



GUIDELINES FOR NACWO CENTRE ACCREDITATION

INTRODUCTION

The Institute of Animal Technology, established as the Animal Technicians Association in 1949, has set the standard and been the Awarding Body for laboratory Animal Technology qualifications in the UK for over seventy years. The grades of Institute membership are widely recognised and respected within the field of laboratory Animal Technology and science. The IAT is an Ofqual Awarding Body under the QCF and awards FE & HE qualifications. For further details see <https://iateducation.co.uk/>

In 1985 the Institute established the Register of Animal Technicians to promote and encourage the professionalism and commitment of Animal Technicians required by the modern biomedical research industry. A Guide to Professional Conduct has been produced to ensure a high standard of conduct and integrity within the Register's membership and this is reflected in the high number of Named Animal Care and Welfare Officers (NACWOs) who are Registered Animal Technicians (RAnTechs). The Institute operates a successful Continuing Professional Development programme. Predominantly developed for its membership, it is also open to non-Institute members.

Through its Awarding Body status and its extensive membership in all sectors of Animal Technology and Animal Welfare the Institute has both the infrastructure and the technical expertise to operate a successful accreditation scheme.

THE ACCREDITATION BOARD

The Registration and Accreditation Board oversee NACWO accreditation and report to the Council of the Institute.

The Institute, through the Accreditation Board will:

1. Maintain records of course provision and accreditation.
2. Ensure consistent standards are met

OBJECT OF TRAINING

The Animals (Scientific Procedures) Act 1986 (ASPA) requires that persons with certain responsibilities relating to the use of animals in science have appropriate knowledge and training. This is a requirement for each of the licences under ASPA: establishments; projects; and people (Sections 2C, 5C and 4, respectively).

<https://www.gov.uk/government/publications/training-and-development-under-the-animals-scientific-procedures-act/guidance-for-training-and-continuous-professional-development->

The objective of the course is to provide information and some of the basic skills required by an individual who is to take on the role of Named Animal Care and Welfare Officer (NACWO). It is intended that the course should build on existing academic and professional qualifications. Completion of the course will enable participants to understand and begin to fulfil the responsibilities of the NACWO as detailed in the Guidance on the Operation of the Animals (Scientific Procedures) Act 1986 (or as revised in 2013). They will, however, need to supplement the information and learning derived during the course with experience from within their working environment, in addition to assistance and guidance gained by networking with others in similar positions in their own or other establishments.

COURSE PREPARATION

Trainers should take into account the possible wide range of experiences and working backgrounds of the course attendees. This can be achieved by asking them to complete a questionnaire prior to the course, which is a useful tool when introducing attendees at the beginning of the course or drawing on an individual's particular expertise during the course.

PRE-COURSE WORK OR EXERCISES

Students should be advised to revise their knowledge of the Animals Scientific Procedure Act (ASPA), and read the Institute of Animal Technology NACWO Guidelines and Guide to Professional Conduct, both available at <https://www.iat.org.uk/nacwo>

COURSE DELIVERY

Course organisers will be expected to:

1. Meet the course objectives laid down by the Institute.
2. Deliver the Home Office learning outcomes as specified in (Guidance for training and continuous professional development under the Animals (Scientific Procedures) Act 1986 (published 14 November 2024) and any additions IAT deem necessary to stay abreast with 3Rs progress.
3. Assess the suitability of the candidates.
4. Use suitably qualified course deliverer/s with a proven background in both their subject material and delivery techniques.
5. Ensure the course is accessible to all and can accommodate reasonable adjustment for students.
6. Provide adequate course notes for future reference by the delegates
7. Assess the course participants' understanding of the NACWO role and responsibilities using an assessment.

8. Arrange with the Institute for certificates to be issued to successful candidates
9. Course organisers will be expected to retain details of course attendees, pass and fail rates, number of certificates issued and any major changes to courses they have completed for a minimum of five years
10. Provide course attendees with a means of feedback on all aspects of the course and where appropriate use this information as part of a self-assessment process to identify where improvements may be made.
11. Inform the Accreditation Board of any changes to their course e.g. content, venue or personnel used for delivery.

PRESENTERS

Presenters should be appropriately qualified and experienced in their particular field. While beneficial, it is not essential for the presenters to be a practicing NACWO. They should have a full and current understanding of both the role of the NACWO in a multidisciplinary research establishment and the interpersonal skills required to interact with other Named Persons, technologists and research workers.

COURSE MATERIALS FOR STUDENTS

Course organisers are expected to provide material prior to the course and during the course itself. It is expected that some of the material will be referenced from other sources. In addition, a reading list and further information sources should be included.

END OF COURSE WRITTEN ASSESSMENT

It is a condition of accreditation that course organisers have a written assessment at the end of the course.

All past papers must be retained for a minimum of five years and may be requested for inspection during re-accreditation or for quality assurance purposes.

CERTIFICATE OF SUCCESSFUL COMPLETION

Details of successful candidates should be sent to the IAT Administrator within three weeks of completion of the assessment paper

APPLICATION FOR ACCREDITATION

The Institute, as the Accrediting Body, will take application from any organisation wishing to run NACWO courses. These will be referred to the Accreditation Board for consideration and will require the provision of the following information:

1. A course programme indicating the topic areas to be covered, the time to be spent on each topic, method of delivery and the name of the individual(s) delivering that topic

2. Samples of course notes to be supplied to delegates
3. The qualifications, experience and commitment to CPD of the course deliverers
4. Maximum number of participants on each course
5. Method of delivery of the course and facilities available.

A standard application form for the accreditation of NACWO courses is available at <https://www.iat.org.uk/nacwo>

ACCREDITATION VISIT

1. Following a successful application to the Board, provisional accreditation will be granted for a period of five years, subject to a satisfactory accreditation visit by representatives of the Board.
2. The initial site visit will be arranged within twelve months following a provisional accreditation and will coincide with the first delivery of the course. The accreditation team will comprise at least one member of the Accreditation Board plus one other person selected by the Board. This second team member will normally be a member of the Council of the IAT but could be selected from the Institute's membership if a particular area of expertise was required. Using an agreed pro-forma the audit team will inspect course content, delivery, presentation, facilities and method of assessment to ensure course objectives are met. A report of the findings of the audit team together with any recommendations or requirements for change will be sent to the course organiser.
3. In the event of an unsatisfactory audit the course organiser will be granted time (up to 3 months) to put into place any recommendations or requirements emanating from the accreditation / re-accreditation. It may be necessary for the audit team to carry out a follow-up site visit once any changes have been implemented. Following that second visit, course delivery may be suspended until the board is satisfied sufficient changes have been implemented.
4. Accreditation will last for five years from the date of approval of the initial application. At the discretion of the Board course providers can be asked for updates during the time of the 5-year accreditation.
5. Cost of accreditation will be linked to the issue of certificates. Current fees will be posted/updated on the IAT website.
6. The course organiser can feedback and/or make a formal complaint to the Registration and Accreditation Board if they feel an accreditation visit did not accurately reflect the course and may appeal to the Board should they believe they have been treated unfairly.
7. The Institute will maintain a database of all successful attendees.

RE-ACCREDITATION

Re-accreditation is normally after five years from the previous accreditation. However, the Board reserves the right to re-assess at any time.

QUALITY ASSURANCE

The Accreditation Board is keen that courses not only meet the learning objectives but that course organisers frequently review the course content and reflect any changes in the operation of ASPA or within the Industry. It is also envisaged that, as the course evolves, there will be changes from time to time in delivery methods and syndicate exercises. The Board would expect the course organiser to inform it of any such changes. Feedback should be collected and reviewed from course attendees and implemented where it would be deemed to improve the course.

ADVERTISING OF COURSES IN IAT PUBLICATIONS

Course dates and details can be advertise on the IAT website diary dates. Course organisers need to proactively supply the dates, course delivery method and contact details to the IAT Administrator or relevant contact.

FURTHER INFORMATION OR ENQUIRIES

**IAT Administrator
INSTITUTE OF ANIMAL TECHNOLOGY
5 SOUTH PARADE
SUMMERTOWN, OXFORD OX2 7JL**

(These Guidelines are subject to review by the IAT Registration and Accreditation Board)

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