



**DOGS VICTORIA**  
**SCENT WORK**  
**JUDGES TRAINING SCHEME**

**This is the Dogs Victoria Scent Work Judges Training Scheme for 2024 which is based on  
the Dogs Australia National minimum standards adopted in  
July 2024**

## **1. OVERVIEW**

- 1.1. From 1<sup>st</sup> July 2021, Australian National Kennel Council Ltd (ANKC) Member Bodies will be responsible for the Training, Testing, Assessment and Maintenance of Scent Work Judging licences.
- 1.2. Dogs Victoria will assess Judges in the following sequential order:
  1. Novice and Advanced
  2. Excellent and Master
  3. Ultimate

Current Judges holding a Scent Work Master Judge's licence will be eligible to seek elevation to judge the new Ultimate Class when the revised Scent Work Rules come into effect on 1 July 2024. The Approval Authority will approve this elevation subject to the Judge satisfying Member Body requirements for displaying an appropriate level of knowledge, understanding and experience to judge the Ultimate Class.

- 1.3. No more than two Scent Work licences may be applied for in the same year.
- 1.4. Trainees are required to pass a written/oral examination (except at Ultimate level) prior to attempting a practical assessment. The written/oral examination is based on Dogs Australia Rules pertaining to the classes being trained for, as well as Dogs Victoria Regulations and general requirements of the Rule Book for the Conduct of Scent Work Trials.
- 1.5. If a Dogs Australia Member Body requires a higher standard than the Dogs Australia Minimum Standards, the Dogs Australia Member Body's Regulation/s will take precedence over the Dogs Australia Minimum Standard/s.

## **2. APPLICATION FOR ADMISSION AS A TRAINEE**

- 2.1 Application for admission to the Scent Work Judges Training Scheme as a trainee judge must be made to Dogs Victoria on the required application form by 13<sup>th</sup> December

Application for Scent Work judges written examination must be made to Dogs Victoria on the required application form by 13<sup>th</sup> August, along with the Trainee Logbook. All requirements must be fulfilled prior to the applicant undertaking written examination

Application for Scent Work judge's practical assessment must be made to Dogs Victoria on the required application form by 27<sup>th</sup> August

Application forms should include evidence that the relevant training, judging and stewarding requirements have been fulfilled. The Scent Work Committee has the right to seek verification of any information supplied by the applicant

The Trainee must maintain a logbook to record achievement of goals, e.g. details of relevant training, including search evaluations and supervisor reports, signed by the trainers/mentors, attendance at lectures, written and practical assessment results.

## **3. ELIGIBILITY**

- 3.1 The Applicant must:

- 3.1.1 Be a member of a Dogs Australia Member Body for a period of not less than 5 years prior to the application and be a current financial member of Dogs Victoria;
- 3.1.2 Be over eighteen (18) years of age; and
- 3.1.3 Reside in the State of Victoria
- 3.2 Trainees are expected to attend all lectures and practical training sessions as approved by Dogs Victoria. Trainees will also be required to educate themselves by studying the Rules for the Conduct of Scent Work Trials.
- 3.3 The Scent Work Committee has provision for trainees who cannot attend a lecture, structured training, or written or practical assessment on the appointed date. Where there is a reason acceptable to the Scent Work Committee, other arrangements will be made for that trainee.
- 3.4 To be eligible to apply for the:
  - 3.4.1 NOVICE and ADVANCED LEVEL JUDGING LICENCES
    - 3.4.1.1 The applicant must have personally trained and trialed a dog to a Scent Work Advanced eligibility level
    - 3.4.1.2 The applicant must have at least 3 years experience in scent work training/education/instructing/learning
    - 3.4.1.3 The applicant must have stewarded in at least three (3) Novice and (3) Advanced elements at a minimum of 3 Scent Work trials
  - 3.4.2 EXCELLENT and MASTER LEVEL JUDGING LICENCES
    - 3.4.2.1 The applicant must have personally trained and trialed a dog to a Scent Work Excellent eligibility level;
    - 3.4.2.2 The applicant must have stewarded in at least three (3) Excellent and three (3) Master elements at a minimum of 3 Scent Work trials
    - 3.4.2.3 The applicant must have judged at least three (3) Novice elements and three (3) Advanced elements at a minimum of 3 Scent Work trials
  - 3.4.3 ULTIMATE LEVEL JUDGING LICENCE
    - 3.4.3.1 The applicant must have personally trained and trialed a dog to a Scent Work Excellent eligibility level;
    - 3.4.3.2 The applicant must have stewarded in at least three (3) Ultimate Classes
    - 3.4.3.3 The applicant must have judged at least three (3) Excellent elements and three (3) Masters elements at a minimum of 3 Scent Work trials
- 3.4.3 Licences must be applied for sequentially i.e. Novice/Advanced, then Excellent/Master then Ultimate, in that order. Each licence will be granted when judging appointments for that licence are completed.

#### **4. METHOD OF EDUCATION (SELF EDUCATION)**

- 4.1 Trainees must be conversant with the Dogs Australia Member Body Rules and Regulations relevant to Scent Work trialling and the Rules for the Conduct of Scent Work Trials.
- 4.2 Trainees are to attend all lectures, workshops and practical training sessions
- 4.3 The trainee will arrange for their mentor to observe their judging at the relevant level to assess their performance.
- 4.4 A copy of the completed Search Evaluation, Judges Sheet and Supervisors Reports is to be forwarded to the Judges Training Co-ordinator

#### **5. PRACTICAL TRAINING SESSIONS**

- 5.1 Mentors will be appointed by the Scent Work Committee to the Judges Training and Assessment Panel.
- 5.2 The mentor must;
  - 5.2.1 Supervise the trainees in all the required aspects of performance in Scent Work trials.  

NOTE: To maximise the desired educational experience, training should be done over a period of time. Judging of three (3) to four (4) dogs in each element shall be documented at any individual training session.
  - 5.2.2 Provide feedback to trainees and be open to questions from trainees
  - 5.2.3 Sign the Mentorship Certification Form after completing details of suggested judging modification or reinforcement of the trainee's judging.
- 5.4 These forms are to be retained by the trainee and forwarded to the Training Co-Ordinator by 13th August. Copies may be retained by the trainee.

#### **6. APPLICATION FOR ASSESSMENT**

- 6.1 Applicants may apply for a **combination of Novice and Advanced** in the same year, and thereafter, **the Excellent and Master levels** may be completed no earlier than one year later. Trainees may apply for Ultimate Class once satisfying the eligibility criteria.

They shall provide a minimum of:

##### **6.2 Novice and Advanced Classes**

- 6.2.1 Documentation of at least three (3) Practical Judges Training sessions at Novice and Advanced levels
- 6.2.2 Details, including Affiliate and date, of three (3) Novice and three (3) Advanced stewarding appointments at sanctioned Scent Work trials.

##### **6.3 Excellent and Master Classes**

- 6.3.1 Documentation of at least three (3) Practical Judges Training sessions at Excellent and Master levels
- 6.3.2 Details, including Affiliate and date, of three (3) Novice and three (3) Advanced Judging appointments
- 6.3.3 Details of three (3) Excellent and three (3) Masters stewarding appointments at sanctioned Scent Work trials.

#### **6.4 Ultimate Class**

- 6.4.1 Details, including Affiliate and date, of three (3) Excellent and three (3) Master Judging appointments
- 6.4.2 Details of three (3) Ultimate stewarding appointments at sanctioned Scent Work trials.

### **7. THEORY EXAMINATION**

- 7.1 The theory examination, for Novice/Advanced level and Excellent/ Master level, may be in written or oral format and is to be marked by a minimum of two members of the Training and Assessment Panel. A third marker will be required only where there is a divided decision.
- 7.2 Scent Work theory examination papers shall comprise of two sections;
  - 7.2.1 Questions as set by the Dogs Australia Member Body for the relevant classes and relevant Dogs Victoria Regulations. (Part A)
  - 7.2.2 Principal features of Scent Work (Part B)
- 7.3 To pass the theory examination a trainee must achieve a minimum of 80%
- 7.4 The examination papers must be marked by at least two examiners. A third marker will be required only where there is a divided decision.
- 7.5 A Trainee who has failed a theory examination may make a written request to the Scent Work Committee, within 14 days of the advice of the results, for their paper to be reviewed. A different panel of 3 markers will, without conferring, separately remark the papers.

## **8. PRACTICAL ASSESSMENT**

- 8.1 The Trainee must pass the Written or Oral examination in order to undertake the Practical Assessment.
- 8.2 The following are the requirements for a pass in the Practical Assessment:
  - 8.2.1 Trainees must judge a minimum of four (4) searches covering all four (4) elements over both classes (Novice/Advanced or Excellent/Masters)
  - 8.2.2 At Ultimate level, trainees must judge a minimum of 5 dogs
  - 8.2.3 At the assessor's discretion, the trainee may be asked to judge additional dogs;
  - 8.2.4 At least three (3) assessors from the Training and Assessment Panel will assess each trainee;
  - 8.2.5 Each assessor will individually make a recommendation as to whether the trainee has passed or failed;
  - 8.2.6 A recommendation by the majority of assessors is required to pass the practical assessment.
- 8.3 Assessment sheets will be completed and submitted to Dogs Victoria for written notification to the trainee of their results.

## **9. RE – ASSESSMENT**

- 9.1 Trainees who do not pass the practical assessment may apply for re-assessment. Dogs Victoria is not obligated to automatically agree to a re-assessment and each case should be reviewed on its merits.
- 9.2 Where re-examination is approved, it should be conducted no earlier than three months or no later than six months following the original assessment. The Training and Assessment Panel must take into account the need for further practical training of the trainee and the availability of suitable handlers/dogs and facilities.

## **10. DRESS CODE**

- 10.1 While trainees need not comply strictly with a Dress Code at all their practical training sessions leading up to their assessment, they should meet generally acceptable standards (i.e. neat, sensible clothes, appropriate footwear, no thongs etc.) when undertaking practice judging. However, the Practical Assessment is a formal occasion and must be treated in the same manner as a sanctioned Scent Work Trial. As such, the trainees must display an appropriate form of dress befitting an official at such an event and they will be marked accordingly.

## **11. FITNESS TO JUDGE**

- 11.1 Dogs Australia Regulations Part 2, Point 1.3 states;

11.1.1 All Judges Application Forms, both new and renewal, shall contain the following declaration to be signed by the applicant:

"I declare that I am physically fit and capable of judging in accordance with the Rules and in the normal accepted manner, and if required I am prepared to undergo a medical fitness test and/or vision test at the discretion of Dogs Victoria. I further accept Dogs Victoria may refuse to grant any renewal of licence and may cancel or suspend for any period or vary in any way any licence already granted. Or may grant, in part, only an application for renewal of licence"

11.2 Should Dogs Victoria consider that either an applicant or a licensed judge is unable to meet 11.1.1, Dogs Victoria has the right to;

11.2.1 Refuse the application;

11.2.2 Refuse to grant any renewal of the licence to any person and may cancel or suspend for any period or vary in any way any licence already granted; or

11.2.3 Direct any judge to undergo a medical "Fitness to Judge" examination by a nominated medical officer; or

11.2.4 Grant in part only an application for renewal of the licence.

## **12. MAINTENANCE OF SKILLS AND KNOWLEDGE**

12.1 All judges are expected to actively maintain their knowledge and understanding of the Rules and their interpretations as deemed by the Dogs Australia and Dogs Victoria.

12.2 In order to maintain their Scent Work Judges license, judges must, in each calendar year, have:

12.2.1 Judged at least one trial and have attended at least two professional development sessions; in exceptional circumstances, the Scent Work Committee may approve substitution of two judging appointments or attendance at two professional development sessions for the above.

12.2.2 Paid the relevant annual judge's licence fee

12.3 In the event that a judge fails to fulfil this responsibility or to follow directions issued by Dogs Victoria:

12.3.1 Dogs Victoria may refuse to grant any renewal of licence or may cancel or suspend for any period or vary in any way, any licence already granted.

12.3.2 Dogs Victoria may direct any Judge within its jurisdiction to undergo additional training or counselling by the Judges Training Panel.

## **13 ANNUAL REPORT**

The Scent Work Committee will report to Dogs Australia and to their Member Body as required.

**Mentors must be chosen from the Scent Work Training and Assessment Panel in consultation with both the mentors and the trainees.**

**The Scent Work Training and Assessment Panel for 2024-2025**

* Angela Hervey-Tennyson (Assessor)	0407 314 669
* Sonja Needs (Assessor)	0416 041 729
* Tammy Beattie (Assessor)	0417 540 700
* Talia Duell (Assessor)	0438 825 423
* Jo Bates (Assessor)	0431 895 007
Judy Pillinger (Assessor)	0427323667
Dawn Howard (Assessor)	0412088033
Wendy McLean (Assessor)	0429002309

\* Mentors

The Judges Training Co-ordinator is Angela Hervey-Tennyson, mobile 0407 314 669  
email [k9nosefun@icloud.com](mailto:k9nosefun@icloud.com)