

HCV Resource Network

Syllabus for HCV Assessor Training Courses

Guidance for Training Organisations

Introduction

The High Conservation Value Resource Network (HCVRN) HCV Assessor Licensing Scheme (ALS) has been developed in order to improve assessor competence and to ensure consistent implementation of the High Conservation Value (HCV) approach. The ALS is aimed at professionals seeking to lead HCV assessments.

Successful completion of an HCV Assessor Training Course is one of the requirements needed before a licence will be issued. This training course aims to ensure that prospective licensed assessors obtain a minimum level of understanding of the ALS procedures and good practice guidance needed to competently lead an HCV assessment. This syllabus presents the minimum content requirements that trainers must follow to develop and deliver an HCV Assessor Training Course that meets ALS licensing requirements.

Use of this syllabus

HCV Assessor Training Courses can be developed and delivered by any training organisation, subject to their recognition by the HCVRN. Courses may vary in structure, however, trainers must commit to following the core content requirements detailed in this syllabus¹.

Course objectives

To train HCV assessors who plan to apply to the HCVRN ALS, by:

- a. Developing participants' expertise on HCV interpretation and identification through classroom work on ALS procedures and practical aspects of HCV assessments.
- b. Providing participants with in-depth knowledge of the latest HCV guidance for HCV assessments as per the HCV Assessment Manual, and clarity on the role and responsibility of the HCV lead assessor.

¹ The HCVRN is not responsible for the final structure and contents of the courses offered by individual training organisations. This syllabus is however freely available to trainers and participants alike, and the HCVRN welcomes any feedback.



Document ID	ALS_06_A	ENGLISH
Date	24/08/2015	

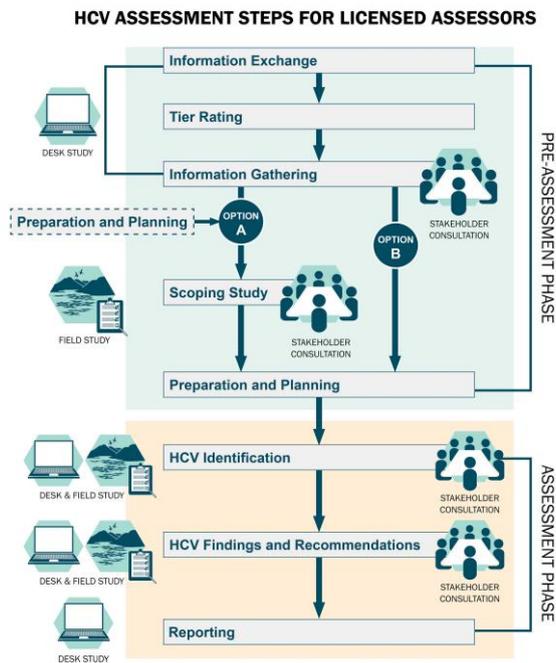


Figure 1 HCV assessment steps

Course requirements and recommendations

Training organisations recognised by the HCVRN commit to following the course requirements and to consider the recommendations concerning content, participation and evaluation. Requirements are indicated below by **bold text** and in the following section.

Course content needs to be closely based on the HCV Assessment Manual, including use of Figure 1 in the manual to plan the modules. It is also mandatory that the course use a detailed case study, in a context relevant to the country or region where the participants are likely to be conducting HCV assessments. This will allow the participants to go through the steps involved in an HCV assessment and apply some of the concepts and procedures from the HCV Assessment Manual.

Participant profiles: The participants should already be familiar with the HCV approach and most if not all of them should have already been team members, or even

team leaders, of HCV assessments. This will facilitate peer to peer learning. **Participants must have relevant experience in biodiversity, ecology, community livelihoods, anthropology, GIS and conservation planning, natural resource auditing and management, social and environmental impact assessment,** among other subjects.

Number of participants: No strict requirement, but a classroom of 6-10 appears the ideal size for this type of course in order to ensure each participant has the opportunity to ask questions and get responses that will guarantee the highest level of understanding. It also enables course instructors to identify more readily subject areas or participants that require greater attention for specific groups of trainees. It may also be possible to run the course with a larger group – if it can be effectively divided into subgroups for working on the case study. However, a larger group size would have implications for the number of trainers needed to deliver the course as well as the venue which should provide sufficient space for small groups to work effectively. Additional time for plenary feedback and discussions would also be required.

Teaching methods: **Courses must be face-to-face and interactive.** Courses may also include some independent pre-course learning and post-course write-up (see evaluation methods). Trainers are encouraged to use a combination of lecture modules (presentations), group exercises, simulations, discussion and role plays.

Course duration: No strict requirement, but given the multiple steps involved in an HCV assessment, and the intended emphasis on interactive learning, the HCV Resource Network suggests approximately five days.

Number of trainers: No formal requirement, but two trainers for a class of six to ten participants is recommended. **For larger groups, a ratio of no more than 5:1, participants to trainers, must be maintained.**



Document ID	ALS_06_A	ENGLISH
Date	24/08/2015	

Topic	Module	Detail	Suggested teaching method
HCV background	The HCV approach (historical context, current uses, the HCVRN)	<ul style="list-style-type: none"> • Origin and main uses of the approach • Origins, aims and governance of the HCV Resource Network 	<ul style="list-style-type: none"> • Presentation
ALS introduction	The ALS process	<ul style="list-style-type: none"> • Overview of ALS – based on Figure 1 in HCV Assessment Manual 	<ul style="list-style-type: none"> • Presentation • Group sessions
HCV assessor and assessment process	The HCV Assessor Code of Conduct	<ul style="list-style-type: none"> • What makes a good assessor (the behaviour and ethics expected from a licensed assessor) 	<ul style="list-style-type: none"> • Presentation • Group activity “What makes a good assessor?”
	The HCV Assessment Process	Overview of the assessment process (steps) and high-level overview of best practices at each step in the process (e.g. consultation, commitments to best possible data, precautionary approach, explicit decision making, explicit mapping etc.)	<ul style="list-style-type: none"> • Presentation
The following topics are arranged according to HCV assessment steps (Figure 1)			
1) Information exchange	Considering context and potential impacts, and categorising the project as Tier 1 or Tier 2	<ul style="list-style-type: none"> • The HCVRN project assessment matrix and how to use it • Conditions associated with different levels (Tier 1 vs. Tier 2) 	<ul style="list-style-type: none"> • Presentation • Group discussions
2) Tier rating			
3) Information gathering	Desk-based pre-assessment study (objectives, information needs, good practice)	<ul style="list-style-type: none"> • Information required: the information needs checklist, guidance, and how to use it • How and where to get information • Determining the need for a Scoping study 	<ul style="list-style-type: none"> • Presentation • Case study • Group activity
4) Determining need for a scoping study			
5) Scoping study			
6) Preparation and planning	How to identify data gaps and address them	<ul style="list-style-type: none"> • The HCV Assessment Manual checklists and how to use them • Recognising data gaps that will require field surveys and which surveys will address these • 	<ul style="list-style-type: none"> • Presentation • Case study • Group activity
Preparation and planning cont'd	The logistics of an HCV assessment (including budgeting time and resources)	<ul style="list-style-type: none"> • Recognising and addressing potential difficulties with the site (access, topography, etc.) • Using the scoping study results 	<ul style="list-style-type: none"> • Presentation • Case study • Group activity



Document ID	ALS_06_A	ENGLISH
Date	24/08/2015	

		<ul style="list-style-type: none"> • Budgeting time and resources • Forming the assessment team 	
7) HCV Identification	Using maps and geographical data	<ul style="list-style-type: none"> • Data available • Topics could include: spatial and temporal resolution and accuracy • Groundtruthing 	<ul style="list-style-type: none"> • Presentation
HCV identification cont'd	Data gathering and field survey methods	<ul style="list-style-type: none"> • Survey design, choice of methods • Statistical relevance/robustness of the expected results, representativeness • Key outputs 	<ul style="list-style-type: none"> • Presentation
HCV identification cont'd	The stakeholder consultation process	<ul style="list-style-type: none"> • Local stakeholders vs. various experts/NGOs: levels and nature of information available • How to approach different stakeholders for which purpose, group consultation vs. individual interviews • When to use consultation • Which information to share: transparency vs. confidentiality • The HCV Assessment Manual – requirements for documenting the consultation process 	<ul style="list-style-type: none"> • Presentation • Case study • Role play
HCV identification cont'd	Interpretation and identification of the 6 HCV categories	<ul style="list-style-type: none"> • The HCV Common Guidance: definitions and interpretation. • National Interpretations: what information do they contain and how to use them • The HCV Assessment Manual • Robustness and credibility of the conclusions drawn 	<ul style="list-style-type: none"> • Presentation • Case study
8) Decision making	Developing a draft spatial conservation plan	<ul style="list-style-type: none"> • Combination and cross-reference of the data gathered to locate HCV areas • The HCV Assessment Manual 	<ul style="list-style-type: none"> • Presentation • Case study
Decision making cont'd	Providing preliminary management and monitoring recommendations	<ul style="list-style-type: none"> • Responsibilities of the assessor • Common Guidance on HCV Management and Monitoring • Threat assessment 	<ul style="list-style-type: none"> • Presentation • Case study • Role play



Document ID	ALS_06_A	ENGLISH
Date	24/08/2015	

9) Reporting	Reporting requirements	<ul style="list-style-type: none">• The HCV Assessment Manual• Report templates (full report and summaries)	<ul style="list-style-type: none">• Presentation• Case study• Public summary
---------------------	------------------------	--	--

Participant Evaluation

Recommendations and requirements for participant evaluation include:

- Pre-test – based on reading of the ‘Common Guidance for HCV Identification’
- Participation throughout the course during discussions, punctuality, etc.
- Exam – brief final exam based on modules (contents of the HCV Assessment Manual, possibly including simulation studies)
- **Each participant must produce a “mock” Public Summary report of the course case study. This brief written report should use the ALS Public Summary Template and be completed individually.** In the interest of time, it is recommended that the report be submitted to the trainers after the course (e.g. up to two weeks later). This requirement is important because course participants can now submit their “mock” public summary reports as part of their application to become a HCVRN ALS licensed assessor. The “mock” public summary report may be counted as one of the three HCV assessment experiences required as part of the application process.

Training organisations must develop and maintain systematic, verifiable records of participants and their performance as the HCVRN will verify with training providers whether or not course participants were successful as part of the application review process.

Upon successful completion of the training course, training organisations must provide participants with a unique reference number (format to be provided by the ALS Quality Manager). This may be done by providing successful participants with a certificate or letter as proof of their successful completion of the course. There will not be an official endorsement of the participant’s completion of training by the HCVRN, nor should any HCVRN or ALS logo be used on any certificate or letter without prior approval by the HCV Resource Network Secretariat (secretariat@hcvnetwork.org).

Resources

HCVRN documents

The documents listed below should be used during the course and referred to by the trainers and can be recommended as preliminary reading to the participants.

- **Good practice:** The ‘Common Guidance for HCV Identification’ and the ‘Common Guidance for HCV Management and Monitoring’
- **More normative and contains requirements for assessors:** The HCV Assessment Manual and supporting documents (e.g. checklists, report templates)

Trainers must ensure that their materials are up to date and in accordance with the HCVRN ALS controlled documents.

Case study documents

For the simulated case study, participants should be encouraged to use or be provided with the types of reference literature recommended in the HCV Common Guidance for HCV Identification and the HCV Assessment Manual, e.g. conservation reports, academic papers, lists of endangered species, other web based resources, especially spatial ones.

For more information about the HCV Assessor Licensing Scheme please contact secretariat@hcvnetwork.org

HCV Resource Network Limited | T: +44 (0) 1865 522279 | info@hcvnetwork.org | www.hcvnetwork.org

HCV Resource Network Limited is a registered company in England and Wales (no. 9710578)