

Deer Management Qualifications

Deer Stalking Certificate 2 (DSC 2)

Approved Witness Application

Approved Witnesses are involved with DMQ on a voluntary basis. Before applying to become one, it is important that you understand the requirements and conditions of being an Approved Witness.

This document gives a brief overview of some of the requirements; however, prior to submitting your application, it is essential that you read all the material produced by DMQ relating to being an Approved Witness.

This is available in the download section of the DMQ website, www.dmq.org.uk

THE ROLE OF DSC 2 APPROVED WITNESSES

DSC 2 Approved Witnesses are a key element in the awarding process for the DSC 2 qualification. The role of the Approved Witness (AW) is to give candidates opportunities to demonstrate their competence and to confirm their knowledge, and record that they have done so in accordance with DMQ set standards.

Requirements: - To be considered as an Approved Witness **you must:**

- hold DSC 2
- hold the Large Wild Game Meat Hygiene certificate or a 'blue' DSC 1 certificate
- be the holder of a current Firearms Certificate authorising possession of a deer legal rifle
- be technically competent and up to date with current best practice and legislation
- be able to demonstrate relevant experience
- have an e-mail address which is regularly monitored
- be IT literate, able to download electronic PDF documents, complete and save them for attachment to an email
- apply to DMQ using the appropriate AW application form
- complete the application form electronically and email as an attachment to: deermanagementqualifications@gmail.com
- read the Approved Witness Introductory Briefing Document and any other relevant material issued by DMQ
- accept the conditions of witnessing
- sign to say you have read, understood and will comply with DMQ's General Data Protection Regulations guidance
- understand the role of a DMQ Approved Witness is entirely voluntary and that DMQ does not offer or infer any form of contract whatsoever

DMQ reserve the right to seek further information about an applicant or to reject any application.

For witnesses to remain on the list they must attend any re-briefing sessions and read and accept all update information.

Witnesses name, contact details (telephone and e-mail) and other relevant information such as, having own stalking ground and willingness to travel, will be published in a list provided to registered DSC 2 candidates via a secure website portal. Addresses will never appear.

Conditions - Approved Witnesses must:

- be prepared to have their name and contact details published on a list made available to DSC 2 candidates via a secure portal

- be prepared to respond to requests for advice from candidates prior to witnessing
- observe candidate performance against portfolio criteria and accurately record the matching of relevant activities against portfolio PC's
- where the PC requires, ask questions of the candidate and record answers given
- without undue delay, record questions asked, complete a witness statement for each stalk and sign off candidates cull records as appropriate when the required standard of competence has been met by the candidate and forward evidence to an Assessor
- respond in a timely manner to Assessors seeking further information concerning submitted evidence
- work to the DMQ standards laid down for the award of DSC 2 and support the ethos of the award
- never bring DMQ into disrepute by their actions whilst engaged in witnessing or at any other time by statements, comments or criticisms made concerning DMQ in a public forum or on social media

Further guidance and assistance can be downloaded from www.dmq.org.uk or obtained direct from DMQ.

If you wish to pursue becoming a DMQ Approved Witness, you should complete the attached application form and return it together with your two completed reference forms and all other documentation detailed on the application form. This must be sent electronically to DMQ using: deermanagementqualifications@gmail.com

You will have to send or give a reference form to each of your referees requesting that they complete it and return it to you for inclusion with your application. Reference forms are available from the download section of the DMQ website: www.dmq.org.uk Referees must already be an Assessor, Internal Quality Assurer or be a listed DMQ Approved Witness currently active within the DMQ system. Referees may not be an employer or employee or close family relation of the applicant. If there is a need to use an employer, employee or close family relation in extenuating circumstances, you will need to discuss this with DMQ by contacting them at: deermanagementqualifications@gmail.com before your application is submitted. Reference forms should be returned to you and submitted by you as part of your application.

Receipt of your application will be acknowledged by DMQ. When DMQ has agreed in principle to accept you as an AW, you will be informed. To complete the approval process, you must attend an **Approved Witness introductory briefing event**. These will be held annually in a small number of locations. Each introductory briefing event will take place over a four to six hour period followed by a short assessment which must be passed to ensure the function of being an Approved Witness is fully understood. You should be aware that to attend a briefing event may involve you in travelling and may necessitate an overnight stay. Any expenses incurred as a result of attending a briefing event will be borne by you. A short while prior to the briefing event, you will be sent a request to pay a one off £127.00 application fee. Your application process will not continue until payment has been received.

Having understood the terms and conditions of being an Approved Witness, successful applicants will be required to sign a form accepting the terms of acting as an approved witness and data protection compliance before their names are added to the official DMQ list.

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This is an editable PDF enabling you to complete the form electronically then print or save it to a folder for subsequent emailing. To enable this, you should have the latest version of Adobe Reader suitable for your computer operating system or Foxit Reader. Both are available as a free internet download.

Application to become an Approved Witness for the purposes of the Deer Stalking Certificate Level 2

Please complete all sections of this form electronically and forward it with statements from two suitable referees with a copy of your DSC 1 and 2 Certificates electronically to DMQ using deermanagementqualifications@gmail.com Please note: if you do not hold a blue DSC 1 certificate, a copy of a recognised Large Wild Game Meat Hygiene qualification must be provided.

Full Name

Address

Phone Mobile

E-mail

DSC 2 Certificate number Date achieved

Please detail below your relevant deer experience

Please detail below why you wish to become an Approved Witness and how you believe you are able to contribute to the DMQ system

Name the one county you are most readily available to witness in

Do you have ground a candidate can visit to stalk and be witnessed on? Yes No

Would you travel to a candidate's ground to witness them? Yes No Discretionary

Do you have a larder on your ground for a candidate to use? N/A Yes No

Can you legally loan a suitable deer rifle to a candidate if required? Yes No

I can offer witnessed stalking on these habitats: AGR OH WO

Mark all that apply or leave blank if you do not have ground to stalk over:

AGR = Agricultural OH = Open Hill WO = Woodland

Do you intend to charge a candidate for witnessing them? Yes No Discretionary

Charges might include, time, travel, accommodation, trophy fees, ICR completion fee or any other cost

Are you able to witness all DSC2 candidates? Yes No

If you are only able or intending to witness people who share your employment or a specific club you belong to, you should indicate as such by marking the No box

Please enter below the **names, addresses and all contact details** of the two referees you have chosen to support your application and whose references you have enclosed with this application.

Referees **must** already be an Assessor, Internal Verifier or a listed DMQ Approved Witness currently active within the DMQ system. Referees may not be an employer or employee or close family relation of the applicant. If there is a need to use employer or employee or close family relation in extenuating circumstances this will need to be discussed and cleared with DMQ by contacting them at: deermanagementqualifications@gmail.com before an application is submitted.

It is the applicant's responsibility to send a form to each referee for completion or ask them to download a form for their completion from the DMQ website www.dmq.org.uk These should be returned to you and submitted with this application form.

1 st Referee:		2 nd Referee:	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>
E-mail	<input type="text"/>	E-mail	<input type="text"/>

I have read and understood the terms and conditions of becoming an Approved Witness and hereby submit my application form together with two references supporting my application, copies of my DSC 1 certificate, Large Game meat hygiene certificate (if required) and DSC 2 certificate.

I am aware that I will be required to pay a one off application fee and attend an introductory briefing event at my expense. I am also aware that I will be required to pass an short examination covering the introductory briefing if my application is successful.

In signing this form, I confirm I have a current email address, basic computer skills and the means to complete an editable PDF document, save it to a folder and attach to an email when required.

Name *Please print*

Signature Date

Your typed name above will be deemed as an electronic signature

Please ensure you include the following with your Approved Witness application:

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| Copy of Deer Stalking Certificate 1 | <input type="checkbox"/> | Copy of Deer Stalking Certificate 2 | <input type="checkbox"/> |
| Copy of Large Wild Game Meat and Hygiene qualification if not part of DSC1 | | | <input type="checkbox"/> |
| First Reference Form | <input type="checkbox"/> | Second Reference Form | <input type="checkbox"/> |

Please Note: All the above documents **must** be submitted as PDF documents. Word documents, Jpeg images or any other format will **not** be accepted.