching an Assessor to examine Trainee Judges at a practical examination, shall advise the Assessor of the names of the potential Trainee Judges and the Assessor shall advise the Member Body, as soon as practicable, if there are any Trainee Judges they do not wish to examine.
- 12.10 A dog owned or co-owned by a member of an Examination Panel shall not be used in an examination in which that Examiner is participating.

**13. Appeals**

- 13.1 Appeals against the decisions of the Examinations will not be permitted. **(Amended 10/07, 7.1)**
- 13.2 Where a Trainee Judge believes the practical examination, for which they are a participant, was not conducted in accordance with the Rules & Regulations, they may lodge an appeal with the convenor. This appeal must be lodged no later than one working day before conclusion of said practical examination, or no later than one working day after the conclusion of said practical examination. Appeals received after this time will not be considered. Only the appeals of unsuccessful candidates will be heard. **(Amended 10/07, 7.1)**

**14 Program Fees**

- 14.1 The fee structure for all phases of the ANKC Conformation Judges Education Program will be as published in the Member Body Scale of Charges.

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**END OF SECTION 2**



## **SECTION 3**

### **DOGS NSW**

#### **CONFORMATION JUDGES TRAINING PROGRAM SUPPLEMENTARY REGULATIONS**

These Supplementary Regulations are to be read in conjunction with the ANKC Conformation Judges Training Regulations

They are the result of resolutions by the Dogs NSW Board of Directors and cover situations that exist in the present Dogs NSW Regulations, which comply with the ANKC Regulations, but are conducted differently.

#### **1. Terminology**

##### **1.6 ANKC Championship Show Judge**

In NSW the required further practical experience is:  
To Judge 1 (one) full Group and Group Specials at a Championship Show.

##### **1.9 Distance Trainee Judge.**

In NSW Trainee Judges who reside a distance from Erskine Park, that would pose a travelling risk, may apply to study through, "Distance Training". Individual cases will be considered on their merit.

#### **2. Method of Education**

##### **2.1 Self Education**

Trainee Judges will be required to educate themselves to examination standards by studying Breed Standards, ANKC approved Breed Standard Extensions, the ANKC Glossary of Canine Terms and other appropriate material, researching breeds and presenting their findings, attending appropriate Lectures, Seminars and Field Events as arranged by the Member Body CJTC, writing critiques, visiting kennels, discussing breeds with breeders and exhibitors, attending Group and Breed Championship Shows, thereby acquiring as wide and as sound a knowledge as possible of the breed, or breeds in the relevant Group. Education and Examinations will incorporate the principles of Competency Based Training and accreditation of Assessors.

##### **See information on Competency Based Training at Annexure 1**

- (a) The competencies, which Trainees will be expected to achieve through the program and demonstrate to the Assessors at the Practical Examination, are:
- Ability to identify characteristics in relation to the Breeds for the Group in which they are a Trainee.

- Ability to recognise soundness in relation to the Breeds for the Group in which they are a Trainee.
- Ability to use Breed specific language and apply it correctly in their description of the Breeds for the Group in which they are a Trainee.
- Ability to approach and examine the exhibits correctly and appropriately for the Breeds for the Group in which they are a Trainee.
- Ability to place the better dogs at the front of the class in the Breeds for the Group in which they are a Trainee.

### **Ring Control**

- Demonstrate control, organisation and effective use of the judging ring
- Demonstrate an ability to make decisions in an effective way and in an efficient time frame
- Demonstrate a practical knowledge of stewarding
- Demonstrate an ability to understand and apply the Regulations relevant to dog judging

## **4. Aspiring Judge Entrance Program (1<sup>st</sup> Group)**

- 4.1.5 (b)** Aspiring Judges must supply a Dogs NSW Stewards Card evidencing that they have completed six Stewarding appointments within the two (2) preceding years, three (3) of which must be full group appointments.

### **4.1.6 Entrance Program Requirement**

In NSW this Regulation will apply to Aspiring Judges.

#### **a) 1<sup>st</sup> Group**

A candidate must have successfully completed the Members Education Scheme.

## **11. Practical Examinations**

- 11.1 (a)** In NSW the examination shall be conducted on two (2) classes, each class of a different breed and consisting of five (5) dogs over the age of six (6) months, and a third mixed class of five (5) different breeds over the age of six (6) months, excluding the two (2) breeds previously used.

- 11.4 (a)** In NSW the competencies, which Trainees will be expected to, demonstrate to Assessors at the Practical Examination are:

- Did the Candidate place the better dogs at the front of the class?
- Did the Candidate display the ability to identify characteristics in relation to the Breed being assessed?
- Did the Candidate recognise soundness in relation to the Breed being assessed?
- Did the Candidate use Breed specific language and apply it correctly in their description of the Breed being assessed?
- Did the Candidate approach and examine the exhibits correctly and appropriately for the Breed?

**11.5** To be granted an overall pass; the Candidate must pass the two (2) Breed Classes and the one (1) Group Class and be passed in Ringcraft.

- (a) The pass or fail result will be based wholly on the demonstration of the candidate attaining the required competencies, as detailed in 11.4 (a).

The Candidate must receive **YES** in all of the **5** questions asked of the Assessor as indicated on the Assessor's Result Form (Annexure 2).

- (b) In the case of a failed result, should the Clerk of Examinations have any concerns in regard to the inappropriateness of the Practical Examination paperwork, the concerns will be reported to the next available Board meeting.

Should the Board of Directors concur with the Clerk of Examinations concerns a new Practical Examination will be conducted for the relevant Candidate.

## **12. General**

**12.12** The CJTC reserves the right not to conduct metropolitan training for any Group that does not attract applications for the Trainee Judges Program from at least five (5) applicants who are not Distance Trainee Judges.

**12.13** Any applicant who is not a Distance Trainee Judge, in the Trainee Judges Program for a Group for which no metropolitan training will be provided, in accordance with 12.12 of this part, may elect to train in that Group in this Program as a Distance Trainee Judge. Such election is required to be made in writing prior to the date upon which the Trainee Judges Program Lectures commence for any Group.

**12.14** In NSW, the Judges Training Program shall commence in January and conclude in December, annually.

## **13. Appeals**

**13.1** Where a Trainee Judge believes the Practical Examination for which they are a participant was not conducted in accordance with the Rules & Regulations they must lodge an appeal with the Clerk of Examinations before conclusion of said practical examination or no later than five (5) working days after the conclusion of said practical examination. Appeals received after this time will not be considered.

- (a) Review Process – Practical Examination

In the case of a failed result, the Candidate may apply in writing for a review of their Practical Examination result; with a view to identifying those areas that the Trainee needs to develop further to demonstrate the required competencies.

The Review Panel will consist of the following:

- Chair Conformation Judges Training Committee
- CEO (Clerk of Examinations)
- President or Senior Vice President.

Should the Review Panel have any concerns in regard to the manner in which the Practical Examination was conducted or the inappropriateness of

the Practical Examination paperwork, their concerns will be reported to the next available meeting of the Board of Directors.

Should the Board of Directors concur with the Review Panel's concerns a new Practical Examination will be conducted for the relevant Candidate.

**14. Program Fees**

**14.1** Fees which are commensurate with administrative and actual costs shall apply to each level of Examination until otherwise determined by the Board of Directors, the fees (including GST) will be:

|   |                 |
|---|-----------------|
| <b>Entrance Examination (<i>1<sup>st</sup> Group only</i>)</b>                            | <b>\$55.00</b>  |
| <b>Group Entrance Examination (<i>1<sup>st</sup> Group only</i>)</b>                      | <b>\$55.00</b>  |
| <b>Group Program<br/>(<i>Lectures, Theory &amp; Practical Examinations</i>) per Group</b> | <b>\$275.00</b> |
| <b>Single Breed Program<br/>(<i>Lecture, Theory &amp; Practical Examinations</i>)</b>     | <b>\$110.00</b> |
| <b>Candidates continuing in the same Group</b>  | <b>\$110.00</b> |

*All of the above fees include GST*

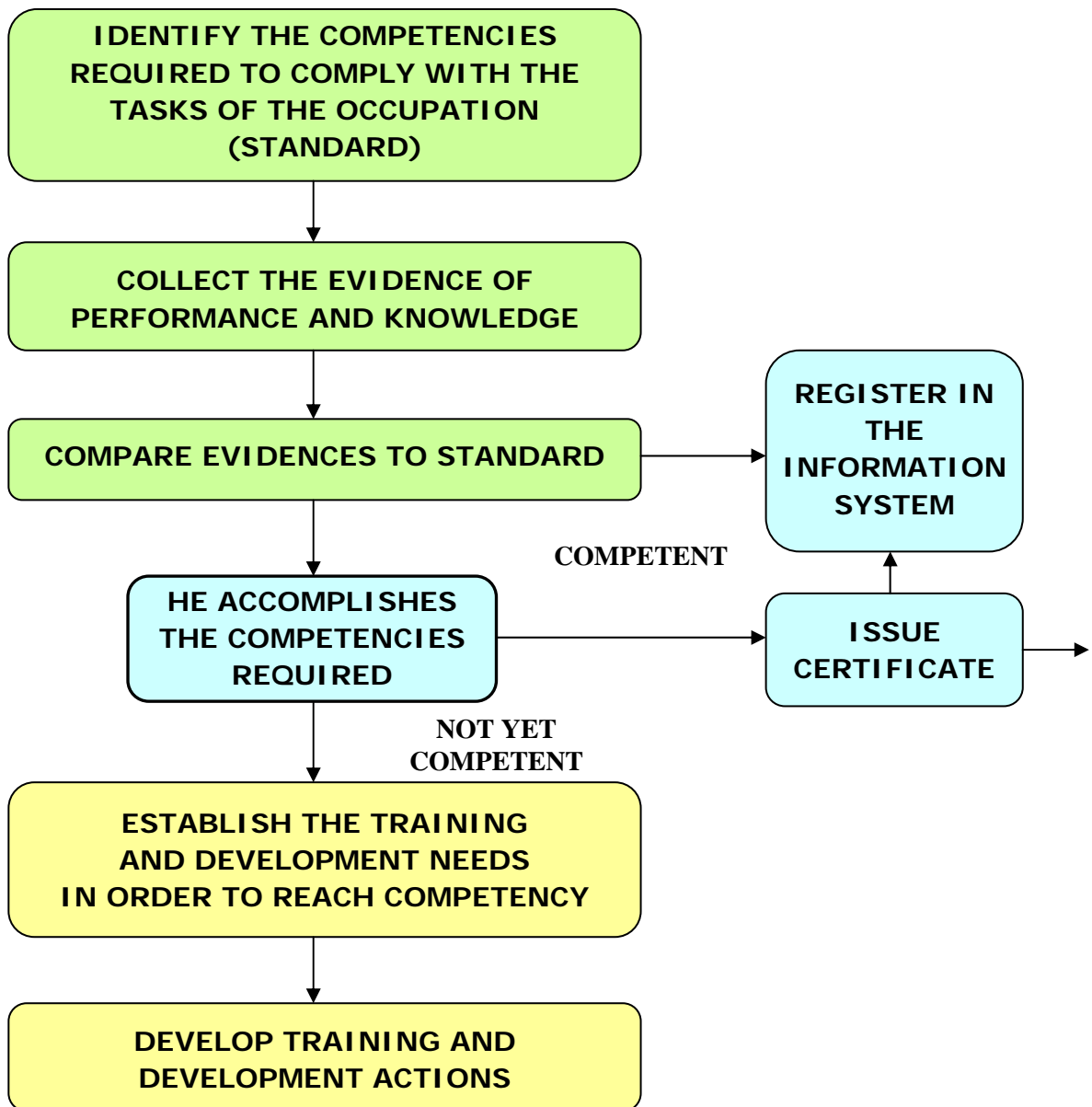
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**END OF SECTION 3**

### ADDITIONAL INFORMATION ON COMPETENCY BASED TRAINING

The assessment and certification process is described in the following chart:

#### Assessment of competencies process



Source: Irigoien, M. Vargas, F., *Labour competency*, op.cit

*"People are considered to be competent when they are able to apply their knowledge and skills to successfully complete (work) activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace"*

Source: *Kit to support Assessor Training, Training Package Assessment Materials Project, ANTA, 2001*

If a person is judged to be "Not Yet Competent", they may be in need of further coaching or learning opportunities or they may need to produce more evidence of their skills.

When conducting a competency-based assessment, the Assessor will work with you to collect evidence of your work performance using the competency standards as benchmarks.

Competency based assessment is generally activity based and practical. However, competence also means that you should display an understanding of the knowledge that underpins the performance of the task.

By achieving competency against one or several competencies, you may be eligible for a qualification or Statement of Attainment.

The national standards establish the competencies required for effective workplace performance and will be key enablers to organisations achieving their delegation objectives.

These competencies are also used as the benchmark for developing training programs designed to meet the specific needs of the workplace.

They are made up of:

- ***Units of Competence.***

An overall statement of outcome.

- ***Elements of Competence.***

More specific detail about the things that an employee can demonstrate and be assessed on.

- ***Performance Criteria.***

These specify the standards of performance required and are used by assessors to judge whether the elements of competence and the unit as a whole have been performed to the required standard.

- ***Range of Variables.***

These give guidelines about the scope of certain factors that need to be included when judging competence.

- ***Evidence Guide.***

This is a guide to the underpinning knowledge of a competent assessor. It does not include the methods for assessment.

## **Protocols and Principals of Assessment**

### **What is competency-based assessment?**

Assessment is the process of obtaining evidence about your performance and making judgments on that evidence against prescribed standards of performance.

Competency-based assessment is:

- **Criterion based.**  
Assessee are not in competition with their peers but are assessed against standard criteria or benchmarks.
- **Evidence based.**  
Whether a person is competent is based upon evidence provided by the assessee. The evidence may be demonstrated or produced by the assessee or gathered by the assessor.
- **Participatory.**  
Assessee are encouraged to be involved in the process of assessment. Assessee's and assessors have the scope to negotiate the form and range of assessment activities.

**The assessment process involves:**

1. Collection of evidence
2. Judgement
3. Recording results

There are four key features of assessment practices/judgment in a competency-based assessment system:

1. **Validity** - Evidence covers a range of skills and knowledge in a variety of contexts or situations.
2. **Reliability** - Evidence is interpreted against the National Competency Standards.
3. **Flexibility** - Practice recognises transferable competencies no matter how, where or when they have been acquired. May include daily work activities, other work or leisure activities, previous certified learning.
4. **Fairness** - You and the assessor should jointly participate to develop/agree to the processes and criteria for judging performance.

That is:

- What competencies will be assessed;
- How the competencies will be assessed;
- Where the assessment will take place; and
- Confirm date and time the assessment will commence

**ASSESSOR'S RESULT FORM  
CONFORMATION JUDGES TRAINING PROGRAM - PRACTICAL EXAMINATION**

**ANNEXURE 2.**

**SECTION 1- BREED/GROUP** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CANDIDATE No.**

**BREED/GROUP JUDGING - Competencies required to be achieved by the Candidate. (Indicate by placing an 'X' in the appropriate box)**

| No. | Competency   | YES | NO | IF NO - REASONS |
|-----|--|-----|----|-----------------|
| 1.  | Did the Candidate place the better dogs at the front of the class?   |     |    |                 |
| 2.  | Did the Candidate display the ability to identify characteristics in relation to the Breed being assessed?             |     |    |                 |
| 3.  | Did the Candidate recognise soundness in relation to the Breed being assessed?   |     |    |                 |
| 4.  | Did the Candidate use Breed specific language and apply it correctly in their description of the Breed being assessed? |     |    |                 |
| 5.  | Did the Candidate approach and examine the exhibits correctly and appropriately for the Breed?                         |     |    |                 |

**ASSESSOR TO INDICATE**

**PASS**

**FAIL**

Name of Assessor: \_\_\_\_\_

Signature of Assessor \_\_\_\_\_

Date \_\_\_\_\_

**ASSESSOR**

**BREED / GROUP**

**Date**

| Placings         | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Assessor</b>  |                 |                 |                 |                 |                 |
| <b>Candidate</b> |                 |                 |                 |                 |                 |

|          | Comments | CC<br>YES/NO |
|----------|----------|--------------|
| <b>A</b> |          |              |
| <b>B</b> |          |              |
| <b>C</b> |          |              |
| <b>D</b> |          |              |
| <b>E</b> |          |              |

**As compared with Written Standard**

|           | Description                 | Assessor | Candidate |
|-----------|-----------------------------|----------|-----------|
| <b>A.</b> | Best Type                   |          |           |
| <b>B.</b> | Best Head                   |          |           |
| <b>C.</b> | Best Forequarters & Feet    |          |           |
| <b>E.</b> | Best Hindquarters           |          |           |
| <b>F.</b> | Best Neck/Topline/Tail Set  |          |           |
| <b>G.</b> | Best Coat                   |          |           |
| <b>H.</b> | Best Movement for the Breed |          |           |

Signature of Assessor

Date

**CANDIDATE**

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**BREED / GROUP**

**Date**

---

| Placings  | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> |
|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Candidate |                 |                 |                 |                 |                 |

|          | Comments | CC<br>YES/NO |
|----------|----------|--------------|
| <b>A</b> |          |              |
| <b>B</b> |          |              |
| <b>C</b> |          |              |
| <b>D</b> |          |              |
| <b>E</b> |          |              |

**As compared with Written Standard**

|           | Description                 | Candidate |
|-----------|-----------------------------|-----------|
| <b>A.</b> | Best Type                   |           |
| <b>B.</b> | Best Head                   |           |
| <b>C.</b> | Best Forequarters & Feet    |           |
| <b>E.</b> | Best Hindquarters           |           |
| <b>F.</b> | Best Neck/Topline/Tail Set  |           |
| <b>G.</b> | Best Coat                   |           |
| <b>H.</b> | Best Movement for the Breed |           |

Signature of Candidate

Date:

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