



CANZ Accreditation Guidelines for Record Keeping

All record keeping must comply with the Privacy Act 1993. The following are recommendations for CANZ Accredited individuals for record keeping:

- Keep written training/behavioural modification plans where possible as these allow for easy record keeping as well as helping prepare an animal, resources, and environment for training sessions to aid the achievement of goals.
- Ensure on-going records of the animal's progress are maintained.
- Collect data if possible (e.g. numerical i.e. success rates or video), as this is useful for highlighting progress which may be difficult to see without records and reflecting on success.
- Assess the progress of training sessions against the plan at regular intervals and take action to resolve situations where training activities, methods, or resources are found to be inappropriate, taking into consideration both the animal and the handler.
- Where possible document modifications of the training/behavioural modification plan and obtain signatures from both parties.