**YBKA Basic assessment process 2019**

**2019 Step by Step Process**

1. Local Education Officer liaises with local members, who have kept bees for one full year & completed an Association beginners course
2. Candidates complete an application form (downloadable from BBKA website) & sends this to their Local Education Officer
3. Local Education officer collates forms & send with cheques to BBKA :

BBKA address:

Education, National Beekeeping Centre

Stoneleigh Park

Kenilworth

Warwicks

CV8 2LG

N.B. Payment can be made over the phone to BBKA, though forms still need to be sent. The bottom part of the form acts as a receipt which BBKA will send back to the Local Education Officer, so it’s important this is filled in correctly with correct candidate, Education officer and Basic assessment highlighted.

1. Local Education Officer, confirms a summary of above (numbers & names of candidates) to Elaine by email at [education@ybka.org.uk](mailto:education@ybka.org.uk)

This is important in case of small numbers – see below

1. Local Education officer to liase with Elaine, if there are only up to 2 candidates who want to take the Basic, she will endeavor to link them to another Association assessment.
2. If 3 or more candidates, agree a date for the Assessment with the candidates. Assessments to be completed by 31st August, the last date for receipt of applications by BBKA is 31 July. Group candidates together to minimize the number of Assessors. Usually an Assessor can handle 3 and up to 5 maximum in one day. Any more, requires more than 1 Assessor and you may wish to spread across more than 1 date.
3. Local Education officer arranges assessment(s) using an Assessor(s) on the approved BBKA Yorkshire list. Assessors must be chosen who are not a member of the local association and do not know the candidates.
4. The ideal apiary is one owned by the Local Association, or the Assessor’s, or a Member with known quality hives (not the Candidate(s). You’ll also want to consider how many assessments / Assessors are needed based on the number of hives in the chosen apiary and candidates.
5. Local Education Officer completes the Assessor form(s) to confirm candidate names, apiary address & dates & **sends this direct to the Assessor to allow them to claim travel expenses and Elaine** (for records and matching results / certificates to candidates) at [education@ybka.org.uk](mailto:education@ybka.org.uk)
6. BBKA will write to Elaine with the results, who will communicate these & send their certificate to the Local Education Officer for presentation at an Association meeting