



Deer Stalking Certificate 2 ePortfolio Candidate Guidance

April 2021



This guidance is for those already registered or about to register for the award of Deer Stalking Certificate 2 (DSC2).

DSC2, requires you to carry out a number of practical tasks associated with the stalking and shooting of deer and the preparation of carcasses. All tasks must be satisfactorily conducted under the observation of a Deer Management Qualification (DMQ) Approved Witness.

You should only commence your DSC2 when you have feel you have sufficient experience and ability.



If you are not already registered for your DSC2 with a DMQ Approved Assessment Centre you will need to do so. There are a number of Approved Centres offering DSC2 and further information can be found on the DMQ website: www.dmq.org.uk

Charges made for DSC2 registration may vary between Centres and you may wish to contact different Assessment Centres to establish their prices.



To register for DSC2, you will need to:

- Complete the Assessment Centre application form
- Return it to the Assessment Centre of your choice with the appropriate registration fee
- Enclose a copy of your DSC1 Certificate.



Once registered with an Assessment Centre, you need to complete your evidence gathering within three years.

Three years from your date of registration, you will become time expired. If you wish to continue your DSC2 you will have to re-register paying the full registration fee.

You will also risk a re-assessment of any previous work you may have undertaken if it falls outside of a 3 year time period on resubmission.



When your registration is completed your Assessment Centre will email you with:

- The website address where you can access your DSC2 ePortfolio
- Your user name and password
- Some supplementary information

Keep your ePortfolio access details securely. Except for Assessment Centre and DMQ staff (not including approved witnesses) nobody other than you should have access to your ePortfolio.



Everything in respect of DSC2 is now fully electronic including your ePortfolio where your evidence is stored and your assessments are created.

Almost all of the work required within your ePortfolio is undertaken by your allocated Assessor. Your input is minimal and an automated system or your Assessor will advise you when you are required to do anything on your ePortfolio.

If you have any serious IT difficulties, you should contact your Assessment Centre who will assist you in any way they can.



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Your ePortfolio is hosted on behalf of DMQ by Onefile.

Log on to Onefile with the Username and Password sent to you by your Assessment Centre.

When you log in for the first time only, you will be asked to change the password issued to you by your Assessment Centre. Keep your new password secure.

ePortfolio Access

The screenshot shows the Onefile login interface. At the top, the Onefile logo is displayed. Below it are three navigation tabs: 'Eportfolio' (which is underlined), 'Eforms', and 'CPD'. The main login area contains a text input field for 'Username or Keychain Email' with the placeholder text 'newcandidate@gmail.com'. Below this is a 'Password' field with a masked password '*****'. A link for 'Forgot password?' is positioned below the password field. A large blue 'Login' button is centered below the input fields. At the bottom of the login area, there is a 'Login area' dropdown menu currently set to 'Eportfolio (Practice)'. At the very bottom of the page, there are two buttons for social login: 'Facebook' and 'Microsoft'.



Before you can progress, the programme will steer you toward a number of documents. You will be required to sign electronically to say that you have read them.

Within your ePortfolio, you will find a learners 'resource' section where there are a number of documents which you can view or download. These are important and you should take time to read everything.

The resource's section also includes guidance for an Approved Witness. You may wish to read this so you understand what a witness expects of you during your observed activity.



Your ePortfolio

When you first gain access to your ePortfolio it will look similar to that seen below.

The screenshot shows a 'Portfolio Dashboard' with a dark sidebar on the left containing navigation links: Home, Portfolio, Tasks, Assessments, Messages, Progress (0%), Resources, Forum, and Support. The main content area is titled 'Portfolio Dashboard' and includes a progress indicator, a 'TASKS DUE' section, and several informational tiles.

Callout 1: This area shows your current progress. It will remain at zero until you submit evidence to your assessor and they create an assessment.

Callout 2: This area shows if you have any outstanding tasks (see next page).

Callout 3: If you have unread messages it will be indicated here and the box will turn yellow (see next page).

Callout 4: Any outstanding tasks are also shown here and this box will turn yellow (see next page).

Callout 5: Clicking in this area will take you to the resources section where you can access the DMQ Approved Witness list and download other information.

Dashboard Content:

- Overall and Target Progress:** A circular gauge showing 0% progress.
- DMQ ePortfolio Learner Tasks (Not yet registered):** A section for tracking progress towards tasks.
- TASKS DUE:** A box indicating 'No tasks to complete'.
- My Profile & CV:** A tile for updating personal details and CV.
- My Portfolio:** A tile for accessing assessments and plans.
- Messages:** A tile indicating 'You have no new messages'.
- Resources:** A tile for accessing online resources.
- Tasks:** A tile indicating 'You have no new tasks. Please contact your assessor.'



If you have an outstanding message or a task, they will be indicated to you immediately on logging into your ePortfolio.

The screenshot shows the 'Portfolio Dashboard' interface. A sidebar on the left contains navigation links: Home, Portfolio, Tasks (1), Assessments, Messages (1), Progress (0%), Resources, Forum, and Support. The main content area includes a 'Welcome back,' message and a 'Portfolio Dashboard' header. Below this, a section titled 'You are working towards:' shows 'DMQ ePortfolio Learner Tasks (Not yet registered)'. This section contains two charts: 'OVERALL AND TARGET PROGRESS' (a gauge showing 0%) and 'TASKS DUE' (a bar chart showing 1 task due 'Next Week'). A callout points to the 'Next Week' bar, stating: 'This area now shows if you have an outstanding task, how many and when they are due for completion'. Another callout points to the 'Tasks' widget (a yellow box with a checkmark icon and 'You have 1 new task.'), stating: 'Outstanding tasks are also indicated here with the box now yellow.' A third callout points to the 'Messages' widget (a yellow box with an envelope icon and 'You have 1 unread message.'), stating: 'If you have an unread message, this box turns yellow and the number of unread messages are detailed within it'. Other widgets include 'My Profile & CV', 'My Portfolio', 'Upload Evidence', and 'Resources'.



Messages or tasks generated within your ePortfolio will normally have been created by your allocated Assessor and you should attend to these as soon as possible.

You will also be notified by your personal email if you have anything outstanding within your ePortfolio.

If you continue to scroll down your Onefile homepage, you will see detailed your allocated Assessor and Verifier. If you click onto either, their contact details will be displayed.

Assessment Team

Primary Assessor Offline Primary Internal Verifier Offline

No Name (Assessor)

Telephone:
441389234567

Mobile:
441777234989

Email:
noname@gmail.com

Offline

→ Send a message

There is no additional information available on this public profile



Progress toward your DSC2 is very much driven by you. Your assessor is available to help and assist you should you wish to contact them.

As previously mentioned, there is little you have to do in respect of your ePortfolio. You do however need to complete a Candidate CV which is designed to give an overview of your stalking experience to your Assessor.

A form for this purpose is available for download from the Onefile resources section. The form is an editable PDF document which you should complete, save to a folder and then send as an email attachment direct to your Assessor.



PDF Issues

Common problems have been:

- Senders entries not appearing in editable PDF
- User not being able to enter details within an editable PDF
- User not being able to save an editable PDF retaining entries made.



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 become apparent.


One solution might be to install on your computer Adobe Acrobat Reader DC software in a version which is compatible with your computer operating system and use this to view and/or complete an editable PDF document.




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Completing an editable PDF

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

 Step 1 of 3: Download software



Acrobat DC. It's how the world gets work done.

View, sign, comment on and share PDFs for free.

Please select your operating system and language to download Acrobat Reader.

Step 1

Step 2

Step 3


About:

Adobe Acrobat Reader DC software is the free global standard for reliably viewing, printing, and commenting on PDF documents.

And now, it's connected to the Adobe Document Cloud – making it easier than ever to work across computers and mobile devices.

It's the only PDF viewer that can open and interact with all types of PDF content, including forms and multimedia.

This is what you should be looking for to download




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Before you do, select the appropriate version from these options



Adobe Acrobat Pro DC

Do everything you can do in Acrobat Reader, plus create, protect, convert and edit your PDFs with a 7-day free trial. Continue viewing PDFs after trial ends.

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908 MB

By clicking the 'Download Acrobat Pro Trial' button, you acknowledge that you have read and accepted all of the [Terms and Conditions](#). Note: your antivirus software must allow you to install software.



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Completing an editable PDF

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

An alternative to Adobe is Foxit Reader available as a free download from:

<https://www.foxitsoftware.com/pdf-reader/>

DMQ uses Foxit Reader and have found its reliability to be excellent.





To fulfil the evidence gathering requirements for DSC2, you are required to complete a number of practical tasks under the observation of a DMQ Approved Witness.

These tasks are referred to as Performance Criteria (PC's) and there are 28 in total. Each task has to be completed with each observed by a DMQ Approved Witness.

The resources area of your ePortfolio provides contact details of all Approved Witnesses and you should select one (or more) to contact requesting they consider witnessing you in your evidence gathering.



A DMQ Approved Witness (AW), or a DMQ Assessor are the only people eligible to witness you during your evidence gathering. You must ensure that any AW you are considering does appear on the AW list at the time of any witnessing activity. If it is subsequently discovered they were not on the AW list, or were not an Assessor at the time of witnessing, your evidence for that event will not be acceptable.



If at the time of undergoing a witnessed outing with an Approved Witness or Assessor you are under the age of 18 or believe yourself to fall within the category of a vulnerable person, you must make this known to the person witnessing you.

A witness may insist that you are accompanied by a parent, guardian or responsible person if the witness does not have a Disclosure Barring Service (DBS) certificate.

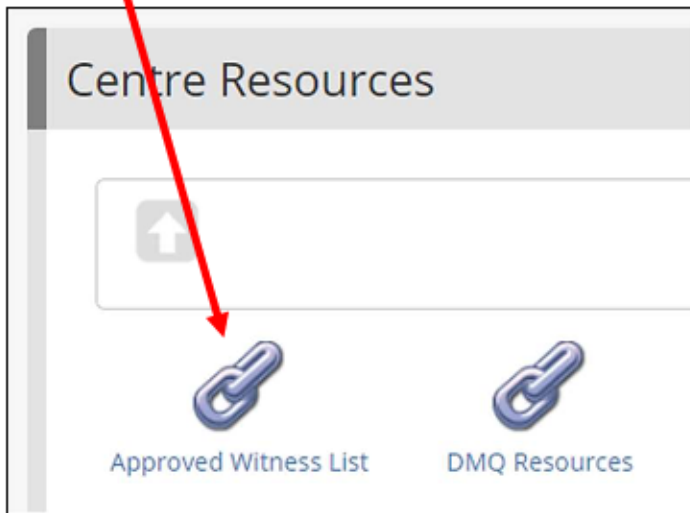
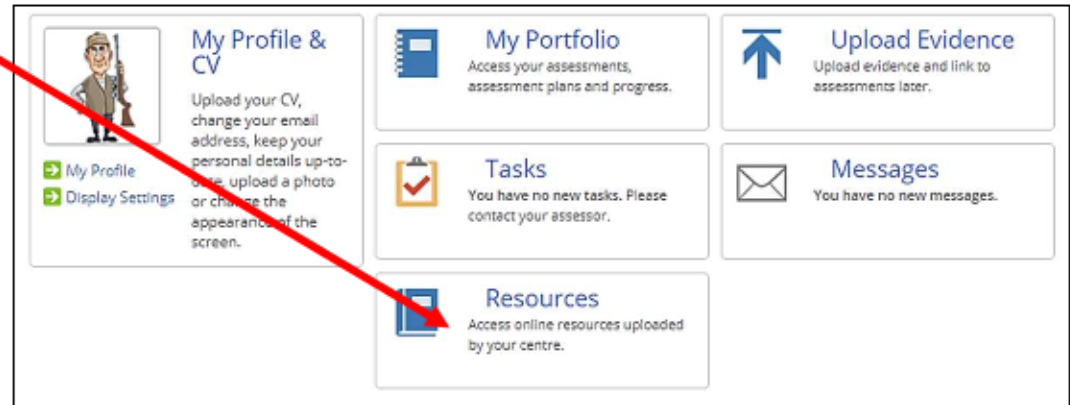
Please be aware that a witness may refuse to go out with you if they are not satisfied that they can do so without risk.



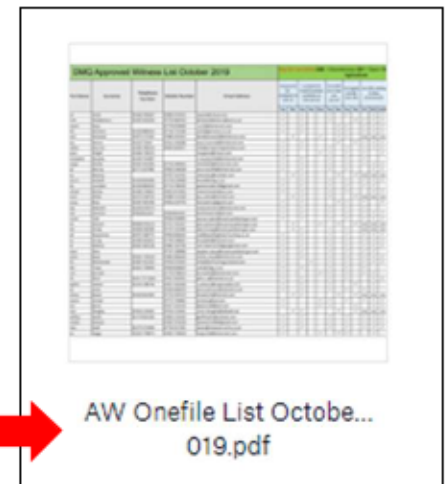
Using a Witness

To access the current DMQ Approved Witness list click on to your resources box.

This will open the resources area and click on the AW list icon.



This will bring up an icon of the AW list which when clicked will display the full AW list.





It is important to remember that all your evidence must be generated exclusively by you and without help.

An Approved Witness is accompanying you to observe you performing tasks as detailed in the performance criteria, to record, ask questions or create simulations.

An Approved Witness may not prompt, steer, train or direct you in any way unless specifically allowed within a task.

If your witness is of the view that you have insufficient skill or knowledge to perform a specific task, they may offer training but this will not form any part of your evidence.



An Approved Witness may charge you for their time, travel or other incurred expenses. The AW list indicates if a witness intends to charge or may consider doing so.

If charges are to be made, you should agree this with your witness prior to the commencement of any staking outing.

Any charges made, forms a private agreement between you and your chosen witness and will not be a matter which DMQ will become involved in.



When you have agreed with a witness to accompany you either on your own land or theirs, make sure that:

- You have arranged a location, day and time to meet
- Have all the equipment with you needed to complete all tasks
- Take your firearms certificate (FAC) with you and proof of insurance
- If you have no FAC, take another form of photographic identification such as your passport or driving licence
- Write down your DMQ candidate number and the name and contact (email) details of your allocated ePortfolio Assessor and give to your Approved Witness



Your DMQ number is the same as shown on your DSC1 certificate. You can also access it from Onefile as follows:

The screenshot displays a dashboard with four main sections:

- My Profile & CV**: Includes a cartoon character icon, a 'My Profile' link, and a 'Display Settings' link. Description: 'Upload your CV, change your email address, keep your personal details up-to-date, upload a photo or change the appearance of the screen.'
- My Portfolio**: Includes a notebook icon. Description: 'Access your assessments, assessment plans and progress.'
- Upload Evidence**: Includes an upward arrow icon. Description: 'Upload evidence and link to assessments later.'
- Messages**: Includes an envelope icon. Description: 'You have no new messages.'

A grey callout box with a pointer indicates the 'My Portfolio' section.

From your home page, click on 'My Portfolio'



Your ePortfolio

Your profile page will appear as follows:

The screenshot shows the 'Information & Options' section of the ePortfolio. At the top, there is a table with the following data:

Learning Aim	Current Progress	Target Progress
DMQ ePortfolio Learner Tasks	0%	78%

Below the table, the overall progress is 0%, placement is DMQ, and learner status is Ongoing. There are two '0 Pending' sections: 'Plans' (View pending and completed Assessment Plans) and 'Assessments' (Start assessment, set criteria, feedback). A navigation bar includes 'Activity', 'Manage', 'Progress', and 'Forms'. Below this are icons for 'Activity', 'Assessment Evidence', 'Journal (0)', and 'Visits'. A callout bubble points to the 'Forms' tab with the text 'Click on the Forms tab'. Another callout bubble points to the 'Candidate Number*' icon in the 'Forms' section with the text 'Your DMQ number will be displayed by clicking on 'Candidate Number''.

This close-up shows the 'Forms' section with two icons: 'Approved Witness Log*' and 'Candidate Number*'. A callout bubble points to the 'Candidate Number*' icon.



Prior to witnessing your activities, the Approved Witness should:

- Check your rifle and any conditions against your FAC
- Check your insurance and other documentation
- Ensure you have sufficient equipment to achieve all PC's
- Give you an overview of the proceedings
- Remind you that it is you who must take the lead in all activities (unless specific permitted within a task)
- Discuss and agree with you the day's cull plan
- Decide if they want you to check your rifle on a target prior to commencing the witnessed outing



Using DSC2 ePortfolio, you are not given an actual portfolio to record your evidence in. Instead, everything is uploaded electronically.

To record a witnessed outing your Approved Witness downloads an Individual Cull Record (ICR). They complete it, fully or partially, specific to the outing. A new ICR will be downloaded for any subsequent outing if required.

The ICR details all the Performance Criteria you need to achieve together with the Key Features for each PC describing in more detail each of the PC requirements.



Your Approved Witness is not permitted to show you the completed ICR for the witnessed outing and will send it direct to your Assessor. Your Assessor will record the witness's observations and upload the ICR to your ePortfolio where you will then be able to view it and agree it with your Assessor.

If your Assessor has concerns regarding any part of your evidence, they will contact you by email or telephone to discuss them. At some point in time, your Assessor will ask general or specific questions which you will be expected to answer competently. Satisfactory answers can be used to fill any gaps in your evidence.



Make sure that you understand the details of each PC and its key features before having it witnessed.

A copy of an Individual Cull Record can be found in the resources section of your ePortfolio, you are advised to download a copy and study it prior to any outing so that you are fully conversant with what is expected of you.

The following section, details each of the performance criteria and key features which you should read and fully understand what you do to provide sufficient evidence to be awarded your DSC2



The Performance Criteria are separated into four elements:

- Stalk Deer - 7 PC's
- Cull Deer - 7 PC's
- Prepare and Inspect Dead Deer - 8 PC's
- Transport and Store Dead Deer - 6 PC's

All to be achieved under approved witness observation



Performance Criteria 1.0	Key Features
Candidate to provide proof of identity	Witness to check candidate's identity by for example: Firearm Certificate, photographic driving license, passport.

You will be required to show your Firearm Certificate to validate your identity. If you do not have a Firearm Certificate you will need to produce a current and valid photo identification such as your passport or driving licence.

If you are using the "estate rifle facility" you should ask to see the lenders FAC enabling you to comply with any conditions which will equally apply to you as a borrower of their rifle.



Performance Criteria 1.1	Key Features
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

This PC is about you demonstrating safe practise at all times covering each of the PC's within element one.

You must be familiar with all risks associated with the use of firearms, tools, equipment, yourself and others around you and ensure that measures are taken to reduce or alleviate any risk.

You will be expected to demonstrate to your witness that you are carrying safety kit relevant to where you are stalking and that all equipment has been checked for safe operation and in date compliance. An example of this could be the contents of a first aid box.



Performance Criteria 1.2	Key Features
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 below.

Before you set out on your stalking outing, you are required to agree with your witness what species, sex and age group of deer are to be stalked and culled by you. This may be done by discussion.

You should know what deer are likely to be found in the area and what the close seasons are for those species. Your witness may ask you questions to test your knowledge of deer in the locality and may impose further restrictions or requirements as to which animals are to be culled if you are stalking on their ground.

Any animal culled by you must match the cull criteria agreed unless circumstances such as encountering an injured deer were to arise.



Performance Criteria 1.3	Key Features
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.

Various Acts and Orders are in place throughout the UK stipulating the firearm and ammunition that can legally be used to cull deer in any particular country. You must use a rifle and ammunition legal for the animal agreed under PC 1.2. Your witness will also check that any conditions on your firearm certificate do not prohibit you from stalking over the ground you are on.

You do not need to own a firearm or have a firearm certificate to complete DSC 2. You can legally borrow a rifle within the terms of the Firearms Act.



Performance Criteria 1.4	Key Features
Prepare tools, equipment and firearm into a safe and serviceable condition suitable for culling activities	Candidate shows possession of equipment and tools necessary for stalking and assessment.

You are required to carry sufficient equipment with you to enable deer to be stalked, shot humanely, field dressed safely and hygienically extracted to a larder. Such equipment might include a rifle, binoculars, knife, latex gloves, a clean carcass tray and an off-road vehicle to name but a few.

You must ensure that adequate equipment is carried and that it is in a safe and useable condition.



Performance Criteria 1.5	Key Features
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 locates previously unseen deer (with assistance if necessary). Candidate must lead stalk and approach deer to a reasonable distance where a safe and humane shot can be taken.

You must locate deer in their natural habitat and with you leading the stalk, get to within a distance where, within your capabilities, an accurate, safe shot can be taken. Deer should be stationary in front of an appropriate backstop which will capture the bullet. If your witness sees deer that you have not, the witness can point them out to you. You must then determine if they are in your cull and if you are going to stalk in.

If or when you stalk into a deer to get within range to shoot, it is you who must lead the stalk and take decisions on how it proceeds. Your witness should be close to you and able to intervene if issues arise such as safety which may require a witness to act accordingly.



Performance Criteria 1.5	Key Features
Continued from previous page	

If a deer is shot from a high seat, further evidence will be required to satisfy the 'approach' element of the PC. In this situation, another deer will be stalked at ground level to a point where a safe and humane shot could be taken. In this instance you do not need to shoot another deer, but you must be able to demonstrate being able to stalk into a deer to a point a safe shot could be taken.

You may should you wish, use a handheld thermal imaging device, which can be used as an aid to locate previously unseen deer.

Any rifle mounted thermal imaging device is not permitted to be used.





Performance Criteria 1.6	Key Features
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.

Under PC 1.2, cull criteria will have been agreed. For PC 1.6 the animal shot must meet this criteria. This must be done before the shot animal is approached. Usually there will be time for you to identify the animal you plan to shoot to the witness. You may be asked by your witness to identify your intended cull animal more than once as the stalk progresses, particularly if there are several deer in a group. If there is no time to discuss the target animal with the witness before the shot is taken you must describe it at an appropriate opportunity before the animal is approached.

You may be asked by your witness to identify your intended cull animal more than once as the stalk progresses.

When an animal is nominated to be culled, it must be the one that is culled unless you inform the witness of any change and why.



Performance Criteria 2.1	Key Features
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.

This PC covers rifle safety techniques assessed at DSC 1 and applied in a field situation. It is about safe rifle handling and safe loading/unloading, muzzle awareness and the use of the safety catch.

You are required to demonstrate safe practice throughout the whole of the ICR from the time you first handle your rifle until you put it away. This includes time not actively stalking.

Your witness must always be close enough to you to ensure that you comply with all safety requirements and be close enough to be able to step in for safety reasons.



Performance Criteria 2.2	Key Features
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.

Prior to shooting, you will observe the deer's condition and behaviour as is required of you as a trained hunter, this must be reported to your witness. The shooting position adopted will be one that enables a steady shot to be taken. Usually prior to the shot, you will have time to inform your witness where you intend to place your shot. If there is no time for this you must declare your intended shot placement before approaching the animal to confirm.

Following the shot, correct procedures such as immediate reloading, keeping the rifle pointing in the direction of the target whilst observing it in case a second shot is required, must be followed.

Head and neck shots are not recommended and the chest area is preferred.



Performance Criteria 2.3	Key Features
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 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.

Take note of the animals reaction to the shot. Inform your witness where you believe the shot actually struck, and if you believe it to be dead, wounded or missed.

Report where the deer was stood when you shot and where it was last seen. Decide on a follow up plan and wait an appropriate time period to follow up unless immediate action is required.



Performance Criteria 2.4	Key Features
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.

Inform your witness of your follow up plan. Following that plan, you will carefully approach the deer taking into account any changing circumstances or safety issues. If you choose a change of plan, which may include deciding if a dog is needed, you will inform your witness. Your witness will record your follow up plan and your actions taken in locating the deer. If immediate action is required your witness will ask you to describe why you took the action that you did.

If the witness considers that your plan or actions might prolong the suffering of a shot animal they may take over and will not be able to sign off this PC.



Performance Criteria 2.5	Key Features
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

Having located the shot deer, you are required to approach it with caution and confirm that the animal is dead in a recognised way. You must take the appropriate action to dispatch the deer if it is wounded.

You must constantly be aware of the danger and injury potential from antlers or hooves and take measures to reduce any risk of injury to yourself and others around you.



Performance Criteria 2.6	Key Features
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.

Hopefully, you will not have a wounded deer but if you have, you will take the appropriate action to dispatch it humanely and as quickly as circumstances dictate. If you consider a dog is required, it is for you to initiate this.

If there is no wounded deer, your witness will indicate this on their report. This area of evidence will be covered at a later date by your Assessor questioning you on wounded deer situations. This will be to ascertain that had there have been a wounded deer, your Assessor is satisfied you have the knowledge to take the appropriate action.



Performance Criteria 2.7	Key Features
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

You have to be observed by your witness establishing that the dead deer fulfils what you agreed under PC 1.2. It must be the same species and sex and within the age group agreed. Knowledge of tooth wear and eruption will assist in determining the age group of the dead deer.

Depending on the species of deer and when shot, there can be a risk when shooting females of dependant young being orphaned. You will need to demonstrate how you would ascertain this and what action you might take to alleviate possible suffering by an orphaned deer.



Performance Criteria 2.8	Key Features
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.

Without prompting , you will carry out an external inspection of the carcass prior to bleeding the carcass.

You will be observed preventing the risk of contamination to both the you and carcass. The use of clean and hygienic gloves is the preferred option providing the most practical and effective barrier from cross contamination.

You will gralloch the carcass in full or in part in a clean area to reduce any risk of contamination.

You must be observed taking measures to ensure that, as far as possible, carcass contamination from the deer's digestive tract is eliminated.



Performance Criteria 3.1	Key Features
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

This PC focuses on safe and hygienic practice to prevent injuries and to minimise the risk of contaminated produce from entering into the food chain.

Such practises are a legal requirement under Food Safety, Disease Notification and Food Hygiene 2004 (trained Hunter) regulations. You will be observed by your witness maintaining standards throughout all the PCs forming part of this element and others.



Performance Criteria 3.2	Key Features
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.

This PC may be witnessed in the field or later at a larder depending on carcass disposal method.



Performance Criteria 3.3	Key Features
Inspect carcass, organs and lymph sites for normality according to legal requirements.	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.

Without any prompting or guidance, you must locate and inspect 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.



Performance Criteria 3.3	Key Features
Continued from previous page	

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

Assessors following submission of evidence will often question you about the location of common lymph nodes found in a deer's body.



Performance Criteria 3.4	Key Features
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.

To complete this PC, and without help, you will inspect the carcass for any abnormality and if found, decide what action if any, you will take. This may be as simple as a note on the carcass declaration or possibly rejection from the food chain and appropriate disposal. You must know precisely who needs to be informed particularly when a notifiable disease is suspected and what action is required.

If there are no abnormalities, your witness will indicate this on their report. This area of evidence will be covered later by your Assessor questioning you on abnormalities.



Performance Criteria 3.5	Key Features
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.

You must demonstrate the disposal of waste in a legal and safe manner both in the field and/or larder. If you are working in a larder you are not familiar with, you should ask your witness what provision is made at the location for the safe and legal disposal of waste and act in accordance.

You will need to know what qualifies as an unfit carcass and be seen to treat any condemned carcasses or offal in a way which ensures it cannot enter the food chain. If anything, unfit is found by you, your witness will record the details in the notes they will send to your ePortfolio Assessor.



Performance Criteria 3.6	Key Features
Identify and record status of deer carcass.	Candidate completes hunter declaration and tags carcass accordingly.

Carcass tags should be part of your equipment and in expectation of shooting a deer during your witnessed outing, tags should be brought with you.

If you were stalking on someone else's ground, they may ask that you use a tag supplied by them.

Even if the carcass is not intended for delivery to an Approved Game Handling Establishment, in order to comply with this PC, you must be seen to complete and apply a declaration tag which complies with Food Standard Agency requirements.



Performance Criteria 3.7	Key Features
Clean and store tools and equipment after use.	Candidate cleans tools and equipment used in above processes and leaves them prepared for next use.

Following each use, you must leave all tools and other equipment used in the preparation of deer (either in the field or a larder) in a clean and sterile condition ready for when they are needed again.



Element 4 Transport and Store Dead Deer

Much of your practical work within this element will ideally take place in a fully equipped larder incorporating a separate temperature controlled carcass storage area.

It is recognised that you or the witness on whose ground you might be, may not have a larder facility which can be used. In these circumstances, certain PC's within this element cannot be observed by your witness, however, you are still required to know the correct procedures for operating within a larder.

In due course, your ePortfolio Assessor will question you extensively to ascertain your knowledge of larder use covering the PC's if they are not observed by an approved witness.

If a larder is not used, best practice must always be demonstrated.



Performance Criteria 4.1	Key Features
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

This section of the ICR is concerned with you maintaining safety and carcass quality during transportation and storage and applies throughout all PC's in this section.

You must ensure that at all times you are aware of your personal safety and of those around you and any that equipment used is serviceable and clean.



Performance Criteria 4.2	Key Features
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

Whilst this PC might normally apply to transportation from the field to larder, it could equally apply from larder to an approved game handling establishment, or from larder to home in your car. Whatever the circumstances, you must meet the key features of this PC and you will need to demonstrate that removing a carcass from the field to where it will be stored as an 'in-skin' carcass is done in a way that minimises contamination and damage.

If a vehicle is supplied and driven by the witness, it is for you to confirm to the witness that the vehicle is clean, to load and secure the carcass, and decide the route to be taken. Your Assessor may also question you on aspects of this PC.



Performance Criteria 4.3	Key Features
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

Before a carcass is taken into a larder, you must ensure that the larder is in a condition that will not affect food safety or introduce contamination. You need to establish that correct cleaning agents have been used and there is no risk of contamination from these.

You will check that any storage area used is clean, free of contaminants and generally fit for purpose. You will also check that any lifting or carcass hanging equipment is safe, serviceable and conforms to any legislative requirements.



Performance Criteria 4.4	Key Features
Store deer according to legal requirements	Candidate checks that temperature, ventilation, vermin and contamination factors are acceptable within best practice

Wherever carcasses are stored, they must be kept cool, ventilated and preferably chilled. From the time of culling to storage, carcass temperature must never be allowed to increase.

You must know the correct temperature range and conditions under which carcasses should be stored.

You need to ensure the storage area is fit for purpose and does not allow the ingress of contaminants, insects, vermin or domestic animals and that any chemicals or detergents are stored appropriately.



Performance Criteria 4.5	Key Features
Clean tools, equipment and facilities after use	Candidate ensures that tools and equipment used in above processes are cleaned and prepared for next use

After you have used a storage facility it should be properly cleaned by you using the correct cleaning agents and left in a condition ready to receive fresh carcasses.

Likewise all tools and working equipment such as trestles and carcass hanging systems need to be cleaned thoroughly.

All cleaning agents and chemicals used, are to be returned to storage away from carcass handling areas.

It is your responsibility to do this before leaving the storage facility.



Performance Criteria 4.6	Key Features
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.

Cull and larder records must be kept and written up in an appropriate way.

You may also be required to complete any estate record prior to leaving a larder if it is not your own.

If you are not able to complete a larder record, your Assessor will question you on this subject. You will be expected to know what information larder records should contain.



When you have returned from your outing, even if you were not able to complete all PCs, you are required to write an independent Candidate Narrative for each outing undertaken. It should be emailed directly to your ePortfolio Assessor using their private email address. **Your witness should not be consulted about your narrative or view it.**

Your Assessor will not process any information received from your witness until you send in your narrative. Your narrative should give a short overview of your outing. You should stick to facts rather than create a story.

Make sure that as well as recording what went well, you should also record situations such as when it was necessary to do an additional stalk, perhaps because the deer was shot from a high seat, or when something did not go quite right. A Narrative form which should be used is available for download from your ePortfolio resources section.



Following your evidence submission, your assigned Assessor will need to speak with you and ask you a number of additional questions. Communication may be by email to establish a convenient day and time, and then by telephone when questions are to be asked.

Your Assessor will not usually be employed full time by your Assessment Centre. This means that telephone calls may be made during the evening or at weekends. Depending on the number of questions your Assessor needs to ask and the quality of your answers, calls can be prolonged and may last upwards of an hour or more.

If you are resident outside of the United Kingdom, your Assessor may request that you initiate the telephone call as they will not wish to incur overseas call charges.



A telephone call from your Assessor is normal for all DSC2 candidates.

The telephone call by your Assessor will among other things be to:

- Gain a better understanding of specific instances
- Cover gaps in your evidence that haven't been witnessed, such as use of a larder if one was not used, wounded deer and abnormalities if none were found
- Authenticate any evidence presented by you or your witness

If you are under 18 or fall within the category of being a vulnerable person, before your Assessor speaks to you, they will first obtain parental, guardian or responsible adult permission. People giving their permission will also be invited to listen in on any conversation.



When your Assessor is satisfied that your evidence meets the standard for a DSC2 award, they will access your ePortfolio and create an assessment in it.

The assessments will detail all of the 28 Performance Criteria and Key Features and be marked as completed. Within each individually created assessment, your evidence comprising of your candidate narrative, witness report (individual cull record) and a record of questions and answers relating to you and/or your approved witness will have been uploaded.

All evidence will now be visible to you and you will be required to agree it before your award can progress.



You will now receive notification that you have tasks within your Onefile ePortfolio. Log into your ePortfolio and your home page will look similar to this:

You can immediately see by the yellow highlighting that you messages and tasks.

The screenshot shows the 'Portfolio Dashboard' with the following components:

- Overall and Target Progress:** A circular gauge showing 0% progress.
- Tasks Due:** A bar chart showing 0 tasks due immediately, 0 this week, 3 next week, and 0 in 2 weeks.
- My Profile & CV:** A card with a deer icon and options for 'My Profile' and 'Display Settings'.
- My Portfolio:** A card with a book icon and text: 'Access your assessments, assessment plans and progress.'
- Upload Evidence:** A card with an upward arrow icon and text: 'Upload evidence and link to assessments later.'
- Tasks:** A yellow card with a clipboard icon and text: 'You have 3 new tasks.'
- Messages:** A yellow card with an envelope icon and text: 'You have 3 unread messages.'
- Resources:** A card with a book icon and text: 'Access online resources uploaded by your centre.'

Red arrows point from the callout box to the 'Messages' and 'Tasks' cards, which are highlighted in yellow.



ePortfolio Progression

The dashboard contains several interactive boxes:

- My Profile & CV**: Includes a profile picture of a man with a rifle and a deer. Text: "Upload your CV, change your email address, keep your personal details up-to-date, upload a photo or change the appearance of the screen." Sub-links: "My Profile", "Display Settings".
- My Portfolio**: "Access your assessments, assessment plans and progress."
- Upload Evidence**: "Upload evidence and link to assessments later."
- Tasks** (highlighted in yellow): "You have 3 new tasks." A callout arrow points from this box to the 'Tasks' column in the table below.
- Messages** (highlighted in yellow): "You have 2 unread messages."
- Resources**: "Access your resources uploaded centre."

Click on your Task box

Then on the Assessment

Date Set	Task (click to open)	Date Due	Options
29/10/2019 05:23	Please sign Assessment [AW1] 'ICR 1'	12/11/2019 05:23	Hide



The assessment created by your assessor is now shown and you can scroll down and see which Performance Criteria has been entered.

Assessment

Details

Primary Method:	Reference:	Date:	Title:
Approved Witness	AW1	24/10/2019	ICR 1

Criteria

[Hide Descriptions](#)

[ICR 1] DMQ ePortfolio Learner Tasks




[Element 1] Stalk Deer

Performance Criteria	
	[1.0] Candidate to provide proof of identity [1.1] Perform work safely in line with health and safety requirements [1.2] Determine the cull animal required [1.3] Select firearm and ammunition to meet requirements of planned cull [1.4] Prepare tools, equipment and firearm into a safe and serviceable condition suitable for culling activities [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 [1.6] Select individual deer to meet cull requirements
	[1.0] Witness to check candidate's identity by Firearm Certificate, photographic driving license or passport [1.1] Safe working practices are demonstrated throughout ICR. Observe that suitable clothing is worn for conditions. Check that appropriate safety equipment carried [1.2] 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





Your evidence can also be opened to view by clicking on it.
And any Assessor feedback will be shown in this area.

Range	transported in suitable containers as appropriate. Damage or contamination to carcass minimised en route. [4.3] 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 [4.4] Candidate checks that temperature, ventilation, vermin and contamination factors are acceptable within best practice [4.5] Candidate ensures that tools and equipment used in above processes are cleaned and prepared for next use [4.6] Candidate maintains accurate records of: date shot, species, sex, age, reproductive status, weight, abnormalities and disposal	
Evidence		
No evidence provided		
Evidence Attachments		
 DEMO Candidate Narrative ICR1 Portable Document Format File	 DEMO ICR1 Portable Document Format File (825KB)	 DEMO Record of Questioning ICR1 Portable Document Format File
Feedback & Comments		





At the bottom of the screen view you will see a yellow highlighted area. If you are content with everything you have viewed tick here.

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	(Learner)	<input type="checkbox"/>	29/10/2019 05:53
I agree that the information provided here is an accurate account of what has taken place.	(Assessor)	<input checked="" type="checkbox"/>	29/10/2019 05:23
I have sampled this evidence as part of my verification sample.	Internal Verifier	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	Dmq External Verifier	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

Save & Refresh Save & Quit Reject Cancel

Now click on Save and Quit and you task has been completed.



This is all you now need to do within your ePortfolio. When all your evidence has been dealt with by your Assessor, it will be checked by an Internal Quality Assurer. If they agree with the assessment outcome, the Assessment Centre Manager will inform DMQ who in turn will post your DSC2 certificate to you. Your DSC2 Certificate will also state that you are additionally a Food Standards Agency approved Trained Hunter.

Your ePortfolio will be archived by your Assessment Centre but will remain available to you for a number of years if you wish maintain a record of your continued development as a stalker.

There is a facility to download your ePortfolio to a suitable memory stick or hard drive which you can maintain as a permanent record of your work. See following page for ePortfolio download instructions.



[Home](#) › [Guides](#) › [Product Guides](#) › [Eportfolio](#)

Download Portfolio

User Roles

This feature can be used by the following user roles:

- Centre Manager
- Centre Monitor
- Assessor
- Learner
- Internal Quality Assurer
- Lead Internal Quality Assurer
- Employer
- Observers



Permissions

Can Download Learner Portfolio

1. Navigate to the learner's portfolio
2. In the 'Information and Options' section click **Manage**
3. Click **Download Portfolio**
4. Tick **Include file attachments** if you would like the attachments to be included in the export
5. Click **Request Download**

If you can't view the Download Portfolio icon, you don't have permission.



Portfolio Dashboard

You are working towards: —

- DMQ ePortfolio Learner Tasks (Not yet registered)

OVERALL AND TARGET PROGRESS

33%

CALENDAR

Today
No activity has been planned yet

[View calendar](#)

TASKS DUE

No tasks to complete

My Portfolio
Access your assessments, assessment plans and progress.

Upload Evidence
Upload evidence and link to assessments later.

Courses
You have no new courses.

Tasks
You have no new tasks. Please contact your assessor.

Messages
You have no new messages.

Witness Status
Complete the witness status list.

Resources
Access online resources uploaded by your centre.


From your Homepage
Click: My Portfolio





ePortfolio Download 4


From the Information and Options Page, click the: Manage tab


Information & Options

 DMQ ePortfolio Learner Tasks






Overall Progress: 33% Placement: [Default Placement](#) Off-the-job: [???](#) 

0 Pending  View pending and complete Assessment Plans
Plans

0 Pending  Start assessments, attach evidence, set criteria & record feedback
Assessments

None scheduled  View learner progress reviews
Reviews

Activity **Manage** Progress Forms


 Activity  Assessment Evidence  Journal (0)  Timesheet  Visits



ePortfolio Download 5

Then click on: Download Portfolio

Information & Options



Learning

DMQ ePortfolio Learner Tasks

Overall Progress: 33% Placement : Default Pla Off-the-job: ??? ⚠

0 Pending

View pending and completed Assessment Plans

Plans

0 Pending

assessments, attach evidence, set criteria & record feedback


Assessments

None scheduled


View learner progress reviews

Reviews


Activity **Manage** Progress Forms



Offline



Download Portfolio



Expert / Witnesses



The following will be shown:

1. Decide whether you want to include file attachments with the download.

Include file attachments. Selecting this option may result in a longer processing and download time.

2. Click the 'Request New Download' button below to request a download. The request will be put in a queue and an email will be sent to you when the portfolio is ready for download. This could take up to 12 business hours to process during peak usage times.

Request New Download

3. When your portfolio is ready to download, the 'Download ZIP File' button will appear above. Click the button to download the ZIP file within 7 days. After this time, it will be deleted and a new request will have to be made

4. Once downloaded, locate the ZIP file and extract it before viewing the contents. Do not attempt to open any of the files directly from the ZIP file. Please consult your operating system (e.g. Windows) documentation or third-party software instructions for extracting ZIP files.



- Read and digest all candidate information and guidance made available to you.
- Speak to your allocated ePortfolio Assessor prior to commencing your evidence gathering.
- Select an Approved Witness from the DMQ list and make contact to arrange a witnessed outing.
- On witnessed outings, take with you your firearms certificate, proof of insurance, your DMQ candidate number and the name and email of your allocated ePortfolio Assessor. Also, photo identification if not in possession of a current valid firearm certificate.
- Following your witnessed outing, write up a candidate narrative describing the event and email to your ePortfolio Assessor.



- Respond to communication from your Assessor and be prepared to have a telephone conversation with them during which you will be asked a number of questions relating to the performance criteria and key features for evidence.
- Check regularly your ePortfolio and respond to any tasks or messages shown.
- Always feel free to communicate with your Assessor if there is anything you are unsure of.
- When your award of DSC2 has been granted, copy your ePortfolio to a suitable electronic storage facility should you wish to do so.



DMQ wishes you well with gathering evidence for your Deer Stalking Certificate 2.

If there is anything you are unsure of or wish to ask questions, in the first instance contact your ePortfolio Assessor.

www.dmq.org.uk