



Deer Stalking Certificate 2

Approved Witness Briefing

Part 3 of 4

DSC2 ePortfolio Guidance



Introduction

This is part three of your DMQ Approved Witness introductory briefing and covers the following:

- ePortfolio – significant changes from a paper based portfolio.
- Candidate Approved Witness (AW) selection
- AW conduct and actions
- Making Reader the default PDF opener in Windows 10
- The ePortfolio content
- Performance Criteria (PC) and key Features (KF)
- Witness Additional Notes
- ePortfolio Summary



Introduction

During the Autumn of 2016, DMQ introduced an electronic Deer Stalking Certificate 2 portfolio system. Candidates enrolling for their DSC2 are now required to use an internet based website to compile their evidence for assessment.

The new system will introduce significant change in the way that you as an AW is required operate.

Any candidate registering for their DSC2 prior to the introduction of ePortfolio will have be issued with the Edition 6 paper based portfolio.

For a period of up to 3 years following the introduction of ePortfolio, the paper based portfolio may still be operational requiring you to work with two systems in slightly different ways.



ePortfolio – Significant changes affecting Approved Witnesses some of which are:

- A requirement for you to download an ICR from DMQ website
- The ICR is an editable document to be filled in using a computer, it may be filled in by hand, but must be scanned and forwarded by email to the candidates Assessor
- The new ICR requires less input from an you
- Your questioning of candidate and subsequent recording has been significantly reduced
- You will become more accountable
- You are required to complete a short witness note for each ICR
- You will send the ICR direct to the candidate's Assessor
- You must not discuss or show a completed or part completed ICR to the candidate



Introduction

Your key role in relation to witnessing a candidate's performance has not changed. It remains:

- To observe candidate compliance with each listed PC and KF and to record if achieved or not
- Not to lead, steer, prompt, guide or train a candidate in any way for any part of an ICR
- To ask questions, discuss or simulate only where an ICR requires it



Procedure – Candidate AW Selection

A DSC2 candidate irrespective of their portfolio type, has to complete 3 separate Individual Cull Records (ICR) on 3 separate occasions with each ICR being witnessed by a DMQ Approved Witness.

A list of all DMQ AW's and their contact details is available to each candidate from within the resource section of their ePortfolio.

A candidate may, select you for a witness and make contact. If you are able to help you will agree dates, times and meeting location. If you intend charging for your witnessing services, you should make this clear to the candidate and this time and inform them what you charges will be. This gives the candidate an option to seek another witness should they wish to do so.



Procedure – AW Advice to Candidate

When dates and times etc. have been agreed, you should also inform the candidate of the following:

- To arrive prepared ready for stalking particularly in relation to appropriate dress and all necessary equipment.
- To bring with them their firearm certificate and proof of stalking insurance.
- If the candidate does not have their own firearm certificate and are stalking with you under a legal Section 16 exemption, they must be informed to bring some form of photographic proof of identity such as their passport or driving licence.
- The name and email contact of their allocated ePortfolio Assessor and their DMQ allocated candidate number. When you are accepted as an Approved Witness, you will be sent a contact list for all DMQ ePortfolio Assessors as a back should a candidate not provide you with full details of their Assessor.



Procedure – Witness Action

When using the ePortfolio system, a DSC2 candidate is no longer issued with a paper based portfolio containing any ICR's.

Prior to a candidate meeting you for a witnessed outing, you should visit the DMQ website www.dmq.org.uk and download a copy of the ePortfolio ICR. You may then retain this in your filing system and copy for any subsequent use.

The ICR is in an editable PDF format and can be completed electronically, saved and then forwarded by email attachment to the Assessor or can be completed by hand but will have to be scanned and again sent by email attachment to the Assessor.

When you have completed an ICR in full or in part, do not show it to the candidate. The candidate will have access to the ICR when the Assessor uploads it onto the candidates ePortfolio.



Procedure – Completing an ICR

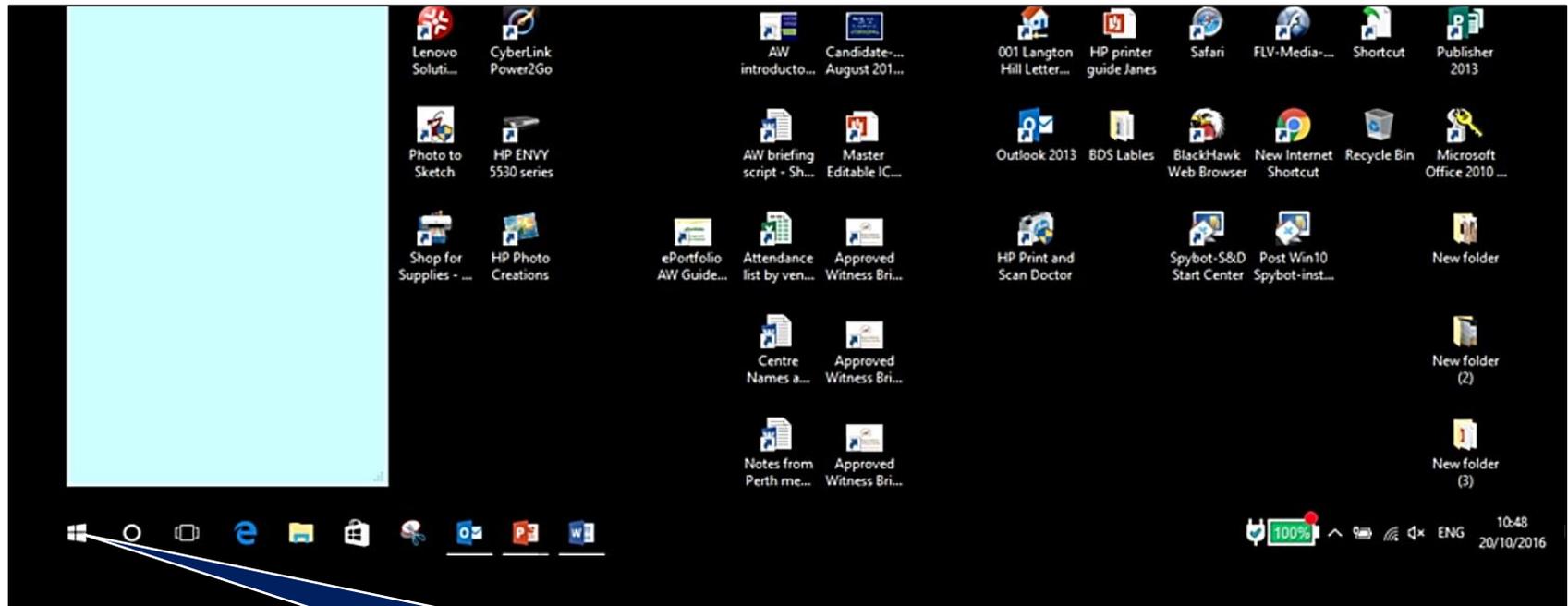
The ePortfolio varies in a number of ways to the paper based Edition 6 version and these changes and other requirements are detailed later in this briefing.

You are reminded that until current paper based DSC2 registrations become time expired, you can be operating two systems and the two should not be confused.

The instructions apply irrespective of whether you observe all the performance criteria within a single ICR or just one or two of them.



Making Reader your default PDF opener



In Windows Ten, click on the 'Windows' icon in the bottom left corner of your desktop screen



Making Reader your default PDF opener



Then click on the 'Settings' icon



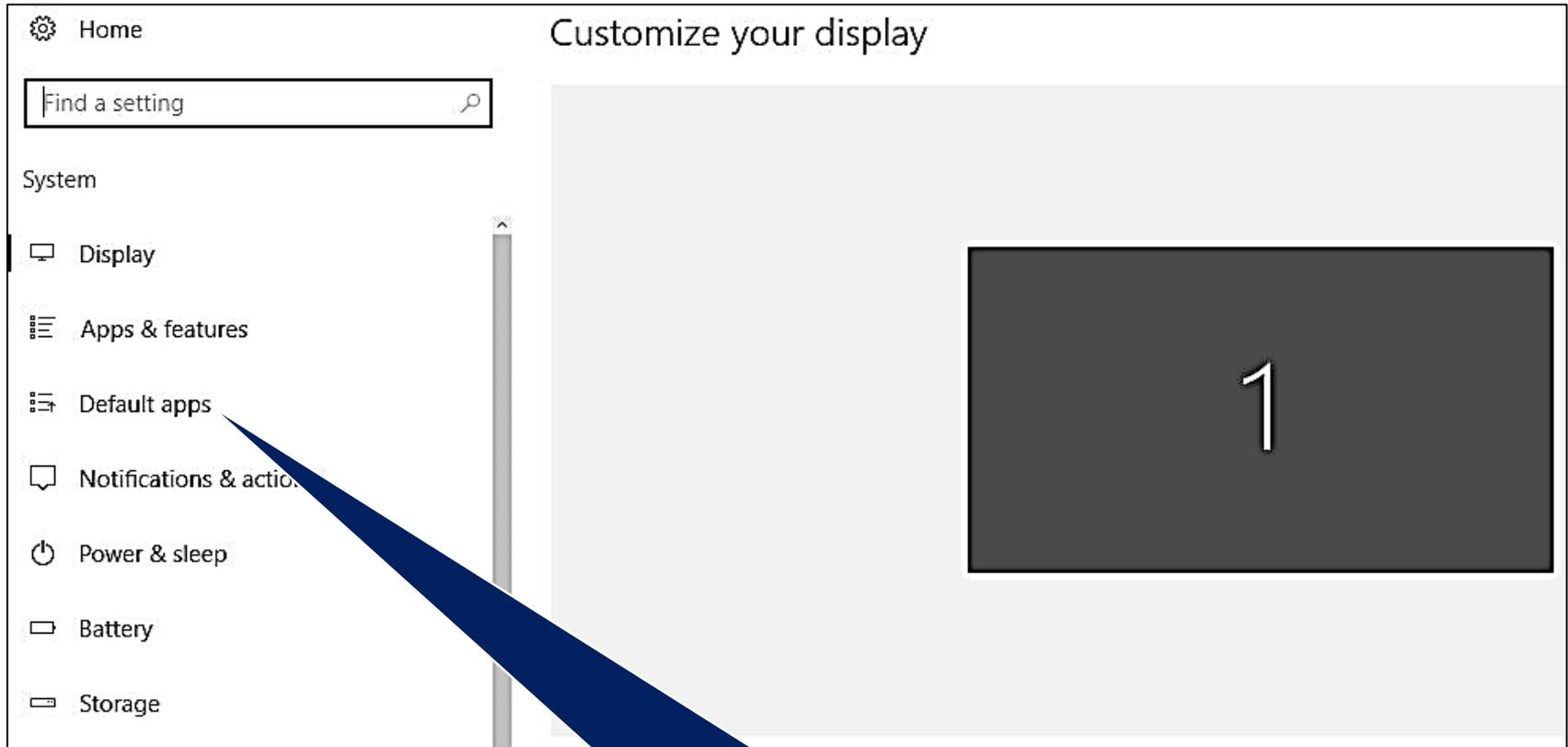
Making Reader your default PDF opener



Now click on the 'System' icon



Making Reader your default PDF opener



Now click on 'Default apps'



Making Reader your default PDF opener

The screenshot shows the Windows Settings application. On the left, the 'Settings' sidebar is visible with 'Default apps' selected. The main pane shows the 'Default apps' settings. At the top, there is a search bar labeled 'Find a setting'. Below it, the 'System' category is expanded, showing various settings like Display, Apps & features, and Default apps. The 'Default apps' section lists several default applications: Groove Music, Photo viewer (Lenovo Photo Master), Video player (Films & TV), and Web browser (Google Chrome). At the bottom of this section, there are four options: 'Reset to the Microsoft recommended defaults' (with a 'Reset' button), 'Choose default apps by file type', 'Choose default apps by protocol', and 'Set defaults by app'. A blue callout bubble with white text points to the 'Set defaults by app' option, containing the instruction: 'Scroll down and click on 'Set defaults by app''.



Making Reader your default PDF opener

Home

Find a setting

System

- Display
- Apps & features
- Default apps
- Notifications & actions
- Power & sleep
- Battery
- Storage
- Offline maps
- Tablet mode
- Multitasking

Set Default Programs

Control Panel > Programs > Default Programs > Set Default Programs

File Edit View Tools Help

Set your default programs

To set a program as the default for all file types and protocols it can open, click the program and then click Set as default.

Programs

- Outlook (desktop)
- Paint
- People
- Phone
- Phone Companion
- Photo Gallery
- Photos
- Power2Go
- PowerDVD 10
- PowerDVD for Lenovo Idea
- PowerPoint (desktop)
- Publisher (desktop)
- Reader
- Reading List app
- Safari
- Skype Preview
- SmartScreen

(Select a program for more information)

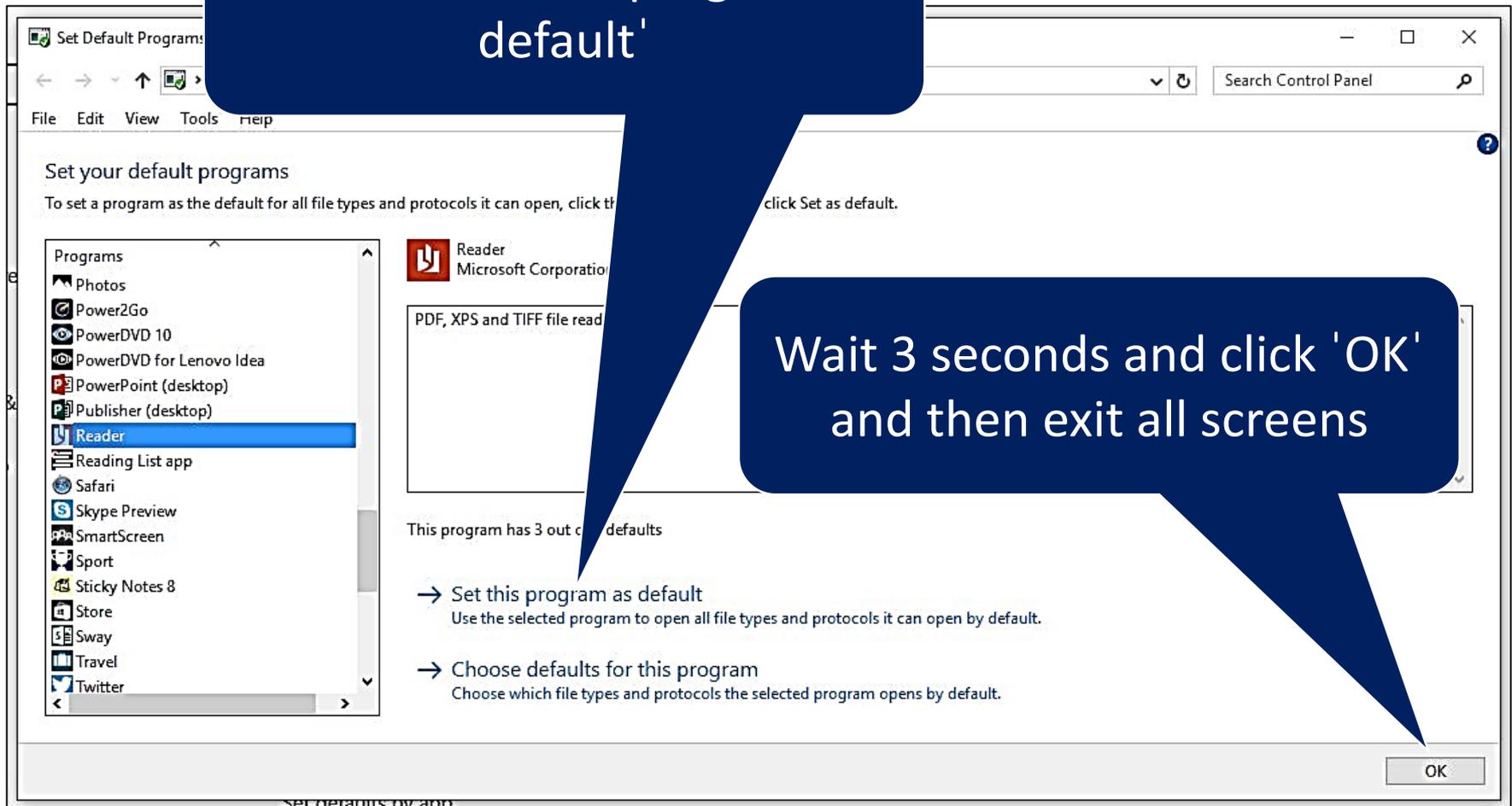
Set defaults by app

Wait for the menu field to populate, scroll down to find and click on 'Reader'



Making Reader your default PDF opener

Click on 'Set this program as default'



Wait 3 seconds and click 'OK' and then exit all screens



Procedure – ePortfolio explained

The first page of the ePortfolio ICR asks for specific information as well as presenting a format for recording shot placement.

Detailed points for your clarification follows:

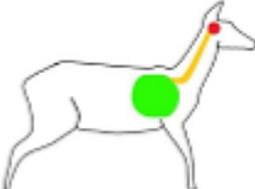
Deer Management Qualifications – Deer Stalking Certificate 2

INDIVIDUAL CULL RECORD

This Individual Cull Record may only be completed by a DMQ Approved Witness whose name is included on the DMQ list of Approved Witnesses current on the date of the activity. When completed, either partially or in full, the Approved Witness must save it and forward a copy by email direct to the ePortfolio Assessor and not to the candidate. Witnesses should ask the candidate to name their allocated ePortfolio Assessor and this entered in the box provided below. Approved Witnesses must read and follow the DMQ Candidate and Approved Witness ePortfolio Guidance available for download from the DMQ website.

DATE OF INDIVIDUAL CULL RECORD

CANDIDATE NAME CANDIDATE No



Tick box indicating where the deer was shot

Chest (preferred)

Neck

Head

Other (state where)

Deer species culled (tick one)

RED SIKA ROE FALLOW MUNTJAC CWD

Sex of culled deer: Male Female Date Shot

(Estate, farm, woodland etc.)

Location shot County

Rifle calibre used Range (metres) Second shot required YES NO

Follow up required YES NO Approximate distance run (metres)

ICR Witness (Name) Witness Number

Portfolio Assessor (Name) (Obtain from Candidate)



Procedure – ePortfolio explained

Deer Management Qualifications – Deer Stalking Certificate 2

This Individual Cull Record may only be completed by a DMQ Approved Witness whose name is included on the DMQ list of Approved Witnesses current on the date of the activity. When completed, either partially or in full, the Approved Witness must save it and forward a copy by email direct to the ePortfolio Assessor and not to the candidate. Witnesses should ask the candidate to name their allocated ePortfolio Assessor and enter it in the box provided below. Approved Witnesses must read and follow the DMQ Candidate and Approved Witness ePortfolio Guidance available for download from the DMQ website.

Deer Management Qualifications – Deer Stalking Certificate 2

This Individual Cull Record may only be completed by a DMQ Approved Witness whose name is included on the DMQ list of Approved Witnesses current on the date of the activity. When completed, either partially or in full, the Approved Witness should save changes to this document and forward by email direct to the ePortfolio Assessor. The candidate should be asked to name their allocated ePortfolio Assessor and referral made to the DMQ website for contact details. Approved Witnesses should be familiar with the DMQ Candidate and Approved Witness ePortfolio Guidance available for download from the DMQ website.

INDIVIDUAL CULL RECORD (ICR) Number

CANDIDATE NAME CONTACT NO

 Tick box indicating where the deer was shot:
 Chest/groin
 Back
 Neck
 Other (describe as)

Deer species (tick box):
SPR FVA ROP FALLOU KERRAL OTS

Sex of individual (tick box): FEMALE MALE SEXED

Location of shot

ICR number (see range guidance) Date of ICR written ACT

Follow up required (PPA) R/O Appropriate (follow up required)

Shooting equipment used (see box by for details for the weapon) (tick box) R/O

ICR Witness details:

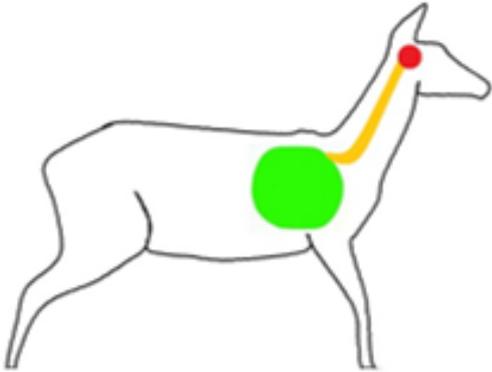
For full details please refer to the DMQ website

General Guidance notes

Procedure – ePortfolio explained

DATE OF INDIVIDUAL CULL RECORD

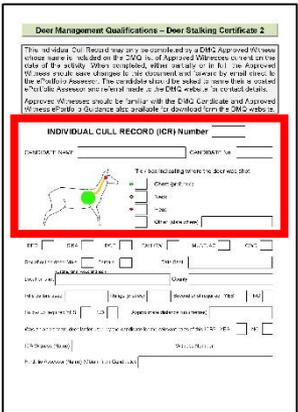
CANDIDATE NAME CANDIDATE No



Tick box indicating where deer was shot

- Chest (preferred)
- Neck
- Head
- Other (state where)

The date the candidate undertook the ICR or any part of an ICR should be entered here by you.



Procedure – ePortfolio explained

DATE OF INDIVIDUAL CULL RECORD

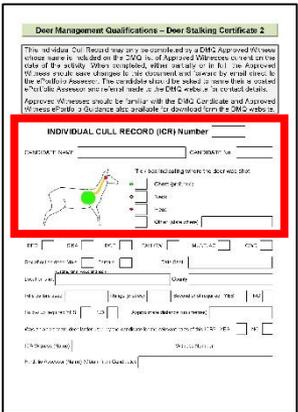
CANDIDATE NAME CANDIDATE No

Tick box indicating where the deer was shot

- Chest (preferred)
- Neck
- Head
- Other (state where)

Candidate name to be detailed here

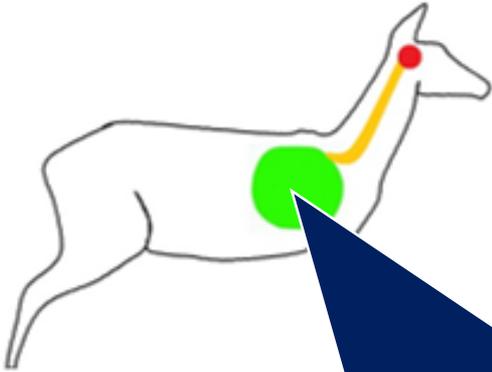
Candidate number allocated by DMQ to be detailed here



Procedure – ePortfolio explained

DATE OF INDIVIDUAL CULL RECORD

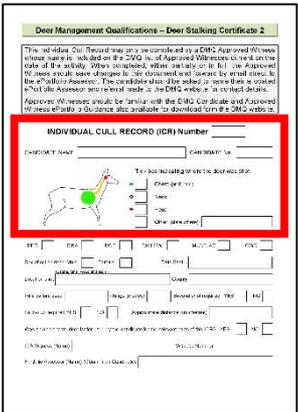
CANDIDATE NAME CANDIDATE No



Tick box indicating where the deer was shot

- Chest (preferred)
- Neck
- Head
- Other (state where)

The shot placement recording requirement has changed for ePortfolio. You are no longer required to mark on the deer silhouette where a shot was placed and now only need to tick one of the boxes to the right of the deer. If a shot was placed anywhere other than the chest (**preferred**), neck or head, tick 'other' and detail where in the box provided.





Procedure – ePortfolio explained

Deer species culled (tick one)

RED SIKA ROE FALLOW MUNTJAC CWD

Sex of culled deer: Male Female Date Shot

(state, farm, woodland etc.)

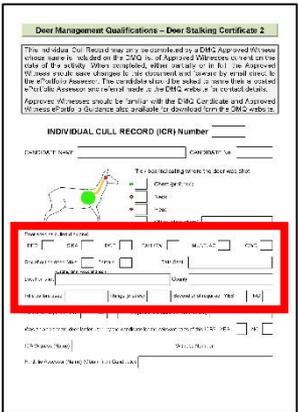
Location shot County

Rifle calibre used Range (metre) Second shot required YES NO

Tick what species of deer was culled relevant to the evidence within the ICR

Tick to indicate what sex the culled deer was

Enter the date the deer was shot





Procedure – ePortfolio explained

Deer species culled (tick one)

RED SIKA ROE FALLOW MUNTJAC CWD

Sex of culled deer: Male Female Date Shot

(Estate, farm, woodland etc.)

Location shot County

Rifle calibre used Range (metres) Second shot required YES NO

Detail the location of where the deer was shot. For example: The Pinpoint Estate or High Top Farm or Blackheath Woods

Detail the county in which the previous entry (Location Shot) is situated. For example: Suffolk, Clackmannanshire or Gwynedd

Deer Management Qualifications – Deer Stalking Certificate 2

This individual Cull Record may only be completed by a DMO Approved Witness unless you are a holder of a 2000 No. of Approved Observer licence on the date of the cull. When completed, return and take up to 10 Approved Witness copies save changes to the document and return for email alerts to the DMO Assessor. The certificate also (if asked or necessary) must be signed by the Assessor and returned to the DMO website for central details. Approved Witnesses should be familiar with the DMO Certificate and Assessor's notes of any conditions are available or download from the DMO website.

INDIVIDUAL CULL RECORD (ICR) Number

EMERGENCY NAME CONTACT No.

Tick box including any other deer shot

Other species
 Roe
 Fallow
 Muntjac

Tick box including any other deer shot

ICR No. Date Time

Location County

Rifle calibre used Range (metres)

Second shot required YES NO

What is the deer being culled for? (Please tick one) YES NO

ICR No.

Print Name (Last, First, Surname)



Procedure – ePortfolio explained

Deer species culled (tick one)

RED SIKA ROE FALLOW MUNTJAC CWD

Sex of culled deer: Male Female Date Shot

(Estate, farm, woodland etc.)

Location shot County

Rifle calibre used Range (metres) Second shot required YES NO

Detail the rifle calibre the candidate used to cull the deer relevant to the ICR

Enter the estimated range the candidate took the shot at the deer from

Detail if a second shot was taken for whatever reason

Deer Management Qualifications – Deer Stalking Certificate 2

This individual Cull Record may only be completed by a DMO Approved Witness unless you are included on the 2020 list of Approved Witnesses issued on the back of the stub. Other completed forms will not be included. Approved Witnesses should save changes to this document and forward by email direct to the DMO Witness. The candidate also (if asked or necessary) must be included in the Cull Record and must be a DMO witness in contact details. Approved Witnesses should be familiar with the DMO Code of Practice and Approved Witness of the DMO. A full list of Approved Witnesses is available on the DMO website.

INDIVIDUAL CULL RECORD (ICR) Number

EMERGENCY NAME CONTACT NO.

Tick box indicating whether the deer was shot

Other (specify)

Sex

Rifle calibre used

Range (metres)

Second shot required YES NO



Procedure – ePortfolio explained

Follow up required YES NO Approximate distance run (metres)

ICR Witness (Name) Witness Number

Portfolio Assessor (Name) (Obtain from Candidate)

Detail if a follow up to recover the shot deer was undertaken

If the deer did not drop to shot, enter here the distance the deer ran

Deer Management Qualifications – Deer Stalking Certificate 2

This individual Cull Record may only be completed by a DMO Approved Witness unless it is included on the 2002 list of Approved Witnesses issued on the last date of the season. Other completed, official and/or official Approved Witnesses provide copies of copies to the appropriate authority for entry into the ePortfolio system. The completed form should be retained in accordance with the DMO Assessor and relevant rules of the DMO website for further details. Approved Witnesses should be familiar with the DMO Certificate and Assessor's responsibilities. A full range of forms is available on the DMO website.

INDIVIDUAL CULL RECORD (ICR) Number

PERMITTEE NAME COUNTY/AREA

Tick box indicating whether the deer was shot

- Changeling
- Doe
- Stag
- Other (specify)

Time of day (hh:mm)

DATE TIME WEATHER WIND

Direction of wind (N, S, E, W) Time of day

LOCAL TIME (Specify)

ICR NUMBER (When printed) (When printed)

What action was taken to recover the deer? (YES) (NO)

ICR Witness (Name) Signature

Portfolio Assessor (Name) (Obtain from Candidate)



Procedure – ePortfolio explained

Follow up required YES NO Approximate distance run (metres)

ICR Witness (Name) Witness Number

Portfolio Assessor (Name) (Obtain from Candidate)

Your name as Witness to the ICR in full or in part

Your DMQ Approved Witness number

Name of candidate's allocated ePortfolio Assessor obtained from candidate

Deer Management Qualifications – Deer Stalking Certificate 2

This individual Cull Record may only be completed by a DMQ Approved Witness unless it is included on the 2000 No. of Approved Witnesses issued on the back of the stub. Other completed, official stubs or full or approved Witness stubs shall be of no value for the purposes of the award. The candidate must be asked to receive this individual Cull Record Assessor and record made in the DMQ website in correct details. Approved Witnesses should be familiar with the DMQ Certificate and Assessor of means of entry, a distance also available on the DMQ website.

INDIVIDUAL CULL RECORD (ICR) Number

FARM/ESTATE NAME COUNTY

 Tick box indicating where the deer was shot:
 Chest/neck
 Side
 Back
 Other (specify)

THE DEER WAS SHOT BY: SELF OTHER MISC. OTHER

DATE OF CULL: TIME OF DAY:

WEIGHT (kg): SEX: MALE FEMALE

REMARKS:

ICR Witness (Name)

ICR Witness Number



Procedure – ePortfolio Content

As an Approved Witness engaged by a candidate for ePortfolio, you must sign off each PC as observed or not. If the candidate has not fully achieved the PC and relevant Key Features the witness should indicate this by ticking the relevant 'No' box.

Unless a candidate is returning in a short time to complete an ICR, you should submit the ICR to the ePortfolio Assessor at the end of a witnessed outing whether or not all components have been completed.

The ePortfolio Assessor will inform the candidate of any PC which remains outstanding for completion.



Procedure – ePortfolio Content

You should note:

The layout of the ePortfolio ICR has changed and introduces a system whereby you must tick a PC as having been achieved, only if you are completely satisfied that it has been completed in full.

There have also been some changes to some of the key features within the ePortfolio. This has been to bring additional clarity for you to the understand precise requirement of the PC.

The ePortfolio ICR may not be used for the witnessing of a candidate registered under the Edition 6 paper based portfolio

An explanation of each PC and key features is given a few pages on in this presentation.



Procedure – ePortfolio Content

Element 2 - Cull Deer			
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD	DATE/INITIALS OF WITNESS
2.1 Handle firearm safely and efficiently according to Codes of Practice.	Rifle is loaded / unloaded and handled in a safe manner. During final approach safety catch remains applied until shot is to be taken.	<u>Observation supported by questioning</u>	
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>Observation supported by questioning</u>	
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.	<u>Immediate Questioning (or if immediate action taken, Observation)</u>	
2.4 Locate and confirm condition of shot deer.	Locate deer using appropriate methods.	<u>Observation supported by questioning</u>	
2.5 Approach shot deer safely according to its presumed condition.	Deer is approached with appropriate caution. Confirm whether: 1. Dead 2. Wounded Eye blink reaction checked and appropriate action taken. Awareness of dangers from hooves and antlers.	<u>Observation supported by questioning</u>	
2.6 Dispatch wounded deer humanely.	***Wounded deer dispatched as conditions dictate within legal requirements.	<u>Observation and/or Simulation and/or questioning</u>	
2.7 Confirm status of deer against cull requirements.	Sex, age group and reproductive state.	<u>Observation</u>	

Record of Questioning by Witness		
Date	PC & Question	Answer

Paper based Edition 6 Portfolio Layout for Element 2 - Cull Deer

***If the deer is wounded and dispatched, then the actions taken by the candidate should be described in the candidate and witness notes. Most deer will not be wounded in which case the candidate must be questioned on how a wounded deer would be dispatched.



Procedure – ePortfolio Content

Element 2 - Cull Deer		
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.1 Handle firearm safely and efficiently according to Codes of Practice/Best Practice.	At all times throughout the ICR the candidate demonstrates safe handling of their firearm. Witness remains close enough to observe the correct use of a safety catch and that safe muzzle awareness and backstop are maintained.	Direct Observation
Candidate achieves all elements of PC 2.1 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.2 Shoot deer safely, humanely and minimising carcass contamination, according to location and legal requirements	Anti-mortem inspection is carried out. Candidate states intended shot placement either before shooting or immediately afterwards. Following any shot the rifle is reloaded immediately	Direct Observation and Communication
Candidate achieves all elements of PC 2.2 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.3 Observe reaction of deer to the shot to determine its condition.	Candidate is asked to evaluate the situation, specifically, is the deer: 1. Dead 2. Wounded 3. Missed. Candidate decides on follow up plan according to reaction of shot deer. Position of strike and last known position of deer identified. Candidate allows suitable time period before following. If immediate action is required to deal with a wounded animal this element can be completed at the next suitable opportunity.	Direct Observation and Communication
Candidate achieves all elements of PC 2.3 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.4 Locate and confirm condition of shot deer.	Candidate locates shot deer using appropriate methods. If a dog is used then the decision process must be recorded by the AW i.e. At what point did the candidate decide on the use of the dog would be appropriate?	Direct Observation
Candidate achieves all elements of PC 2.4 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		
If any dog was used to locate a shot deer, the Approved Witness is required to detail the circumstances surrounding the decision making process as detailed in the Key Features within the Witness Additional Notes section relevant to this ICR.		
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.5 Approach shot deer safely according to its presumed condition.	Candidate approaches shot deer with appropriate caution. Candidate confirms whether deer is dead or wounded by checking for eye blink reaction or other method. Candidate takes appropriate action and shows an awareness of the dangers from hooves and/or antlers.	Direct Observation
Candidate achieves all elements of PC 2.5 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.6 Dispatch wounded deer humanely.	Candidate observed taking appropriate action for humane dispatch of wounded deer. Witness to give description of events. If no wounded deer, candidate to respond to scenario given by witness. Witness to describe scenario and candidates response. This can be by question or simulation, questions and answers to be recorded by witness. Simulation: description of simulation observed to be provided by AW.	Direct Observation, Question or Simulation or combination of all
Candidate observed taking appropriate action with wounded deer. Yes <input type="checkbox"/> No <input type="checkbox"/> If No continue below		
Give description of the simulation conducted to test candidate's ability to fulfil PC 2.6		Witness Name or Number
Question/s asked by witness in relation to PC 2.6	Answers given by candidate in relation to PC 2.6	Witness Name or Number
PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.7 Confirm status of deer against cull requirements.	Candidate checks shot deer meets cull requirements detailed under PC 1.2. Candidate demonstrates an awareness of the possibility of dependent young.	Direct Observation
Candidate achieves all elements of PC 2.7 Yes <input type="checkbox"/> No <input type="checkbox"/> Witness Name or Number <input style="width: 100px;" type="text"/>		

ePortfolio Layout for Element - 2 Cull Deer



Procedure – ePortfolio Content

When working with an ePortfolio candidate, the requirement for you to ask and record questions has been greatly reduced from what you have to ask when working with a paper based portfolio. This will be fully explained to you in Part 4 of your AW briefing. A question now is only required when indicated.

You can sign off each PC only if it has been fully achieved by the candidate. For the majority of PC's, if a unit has been fully completed there is now a tick box choice which you are required to complete and then give your name, and/or your AW number and the date the PC was observed by you.



Procedure – ePortfolio Content

If candidate achieves all requirements, complete as below

Candidate achieves
all elements of PC Yes No Date, AW Name or Number

25/11/2016
J Smith AW2961

If candidate undertakes PC but does not achieve all requirements,
complete as below and include in your Witness Notes the
circumstances

Candidate achieves
all elements of PC Yes No Date, AW Name or Number

25/11/2016
J Smith AW2961

If candidate does not undertake PC leave blank as below

Candidate achieves
all elements of PC Yes No Date, AW Name or Number



Procedure – ePortfolio Content

On the following pages, you are given a full description of each of the 28 Performance Criteria you are required to observe if you are able.

Please be clear to understand what is required of you when witnessing a candidate performing each task and should you be unclear of anything, contact your sponsoring Assessment Centre for assistance.



PC 1.0

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.0 Candidate to provide proof of identity.	Witness to check candidate's identity by Firearm Certificate, photographic driving license or passport.	Direct Observation

This is a new Performance Criteria. Under the ePortfolio system, a candidate is no longer given a portfolio to present to an Approved Witness.

To prevent fraud, a witness must check a candidate's identification to ensure that the person they are witnessing is who they say they are.



PC 1.1

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.1 Perform work safely in line with health and safety requirements.	Safe working practices are demonstrated throughout ICR. Observe that suitable clothing is worn for conditions. Check that appropriate safety equipment carried	Direct Observation

Candidate is to be observed operating safely at all times. They will be wearing suitable clothing for the habitat they are operating in and in possession of appropriate safety equipment.



PC 1.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.2 Determine the cull animal required.	Candidate establishes, by own decision or by enquiry, which species, sex, age group of animals are legal and intended to be culled, and which are priorities. AW to detail agreement.	Discussion and Agreement

This is the only PC where discussion is permissible. Witnesses should question a candidate over what species and sex are in season, what species are located in the area of the stalking ground and agree the cull criteria to be met. Details of agreement to be recorded below this PC in the provision shown in the next slide.



PC 1.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.2 Determine the cull animal required.	Candidate establishes, by own decision or by enquiry, which species, sex, age group of animals are legal and intended to be culled, and which are priorities. AW to detail agreement.	Discussion and Agreement

Species agreed for cull	Sex agreed for cull	Age Group agreed for cull	Any additional witness comments	Date, AW Name or Number
Example: Muntjac	Example: Male or female if deer welfare is not compromised	Example: Any	Example: Candidate was aware of deer species present and it was agreed that Muntjac would be culled if an appropriate animal was found	Example: 25/11/2016 J Smith AW2961



PC 1.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.3 Select firearm and ammunition to meet requirements of planned cull.	Candidate has a deer legal rifle calibre and sufficient legal ammunition for shooting deer detailed in PC 1.2. Legal possession of a firearm, borrowed or owned. FAC conditions must allow for intended use	Direct Observation

AW to check candidate's FAC ensuring they are in lawful possession of the rifle they bring with them and the rifle and ammunition is legal for the species of deer agreed for the cull.

Firearm certificate conditions must also be checked to ensure the candidate may lawfully shoot deer on the ground used.



PC 1.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.4 Prepare tools, equipment and firearm into a safe and serviceable condition suitable for culling activities.	Candidate shows possession of equipment and tools which may include for example: binoculars, knives, ATVs and high seats	Direct Observation

Candidate's are asked to show they have the necessary equipment enabling them to carry out the PC's contained within the ICR.

Whose ground the outing takes place on may determine the level of equipment provided by a candidate. If for example the candidate is visiting a witness, it is perhaps unlikely they would have high seats or ATV's with them.



PC 1.5

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
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.	Candidate without help or guidance is observed locating previously unseen deer. Candidate leads stalk and approaches deer to a reasonable distance where a safe and humane shot can be taken.	Direct Observation

The candidate is witnessed locating deer and, taking the lead, stalks to within a distance where a shot can be humanly taken. The intended shot must be safe with the candidate demonstrating that a safe backstop is in place. If a candidate goes directly to a high seat to shoot this PC may not be signed off and will require completion on a subsequent occasion.



PC 1.6

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
1.6 Select individual deer to meet cull requirements.	Candidate confirms that the animal selected by them for culling meets the agreed specification detailed under PC 1.2 prior to approaching the shot deer.	Direct Observation and Communication

Prior to the candidate approaching a deer maybe intending to take a shot, the witness asks the candidate to confirm the deer they intend to shoot meets the cull criteria agreed at PC 1.2.

If a deer other than that detailed under PC 1.2 is shot or about to be, the witness needs to detail why in their witness notes.



PC 2.1

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.1 Handle firearm safely and efficiently according to Codes of Practice/Best Practice.	At all times throughout the ICR the candidate demonstrates safe handling of their firearm. Witness remains close enough to observe the correct use of a safety catch and that safe muzzle awareness and backstop are maintained	Direct Observation

Throughout the stalking outing, the candidate must be observed as always being safe with their firearm. A witness must always be close to a candidate to observe them being mindful of muzzle awareness, the maintenance of an appropriate back stop and the correct use of any safety catch.



PC 2.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.2 Shoot deer safely, humanely and minimising carcass contamination, according to location and legal requirements	Anti-mortem inspection is carried out. Candidate states intended shot placement either before shooting or before approaching shot deer. Following any shot the rifle is reloaded immediately and the safety applied.	Direct Observation and Communication

Prior to shooting, candidate confirms that the deer was acting normally and there were no signs to indicate the deer was not healthy. Prior to shooting, candidate tells witness of the intended shot placement or candidate informs witness of shot placement immediately after the shot and before moving from the shooting position. Witness observes immediate reloading and application of safety.



PC 2.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.3 Observe reaction of deer to the shot to determine its condition.	Candidate is asked to describe why they think the deer is either Dead, Wounded, or Missed. Candidate decides on follow up plan according to reaction of shot deer. Position of strike and last known position of deer is identified. Candidate allows a suitable time period before following up. If immediate action is required to deal with a wounded animal this element can be completed at the next suitable opportunity.	Direct Observation and Communication



PC 2.3

Performance Criteria and Key Features

Following the shot, the witness asks the candidate to say whether they consider the deer to have been killed, wounded or missed.

Candidate is asked to describe their follow up plan based on their shot evaluation.

Candidate is seen to take note of where the deer was when the shot was taken and where they took the shot from. Candidate commences follow up after an appropriate time interval.

If the candidate decides that immediate action is required to deal with a wounded animal, the above actions can be dealt with when a suitable opportunity becomes available.



PC 2.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.4 Locate and confirm condition of shot deer.	Candidate locates shot deer using appropriate methods. Candidate makes all decisions as to how to conduct the follow up, including changes to plan and if a dog is to be brought in to help. Witness describes the Candidate led follow up.	Direct Observation

Witness observes candidate using an appropriate method to locate shot deer. If a dog is used, the candidate must initiate the action when appropriate.

The witness should detail the circumstances of the candidate led follow up in the section provided directly below the PC description as shown on the next page.



PC 2.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.4 Locate and confirm condition of shot deer.	Candidate locates shot deer using appropriate methods. Candidate makes all decisions as to how to conduct the follow up, including changes to plan and if a dog is to be brought in to help. Witness describes the Candidate led follow up.	Direct Observation

Candidate achieves all elements of PC 2.4 Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date, AW Name or No.	25/11/2016 J Smith AW2961
Witness describes below the circumstances surrounding the decision making process as detailed in the Key Features Having waited a while, with his rifle still loaded and safety applied, he made his way cautiously to where the deer was standing prior to shooting. He pointed out signs of a sure hit with lots of pinkish blood and white tissue indicating a lung shot. Following a blood trail into the wood, the candidate pointed out the deer which was not moving a few rows inside the treeline.	Date, AW Name or No. 25/11/2016 J Smith AW2961



PC 2.5

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.5 Approach shot deer safely according to its presumed condition.	Candidate approaches shot deer with appropriate caution and if considered dead, checks for eye blink reaction or other method. If considered wounded Candidate takes appropriate action. Candidate shows an awareness of the dangers from hooves and/or antlers when handling.	Direct Observation

Witness observes candidate cautiously approaching deer with a loaded rifle under control with safety applied, aware of wind direction and intermittently using binoculars to check the condition of deer. Candidate checks deer is dead and takes measures to prevent injury from antlers or hooves.



PC 2.6

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.6 Dispatch wounded deer humanely.	Candidate observed taking appropriate action for humane dispatch of wounded deer. Witness to give description of events. If no wounded deer, candidate to respond to scenario given by Witness. The candidate may respond by answering questions or acting out the scenario. In either case Witness records the Candidates answers or describes how the simulation was completed.	Direct Observation, Question or Simulation or combination of all



PC 2.6

Performance Criteria and Key Features

If a deer was wounded and the candidate was witnessed initiating and taking the appropriate action to dispatch the deer, candidate must achieve initiation and completion of task.

If a deer was not wounded, a candidate must still demonstrate their knowledge or what to do in the event of a wounding. Witnesses are required to create a simulation of a wounded deer situation and instruct the candidate to take action appertaining to the simulation. Witnesses are required to give details of the simulation in the relevant space below the PC.

If a witness asks a candidate questions in support of the PC or simulation, these and the candidate's answers require detailing in the relevant area below the simulation box.



PC 2.6

Performance Criteria and Key Features

Candidate observed taking appropriate action with wounded deer. Yes No

If **No** wounded deer was actually dealt with, complete the relevant sections below

Give description of the simulation conducted to test candidate's ability to fulfil PC 2.6	Date, AW Name or Number
<p>Example:</p> <p>A deer was not wounded and after completing the gralloch and stowing the carcass I chose an appropriate area to set up a wounded deer simulation. Selecting an imaginary firing point and leaving the candidate there, I placed a marker 100m out indicating where the deer was standing prior to shot. Another marker was placed on an adjacent tree line a further 75m away indicating where the deer ran and entered woodland. A roe sack was then placed 20m inside the wood to indicate the deer. The candidate was asked to take the appropriate action following the question detailed below. After a wait of 10 mins, the candidate cautiously made his way to where the first marker was and searched for traces of blood. He found little but confirmed his thoughts by finding gut content. Slowly he approached where he thought the deer had entered the wood and with his rifle loaded and safety applied cautiously peered under the tree line. In due course he spotted the roe sack simulating the wounded deer which was imagined as lying down and with its head up. The candidate confirmed he had a clear shot using his sticks for support and noted that at the angle of fire the soft earth immediately behind the deer would act as a safe backstop. The candidate confirmed if the situation was real, he would take a shot into the deer's head just below its ear to dispatch it.</p>	<p>Example:</p> <p>25/11/2016 J Smith AW2961</p>

Question/s asked by witness in relation to PC 2.6	Answers given by candidate in relation to PC 2.6	Date, AW Name or Number
<p>Example:</p> <p>You have shot at a deer hearing a plopping sound when the bullet struck. The deer hunched up and moved slowly into cover. Where do you think the bullet struck and then simulate you actions.</p>	<p>Example:</p> <p>All indications are that I hit the deer further back than intended and the deer's behavior suggests it has been hit in the gut.</p>	<p>Example:</p> <p>25/11/2016 J Smith AW2961</p>



PC 2.7

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.7 Confirm status of deer against cull requirements.	Candidate checks shot deer meets cull requirements detailed under PC 1.2. Candidate demonstrates an awareness of the possibility of dependent young.	Direct Observation

Witness observes candidate checking that the culled deer meets the cull criteria decided at 1.2 and witness confirms.

Witness observes candidate checking the condition of any female deer to ascertain lactation in respect of time of year and evaluating any possibility of dependent young being left.



PC 3.1

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
<p>3.1 Carry out work hygienically in line with food safety regulations & health and safety requirements. Ensure tools and equipment are ready for use.</p>	<p>Cross contamination avoided where possible. Lifting and hanging equipment serviceable and conforms to legal requirements. Candidate does not compromise personal lifting safety. Clean personal safety equipment serviceable and available for use (Field or Larder). Carcasses lifted and handled safely and correctly.</p>	<p>Direct Observation</p>

PC self explanatory within the Key Features description.



PC 3.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
<p>3.2 Bleed and gralloch carcass hygienically and efficiently.</p>	<p>Candidate observed carrying out external inspection and bleeding. Candidate prevents contamination by the use of disposable gloves or hand washing. Partial or full gralloch is completed in the cleanest available area or suspended. Candidate takes measures to prevent contamination from digestive tract.</p>	<p>Direct Observation</p>



PC 3.2

Performance Criteria and Key Features

Without prompting , the witness observes the candidate carrying out an external inspection of the carcass prior to bleeding the carcass.

The witness will observe the candidate minimising the possibility of contamination by ensuring they have clean hands or are wearing suitable protective gloves.

The candidate will be seen gralloching the carcass in full or in part in a clean area to reduce any risk of contamination.

The candidate will also be observed taking measures to ensure that, as far as possible, carcass contamination from the deer's digestive tract is eliminated.



PC 3.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.3 Dress deer carcass ready to enter the food chain according to legal requirements.	Candidate observed inspecting and removing the head, hooves, and any remaining internal organs avoiding unnecessary contamination or damage to carcass. Candidate observed removing any unavoidable minor contamination.	Direct Observation

The candidate is seen by the witness inspecting and removing head and hooves in an appropriate way. The candidate will be observed removing any remaining internal organs and any minor carcass contamination. This PC may be witnessed in the field or later at a larder depending on carcass disposal method.



PC 3.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
<p>3.4 Inspect carcass, organs and lymph sites for normality according to legal requirements.</p>	<p>Without prompting or guidance, candidate demonstrates locating and inspecting the mesenteric, sub-maxillary and retropharyngeal lymph nodes. If lymph nodes in head are not available for inspection, candidate must inspect any 2 of the following: portal, gastric, bronchial or mediastinal. Candidate observed carrying out internal inspection of the empty carcass.</p>	<p>Direct Observation</p>



PC 3.4

Performance Criteria and Key Features

The candidate without any prompting or guidance locates and inspects the mesenteric, sub-maxillary and retropharyngeal lymph nodes. If the sub-maxillary and retropharyngeal are not available for inspection any 2 of the following: portal, gastric, bronchial or mediastinal can be substituted.

The candidate must additionally be observed conducting an inspection of the carcass which is empty of all internal organs.

Some Assessors will often question candidates about the location of common lymph nodes in a deer's body. There have been instances in the past when it has been evident that a candidate has no idea where to find the various lymph sites despite, having been signed off as observed by an AW. In some instances, under Assessor questioning it has also become apparent that the AW has no idea how to locate or examine the various lymph sites. Those AW's are no longer witnessing within in the DSC2 system.



PC 3.5

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.5 Take appropriate action when carcass abnormality is identified, according to legal requirements.	Candidate observed checking for carcass abnormalities. Witness to record any found by candidate and action taken by them. Witness records any not found by candidate.	Direct Observation

The candidate is witnessed checking for carcass abnormalities. Any found by the candidate are to be recorded by the witness as are any seen by the witness which the candidate has not seen.

Give details below of any abnormality found and action taken by candidate under PC 3.5	Date, AW Name or Number
<p>Example:</p> <p>The candidate correctly identified an abnormal liver which was correctly identified as having a liver fluke infestation. The candidate disposed of the liver in an appropriate manner and recorded the fact on the carcass tag. No additional abnormalities were observed by me.</p>	<p>Example:</p> <p>25/11/2016 J Smith AW2961</p>



PC 3.6

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.6 Dispose of waste from deer preparation in a safe manner according to legal requirements.	Candidate observed appropriately disposing of waste in field, or from larder. Candidate identifies unfit carcass or offal and isolates. Witness records any found.	Direct Observation

The witness observes the candidate disposing of field or larder waste in an appropriate and legal way. Candidate is seen dealing with a carcass or any offal which is unfit for consumption appropriately.

If anything is found to be unfit for consumption, the witness should record the details in their witness notes.



PC 3.7

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.7 Identify and record status of deer carcass.	Candidate completes hunter declaration and tags carcass accordingly.	Direct Observation

The witness observes the candidate completing a Trained Hunter Declaration correctly and securing the tag to the carcass



PC 3.8

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.8 Clean and store tools and equipment after use.	Candidate cleans tools and equipment used in above processes and leaves them prepared for next use.	Direct Observation

The witness observes the candidate correctly cleaning and storing all tools used ready to be used the next time they are required.



Element 4

Performance Criteria and Key Features

At the beginning of ICR Element 4, the following will be observed:

Element 4 – Transport and Store Dead Deer

Was an appropriate deer larder used by the candidate for the relevant parts of this ICR?

Yes

No

If an appropriate larder was used by the candidate to preform relevant PC's within this section, the witness should tick the 'Yes' Box.

If a larder was not used such as when a deer is clean gralloched in the field and taken directly by the candidate to a dealer or home, the 'No' box should be ticked. If the 'No' box has been ticked, the ePortfolio Assessor will question the candidate to ensure they have sufficient knowledge of larder best practice.



PC 4.1

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.1 Carry out work hygienically and safely in line with food safety and with health and safety requirements	Candidate ensures knives and other equipment are suitable prior to use and kept serviceable and clean. Candidate works safely	Direct Observation

PC self explanatory within the Key Features description.



PC 4.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.2 Transport carcass in a hygienic manner to maintain its quality.	Candidate chooses a realistic and safe retrieval/transport route and method from those available. Transportation method is suitable, safe and hygienic. Carcass and waste is transported in suitable containers as appropriate. Damage or contamination to carcass minimised en route.	Direct Observation

If a candidate is witnessed achieving all key features of the PC it may be signed off by the AW. If the candidate is not involved in the transportation process the PC should be left unsigned and the ePortfolio Assessor will cover this PC by direct candidate questioning.



PC 4.3 Onward

Performance Criteria and Key Features

From PC 4.3 onward, the performance criteria and key features assume that a candidate will be witnessed operating in an adequately equipped larder. It is appreciated that there will be times when a carcass is clean gralloched and inspected in the field from where it might go to a candidate's home or an Approved Game Handling Establishment.

If a larder is not used a candidate must still demonstrate their knowledge of larder operation and this will be done by candidate questioning by the candidate's ePortfolio Assessor.

If a witness observes a relevant PC being performed in a larder, the witness may sign the candidate off. If there was no larder used then the candidate cannot be signed off.



PC 4.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.3 Establish storage areas in a hygienic condition suitable for receiving carcasses.	Candidate checks that all necessary equipment is available and safely stored. Area clean and ready to receive carcass. Checks that storage areas are suitable for purpose and lifting and hanging equipment is serviceable and conforms to legal requirements.	Direct Observation

Candidate is witnessed ensuring that the larder and storage areas are clean and in a fit state to receive carcasses. The candidate should also check that all necessary larder and hanging equipment is in place and serviceable for use.



PC 4.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.4 Store deer according to legal requirements.	Candidate checks that temperature, ventilation, vermin and contamination factors are acceptable within best practice.	Direct Observation

Candidate is seen checking temperature and ventilation of storage facility and that it is vermin proof. Candidate checks that nothing likely to contaminate a carcass is left within the storage facility.

Supplementary questions for this PC are likely to be asked of the candidate by the ePortfolio Assessor.



PC 4.5

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.5 Clean tools, equipment and facilities after use.	Candidate ensures that tools and equipment used in above processes are cleaned and prepared for next use.	Direct Observation

Candidate is seen cleaning the storage facility and all tools in an appropriate way ready for use on a future occasion.

Supplementary questions for this PC are likely to be asked of the candidate by the ePortfolio Assessor.



PC 4.6

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
4.6 Maintain accurate cull and larder records according to legal requirements.	Candidate maintains accurate records of: date shot, species, sex, age, reproductive status, weight, abnormalities and disposal.	Direct Observation

Candidate is observed recording required information to complete larder and cull records relevant to the deer culled within the Individual Cull Record undertaken.

Supplementary questions for this PC are likely to be asked of the candidate by the ePortfolio Assessor.



Witness Additional Notes

In the paper based Edition 6 Portfolio there is provision for you to make any comment should you wish to.

When completing an ePortfolio ICR, you must now complete this section which is found at the end of an ICR.

The candidate will supply independently a full description of the stalking outing to which the ICR refers but it is also necessary to have additional notes from you. You are not required to give every detail of your version of events, but certain elements can lead to queries from the ePortfolio Assessor. In order to minimise these, please ensure that the following are included in your notes:



Confirmation that:

PC 1.1 - The candidate did not make an attempt to begin a stalking outing without demonstrating that the correct safety equipment was available

PC 1.5 – On at least one occasion within each ICR, the candidate located deer unaided, this may or may not be the animal eventually stalked and shot. That the candidate, unaided, led the stalk that resulted in the culled animal. If a high seat was used, how was this PC otherwise covered? (e.g. another animal was stalked into and could have been shot)

PC 1.6 – The candidate informed you of the species/sex/age class/other agreed cull details of the shot animal, either before shooting it or before approaching the carcass.



Witness Additional Notes

PC 2.2 - The candidate made you aware of their ante mortem (behavioural) inspection and stated their intended shot placement either before the shot or before approaching the carcass.

PC 2.3 – The candidate described their plan to follow up the shot deer, either immediately following the shot, or if immediate action had to be taken, at the earliest opportunity afterwards,

PC 2.4/ 2.5 – The candidate led the follow up and made decisions (e.g. any decision to use a dog, unaided). Describe the follow up.

PC 2.6 – If there was a wounded animal, that the candidate led the attempt to dispatch the animal. In the usual case of no wounded animal a scenario and/or questioning will have been set up by you. Describe how the candidate responded in either case.



Witness Additional Notes

PC 3.1 - 3.8 Any abnormalities found or missed by the candidate, and the subsequent action taken by the candidate regarding those abnormalities.

PC 4.1 - 4.6 If no larder is used or available you should describe the circumstances e.g. carcass used for home consumption or taken direct to Game Dealer. The candidate should be made aware that an assessor will wish to question the candidate extensively on how the candidate would have operated in a larder environment.



Witness ICR Submission

When the ICR has been completed in full or in part, it should be forwarded directly to the allocated ePortfolio Assessor by email. You will have asked the candidate for the name of their ePortfolio Assessor and contact email.

A list of all DMQ Assessors giving their name and email contact details will be sent to you confidentially when you have been accepted as an AW.

You are advised to maintain a copy of all ICR's conducted in full or in part for reference when you are contacted by an ePortfolio Assessor.



ICR Confidentiality and Data Protection

An ICR is a confidential Approved Witness report on a DSC2 candidate's ability to fulfil the functions detailed within the various Performance Criteria's and Key Features. Your entries made within an ICR may not be shown by you to the candidate.

You are advised to maintain copies of all ICR's completed by you and are reminded that they should remain confidential and are not discussed, shown, shared, copied or given to anybody other than a DMQ registered Assessor, Internal or External Verifier.



ePortfolio Summary

- DSC2 candidates are not issued with a paper portfolio, all evidence is to be submitted electronically.
- A candidate will contact you and agree a witnessed outing.
- Prior to the candidate arriving with you. download an electronic ePortfolio Individual Cull Record from the DMQ website.
- You will complete the ICR as much as possible and forward to the allocated ePortfolio Assessor by email.
- If all elements of an ICR are not completed during a single event, the ICR may be retained providing the candidate is scheduled to return to you for completion within a few days.
- ICR's are to be submitted when completed even if a candidate is booked to do subsequent ICR's you.
- Any questions relating to the completion and processes of an ePortfolio ICR should be addressed to your sponsoring Assessment Centre.



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 4