



Deer Stalking Certificate 2

Approved Witness Briefing

Part 1 of 4

Introduction & General Information



Introduction

Deer Management Qualifications (DMQ) exists to promote high standards in the humane management of wild deer. This objective is supported by the UK deer sector and is achieved by providing candidates with the opportunity to demonstrate their knowledge and competence through Deer Stalking Certificates: DSC1 and DSC2.

DSC2 is a practically based qualification which enables candidates to demonstrate their knowledge and competence in legally, safely and humanely culling deer and dealing with carcasses hygienically.

A candidate enrolled for DSC2 through a DMQ Approved Centre, has a number of tasks to complete all of which must be performed under the observation of a DMQ Approved Witness (AW). This and the remaining documents in the series details the requirements of an AW and the conduct expected of you.



Introduction

You are reading part one in a series of four presentations which collectively, make up your Deer Management Qualifications Approved Witness introductory briefing.

It is essential that you make sufficient time to read and understand everything contained in all four presentations. Your effectiveness and possibly continuation as an Approved Witness will be reflected in your understanding of what is required of you.

You are required to sign that you have read, understood and agree the contents of all presentations before you can be accepted as an Approved Witness.

When a DMQ Approved Assessment Centre receives your signed declaration and agrees to sponsor you as an AW, you will then be eligible to act for candidates in pursuance their DSC2.



Application

To become an AW, you must first apply to one of the 10 DMQ Approved Assessment Centres by submitting an application form.

Please be aware that not all Centres offer the provision for DSC2 and it is a matter for each Centre to decide if they require or wish to have additional AW's on their books and sponsor you as an AW. Some Centres may require you to be a member of their organisation before they will consider an AW application to be sponsored by them.

A copy of an AW application form is available for download from the DMQ website: www.dmq.org.uk If you are accepted as a Centre sponsored AW, you should frequently visit the DMQ website which will become your main gateway for information, updates and for downloading material associated with the requirement of being an AW.

In addition to completing an AW application form, there are other requirements expected of you which are detailed in the next frame:



Application

To become an AW, you must:

- Submit an application form to the Centre you wish to sponsor you.
- Obtain references from two people who are already operating within the DMQ framework. These could be existing AW's, Assessors or Internal Quality Assurers.
- Hold a blue DSC1 Certificate which also gives you a Large Game Meat Hygiene qualification.
- If you do not have a blue DSC1 certificate, an additional, Large Game Meat Hygiene certificate from Lantra or the National Gamekeepers Organisation will be acceptable.
- Hold Deer Stalking Certificate 2.
- Have a current Email address.
- Have access to a computer or suitable tablet.
- Be IT competent to attach to emails or scan documents.
- Sign that you have read, understood & agree all briefing material.



Application

When you fulfil all application requirements and your chosen Centre agrees to sponsor you as a DMQ Approved Witness, your Centre takes the responsibility to support and inform you in your role as an Approved Witness.

DMQ supports your voluntary role as an AW but offers you no form of contract, implied or otherwise.

DMQ accepts no responsibility for any damage, injury, financial or other loss which you might incur as part of your voluntary DSC2 witnessing activity, or should you, for whatever reason cease to be an AW



Additional Information

If there is a major change within the DSC2 system which cannot be easily communicated by email, you will be required to attend an update meeting which will be held at a small number of locations throughout the UK.

If such an event is to be held, you are required to attend or make other appropriate arrangements to be updated and remain on the DMQ AW list.

DMQ will produce new AW lists quarterly. When a new list is being prepared, you will be contacted by email to check your details are correct. Once a new list is published and your name appears, you will then be eligible to witness DSC2 candidates.

An Individual Cull Record (ICR) or any part of one, may only be witnessed by a DMQ Approved Witness whose name is on the DMQ list which is current at the time of witnessing.



Additional Information

It is important that you inform your sponsoring Assessment Centre if you change your address, telephone number or email. They in turn will notify DMQ who as their commitment to candidates, need to supply a competent and current AW list.

If DMQ are unable to contact you by email when required, you may be removed temporarily from the AW list.





Additional Information

Witnessing of your friends, employees/employer, family or relatives is not encouraged but should you choose to do so, it is recommended that you only witness a maximum of two ICR's leaving the third remaining ICR to be witnessed independently.

Your sponsoring Assessment Centre will help and support you in your role as an AW and you should not hesitate to contact them if you are in any doubt about any aspect of witnessing or reporting.

If, despite the support available you consistently fail to adequately deliver or operate to the DMQ standard, you will be removed from the AW list and will no longer be eligible to witness for the purposes of DSC2.

Your Assessment Centre will maintain a record of unsatisfactory or inappropriate AW practice and may share with other DMQ Centres.



General Information

DMQ supports you in your voluntary role of being an AW by giving this series of introductory briefings and any subsequent update briefings or, by offering you advice on improving your AW performance should that become necessary whilst you remain active as an AW.

DMQ publishes the names of all AW's in order that candidate's may contact them to arrange for witnessing to take place. In order to protect candidate's, DMQ may remove an AW's name from the list, refuse to accept evidence from an AW, and inform all of its Assessment Centres that it has done so, in the following circumstances:



General Information

If, an AW consistently fails to carry out the role to the required standards described in this series of presentations and in other witness guidance provided by DMQ, either through Assessment Centres or on the DMQ website.

If evidence of dishonesty or inappropriate practise is identified.

If an AW fails to attend briefing updates or refuses to make other arrangements to be updated as required on any future occasion by DMQ.

Not co-operating with Assessors or using abusive language.

Upon conviction of an offence under any of the extant Deer Acts, or any offence or situation that prevents the AW from possessing a deer legal rifle.



General Information

AW's must:

- 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 them.
- Where the PC requires it, 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.



General Information

The AW contact list supplied to all DSC2 candidates is to enable them to select and contact a witness near to where they may wish to stalk. The list gives the names of all AW's, their contact telephone numbers, their email address and the county they mainly operate in. Actual towns, street or house numbers are not disclosed by DMQ, however, you may need to inform a candidate where you live if they are to visit you.

DMQ expects that you will, at all times, act with honesty and integrity in the provision of witness evidence, and the AW requirement in a candidates portfolios will be completed with the minimum of delay.



General Information

You are not permitted to use the DMQ name or logo to gain any form of sponsorship, goods, or services. You may if you wish, use the DMQ name and logo in connection with advertising your role as an Approved Witness within the DMQ DSC 2 system.

If Assessors have concerns about part of a candidates evidence, they will contact the candidate and/or witness. If that does not resolve issues satisfactorily, then the Assessor may decide that further evidence is required, and will inform the candidate by returning their portfolio to them if it is a paper based version, or advising what more is required.

You should expect to be contacted by a portfolio Assessor who may wish to ask specific questions relating to candidate or the evidence they have submitted. This is normal procedure for all AW's.



General Information

Data Protection

An AW may not divulge or discuss a Candidate's personal details except for persons directly involved in the assessment of that candidate's evidence. This does not include other Approved Witnesses. Information about any candidate must be kept securely according to the provisions of the Data Protection Act 1998.

Grievance Procedure

If an AW has a grievance regarding their role within the DMQ assessment system, it should be addressed initially to the witnesses sponsoring Assessment Centre. AW's have a right of appeal to DMQ if an Assessment Centre are not able to provide a satisfactory outcome. In such cases DMQ's decision is final.



General Information

DMQ's primary obligation is to its fee paying clients (the candidates) and is professionally bound to provide an Approved Witness list which is fit for purpose and from which a candidate can reasonably expect to locate a witness willing to provide their services.

Both Approved Assessment Centres and DMQ, periodically monitor all AW's activity to determine how active they have been in witnessing DSC2 candidates within specific time periods.

AW's who repeatedly are not available or refuse to carry out witness functions may be removed from the DMQ AW list.

Some AW's have not carried out DSC2 witnessing for considerable periods. This may be no fault of theirs and might simply be that although willing to witness, candidates have not contacted them. Any AW that has not witnessed for any consecutive 3 year period, will be required to refresh themselves by re-reading all introductory briefing material and again, signing a declaration stating they have done so.



Questions

If you have any questions relating to this part of the DMQ Introductory AW Briefing, please contact the Assessment Centre you wish to be sponsored by.

Please now read and understand Part 2