

Apprenticeship standard (England only)




# Equine Groom (Non-Riding)

Industry: Land-based

City & Guilds code: 9044-22

LARS number: 263



-  **Typical duration: 12 months**
-  **Maximum funding: 7 (£5,000)\***
-  **Level 2**

\*Funding bands from August 2018

**On-programme learning:** Available

**End-point assessment (EPA):** We are applying to be on the register of end-point assessment organisations

Apprentices will be entering a vocational industry, where they can expect to handle and work with a variety of horses in different working environments. They must adhere to safe working practices, be prepared to work in all weather conditions and in out of hours situations. They will be required to have dedication, commitment and the physical and mental toughness to cope with the rigours of the role.

The equine groom occupation requires competent individuals who are committed to the safety and welfare of the horses in their care. The apprentice will use knowledge, understanding, practical experience and empathy to maintain the horses' physical and psychological well-being within a safe working environment. This is a practical, hands-on occupation where apprentices will work under supervision individually or as part of a diverse team. As well as providing essential day-to-day care, they will be involved with feeding, grooming, cleaning equipment, handling, preparing, exercising the horses and carrying out routine yard duties.

## City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



### Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



### Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



### Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



### Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

# The City & Guilds Equine Groom (Non-Riding) apprenticeship

## The apprentice journey



### 1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

## 1 On-programme: what apprentices need to learn

Apprentices need to complete 20% off-the-job training during on-programme and specific rules govern this vital element. You can track and authorise the 20% through our e-portfolio, Learning Assistant. Apprentices need to know:

### Knowledge

- Stock rotation and maintenance and storage of supplies and equipment.
- What is involved in maintaining an establishment and how this can be organised.
- An awareness of customer needs and how this can influence customer care.
- Appropriate office duties including answering the telephone, processing information and basic IT system and skills used in the workplace.
- The benefits and practice of lunging and the equipment involved.

### Skills

- Assist with storage of supplies and stock rotation.
- Contribute to the organisation and maintenance of establishment.
- Engage with customers and identify their needs.
- Assist with appropriate office duties including answering the telephone, processing information and use workplace IT systems.
- Contribute to yard based records including passports, vaccinations, worming, farriery, dentistry etc.
- Assist and support riding grooms and provide non-ridden exercise regimes.
- Prepare for and lunge a horse for exercise in an enclosed area according to instruction.

## Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content. We also have:



### Learning Assistant

Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of their apprenticeship standards by tracking apprentices' progress online in real time. And helps authorise and evidences 20% off-the-job learning.



### Guidance documents

Guidance for apprentices and training providers to help prepare the apprentice for their end-point assessment will be available on the City & Guilds website.

### Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: [cityandguilds.com/functionalskills](https://www.cityandguilds.com/functionalskills)

# The City & Guilds Equine Groom (Non-Riding) apprenticeship



## 2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



## 3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



## 4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

## 2 Gateway

To move on to end-point assessment, the apprentice must show evidence of the relevant knowledge, skills and behaviours as defined in the apprenticeship standard, achieved maths and English (Level 1) and taken the test for Level 2 functional skills.

## 3 End-point assessment (EPA): how apprentices demonstrate their learning

End-point assessment is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor and the grades available are fail, pass or distinction. Assessment methods for this standard are:



### Knowledge test

50 multiple choice questions.

Duration: one-hour 15 minutes.



### Practical observation

A structured event in which the independent end-point assessor will observe the apprentice carrying out their day-to-day role in the workplace or simulated working environment.

Duration: one x five-hour day .



### Professional discussion supported by portfolio evidence

A 60-75 minute structured discussion between the apprentice and their independent end-point assessor. This will explore evidence for areas of the knowledge, skills and behaviours from the standard that have not been assessed in the knowledge test or practical observation or areas that require further clarification. This will also provide the opportunity for the apprentice to use the evidence from their portfolio to illustrate their professional competence.

## Our resources and tools that support end-point assessment

We're applying to be on the register of end-point assessment organisations and our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.



### EPA preparation tool

Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they're sent free access details once they're registered with us for EPA.



### EPA team

Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.



### EPA pack and guidance

Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.



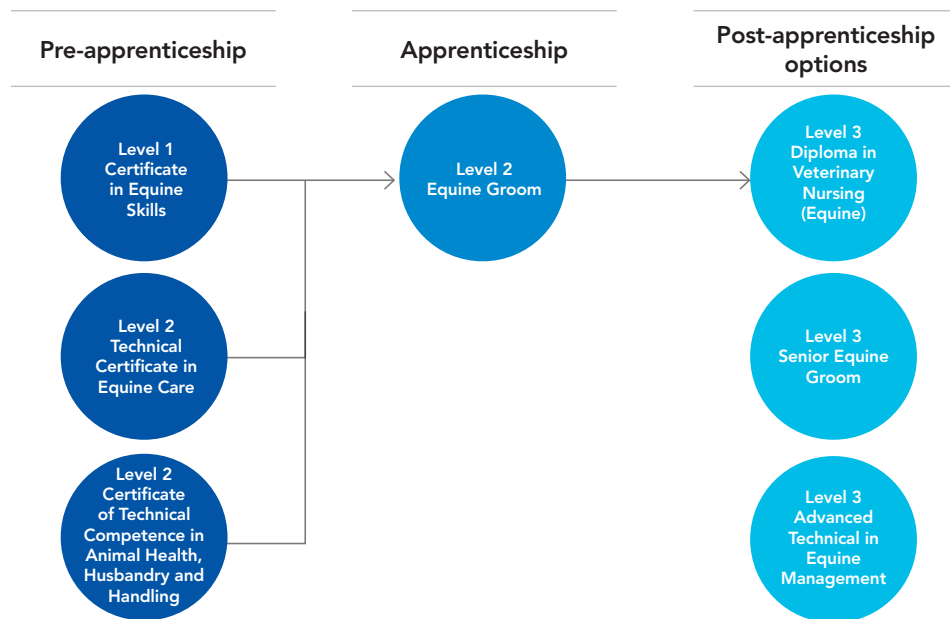
## 4 Apprenticeship certification

The apprentice will receive their Institute for Apprenticeships (IfA) apprenticeship certificate. Apprentices that complete a City & Guilds EPA will receive a City & Guilds statement of achievement for end-point assessment.

# The City & Guilds Equine Groom (Non-Riding) apprenticeship

## Progression in the Land-based industries with City & Guilds

This apprenticeship is part of our wider offering in the Land-based sector. We provide the following opportunities.



This apprenticeship standard was developed to meet the needs of employers and designed with input from an employer group including: Trent Park Equestrian Centre, Abbotsholme Stud Ann Duffield, Badsworth + Bramham Moor Hunt, Beccy Broughton Equine UK, Berkshire Riding Centre Ltd., Blue Cross, Borland Quarter Horses, Brampton Stables, Bransby Horses, Catherston Stud, Checkendon Equestrian Centre, David Griffiths Racing, Ed Dunlop Racing Ltd., Girsonfield Stud, Halefield Stud, Hole Farm Trekking, Horsecworld, Ingestre Stables, Household Cavalry, James Moffatt, Jedd O'Keeffe Racing, Jo Bates, John Quinn Racing, Judy Harvey Equestrian, Kings Troop Royal Horse Artillery, Iluest Horse & Pony Trust, Mcgran Eventing, Michael Dods Racing, Minta Winn Carriage Driving, Mount St.John, Newstead Stables, Nick Kent Racing, North East Driving Association, Polo Permits, Redwings Horse Sanctuary, RSPCA, Severnvale Equestrian Centre, Sheepcote Equestrian Services, Spring Farm/Di Lampard Equestrian, Summerhouse, Tall Trees Racing Ltd., The Donkey Sanctuary, The Horse Trust, The National Stud, The Talland School of Equitation, The Thoroughbred Rehabilitation Centre, Tim Easterby Racing Tony Coyle Racing, Tracey Newman Equestrian Training, Wellington Riding School and World Horse Welfare.

## How our offer supports you:

### Supportive payment structure

When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

### Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

### Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

### Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.



### More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com) to find out more.

Or visit [cityandguilds.com/apprenticeships](https://www.cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services.