



# Deer Stalking Certificate 2 Approved Witness Briefing

Part 3 of 3

DSC2 ePortfolio Guidance



# Introduction

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

- Candidate Approved Witness (AW) selection
- AW conduct and actions
- Making Adobe Reader the default PDF opener in Windows 10
- The ePortfolio content
- Performance Criteria (PC) and key Features (KF)
- Witness Additional Notes
- ePortfolio Summary



## DSC2 Electronic Portfolio - ePortfolio

During the Autumn of 2016, DMQ replaced a paper based portfolio system with 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.

An electronic portfolio is only accessed by a candidate, Assessors and administrators.

AW's have no access to a candidates ePortfolio and must not ask a candidate for their password in an attempt to gain access.

AW's are required to complete, save and attach to an email an electronic PDF document and should have the necessary equipment and skill to do so.



## Introduction

### ePortfolio – What it means for you:

- A requirement for you to download an ICR from DMQ website
- The ICR is an editable document to be filled in using a computer or other device. It may be filled in by hand, but it must be electronically scanned and forwarded by email to the candidate's Assessor
- The new ICR reduces input from you the AW
- Any questioning of candidate and subsequent recording by an AW 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 by email direct to the candidate's Assessor
- You must not discuss or show a completed or part completed ICR to the candidate or any other person



## Introduction

Your key role in relation to witnessing a candidate's performance remains as:

- To observe a candidate operating within full compliance of 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 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 a secure 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 your 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.
- To provide the name and email contact of their allocated ePortfolio Assessor and their DMQ candidate number.



## 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](http://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 candidates Assessor or can be completed by hand but will have to be electronically scanned and then be 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 to the candidates ePortfolio.



## Completing an electronic ICR

Some users have expressed past difficulties with opening, completing, saving or reading of completed editable PDF documents issued by DMQ in connection with DSC2 ePortfolio. Similar comments have been in respect of other DMQ paperwork issued in PDF editable format.

In all instances, the issues have been the PDF reader programme used or installed on individual's computer or other electronic device.

Common problems have been:

- A recipient not being able to view what has been entered by the sender in an editable PDF
- A user not being able to enter details within an editable PDF
- A user not being able to save an editable PDF retaining entries made.



## Completing an electronic ICR

PC's with Windows 10 operating systems may use Microsoft Edge as the default PDF opening programme.

Mac users may have different programmes installed to open a PDF document.

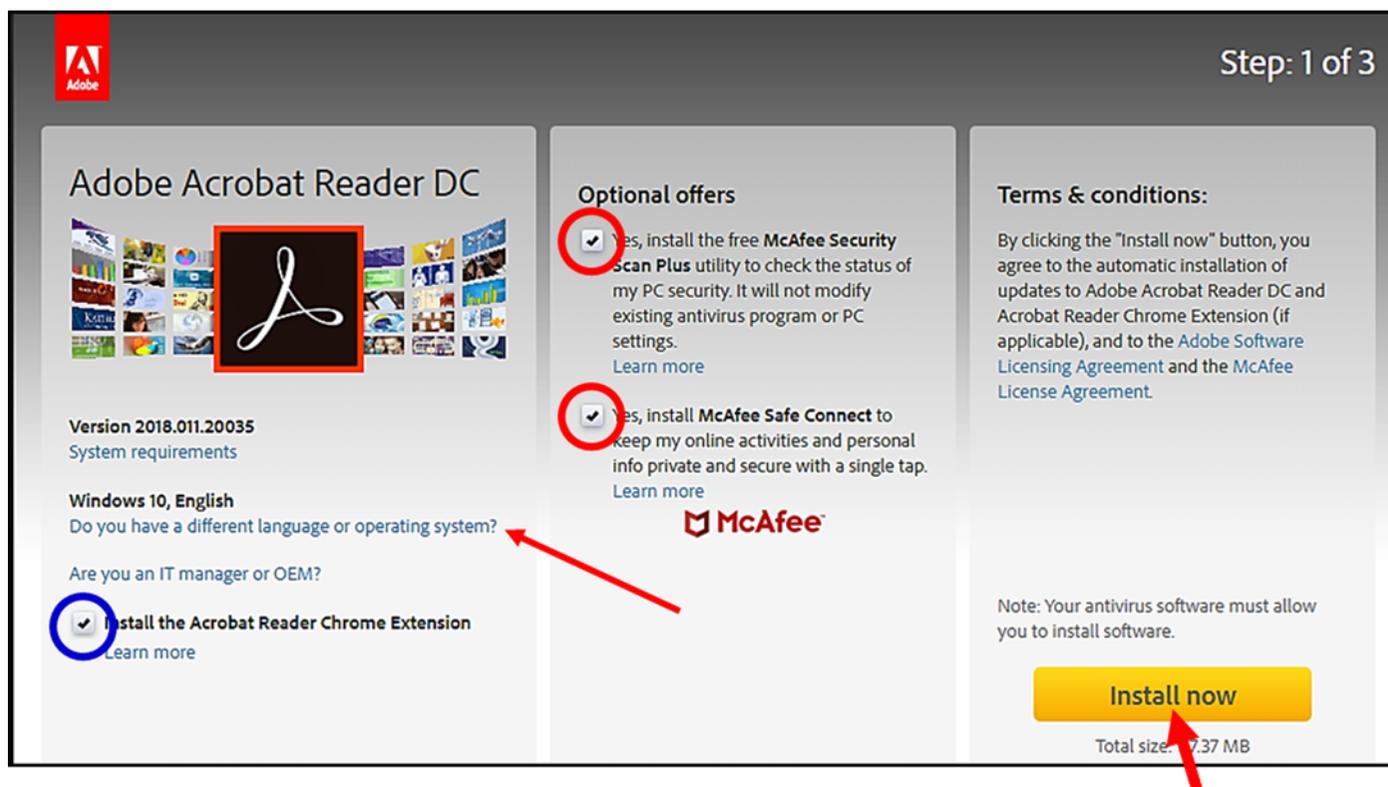
Whilst all these operating systems will usually allow an editable PDF to be viewed, one or more of the problems listed previously may prevail.

The solution is to install on your computer ADOBE READER in a version which is compatible with your computer operating system and use this to view and complete an editable PDF document.



# Completing an electronic ICR

To download Adobe Reader go to: <https://get.adobe.com/uk/reader/>  
The following screen will be displayed:



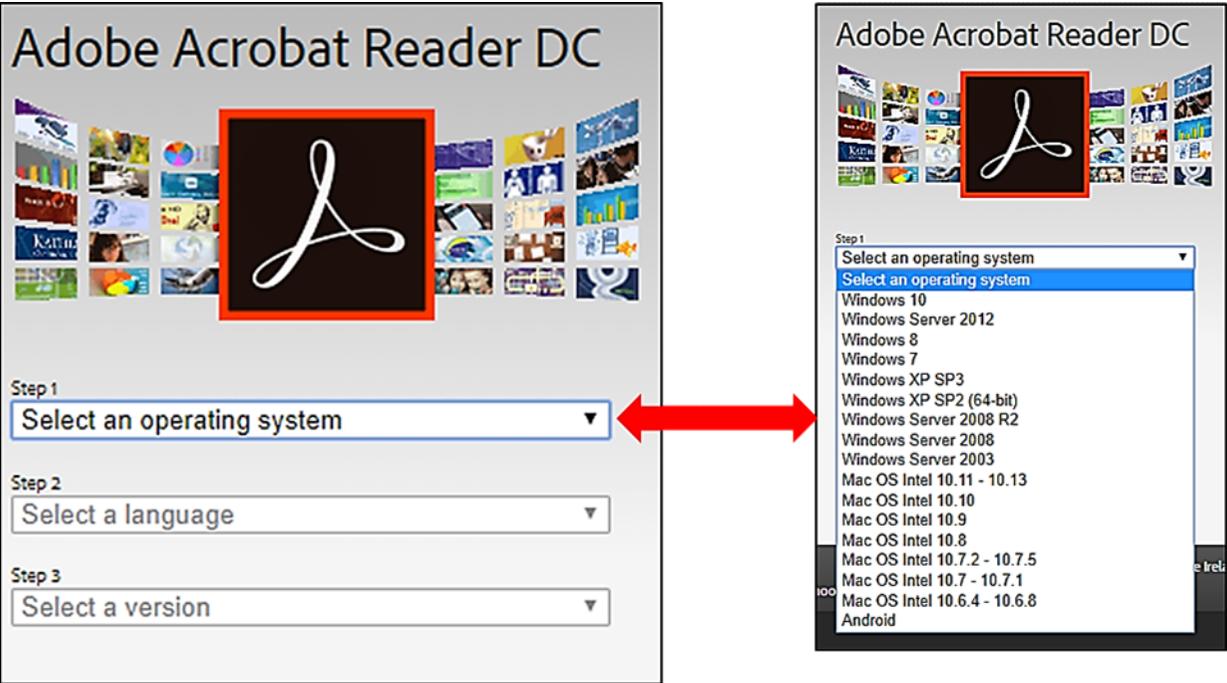
If your computer operating system is Windows 10 you can click on Install now. Before doing so however, uncheck the McAfee options **circled in red** above unless you wish to download this element as well. You may also choose not to install the Chrome Extension **circled in blue** above by also unchecking this box.



# Completing an electronic ICR

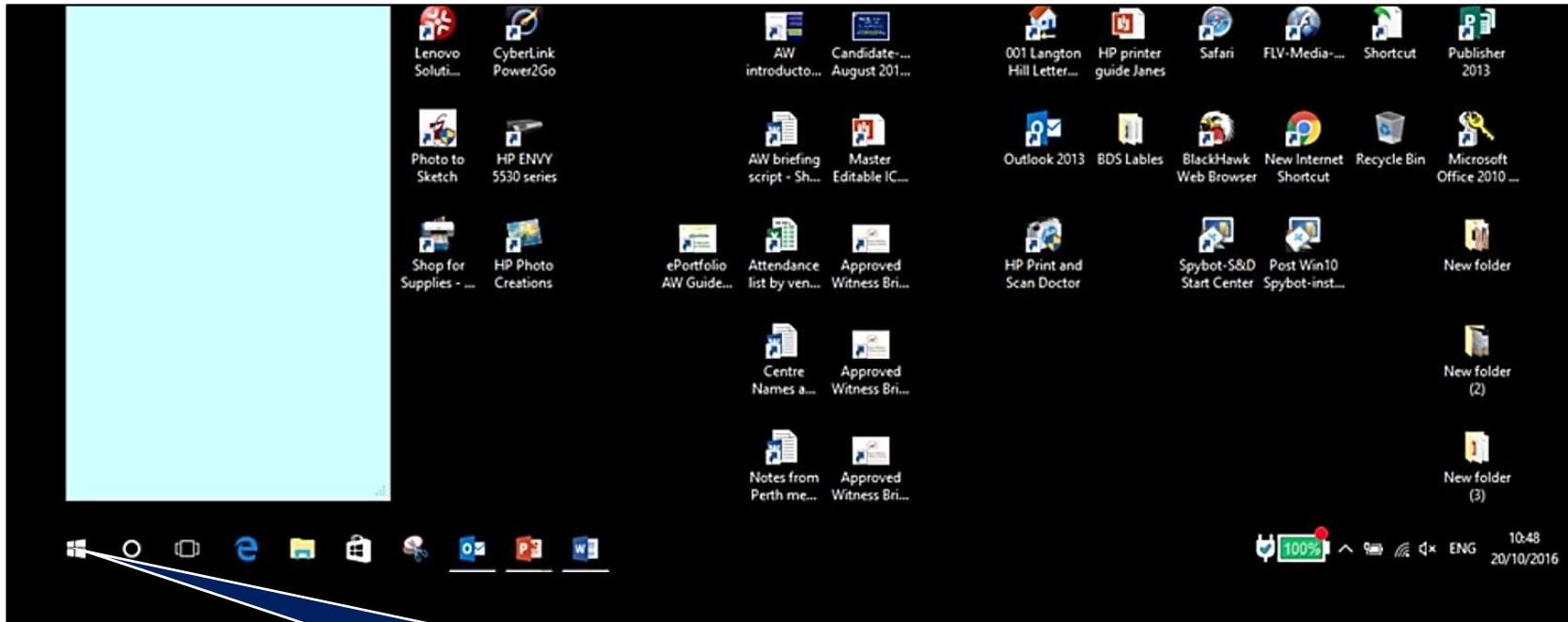
If your operating system is something other than Windows 10, click on the blue wording '*Do you have a different language or operating system?*' **arrowed in red** on the previous page.

The frame shown below will appear and by clicking on '*Select an operating system*' you will be able to choose a version compatible with your computer. Then select a language and version and follow the download instructions to install. All problems should now be resolved when completing and saving editable PDF documents.





# Making Adobe Reader your default PDF opener



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



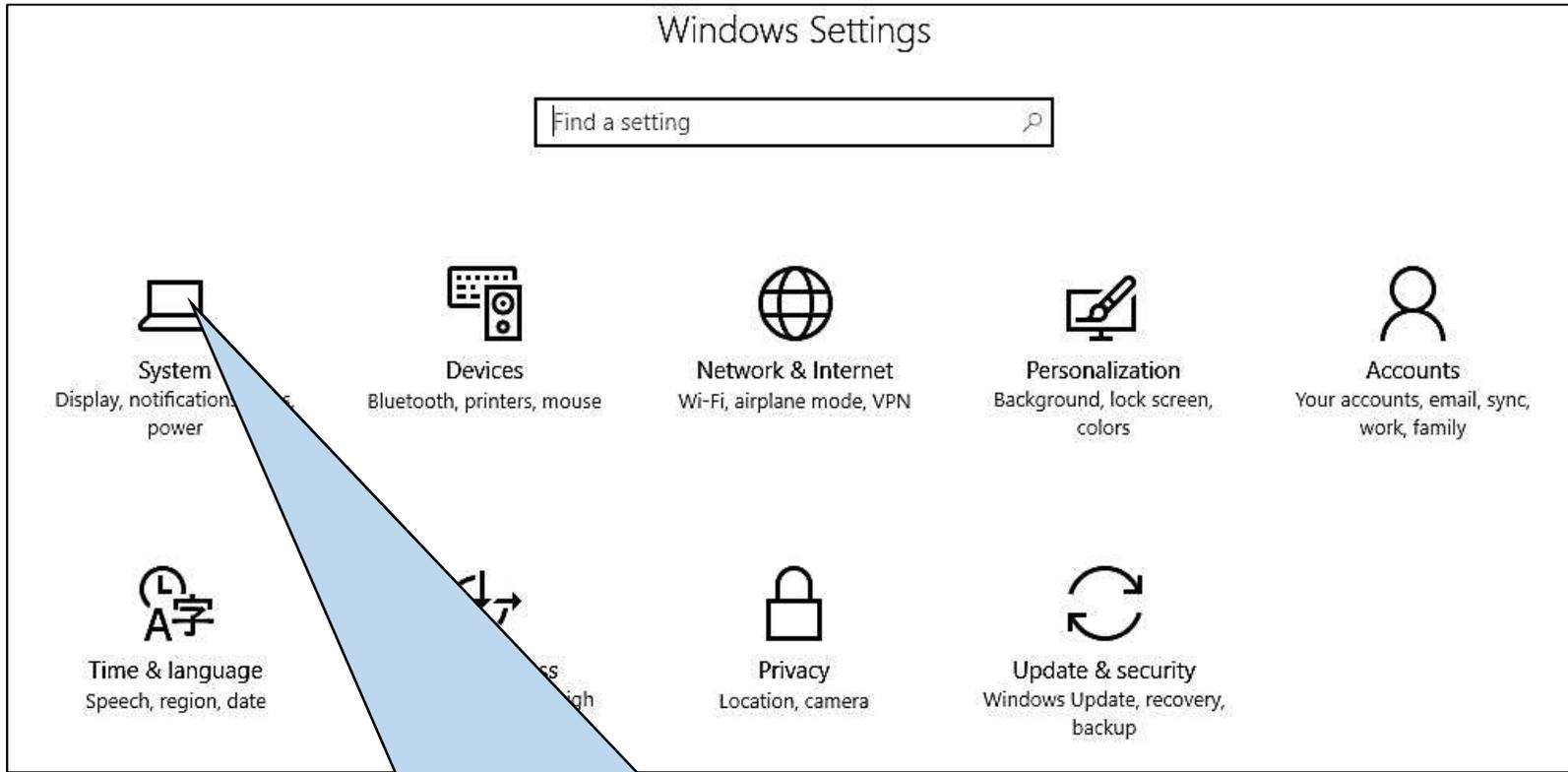
# Making Adobe Reader your default PDF opener



Then click on the 'Settings' icon



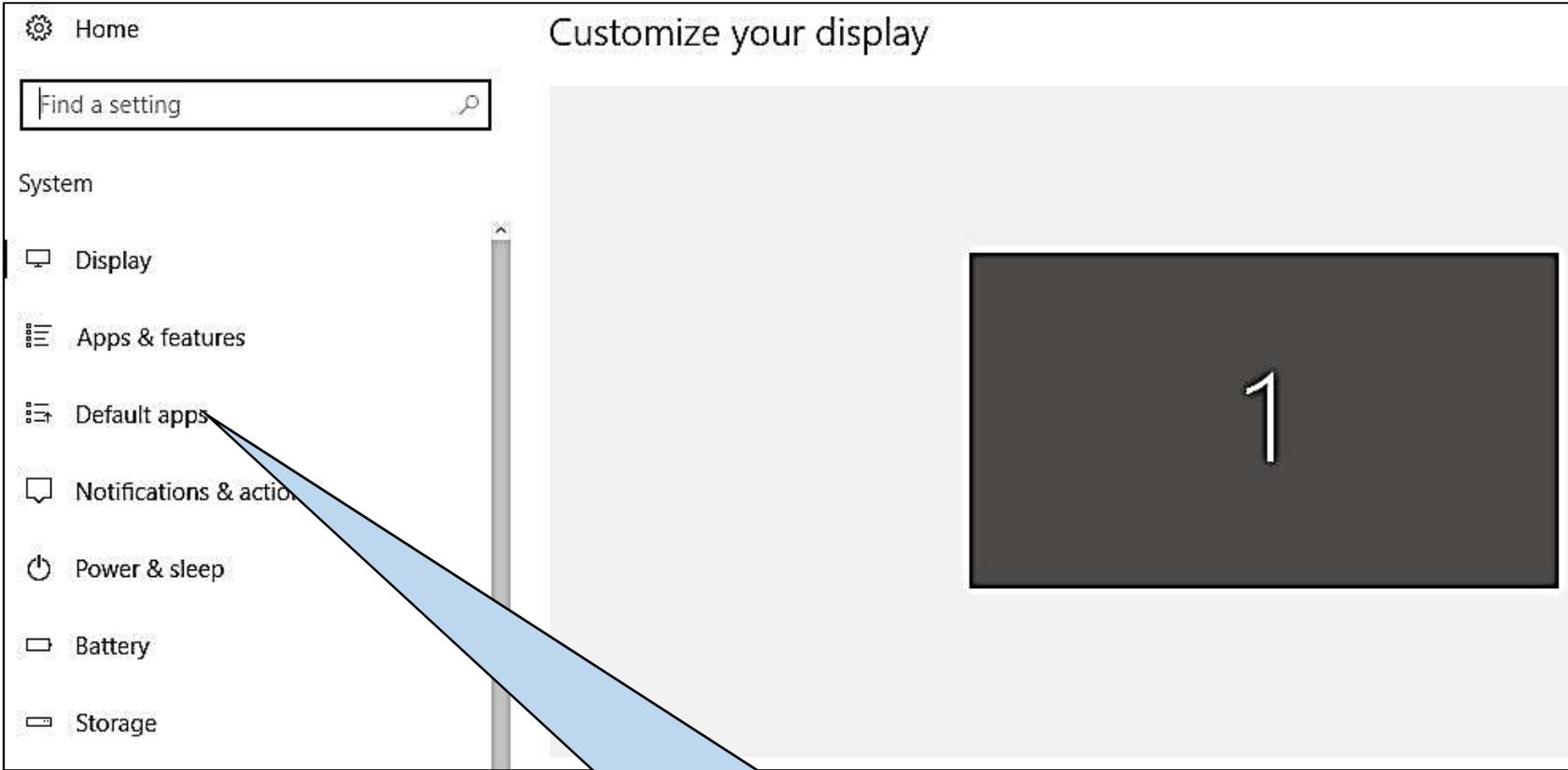
# Making Adobe Reader your default PDF opener



Now click on the 'System' icon



# Making Adobe Reader your default PDF opener



Now click on 'Default apps'



# Making Adobe 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 various default app categories: Groove Music, Photo viewer (Lenovo Photo Master), Video player (Films & TV), and Web browser (Google Chrome). Below these, there are options to '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 a pointer to the 'Set defaults by app' option contains the text: 'Scroll down and click on 'Set defaults by app''.



# Making Adobe 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

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



# Making Adobe Reader your default PDF opener

Click on 'Set this program as default'

The screenshot shows the 'Set Default Programs' window in Windows. On the left, a list of programs is shown, with 'Reader' selected. The main area displays the details for 'Reader', including its icon and the text 'PDF, XPS and TIFF file read'. Below this, there are two options: 'Set this program as default' and 'Choose defaults for this program'. An 'OK' button is located at the bottom right of the window.

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



## Alternatives

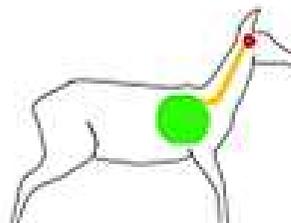
Some Mac users have reported ongoing issues with PDF documents despite installing what they believe to be is Adobe Reader compatible with their Mac operating system.

A number of Mac users have informed DMQ that by installing 'Foxit Reader', issues peculiar to Mac systems have disappeared.



*DMQ has not used Foxit and is therefore unable to comment on its performance and is not endorsed by us. It is for the user to decide whether or not they wish to install Foxit on their systems.*



Deer Management Qualifications – Deer Stalking Certificate 2	
INDIVIDUAL CULL RECORD	
<p>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 <u>not</u> 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.</p>	
DATE OF INDIVIDUAL CULL RECORD	<input style="width: 100%;" type="text"/>
CANDIDATE NAME	<input style="width: 150%;" type="text"/>
CANDIDATE No	<input style="width: 50%;" type="text"/>
	<p>Tick box indicating where the deer was shot</p> <p><input checked="" type="checkbox"/> Chest (preferred)</p> <p><input checked="" type="checkbox"/> Neck</p> <p><input checked="" type="checkbox"/> Head</p> <p><input type="checkbox"/> Other (state where) <input style="width: 100%;" type="text"/></p>
<p>Deer species culled (tick one)</p> <p>RED <input type="checkbox"/> SIKA <input type="checkbox"/> ROE <input type="checkbox"/> FALLOW <input type="checkbox"/> MUNTJAC <input type="checkbox"/> <del>CASH</del> <input type="checkbox"/></p>	
<p>Sex of culled deer: Male <input type="checkbox"/> Female <input type="checkbox"/> Date Shot <input style="width: 100%;" type="text"/></p>	
<p>Time deer was shot - AM <input style="width: 50%;" type="text"/> OR Time deer was shot - PM <input style="width: 50%;" type="text"/></p>	
<p>(Specify name of estate, farm, woodland etc.)</p> <p>Location shot: <input style="width: 150%;" type="text"/> County <input style="width: 100%;" type="text"/></p>	
<p>Rifle <del>used</del> <input style="width: 50%;" type="text"/> Range (<del>course</del>) <input style="width: 50%;" type="text"/> Second shot required YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Follow up required YES <input type="checkbox"/> NO <input type="checkbox"/> Approximate distance run (<del>course</del>) <input style="width: 100%;" type="text"/></p>	
<p>ICR Witness (Name): <input style="width: 150%;" type="text"/> Witness Number <input style="width: 50%;" type="text"/></p>	
<p>Portfolio Assessor (Name) (DMQ from Candidate) <input style="width: 100%;" type="text"/></p>	

## 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 follow:



# 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 refer to the DMQ website for contact details. Approved Witnesses should be familiar with the DMQ Candidate and Approved Witness ePortfolio Guidance also available for download from the DMQ website.

**INDIVIDUAL CULL RECORD (ICR) Number**

CANDIDATE NAME  CANDIDATE No.

 Tick box the setting where the deer was shot:  
 Closed ground  
 Park  
 Field  
 Other (specify)

Deer species (tick all that apply):  
Red  Roe  Muntjac  Fallow  Mountain  Sika

Date of antler drop  Period  Date shot

Location of site

Was the deer shot  Single antler  One or both antlers  YES  NO

Place of record (tick all that apply):  
 YES  NO  Approximate distance in metres

Was the specimen taken from the deer by the hunter (tick all that apply):  
 YES  NO

ICR witness details:

For the Assessor (Should State the Candidate):

## General Guidance notes



# Procedure – ePortfolio explained

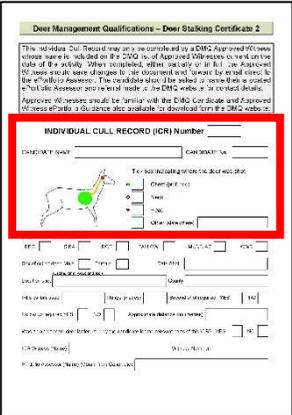
DATE OF INDIVIDUAL CULL RECORD

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.





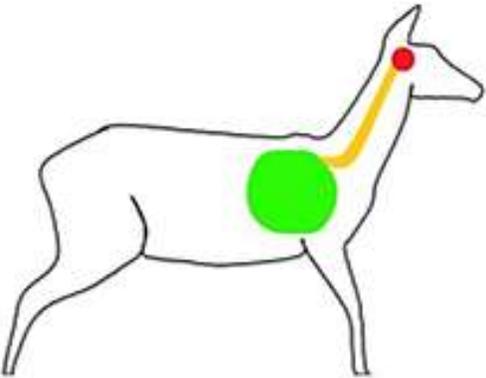
# Procedure – ePortfolio explained

DATE OF INDIVIDUAL CULL RECORD

CANDIDATE NAME  CANDIDATE No

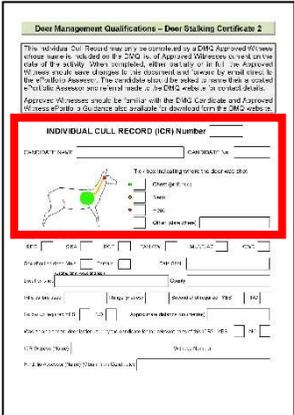
Tick box indicating where the deer was shot

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



Candidate name to be detailed here

Candidate number allocated by DMQ to be detailed here





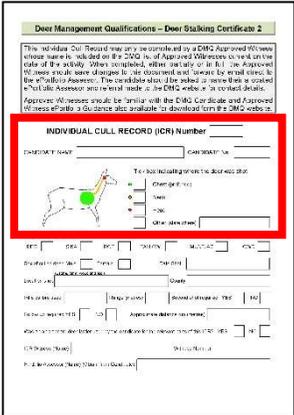
# Procedure – ePortfolio explained

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)

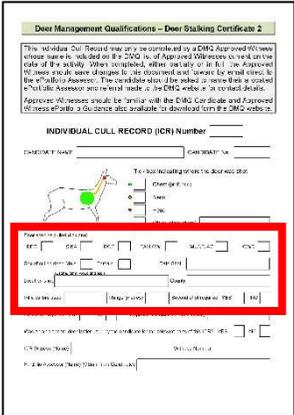
RED  SIKA  ROE  FALLOW  MUNTJAC  CWD

Sex of culled deer: Male  Female  Date Shot

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

Sex of culled deer: Male  Female  Date Shot

Time deer was shot - AM  OR Time deer was shot - PM

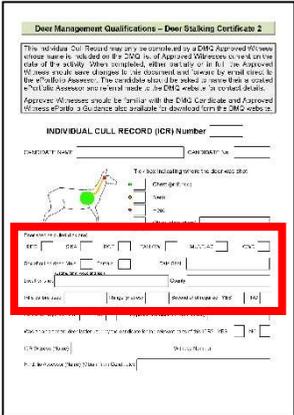
(Detail the name of estate, farm, woodland etc.)

Location shot  County

If the deer was shot in the morning, detail the precise time of shot

OR

If the deer was shot in the afternoon or evening, detail the precise time of shot





# Procedure – ePortfolio explained

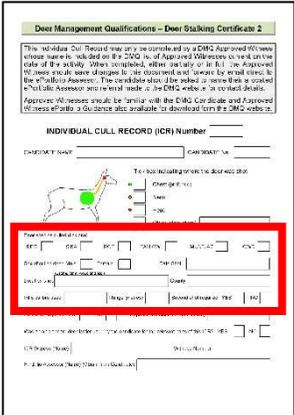
(Estate, farm, woodland etc.)

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





# Procedure – ePortfolio explained

(Estate, farm, woodland etc.)

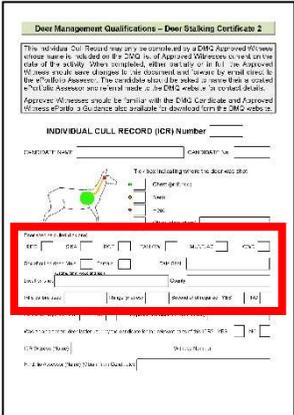
Location shot  County

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





# Procedure – ePortfolio explained

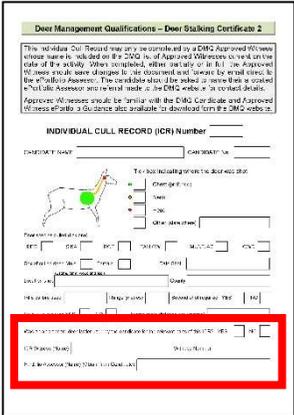
Follow up required YES  NO  Approximate distance run (metres)

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





# Procedure – ePortfolio explained

Follow up required YES  NO  Approximate distance run (metres)

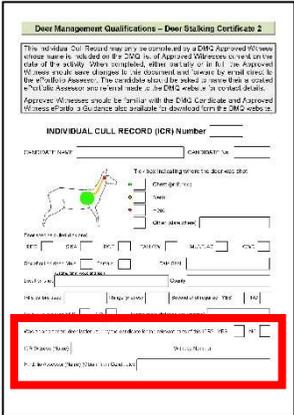
ICR Witness (Name)  Witness Number

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





## Procedure – ePortfolio Content

As an Approved Witnesses 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 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.

The wording of the key features within the ePortfolio is to give additional clarity for you to 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

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 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.

If candidate achieves all requirements, complete as below

Candidate achieves all elements of PC	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Date, AW Name or Number	<table border="1"><tr><td>25/09/2019 J Smith AW2961</td></tr></table>	25/09/2019 J Smith AW2961
25/09/2019 J Smith AW2961					

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

Candidate achieves all elements of PC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Date, AW Name or Number	<table border="1"><tr><td>25/11/2016 J Smith AW2961</td></tr></table>	25/11/2016 J Smith AW2961
25/11/2016 J Smith AW2961					



## 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 DMQ 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

Under the ePortfolio system, a candidate is no longer given a paper 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 be 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 on the next page.



**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: 25/09/2019 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 1.5**

**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

**Thermal Imaging Devices**

DMQ recognises the advantages that hand-held thermal imaging devices can bring, both in terms of increasing the capability to detect deer as well as acting as an aid to safety by enhancing situational awareness in some situations.

*Continue on next page*



## PC 1.5

## Performance Criteria and Key Features

For the purposes of the DSC2 witnessed stalks it is currently our view that in order to best assess the field craft and stalking skills of individual candidates the following should apply;

- For the purposes of DSC qualification, rifle mounted devices are not permitted and may not be used to complete any part of DSC 2 evidence gathering.
- Independent hand held devices may be used to recover shot (presumed dead) or wounded deer. If a device is used to locate live under PC 1.5, the candidate will need to demonstrate competence in this PC without using such a device.

Where hand held devices are used to locate shot deer witnesses should satisfy themselves that the candidate has the knowledge to be able to locate deer if such a device was defective or not available.



## 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 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 enough 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
<p>2.3 Observe reaction of deer to the shot to determine its condition.</p>	<p>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.</p>	<p>Direct Observation and Communication</p>



## 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.	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.



**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.	Direct Observation

If a handheld thermal imager is used to locate a lost or wounded deer, a candidate must still complete PC 2.4 and PC 2.5 and demonstrate the knowledge of how to locate a deer without a thermal imager.



**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. If no deer is wounded, the witness should tick the No box below.	Direct Observation, or Assessor Questions.

If a deer was wounded and the candidate was witnessed initiating and taking the appropriate action to dispatch the deer, the 'Yes' box can be ticked. The candidate must achieve initiation and completion of task.

If a deer was not wounded, the 'No' box should be ticked and the Assessor will cover this PC by candidate questioning.



## 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
3.1 Carry out work hygienically in line with food safety regulations & health and safety requirements. Ensure tools and equipment are ready for use.	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.	Direct Observation

PC self explanatory within the Key Features description.



**PC 3.2**

**Performance Criteria and Key Features**

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.2 Bleed and gralloch carcass hygienically and efficiently.	Candidate observed carrying out external inspection and bleeding. To prevent the risk of contamination to both the person and carcass, best practice is that disposable gloves are used. Partial or full gralloch is completed in the cleanest available area or suspended. Candidate takes measures to prevent contamination from digestive tract.	Direct Observation



## 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 preventing the risk of contamination to both the person and carcass. The use of clean and hygienic gloves is the preferred option providing the most practical and effective barrier from cross contamination.

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 might no longer be 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. If no abnormalities are found by candidate, the witness should tick the No box below.	Direct Observation or Assessor Questions

The candidate is witnessed checking for carcass abnormalities. If no abnormalities are found, the PC will be covered by Assessor questioning of the candidate.



## 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 <input type="checkbox"/> No <input type="checkbox"/>

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 ticked 'No' 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 and the 'No' box should be ticked.



**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

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

The candidate will supply independently their 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.

If for example a high seat was used, how was this PC otherwise covered? (e.g. another animal was stalked into and could have been shot). Or for 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.



## Signing off an ICR

Approved Witness for this ICR

Name

DMQ Approved Witness Number

 Main contact number

 Secondary contact number

Date

This ICR should now be saved in an electronic format and sent directly by email to the Assessor named on the front page.

Finally, complete all the sections shown above then save the completed ICR in a folder to retrieve and forward to the candidates Assessor by email.



## 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 attachment. You will have asked the candidate for the name of their ePortfolio Assessor and contact email.

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.

When you have been contacted by an Assessor or after a suitable time period, any record of events such as an ICR or notes appertaining to it should be securely deleted.



## 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 fully 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 DMQ by email using: [deermanagementqualifications@gmail.com](mailto:deermanagementqualifications@gmail.com)



# 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.