



Animal transport regulations

Guidance note for course providers | Version 1, February 2022

This information is available on our website [gov.ie - Transport of Live Animals](https://gov.ie/TransportofLiveAnimals).

What is the approval process?

In order to protect the welfare of animals during transport in Ireland and the EU, education is a legal pre-requirement to prepare all drivers and attendants to provide safe and appropriate care, before they can be provided with a licence to transport animals in Ireland and the EU.

DAFM approves courses that demonstrate how the provider facilitates and evaluates the achievements of learners, to ensure that drivers and attendants who successfully complete the course have the required knowledge and skills to safely transport animals. Providers should also demonstrate how they self-approve and self-monitor the quality of their own courses, to ensure that the weakest graduate from the course is fit to transport animals.

The focus of the review is

- to ensure providers have the right capacity, processes and resources in place for their courses;
- to monitor and review the effective implementation by providers of internal quality assurance procedures;
- to ensure that learners are appropriately supported to participate and learn;
- to promote the quality, integrity and reputation of Ireland's system of protecting the welfare of live animals during their transport.

Providers have primary responsibility for the quality of their own courses and programmes. Providers should prepare a self-assessment report (template attached) for review by DAFM as part of any application for course approval or extension. DAFM may conduct a site-visit to better understand the provider and the courses offered. DAFM will make a decision about approval and communicate that decision without delay.

In recognition of a range of possible approaches, and the range of provider operations, DAFM does not prescribe certain approaches to quality assurance, governance and decision-making, or other operational matters. This approach provides flexibility to providers to design systems that meet their organisational needs while still delivering a quality programme that ensures graduates meet the learning outcomes. Provider procedures around quality and governance should be designed with the scale and the scope of the provider in mind.



Why does DAFM carry out a review of course providers?

Quality review is a developmental process which is carried out periodically to help ensure that courses continue to be approved and monitored appropriately by DAFM. Providers are expected to actively engage with the process. The primary focus of the review is to facilitate providers to demonstrate how their courses meet the requirements of the legislation¹, and on supporting quality improvement.

The assessment panel will also consider commendations of good/excellent practice as part of the decision-making process. The focus of this exercise is on programme and education improvement/enhancement, rather than minimal legislative compliance.

What support is available to course providers during this process?

DAFM will contact all course providers in advance of any review as part of our initial consultation process, and commits to engaging on an ongoing basis with course providers as partners in this process. DAFM will provide a named contact to act as liaison with each provider throughout this process.

There is no fee associated with this process.

Further information on evaluating, approving and monitoring courses

Evaluating course providers

We evaluate the quality assurance policies and procedures of providers to ensure that they can effectively deliver courses leading to a Certificate of Competence under the provisions of the relevant legislation concerning the transport of live animals. DAFM is guided by existing expertise in the area of adult and further education and training².

Becoming a course provider

As a regulatory body, DAFM evaluates the quality assurance policies and procedures of course providers to ensure that they have the capacity, resources, and quality assurance system necessary to deliver courses leading to a Certificate of Competence.

Providers must ensure that their institutional capacity and quality assurance procedures meet relevant guidelines, criteria and standards.

¹ Council Regulation (EU) No 1 of 2005 is the primary legal basis. Providers are responsible for ensuring their own familiarity with the relevant legislation and regulations.

² Quality and Qualifications Ireland is the state agency responsible for the external quality assurance of further and higher education and training in Ireland <https://www.qqi.ie/>



DAFM evaluates providers at both institutional and course level to ensure the quality and credibility of awards. In both cases, DAFM evaluates the provider's documented approach and plans against guidelines and/or criteria. If a course is approved, then learners who complete the course are eligible to apply for a Certificate of Competence.

In recognition of a range of possible approaches, and the range of provider operations, DAFM does not prescribe certain approaches to quality assurance, governance and decision-making, or other operational matters. This approach provides flexibility to providers to design systems that meet their organisational needs while still delivering a quality programme that ensures graduates meet the learning outcomes. Provider procedures around quality and governance should be designed with the scale and the scope of the provider in mind.

Our approval process

Quality assurance requires providers to show evidence that the following non-exhaustive list of requirements are in place:

- appropriate and robust governance arrangements;
- a documented approach to quality assurance;
- capacity to design, develop and deliver a programme(s) of education and training (where relevant);
- availability of resources – such as teaching staff, additional supports and IT equipment – as appropriate to the provider context;
- an appropriate, pedagogically informed approach to teaching, learning and assessment; and
- an appropriate approach to assessment design and development.

DAFM will consider a range of factors in determining whether a provider's QA system is fit for purpose, including:

- the number, type and level of awards the provider intends to offer;
- the mode of programme delivery (such as face-to-face or blended learning);
- location of programme delivery (local, national or international);
- the number and profile of expected learners;
- the fees and charges structure (including application, examination, award and appeal); and
- intended collaborations and partnerships.

Our evaluation model

If you wish to become a new provider, you must apply to DAFM for evaluation and approval of your corporate fitness, QA procedures, any proposed programme of education and training and/or compliance with the relevant legislation and regulations.



Under this process, you will be required to:

- Develop application documentation with reference to relevant requirements
- Put your application through your own governance structures for approval before submission to DAFM
- Submit the required documentation to DAFM by email

Once we have received these, we will then:

- Check the application to ensure it is complete
- Select a panel of experts to evaluate the application and produce a report of their findings, including a recommendation, to inform a decision by DAFM
- Share the panel report with the provider and invite a response
- Make a decision to approve, approve with conditions, or refuse to approve the application
- Facilitate an appeal by the provider of a decision not to approve the application, if requested

The assessment panel will also consider commendations of good/excellent practice as part of the decision-making process. The focus of this exercise is on programme and education improvement/enhancement, rather than minimal legislative compliance.

If you have any queries regarding this process, or any other matter related to animal transport, please contact our Animal transport team at transport@agriculture.gov.ie for assistance and guidance.

Further information on DAFM's role in protecting the welfare of animals during transport is available at gov.ie - [Transport of Live Animals \(www.gov.ie\)](http://www.gov.ie).