



KENNEL UNION OF SOUTHERN AFRICA
KUSA BREED JUDGES LEARNING PROGRAMME

STUDY GUIDE #8: LEVEL 2

HOW TO WORK THROUGH LEVEL 2

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THE KENNEL UNION OF SOUTHERN AFRICA
P O BOX 2659
CAPE TOWN, 8000

CONTENTS

Studies Continue	2
Study material	2
About this Learning Programme	3
What is the purpose of the Learning Programme?	3
What are the needs of the Learner Judge?	3
Why is the Learning Programme designed the way it is?	4
How will assessment be conducted?	4
Progress through the Levels	5
Working through the Level 2 Modules	6
Module 1: Ring Stewardship	6
Module 2: Judging Appointments	7
Module 3: Evaluations	8
Module 4: Observation	10
Module 5: Seminars	11
Module 6: Breed Assignments	12
Module 7: Portfolio	12
Examination	13

On the receipt of your learning material, you are advised to come to terms with the content as soon as possible. This is also a good time to start building up your reference library with acquisitions of breed-specific and judging books and articles.

Study material

In your package of learning material, you will receive the following: (* indicates examination content)

1. **Study Guide #3 – General: *On Being a Judge: Ring Management and Etiquette***
This study guide discusses desired qualities and expectations, and serves as step-by-step guide up to an including your first and successive judging appointments. At this level, it is intended to serve as handy reference, since it is part of the examination content for Paper 1: Ring Management and Etiquette, which will not be examined in Paper 2.
2. **Study Guide #4 – General: *Judging Technique***
While you are advised to build your own personal library of judging books, this study guide offers an introduction to the skill of judging and ought to continue to provide useful hints and tips well into your studies. This content will not be examined in Paper 2.
3. **Study Guide #5 – General: *Rules and Regulations***
Every judge must have a thorough understanding and knowledge of the KUSA Rules and Regulations so, while this study guide is not part of the examination content for Paper 2, it is intended to serve as handy reference for all judges. Rules undergo changes from time to time, so it will be your responsibility to keep abreast of any changes and ensure that you remain familiar with what is and isn't permitted in the sport, lest you find yourself in an unfortunate situation.
4. *** Study Guide #6 – General: *Anatomy, Conformation and Movement [exam content]***
This study guide (also available to Level 1 candidates) covers the content of up to 30% of the Paper 2 examination. The questions in the Paper 2 examination are mostly different from those that appeared in Paper 1 and different from the those that may appear in other group papers.
5. *** Study Guide #7 – General: *Glossary of Terms [exam content]***
This abridged glossary explains the terminology you will encounter as a judge and also forms part of Paper 2.
6. **Study Guide #8 – Level 2: *How to Work through Level 2***
This study guide, which offers you a step-by-step guide through Level 2.
7. **Study Guide #9 – Level 2: *How to prepare evaluations***
Writing evaluations and critiques is a skill that is important to learn, whether you choose to judge overseas or not. This study guide takes you step-by-step through the process of learning the skill.
8. **Study Guide #10 – Level 2: *How to prepare breed assignments***
The breed assignment module is important for two reasons – it helps you identify the specific characteristics of each breed in preparation for your future judging appointments, and it helps you prepare for the examination which emphasises an understanding of breed standards instead of a memory of correct word order. This study guide describes how you can complete these assignments.
9. **Study Guide #11 – Level 2: *How to prepare for the examinations***
This study guide explains the type of examination questions you will find in Paper 2 and gives examples. While everybody has different ways of learning content, there are also a few guidelines on how to prepare your learning content and summaries.
10. *** *Breed standards [exam content]***
You need to have recent copies of all the breed standards in the group you are studying. You can either download them and print them from the KUSA website (www.kusa.co.za), or if online access is not available to you, you can request printed copies from the Judges Department of KUSA at a cost.

ABOUT THIS LEARNING PROGRAMME

The importance of change lies not so much in the fact that it is new, but rather that it produces an improvement in the final outcome.

Change is one of the most difficult things that people have to deal with. Very often, the people affected by such change feel as though it has been forced upon them and they feel helpless, demoralised, confused, and reluctant to participate.

That said, the world is changing every day. The country's demographics, economics, politics, social stability – in fact every aspect of normal life undergoes constant change. Dog-related activities have not been exempt from changes, and those who have been involved in breeding and showing dogs for many years will testify that our dog sport has undergone drastic change in the last decade or so with the introduction of restrictive new dog bylaws, a drastic reduction in dog sport participation, and an increase in anti-dog sentiment. Challenges for dog enthusiasts, there are many.

So it stands to reason that the education of breed judges must remain dynamic and relevant for the community it serves. Thus was born this learning programme, which approaches the qualification of breed judges in a refreshing new way. The KUSA Breed Judges Learning Programme will be an ongoing evolution to address the continually-changing environment in which judges will be expected to operate. The emphasis of this programme is to offer guided assistance at every level; comprehensive training opportunities throughout the learning process, and the stimulation of a culture of life-long learning and development.

What is the purpose of the Learning Programme?

Every good project has a clearly-defined aim or goal. The aim of this learning programme is to equip judges with knowledge and skills to facilitate breed judging in the show ring in any part of the world.

What are the needs of the Learner Judge?

Obviously, people embarking on a Judges Learning Programme do so as a hobby. It is not a career move and it does not form part of a person's formal education status. One simply becomes a judge because one wants to and because one has an intense interest in dogs.

In a typical busy daily schedule, people normally have to cope with jobs and all the pressures associated, running a household, dealing with emergencies and deadlines, taking care of dogs, and a myriad other activities. There is very little time left in the schedule to write copious reports or similar. Having said that, the quality of the learning programme needs to be of sufficient standard so that judges can operate successfully anywhere in the world. Thus, the learning programme should be streamlined to reduce tedium and time-consuming paperwork, without sacrificing research capacity and quality of learning.

At first glance, you may be frightened by the number of modules required for each level, but once you start working through it, you will begin to appreciate the conciseness of reporting, the variety of ways in which your skills are practised, and the purposefulness of each of the activities. Gone are the days of tedious report-writing, deadlines missed and opportunities lost.

Furthermore, Learner Judges need never feel isolated and neglected while working through this learning programme. There will be access to resources and support systems, such as assessors, trainers, seminars, workshops, online seminars, guidelines, content matter, and comprehensive study guides. Help will literally only be a phone call or email away and Learner Judges are encouraged to make full use of the guidance on offer.

Why is the Learning Programme designed the way it is?

The KUSA Breed Judges Learning Programme focuses on two major elements:

- identification of **outcomes** (a description of the skills a judge needs to acquire), followed by
- the means to **assess** this skill acquisition

As opposed to simply designing ‘something to do’ in order to qualify as a judge, this learning programme first examines the type of judge exhibitors expect to see in the ring.

Exhibitors expect judges to:

- have a thorough understanding of canine conformation and movement
- know and understand breed standards thoroughly
- have a thorough knowledge of KUSA rules and regulations
- behave within the boundaries of good judging etiquette and impartiality
- possess accurate observation skills
- be able to recognise characteristics and identify qualities and shortcomings
- have a clearly-defined silhouette/blueprint in mind
- understand the elements of type, temperament, balance and soundness
- be able to make a logical analysis
- make value judgements
- describe and synthesise the outcome of judging
- hold the courage of convictions
- possess integrity and a strong ethical base
- practise life-long learning and research

These are the desired **outcomes** of the learning programme = what we want as an ‘end product’.

The next step is to establish *how* we are going to achieve those outcomes. With these outcomes in mind, the learning programme allows opportunity for Learner Judges to gain the necessary skills and experience by:

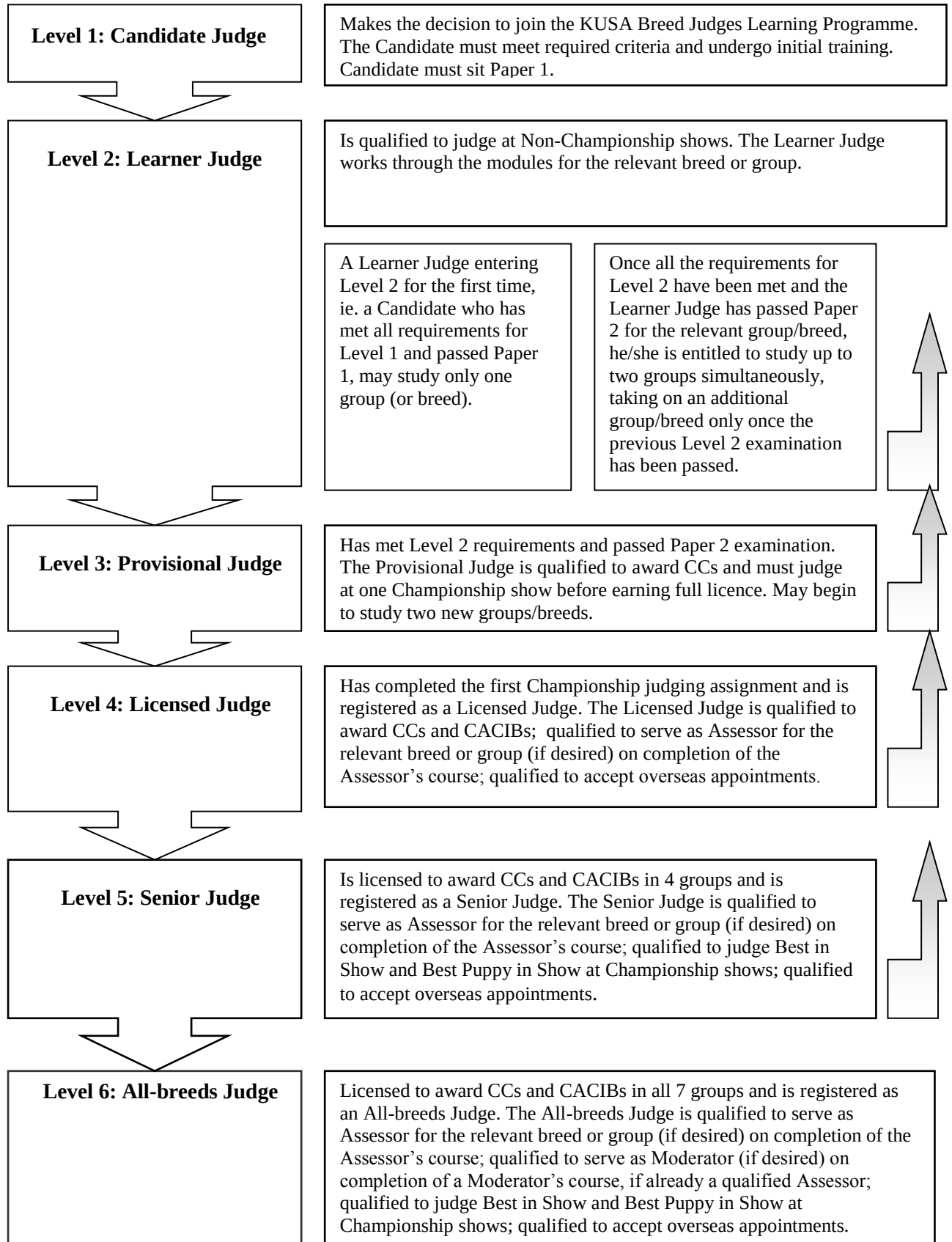
- experiencing ring management as a ring steward.
- experiencing ring management and control as a breed judge
- preparing a non-critical observation report
- correctly evaluating an exhibit
- writing accurate, meaningful, constructive evaluations
- organising records and evaluations into presentation and storage format
- using a range of strategies to learn and acquire skills
- making informed decisions
- understanding and recognising characteristics and criteria
- identifying essential breed hallmarks from the breed standard
- recognising and interpreting patterns and relationships
- understanding and applying canine knowledge
- managing self and relationship with exhibitors
- identifying and analyse judging techniques
- consulting learning resources
- preparing for an examination

How will assessment be conducted?

Qualified Assessors will assess the progress of Learner Judges by means of nationally-standardised evaluation criteria. The assessment is relatively simple – has the Learner Judge completed the task successfully yet? There is no passing or failing of tasks – if the activity has not yet been successfully completed, there will be opportunity to try again until the skill is perfected. You will no longer have to write off dozens of unsuccessful reports and expensive judging appointments. At all times, feedback will be freely available and the Learner Judge is encouraged to make full use of all advisory services available.

PROGRESS THROUGH THE LEVELS

Depending on your level of progression through any previous judging schemes, you will be credited with the equivalent activities you have already achieved and slot into the programme as appropriate, then continue to cycle back to Level 2 with each new group for as many groups as you wish to study.



WORKING THROUGH THE LEVEL 2 MODULES

Please also refer to the official KUSA Breed Judges Learning Programme

If you have passed Paper 1 and this is your first attempt at Level 2 of the learning programme, you may choose to study only one breed or one whole group. Although not mandatory, you are advised to begin with a breed or group with which you are already fairly familiar.

Once all the requirements for Level 2 have been met and you have passed Paper 2 for the relevant group/breed, you are entitled to study up to two groups simultaneously, taking on an additional group/breed once the previous Level 2 examination has been passed.

As you progress through the programme successfully, you may return to this level from Levels 3, 4, and 5, working through the modules and meeting all requirements, until you reach your desired qualification level. For example, a Senior Judge with 6 groups successfully completed, will need to return to Level 2 to begin studies for the 7th group if that judge desires to become an All-breeds Judge. While he/she maintains status as a Senior Judge, for example, he/she is also a Learner Judge for the group/breed he/she is studying.

Level 2 comprises a selection of modules, all of which need to be successfully completed in order to earn entrance to the Paper 2 examination. These are explained in detail below.

It's important to note that the learning programme will be nationally uniform, regardless of your location. All Learner Judges must be prepared to travel to appointments and/or seminars and training programmes outside their own area.

MODULE 1: RING STEWARDSHIP

Outcomes:

1. Know and practise correct ring-management procedures according to KUSA rules
2. Demonstrate the ability to manage a smooth progression of exhibitors into the ring
3. Maintain clear and accurate record sheets, noting placements, absentees, and obtaining the judge's signature
4. Demonstrate the ability to support the judge in his/her activities and requirements
5. Demonstrate observed knowledge with regard to specific judging procedures pertaining to the group/breed being studied

In order to be comfortable in the role of ring manager (as a judge) this module serves as practical application of ring rules and regulations and affords the opportunity to open your mind to other judges' ring techniques.

In each of the provincial areas (Gauteng, Free State, KZN, Western Cape, Eastern Cape) a Ring Steward's course/seminar will be presented annually. It is imperative that you attend this seminar on the first occasion of your attempting Level 2, if you haven't already done so previously. You will also need to sign a register, which will be forwarded to KUSA as proof of your attendance and you will receive a certificate of attendance, which you need to store in your portfolio.

Note: If you are returning to Level 2 from Levels 3, 4, or 5 in order to begin studying another breed/group, it is **not** compulsory to attend another Ring Stewardship course/seminar, but the rest of the ring stewardship module, ie. serving an assignment at a minimum of one Open show and one Championship show in the group/breed you are studying **is** compulsory.)

You will need to serve as Ring Steward at **one Open show** and **one Championship show**. While it is preferable that you complete at least the Open show ring stewardship assignment before your first judging appointment, this is not mandatory.

You should serve your ring stewardship ***preferably in the ring of the group or breed you are studying***, and these assignments must be undertaken ***regardless of any previous experience***, in other words, no previous assignments may be used to credit this module requirement and you may not 'store' ring stewardship appointments for future Level 2 studies because each session you serve has its own learning objectives and desired outcomes.. This may sound oddly cruel, but the main purpose of this ring stewarding module is to gain as much experience and observational opportunity as possible in the group you are studying. In other words, it is a learning experience – not some kind of forced labour or a punishment. Think, for example, of the different techniques applied when judging Toys or the Working Group, which you can only learn through observation. As Ring Steward, you are not only coming to grips with ring control and administration, you are able to closely observe techniques and learn first-hand some of the problems you may encounter when you need to take the centre of the ring. If it is totally impossible to arrange an appointment in the group/breed ring you are studying, consideration will be given to ring stewardship in another group but please be mindful that you will ultimately lose out on valuable first-hand observation of the specific ring and judging techniques. Additional ring stewardship appointments over and above the requirements will always benefit your own experience and will be appreciated by show organisers.

Assessment: Throughout Level 2, you will be required to provide and store various written assignments to serve as a means of assessment and proof of accomplishment. For this module, you will be provided a **Proof of Ring Stewardship form**, which must be completed by you and signed by the show-holding Club Secretary. The two forms (one for the Open show and one for the Championship show) must be stored in your portfolio and presented for assessment prior to earning entrance for the Paper 2 examination.

MODULE 2: JUDGING APPOINTMENTS

Outcomes:

1. Judge at least 8 different breeds in the group at a minimum of 3 shows
2. Write evaluations on 60 exhibits
3. Demonstrate a knowledge and understanding of the breed standard(s)
4. Demonstrate a knowledge and understanding of judging ethics
5. Demonstrate a knowledge and understanding of ring procedure
6. Maintain consistency of judging procedure
7. Demonstrate the ability to control and manage the ring
8. Demonstrate the knowledge of how to approach a dog
9. Demonstrate the knowledge of how to examine a dog
10. Demonstrate and understand specific breed judging techniques and practices
11. Choose appropriate gaiting techniques to examine movement

Serving judging appointments is the most valuable experiential learning tool. Breed judging is essentially a practical activity and it is in the ring that all processes come together. With practice, comes familiarity, confidence and experience.

If you are studying a whole group: You need to accept judging assignments at a **minimum of 3 Open shows**, of which **at least 2 of them potentially cover the whole group**. This leaves an optional allowance of one Open specialty show within your chosen group to make up the minimum requirement.

The total number of dogs judged must equal a **minimum of 60 per group**. If you are unable to make up your numbers in three shows, you will need to accept additional appointments. In making up your total of 60 exhibits, **only 40 exhibits in one breed** will be credited towards your total. This means, for example,

that if you judge 57 Staffordshire Bull Terriers, only 40 of these will be credited to your required total of 60.

If you are studying only one breed: You need to accept judging assignments at a **minimum of 2 Open specialty shows** to make up a total number of **40 exhibits**. If you are unable to make up your numbers in two shows, you will need to accept additional appointments.

You may not serve a judging appointment in the same group/breed in the same Province within 3 months, ie. Gauteng, Free State, KZN, Western Cape, Eastern Cape. (Note: Gauteng comprises the Provincial Councils of DOGS PC and NAPC but count as one Province in this instance.) The same restriction applies to the judging of finals, namely Best in Show, Best Puppy in Show, Best Junior in Show, Best Veteran in Show, etc.

At least one of the judging appointments must be outside your Province; more if possible – this to gain a national impression of exhibits rather than a regional focus.

Assessment: At your **first judging assignment only**, an Assessor will be assigned to observe your performance. This will occur only once during your journey through the KUSA Breed Judges Learning Programme – at your very first appointment. If you are returning to Level 2 from Levels 3, 4 or 5, you will not need to undergo another assessment observation.

There is no need to feel panicky about this observation. It will be conducted in the spirit of guidance and assistance. The Assessor will not be evaluating your judging decisions but will focus on your ring procedure and management, your attitude, your consistency, your appropriateness of dress, and your behaviour.

After your judging appointment, you and the Assessor will retire to a quiet place and together you will work through a feedback questionnaire. You will be encouraged to reflect on the appointment – which procedures you felt worked well, and which ones you feel may need a different approach. You will be asked to justify your judging decisions – this to encourage self-evaluation and the ability to give sound reasons for decisions. The Assessor is not allowed to mention personal preferences or value judgements, and you will be neither criticised nor praised for your judging decisions, which are totally irrelevant to this assessment. The assessment will be conducted in a relaxed and friendly manner and you are more than willing to ask advice on any judging issue.

A copy of this assessment must be stored in your portfolio and you will, no doubt, find it interesting reading in years to come as your experience grows.

MODULE 3: EVALUATIONS

Outcomes:

1. Write accurate, meaningful, constructive evaluations
2. Justify judging decisions
3. Demonstrate good knowledge of breed standards
4. Demonstrate the ability to give balanced, constructive criticism
5. Organise and synthesise visual observation into a written form

Writing evaluations (critiques) is an extremely valuable learning tool for the following reasons:

- it requires you to give sound reasons for judgement decisions
- it encourages thorough preparation of the breed standard to maintain credibility with exhibitors
- it encourages positive judging instead of fault-finding
- it requires learning the skill of constructive criticism

- it requires you to organise thoughts and describe the process and findings of evaluation
- it is a more accurate description of the exhibits examined than writing reports
- it takes considerably less time to complete than a set of reports
- it prepares you to write critiques at a show where they are required
- it prepares you for writing reviews, as required in some publications abroad
- it is a valuable tool to measure development
- it sharpens the ability to make specific judgements and eliminates superfluous padding or unsound reasoning
- it eliminates the tendency to judge according to personal likes and dislikes

You will be required to write a short, meaningful evaluations on at least the first- and second-placed exhibits in each class judged. You may also write evaluations on all exhibits if you wish. They are non-graded evaluations in the sense that you do not need to evaluate the exhibit in terms of Excellent, Very good, Good, etc.

In order to prepare you for the skill of writing evaluations, please study the guide: “*How to prepare evaluations*” and try to attend a seminar in your area that will explain the skill of effective evaluation writing.

If you are unable to make up your numbers in three shows, you will need to accept a further appointment to make up the total of at least 60 evaluations, in which case you need only prepare and submit the number of evaluations needed, but continue to judge the full complement of your assignment .

Evaluations are not written for paid challenges or Best in Show winners.

You have a 30-day allowance to gather your evaluations together and forward them to your local PBJSC. If this deadline cannot be met, you may apply for a 30-day extension. Normally, it is advised that you hand over or post off the package of evaluations as soon as possible after your appointment, lest you forget.

You are not permitted to serve a judging appointment without writing Evaluations, which implies that there is no longer an allowance for “dispensation” judging.

You are advised to take the writing and submission of evaluations very seriously. Should you fail to submit evaluations within the deadline (plus extension, if applied for), KUSA will deem you to have left the KUSA Breed Judges Learning Programme and you will have to reapply to study Level 2 for the group of breed concerned if you wish to continue.

Assessment: Assessors will evaluate the constructiveness of the evaluation. Assessors will not comment on your judging decisions, but will be looking for clear, balanced descriptions and justifications for your placement. If you take care to prepare your evaluations as instructed in the study guide, you ought to have no problem having them approved.

Your evaluations will be neither “passed” nor “failed” and you will definitely not have a whole set of evaluations “failed” because of one or two errors in single evaluations. Only those evaluations that may need some reworking will be isolated – those that meet the criteria will be credited towards your requirement total. However, if all the evaluations lack the required structure and detail as advised in the guideline booklet, it is possible that you may need to rework them all or accept additional judging appointment(s).

MODULE 4: OBSERVATION

Outcomes:

1. Identify, analyse, and describe how to approach specific breeds
2. Identify, analyse, and describe how to examine specific breed characteristics/hallmarks
3. Identify, analyse, and describe ring management techniques for the specific group/breed
4. Identify, analyse, and describe the most appropriate gaiting patterns for the specific group/breed
5. Analyse potential judging techniques to implement

While most Learner Judges spend a portion of their time watching the judging from the ringside, being inside the ring will offer an opportunity for undivided attention from a closer viewpoint, plus the opportunity to discuss placement decisions and techniques with the Licensed Judge. The opportunity to learn from others is highly valuable. A carefully-selected Licensed Judge can demonstrate the path ahead and provide a source of answers and advice.

If you are studying a whole group: You will need to observe a Licensed Judge (local or international) judging a Championship specialty show of any single breed within that group. If it is not possible to observe a breed specialty show, a group Championship show or a group within an all-breeds show may be considered as alternative.

If you are studying a single breed: You will need to observe a Licensed Judge (local or international) judging a Championship specialty show of the breed you are studying.

It will be your responsibility to choose a suitable show to observe, then you will need to contact the Show Secretary, who will request permission from the judge on your behalf. If the judge is willing to allow an observer in his/her ring, the Show Secretary will confirm the observation appointment with you and you must immediately notify the Judges Department at KUSA. Don't leave this arrangement until the last minute – bear in mind that considerable communication needs to take place, so best you make your selection as soon as schedules are made available.

The judge will likely be accustomed to working with Learner Judges and willing to discuss placements, techniques and procedures with you. Use the opportunity to ask questions, but try to time your questions carefully so that you don't distract the judge's concentration. Brief comments between classes will probably be most beneficial. Please take care to ensure that your comments and questions are private and not overheard by exhibitors. Do not 'hover' around a judge and make a nuisance of yourself. Best you time your questions tactfully and discretely, and make full use of your observation capacities.

The Licensed Judge will remain in charge of the ring at all times, so you will need to be conscious of where you position yourself so that you don't disturb the judge's procedures or obscure his/her view. It will probably be best to seat yourself near the judge's table where you will have a good view of the judging without interfering.

During the observation, you will play no role in judging or examining the exhibits, except from your vantage position. You are not permitted to make contact with exhibitors or exhibits – either inside the ring or at ringside. Your role is purely to observe techniques and procedures and make full use of the opportunity to see several specimens of the breed in all their levels of development.

You will not be required to make value judgements, unless in discussion with the judge at his/her invitation. At no time are you permitted to attempt to display 'superior knowledge'. Remember that the judge's decisions – whether you agree with them or not – are final and no argument may be entered into.

You are not permitted to enter for competition nor handle a dog under this Licensed Judge at this time or within two weeks before or after the observation.

Assessment: Immediately after the appointment – advisedly before indulging in after-show socialising – you will need to obtain the signature of the Licensed Judge on the **Proof of Observation** form. As soon as possible after the observation – while your memory is still fresh – you will be required to complete a **Learner Judges Observation Report**. This is not a critique of the Licensed Judge, but an analysis of ring procedure, how to approach particular breeds, how to go over a dog, what to observe as a dog gaits, an analysis of various gaing patterns and their purpose, and so on.

Organisation: Your **Proof of Observation** form and **Learner Judges Observation Report** must be stored in your portfolio, which will be submitted for acknowledgement and assessment on completion of all the modules.

MODULE 5: SEMINARS

Outcomes:

1. Gain insight into breed standard interpretations or other learning matter
2. Prove attendance at 3 seminars or 1 seminar and 2 private discussions

Seminars and workshops serve as valuable training for Learner Judges and refresher courses for Licensed Judges. This rationale is part of the culture of life-learning.

You need to attend seminars covering a minimum of **3 breeds per group** to meet the requirements for examination entrance. This being completed, Licensed Judges are expected to continue to attend available seminars to maintain and refresh their refined knowledge of breeds.

From time to time, general judging seminars will also be offered – regardless of previous knowledge, there will always be something new to learn.

Seminars may take various forms:

- **Breed workshops:** This is a comprehensive lecture where a single breed is discussed in great detail, usually accompanied with a visual presentation and breed notes, and preferably live exhibits for observation.
- **Breed clinics:** A small selection of breeds within a group are presented by breeders / breed experts. Since it is not possible to go into detail for each breed, specific topics may be highlighted with the emphasis on hands-on experience with live exhibits and breed notes that extend beyond the breed standard.
- **Seminars:** Usually a visual presentation on any judging-related topic, eg. canine anatomy. Preferably accompanied with notes and hands-on activities.
- **Breed discussions:** Learner Judges residing in isolated geographical areas where seminars are infrequently offered, may gain equivalent credit for no more than 2 seminars by approaching an experienced KUSA-registered breeder of choice for a one-on-one in-depth discussion about the breed, with reference to live exhibits. The visit should include open discussion and guidance with regard to styles, characteristics, methods of approaching and judging the breed, etc. The central focus of the visit or discussion is not to compare one kennel or breeding style with another, but to allow hands-on exploration of the breed(s) in an educative manner.

Organisation: It is very likely that you will receive accompanying notes at the seminars. You are advised to file these in your portfolio for future reference. Any notes or observations you record may also be stored in your portfolio. Remember to sign the attendance register at the seminar, which will be submitted as proof of attendance by the seminar organisers. As proof of attendance at a private breed discussion, such a visit must be supported and signed off by the Chairman of a relevant Group or Specialist Club or, if not available, an All-breeds Club in the geographical area, and the Breeder who delivered the lecture/discussion.

MODULE 6: BREED ASSIGNMENTS

Outcomes:

1. Identify unique breed characteristics from 15 breed standards
2. Synthesise the breed characteristics into lists of breed hallmarks
3. Identify and analyse breed characteristics to find similarities and differences
4. Synthesise information into a logical table

The purpose of preparing breed assignments is to encourage the thorough study and analysis of breed standards in order to accurately evaluate the breed. No judge can recite the entire breed standard, word for word, while judging an exhibit, nor should they be expected to do so for an examination. It is far more sensible to identify, understand and memorise breed hallmarks – those that make the breed what it is – in order to identify good breed type. Failure to understand the essence of the breed may result in awarding an apparently-faultless, generic dog, that is actually a somewhat mediocre specimen of its type. This learning process moves away from verbatim memorising and regurgitation and encourages you to apply higher-order thinking processes to isolate the essence of a breed and better equip you for making value decisions.

- The Learner Judge prepares a **brief list of breed hallmarks** that encapsulate the essence of a minimum of 15 breeds succinctly.
- The Learner Judge analyses the breed standards to identify and compare similarities and differences between breeds, best organised in a **table of breed-specific characteristics**.

For detailed examples and guidance on how to prepare these breed assignments, please consult the study guide, “*How to prepare Breed Assignments*”. You are also advised to attend any seminars offered on this important technique.

Organisation: *Your breed assignments are stored in the portfolio, which is submitted for assessment on completion of the module.*

Assessment: *Assessors will evaluate sufficient detail provided in the breed assignments according to a prescribed guideline. Should the quality of the detailed analysis be lacking, you may be advised to rework them. The intention of the Assessors is not to criticise your chosen format of the assignments, but may need to challenge the amount of accurate detail you have included in your preparation. Remember, that there will be many varieties of assignments being assessed, so duplicates that have been copied from another person will be blatantly obvious. In any case, since these assignments are aimed at your preparation for the examination and future requirements as a judge, would it make any sense to simply copy someone else’s work? You are also advised not to respond to requests from other Learner Judges for your self-prepared study material.*

MODULE 7: PORTFOLIO

Outcomes:

1. Organise documentation in a portfolio of evidence

Keeping a portfolio is a valuable tool for recording your progress through your Level 2 studies. It will be reviewed by Assessors, who will evaluate your readiness to proceed according to prescribed checklists, which avoids subjective evaluation.

The portfolio can take any or many formats, eg. ring file, box folder, CD, DVD, flash drive, or any form of electronic media, including (in the foreseeable future) a password-protected online system, whereby the user logs in to submit evidence for assessment.

You will need to download the pack of portfolio sheets and all necessary forms from the KUSA website (www.kusa.co.za), some of which require you to fill in necessary information, but all of it is to help you with the organisation of your portfolio. The material has been designed to be as straightforward as possible, but should you require any advice or assistance, you are welcome to contact a Provincial Breed Judges Sub-Committee member in your area. (Contact the Judges Department at KUSA for contact details) You will probably find that a simple ring or lever-arch file is the best way to present and maintain your portfolio, and, if at all possible, this is the method advised.

It is your responsibility to have a thorough understanding (not merely verbatim recall) of breed standards, but self-study must extend far beyond the breed standard. To do this, you must do extensive research. The portfolio not only records and acknowledges this research, it serves as assessment tool for evaluating the level of research performed. It encourages a culture of life-long learning, self-evaluation and continuing research. As you progress, you will find value in the portfolio, which can continue to store collected information.

You will find reference to this portfolio throughout the guidelines above. This record will become an essential 'personal assistant' to everything you do that is connected to breed judging. It will record your progress through your studies and will provide a means for Assessors to evaluate your readiness.

You are advised not to leave the preparation of the portfolio to the last minute – it is intended as an ongoing record of assignments and projects. The amount of effort you put into keeping this portfolio is directly proportional to the amount of benefit you will receive in having it.

Organisation: *Once you have completed all the requirements of Level 2, you need to submit the portfolio for evaluation to a Provincial Breed Judges Sub-Committee member in your area **by 1 April (if you want to write Paper 2 in June) or 1 September (if you want to write Paper 2 in November)**. Inability to complete all requirements of the modules successfully before this deadline may require the examination application to be held over till the next date, usually 6 months later.*

Assessment: *The purpose of the evaluation is to ensure that all modules have been completed at a standard sufficient enough to secure a successful evaluation. You will neither "fail" nor "pass" this assessment – the rationale is that the learner must persevere until the required standard is met. If there are assignments that do not yet meet the required standard, these are indicated and the learner is advised to rework them where appropriate. Only the reworked tasks need to be resubmitted.*

EXAMINATION

KUSA breed judging examinations are usually held in June and November. The deadlines for submission of portfolios (see above) is far in advance of the examination to allow sufficient time for the portfolio to be assessed and moderated, and possibly returned for a few items needing reworking, whereafter your examination entrance must be ratified. Once you have been notified of your successful completion of all the modules, you will be entitled to register for the forthcoming examination.

Exam registration for Paper 2 is 1 May for the June exam and 1 October for the November exam. To register, you need to apply to KUSA for the registration form and pay the examination fee.

Only one paper may be written at any examination session. Thus, you may not write two group examinations, two breed examinations, or a combination of these; nor may you write a Level 2 examination simultaneously with the Junior Showmanship examination. You are thus advised to plan your study schedule carefully so that you can make best possible use of timing.

Your breed or group examination – called Paper 2 – will comprise the following:

- Breed standards of the group / breed studied (70% of the paper)
- Anatomy, Conformation & Movement (30% of the paper)

The format of the examination will be multiple choice questions and, in the case of Specialist Breed examinations only, at least one essay question. The examination will aim at evaluating your breed and general canine knowledge and will not contain confusing or trick questions that test rote-learning or word order recall.

The candidate will need to meet at least the minimum requirement of 70% to pass the paper to progress to the next level. You will be notified of your success or failure in the examination as soon as possible after the examination and a pass mark / percentage shall be given. If you are unsuccessful, you may apply to rewrite the examination. No further correspondence will be entered into once the candidates have been advised of their examination results.

For detailed examples and guidance on how to prepare for and write examinations, please consult the study guide, *“How to prepare for the examination”*. You are also advised to attend any seminars offered on this important skill.

Amended 12 February 2015