

DEER STALKING CERTIFICATE
Level 2

Approved Witness Guide



**Edition 10
Jun 2010**

Approved Witness Guide

General

Approved witnesses are critical to the credibility of the Level 2 qualification. No candidate portfolio will be admissible without every Performance Criteria (PC) being witnessed by an approved witness or assessor, therefore their careful judgement as to whether evidence is authentic, sufficient and relevant is crucial.

A copy of the terms of agreement between an Approved Witness and DMQ are at the rear of this document.

THE ROLE OF LEVEL 2 APPROVED WITNESSES

DSC 2 Approved Witnesses are the key element in the level 2 qualification. The role of the Approved Witness (*formally known as an accredited witness*) is to give candidates opportunities to demonstrate their competence and to confirm their knowledge, and record that they have done so according to set standards.

Requirements - To be considered as an Approved Witness you must:

- apply to a DMQ Approved Assessment Centre
- hold DSC Level 2
- hold the Large Wild Game Meat Hygiene certificate or a "blue" DSC 1 certificate
- be technically competent. Your knowledge and skill may only relate to certain Performance Criteria (PC) within an Individual Cull record (ICR) and if so you should only undertake to observe and witness such PC's. For example a Meat Hygiene Service Inspector may undertake the witnessing of PC's 3.1 to 3.8 and 4.1 to 4.6
- have relevant experience
- attend an introductory briefing
- accept the conditions of witnessing
- have an e-mail address
- provide 2 references

Registration with only one assessment centre is allowed. To prevent multiple registration the fact and result of your application will be shared with other assessment centres. Assessment Centres will reserve the right to seek further information about an applicant or to reject any application without explanation.

For witnesses to remain on the list they must attend re-briefing sessions which may be as frequently as every 2 years.

Witness name and contact details (telephone and e-mail) will be published on a list provided to registered DSC 2 candidates

Conditions - Approved Witnesses must:

- be prepared to respond to requests for advice from candidates prior to witnessing
- be prepared to witness candidates while stalking:
 - observe candidate performance against portfolio criteria and accurately record the matching of relevant activities against portfolio PC's
 - where the PC requires, ask questions of the candidate and record answers as appropriate
- be prepared to record the questions asked, write a short narrative for each stalk and sign off candidate portfolios as appropriate when the required level has been met by the candidate
- expect to be contacted by Assessors who might wish to confirm items of evidence
- be prepared to have their name and contact details published on a list made available to

DSC 2 candidates

Further guidance and assistance can be downloaded from www.dmq.org.uk or obtained from any of the Accredited Assessment Centres listed there.

If you wish to pursue becoming an Approved Witness you should complete the AW application form and return it together with two completed reference forms to the Assessment Centre of your choice.

You will have to send or give a form to each of your referees requesting that they complete it and return it to you in a sealed envelope for inclusion with your application.

Referees will ideally already be an Assessor or listed witness operating within the DMQ system.

Receipt of your application will be acknowledged by the Assessment Centre who, if you are successful, will inform you where and when the next national witness introduction briefings are being held.

Such events will be run (usually every 6 months) in a limited number of locations throughout the UK. Applicants may have to travel significant distances at their own expense to attend an introductory event. It can be anticipated that events will last 4-6 hours and will usually be held during a weekend.

Having attended an introductory briefing, successful applicants will be required to sign a form accepting the terms of operating as an Approved Witness before their names are added to the official DMQ list.

Accredited Assessment Centres

British Association for Shooting and Conservation (BASC) www.basc.org.uk

British Deer Society (BDS) www.bds.org.uk

Borders College www.borderscollege.ac.uk

Barony College www.barony.ac.uk

Forestry Commission www.forestry.gov.uk

Sparsholt College www.sparsholt.ac.uk

Elmwood College www.elmwood.ac.uk

North Highland College www.nhcscotland.com

Making the most of witness evidence

It is helpful if the witness explains to the candidate that the witness is there to enable the candidate to demonstrate their competence. This is not a series of tests that they can fail, rather they are adding to evidence until all of the PCs are covered.

The approved witness may be the only qualified person in the system to make one to one personal contact with the candidate, they are therefore best placed to judge the candidate's competence and should take every opportunity to do so.

Opportunities for witnessed stalks are necessarily rare, it is therefore essential that witnesses maximise the available chances for the candidate to demonstrate sufficient competency.

In order to make the most of the opportunity for evidence collection, the witness should make every effort to witness as much of a completed stalk as possible even if certain PCs have not been met or the opportunity to witness certain elements does not arise.

Where a key feature has been witnessed but cannot be signed off due to unsatisfactory performance or lack of opportunity, the candidate should be told at the time and given reasons, this should be recorded.

It is extremely important that the witness and the candidate understand the difference between maximising witness opportunities and coaching.

Witnessing and recording evidence

Field assessments (witnessed stalks) should be recorded on individual Cull Records. The records follow a chronological pattern as if a stalk was taking place but there is reason why any one PC should be signed off in a particular order. The witness must be absolutely certain that the candidate has performed to the standard for every performance criterion before they sign it off. Witnesses must record how the evidence was obtained and should add supporting evidence in the form of notes identified to the relevant performance criteria

Certain key features are difficult to assess in a real situation, one obvious case being the follow up of wounded animals. Such key features must be assessed and this may be done by simulation or questioning. It is up to the witness to decide on the appropriate method within the guidelines. There are a number of key features that **must be** witnessed and cannot be completed by simulation or questioning. These are indicated on the cull records.

The stalk or dispatch assessment will normally take place in an area where deer are wild, i.e. normally not contained within a perimeter fence or wall. The shooting of farmed deer cannot be accepted.

With regard to the restrictions to Highseats or other static positions, there is no reason why the candidate cannot cull from a highseat as long as s/he completes locate and approach deer separately on the same day or on another occasion or in another location to meet PC 1.5.

Within a deer park the deer must be able to behave normally for the sex, species and time of year. They must also be able to freely move around the park and thus require a complete re stalk if they move out of range or sight or are frightened and escape the original stalk.

While it is preferable that all of the PCs on one ICR are completed on the same stalking outing using the same animal, this may not always be possible, so ICRs **may** be completed cumulatively. If, on an individual outing, a particular PC is not completed, then evidence from further outings can be included. For instance, if you have been on a witnessed stalking outing and failed to shoot a deer, you will probably still have completed a number of PCs which will count as evidence. The remaining PCs (including cull deer) can then be accomplished on a subsequent occasion. You may add further copies of the cull records if required.

Use of questions to support witness evidence

The Use of Questions The use of questions to support witnessed evidence can be an important way to **support** witnessed evidence by allowing the candidate to demonstrate knowledge understanding. Questions may be used **in addition to observation** but must not be used to **substitute** for witnessed evidence. It is **always** preferable to carry out an actual assessment, or use simulation in a field situation. In edition 5 portfolio the assessment methods are prescribed in the ICR's.

It is not a requirement of the scheme for questions to be asked for every PC only those indicated by the words **Questioning** or **Observation and or Simulation and or Questioning** where direct observation of a task was unable to be carried out. These are PC's 1.2, 2.6, 3.5, 4.2 - 4.6

However the PCs that may not be simulated or just questioned on must be directly observed.

Observation may be supplemented by questioning and simulation but questioning and simulation cannot replace **observation.**

Correct answers to relevant questions will **always** strengthen a candidate's portfolio.

Correct answers to relevant questions will **always** strengthen a candidate's portfolio as long as **the evidence is provided** by an Approved Witness.

Questions may be asked in order to:

- Support witnessed evidence (but not substitute for witnessed evidence) by allowing you to demonstrate complete understanding.
- To provide verbal or written confirmation that the candidate understands the requirements of a PC under circumstances that may not have been witnessed in an otherwise satisfactory assessment; for instance asking you what action you would have taken had a specific carcass abnormality actually been found (PC3.4).
- To assess you on PCs if these cannot reasonably be assessed by direct observation; e.g. the procedure for locating and dispatching wounded deer (PC 2.6).

Note:

- Any assessment method which is **underlined** must be complied with.
- Questioning, if not underlined, need only be used to supplement or re-enforce evidence if required.
- Any questions which are recorded in the portfolio must be relevant to the PC, and must not be leading or closed questions.

Each witness must enter their details in the spaces provided against each PC, indicating clearly which PCs they saw you undertake.

* Please note that PC 2.6 is at the same time the hardest PC to assess and the PC most likely to require the use of simulation or questioning. Field assessors and Approved Witnesses **must** ensure that this PC is covered, if not by simulation then by appropriate questioning in a field situation or by the portfolio assessor - either in person, by telephone, or by witnessed written evidence, if the Assessor feels that by doing so minor gaps in evidence can be filled.

Approved Witnesses are expected to build up their own bank of additional questions and must be able to adapt questions to individual circumstances. Questions must always relate to the PCs in the individual cull records. A series of specimen questions are included at Appendix 10.

From a logistical point of view there are some questions that are best asked when the witness and candidate meet, when the practical part of the assessment is over, or during a break. There are certain questions however that are most appropriately asked during the stalk.

The table on the next page gives a quick guide and some example PC's

ASSESSMENT METHOD	Action by Witness	Example PC	KEY FEATURES
<u>Observation</u>	You must observe the candidate perform the task	1.5 Locate and approach deer to a distance where a safe and effective shot can be taken, taking account of the natural features of the location.	Locate and approach deer taking account of the natural features of the location. Intended shot must be safe and from a reasonable distance.
<u>Observation supported by questioning</u>	You must observe the candidate perform the task but may ask additional questions to cover part of the task which was not observed or you feel need explanation of performance	2.2 Shoot deer safely, humanely and hygienically, according to location and legal requirements.	Chosen shot is achieved in line with requirements. Rifle reloaded immediately.
<u>Questioning</u>	Questions asked and recorded along with answers in portfolio	1.2 Determine the cull animal required.	Species, sex, age group of animals that are intended to be culled.
<u>Immediate Questioning (or if immediate action taken, Observation)</u>	Questions asked and recorded along with answers in portfolio or Observation if candidate performs task for example	2.3 Observe reaction of deer to the shot to determine its condition.	Evaluate the situation. Is the deer: 1. Dead 2. Wounded 3. Missed. Decide on follow up according to reaction of shot deer. Position of strike and last known position of deer identified. Suitable period allowed before follow up.
Observation and/or Simulation and/or questioning	Observation of performance of actual task, or simulation performance of task or Questioning on task	2.6 Dispatch wounded deer humanely.	***Wounded deer dispatched as conditions dictate within legal requirements.

Carrying out a witnessed stalk

Putting the candidate at ease

For many candidates being witnessed can be a stressful experience. It is important that everything is done to put the candidate at ease. You can help with this by briefing the candidate:

- establishing before the candidate arrives that they are convinced that they are ready for witnessed outing
- ensuring that the meeting place and time are clearly established

- making it clear that you are there to give the candidate the best opportunity to demonstrate their abilities, not to “catch them out” in any way. Even if not all PCs are completed on any one occasion, those that have been must still count towards candidate evidence
- describing how you expect things to go and in particular establishing how the candidate will know when they are being witnessed and when they can relax.

Maximising opportunities for witnessing

Often stalking and lardering a deer can be straightforward, and the candidate has every chance to show what they can do in a stepwise fashion with a single animal. Sometimes parts of the evidence take more time to collect. Opportunities for witnessed stalking are relatively rare, the candidate may have gone to great effort or expense to be with you and you may therefore need to be imaginative as to how you can use every available opportunity for gathering evidence, for example:

The candidate shoots a deer from a high seat so cannot be signed off for PC 1.5 which requires evidence that the candidate can “locate and approach a deer to a distance where a safe and effective shot can be taken...” However, later in the day another deer is successfully located and stalked (there may be no intention of shooting it), PC 1.5 can then be signed off.

Repeating assessment

A candidate cannot “fail” DSC2. If they have not demonstrated the required level of competence, you explain why, do not sign off the associated PCs, and then remind the candidate that they can repeat the specific PC assessment at some time in the future. Provided that it is under assessment conditions the PC could be repeated immediately.

Accompanying candidates

You must accompany the candidate throughout the stalk and while moving, inspecting and lardering the carcass. That means staying by their side throughout the stalk, and being close enough when gralloching, inspecting or lardering to see clearly what the candidate is doing. It is not acceptable to watch the candidate from afar, or to leave him to gralloch the beast while you walk back for the vehicle.

Keeping notes

You are advised to keep notes of each occasion you witness a candidate on an assessed outing, so that you have a record when Assessors or Internal Verifiers (IVs) contact you to check on the evidence in a portfolio (this may be up to 3 years after the witnessing). You will need to help candidates to provide a brief description of the outing you witnessed at the appropriate page in their portfolio.

The portfolio assessor may ask further supporting questions of the candidate, or you the witness. Bear in mind that it could be up to 3 years before the portfolio is submitted by the candidate, and before the Assessor needs to ask questions therefore it is strongly recommended that the witness keeps good notes.

What a witness must NOT do

Your role is key to the credibility of the level 2 assessment. You must not refuse to sign off a PC without good reason, nor should you sign off any PC without good evidence. The system of portfolio verification by Assessors, Internal and External Verifiers (EVs) is, in part, designed to highlight weaknesses in witness performance. If, despite advice from an Assessor, you are unable to act as a witness to a satisfactory standard you should expect that any evidence submitted by candidates and witnessed by you will not be accepted.

As your role is to witness the candidate, you must not offer or provide any training or guidance during the witnessing phase of the stalk or subsequent handling of carcasses, nor should you lead the candidate in any way. It is acceptable however to halt an witnessing, demonstrate a skill to the candidate or allow them to practice it, then resume witnessing and have the candidate repeat the demonstration of that skill under witnessing conditions.

You must neither encourage nor accept any illegal activity, such as shooting deer out of season or at night where the candidate does not have legal authority to do so.

You are not to prescribe to a candidate how they should carry out any activity. For example, you must not instruct the candidate to carry a gambrel and hoist so that the gralloch can be carried out with the deer suspended from a tree. It is for the candidate to perform such tasks in the manner they consider appropriate, and you then have to judge whether their performance meets the standards required.

Regardless of the above you will probably be the experienced person present, and you must be prepared to step in and stop a candidate if you feel that their actions are likely to be unsafe or inhumane. In this case witnessing must stop until the situation is resolved.

Witnesses must not guarantee a successful outcome to candidates prior to witnessing.

Witnesses should avoid witnessing candidates who are relations, colleagues, employees/employers, or close friends, though it is recognised that this may occasionally be necessary. Any such relationship should be discussed with your Assessment Centre and is likely to result in questioning by an Assessor when the portfolio is submitted.

Completion of the ICRs

The (ICR's) are designed to allow the candidate to record the culling of individual animals. **It is extremely unlikely that the candidate will be able to provide sufficient evidence by not including these cull records.** The 3 Individual Cull Records include a list of the Performance Criteria (PC's), and in edition 6 portfolios the assessment methods allowable for each PC are prescribed in the ICRs.

All of these PCs must be signed off by an Assessor/Approved Witness.

The cull records are cumulative, and the PCs do not have to be completed in the order they are found in the portfolio. If on an individual outing an individual PC is not completed then the evidence from future outings may be included to complete the ICR. For instance, if the candidate has been on a witnessed stalking outing and failed to shoot a deer, they will probably still have completed a number of PC's which will count as evidence. The remaining PC's (including cull deer) may be accomplished on a subsequent occasion. Candidates may add further copies of the cull records if required.

Most PCs can only be completed by observation (unless there are extensive medical grounds) and these are indicated by “Observation supported by questioning” in the ‘Assessment Method’ box.

Witness Additional notes

In addition to signing off the PCs and asking additional questions the witness should add either notes in the portfolio which could support the candidate and/or explain elements of an outing, or other comments which might avoid the need for Assessor questioning after the portfolio is submitted e.g. notes explaining that an animal was shot out of season for humane reasons. In addition it is good practice for the witness to retain their own notes of each outing bearing in mind that an Assessor may wish to ask questions when the portfolio is submitted (this may be up to 3 years after the outing).

Candidate Narrative pages

On these pages the candidates must write a brief description of each of the individual culls they have completed. This is the candidates chance to give the assessor an idea of how the outing went and to strengthen their evidence for that ICR. A witness may be able to contribute to this narrative by reminding candidates of details of the outing, but should however, not write it for them.

See Examples of Portfolio Documentation for specimen copies of a completed ICR including the Witness Additional Notes.

Completing a portfolio

Following a witnessed outing a portfolio should ideally be completed and returned to the candidate to take away with them. If that is not possible because of circumstances at the time, the portfolio must be completed and returned to the candidate without undue delay.

It is not permitted to give the candidate questions to take away with them to complete the answers in the portfolio at home, all questions must be answered in the presence of the Approved Witness or Assessor

If posted, recorded delivery post must be used to safeguard as far as possible a candidate’s evidence. It is not acceptable for a witness to retain a candidate’s portfolio for prolonged periods. Even if a candidate has indicated that they would return to the same witness at a later date, a portfolio is a candidate’s property and responsibility and should be returned.

Questions from the Assessor

The role of the Assessor is to check that the evidence submitted by the candidate is in date, genuinely produced by the candidate, meets the standard required and covers all of the PCs. In order to do this the Assessor may need to speak to both the candidate and witnesses to clarify various points.

Clarifying a large number of queries takes time, delays the portfolio assessment and causes work for everyone concerned, it is therefore essential that the candidate submits as much good quality evidence as possible. The witness can help with this by:

- making sure that they have signed the portfolio as appropriate

- recording carefully targeted answers and questions
- completing the “Witness Additional Notes” at the end of each ICR
- keeping their own notes of each assessed outing for future reference (which may be up to 3 years after the outing took place).

Data Protection

During the process of witnessing, assessing or verifying candidates for DSC1 or DSC2, personal information may be obtained. This information must be handled in accordance with the provisions of the Data Protection Act 1998. Personal information is information about an individual. It can be their name, address or telephone number, or it can also be where they work or the type of job they do.

DMQ requires anyone who obtains, processes or holds personal information on their behalf to ensure it is:

- Used lawfully and fairly;
- Used only for DMQ purposes;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept longer than is necessary (for information held by witnesses this could be up to 3 years);
- Held securely;
- Not disclosed to unauthorised persons; and
- Disposed of securely.

FAQ's

Please explain the jargon!

AC	Assessment Centre approved by DMQ
AW	Approved Witness
DMQ	Deer Management Qualifications, the awarding body for the Level 2 qualification
ICR	Individual Cull Record, there are 3 of these in a portfolio each one containing a number of (PCs)
Level 2	The practical stage of the DMQ Deer Stalking Certificate qualification
PC	Performance criteria, each one is assessed separately and is part of the process of culling a deer and dealing with the carcass
Portfolio	The document in which a candidate provides evidence towards their Level 2 certificate
Verificaton	The process that a portfolio goes through after submission to ensure that the evidence is "current, authentic, relevant and complete"

What is an Approved Witness?

Approved Witnesses (AWs) are nominated by an Assessment Centre. The Assessment Centre will ensure that the AW is suitably experienced, briefed in, and subsequently kept updated of the requirements of the scheme and ensures that they maintain standards. Witnessed evidence from at least one AW is compulsory for Level 2

How can I become an Approved Witness (AW)?

A witness must be nominated by an Assessment Centre; you can approach an Assessment Centre of your choice. Each Assessment Centre can only manage a limited number of AWs and so may not be able to take you on immediately.

All persons who wish to be placed on the DMQ list of Approved Witnesses must first be accepted by a DMQ Assessment Centre.

DMQ Assessment Centre has the right to refuse or terminate the acceptance of evidence of any Approved Witness at any time, without prior notice and without giving reason, and to remove the name of the Approved Witnesses from the witness list

How long does the Level 2 assessment process take?

A candidate's period of registration for the gathering of evidence is 3 years from registration. Once a portfolio is submitted for assessment the verification process should take no more than 14 weeks and is often shorter than that. Because of the potentially long period involved between the first witnessed outings and verification witnesses are strongly advised to keep basic notes of each candidate stalk to help them recall details if an Assessor has to ask questions during final assessment.

What is the Assessors role in assessing portfolios?

Assessors act as an independent third party, they will check that candidate evidence is:-

Authentic	- it has been produced by the candidate without help
Current	- it was produced in the three years prior to portfolio submission
Sufficient	- there is enough evidence to cover all of the elements of the Certificate
Relevant	-the evidence matches the quality requirements of the Certificate

In order to do this the Assessor will look first at the evidence supplied in the portfolio and any additional evidence. If there appear to be any gaps the Assessor will contact the person most likely to be able to answer any questions, this may be either the witness of the candidate or both.

Who checks on the Assessor?

Assessed portfolios are sampled by Internal Verifiers attached to the Assessment Centre and some will be seen by an External Verifier who is independent of the Centre.

Can I act as witness for more than one ICR for the same candidate?

Yes, though DMQ strongly advises candidate to use more than one AW to complete the portfolio

What should the Witness do if a candidate does not agree with all or part of the witnessing?

Give the candidate your reasons and complete the ICR form as appropriate, keeping good notes on your reasons for not signing off. It is rare for there to be any dispute but if one develops you should discuss it with your Assessment Centre immediately. If you were unaware of a dispute your Assessment Centre should discuss it with you when the portfolio is submitted using your notes for reference.

Can a witness intervene if things go wrong?

When briefing the candidate, you should make it clear that you are there only to witness and record what they do. There may however be occasions when the candidate proposes or is about to do something that is unsafe or inhumane. In such situations you should intervene and explain why.

For instance:

The candidate proposes a shot that you judge to be unsafe. You should tell them not to shoot, explain why and inform them that PC 2.2 cannot be signed off on this occasion. Assessment would be resumed as appropriate provided the witness was convinced that such a safety issue was not likely to recur.

If a deer is wounded, it is for the candidate to decide what should be done. If a candidate is able to track or find and dispatch a wounded deer effectively, then that actually provides strong evidence for his portfolio. If you feel that the action proposed by the candidate is likely to cause unnecessary suffering then you should explain why and deal with the situation yourself. Some or all of PCs 2.3 -2.6 would not be signed off, as appropriate, on this occasion.

Am I allowed to charge candidate for witnessing?

DMQ cannot insist that you do not charge but ask that any charges be fair and brought to the candidates attention before witnessing is arranged. Many Witnesses make no charge.

Can I act as a witness for a relation, colleague, employee/employer, close friends?

Witnesses should avoid witnessing candidates with whom there may be a familial or financial relationship, though it is recognised that this may occasionally be necessary. Any such relationship should be discussed with an Assessor or declared to the Assessment Centre and is likely to result in questioning by an Assessor when the portfolio is submitted.

I know that I am not allowed to help the candidate when under assessment but if the stalk is taking place on an area not known to the candidate can I show them which area to stalk?

If a candidate is stalking on your ground, you may then advise them of (or take them to) an area where they are most likely to find deer. However, the candidate must then be responsible for the stalk.

The candidate is stalking on my area. Provided they have answered questions on what is in season etc for PC 1.2 can I dictate what it is that I would like shot?

Yes, and then check that they have done so in PCs 1.6 and 2.7.

Must I witness all parts of an ICR?

Witness should sign of each PC as it is observed/questioned. Often all of the PCs in an ICR can be signed off as a single animal is stalked, shot and the carcass dealt with. Sometimes the PCs in an ICR are completed on the same day but when stalking different animals e.g. when the first animal is stalked but not shot and a second animal is shot later. Occasionally only one or two PCs are signed off, this may be because the candidate was not competent in some areas, opportunities to complete PCs did not arise or only a few PCs were required to complete a nearly complete ICR.

A Witness can sign off all parts of an ICR or just one or more of the performance Criteria. It is not critical that all PCs are signed off on one stalk

Will the Assessor contact me as a witness?

The Portfolio Assessor, either in person or by telephone will usually contact the Witness and Candidate if the assessor feels that by doing so gaps in evidence can be filled.

HASAW appears in a number of PCs is this relevant to me as a recreational stalker/witness?

The Health and Safety at Work Act applies only in a work situation. Unsafe practices generally would be seen as not meeting the required PCs.

Do deer shot from a high seat or vehicle count?

Yes, but NOT for PC 1.5. In order to complete this PC the candidate will have to stalk to within range of a deer on another occasion. For example if a deer was stalked early in the day but not shot, and a second deer was shot from a high seat later, then provided the first stalk met the criteria for PC 1.5 it could be signed off.

Can I leave a candidate up a high seat or watch them stalk a deer from a distance?

No. The candidate must be accompanied throughout the stalk, and also during the gralloch and transportation. The reasons for this are to ensure rigorous assessment and so that the witness can intervene if an unsafe or inhumane situation arises.

What if I have to witness a disabled candidate?

You should take into account the type of disability and discuss with the candidate and their Assessment how you will carry out the assessment.

Must candidates wear gloves during the gralloch?

Not necessarily. Candidates must demonstrate hygienic practices, and avoid cross contamination. This can be done by wearing clean gloves, by washing, or by the use of e.g. "probe wipes" to de-contaminate knives etc.

I understand that one of my roles is to brief candidates. What form should this briefing take?

You briefing could begin when the candidate first contacts you, it is a good idea to check that the candidate genuinely feels that they are ready for assessment.

On the day of assessment it is essential that you explain how the day will go and to make it clear when the candidate is being assessed and when not. The candidate must understand that you are not allowed to prompt or help them during an assessment.

As a witness can I offer the candidate advice or demonstrate correct procedures?

If the candidate cannot demonstrate the skills or knowledge required to complete a PC you should halt the assessment and explain why. It is permissible to demonstrate the correct procedure and then to re-assess the PC which the candidate should complete with no further guidance.

Must candidates have their own FAC and rifle?

No. A candidate may borrow a rifle to do their culls provided the rifle is used under current legislation. It is recommended to ask the candidate what the legal conditions are and to question them on how a rifle is zeroed and why the rifle/ammunition combination loaned is the correct one for the planned outing.

Do I have to keep notes of what happened and what I asked the candidate?

You are advised to keep a record of each stalk you witness, so that you will be able to recall it when you are contacted by an Assessor or Internal Verifier (IV). You may choose not to record all of the questions you ask of a candidate but you must record both the question and answer to questions that have particular significance (e.g. strongly add to evidence, are compulsory or are answered incorrectly and result in a PC not being signed off.)

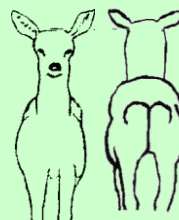
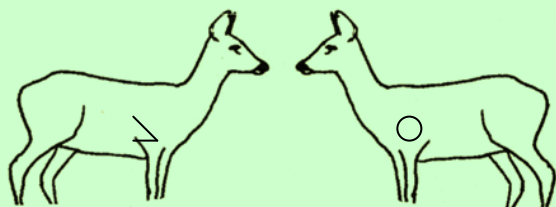
EXAMPLES OF PORTFOLIO DOCUMENTATION

This is an example of the first element of an ICR and related portfolio information completed by the candidate and witness

INDIVIDUAL CULL RECORD 1

CANDIDATE'S NAME No-:.....**B**

Good.....6999.....



Please indicate entry wound **X** and exit wound **O**

Deer species:

RED

SIKA

Rifle calibre:.....7x57.....

ROE

FALLOW

Range: ...105..... metres.

MUNTJAC

CWD

Second shot required: Y N

Sex..... M F

Location.....Hill Wood

Follow up required: Y N

Date Shot...01 Sept 05.....

County.....Norfolk

Approx dist run: ...10..... metres

Element 1 - Stalk Deer

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD	DATE/INITIALS OF WITNESS
1.1 Carry out work safely in line with health and safety requirements.	Safe working practices demonstrated. Suitable clothing worn. Appropriate safety equipment carried.	Observation supported by questioning	<i>A Stagg</i> 01/09/05
1.2 Determine the cull animal required.	Species, sex, age group of animals that are intended to be culled.	Questioning	<i>A Stagg</i> 01/09/05
1.3 Select firearm and ammunition to meet requirements of planned cull.	Suitable rifle calibre and sufficient ammunition.	Observation supported by questioning	<i>A Stagg</i> 01/09/05
1.4 Prepare tools, equipment and firearm into a safe and serviceable condition suitable for culling activities.	Tools may include: binoculars, knives, ATVs and high seats.	Observation supported by questioning	<i>A Stagg</i> 01/09/05
1.5 Locate and approach deer to a distance where a safe and effective shot can be taken, taking account of the natural features of the location.	Locate and approach deer taking account of the natural features of the location. Intended shot must be safe and from a reasonable distance.	Observation	<i>B. Bucke</i> 10/11/05
1.6 Select individual deer to meet cull requirements.	Selected animal meets cull criteria.	Observation supported by questioning	<i>A Stagg</i> 01/09/05

Record of Questioning by Witness

Date	PC & Question	Answer
01/09/05	<p><i>PC 1.2 Given that it is now September and there are both roe and fallow present in this area, which animals are legitimate quarry</i></p> <p><i>PC 1.3 Which type of ammunition do you intend to use today and why (Supplementary questioning)</i></p> <p><i>PC 1.4 What checks do you make to your equipment and tools prior to going stalking (Supplementary questioning)</i></p> <p><i>PC 1.6 Why did you select that particular male yearling, does the animal meet today's cull requirements? (Supplementary questioning)</i></p>	<p><i>Roe bucks and Fallow bucks</i></p> <p><i>We have decided to cull a Roe buck, I am using a .243 with a 100gn soft point bullet. This is a legal calibre and ammunition type and both the calibre and bullet weight are suitable for Roe</i></p> <p><i>I make sure that all of my equipment is sound/working and in particular that my rifle is zeroed and my knife sharp. Carcass handling equipment will be in a hygienic condition.</i></p> <p><i>This animal met the cull requirements as discussed earlier, it was the thinner of the two that were standing together.</i></p>

Witness Additional Notes

ICR 1

I met Mr. B Good on my stalking area the evening before where I briefed him on the procedures for the witnessed stalk. We agreed the general area where he could stalk and Mr Good asked me the estates cull policy for male deer at this time of year. I explained the witnessing would begin the moment I met him in the morning at the woodland gate at the time he had selected, 0600hrs. I met him as arranged the following morning, he was well prepared and was able to demonstrate his understanding of what was required from the start.

The stalk went as the candidate has described on the opposite page in his narrative.

This candidate showed a good and competent ability and knowledge to the required standard of Level 2.

A Stag 1/9/05

Mr Good telephoned and asked if I could complete PC 1.5 of one of his ICRs since he had shot the deer in question from a high seat and had not seen another animal on the same day. I agreed and we arranged a date and meeting place on his own stalking area.

Mr Good arrived well prepared and as soon we were both clear on the purpose of the outing I announced that assessment had begun and we set off. After only ½ hour he saw a Roe buck two fields away and drew my attention to it (I had seen it a second earlier but had made no comment) Mr Good said that he had no intention of shooting the animal but would stalk it to with shooting distance, this he did without alerting the animal and assumed a stable shooting position with a safe background even indicating when he would have shot the animal had it been season and in the cull plan. I was able to sign off the PC without further questioning.

B. Buck 10/11/05

Candidate Narrative These must be completed by the candidate for each ICR

ICR 1

This should be completed by the candidate if possible while with the witness

I stalked Lower Hill wood with Mr. Stagg just behind me. We saw no deer and I chose to sit in a convenient high seat during a rain shower. Just as the rain was stopping two yearling roe bucks ran out into the open. We had earlier agreed to cull any poor yearlings and one of the two was significantly thinner than the other. I elected to chest shoot the thinner one and told Mr Stagg what I intended to do. Even though I did not know the area well it was obviously a safe shot. The animal fell to the shot in sight and I waited about 10 minutes before stalking forward to confirm death. The animal was recovered and transported in Mr. Staggs vehicle and taken to his larder where I conducted the gralloch and inspection. I then completed the estate's larder records. Mr. Stagg then spent sometime questioning me and completing the portfolio.

In order to complete PC 1.5 I arranged an outing on my own area accompanied by Mr Bucke. Once assessment had begun I was lucky enough to see a deer very quickly. It was out of season but suited our purpose. Using the available cover I was able to get within shooting range and took up a shooting position to indicate how I would shoot, safe background etc. Mr Bucke said that that was sufficient to cover PC 1.5.

EXAMPLE QUESTIONS FOR USE DURING A WITNESSED STALK.

Witnesses are free to make up their own questions or adapt the questions below.

ELEMENT 1.

- 1.1 What additional equipment would you consider taking when stalking on the hill as opposed to in woodland?**
- 1.1 When stalking alone, what safety precautions would you take?**
- 1.1 Describe the potential hazards in the area you normally stalk.**
- 1.1 If using an ATV, what are the safety requirements?**
- 1.1 What items of kit do you carry for your own safety?**
- 1.1 What species/sex/age class of deer are you intending to cull?**
- 1.2 Explain to how you would estimate an animal to fit in to X age class to meet the cull**
- 1.3 What calibre rifle and ammunition are you using and why?**
- 1.3 What weight and type of bullet are you using and why?**
- 1.3 At what range is your rifle zeroed?**
- 1.3 What are the ballistics of the round you are using?**
- 1.3 How can you identify the calibre of the ammunition when it is out of the box?**
- 1.3 What visual checks can you make to ensure ammunition is safe to use?**
- 1.4 Describe the condition that your rifle/knife etc should be in before stalking deer?**
- 1.4 What checks do you make on your equipment before a stalk?**
- 1.4 How often do you check that your rifle is zeroed?**
- 1.5 How far away is/was the deer (before the approach) and (before the shot)?**
- 1.5 How do you judge distance to deer?**
- 1.5 You have correctly identified the deer, how do you intend to approach it?**
- 1.6 What are your cull criteria for this particular stalk?**
- 1.6 Why have you selected that animal to cull?**

ELEMENT 2.

- 2.1 What type of safety catch does your rifle have?**
- 2.1 Before beginning a stalk, what should you check on your rifle to ensure safety?**
- 2.1 Before entering a high seat, what should you check?**
- 2.1 How should you enter/leave a high seat with a rifle?**
- 2.1 Having had to crawl towards the quarry, what essential safety checks should you make before taking the shot?**
- 2.1 Why is it important that when loading a rifle, the bolt is closed only while the muzzle is pointing at the ground?**
- 2.1 How many rounds have you just loaded and why?**
- 2.2 Where is the heart/lung point of aim on a live deer?**
- 2.2 What is the effect of uphill/ downhill shooting?**
- 2.2 (Before the shot) Where do you intend to place the bullet?**
- 2.2 (After the shot) Where did you intend to place the bullet?**
- 2.3 Now you have shot the deer please explain the reaction you saw, if any?**
- 2.3 Describe reaction to shot of: - heart/lung, stomach, creased spine.**
- 2.3 How long should you wait before beginning the follow up?**
- 2.3 Describe your intended follow up action.**
- 2.3 From the firing point tell me exactly how you know where the deer was standing when you fired.**
- 2.3 Before we approach the deer tell me everything you noted about it before you fired and immediately afterwards.**
- 2.3 Tell me how the deer reacted to your shot, what that suggests, and what you are going to do next.**
- 2.3 On taking the shot you hear a dull thud and the deer hunches up and walks into cover. Where have you probably hit it?**
- 2.3 On taking the shot you hear a crack, the deer falls but gets up immediately and runs off with a leg swinging. Where have you probably hit it?**

- 2.3 On taking the shot the deer immediately drops and kicks violently, a few seconds later it gets up and runs away, where have you probably hit it?**
- 2.4 What does the bullet strike i.e. blood/tissue tell you in regards to where you hit the animal?**
- 2.4 What does bright pink frothy blood/tissue indicate?**
- 2.4 What does bright red blood indicate?**
- 2.4 You find large amounts of short fine hair and no blood at the strike. What might this indicate?**
- 2.4 You find a green porridge type mixture with possibly some blood in it what does this indicate?**
- 2.4 You find a very dark blood brownish in colour with traces of rumen content in it, where have you probably hit the animal?**
- 2.4 Explain what you are going to do in the event you saw no reaction and found no evidence of a strike on the deer?**
- 2.4 This deer has been confirmed dead but what would you do if it had hunched up and walked off slowly leaving only a few drops of dark blood?**
- 2.4 This deer has been confirmed dead but what would you do if it had bounded forward and out of sight leaving a trail of bright red blood**
- 2.4 If the deer had made it into cover how would you have followed up the shot?**
- 2.4 How do you intend to follow up this deer?**
- 2.4 You establish that you have wounded a deer either from the reaction of shot or the out shot debris, would you follow up as normal or wait for a longer period. Please give reasons for your action?**
- 2.4 What evidence can you find that this is where the deer was standing when hit and what does that evidence suggest to you?**
- 2.5 Having located the deer, how would you approach it and how would you check for signs of life before the final approach?**
- 2.5 From a distance what would indicate that a deer was dead? What other evidence confirms that?**
- 2.5 Ideally, in what direction in relation to the wind would you approach a wounded deer?**
- 2.5 How would you carry your rifle when approaching a wounded deer?**

- 2.6. On the follow up you spot the wounded deer laid down, what are you going to do?
- 2.6 On following up you spot the deer and it starts to get up, what are you going to do?
- 2.6 Is a wounded antlered animal more dangerous than others, if so why?
- 2.6 How would/ do you dispatch a deer which is not dead?
- 2.6 If the deer had not been dead what would you have done?
- 2.6 What safety precautions should you take if the animal has to be despatched?
- 2.6 If the deer had been alive when you approached, how would you have despatched it?
- 2.7 How does this deer fit with your cull criteria?

ELEMENT 3.

- 3.1. Give some examples of safe practice in the use of knives, hanging tools and associated equipment in a deer larder,
- 3.1 What should you be aware of when lifting/handling deer carcasses?
- 3.1 When lifting carcasses which parts of the animal should one be aware of in regards of personnel safety?
- 3.1 If dealing with one of the larger species of deer, what should you be aware of in regard to lifting or dragging?
- 3.1. Deer carcasses can be heavy and awkward to lift or move. In order to prevent back injuries Deer managers must fully understand safe lifting techniques. Briefly describe how to safely move deer within the larder?
- 3.2. Describe what the term 'Cross Contamination' means and how it is prevented?
- 3.2 If the rumen is burst, how would you deal with the carcass?
- 3.2 Why might you wear gloves when handling carcasses?
- 3.2 Whilst you are gralloching the deer, talk me through what you are doing and why.
- 3.3 Please identify the (lungs, heart liver spleen rumen lymph glands etc)
- 3.3 Was the deer's behaviour before the shot normal or unusual?

- 3.3 While you are dressing and inspecting the carcass, talk me through what you are doing and why you are doing it.
- 3.3 How do you remove minor contamination?
- 3.4 If the retropharyngeal and mesenteric nodes had been enlarged, what might that suggest and what would you do about it?
- 3.4 If the kidneys had been grossly enlarged, what might that suggest to you and what would you do about it?
- 3.4 If there had been blisters on the tongue and between the cleaves, what might that suggest to you and what would you do about it?
- 3.4 If the liver had been blotchy and hard at the edge, what would that suggest to you and what would you do about it?
- 3.4 What carcass abnormalities have you ever found?
- 3.4 Who would you inform, if you had a suspect carcass?
- 3.4 If the joint between the hock and cannon bones had been swollen, what would that suggest to you and what would you do about it?
- 3.5 If you suspected the carcass was infected with a Notifiable Disease what actions would you take
- 3.6 Today we have disposed of the waste, through my licensed renderer. What do you do with your own?
- 3.6 How do you dispose of gralloch/ larder waste?
- 3.7 What can you tell about the reproductive state of that doe?
- 3.8 What are you going to do with your knife now you have finished gralloching?

ELEMENT 4.

- 4.1 How do you lift and move deer carcasses to avoid injury?
- 4.1 Throughout the entire carcass handling process hygiene remains an important factor against the spread of disease and infection. Describe several ways in which larder work is carried out in line with current hygiene regulations?
- 4.1 What are the basic personal hygiene rules to follow in the larder?
- 4.2 We have used my transport today, how do you carry the carcass when using your own transport?

- 4.2 During carcass transport what might compromise carcass hygiene?**
- 4.2 How do you usually get your deer from point of shot to vehicle/ larder?**
- 4.3 Describe a suitable storage area, for small numbers of deer (up to 5 carcasses?)**
- 4.3 As we are not taking this carcass back to your own preparation and storage area, can you tell me what are the key requirements of such an area?**
- 4.3 What facilities do you have/use at home?**
- 4.4 What are your responsibilities regarding carcass storage temperature?**
- 4.4 What arrangements have you made for the safe hygienic storage of this deer?**
- 4.5 Why is it important to clean knives, etc between working on different carcasses?**
- 4.6 What records do you normally keep?**
- 4.6 What cull records do you maintain?**
- 4.6 This deer has gone into my records, what records do you keep?**

Terms of Agreement between: DMQ (a Company limited by Guarantee, Company Number 3449049)

and: _____

of: _____

being a person volunteering to act as a witness for the DMQ Deer Stalking Certificate Level 2 award (hereinafter referred to as 'the Approved Witness').

1. This agreement will apply to all Approved Witnesses who provide evidence in support of candidates gathering evidence to achieve the Deer Stalking Certificate Level 2.
2. Any Approved Witness who is listed by DMQ as approved to provide a service or function on behalf of a candidate agrees that no formal contract of employment is offered or intended by DMQ.
3. DMQ accepts no liability whatever for any injury, damage or loss incurred by an Approved Witness while acting as an Approved Witness.
4. DMQ accepts no liability whatever for any arrangement, financial or otherwise, made or implied between an Approved Witness and a Candidate to provide witnessing opportunities.
5. All persons who wish to be placed on the DMQ list of Approved Witnesses must first be accepted by a DMQ Assessment Centre.
6. DMQ has the right to refuse or terminate the acceptance of evidence of any Approved Witness at any time, without prior notice and without giving reason, and to remove the name of the Approved Witnesses from the witness list.
7. Any Approved Witness whose services are no longer required by DMQ, and is subsequently disengaged, will not be offered or entitled to receive any form of compensation from DMQ.
8. An Approved Witness may at any time, without prior notice, and without giving reason, cease operating on behalf of DMQ by declaring their intention in writing to DMQ.
9. An Approved Witness operating on behalf of DMQ will, at all times, function in accordance with DMQ's published guidelines and written instructions appertaining to that activity.
10. An Approved Witness operating on behalf of DMQ will, at all times, operate in the best interests of DMQ, and will not engage in any activity, communication or conversation which will or may potentially bring DMQ into disrepute.
11. An Approved Witness will ensure compliance with all Statutory Laws, Acts and Provisions at all times. An Approved Witness will, at all times, act with honesty and integrity in the provision of witness evidence.
12. An Approved Witness will not use the DMQ name or logo to gain sponsorship, goods, or services.
13. An Approved Witness may divulge or discuss a Candidate's personal details only to persons directly involved in the assessment of that candidate's evidence. Information about any candidate must be kept securely according to the provisions of the Data Protection Act 1998

14. A person prohibited from the possession of firearms under section 21 of the Firearms Act of 1996 shall not act as an Approved Witness. A person convicted of an offence under any of the Deer Acts shall not be engaged as an Approved Witness.
15. An Approved Witness will complete portfolio work with the minimum of delay in accordance with the guidelines issued from time to time by DMQ.
16. An Approved Witness will, at their expense, attend relevant regional briefing meetings held periodically, but not more than once per calendar year by DMQ, and agrees that failure to do so without good reason or prior notification may result in their removal from the DMQ list of Approved Witnesses.
17. If an Approved Witness has a grievance regarding their role within the DMQ assessment system, it should be addressed initially to the witnesses sponsoring Assessment Centre for resolution, with a right of appeal to DMQ should resolution be impossible. In such cases DMQ's decision is final.

Signature of this document will be deemed as acceptance of these Terms of Agreement. Failure to meet these Terms of Agreement may lead to removal from the DMQ list of Approved Witnesses.

Please sign both copies of this document, retaining one and returning the additional copy to your Accredited Assessment Centre.

Signed:.....for and on behalf of DMQ

Date.....

Signed:..... Approved Witness

Date.....