South African Veterinary Council
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Guidelines for monitoring of veterinary and para-veterinary training
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Definitions of terms and acronyms

Assessment
Any form of assessment of a module, including examinations. In this document, assessment refers to both final (summative) and formative assessment of a module.

Council/SAVC
The South African Veterinary Council, used interchangeably with “SAVC”.

Course/Module
Used interchangeably to denote a segment of an academic programme that deals with a particular subject field.

Day 1 Skills
These are the essential knowledge and skills a graduate should have after completing a programme. This represents what the graduate should be able to do on the first day of work after qualification and registration with council.

Programme/Veterinary Programme
A complete academic training programme e.g. BVSc degree, Diploma in Veterinary Nursing, Diploma in Animal Health, Diploma in Veterinary Technology, etc that leads to a professional qualification registered as a profession with the SAVC.

Registrar
The Registrar of the South African Veterinary Council.
Introduction

One of the important functions of the South African Veterinary Council is to monitor the training of veterinary and para-veterinary programmes to ensure that all graduates trained meet the Day 1 Skills of the required profession and are capable of practicing the profession after attaining the qualification. This document provides a guideline for the person appointed as a monitor and to the institution to be monitored to understand the process to ensure effective monitoring of training standards. Each course forms an important building block in developing the knowledge and skills required to practice a profession. Monitors are required to review the study guide, course content and assessment of the module(s) to ensure that the candidates have developed the required knowledge and skills. Although a separate process, monitoring goes hand in hand with Council visitations of veterinary and para-veterinary training institutions. Visitations involve a broad, holistic monitoring of training programmes as opposed to the module-focused approach of monitoring. Information provided during the monitoring of subjects can be followed up during the visitations and vice versa.

The legal basis and requirements to monitor in terms of the Act and regulations

Section 3 of the Veterinary and Para-Veterinary Professions Act, 19 of 1982 stipulates one of the objects of Council is to determine the minimum standards of tuition and training required for degrees, diplomas and certificates entitling the holders thereof to be registered, to practice the Veterinary and Para-Veterinary professions.

Section 20. Qualifications for registration in terms of Act. - (1) (a) The Minister may from time to time on the recommendation of the council prescribe the degrees, diplomas and certificates, granted after examination by a university or other educational institution, which shall entitle the holders thereof to registration in terms of this Act to practice veterinary professions or para-veterinary professions.
(b) Different degrees, diplomas or certificates may be so prescribed in respect of different veterinary professions or para-veterinary professions.
(2) (a) Every university or other educational institution in the Republic granting degrees, diplomas or certificates which are prescribed in terms of subsection (1) shall furnish the council -

(i) annually at the prescribed time with the prescribed particulars relating to the students who are enrolled there for such degrees, diplomas or certificates;

(ii) at its request with full particulars as to the minimum age and standard of general education required of students, the courses of study, training and examinations required of students before such degrees, diplomas or certificates are granted, the results of such examinations conducted by it, and such other particulars regarding any matter mentioned in this subparagraph as the council may require.

(b) If the council deems it expedient, it may designate a person to be present when the examinations for such degree, diploma or certificate are conducted.

(c) A person so designated by the council -

(i) may at all reasonable times enter upon the premises of a university or other educational institution concerned in order to be present when the examinations concerned are conducted;

(ii) shall be afforded all reasonable assistance required by him to enable him to be present when the examinations concerned are conducted; and

(iii) shall report his findings to the council.

(d) The prescribing under subsection (1) of a degree, diploma or certificate granted after examination by a university or other educational institution in the Republic may be withdrawn by the Minister by regulation on the recommendation of the council if-
(i) the university or other educational institution concerned fails or refuses to furnish any particulars requested by the council in terms of paragraph (a) (ii); or
(ii) the council is of opinion that the courses of study, training or examinations required of students before the degree, diploma or certificate concerned is granted, no longer justify the prescribing of that degree, diploma or certificate."

Section 43 stipulates that the Minister may after consideration and approval of any relevant recommendation by Council make regulations regarding the degrees, diplomas and certificates which serves as a prerequisite for the registration thereof in terms of the Act.

Monitoring takes place in two ways:
a) monitoring of individual subjects for each prescribed qualification over a six-year cycle; and
b) visitations, consisting of a team of experts, to training institutions every 5-8 years.
Monitoring reports are made available to the members of a visitation team.

Monitoring programmes are updated annually by the training institutions before submission to the SAVC Education Committee. Monitors are nominated (via the associations and per invitation to the professions in the SAVC Newsletter). The SAVC Education Committee makes recommendations for the appointment of monitors and full Council appoints the monitors.

Before submitting monitoring reports to Council, the training institution is approached to comment on the monitoring reports offering them an opportunity to clarify matters, if required. A subject is re-monitored the following year should a negative report be received.
Monitoring process

Appointment of monitors
Monitors appointed by Council are to be suitably knowledgeable persons (having at least the same qualification as the programme being monitored) who are not concurrently appointed as examiners for, or involved in, teaching the module being monitored, independent of the institution being monitored and having a minimum of 5 years practical experience. Two monitors may be considered where a negative report has been received. The one monitor should be the person who raised the concern and the other an independent monitor. Monitors should be expected to declare any conflict of interest. A monitor will be appointed for a maximum of two to three evaluations. Specialists should be used to assist when problems arise in monitoring.

The Registrar, through the Director of Education, will notify the monitor and confirm the appointment in writing. Council’s intention to monitor will be communicated, in writing, to the institution stipulating the course(s) to be monitored. The “Guidelines for Monitoring” and any other relevant documentation will be made available to both the institution and the monitor.

Monitors are remunerated the Council’s day fee, determined annually by the Council in conjunction with the SAVC Finance Committee, to compensate for lost professional time.

Monitors should be assessed for their suitability by the Education Committee by reviewing reports over time to see if they show any form of bias. Unsuitable monitors should not be utilised in the future.
**Preparation for monitoring**

The monitor must familiarise him / herself with the requirements as stipulated in “Roles and responsibilities of the monitor” in this document. The institution must provide Council with the necessary information and provide the required support to the monitor as stipulated in “Roles and responsibilities of the institution” in this document. Council administration must ensure that the monitor receives the necessary module information timeously and must assist with arrangements to ensure that the monitor attends or has access to the required assessments.

Council administration is responsible for liaison between the monitor and all other parties. Monitors are provided with the regulations pertaining to the under-graduate training of students for the relevant veterinary or para-veterinary profession as well as the Day 1 Skills and/or any other information from Act 19 of 1982 indicating the minimum training requirements for each profession (see Annexure 4).

**After the assessment**

The monitor completes his / her report by filling in the monitor’s report form and submitting it to the Director of Education of the Council. The monitor’s report is sent to the office of the Dean of the relevant institution for comment. The monitor’s report, with the reply from the institution and any additional information, is evaluated by the SAVC Education Committee. The Education Committee will then recommend to the Council to accept the report with/without recommendations for remedial action, if required. The Education Committee then follows up on any recommended remedial action.

The training institution, monitor and Council on Higher Education are informed of the Council decision.

Where two monitors have looked at a subject and the reports differ significantly in findings, a meeting between the two monitors and Administration will first take place, before a collated and agreed on report is sent to the Dean.
The monitors then indicate whether the response is

a) satisfactory, in which case the report is submitted to the SAVC Education Committee for a recommendation to full Council; or
b) unsatisfactory, in which case the SAVC Education Committee, with the support of Council’s administration, must facilitate a meeting between the monitor, module coordinator, relevant head of department, internal and external examiners and the Dean for clarification and discussion of matters of concern. The chairperson of the Education Committee must chair such a meeting and based on the Chairperson’s report of the meeting and relevant documentation, the Education Committee makes a recommendation to full Council on the matter.
c) Where there are only minor issues that need to be addressed, it is done by the institution and reported on to the Committee.
Roles and responsibilities of the institution

Institutions are required to do the following:

1. Submit an annual report on applications and admissions and training.
2. Submit information on the module(s) being monitored.
3. Submit proof of student registration with Council.
4. Assist with arrangements for monitors to attend the final assessment.
5. Report outcomes of monitoring to the relevant institutional structure(s).
6. Take heed of the recommendations of the monitor.

Information on the module(s) being monitored

The Registrar, with the SAVC Director of Education, will notify institutions, in writing and through the Dean’s office, during the preceding year which module(s) is / are to be monitored in a particular year, and will confirm, in writing, the appointment of the monitor(s). Institutions are required to ensure that each department which offers an academic module which is to be monitored, provides the Registrar, through the SAVC Director of Education in writing with the following details at least 45 days prior to the onset of the examinations:

1. Confirmation of the date(s), time(s), venue(s) and format of each assessment or part thereof.
2. A study guide containing learning outcomes, curriculum breakdown, an outline of the course and an assessment plan.
3. The lecturers involved in the course and their relevant qualifications.
4. All study material.
5. Log books (where applicable).
6. The timetable allotted to each facet of the course.
7. Practical and/or clinical exposure during the course indicating the procedures the student is expected to be able to carry out.
8. The number of clinical cases seen during the study time span of the student group being monitored (where applicable).
9. The type and frequency of assessment carried out and the basis of mark allocation and weighting thereof.
10. The lecturer:student ratio during each facet of the course.
11. Any other relevant information/material.

The modules are monitored in the final year of assessment where a particular subject field is offered over more than a year or semester. All materials pertaining to the development of modules for a particular subject field, where applicable, should be provided as outlined above.

**Proof of student registration with Council**
As Section 22 of the Act is prescriptive that all students enrolled for qualifications that lead to automatic registration are to be registered with Council in terms of this Act, the training institutions must present proof of registration with Council of all students.

**Access to final assessments**
Monitors are required to evaluate the final (summative) and formative assessment of the module(s) for the year it is being monitored. Institutions should ensure that the following is provided to the monitors:

1. All test papers (formative assessments) completed for the class and year being monitored, that constitute the year mark.
2. The final exam paper(s) undertaken in the same course/module for previous two years.
3. In the case of a written examination, upon completion of the assessment, the marked scripts (minimum of 10% of the papers), question paper and memorandum.
4. In the case of oral and / or practical examinations, arrangements for the monitor to attend at least 25% of such examinations.
5. A hard copy of the mark sheet including year marks, examination marks and final marks.

6. A clear indication of which marking was done by the internal, external examiner and/or moderator and how the marks were calculated.

**Reporting of outcomes of monitoring**

Institutions are to ensure that the outcomes of monitoring are properly reported in the higher structures of governance of the institution e.g. Faculty Board and/or University Senate.
Roles and responsibilities of the monitor

Consequent to the decision by Council to monitor selected examinations in the undergraduate curricula annually, Council decided on 14 July 1986 that the responsibility of the monitor would entail “the analysis of the course content and the monitoring of the examinations” to ensure that the graduate of a programme is able to practice the profession they have enrolled in. The monitor should ensure that the assessments are fair and test/demonstrate the required knowledge and skills to practice a profession. Factors to consider in the fairness of an examination are the difficulty, the amount of syllabus covered, the covering of critical information, repetitive nature of questions, the marking by examiners and the correctness of marking. The module assessed should cover the required skills/knowledge in the Day 1 skills of the profession. The role of monitor is to evaluate the ability of the institution to teach a course to the required level for a profession and to ensure that students have adequately mastered the skills/knowledge for profession once they have passed a course in terms of Day 1 skills.

The following aspects should be considered when monitoring:

a) the syllabus and core notes (please note that the intention is not for the monitor to do a complete review of the syllabus, but rather to satisfy himself/herself that the course content is relevant and kept up to date);

b) how students can recall/use information;

c) the practical skills of students (and real-world expectations) including log books, where relevant; and

d) The market’s requirements of the qualification should be kept in mind.

The council will remunerate the monitor for their services. The council will cover reasonable costs incurred for the monitoring to take place. This includes transport (travel costs or airline tickets), accommodation, if required and courier fees for examination papers. All costs need to be approved by the SAVC Director of Education before they will be covered.
On submission of the completed monitoring report form, the monitor will receive a claim form. The signed claim form should be returned to the SAVC Director of Education.

The role of the monitor

Monitors are expected to comply with the following requirements:

1. Acquaint themselves with the details of the relevant module(s) to be monitored by them. Course details will be made available from the council’s office at least 45 days prior to the onset of the examination.

2. Log books should cover the practical skills required by the profession.

3. Attend at least twenty-five (25) % of the oral / practical component of the examinations.

4. Evaluate at least ten (10) % of the written answer sheets. The 10% selection should be made at random from top, bottom and average performers. If the examination is purely in written form, the monitor is not required to attend the examination. The examination papers and other relevant documents will be forwarded to the monitor after the institution has completed its handling of the examination.

5. Preferably attend the discussion at the conclusion of the oral / practical examination to ensure a fair and transparent process.

6. The monitor may discuss any queries or issues with the module coordinator/examiners at this point in time if they wish to. Should the outcome of such discussions not be satisfactory, the head of department may be engaged. If the issue becomes confrontational then the monitor can withdraw from the discussions and the concerns should be raised in the report. Any issues discussed (resolved or unresolved) should be detailed in the monitor’s report. The monitor can also choose to submit a report directly to Council and the Council will respond accordingly. The Chairperson of the SAVC Education Committee will engage the institution and try to resolve any issues related to a monitor’s report that are raised by the institution or the monitor. The full SAVC Council will be the
final arbitrator and appeal body in any disputes that arise between a training institution and a monitor’s report.

7. Complete and return to Council the monitor’s report form within 60 days of receiving the required information such as examination papers and mark sheets. The monitor will only be remunerated once the report has been submitted to council.

8. The monitor **may not participate** in the assessment of students, as the examiners are appointed by the institution in terms of the laws and/or rules and regulations governing the institution. The monitor should ensure that the students are fairly evaluated and the marks allocated by examiners are fair. The monitor is evaluating the process of the examinations and **not** the students.

9. Monitors should acquaint themselves with the minimum standards of training and Day 1 skills for the applicable profession.

10. The consequences of below average performance should always initially be remedial in nature. The monitor is invited to suggest such remedial action. The time allowable for an institution to rectify a problem should be indicated by the monitor.

11. Understanding of the challenges experienced by training institutions should be commented on.

12. Monitors are encouraged to give comments and input that are not directly related to Day 1 skills or minimum standards.

13. Monitors are invited to give comments on the curriculum which may be of benefit to the institution concerned.

14. If a monitor would like to acknowledge exceptional performance this should be noted in the comments.
The monitor’s report

The monitor’s report is attached as Annexure 1: Monitor’s Report Form. The structure of the report is summarised as follows:

Section 1: General information

- Monitor’s details
- Information pertaining to the institution, details of the module being monitored, and details of the type of assessment
- Confirmation that all necessary documentation was received and perused
- Overall evaluation

Section 2: Module evaluation

- Methods of assessment
- Quality of questions
- Marks correlation
- Compliance with minimum requirements of the Act (tabulated curriculum or Day 1 skills)
- The monitoring assessment form requires a simple yes/no answer to each question. The monitor should expand where an institution fails to achieve a positive answer. The following should also be indicated in the comments:
  - Is the concern major or minor?
  - Should the subject be re-monitored the next following year?
  - Any recommendation to attend to the issue
- Not applicable - when the point is not relevant to evaluation

Section 3: Additional information

- Detailed report on unfavourable findings
- General comment (optional)
ANNEXURE 1

Monitor’s Report Form
SOUTH AFRICAN VETERINARY COUNCIL

REPORT ON EXAMINATIONS
BVSc

NB: REPORT TO BE SUBMITTED IN TYPED FORMAT

MONITOR'S NAME: ________________________________________________________

MONITOR'S E-MAIL ADDRESS: ____________________________________________

MONITOR’S TELEPHONE/FAX NUMBER: _____________________________________

UNIVERSITY:

DATE (S) OF EXAMINATION: ______________________________________________

SUBJECT: __________________________________________________________________

SUBJECT CODE: ______________________ YEAR: ____________________________

FORMAT OF EXAMINATION: Specify –

Please indicate which of the following processes were used to evaluate the candidates:

<table>
<thead>
<tr>
<th>Computer Based Examination (CBE)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Examination</td>
<td></td>
</tr>
<tr>
<td>Oral/Practical Examination</td>
<td></td>
</tr>
<tr>
<td>Other – please specify</td>
<td></td>
</tr>
</tbody>
</table>

Note: The subject is to be monitored in the final year of assessment. The subject is to be monitored and not the candidates.

MONITOR’S REPORT

If you answer No to any of the questions below, state briefly your reasons and any immediate steps that should be taken to remedy the inadequacies on the lines provided. You may also include a typed report not exceeding one A4 sheet annexed to this form. You are welcome to elaborate on positive impressions.

GENERAL (Circle Yes or No)

1. Have you received and been through the syllabus (study guide) provided?

   Yes / No

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________
2. Did you receive the information on the study material, the course outline and outcomes as well as assessment of the subject offered in the “development” years?
   Yes / No

3. Do you understand how the students’ year mark and final marks were allocated including the practical component of a course, if applicable?
   Yes / No

4. Do the course objectives meet the minimum standards for registration requirements (Day 1 skills)?
   Yes / No

5. Were you exposed to enough of each component of the examination to make a fair assessment?
   Yes / No
6. If applicable, was the Department co-operative with you as a monitor?
   Yes / No

7. Was an external examiner appointed for the examination?
   Yes / No

8. In your opinion have students been passed that should have failed or vice-versa?
   Yes / No
   *(Please read and answer question 8 above carefully.)*

9. Judging from the examinations and your knowledge of the course, are syllabus and course objectives sufficiently broad-based and suitable for students wishing to pursue a career in the profession/para-veterinary profession?
   Yes / No

10. Can you suggest any improvements or changes to the curriculum that would keep these courses up to date and in line with expectations of the profession?
METHODS OF EXAMINATION (Circle Yes / No)

1. Are the methods of examination appropriate to the syllabus?
   Yes / No

2. Is the method(s) of examination appropriate to test the student sufficiently broadly in the course content?
   Yes / No

3. Are the questions relevant to the curriculum/study guide(s) and fair to the students?
   Yes / No
4. Was the examination appropriately formulated to adequately test the knowledge of the students including an adequate degree of difficulty to test the depth of knowledge students will have?

Yes / No
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. For subjects involving **practical** work during the year:

Were log books made available for the assessment of the practical component?

Yes / No
________________________________________________________________________
________________________________________________________________________

6. Were the procedures in the log book appropriate for the required skills outcome?

Yes / No
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Did all the students complete the essential / required practical component for the course?

Yes / No
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**GENERAL ASSESSMENT**

1. Do the marks awarded correspond closely to the monitor’s assessment for each student or sample of students?

Yes / No
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
2. Do the examination marks correspond closely to marks awarded during the course of the year?  
Yes / No  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

3. Does the final mark reflect a fair proportioning of examination and year marks?  
Yes / No  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

4. Overall, is the course content and standard of training and evaluation adequate for the purpose of entitling the holder of the qualification to register as a veterinarian/para-veterinary professional?  
Yes / No  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

5. Are there any changes (additions / deletions) to the Day 1 Skills that should be made to ensure that the students meet the minimum requirements for their chosen profession?  
Yes / No  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________
6. Is there any aspect you became aware of during this evaluation that you feel could have a significant impact on the training of students and result in students not meeting the Day 1 skills requirement?

Yes / No

If you answered Yes to above question – please provide any information that you feel is relevant with a possible course of corrective action that should be taken.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have referred to the SAVC Day 1 skills as supplied by the SAVC Administration when conducting the monitoring.

Signature: _____________________________ Date: _____________________________
ANNEXURE 2

Form: Annual Report from Institution
ANNEXURE 3

Form: Institution’s Report on Applications and Admissions for the Academic Year
ANNEXURE 4

Regulations on Minimum Training
ANNEXURE 5

Day 1 Skills