

**Training School Confirmation Of Completed Practical Hours**

👉 **Level 4 – National Certificate In Animal Control** 👈

**Council Name:** ..... **Date:** .....

**Officer Details**

<b>Name</b> (in full)	First .....
	Middle .....
	Surname .....
<b>Contact</b>	Home ..... Work ..... Mobile .....
	Fax ..... Email .....

**Supervisor/Manager Details** or Council Representative

Position Title .....

<b>Name</b> (in full)	First .....
	Surname .....
<b>Contact</b>	Home ..... Work ..... Mobile .....
	Fax ..... Email .....
	Signature ..... Date .....

NZQA Unit Std No. (Level 4)	Description of NZQA Unit Standard	Minimum Hours Required Under NZQA Unit Std	Actual Practical Hours Achieved (to be completed by Supervisor/Manager)
<b>Communication Skills</b>			
<b>1297</b>	Interview in a formal situation	50 Hrs	
<b>1311</b>	Present and defend an argument orally	40 Hrs	
<b>1312</b>	Give oral instructions in the workplace	30 Hrs	
<b>9678</b>	Conduct formal meetings	40 Hrs	

NZQA Unit Std No. (Level 4)	Description of NZQA Unit Standard	Minimum Hours Required Under NZQA Unit Std	Actual Practical Hours Achieved (to be completed by Supervisor/Manager)
9692	Present information orally to an audience	40 Hrs	
<b>Compliance &amp; Regulatory Control Skills</b>			
4234	Take follow-up action for non-compliance	40 Hrs	
4235	Plan and prepare for an investigation for compliance and/or enforcement	40 Hrs	
4239	Plan and control the search of a location for compliance and/or enforcement evidence	40 Hrs	
4241	Seize property as an enforcement action	40 Hrs	
4243	Prepare a prosecution file and brief counsel	50 Hrs	
4244	Give evidence in a judicial hearing	40 Hrs	
11283	Communicate with clients in a compliance context	60 Hrs	
11285	Negotiate on a complex issue with an aggressive client in a compliance context	50 Hrs	
14933	Establish, collect evidence for, and complete documentation for a compliance breach	40 Hrs	
14946	Investigate and action dog nuisance complaints	50 Hrs	

**Note: If the officer has not completed the above hours the qualification can still be achieved as the course will cover the requirements. Confirmation of hours is also an indication for the instructors to evaluate the experience of the officer.**

**Supervisor/Manager Sign-off** or Council Representative

Declaration

I the undersigned have read and understood the above training elements undertaken with DSS Training School. I hereby confirm that the above hours have been carried out.

Signature ..... Date .....