

# **PROCEDURES FOR ASSESSMENT OF SUITABLY QUALIFIED PERSONS AND INSTRUCTIONS TO ASSESSORS**

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## **INTRODUCTION**

1. Under the terms of the Constitutional Framework required by its Memorandum and Articles of Association AMTRA has approved the following procedures covering the procedures and instructions to Assessors for making recommendations on the initial registration of Suitably Qualified Persons (SQPs). The procedures may be modified as found necessary from time to time and where that occurs this document will be updated to reflect the procedures currently in operation.
2. SQPs are empowered to undertake a range of legally permitted activities under the provisions of veterinary medicines legislation, subject to the SQP having a defined professional knowledge achieved through a programme of higher education and qualification, and being registered on the appropriate AMTRA professional register.

## **SQP PROGRAMMES OF STUDY**

3. Higher education programmes to meet the legally specified requirements for SQPs are designed and published by AMTRA in conjunction with its academic partner Harper Adams University (HAU). These programmes may be undertaken on an independent self-study basis, often with employer support, or through a process of self study supported by taught course(s) provided by a College or University or an independent training organisation. The modular content and detail of these courses is published on the AMTRA website, and will be updated from time to time.

## **ASSESSMENT OF STUDENTS AND ACADEMIC QUALITY ASSURANCE**

4. Students are assessed to determine if they have achieved the required knowledge and academic standard for the award of one of the SQP qualifications. These assessments are undertaken by examination or in specific circumstances through a combination of Accreditation of Prior Learning (APL) and examination. This academic assessment (examination or APL and examination) is undertaken and/or quality assured by HAU; examinations may be taken at approved sites throughout the UK.
5. Academic quality assurance of the assessment processes is provided under the terms of HAU's approval as an institution with awarding powers for undergraduate and post-graduate qualifications, and under procedures which are independently audited by the Quality Assurance Agency for Higher Education.
6. Achievement of the required academic standard for qualification is based solely on the HAU marking standards.
7. Approval of the award of the academic qualification is undertaken by the relevant HAU Board of Studies, on which AMTRA has an observer status.

## **ROLE AND RESPONSIBILITIES OF AMTRA ASSESSORS**

8. In addition to achieving the relevant academic qualifications candidate SQPs must be assessed as 'fit and proper persons' before they can be recommended for professional registration with AMTRA and become approved to practice as an SQP in the UK. This

requires an assessment of their professional competence which is undertaken by an AMTRA Assessor appointed for that purpose. The registration assessment is undertaken in parallel with or subsequent to the academic assessment by HAU, but is independent of that assessment.

9. The registration assessment is undertaken through an oral examination, supported in registrations related to food-animal species by the evidence of a written project or case study. The specific purpose of the assessment is to establish that the candidate has competence in knowledge, understanding and interpretation of the legal and professional responsibilities of SQPs, of the relevant Veterinary Medicines Regulations and Code of Practice or of other germane legal and professional requirements. Where appropriate the project or case study work undertaken by a candidate may be used to provide the context for, or to frame, the questions that are asked to explore the candidates competence, although this should not in any way confine the range or context of relevant questions.
10. The behaviour of candidates in connection with oral examinations, in particular to prevent cheating or coaching, shall be subject to such rules as the AMTRA Board may from time to time adopt. An allegation by an AMTRA Assessor or any other person that a candidate has breached those rules must be in writing, and will be considered under paragraphs 10 to 12 of AMTRA document CF1 "Registration and Professional Conduct of Suitably Qualified Persons".
11. Based on the registration assessment, the AMTRA Assessor will recommend to AMTRA that an academically qualified candidate is:
  - a. 'recommended for registration', or
  - b. 'not recommended for registration', or
  - c. 'for review', in which case an opinion will be sought of the Harper Adams Special Subject Advisory Board.

The AMTRA Assessor will submit a report to AMTRA indicating the clear basis of the recommendation.

12. Where the AMTRA assessor has assessed a candidate as 'not recommended for registration' or 'for review', their report together with any recommendation from the Harper Adams SSAB shall be considered by AMTRA in accordance with document CF1.
13. Candidates who fail their registration assessment will be allowed to undertake further study and to re-submit themselves for oral assessment at a later date, provided that no more than four attempts are permitted. Where a second or subsequent oral assessment takes place, it shall be undertaken by a different AMTRA assessor unless the candidate has agreed in writing to be assessed by the same assessor but no more than two oral assessments of a candidate by one assessor shall be permitted.