**AUSTRALIAN CARRIAGE DRIVING SOCIETY**

**OFFICIALS ACCREDITATION - TPR STEWARD**

This package contains the materials required to obtain accreditation / re-accreditation as an ACDS TPR Steward.

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**Currency**

Current documents are available on the Australian Carriage Driving Society website:

**www.australiancarriagedrivingsociety.org**

**References:**

* ACDS Horse Welfare Policy Statement
* ACDS Members Code of Conduct
* ACDS Rules for Australian Carriage Driving Combined Driving Events
* ACDS Pleasure and Endurance Driving Guidelines

**Package Contents:**

* Application Form – TPR Steward Page 3
* Accreditation and Assessment Guide – TPR Steward Page 4
* Accreditation and Assessment Flow Chart – TPR Steward Page 6
* Assessor Checklist & Feedback Sheet – TPR Steward Page 7
* Convenor Checklist – TPR Steward Accreditation Page 9
* Form – Confirmation of attendance at ACDS Officials Clinic Page 11
* Appeals Process Information Page 12
* Form – TPR Steward Log-Book Page 14

**WHAT YOU SHOULD DO**

1. Please read this paperwork carefully and if you have any questions, contact your State PE or CDE Convenor.
2. Complete Application for TPR Steward Accreditation Form (page 7)and return to State PE or CDE Convenor.
3. Obtain TPR Steward Application, complete and return to State PE or CDE Convenor.
4. Attend and participate at Clinic.
5. Undertake practical training as per requirements.
6. Provide evidence of attendance at clinic (page 9) and practical experience to your State CDE Convenor.

**WHAT SHOULD THE STATE PE OR CDE CONVENOR DO**

1. Please read this paperwork carefully and if you have any questions, contact the Chair of the Federal Training and Schools Committee.
2. Provide paperwork to members wishing to undertake accreditation.
3. Arrange Clinics in conjunction with Chair of the Federal Training and Schools Committee.
4. Review paperwork received from Accrediting Candidates. Ensure Accrediting Candidates have met all requirements for Accreditation. If deemed competent;
5. Advise Accrediting Candidates in writing that they have passed all requirements and can officiate; and
6. Complete Accreditation of Officials Notification Form and forward to Chair of the Federal Training and Schools Committee together details of the practical experience for each individual.

**WHAT SHOULD THE FEDERAL TRAINING & SCHOOLS COMMITTEE DO**

1. On receipt of Accreditation of Officials Notification Form and copy of the Accrediting TPR Steward Feedback Sheets for each individual from State PE or CDE Convenor, review for compliance and provide feedback to State PE or CDE Convenor if required, otherwise, obtain ratification of accreditation/re-accreditation from 2 members of Federal Training and Schools Committee.
2. Following ratification, arrange for Officials List to be updated and posted on Federal website.

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| **Application for accreditation as ACDS TPR Steward** | | | |
| **Name** | Click or tap here to enter text. | | |
| **Contact details** | **Address:** Click or tap here to enter text. | | |
| **Home phone:** Click or tap here to enter text.  **Mobile phone:** Click or tap here to enter text. | | |
| **Email:** Click or tap here to enter text. | | |
| **ACDS Club:**  Click or tap here to enter text. | | **Membership Number:**  Click or tap here to enter text. | |
| **Applicant declaration:**  I certify the information provided on this application form is accurate.  I understand that to gain the accreditation of ACDS TPR Steward I need to:   1. Attend and participate in an ACDS approved TPR Steward Clinic. 2. Successfully undertake the TPR Steward Practical Assessment under supervision of an Equine Veterinarian. 3. Pass the TPR Steward exam. 4. Return the completed required documentation to the ACDS CDE or PE Convenor within 3 months of attending Clinic. 5. Be subject to ratification of accreditation by ACDS Federal Training & Schools Committee.   I accept that, following any appeal, the ACDS CDE / PE Convenors decision is final.  **I agree to uphold the standards expected of officials of the ACDS, continue to develop my TPR Steward skills and respond to the needs of carriage drivers, event organisers, officials and the general public treating them at all times with respect.**  **As an ACDS Accredited Official, I agree to comply with the requirements & obligations of the ACDS Rules, ACDS Members Code of Conduct and ACDS Privacy Policy.** | | | |
| **Signed:**Click or tap here to enter text. | | | **Date:** Click or tap to enter a date. |

***Candidate to submit this completed form to relevant State CDE or PE Convenor***

**Accreditation & Assessment Guide – TPR Steward**

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| --- | --- | --- | --- | --- |
| Candidate TPR Steward Name | | Click or tap here to enter text. | | |
| Commencement date | | Click or tap to enter a date. | Completion date | Click or tap to enter a date. |
| **INFORMATION FOR CANDIDATE/CONVENOR/ASSESSOR** | | | | |
| ACDS CDE Package | TPR Steward | | | |
| Instructions to Assessors | The candidate is to demonstrate a knowledge and practical application of all items in the assessment checklist. The candidate must complete all tasks | | | |
| Determination of competence | Satisfactory completion of all tasks as determined on Assessor’s and Convenor’s Checklist & Feedback Sheets. | | | |
| Instructions to Candidate | Achievement of ***accreditation*** as an ACDS TPR Steward requires successful completion of the following:   * Attendance and participation at an ACDS approved TPR Steward Clinic * Pass TPR Steward Exam and Practical assessment (under supervision of a recognised Equine Veterinarian) * All required documentation returned to State CDE or PE convenor in specified timeframe * Ratification of accreditation by ACDS Federal Council | | | |
| Special needs | The candidate is able to access special provisions negotiated with the assessor to ensure their requirements are met. | | | |
| Appeals process | A copy of the ACDS CDE Officials Appeal Process is available to and explained to the candidate | | | |
| Risk Management Requirements | All tasks must be carried in accordance with ACDS Risk Management Guidelines and relevant Work Health & Safety Regulations. | | | |

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| Context of assessment: Candidate who has applied to be a TPR Steward is assessed in seminar and competition practical environments. Practical assessment is to be conducted under the supervision of a recognised Equine Veterinarian. The evidence is supplied to relevant State CDE Convenor for determination. |
| Administration, recording and reporting requirements: Convenor/assessor is required to assess the candidate by providing the required assessment package; ensuring assessment events are conducted in accordance with relevant ACDS guidelines and completing the assessment checklist(s). Candidates are to forward the completed assessment tasks and checklists to the relevant ACDS State CDE or PE Convenor (within 3 months from date of clinic or expiration of accreditation) for recording and receipt of ACDS TPR Steward accreditation. The ACDS maintains a register of all ACDS Officials and your contact details may be published unless you otherwise request. |

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| Candidate to self-assess [tick the relevant answer] | Yes | No |
| * Have the purpose and outcomes of the assessment been explained? |  |  |
| * Has the appeal system been explained to you? |  |  |
| * Have you discussed with your assessor any special needs, which you have that may need to be considered during the assessment? |  |  |

***Candidate to retain this form for information***

**New Accreditation**

Candidate successfully undertakes practical TPR Assessment.

Candidate attends and participates in an ACDS approved TPR Steward Clinic.

Candidate passes TPR Steward exam.

Candidate is approved as an ACDS TPR Steward

Candidate is required to submit additional evidence.

Candidate is not approved as an ACDS TPR Steward

Candidate is able to access the Appeals process.

Candidate returns required evidence to State CDE or PE Convenor

Ratification by Federal Training & Schools Committee

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| **Assessor Feedback Sheet – Candidate TPR Steward** det logo**Practical Assessment** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** | Click or tap here to enter text. | | |
| **Assessor (Equine Veterinarian) Name:** | Click or tap here to enter text. | | |
| **Location of Assessment:** | Click or tap here to enter text. | | |
| **Date of Assessment:** | Click or tap to enter a date. | | |
| **Summary of Assessment Observations** | | Satisfactory | Requires  additional evidence |
| **The candidate:** | | | |
| Approaches the equine safely & communicates with the handler | |  |  |
| Observes & records equine’s respiration rate with reasonable accuracy | |  |  |
| Observes and records equine’s heart rate with stethoscope with reasonable accuracy from both sides of the animal | |  |  |
| Demonstrates and/or describes appropriate technique for taking equine’s rectal temperature | |  |  |
| Ensures observation records are appropriately completed | |  |  |
| **The candidate took all reasonable steps to ensure the safety of personnel and equines present.** | |  |  |
| **The candidate was deemed  Satisfactory**  **Additional evidence required** | | | |

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| --- | --- | --- | --- | --- |
| Assessor Comment (if req’d): Click or tap here to enter text. | | | | |
|  | | | | |
| Assessor Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. | | |
| I agree with this assessment Yes  No | | | | |
| Candidate Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. | | |

***Candidate to submit this completed form to State CDE or PE Convenor with other required evidence.***

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| **State PE or CDE Convenor Feedback and Checklist** |

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| **Candidate Name:** | Click or tap here to enter text. | | |
| **Assessor Name:** | Click or tap here to enter text. | | |
| **Date:** | Click or tap to enter a date. | | |
| **Assessment Requirements** | | Satisfactory | Requires  additional evidence |
| Achievement of accreditation as an ACDS TPR Steward requires successful completion of the following: | | | |
| Submission of application on relevant form. | |  |  |
| Attendance and participation at an ACDS approved TPR Steward Clinic | |  |  |
| Pass TPR Steward Exam and Practical assessment (under supervision of a recognised Equine Veterinarian). | |  |  |
| All required documentation returned to CDE convenor/assessor in specified timeframe. | |  |  |
| **The candidate was deemed  Competent**  **Additional evidence required** | | | |

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| Convenor Comment: Click or tap here to enter text. | | | | |
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| Strategies for Improvement (if required): Click or tap here to enter text. | | | | |
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| Convenor  Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. | |
| Candidate self-evaluation comment: | | | | |
| Click or tap here to enter text. | | | | |
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| I agree with this assessment Yes  No | | | | |
| Candidate Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. | |

**If deemed competent the candidate’s name will be forwarded to Federal Training & Schools Committee for ratification.**

**APPEALS PROCESS**

**The Appeal**

The Candidate may appeal where the outcome of the assessment process is not yet competent. The appeal can only be on process. The appeal may be made on the following grounds:

* The process did not provide the Candidate a fair and reasonable opportunity to demonstrate his/her competence.
* The Candidate was not informed in advance of conditions and methods of assessment.
* The process was discriminatory in some way.
* The Candidate suffered misadventure at the time of assessment (must be supported by medical certificate or other evidence)

**The Appeal Process**

* Candidate receives notification of assessment outcome.
* Candidate discusses outcome with assessor and outlines any dissatisfaction with assessment process. (resolved/not resolved)
* Candidate discusses process with Federal Convenor. (resolved/not resolved)
* Commence formal appeal by completing the Appeals Form. Submit to Federal Convenor within 10 working days of assessment notification.
* Federal Convenor convenes Appeals Panel comprising the Federal Convenor (or nominee if appeal is against the Convenor) plus two State Convenors not involved in the assessment process.
* Federal CDE Convenor (or nominee as per the above) provides outcome to the Candidate within 10 working days of receipt of appeal (resolved/not resolved)
* If the Candidate is not satisfied with the outcome, they may appeal to ACDS Federal Training & Schools Committee.
* Appeal to ACDS Federal Training & Schools Committee may only be on grounds of process. The decision to be made at next available ACDS Federal Training & Schools Committee meeting. The Candidate forwards the Appeals Form and the Appeal Outcome to the Chair of the ACDS Federal Training & Schools Committee along with his/her grounds for further appeal.
* Chair of the ACDS Federal Training & Schools Committee advises Candidate and Federal Convenor within 10 working days of ACDS Federal Training & Schools Committee meeting.
* No further appeal is available.

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| **Appeal Assessment Process** | | |
| **Instructions to Candidate:**  Only use this form if you are dissatisfied with the assessment process and the issue is not resolved through informal discussions with your Assessor(s) and the Federal Convenor (or Nominee)  Formal appeals must be based on identified problems with the assessment process rather than an unsuccessful assessment result. This form must be lodged within 10 working days from the date of the assessment result.  **Refer to Appeals Process.** | | |
| **This section to be filled out by the Candidate** | | |
| **Name:** | Click or tap here to enter text. | |
| **Club:** | Click or tap here to enter text. | |
| **Qualification:** | Click or tap here to enter text. | |
| ***State the reasons for your appeal in the space below*** | | |
| Click or tap here to enter text.  **Attach any supporting evidence** | | |
| **Candidate Signature:** Click or tap here to enter text. | | **Date:**Click or tap to enter a date. |

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| **This section to be filled out by the Federal Convenor (or nominee)** | |
| **Appeal outcome:**  Click or tap here to enter text. | |
| **Federal Convenor (or nominee) Signature:** Click or tap here to enter text. | **Date:**Click or tap to enter a date. |

**TPR STEWARD LOG-BOOK**

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| **Date** | **Activity** | **Official examinations (no of Horses)** | **Signature of Activity Secretary** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**For Re-Accrediting TPR Stewards –**

1. **Please check the TPR Steward Guidelines for requirements for re-accreditation; and if you have met those guidelines;**
2. **Please return this form to the Federal Training & Schools Committee at** [**acdstrainingcommittee@gmail.com**](mailto:acdstrainingcommittee@gmail.com)