



Deer Stalking Certificate 2 Approved Witness Guidance

July 2024



Introduction

Deer Management Qualifications (DMQ) exists to promote high standards in the humane management of wild deer. This objective is supported by the UK deer sector and is achieved by providing candidates with the opportunity to demonstrate their knowledge and competence through Deer Stalking Certificates: DSC1 and DSC2.

DSC2 is a practical based qualification which enables candidates to demonstrate their knowledge and competence in legal, safe and humane culling of deer and dealing with carcasses hygienically.

A candidate enrolled for DSC2 through a DMQ Approved Centre, has a number of tasks to complete all of which must be performed under the observation of a DMQ Approved Witness (AW). This briefing details the requirements of an AW and the conduct expected of them.



Introduction

It is essential that you make sufficient time to read and understand everything contained in this presentation. Your effectiveness and possible continuation as an Approved Witness (AW) will be reflected in your understanding of what is required of you.

You are required to sign that you have read, understood and agree the contents of this presentation before you can be accepted as an Approved Witness or continue act as an AW if already listed.

When DMQ receives your signed declaration and agrees to accept you as an AW, you will then be eligible to act for candidates in pursuance their DSC2.



Application

DMQ will support you in your voluntary role as an Approved Witness. Whilst supporting you DMQ offers you no form of contract, implied or otherwise.

DMQ accepts no responsibility for any damage, injury, financial or other loss which you might incur as part of your voluntary DSC2 witnessing activity, or should you, for whatever reason cease to be an AW.

If you build part of a business around being an AW and subsequently cease to be one and your business suffers as a result, that is of no concern of DMQ who will not be held liable for any loss incurred.



Additional Information

If there is a major change within the DSC2 system which cannot be easily communicated by email, you will be required to attend an update meeting which will be held at a small number of locations throughout the UK.

If such an event is to be held, you are required to attend or make other appropriate arrangements to be updated and remain on the DMQ AW list.

DMQ will produce new AW lists quarterly. As a newly appointed AW, your name will be added to the next updated list produced by DMQ following your acceptance as an AW.

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



Additional Information

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

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



Any change of address or other detail such as telephone or email, changes must be notified to DMQ by email using: deermanagementqualifications@gmail.com and **always** quoting your AW number in all correspondence.



Additional Information

You may not act as an Approved Witness for any candidate Who is:

- a) Your employer,**
- b) A family member, relative,**
- c) Or if you are an employer of the candidate!**



Additional Information

Employees of Forestry Organisations witnessing colleagues.

Candidates can only be witnessed by colleagues who are not part of the same chain of command, or where they do not work in, or from the same office, or area and a sufficient working distance can be demonstrated.

The candidate will need to declare the work connection and the nature of their relationship to their the portfolio assessor at the time of initial contact. The Approved Witness will need to declare the same information in their witness notes on the ICR.



Additional Information

DMQ will help and support you in your role as an AW and you should not hesitate to contact them if you are in any doubt about any aspect of witnessing or reporting via:

deermanagementqualifications@gmail.com

If, despite the support available you consistently fail to adequately deliver or operate to the DMQ standard, you will be removed from the AW list and will no longer be eligible to witness for the purposes of DSC2.

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



General Information

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

DMQ securely provides DSC2 candidates with the names and contact details of all AW's in order that candidate's may contact them to arrange for witnessing to take place. In order to protect candidate's, DMQ may remove an AW's name from the list or refuse to accept evidence from an AW in the following circumstances:



General Information

If, an AW consistently fails to carry out the role to the required standards described in this series of presentations or in other witness guidance provided by DMQ, either directly or on the DMQ website.

If evidence of dishonesty or inappropriate practise is identified.

If an AW fails to attend briefing updates or refuses to make other arrangements to be updated as required on any future occasion by DMQ.

Not co-operating with Assessors or using abusive language.

Upon conviction of an offence under any of the existing Deer Acts, or any offence or situation that prevents the AW from holding a firearm certificate for a deer legal rifle.



General Information

AW's must:

- Respond to requests for advice from candidates prior to witnessing.
- Be prepared to witness candidates while stalking.
- Observe candidate performance against portfolio criteria, and accurately record the matching of relevant activities against them.
- Where the PC requires it, ask questions of the candidate and record the candidates answers as appropriate.
- Be prepared to record the questions asked, write a short narrative for each stalk and sign off candidate portfolios as appropriate when the required level has been met by the candidate.
- Expect to be contacted by Assessors who might wish to confirm items of evidence.
- Be prepared to have their name and contact details published on a list made available securely to DSC 2 candidates.



General Information

The AW contact list supplied to all DSC2 candidates is to enable them to select and contact a witness near to where they may wish to stalk or travel to.

The list gives the names of all AW's, their contact telephone numbers, their email address and the county they mainly operate in. Additionally, the list details services an AW is able to provide such as stalking ground or a loan rifle. Actual towns, street or house numbers are not disclosed by DMQ, however, you may need to inform a candidate where you live if they are to visit you.

DMQ expects that AW's will, act with honesty and integrity in the provision of witness evidence. Additionally, the AW requirement in connection with a candidates DSC2 portfolio and relevant evidence must be completed and forwarded to the candidates Assessor by email with the minimum of delay.



General Information

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

If Assessors have concerns about any part of a candidates evidence, they will contact the candidate and/or witness. If that does not resolve issues satisfactorily, then the Assessor may decide that further evidence is required, and will inform the candidate advising on what additional evidence is required.

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



Data Protection

General Information

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

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

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

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



Social Media

General Information

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

deermanagementqualifications@gmail.com

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

You should not engage in any conduct or activity that may damage the reputation of DMQ or bring it into disrepute. In cases where this is substantiated, consideration will be given to whether it is appropriate to terminate your status as an AW.



Children and Vulnerable Persons

General Information

It is widely accepted that it is the responsibility of every adult to safeguard the wellbeing of children and vulnerable adults.

A child is defined as a person under the age of 18 (s65 (1) Children Act 2004). A vulnerable adult is commonly defined as a person who is 18 years of age or over, and who is or may be in need of community care services. More information on the definition and care of a vulnerable adult can be found by following this link:

http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf

To protect everybody including Approved Witnesses, DMQ asks you to ensure that whenever you are approached by a candidate to witness them you should ascertain whether they fall within the above categories and if they do then you should only take them on a witnessed outing if they have a parent, guardian or responsible adult accompanying them at all times.



Children and Vulnerable Persons

General Information

If you obtain a Disclosure and Barring Service (DBS) individual check which is satisfactory, this **may** exclude the need for an accompanying person. Advice and guidance on obtaining an individual DBS check can be found via this link: <https://www.gov.uk/request-copy-criminal-record>

When or if you do obtain a satisfactory DBS check, Your AW number, Name and your DBS certificate number should be emailed to DMQ. You should also ensure that in all eventualities you speak to a parent, guardian or responsible adult and explain what a witnessed outing will comprise of so they are fully aware.

The number of children or vulnerable people participating in DSC2 is very small, however we should all be aware of the pitfalls if relevant guidance is not followed.



Grievance Procedure

General Information

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



General Information

DMQ's primary obligation is to its fee paying clients (the candidates) and is professionally bound to provide an Approved Witness list which is fit for purpose and from which a candidate can reasonably expect to locate a witness willing to provide their services.

DMQ, periodically monitors all AW's activity to determine how active they have been in witnessing DSC2 candidates within specific time periods.

AW's who repeatedly are not available or refuse to carry out witness functions may be removed from the DMQ AW list.

Some AW's may not have carried out DSC2 witnessing for considerable periods. This may be no fault of theirs and might simply be that although willing to witness, candidates have not contacted them. Any AW that has not witnessed for any **consecutive 3 year period**, will be required to refresh themselves by re-reading all introductory briefing material and again, signing a declaration stating they have done so. ²⁰



Questions?

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

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 you as soon as possible.



Deer Stalking Certificate 2 Approved Witness Briefing

Working as an Approved Witness



The role of an Approved Witness

Your main role as an Approved Witness is to observe that a candidate you are witnessing for their DSC2 evidence achieves the requirement of each Performance Criteria (PC) and associated Key Features detailed for that PC. When you are satisfied that a task has been completed in full, you will sign the individual cull record accordingly in the space provide against each PC.

When acting as an Approved Witness you may not, guide, steer, prompt, advise, train, or coach a candidate in any way when they are demonstrating skills or actions required as part of a PC or corresponding Key Feature.



The role of an Approved Witness

If a candidate appears unskilled and in your opinion requires training to acquire the skill or knowledge to fulfil the requirement of a PC, you must stop witnessing if it is clear the candidate will not satisfy the PC requirement.

You may consider the candidate would benefit from training and you may be prepared to offer training if the candidate is in agreement. At this point all witnessing must cease and ICR's closed off prior to the commencement of training. If the candidate becomes skilled in a task as a result of your help, any relevant PC may not be signed off until a candidate has completed the task unaided on a subsequent occasion.



The role of an Approved Witness

When witnessing, you are required to accompany the candidate at all times during the completion of any part of an ICR.

You **must be close enough** to a candidate to observe that all requirements of a PC are fully achieved, that is, to be with a candidate at all times and in a position where you can intervene if required to maintain safe or legal practice. This could for example be; to ensure that a safe back stop is in place prior to a shot being taken, or that the correct use of a safety catch is demonstrated by the candidate. Another example could be if a high seat was used. Unless it was a two man seat, it might be difficult to fulfil the relevant witnessing activity.

When you are satisfied that a PC has been fully covered and achieved by the candidate you are witnessing either by observation, simulation and where appropriate by question or, a combination of all, you may sign off and date each relevant PC in the area provided within an ICR.



The role of an Approved Witness

During any outing used for evidence gathering, a candidate must clearly take the lead with you the witness, carefully following. **You may decide that a candidate has insufficient skill or knowledge to complete a large proportion of an ICR and suggest the outing is abandoned and resumed when the candidate has obtained the necessary skills to complete.**

You might offer to provide suitable training to the candidate however, if accepted, successful achievement during a training phase cannot form any part of the witnessing process and no PC's can be deemed to have been achieved.

If any such training is offered by you, then you must also advise the candidate what level of training is required, over what period of time and at what cost to the candidate if you propose to charge for your services.



The role of an Approved Witness

Before any outing commences it should be decided and agreed which deer are to be shot within the ICR cull plan.

If a group of deer are stalked into, it is the candidate who must lead the stalk and determine which animal meets the agreed cull requirement and make this clear to you before talking the shot.

It is for a candidate to instigate inspection of relevant lymph nodes as required within the corresponding PC. You are not to prompt inspection or indicate the location of the lymph sites for a candidate.

If a head is removed by a candidate and discarded without inspection, the PC appertaining to inspection clearly must not be signed off. You might then wish to explain to the candidate why you are not signing off the PC of that occasion and then prompt the candidate to inspect the discarded head so they may practice or gain experience for when they repeat the task on a future occasion.

The role of an Approved Witness

You can and should intervene if it appears to you that a candidate is about to do anything dangerous, unsafe or illegal.



In the example shown above, if a candidate is not aware that they may have suffered a muzzle blockage and cleared it, obviously it would be dangerous to allow them to carry on. PC 2.1 requires that a candidate handles a firearm safely at all times. Irrespective of what might be a faultless performance of firearm safety during the rest of the day, this PC could not be signed off on this occasion.



Questions Asked of a Candidate

The number of questions which an AW needs to ask are minimal as your role is primarily to observe the candidate performing without help or steerage a task as detailed in a relevant performance criteria and key feature.

If you do ask a question which is relevant to a performance criteria and it adds weight to a candidates evidence you may record your question and the candidates answer in the witness notes section of an individual cull record.

When a candidates evidence is completed and submitted for assessment, there will always be a number of questions an Assessor will need to ask a candidate. These questions will also include those covering gaps in evidence. For example, when there was no wounded deer, no abnormalities found or no chiller used, the Assessor will cover these areas by questioning the candidate.



Before Witnessing

Candidates will normally contact you by telephone or email to see if you are agreeable to act as an Approved Witness on their behalf. During this initial contact, if you are able to help and assist before meeting with a candidate you should try to do so. You should always discuss with a candidate the points detailed below:

- Establish as far as possible that the candidate is sufficiently skilled and knowledgeable to partake in and complete DSC2.
- Agree a time and place to meet with clear instructions given.
- Inform the candidate to arrive fully equipped to complete an ICR
- Tell them to bring their FAC, photo ID if they do not have a rifle and their proof of insurance.
- Ask them to bring with them the name and contact email address of their portfolio Assessor.
- Discuss and agree what if any the cost implication will be for the candidate by you acting as their witness.



Deer Stalking Certificate 2 Approved Witness Briefing

DSC2 ePortfolio Guidance



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

- Candidate Approved Witness (AW) selection
- AW conduct and actions
- Completing electronic documents
- The ePortfolio content
- Performance Criteria (PC) and key Features (KF)
- Witness Additional Notes
- ePortfolio Summary



DSC2 Electronic Portfolio - ePortfolio

All candidates enrolling for their DSC2 are 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 must have the necessary equipment and skill to do so.



ePortfolio – What it means for you:

- A requirement for you to download the current ICR from the DMQ website
- The ICR is an editable document to be filled in using a computer or other device. It may be completed by hand, but it must be electronically scanned and forwarded as a PDF document by email to the candidates named Assessor
- The current ICR reduces input from an AW
- Any questioning of candidate and subsequent recording by an AW has been significantly reduced and is minimal
- 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**



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

- To observe a candidate operating within full compliance of each listed Performance Criteria and Key Feature 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 a PC within the ICR requires it



Procedure – Candidate AW Selection

A DSC2 candidate has to complete an Individual Cull Record 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 as 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 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 (Firearms Act) 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

A candidate will not have any form of paper portfolio with them so prior to a candidate meeting you for a witnessed outing, you should visit the DMQ website www.dmq.org.uk and download a copy of the ePortfolio ICR. You may then retain this in your filing system and copy for any subsequent use.

The ICR is in an editable PDF format and can be completed electronically, saved and then forwarded by email attachment to the 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 eventually 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. In all such instances, the issues have been incompatibility of the PDF reader programme used or installed on an 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 or 11 operating systems tend to 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.

If you are using Adobe Acrobat Reader DC, it must be a version which is compatible with your computer operating system and be used to view and complete an editable PDF document.

Completing an electronic ICR

To download Adobe Acrobat Reader DC go to:

<https://get.adobe.com/uk/reader/otherversions/>



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.

Adobe Acrobat Reader DC

The leading PDF viewer to print, sign and annotate PDFs.

[Download Acrobat Reader](#)

By clicking the 'Download Acrobat Reader' 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.

Select the appropriate operating system for your device prior to downloading.



Alternatives

Some operators particularly those using Mac have reported ongoing issues with PDF documents despite installing what they believe to be is a version of Adobe Reader compatible with their Mac operating system.

As an alternative to Adobe, installing 'Foxit Reader' tends to overcome numerous difficulties across a wide range of operating systems.

DMQ now uses Foxit exclusively to create and prepare many of our documents. It can be obtained as a free download from:

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





Completing an electronic Individual Cull Record

Deer Management Qualifications – Deer Stalking Certificate 2

INDIVIDUAL CULL RECORD

June 2024

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 provide the 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 www.dmq.org.uk

CANDIDATE NAME CANDIDATE No



Tick box indicating where the deer was shot

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

Deer species culled (tick one)

RED SIKA ROE FALLOW MUNTJAC CWD

Sex of culled deer: Male Female Date Shot

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

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

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

Follow up required YES NO Approximate distance run (metres)

ICR Witness (Name) Witness Number

Portfolio Assessor (Name) (Obtain from Candidate)



Procedure – ePortfolio explained

Deer Management Qualifications – Deer Stalking Certificate 2

INDIVIDUAL CULL RECORD


May 2024

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 provide the 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 www.dmq.org.uk

Deer Management Qualifications – Deer Stalking Certificate 2
INDIVIDUAL CULL RECORD June 2024

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 provide the 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 www.dmq.org.uk

CANDIDATE NAME CANDIDATE No

 Tick box indicating where the deer was shot

Chest (underneath)
 Neck
 Head
 Other (state where)

Deer species (tick box only)
RED Sika Roe Fallow Muntjac Chamois

Sex of culled deer: Male Female Date shot:

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

Location shot: County:

Rifle calibre used: Range (metres): Sighted shot required: YES NO

Fallow up required: YES NO Approximate distance run (metres):

ICR Witness (Name): Witness Number:

ePortfolio Assessor (Name): (Obtain from Candidate)

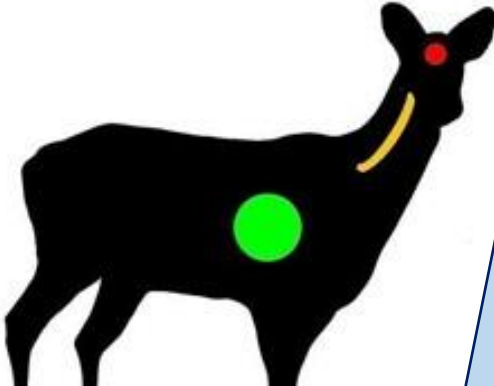
General Guidance notes seen at the beginning of an ICR

Procedure – ePortfolio explained

CANDIDATE NAME CANDIDATE No

Tick box indicating where the deer was shot

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

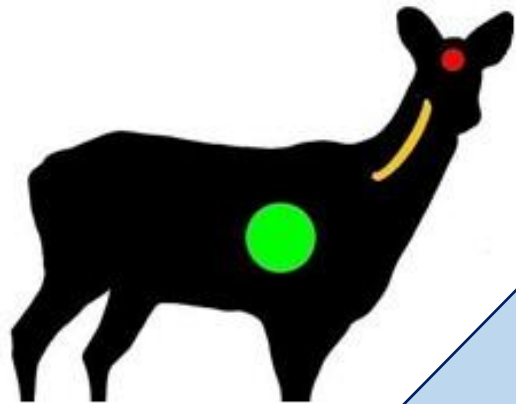


Candidate name to be entered here

Candidate DMQ number to be entered here. (Obtain from candidate)

Procedure – ePortfolio explained

CANDIDATE NAME CANDIDATE No



Tick box indicating where the deer was shot

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

Indicate in a tick box where the shot placement was. The chest area is the most preferred. If it was anywhere other than the chest, head or neck, tick the 'other' box and state where in the box opposite.



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) (Obtained from Candidate)

Detail yes or no 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

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 whether 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 evidence, 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 and in need of completion.



Procedure – ePortfolio Content

Please note:

The layout of the ePortfolio ICR is such that you may 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 the precise requirement of the PC.

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 No Date, AW Name **or** Number

25/09/2025 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 No Date, AW Name **or** Number

25/11/2025 J Smith AW2961



Procedure – ePortfolio Content

In 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.	If a candidate is not already known to the witness, check the candidates photo identity e.g.: FAC, driving license, or passport	Direct Observation

Under the ePortfolio system, a candidate is not given a paper portfolio to present to an Approved Witness.

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

You may still wish to look at all candidates FAC's to check their visit meets any detailed conditions relating to the firearm they bring.



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 below.	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 below.	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: 25/09/2025 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 necessary for stalking and assessment.	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 to take 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 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.	Direct Observation and Communication

If whilst stalking a candidate fails to spot a deer, a witness may draw their attention to it. The candidate must then identify the sex and species of the deer and determine if it fits the cull plan agreed under PC 1.2. The candidate unaided must then lead the stalk into range of the deer with the witness near to the candidate.



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 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.	Direct Observation and Communication

A candidate may use a handheld thermal imaging device, which can be used as an aid to locate previously unseen deer. Digital and Thermal riflescopes may be used but a permit is still required for Night Shooting.





PC 1.5

Performance Criteria and Key Features

For DSC2 witnessed stalks where the candidate is using a digital or Thermal riflescope, the following should apply:

- Independent hand held devices may be used to locate live deer and recover shot (presumed dead) or wounded deer.

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.

- For the purposes of DSC qualification, any deer must have been clearly identified using conventional non digital/thermal optics beforehand. All legal rifle mounted digital/thermal optics where permitted may be used but must not be used for spotting.



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	Candidate ensures safe backstop and states intended shot placement before shooting or approaching shot deer. Following any shot the rifle is reloaded immediately and safety applied. Pre-gralloch inspection performed.	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 informs witness of the intended shot placement or candidate informs witness of shot placement immediately after the shot and before moving from the shooting position. Witness observes immediate reloading and application of safety.



PC 2.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.3 Observe reaction of deer to the shot to determine its condition.	Candidate is asked to 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.	Direct Observation and Communication



PC 2.3

Performance Criteria and Key Features

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

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

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

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



PC 2.4

Performance Criteria and Key Features

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

If a handheld thermal imaging device is 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 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 2.8

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
2.8 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 2.8

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 3.1

Performance Criteria and Key Features

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

PC self explanatory within the Key Features description.



PC 3.2

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.2 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 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 3.3

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
<p>3.3 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 3.3

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.

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 does not know how to locate or examine the various lymph sites. Those AW's may no longer be witnessing within in the DSC 2 system.



PC 3.4

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.4 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 3.5

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.5 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 3.6

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.6 Identify and record status of deer carcass.	If not a trained hunter, tick the 'No' box for Assessor to cover! Candidate only completes hunter declaration and tags carcass if Trained Hunter Status is held!	Direct Observation or Assessor Questions

With the change to DMQ Trained Hunter qualification moving from DSC 1 to DSC 2, some candidates may not yet be legally able to comply. If this is the case, the 'No' box should be ticked and the Assessor will cover this point during their candidate questioning.

The witness only observes the candidate completing the Hunter Declaration and securing a tag to the carcass if the Candidate holds Trained Hunter Status!

If the candidate does not complete a carcass tag and attach it to the carcass for any other reason such as personal consumption, then The 'No' box **must** be ticked.



PC 3.7

Performance Criteria and Key Features

PERFORMANCE CRITERIA	KEY FEATURES	ASSESSMENT METHOD
3.7 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

Element 4 – Transport and Store Dead Deer

Each PC in this section should be considered individually.

Where the PC has not been directly observed by the AW the NO box for the relevant PC should be ticked.

This PC will then be covered by the Assessor!



Element 4

Performance Criteria and Key Features

What constitutes a larder meeting legal requirements is detailed in Best Practice Guidance and can be found at:

<http://www.thedeerinitiative.co.uk/uploads/guides/139.pdf>

Game (deer) larders are usually registered individually as food businesses and normally consist of a room or area within a food business used for the storage of in-fur/in-feather wild game.

Game Chillers should be capable of chilling foods to below 7°C for large game and 4°C for small game. They must be made of impervious material that are easy to clean, pest proofed and sufficient in size for the quantities being stored.

Cleaning of larders must be carried out using potable water and a suitable disinfectant. Where appropriate, wild game should be stored in a separate chiller unless it can be demonstrated that there is no risk of cross-contamination.



Element 4

Performance Criteria and Key Features

Equipment normally found within an approved larder will be:

- hot and cold water with non-hand operated taps.
- a stainless steel sink for cleaning equipment.
- a stainless steel wash hand basin with liquid soap and disposable paper towels
- hose for floor washing, preferably with variable jet nozzle
- knives. Minimum 5 inches long, plastic handle with scabbard and means of sharpening
- butchering saw (and scabbard) or equivalent
- plastic buckets and offal bins with lids marked “unfit for human consumption”
- stainless steel hooks and gambrels, chest spreaders if required
- broom and brushes for cleaning
- food safe detergent and hard surface cleaner
- weighing scales
- means of recording carcass data, tags as appropriate
- winch/hoist for larger deer (these should be easily cleaned and constructed to prevent contaminants such as grease from coming into contact with carcasses)
- suitable clothing e.g. waterproof boots, aprons/ gowns, chain mail glove, hat
- first aid kit



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 or Assessor Questions

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 ensures carcass retrieval/transport is suitable, safe, legal and hygienic, using suitable containers to minimise the risk of contamination or damage to carcass en route.	Direct Observation or Assessor Questions

The candidate is responsible for the extraction of the carcass from shot site to larder/chiller. However if the AW's or estate vehicle is used, it is not necessary for the candidate to drive it.

If the candidate is not responsible for the extraction of the carcass the NO box should be ticked and the candidates Assessor will cover this PC.



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 Chiller. It is appreciated that there will be times when a such a Chiller is not available or a carcass is clean gralloched and inspected in the field from where it might go to a candidate's home or direct to an Approved Game Handling Establishment.

If a Chiller is not used a candidate must still demonstrate their knowledge of Chiller 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 Chiller, the witness may sign the candidate off. If there was no Chiller 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. If carcass is not stored tick the NO box	Direct Observation or Assessor Questions

Candidate is witnessed ensuring that the larder/storage facilities 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. If carcass is not stored tick the NO box.	Direct Observation or Assessor Questions

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 their allocated 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. If Chiller facilities are not used tick the NO box.	Direct Observation or Assessor Questions

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 their allocated 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. If candidate does not complete cull/larder records, tick the NO box.	Direct Observation or Assessor Questions

Candidate is observed recording required information to complete larder/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 their allocated Assessor.



Witness Additional Notes

When completing an ICR, you must complete the Witness Additional Note 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, for PC 1.2 when the cull plan for the stalk was discussed, if a high seat was used, how was this PC otherwise covered? (e.g. another animal was stalked into and could have been shot). Or element 4 If no larder/chiller is used 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 on the relevant criteria of element 4.



Signing off an ICR

Approved Witness for this ICR

Name	<input type="text"/>	DMQ Approved Witness Number	<input type="text"/>
 Main contact number	<input type="text"/>	 Secondary contact number	<input type="text"/>
Date this form was completed	<input type="text"/>		

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 should 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 or destroyed.



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 or any other person.

You are advised to maintain copies of all ICR's completed but only for as long as necessary. You are reminded that they should remain totally confidential and are not discussed, shown, shared, copied or given to anybody other than a DMQ registered Assessor, Internal Quality Assurer or External Verifier.



When all relevant evidence has been received by a candidate's allocated Assessor, the Assessor will look at the evidence to ensure it meets the DMQ standard for an award of DSC 2 to be given.

Evidence must be:

- **Current** – *it must have been produced within the three years prior to assessment*
- **Sufficient** – *there is enough evidence to cover all elements of the Certificate*
- **Relevant** – *the evidence must match the quality requirements of the Certificate fulfilling both performance criteria and key features*
- **Authentic** – *it has been produced solely by the candidate and without help*

An Assessor will always speak to a candidate to establish the above and particularly to authenticate their evidence. This might for example take the form of a question designed to determine if all required tasks were carried out satisfactorily. Approved Witnesses should also expect to be contacted by an Assessor and asked questions relating to an ICR completed by them.



If during assessment and candidate or witness questioning the Assessor identifies instances of poor, inappropriate or dishonest witnessing, the Assessor will submit a report of the instance to the DMQ Working Group.

A copy of any AW Performance Report when received by DMQ will be sent to the witness concerned inviting a response before DMQ considers what if any action will be taken. Depending on the seriousness or reoccurrence of a reported matter, removal of an approved witness from the DMQ list may be considered.



ePortfolio Summary

- All evidence for DSC2 candidates 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 with you.
- Any questions relating to the completion and processes of an ePortfolio ICR should be addressed to DMQ by email using: deermanagementqualifications@gmail.com



Questions

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

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.