UKACT & KEEP

UK ANIMAL CARE TECHNICIANS

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INTRODUCTION TO KEEP

The KEEP programme is the UK's first official Zookeeper Exchange Programme, offering keepers the chance to spend several days at different collections. This unique opportunity helps you build new skills, expand your animal husbandry knowledge, and gain valuable hands-on experience. UKACT and KEEP are now working together to bring the same level of unity to Educational Facilities.

HOW KEEP AND UKACT ARE WORKING TOGETHER

UKACT and KEEP are now working together to bring the same level of unity to Educational Facilities. UKACT are helping to facilitate a technician exchange programme which we hope would give people working within educational facilities the chance to see how others in the field conduct their day to day work in the hope to create a more collaborative and unified sector.

UKACTS RESPONSIBILITY

UKACT will review and approve any placement adverts to then be uploaded onto the UKACTKEEP website.

UKACT will send all applications to the hosting establishment for review after the closing date.

UKACT will be responsible for helping connect the applicant with the hosting establishment, ensuring documents and references are obtained and providing both participating with the information needed for placement and UKACTs records (DBS certificates and exchanging of public liability insurances).

UKACT will request footage to be obtained during placement so this can be displayed on our social media platforms and our UKACTKEEP website.

UKACT will contact the visiting participant to provide feedback on their experience and how this has benefitted their current collection.

UKACT will provide a certificate of completion to the visiting participant.

GRIEVANCES

If, in the unlikely event, that there is a grievance to be raised by either participant regarding the exchange programme this needs to be formally submitted in writing to info@ukact.org with the subject title GRIEVANCE UKACTKEEP. This will then be forwarded to the corresponding responsible council member who will be in touch. Statements and additional information may be sought from each participant by the UKACT council.

HOW TO QUALIFY FOR TO TAKE PART IN THE EXCHANGE PROGRAMME

In order to qualify to take part in a UKACTKEEP programme the following stipulations need to be adhered to;

Hosting establishment

- Hold a membership at UKACT or be named on the organisation membership where you are employed.
- Authorisation, in written format, for establishment to take part in programme. This can be from HR, Line Management or Principle.
- Authorisation from HR, Line Management or Principle for collection to be posted on UKACTs social media.
- Provide details of companies public liability insurance.
- Provide details of risk assessment for visitors / work experience on site.

Visiting participant

- Hold a membership at UKACT or be named on the organisation membership where you are employed.
- To be employed full time or part time for a minimum of 1 year within the educational establishment currently a member of staff at.
- Provide details of line manager and HR department so UKACT can apply for references to confirm the above from.
- Provide details of DBS certificate.
- Provide details of companies public liability insurance.
- Agreement to provide a review to UKACT which can be posted on social media platforms.

RESPONSIBILITIES AND EXPECTATIONS OF THOSE TAKING PART IN UKACTKEEP

Both parties participating in UKACTKEEP, although not entering into a contract, need to be aware that there is a certain level of expectation to be upheld by both parties.

Hosting establishment

- Ensure there is an assigned member of staff to work with and support the participant throughout the placement.

- Ensure there is good communication leading up to the placement with both UKACT and the participant (to include any travel advice, site entrance, where to meet, advice on clothing PPE, break facilities, parking).
- Ensure participant feels included and communicated with throughout the day.
- Be mindful that participant is a visitor who does not necessarily know the working practices of the hosting facility. Communication and support is needed surrounding these and for the placement to be successful and beneficial to both parties.
- All communication needs to be clear, polite and professional. Grievances raised through the correct means through UKACT.
- Communication with UKACT is needed post-placement for feedback.

Visiting Participant

- Ensure good communication leading up to the placement so you are fully aware of all information necessary for you to start and feel comfortable on placement.
- Ensure good communication during placement and be mindful that you have applied to this placement to learn and be engaged.
- Be mindful that you are a visitor on site and adhere to any placement policies, instructions and guidelines whilst on placement.
- All communication needs to be clear, polite and professional. Grievances raised through the correct means through UKACT.
- Communication with UKACT is needed post-placement for feedback.

DISCLAIMER

I have read, understood and will adhere to the information in this document.

Name _____

Date _____

Signed _____