

Guidelines for filming your group class for your assessment

### **Group Class criteria**

- Your class should be 30 minutes duration
- Your class should be a minimum of 28 minutes and a maximum of 31 minutes, videos shorter or longer than this cannot be marked
- You may teach one exercise of your choice
- Your class should have a minimum of 4 and a maximum of 6 dogs
- Dogs attending your class can be of any age and ability
- All handlers must be over 18 years old
- Your class can be presented inside or outside
- You should be the only instructor, no assistants please (you may have somebody to film your class for you but not assist you while you are teaching)

### **Preparing For Your Group Class**

- For your venue, consider your local park, scout hut, sports field, village hall. ... there are also private secure dog walking fields situated all over the country which can usually be hired for 60 minute slots <https://www.dogparksnearme.co.uk/>
- Please ensure any kit used is fit for purpose and used safely
- If you have dogs and handlers attending your class that know each other, are friends etc please ensure your class is still presented professionally and safely
- You will need to ensure the conditions for filming are suitable ie weather conditions and background noise. Please also ensure that the person filming your class remains as quiet as possible as any noises they make may affect our ability to hear you
- We need to be able hear and see you **WHOLE CLASS AT ALL TIMES** for us to be able to assess your class
- We recommend that you film a couple of your practise class sessions in the lead up to filming the class you will be submitting, just in case there is an issue with your planned submission you will have a back-up you can send

### **How to Film**

- Ensure the whole class (including you) can be always seen at all times, the person videoing can move around with you but you must ensure we can still see the whole class the whole time
- The assessors will need to be able to hear both you and your class attendees, consider the weather conditions that may affect this and ensure that the person filming remains as quiet as possible throughout
- You do not need professional videoing equipment, a phone, iPad etc is fine
- You can get a plug in microphone, that plugs into your phone and has a link to a mic on your lapel. You can get these on amazon from around £20
- Ensure you have sufficient battery life, and everything is working correctly before starting
- We recommend filming a test 5 minutes to check all the above before recording the film you will be submitting

- Please watch your class video before you submit it to make sure it falls within the guidelines and it is of a standard that you are proud of.

**When to Submit**

- Your class can be filmed anytime but must be submitted within 48 hours after your assessment date with your group class plan
- If your assessment date is immediately following your Practical Instructors course your group class will need to be submitted within 7 days of your assessment date with your group class plan

**How to Submit**

- Please save your Group Class Video as 'Your name Group Class Video'
- Your class link should be emailed to [members@imdt.uk.com](mailto:members@imdt.uk.com), unedited and with sufficient sound quality
- Send as a pdf or word document attached to your email, do not send via googledrive or similar
- Please include your full name and Assessment date in the email, without these details we cannot allocate an assessor.
- We are unable to watch and mark more than one video submission for your assessment
- You can submit your Group Class using the following Free tool - Google drive, We transfer, Vimeo, You Tube - we have an easy to follow, step by step guide on how to do this via Googledrive, we will send this to you in your order confirmation when you book onto the assessment

**Group Class Plan**

- This should be saved as a word doc and be no more than 2 sides of A4
- Please ensure your full name and the date of your assessment are in the email body
- Everything you want assessed should be in the document itself not within the body of the email
- Please ensure the file name reads 'Your Name Group Class Plan' and is sent as a word doc or pdf attached to the email not via googledrive or similar
- Please attach to an email and send to [members@imdt.uk.com](mailto:members@imdt.uk.com)
- This must be submitted with your Group class video
- Please be aware of the IMDT Code of Ethics

**This is an outline of the marking criteria for the Group Class video**

Evidence of Class planning in line with the IMDT Code of Ethics.... /1.5

Presentation and Management of class in line with the IMDT Code of Ethics .... /2.5

Function & Purpose of Exercises. What/Why/How in line with the IMDT Code of Ethics.... /5

Group and Individual needs addressed. Criteria raised /maintained/lowered appropriately in line with the IMDT Code of Ethics .../28

Trainer knowledge and trainer skills in line with the IMDT Code of Ethics .../9

Safety in class, coach safe use of equipment in line with the IMDT Code of Ethics .../2

Summary of class and homework .. /2

Total Points out of 50 x 2 = .... %



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IMDT courses that are relevant to this section

[4-day Practical Instructor course](#)

[The Recall Masterclass](#)

[The Loose lead Masterclass](#)

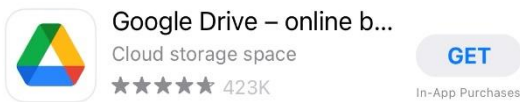
### Sending in your Group Class – Googledrive

Here is a quick guide to send your Group class video via Googledrive  
Firstly, you will need a google email address to use the App

### Sending Via **Mobile Phone**

#### Step 1

Download the **Google Drive** App to your mobile phone



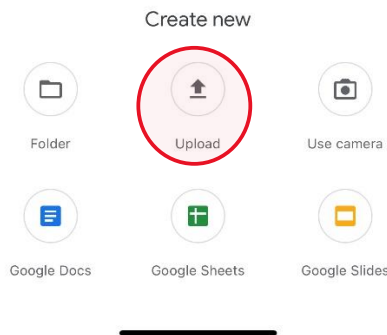
#### Step 2

Then Press

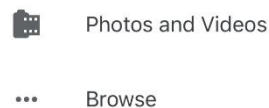


#### Step 3

Then press upload

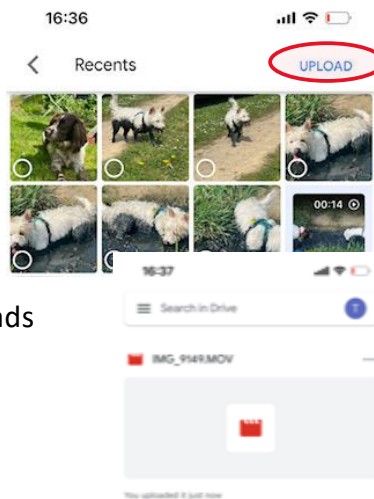


This will bring you to this screen where you need to choose where your video is, either 'Photos and Videos' or 'Browse'



### Step 4

Select the video you want by clicking on it and press upload



It will look like this while it properly uploads

### Step 5

Then go into '...' to the right of the file name



IMG\_9149.MOV



Select 'Rename' and change to 'Your name group class video'

16:39

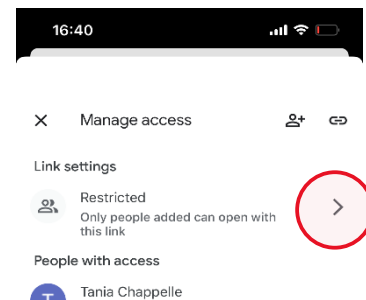


X IMG\_9149.MOV

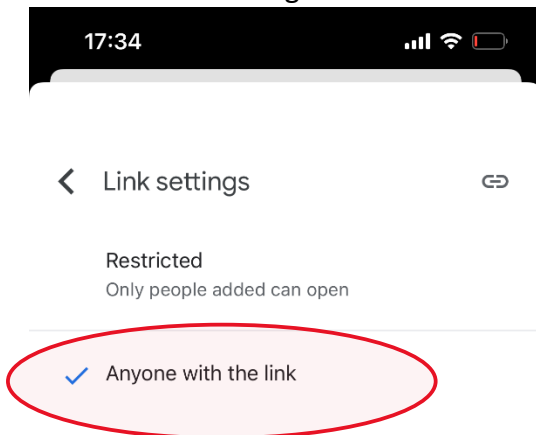
- Share
- Manage people and links
- Add to Starred
- Make available offline
- Copy link
- Send a copy
- Open in
- Rename**
- Show file location
- Make a copy
- Details and activity
- Add shortcut to Drive
- Not a helpful suggestion

### Step 6

Then go into '...' and then 'Manage people and Links'  
Press Restricted >

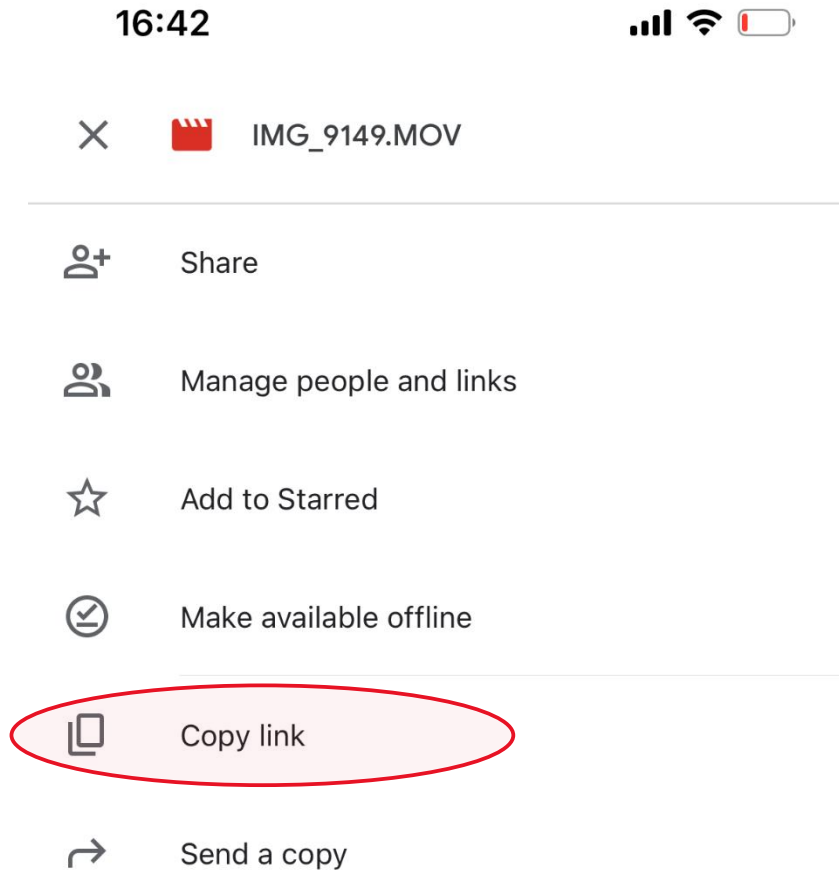


Change the setting from restricted to 'Anyone with the link' by pressing > and then selecting



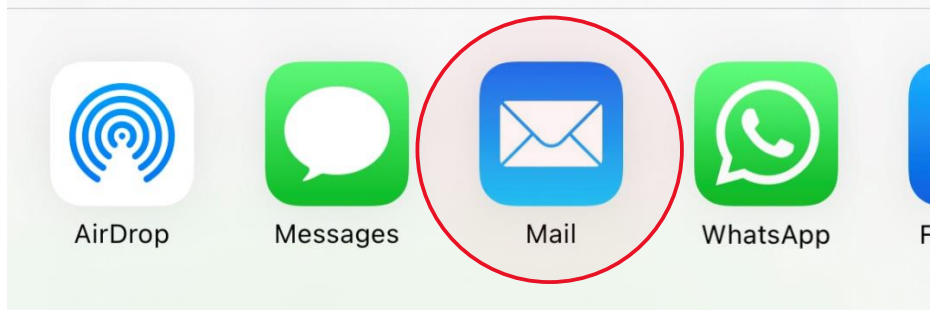
**Step 7**

Go Into '...' again and press 'copy link'



**Step 8**

Then go to 'mail' in your phone and start a new email



Right click to then get the option to 'paste' the link into your email



## Assessment Group Class Video

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Then email to us at [members@imdt.uk.com](mailto:members@imdt.uk.com)

