



# Deer Stalking Certificate 2

## Approved Witness Briefing

Part 1 of 3

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 practical based qualification which enables candidates to demonstrate their knowledge and competence in legal, safe and humane culling of 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 them.



## Introduction

You are reading part one in a series of three 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 three presentations. Your effectiveness and possible 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 DMQ receives your signed declaration and agrees to accept 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 DMQ by completing and submitting an electronic application form.

A copy of an AW application form is available for download from the DMQ website: [www.dmq.org.uk](http://www.dmq.org.uk) If you are accepted by DMQ to act as an 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.

There is an initial 'one off' application fee detailed on the current application form which partially covers the cost of the DMQ application process.

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



To become an AW, you must:

## Application

- Submit a completed application form to DMQ
- Obtain references from two people who are already operating within the DMQ framework as detailed on the application form
- 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 is acceptable.
- Hold a current Firearm Certificate for a deer legal rifle
- Hold Deer Stalking Certificate 2.
- Have a current Email address.
- Have access to a computer or suitable tablet.
- Be IT competent and with the ability to complete and save editable PDF documents and to attach them to emails or scan documents and email them to an Assessor.
- Sign that you have read, understood & agree all briefing material.<sup>5</sup>



## Application

Completed application forms together with two references and copies of your DSC1 and 2 Certificates must be emailed by you to: [deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com)

When you fulfil all application requirements and DMQ agrees to accept you to act as an Approved Witness, DMQ will support and inform you in your voluntary role as an Approved Witness.

Whilst DMQ supports your voluntary role as an AW they offer you no form of contract, implied or otherwise.



## Application

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

DMQ reserves the right to refuse any initial AW application and if so will provide the applicant with the reasons for that refusal.



## 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. As a newly appointed AW, your name will be added to the next updated list produced following your acceptance as an AW.

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



## Additional Information

It is important that you inform DMQ if you change your address, telephone number, email or any other information provided by you on your initial application.

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

Any change of address or other details such as telephone or email changes must be notified to DMQ by email using: [deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com) and always quoting your AW No. in all correspondence.





## Additional Information

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

DMQ 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 via:

[deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com)

If, despite the support available you consistently fail to adequately deliver 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.

As an AW you are expected to support DMQ particularly when using social media and not reveal sensitive information or be critical of DMQ in any way which undermines the organisation.



## General Information

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

DMQ securely provides DSC2 candidates with the names and contact details 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 or refuse to accept evidence from an AW 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 or in other witness guidance provided by DMQ, either directly 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 existing Deer Acts, or any offence or situation that prevents the AW from holding firearm certificate for 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 the candidates 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 securely 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 or travel to.

The list gives the names of all AW's, their contact telephone numbers, their email address and the county they mainly operate in. Additionally, the list details services an AW is able to provide such as stalking ground or a loan rifle. 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 AW's will, act with honesty and integrity in the provision of witness evidence and the AW requirement within or in connection with a candidates DSC2 portfolio will be completed with the minimum of delay.



## General Information

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

If Assessors have concerns about any 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 advising on what additional evidence is required.

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



## Data Protection

## General Information

DMQ is committed to compliance with the General Data Protection Regulation 2018 (GDPR). GDPR expands the rights of individuals to control how their personal data is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection.

An AW may not divulge or discuss a candidate's personal details except with persons directly involved in the assessment of that candidate's evidence. **This includes other AW's.**

Information about any candidate or their evidence must be kept securely and for no longer than necessary.

All AW's are required to sign a DMQ GDPR commitment and new applicants wishing to become an AW will be required to sign GDPR compliance as part of their initial AW application process.



## Social Media

## General Information

Whilst social media can be helpful and informative, it can also be a platform for false or inaccurate information. AW's visiting social media sites should be careful not to be over influenced by any topic or thread discussing AW practice or any other aspect of DMQ. If as an AW there is anything you are unsure of or wish for clarification, your only port of call should be DMQ by email using:

[deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com)

As an AW you are expected to support DMQ particularly when using social media and not reveal sensitive information or be critical of DMQ in any way which undermines the organisation.

If it is discovered and substantiated that an AW has been engaged in bringing DMQ into disrepute or has undermined DMQ in any way, they will be removed from the AW list.



## Grievance Procedure

## General Information

If an AW has a grievance regarding their voluntary role within DMQ, it should be addressed to the Chairman of DMQ in writing who will allocate the investigation of the grievance by an appropriate person or persons.



## 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.

DMQ, periodically monitors 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 may not have 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. <sup>19</sup>



# Questions

If you have any questions relating to this part of the DMQ Introductory AW Briefing, please contact DMQ to be referred to somebody most able to answer your question by emailing to:

[deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com)

Always provide your DMQ number in any communication and if you would prefer a personal telephone conversation, please give your telephone number. Include a brief description of what you wish to discuss and a member of the DMQ Working Group will contact as soon as possible.

**Please now read and understand Part 2**