

Our courses have been modified due to the COVID -19 pandemic

And are now taught remotely online with a live tutor

****Please note all handling modules are to be completed at the RVC face to face within 7-14 days of the exam****

List of courses and handling dates and times on p3

APPLICATION FORM AND COURSE DATES

Modular Courses for Home Office Licence Applicants

Animals (Scientific Procedures) Act 1986 –

Amendment Regulations 2012

RVC 2020/21

Accredited by the Royal Society of Biology

RVC 2020/21

*Applicant's full name	*Email:	*Telephone number:
*Sponsor's name and position	*Sponsor's email	*Sponsor's Signature:
*Sponsor's Address	*Named Training and Competency Officer (NTCO)	*NTCO address (NB: Certificates will be returned here)

*Mandatory fields

I wish to attend the following modules (tick below) on:.....(insert dates)

- | | | |
|--|----------------------------|-------------|
| <input type="checkbox"/> E1 & L classroom | (half day) | £190 |
| <input type="checkbox"/> E1 & L online | (distance learning) | £175 |
| <input type="checkbox"/> E1 & L / PIL A & B (Mouse, Rat) | (two days) | £500 |
| <input type="checkbox"/> E1 & L / PIL A, B & C | (three days) | £700 |
| <input type="checkbox"/> PIL C only | (one day) | £300 |
| <input type="checkbox"/> PPL Holder | (one and half days) | £515 |
| <input type="checkbox"/> PPL Holder online | (distance learning) | £500 |
| <input type="checkbox"/> PIL A & B (Cattle/Pigs/Sheep, etc.) | First species (one day) | £310 |
| <input type="checkbox"/> PIL A & B (Carnivore/Ferret/Dog, Avian) | First species (one day) | £310 |
| <input type="checkbox"/> PIL A & B (Animal) | + additional species | £110 |
| <input type="checkbox"/> PIL A & B (Guinea pigs/Rabbit/Hamster) (distance learning) | | £255 |
| <input type="checkbox"/> KD or Schedule 1 | (distance learning) | £155 |

(PIL A & B) Rodent Species on request

PAYMENT

A form of payment must accompany each application for the total amount, made payable to The Royal Veterinary College. Please tick box below, and provide details:

Our course are VAT exempt

Payment method:

☐ Purchase Order No..... Order Number:

☒ ~~Credit Card~~ (Please tick here to request) WE ARE NOT ACCEPTING CREDIT CARDS AT THE MOMENT

Payment information – the following information is mandatory:

Institution Name:.....

Accounts Payable Address:.....

.....

.....

Main Accounts Payable email address:

Named Finance Contact:.....

Position:.....

Email:.....

Telephone:.....

☐ Internal Transfer (RVC staff only)

Please provide: Account Code.....Project Code.....

Please return this form promptly, as places on each course are strictly limited.

Please note Home office course has a new number +44 (0)20 3905 4785

Personal data provided on this form will be kept in accordance with UK data protection in accordance with UK Data Protection Law for the purposes of administering the courses, providing authorised certification via the RSB and as a record of compliance for your organisation and the Home Office.

For course dates and further course information see below

COURSE DATES FOR 2020 AND APPLICATION FORM
Modular Courses for Home Office Licence Applicants
Animals (Scientific Procedures) Act 1986 –
Amendment Regulations 2012

September

7th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)
8th	PIL A (cont) & B (9am – 4:30pm)
9th	PIL C (9am – 5pm)
10th	PIL C exam (morning only)
17 th -18 th	PPL holder training (10am-4pm & 10am-15:00)
21 st	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)Handling on Monday 28 th September 9:30 or 14:00
22nd	PIL A (cont) & B (9am – 4:30pm)
23rd	PIL C (9am – 5pm)
24th	PIL C exam (morning only)
29 th	Large farm animal PIL AB (Pigs, sheep, equine)

October

5 th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)Handling on Monday 12 th October 9:30 or 14:00
6th	PIL A (cont) & B (9am – 4:30pm)
7th	PIL C (9am – 5pm)
8th	PIL C exam (morning only)
19 th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm) Handling on Monday 26 th October 9:30 or 14:00
20th	PIL A (cont) & B (9am – 4:30pm)
21st	PIL C (9am – 5pm)
22nd	PIL C exam (morning only)

November

2 nd	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm) Handling on Monday 9 th November 9:30 or 14:00
3rd	PIL A (cont) & B (9am – 4:30pm)
4th	PIL C (9am – 5pm)
5 th -6 th	PPL holder training (10am-4pm & 10am-15:00)
10 th	Large farm animal PIL AB (Pigs, sheep, equine)
23 rd	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)Handling on Monday 30 th November 9:30 -14:00
24th	PIL A (cont) & B (9am – 4:30pm)
25th	PIL C (9am – 5pm)
26th	PIL C exam (morning only)

December

7 th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)Handling on Monday 14 th December 9:30 or 14:00
8th	PIL A (cont) & B (9am – 4:30pm)
9th	PIL C (9am – 5pm)
10th	PIL C exam (morning only)
10 th -11 th	PPL holder training (10am-4pm & 10am-15:00)

January 2021

Handling TBC

11th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)
12th	PIL A (cont) & B (9am – 4:30pm)
13th	PIL C (9am – 5pm)
14th	PIL C exam (morning only)
19 th	Large farm animal PIL AB (Pigs, sheep, equine)
25th	E1 & L (9am-12.30pm); PIL A (1pm-4:30pm)
26th	PIL A (cont) & B (9am – 4:30pm)
27th	PIL C (9am – 5pm)
28th	PIL C exam (morning only)

February 2021

1 st – 2 nd	PPL holder training (10am-4pm & 10am-15:00)
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More dates will be confirmed later in 2021

1. Module for “those performing humane euthanasia on animals”

KD or “Schedule 1 course” Please enquire for course dates.

2. Modules for “those doing experiments” – Personal Licence Applicants

- **E1 & L** – Ethics (level 1) and National/ relevant Legislation for Licensees
- **PIL A & B** - Modules 3-8 (mouse, rat; other rodent species by request)
- **PIL C** – 1-day course: covering basic Surgery and Anaesthesia (modules 20-22)

• Species-specific Modules for PIL A - B (Animals)

Additional species: farm animals (sheep, goat, cattle, pigs and equine)

Please note that these can be taken as additional to the basic course, or as complete courses in their own right.

3. Module for “those designing experiments” – Project Licence Applicants

Course dates as above (PPL Holder training).

4. Training to assess competence

Accredited Assessor’s training course Please enquire for course dates

Short course in theory and practise of assessment of staff (Licensees/ technicians) competence under ASPA, leading to RVC “Accredited Assessor” award. Course dates as above. Fee: £525 Please ask for separate application form.

Further information about the courses

Is there an exam?

PIL A-C courses for all species are assessed by a short examination, held at the end of the appropriate module or group of modules.

Assessment for PPL training is by an assignment, given out at the end of the course, to be completed and returned for evaluation.

Species-specific courses are assessed by a short examination, held at the end of the day.

What happens next?

Following successful completion of the course and assessment, a Royal Society of Biology certificate is awarded, which is used to support your Home Office Licence application. (Cost of the certificate is included in the course fee.)

What's included in the course fees?

- Online access to the RVC's external teaching website, *RVC Academy*, before and after course
- Lunch and refreshments are provided throughout the day.
- Royal Society of Biology Certificate - required to apply for a Personal or Project Licence.

Please see application form below for our current fees.

Where are modules held?

- **Modules for PIL A-C and PPL training are normally held at the RVC's Camden campus in London, Royal College Street, NW1 0TU**
- Most other species courses are held at RVC's Hawkshead campus, Herts, AL9 7TA. Carnivore (ferret) courses are also held at RVC Camden.
- Personal Licensee training, Assessor's courses and other bespoke training can also be held on site at your own institution. Please enquire for details of price and arrangements.
- Distance learning/ online courses are also available for some modules, as an alternative to attending the RVC – please enquire for details.

How to apply

Please complete the application form one page 1 on forms marked 'RVC 2020' only and please destroy any other forms in your possession

The deadline for course applications is two weeks before the course date. Please note that cancellation within 5 days of the course start date will incur the full fee, and cancellation within 2 weeks of the course start date will incur half fee.

Please send or email your booking form to hocourses@rvc.ac.uk or post to: **Home Office Course Coordinator**
Biological Services Unit, Royal Veterinary College, 4 Royal College Street, London NW1 0TU
Telephone enquiries to **+44 (0) 203 905-4785**

- ☐ **Participation in the practical classes involves handling animals of various species. Please indicate here [tick box] if you have any animal allergy and contact the course administrator with details prior to the course.**

NOTE: The core PIL A-C course covers **rodents only**. If you wish to work with other species, such as farm animals, rabbits, or carnivores, you will need to do the appropriate course.

Where did you hear about our course?

Advert ☐ Direct mail ☐ Recommendation ☐ NTCO ☐ Other ☐