

# The Institute of Animal Technology

## GUIDELINES FOR NACWO COURSE ACCREDITATION

### 1. 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 fifty years. The five grades of Institute membership and Institute qualifications are widely recognised and respected within the field of laboratory animal technology and science. Other further education courses including BTEC, ONC, HNC, Post Graduate Diploma BSc and M.Sc. have been established and are validated and moderated by the Institute.

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.

The Institute has delivered high quality NACWO training courses since 1994. During that time nineteen courses have been organised and certificates of successful completion issued to nearly two hundred and eighty new or existing NACWOs. As an Accrediting Body for NACWO courses the Institute will now cease this course delivery role.

The annual two-day Advanced NACWO course for those already in post is now in its fourth successful year and attracts around 80-100 delegates. The Institute will continue to host this event.

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.

## **2. THE ACCREDITATION BOARD**

The Accreditation Board will report to the Council of the Institute via its Registration Board. The Accreditation Board of five will be constituted as follows: Either the Chairman or Vice Chairman of the IAT

Either the Secretary or Chairman of the Registration Board

Either the Membership Secretary of the IAT or another member of the Executive

One member of IAT Council

A Vice President of the IAT

**Four members of the Board will represent a quorum.**

Plus in an observer status only, a representative from the Home

Office Inspectorate (*To be confirmed*)

This group will meet as often as is required during the initial stages but thereafter it is expected that tri-annual meetings will be of sufficient frequency to conduct the business of accreditation.

The Institute, through the Accreditation Board will:

1. Establish a data-base of non species-specific assessment questions which will be reviewed at regular intervals, following consultation with course providers
2. Organise an annual meeting for course providers to discuss course content and provision
3. Maintain records of course provision and candidate's achievement.

## **3. OBJECT OF TRAINING**

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. 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.

#### **4. 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 student questionnaire to be returned 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.

#### **5. 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 <http://www.iat.org.uk/MEMBERS/memmain.asp>

#### **6. COURSE DELIVERY**

Course organisers will be expected to:

1. Meet the course objectives laid down by the Institute
2. Deliver the syllabus produced by the Home Office using suitably qualified course deliverers with a proven background in both their subject material and delivery techniques;
3. Provide adequate course notes for future reference by the delegates
4. Assess the course participants' understanding of the NACWO role and responsibilities using a standard assessment format, drawing questions from an Institute compiled data base;
5. Arrange with the Institute for certificates to be issued to successful candidates
6. Supply the Institute with records of attendees and details of their assessment. Course organisers will be expected to retain records of courses they have completed for a minimum of five years
7. 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 audit process to identify where improvements may be made (See Appendix 1)
8. Inform the Accreditation Board of any changes to their course e.g. content, venue or personnel used for delivery.

## **7. PRESENTERS**

Presenters should be appropriately qualified and experienced in their particular field. While 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, Certificate Holder, and research workers.

## **8. COURSE MATERIALS FOR STUDENTS**

Course organisers are expected to provide material prior to the course (see above 5. PRE-COURSE WORK OR EXERCISES) and during the course itself. It is expected that while some of the material will be referenced from other sources, a course handbook would be provided to students tailored to their particular course and needs. In addition a reading list and further information sources should be included.

## **9. END OF COURSE WRITTEN ASSESSMENT**

It is a condition of accreditation that course organisers have a written assessment at the end of the course. Details of the required format and question data bank will be provided upon receipt of the accreditation application form.

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.

## **10. CERTIFICATE OF SUCCESSFUL COMPLETION**

Details of successful candidates should be sent to the NACWO Course Accreditation Officer using the form provided (see Appendix 2).

If you wish your logo to appear on the certificate, you must supply the image on EPS Vector Graphics and on a CD-R that the printer can hold.

## **11. ANNUAL RETURN**

Course providers will be required to submit an annual return on the courses run during the year.

## **12. 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 and experience of the course deliverers
4. Maximum number of participants on each course
5. Location of the course and facilities available.

A standard application form for the accreditation of NACWO courses is available at [www.iat.org.uk](http://www.iat.org.uk) or from the NACWO Course Accreditation Officer.

### **13. 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 audit 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 actual delivery of the course. The audit 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. In addition the team will also audit the administration and recording processes. 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 to put into place any recommendations or requirements emanating from the audit. It may be thought necessary for the audit team to carry out a follow-up site visit once any changes have been implemented. The course organiser may appeal to the Board should they believe they have been treated unfairly.
4. Accreditation will last for five years from the date of approval of the initial application.
5. At the discretion of the Board spot checks may be carried out on any accredited course, providing 24 hours notice are given.
6. Cost of accreditation will be free until 2005, there after the estimated charge will be a one off registration fee of £250, plus an annual registration fee of £150 as from 2005.
7. Certificates of successful completion will be produced by the Institute and issued to course providers. The Institute will provide certificates free of charge to the accredited organisations until the end of 2005, thereafter a fee of £10 for each certificate of successful completion issued will be levied.
8. The Institute will maintain a database of all successful attendees.

### **14. RE-ACCREDITATION**

Re-accreditation is normally after five years from the previous accreditation.

### **15. 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.

## **16. AVERTISING OF COURSES IN INSTITUTE PUBLICATIONS**

If you want to advertise your course dates in the Institute publications, please supply the dates and contact details to the NACWO Course Accreditation Officer. It is not considered appropriate to include any further information such as venues and course fees in this section. Also please note that information must be supplied at the latest during the first week of the proceeding month to allow inclusion into the following months' publication.

## **17. FURTHER INFORMATION OR ENQUIRIES**

**NACWO COURSE ACCREDITATION OFFICER  
INSTITUTE OF ANIMAL TECHNOLOGY  
5 SOUTH PARADE  
SUMMERTOWN  
OXFORD OX2 7JL**

## **18. APPENDICES**

1. Course Questionnaire- Example
2. Certificate Application Form
3. Annual Return Form (*To be produced*)

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

**January 2004**