

## Terms and conditions of approval – Version 1, March 2023

- i. The following education and training course regarding animal transport has been approved, pursuant to Annex IV of EC regulation 1/2005 *on the protection of animals during transport and related operations*, and article 4(3) of SI 675/2006 *animal transport and control post regulations*, and subject to the terms and conditions outlined in this document.

Course provider	Xxx (“organisation”)
Name of course	Xxx (“approved course”)
Species of animal	xxx
Date of approval	Xxx
Expiry of approval	Xxx (5 years)

- ii. This agreement is underpinned by the relevant legislation, including the Animal Health & Welfare Act 2013 and SI 675/2006 (Animal Transport), EC regulation 1/2005 (Animal Transport) and EU regulations 2016/429 (Animal Health) and 2017/625 (Official Controls).

### *Organisation of provider*

- iii. The organisation should have and maintain effective and adequate governance, management and accountability arrangements, including an appropriate quality assurance process. These arrangements should apply to the approved course.
- iv. The organisation should have and maintain appropriate approval of quality assurance procedures by Quality and Qualifications Ireland (“QQI”). The organisation may choose to apply to have the approved course validated by QQI.
- v. The organisation should have and maintain appropriate and non-discriminatory criteria and procedures for determining the eligibility for admission to the approved course, including collection, processing and sharing of personal information and other data, provision of support to learners, and handling of complaints.
- vi. The organisation should ensure that any marketing and other advertisement activity, which indicates or references the approved course, is clear and unambiguous with regard to the conditions of approval.

### *Management and delivery of approved course*

- vii. The organisation should have and maintain appropriate course approval and registration with the Department of Agriculture, Food and the Marine (“Department”), including applications for extension of periods of approval where the organisation intends to continue delivery of the approved course beyond the indicated date of expiry of approval. The Department may seek independent confirmation of approval of quality assurance procedures and general good standing with QQI, and will seek to avoid unnecessary duplication of oversight with QQI.
- viii. The organisation should have and maintain sufficient knowledge and expertise with regard to the specific legal obligations of animal health and biosecurity regulations, and animal welfare regulations as they apply to persons engaged in the transport of animals and related operations, in addition to the specific legal obligations of road safety regulations and other road transport regulations, ensuring this knowledge and expertise is readily available to the approved course.

- ix. The organisation should have and maintain appropriately documented procedures and records relevant to the approved course, including learning objectives, practical experience, legal obligations, guidelines on best practice, assessment criteria, and detailed course handbook, relevant to the species and category of animal(s) covered in the approved course.
- x. The organisation is responsible for regular and recurring reporting requirements relevant to the approved course, and is responsible for submitting reports to the Department in the format specified, in an accurate and timely manner. Such reports should include basic statistics on the management and delivery of the approved course, relevant feedback from learners, analysis of achievement of learning objectives as identified through independent examination and assessment.
- xi. The organisation is responsible for collecting, processing and sharing appropriate personal information and data on individual participants in the approved course, where such data is required by the Department to be further processed in order to issue a certificate of competence under article 17(2) of the Animal Transport regulation EU 1/2005 and article 4(4) of SI 675/2006. In other circumstances, the organisation may choose to issue a certificate of attendance or other non-statutory record.
- xii. The Department reserves the right to request an official attend an approved course, for the purpose of verifying the conditions of approval.

*Proposal for changes to approved course*

- xiii. The organisation should notify the Department in advance and in good time of any proposed changes to the content or delivery of the approved course, including any intention by the organisation to voluntarily withdraw the approved course, any other changes that might reasonably impact the approved course, and any circumstance that might have a material effect on the approved course or the organisation's capacity to deliver the approved course.
- xiv. The Department reserves the right to withdraw or otherwise suspend approval for a course where it deems the changes intended or otherwise introduced by the organisation to be of sufficient significance to warrant a new approval process.
- xv. The Department reserves the right to alter and otherwise amend the terms and conditions of approval for a course. The Department should notify the organisation in advance and in good time of any intention to change the conditions of approval.

*Authorisation and acceptance of conditions*

- xvi. In signing this agreement, you are confirming, on behalf of your organisation that you are accepting the terms and conditions set out above as they apply to the organisation and to the approved course.

[name, position, organisation]	[name, position, organisation]
On behalf of organisation	On behalf of competent authority
Dated	Dated