

NSPCA NATIONAL TRAINING POLICY 2020

1. OBJECTIVES

To train Inspectors, Seniors Inspectors and Chief Inspectors who will achieve high standards of professionalism that will improve conditions for all animals in the Republic of South Africa.

To train Field Officers who will improve conditions for all animals in the communities they serve, through the dissemination of appropriate welfare advice and practical assistance.

2. METHODS

1. NSPCA will provide training courses at least four times a year, depending on viability and demand.
2. All applications, documentation and correspondence shall be directed to the NSPCA Training Unit.

Entrance Criteria

3. No person shall be admitted as a delegate to any course unless they meet the required criteria and submit the necessary documentation.
4. Delegates applying to attend a course shall have the approval of their Chairperson and Manager and this must be forwarded in writing with their application.
5. Delegates applying must provide copies of a valid, unendorsed driver's license, South African Identity Document or Passport and a valid work permit (for foreign nationals).
6. Delegates applying for Field Officer, Inspector, Refresher Inspector or Senior Inspectors must be physically fit and able to perform physical duties.
7. Delegates applying for Field Officer, Inspector and Refresher Inspector must be 18 years or older. Delegates applying for Senior Inspectors must be 21 years or older.
8. Delegates applying must have a police clearance certificate proving that the delegate has no criminal record. In the event of the delegate having a criminal record, the society is permitted to submit a written motivation to the Training Committee and it shall be within the discretion of the Training Committee to admit the delegate to the course or to refuse such admission.

Operational Information

9. Courses, examinations are in English. Assignments must be completed in English.
10. Examinations are invigilated and marked by approved persons; excluding people who serve as an employee, volunteer, Committee or Board member of the Society at which the delegates are employed.
11. Examinations will be marked and the results returned within 1 (one) month of the delegate writing the examination. Assignments will be marked and the results returned within 2 months of receipt.
12. Delegates shall have the right to request a re-mark of a failed examination paper within 21 (twenty-one) days or to appeal against the exam results within 21 (twenty-one) days of the results being declared. The appeal will be considered by the Training Committee who shall make a decision on the appeal and their decision will be final.

13. Delegates who fail a course examination will have one further opportunity to re-write and pass the examination. If the delegate fails the re-write of the examination they will be permitted to re-attend the course a second time and write the examinations again.
14. If the delegate does not successfully pass the examination or re-write after the second course and want to try for a third time, the Society must apply in writing with a written motivation. The application will be considered by the Training Committee.
15. Course certificates will be awarded annually at the NSPCA Annual General Meeting and the expiry date will be stated on the certificate.
16. The Society is responsible to ensure that all delegates receive an updated Operations Manual to study from and that they receive the necessary time and support in obtaining their qualification.

3. FIELD OFFICERS TRAINING COURSE

Field Officers' training and evaluation thereof is an integral part of disseminating appropriate and approved information and advice to communities. It is vitally important to set and maintain high standards in order to achieve a professional approach to animal welfare and in turn uphold the good and respected name of the SPCA movement.

Field Officers operate predominantly in resource poor communities and will improve the welfare of animals primarily through education and practical intervention and demonstration. Therefore they must have a good understanding of animal welfare norms and standards in order to identify problem areas and offer sound practical solutions and educational advice to resolve concerns. In cases where field officers are not able to overcome welfare issues they must have basic knowledge of the legal requirements in order to identify possible legal infringements and to relay this information to the appropriate law enforcement officials/SPCA inspectors to address legally. Cases involving deliberate or malicious cruelty will be referred immediately to a qualified SPCA inspector.

Course Duration - The 5 day course will be run annually, depending on demand and viability and provided a minimum of 8 and maximum of 10 delegates are present.

Attendance Criteria:

- 1 Delegates shall have served a probationary period of not less than 12 (twelve) months in either a paid or voluntary capacity with an SPCA and have actively worked in the field.
- 2 A minimum of Grade 10 or equivalent is recommended but not essential. However the delegate must be competent in reading, writing and basic mathematics and have good oral communication skills.

Course Criteria:

3. Attendance of a 5 day training course.
4. Successful completion of a written examination at the end of the course.

Examination Criteria:

5. The course examination must be successfully completed with a minimum score of 65%.

4. INSPECTORS TRAINING COURSE

Inspectors' training and evaluation is an integral part of disseminating uniform standards to all delegates. It is vitally important to set and maintain high standards in order to achieve a professional approach to animal welfare and in turn uphold the good and respected name of the SPCA movement.

The setting and maintaining of the highest possible standards will not only ensure that the best care will be given to all animals throughout South Africa. Sound knowledge of the law and its application in animal welfare, are also crucial to avoid possible legal repercussions for the individual and the movement in its entirety which could jeopardise the legal privileges of the movement.

Definition: - A trainee is a person identified by the NSPCA who has fulfilled any requirement of the screening process and is eligible as a suitable delegate to commence inspectorate training and who is in training but not yet authorised or qualified to enforce the law.

A trainee inspector may not undertake cruelty investigations in terms of Act 71 of 1962 they accompany a qualified inspector or, under exceptional circumstances, and under direct instruction from NSPCA. Trainee inspectors may not issue warnings but notices.

Attendance Criteria:

1. Delegates attending an inspectors course shall have served a probationary period of not less than 6 (six) months in either a paid or voluntary capacity with an SPCA and have accompanied a qualified Inspector on inspections (if there is no inspector then the trainee may go to another similar sized SPCA to work with an inspector).
2. A minimum academic qualification of Grade 12. Similar or prior learning recognition will be evaluated by the Training Committee, including successful qualification as a Field Officer.
3. Delegates with tertiary education and specialist skills relevant to animal welfare may submit a motivational letter to the Training Committee to apply for exemption on the probation period prior to attending a training course. If agreed by the Training Committee the delegate may attend the first available course without waiting for six months period to elapse.
4. Successful completion of an entrance examination, after the 6 (six) months probationary period.

Course Criteria:

5. Attendance of a two week training course within 6 months of passing the entrance examination, dependent on course availability.
6. Successful completion of a written examination at the end of the course.
7. Successful completion and submission of a written assignment.

Examination Criteria:

8. The entrance examination must be successfully completed with a minimum score of 65%.

Delegates who fail the entrance examination will have a further opportunity to re-write and pass the examination. If the delegate is unsuccessful on the second attempt they will only be eligible to write after a period of 3 (three) months. If they fail on the third attempt they will be given one more opportunity to write with the consent of the Training Committee.

9. The course examination must be successfully completed with a minimum score of 65%. Delegates who fail the final examination after the training course will have one further opportunity to write and pass the examination.

If the delegate does not pass the second time they will be permitted to attend another course. Should they fail to pass the course after the second attendance, they may only write with the written consent of the Training Committee after submitting a properly motivated request, noting that attendance on a course is dependent on the availability of places.

Oral examinations may be permitted in exceptional circumstances only after written motivation, and with suitable proof that the delegate can write warnings/affidavits can communicate effectively and professionally in writing.

10. The written assignment must be successfully completed in the stipulated time with a minimum score of 65%.

- 10.1 If the delegate does not complete their assignment timeously a financial penalty of R2000.00 may be imposed on the Society for the issuing of a second assignment.

- 10.2 If the delegate fails their assignment they will be given a further chance to upgrade the assignment. If the delegate fails the second time, another assignment will be considered at a cost of R3000.00 imposed on the Society. Should the delegate fail again they will be given a further opportunity to upgrade the assignment. Thereafter by motivation to the Training Committee a penalty of R4000.00 will apply to the subsequent issuing of a further and final assignments.

- 10.3 Assignments must be accompanied by an affidavit from the delegate confirming they are the sole author of the assignment and they must also indicate if their source/s have been acknowledged in the references. The delegate shall also indicate if any assistance has been provided, and by whom.

The second affidavit, if applicable, shall be provided by the person or persons who have provided assistance. This affidavit shall very clearly and specifically state the extent of the assistance rendered.

NB: *It should be noted that an assignment will not be evaluated unless it is accompanied by the above mentioned affidavit(s).*

Qualification Criteria:

11. The delegate must successfully complete and submit their application for Animal Welfare Assistants within 6 (six) months of attending a training course. This certification can be obtained prior to attending the Inspectors Course.

12. Large Animal Euthanasia Confirmation - the delegate must provide acceptable evidence that they are capable of euthanasing large farm animals (*i.e. cattle and or equine*) and medium size farm animals (*pigs and sheep or goats*) using a firearm, captive bolt pistol or humane stunner and bleeding the animals post stun. This includes safety procedures, good preparation and care of equipment. This must be submitted within 6 (six) months of attending a training course but can be completed prior to attending a Training Course.

Evidence can include the following: - suitable photographic evidence (video) of the process being undertaken; affidavit or written statement from a veterinarian who has witnessed the delegate perform the process; affidavit from a mentor approved by NSPCA who has witnessed the delegate perform the process.

Note: - All Inspectors, Refresher Inspectors and Senior Inspectors must have valid AWA and LAE competency to achieve certification and obtain authorisation. All outstanding competencies must be completed within 6 months of the notification of this Training Policy.