

HUNTER LEAP (Learning, Education and Accreditation Program)

Policy Number: POL23/18		Version: 2.1	
Authorised by:	Director DPI Hunting	Authorised date:	30 May 2023
Issued by:	DPI Hunting	Effective date:	30 May 2023
Category:		Review date:	As required

Policy statement:

It is a requirement of the *Game and Feral Animal Control Act 2002* (the Act) that NSW Restricted Game Hunting Licence (R-Licence) applicants must undertake 'Adequate Training' to qualify for the licence (Part 3, Division 3, Section 19(1)(b)). Clause 12 of the Game and Feral Animal Control Regulation 2022 (the Regulation) allows the Regulatory Authority (the Secretary of the NSW Department of Regional NSW, delegated to DPI Hunting, part of the NSW Department of Primary Industries) to approve courses of training as well as accredit persons, clubs or associations to deliver that training for the purpose of granting such a licence.

Through Hunter LEAP (Learning, Education and Accreditation Program), the Department acknowledges the important role of hunter education and training in regulated hunting. Hunter LEAP ensures that individuals wanting to hunt on public land are suitably educated and that opportunities for hunter education are available to all NSW Game Hunting Licence holders.

This policy provides a framework for the management and delivery of education and training through Hunter LEAP. It will ensure consistent high standards and strong oversight of training delivered by accredited providers and trainers.

Scope:

This policy applies to Approved Hunting Organisations (AHOs), DPI Hunting, hunting industry businesses or individuals who apply to or are accredited Hunter LEAP Providers or Hunter LEAP Trainers.

This policy does not apply to AHOs or other hunting organisations that are not accredited under the Regulation to provide Hunter LEAP training.

Requirements:

1. *Application to become a Hunter LEAP Provider.*

Applicants must:

- a. be an Approved Hunting Organisation (AHO), hunting industry business or professional industry individuals.
- b. apply to DPI Hunting on the approved form (Form HL-A) that is signed by an official representative who is an Australian citizen or permanent resident and who will become the Provider's contact person for all communication with DPI Hunting.
- c. receive written approval from DPI Hunting confirming accreditation as a Hunter Leap Provider with a provider accreditation number.
- d. nominate Hunter LEAP Trainers to manage and deliver Hunter LEAP material.

2. *Application to become a Hunter LEAP Trainer*

Applicants must:

- a. be an Australian citizen or permanent resident.
- b. be a member of an Approved Hunting Organisation (AHO) or employee of a hunting industry business which is accredited under this policy to provide Hunter LEAP.
- c. have not, within the last 10 years, been subject to any disciplinary action taken by any AHO regarding their hunting activities, behaviour or conduct.
- d. hold a NSW Restricted Game Hunting Licence or certification of completing the mandatory component of the R-Licence Accreditation Course.
- e. be nominated by the contact person of their accredited Hunter LEAP Provider.
- f. apply to DPI Hunting on the approved form (Form HL-B) and provide a current Working with Children Check and any other documents as requested in the application form.
- g. upon request, provide a criminal history or criminal record check to DPI Hunting.
- h. read, understand and comply with the *Hunter LEAP Trainer's Guide: Training standards and techniques*, and commit to its principles.

3. *Maintaining accreditation with Hunter LEAP*

- a. Hunter LEAP Providers must notify DPI Hunting within 14 days of any circumstance that may give rise to the organisation no longer being compliant with the requirements listed in this policy, such as loss of registration as an Approved Hunting Organisation (AHO) or loss of registration as an Australian business.
- b. Hunter LEAP Providers must notify DPI Hunting of any changes to the name and contact details of the official contact person within 14 days of the change occurring.

- c. Hunter LEAP Providers and Trainers must ensure that a current actively monitored phone number and email address is provided to DPI Hunting for the purpose of effective communication.
- d. Hunter LEAP Providers and Trainers must notify DPI Hunting within 14 days of any change to their:
 - i. street address and mailing address
 - ii. email address
 - iii. telephone contact numbers, and
 - iv. Australian Citizenship requirements.
- e. Hunter LEAP Trainers must notify DPI Hunting of any event that would affect the outcome of their Working with Children Check, Criminal History Check or their ability to maintain membership to an Approved Hunting Organisation.
- f. Hunter LEAP Providers and Trainers must comply with any requests for information from DPI Hunting, such as during an audit and review or other circumstance, within the nominated timeframe.
- g. Hunter LEAP Trainers must retain their accreditation records, either in hard copy or electronically, in a manner approved by DPI Hunting. Completed Accreditation booklets must be returned to DPI Hunting.

4. *Provision of Hunter LEAP educational material and programs.*

DPI Hunting will supply electronic education material to registered Hunter LEAP Partners that:

- a. has been approved as a course pursuant to clause 10 of the Regulation and satisfies the definition of 'adequate training' for the purposes of section 19 of the Act, specifically:
 - i. relevant provisions of the Act, Regulation and the NSW Game Hunting Licence Code of Practice.
 - ii. principles for the safe use of firearms, bows and other hunting equipment.
 - iii. ethics of hunting, including laws relating to trespass.
 - iv. animal welfare issues relating to hunting.
 - v. other matters as the Regulatory Authority considers appropriate.
- b. is a complete training package including course content along with specific guidelines for standards, procedures and learning outcomes.
- c. is developed according to best practice workplace training and assessment principles.
- d. is permitted to be reproduced, copied and printed at their own cost, for the sole purpose of facilitating Hunter LEAP Training packages. Please note some documents are not permitted to be reproduced.

5. *Delivery of education and training under Hunter LEAP*

To ensure consistency and an acceptable standard of delivery, Hunter LEAP Partners must:

- a. read, understand and comply with this policy and any procedures and standards for hunter education and training issued by DPI Hunting.
- b. read, understand and comply with the *Hunter LEAP Trainer's Guide: Training standards and techniques* and the *Hunter LEAP Trainer's Guide: Delivering the R-Licence Accreditation Course*.
- c. read, understand and comply with the specific guidelines for standards, procedures and learning outcomes contained in each Hunter LEAP Training Package, and other documents that set out required standards and procedures.
- d. deliver the material supplied without change unless prior approval has been obtained from DPI Hunting.
- e. only deliver current and approved versions of DPI approved training packages.

6. *Review and audit of Hunter LEAP Providers and Hunter LEAP Trainers*

Reviews and audits will be conducted by DPI Hunting on Hunter LEAP Partners using the following guidelines:

- a. audits will be conducted randomly and will focus on the delivery and record keeping requirements for Hunter LEAP Partners.
- b. Hunter LEAP Partners will be notified of an audit in writing via email
- c. Hunter LEAP audit details and expectations will be explained to Hunter LEAP Partners in the audit notice.
- d. Hunter LEAP Partners must respond to the audit within the nominated timeframe.
- e. Hunter LEAP Partners will be notified in writing of the outcome of any audit and review they have been subject to.
- f. audit records will be retained by DPI Hunting for no more than 10 years.

7. *Suspension or cancellation of accreditation as a Hunter LEAP Provider or Hunter LEAP Trainer.*

- a. Hunter LEAP Partners may have their accreditation suspended when they:
 - i. fail to respond, comply or cooperate with a review or audit conducted under this policy.
 - ii. have a 'non-compliant' audit finding.
 - iii. have been found to be delivering out-dated or un-approved versions of any DPI Hunting course.
- b. Suspended Hunter LEAP Partners may have their accreditation reinstated when:
 - i. they respond to the audit and review information that resulted in their suspension according to policy item 7(a)(ii) and then return a 'compliant' audit result.
 - ii. they have completed the recommended actions from a 'non-compliant' audit report and have then returned a 'compliant' audit result.
- c. Hunter LEAP Partners may have their accreditation cancelled when they:

- i. fail to respond, comply or cooperate with a review or audit under this policy on two separate occasions.
 - ii. fail to comply with actions in a 'non-compliant' audit report within three months.
 - iii. Write to DPI Hunting and advise they no longer wish to be accredited for Hunter LEAP.
- d. Hunter LEAP Partners that have had their accreditation cancelled will not be considered for re-accreditation for three years from the date of cancellation (unless the cancellation was requested by the Partner).

Hunter LEAP Partners that have had their accreditation cancelled may appeal the decision within 30 working days by writing to:

Director DPI Hunting
Department of Primary Industries
Locked Bag 21
Orange NSW 2800

Roles and responsibilities:

Role	Responsibility
DPI Hunting	• Supply materials to the standard required in section 4 of this policy. • Provide audit and other information to Partners according to this policy.
Hunter LEAP Providers and Hunter LEAP Trainers	• Comply with this policy and associated procedures. • Deliver Hunter LEAP education material according to the standards and learning outcomes relevant to each course. • Maintain up-to-date contact information. • Respond to requests from DPI Hunting within the stated timeframe.

Safety considerations:

This policy will enhance the safety and wellbeing of DPI Hunting staff and Hunter LEAP Partners by ensuring that expectations are clearly communicated and that a consistent approach is applied to education and training for hunters.

Delegations:

The Regulatory Authority has delegated the following function to DPI Hunting:

Delegation	Role
Approval of courses of training for grant of game hunting licences.	• Director General, Department of Primary Industries • Deputy Director General, Fisheries • Director, DPI Hunting • Program Leader Licensing, Stakeholders and Education

Definitions:

- **Regulatory Authority:** Secretary of the NSW Department of, Regional NSW, with functions delegated to the Department of Primary Industries Hunting Unit.
- **AHO:** Approved Hunting Organisation as constituted under the *Game and Feral Animal Control Act 2002*.
- **Hunter LEAP:** Hunter Learning, Education and Accreditation Program.
- **Hunter LEAP Provider:** an AHO, hunting industry business or individual that has been accredited by the Regulatory Authority to deliver Hunter LEAP training courses issued and approved by the Regulatory Authority.
- **Hunter LEAP Trainer:** an individual affiliated with a Hunter LEAP Provider that has been accredited to deliver Hunter LEAP training courses issued and approved by the Regulatory Authority.
- **Hunter LEAP Partners:** Collectively all Hunter LEAP Providers and Hunter LEAP Trainers.

Legislation:

- *Game and Feral Animal Control Act 2002*
- *Game and Feral Animal Control Regulation 2022*
- *Firearms Act 1996*
- *Child Protection (Working with Children) Act 2012* (and the related *Child Protection (Working with Children) Regulation 2013*)
- *A New Tax System (Australian Business Number) Act 1999* (and the related *A New Tax System (Australian Business Number) Regulations 1999*)

Related policies:

- POL23/10 Approved Hunting Organisations (AHOs) approval and management.

Superseded documents

- N/A

Contact

Education and Training Team

DPI Hunting

4PSQ, Level 30, 12 Darcy Street

Parramatta NSW 2150

P: 02 9842 8351

E: hunter.leap@dpi.nsw.gov.au

W: www.dpi.nsw.gov.au/hunting