

City & Guilds Level 2 Diploma in Saddlery (0084-21)

Version 1.2 (June 2026)

Qualification handbook

Qualification at a glance

Subject area	Land-based Services (Equine)
City & Guilds number	0084
Age group approved	16+
Entry requirements	N/A
Assessment	Practical Observation, Knowledge Test
Grading	Pass/Fail
Approvals	Fast track approval
Support materials	Sample assessments, Assessment guide, candidate pack
Registration and certification	Consult Walled Garden for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT	Credit Value
City & Guilds Level 2 Diploma in Saddlery (Bridle)	0084-21	600/0256/6	305	390	39
City & Guilds Level 2 Diploma in Saddlery (Harness)	0084-21	600/0256/6	285	370	37
City & Guilds Level 2 Diploma in Saddlery (Saddle)	0084-21	600/0256/6	291	370	37

Version and date	Change detail	Section
1.1 March 2022	TQT and GLH clarified and highlighted Added 'City & Guilds' to front cover and qualification titles Deleted references to QCF Updated City & Guilds office address	1 Throughout
1.2 June 2026	Update to new QHB template	Throughout

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1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	These qualifications are designed to assess the ability of candidates in saddlery craft skills at an intermediate level. It is anticipated that they will be used by students completing a course of training at an assessment centre or by those currently employed in the trade and seeking recognition of their abilities.
What do the qualifications cover?	These qualifications replace the 4744-02 Level 2 Certificate in Saddlery – Saddle Making (100/3518/7), 4744-12 Level 2 Certificate in Saddlery – Harness Making (100/3518/7), 4744-22 Level 2 Certificate in Saddlery – Bridle Making (100/3518/7) which expired on 31/03/2011.
What opportunities for progression are there?	On completion of these qualifications candidates may progress into employment or to the following City & Guilds qualification: • 0084-31 Level 3 Diploma in Saddlery.

Structure

To achieve the City & Guilds Level 2 Diploma in Saddlery (0084-21) (Bridle) learners must achieve 39 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	3
202	Understand the principles and practices of stitching and making-up operations for bridles	14
203	Understand the principles of bridle manufacturing techniques in the production process	12
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	10

To achieve the City & Guilds Level 2 Diploma in Saddlery (0084-21) (Harness) learners must achieve 37 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	3
205	Understand the principles and practices of stitching and making-up operations for harnesses	12
206	Understand the principles of harness manufacturing techniques in the production process	12
207	Understand the principles and practices of using materials and fittings in the manufacture of harness components	10

To achieve the City & Guilds Level 2 Diploma in Saddlery (0084-21) (Saddle) learners must achieve 37 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	3
208	Understand the principles and practices of stitching and making-up operations for saddles	12
209	Understand the principles of saddle manufacturing techniques in the production process	12
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	10

Total Qualification Time (TQT)

TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- the number of hours that an awarding organisation has assigned to a qualification for guided learning
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Diploma in Saddlery (Bridle)	305	390
City & Guilds Level 2 Diploma in Saddlery (Harness)	285	370
City & Guilds Level 2 Diploma in Saddlery (Saddle)	291	370

2 Centre requirements

Approval

Fast-track approval

Centres approved to offer the qualifications Level 2 Certificate in Saddlery – Saddle Making (4744-02), Level 2 Certificate in Saddlery – Harness Making (4744-12), Level 2 Certificate in Saddlery – Bridle Making (4744-22) may apply for approval for the new Level 2 Diploma in Saddlery (0084-21) using the **fast track approval form**, available from the **City & Guilds** website.

Centres may apply to offer the new qualifications using the fast track form:

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

Centres should use the fast-track form if:

- there have been no changes to the way the qualifications are delivered
- they meet all of the approval criteria in the fast-track form guidance notes.

Fast-track approval is available for 12 months from the launch of the qualification. After 12 months, centres will have to go through the full qualification approval process. The centre is responsible for checking that fast-track approval is still current at the time of application.

Please refer to the document **Centre Approval Process: Quality Assurance Standards** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They must have:

Technical competence

- Staff must be fully competent in the job role and/or have technical knowledge at least equal to the level they are teaching
- Their experience must reflect current industry standards, practices, and expectations.

Professional experience

- Staff must have recent and relevant hands-on experience in the specific subject they are delivering or assessing
- Must be able to demonstrate assessment competence through relevant qualifications or training.

Training delivery

- Staff should have a proven track record of delivering training or be actively working towards developing these skills
- Centres must ensure delivery staff are supported in developing and enhancing training delivery.

Physical resources and site agreements

Candidates must have access to specialist saddlery workshop facilities when undertaking practical assessment equipped for machining and making-up operations appropriate to the assessment being undertaken. The equipment, systems and machinery must meet current industry standards and be capable of being used under normal working conditions.

Continuing Professional Development (CPD)

Centres must ensure that staff maintain up-to-date knowledge of their occupational area and current best practice in delivery, mentoring, training, assessment and quality assurance. Staff should take account of any national or legislative changes and developments. Assessors must be regularly observed and sampled in line with the centres IQA procedures.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimal delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for all verified and/or moderated assessments undertaken by City & Guilds, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds quality assurance processes visit the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance
- City & Guilds external quality assurance.

To carry out the quality assurance role, Internal Quality Assurers (IQAs) must:

- adhere to the requirements set out in the centre handbook
- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds. External Quality Assurers (EQAs) are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- adhere to the requirements set out in the centre handbook
- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres using systematic sampling
- provide feedback to centres and to City & Guilds.

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Assessors must be occupationally competent, either qualified to level 3 or above in saddlery or have significant and current experience of working in the industry at this level. They should have had formal training in assessment, which may be A1, D32/33, TAQA or other training that allows the assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency.

It would be envisaged that the training would encompass, but not be limited to:

- assessment planning

- methods of assessment
- feedback
- recording of evidence.

Internal verifiers/qualification co-ordinators must be occupationally competent, either qualified to at least level 3 in saddlery or have significant and current experience of working in the industry at a supervisory level. They should have had formal training in assessment, as above and have experience of internal verification or training in the quality assurance systems required by the awarding organisation.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications are approved for learners aged 16 or above.

Access arrangements, reasonable adjustments and special consideration

City & Guilds has considered the design of these qualifications and their assessments in order to best support accessibility and inclusion for all learners. City & Guilds understands however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Special consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

Please refer to the documents 'Joint Council for Qualifications (JCQ) Access Arrangements and Reasonable Adjustments', 'JCQ – A Guide to the special consideration process' and 'Access arrangements – When and how applications need to be made to City & Guilds' for more information. All of these are available on the **City & Guilds website**

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- any support and guidance they may need when working towards their qualification
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme, so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth. More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

[Inclusion and diversity | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that help our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

[Our Pathway to Net Zero | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy and considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible

- waste procedures (ensuring that waste is minimised and recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of activities wherever possible.

Support materials

The following resources are available for these qualifications:

Description	How to access
Candidate logbook	<u>www.cityandguilds.com</u>
Sample assessments	<u>www.cityandguilds.com</u>
Assessment guide for centres	<u>www.mastersaddlers.co.uk</u>
Assessment guide for candidates	<u>www.mastersaddlers.co.uk</u>
Promotional materials	<u>www.mastersaddlers.co.uk</u> <u>www.nptc.org.uk/qualifications</u> <u>www.capel.ac.uk</u> <u>www.saddlerytraining.com</u>

The qualification specification includes suggested resources for each unit:

Unit	Resource	How to access
202- 204	Hartley Edwards, Elwyn, 1994, <i>Training aids, in theory and practice</i> , J A Allen	Any book retailer
205-207	Hasluck, Paul H, 2008, <i>Saddlery and harness making</i> , <u>Brooks Press</u>	Any book retailer
202- 207	Steinke, Robert H, 2003, <i>Bridle work</i> , J A Allen Steinke, Robert H, 2000, <i>Harness Making</i> , J A Allen	Any book retailer
205-207	Norris, Anne/Pethick, Nancy, 1979, <i>Harnessing up</i> , J A Allen	Any book retailer
205-207	Office of Saddlery and Harness, 1907, <i>The Harness Makers Guide</i> , Walsall	Any book retailer
202-210	Stohlman, A, 1977 <i>Hand Stitching</i> , Tandy Leather Co Stohlman, A, 1984 <i>Leather Working Tools</i> , Tandy Leather Co	Any book retailer
202-210	Savory, Keith, 2001. <i>The working saddlers handbook</i> , J A Allen	Any book retailer

4 Assessment

Assessment of the qualification

For these units, candidates will be required to complete the following assessments:

- Written examination for the common mandatory unit 201
- Assessment of specified pre-made items for mandatory units 202-204, 205-207 and 208-210
- Observational and oral assessment during time-limited manufacture of specified items for mandatory units 202-204, 205-207 and 208-210
- Written examination for the mandatory units 202-204, 205-207 and 208-210

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	Written examination of underpinning knowledge (1 hour) Observation of safe working practices during practical assessment	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
202	Understand the principles and practices of stitching and making-up operations for bridles	Written examination of underpinning knowledge for Units 202-204 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
203	Understand the principles of bridle manufacturing techniques in the production process	Written examination of underpinning knowledge for Units 202-204 (45 minutes) Assessment of specified pre-made items.	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk

		Observational and oral assessment during time-limited manufacture of specified items	
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	Written examination of underpinning knowledge for Units 202-204 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
205	Understand the principles and practices of stitching and making-up operations for harnesses	Written examination of underpinning knowledge for Units 205-207 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
206	Understand the principles of harness manufacturing techniques in the production process	Written examination of underpinning knowledge for Units 205-207 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
207	Understand the principles and practices of using materials and fittings in the manufacture of harness components	Written examination of underpinning knowledge for Units 205-207 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk

		limited manufacture of specified items	
208	Understand the principles and practices of stitching and making-up operations for saddles	Written examination of underpinning knowledge for Units 208-210 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers <u>www.mastersaddlers.co.uk</u>
209	Understand the principles of saddle manufacturing techniques in the production process	Written examination of underpinning knowledge for Units 208-210 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers <u>www.mastersaddlers.co.uk</u>
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	Written examination of underpinning knowledge for Units 208-210 (45 minutes) Assessment of specified pre-made items. Observational and oral assessment during time-limited manufacture of specified items	Assessment specifications can be downloaded from the Society of Master Saddlers <u>www.mastersaddlers.co.uk</u>

Assessment strategy

City & Guilds has written the following assessments to use with these qualifications:

- live assignments that can be downloaded from the City & Guilds website
- sample assignments that can be downloaded from the City & Guilds website.

Time constraints

The following must be applied to the assessment of these qualifications:

- all assessments must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assessments.

Recognition of prior learning (RPL)

RPL means using a person's previous experience or qualifications which have already been achieved to contribute to a new qualification.

RPL is allowed and must be sector specific.

Test specifications

The way the knowledge is covered by each test is laid out in the tables below:

Graded: Pass/Fail

Pass mark: the pass mark for this examination is set at approximately 70%

These boundaries may be subject to slight variation to ensure fairness should any variations in the difficulty of the test be identified.

Paper title: Level 2 Diploma in Saddlery				
Written paper for unit 201				
Test duration: 1 hours				
Unit	Unit title	No. of questions	No. of marks	%
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	11	110	100
	Totals	11	110	100

Paper title: Level 2 Diploma in Saddlery (Bridle)				
Written paper for unit 202-204				
Test duration: 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
202	Understand the principles and practices of stitching and making-up operations for bridles	5	50	33.3
203	Understand the principles of bridle manufacturing techniques in the production process	5	50	33.3
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	5	50	33.3
	Totals	15	150	100

Paper title: Level 2 Diploma in Saddlery (Harness)**Written paper for unit 205-207****Test duration: 45 minutes**

Unit	Unit title	No. of questions	No. of marks	%
205	Understand the principles and practices of stitching and making-up operations for harnesses	5	50	33.3
206	Understand the principles of harness manufacturing techniques in the production process	5	50	33.3
207	Understand the principles of harness manufacturing techniques in the production process	5	50	33.3
	Totals	15	150	100

Paper title: Level 2 Diploma in Saddlery (Saddle)**Written paper for unit 208-210****Test duration: 45 minutes**

Unit	Unit title	No. of questions	No. of marks	%
208	Understand the principles and practices of stitching and making-up operations for saddles	5	50	33.3
209	Understand the principles of saddle manufacturing techniques in the production process	5	50	33.3
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	5	50	33.3
	Totals	15	150	100

5 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- credit value
- assessment method
- Learning Outcomes (LOs), which are comprised of a number of Assessment Criteria (ACs).

Guidance for delivery of the units

These qualifications comprise a number of units. A unit describes what is expected of a competent person in particular aspects of their job.

Each unit is divided into Learning Outcomes which describe in further detail the skills and knowledge that a candidate should possess.

Each Learning Outcome has a set of Assessment Criteria (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Unit 201

Understanding Health and Safety and Associated Employer Rights and Responsibilities within the Apparel, Footwear, Leather or Textile Industry

Level:	2
Credit Level:	14
Assessment method:	Written question paper, practical observation

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know about current Health and Safety at Work Legislation	1.1 identify the main principles and facts about the current Health and Safety at Work legislation	Written question paper.
2 know about own responsibilities in the place of work relating to Health and Safety	2.1 identify the responsibilities for health and safety in their job description 2.2 identify any risk assessment and supplier's instructions for the safe use of machines, tools, equipment and substances that may be used in their job role	Written question paper.
3 know how to use personal protective equipment	3.1 identify the types of personal protective equipment available 3.2 select appropriate personal protective equipment for specific tasks 3.3 follow instructions for the correct use and maintenance of personal protective equipment	Written question paper. Observation of safe working practices during practical assessment Observation of safe working practices during practical assessment

4 know how to lift and handle heavy loads	4.1 identify and explain the correct methods for lifting and handling of heavy loads	Written question paper.
5 know what action to take in the case of an emergency	5.1 describe the action that needs to be taken in an emergency 5.2 identify the person to report to in the case of an emergency	Written question paper.
6 know the organisation's procedures for responding to accidents	6.1 describe the organisation's procedures for recording and reporting accidents	Written question paper.
7 know about statutory rights and responsibilities in employment	7.1 identify their own statutory rights and responsibilities in employment 7.2 explain the standards of behaviour expected within the business	Written examination of underpinning knowledge
8 know where to access information and advice concerning employment	8.1 identify the procedures and documentation within the organisation and where it may be found	Written examination of underpinning knowledge
9 know about the function of Trade Unions	9.1 explain the role of Trade Unions (where applicable), including the legal actions and training resources they can implement and advise on	Written examination of underpinning knowledge

Unit 202

Understand the Principles and Practices of Stitching and Making-Up Operations for Bridles

Level:	2
Credit Level:	14
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know the names and uses of the different tools needed to stitch a bridle	1.1 state the different tools used in the stitching process 1.2 describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2 know the parts of a bridle and their stitching requirements	2.1 identify the different components that make up a bridle 2.2 describe how the components fit together and their function	Pre-made items and observational assessment of making-up operations
3 know about different types of threads	3.1 describe the types of threads that may be used to stitch bridle components 3.2 explain the consequences of using incorrect thread	Pre-made items and observational assessment of making-up operations
4 understand the methods, practices and requirements of stitching bridle components	4.1 describe the different stitching requirements for each bridle component that include: • product quality • pricking	Pre-made items and observational assessment of making-up operations

	• thread type • double hand stitching • back stitching.	
5 be able to stitch bridle components	5.1 carry out activities to produce stitched bridle components	Pre-made items and observational assessment of making-up operations
6 know the different types of buckles and fittings used in the bridle specification	6.1 describe the different types of buckle and billets used in bridle components and the subsequent keeper requirements 6.2 state the methods of securing fixed and sliding keepers	Pre-made items and observational assessment of making-up operations
7 understand faults in the stitching of bridle components	7.1 state the common faults in thread 7.2 describe the common faults that may be found in hand stitched bridle components	Written examination of underpinning knowledge

Unit 203

Understand the Principles of Bridle Manufacturing Techniques in the Production Process

Level:	2
Credit Level:	12
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 be able to define Saddlery industry terminology	1.1 apply the terminology used within the workplace	Pre-made items and observational assessment of making-up operations
2 know about the stages of the bridle manufacturing process	2.1 describe each part of the production and how it fits into the bridle manufacturing process 2.2 describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
3 understand the methods and practices of producing a bridle	3.1 demonstrate the different skills and competence requirements for each manufacturing process that include: • product quality • cutting • edge stain and creasing • skiving • punching • finishing.	Pre-made items and observational assessment of making-up operations
4 understand the techniques for cut and made up measurements	4.1 describe how a specification for cut and made up measurements is calculated	Pre-made items and observational assessment of making-up operations

5 understand sizes relating to the bridle manufacturing process	5.1 describe how the standard sizes of pony, cob and full size impact on the production process	Written examination of underpinning knowledge
6 know about waste management and safe disposal of waste	6.1 describe how to minimise waste in the bridle production process 6.2 state the procedure for the safe disposal of waste material	Written examination of underpinning knowledge

Unit 204

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Bridles

Level:	2
Credit Level:	10
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know about different types of leather, materials and fittings used in bridle manufacture	1.1 describe the main type of leather used in the manufacture of bridles 1.2 state the suitability of different parts of the hide in the selection process 1.3 describe different types of fittings used in the manufacture of bridles	Pre-made items and observational assessment of making-up operations
2 be able to select suitable leather and produce a cutting strategy for a range of bridle components	2.1 identify the best end and side of a suitable bridle butt 2.2 describe the correct way to straighten a hide in preparation for cutting 2.3 describe how to correctly cut out a range of component parts of the bridle	Pre-made items and observational assessment of making-up operations

3 know about the sizes of different parts of the hide and their thicknesses	3.1 differentiate hide sizes and thickness in both imperial and metric measurement 3.2 describe the different parts of a hide	Pre-made items and observational assessment of making-up operations
4 understand the reasons for using appropriate leather and materials	4.1 describe the consequences of using the wrong leather or material 4.2 describe where the various components would be cut from a bridle butt in order to achieve maximum strength and durability on a bridle	Written examination of underpinning knowledge
5 know about common faults in leather	5.1 describe the common faults found in leather 5.2 describe the precautions that must be taken when handling/storing leather	Written examination of underpinning knowledge
6 know about the common faults that may be found in a range of fittings used for bridle manufacture	6.1 describe the common faults in a range of fittings used in bridle manufacture 6.2 describe the likely consequences of using faulty fittings in the manufacture of a bridle	Written examination of underpinning knowledge

Unit 205

Understand the Principles and Practices of Stitching and Making-Up Operations for Harnesses

Level:	2
Credit Level:	12
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know the names and uses of the different tools needed to stitch a harness breeching, crupper and dock	1.1 state the different tools used in the stitching process 1.2 describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2 know the parts of a harness breeching, crupper and dock and their stitching requirements	2.1 identify the different components that make up a harness breeching, crupper and dock 2.2 describe how the components fit together and their function	Written examination of underpinning knowledge
3 know about different types of threads	3.1 describe the types of threads that may be used to stitch a harness breeching, crupper and dock 3.2 explain the consequences of using incorrect thread	Written examination of underpinning knowledge

4 understand the methods, practices and requirements of stitching a harness breeching, crupper and dock	4.1 describe the different stitching requirements for a harness breeching, crupper and dock that include: • product quality • pricking • thread type • double hand stitching • back stitching.	Pre-made items and observational assessment of making-up operations
5 be able to stitch a harness breeching, crupper and dock	5.1 carry out activities to produce a stitched harness breeching, crupper and dock	Pre-made items and observational assessment of making-up operations
6 know the different types of buckles and fittings used in the harness breeching, crupper and dock specification	6.1 describe the different types of buckles and fittings used to produce a harness breeching, crupper and dock and the subsequent keeper requirements 6.2 state the methods of securing fixed and sliding keepers	Pre-made items and observational assessment of making-up operations
7 understand faults in the stitching of a harness breeching, crupper and dock	7.1 state the common faults in thread 7.2 describe the common faults that may be found in a hand stitched harness breeching, crupper and dock	Written examination of underpinning knowledge

Unit 206

Understand the Principles of Harness Manufacturing Techniques in the Production Process

Level:	2
Credit Level:	12
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 be able to define harness industry terminology	1.1 apply the terminology used within the workplace	Pre-made items and observational assessment of making-up operations
2 know about the stages of the harness breeching, crupper and dock manufacturing process	2.1 describe each part of the production and how it fits into the harness breeching, crupper and dock manufacturing process 2.2 describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
3 understand the methods and practices of producing a harness breeching, crupper and dock	3.1 demonstrate the different skills and competence requirements for each manufacturing process that include: • product quality • cutting • edge stain and creasing • skiving • punching • finishing.	Pre-made items and observational assessment of making-up operations

4 understand the techniques for cut and made up measurements	4.1 describe how a specification for cut and made up measurements is calculated	Pre-made items and observational assessment of making-up operations
5 understand sizes relating to the harness breeching, crupper and dock manufacturing process	5.1 describe how the standard sizes of pony, cob and full size impact on the production process	Written examination of underpinning knowledge
6 know about waste management and safe disposal of waste	6.1 describe how to minimise waste in the production process 6.2 state the procedure for the safe disposal of waste material	Written examination of underpinning knowledge
7 understand the methods and practices of maintaining tools and equipment used in harness breeching, crupper and dock production process	7.1 describe how to sharpen knives and other tools used in the production process 7.2 explain how to manage the work area in order to maintain a safe production area	Pre-made items and observational assessment of making-up operations

Unit 207

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Harness Components

Level:	2
Credit Level:	10
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know about different types of leather, materials and fittings used in the manufacture of a harness breeching, crupper and dock	1.1 describe the main type of leather used in the manufacture of a harness breeching, crupper and dock 1.2 state the suitability of different parts of the hide in the selection process 1.3 describe different types of fittings used in the manufacture of a harness breeching, crupper and dock	Written examination of underpinning knowledge
2 be able to select suitable leather and produce a cutting strategy for a harness breeching, crupper and dock	2.1 identify the best end and side of a suitable harness back 2.2 demonstrate the correct way to straighten a hide in preparation for cutting 2.3 demonstrate how to correctly cut out a harness breeching, crupper and dock	Written examination of underpinning knowledge Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations

3 know about the sizes of different parts of the hide and their thicknesses	3.1 differentiate hide sizes and thickness in both imperial and metric measurement 3.2 describe the different parts of a hide	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
4 understand the reasons for using appropriate leather and materials	4.1 describe the consequences of using the wrong leather or material 4.2 describe where the various components would be cut from a harness back in order to achieve maximum strength and durability	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
5 know about common faults in leather	5.1 describe the common faults found in leather 5.2 describe the precautions that must be taken when handling/storing leather	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
6 know about the common faults that may be found in a range of fittings used for a harness breeching, crupper and dock	6.1 describe the common faults in a range of fittings used in a harness breeching, crupper and dock 6.2 describe the likely consequences of using faulty fittings in the manufacture of a harness breeching, crupper and dock	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge

Unit 208

Understand the Principles and Practices of Stitching and Making-Up Operations for Saddles

Level:	2
Credit Level:	12
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know the names and uses of the different tools/machines needed to stitch a saddle	1.1 state the different tools/machines that may be used in the stitching process 1.2 describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2 know the parts of a saddle and their stitching requirements	2.1 identify the different components that make up a saddle 2.2 describe how the components fit together and their function	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
3 understand the methods, practices and requirements of stitching saddle components	3.1 describe the different stitching requirements for each saddle component that include: • product quality • pricking • thread type • double hand stitching • back stitching • machine stitching.	Pre-made items and observational assessment of making-up operations

4 be able to stitch saddle components	4.1 carry out activities to produce a saddle	Pre-made items and observational assessment of making-up operations
5 know about different types of threads	5.1 describe the types of threads that may be used to stitch saddle components 5.2 explain the consequences of using incorrect thread	Pre-made items and observational assessment of making-up operations
6 know about the different methods of saddle construction and how they may be stitched	6.1 describe different ways that the skirts, welt, backs and seat may be stitched together 6.2 state methods of securing girth straps	Pre-made items and observational assessment of making-up operations
7 understand faults in the stitching of saddle components	7.1 state the common faults in thread 7.2 describe the common faults that may be found in hand/machine stitched saddle components	Written examination of underpinning knowledge Pre-made items and observational assessment of making-up operations

Unit 209

Understand the Principles of Saddle Manufacturing Techniques in the Production Process

Level:	2
Credit Level:	12
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 be able to define saddle making industry terminology	1.1 apply the terminology used within the workplace	Written examination of underpinning knowledge
2 know about the British Standard BS6635/2015 relating to saddle trees	2.1 describe the three main points of the British Standard BS6635/2015	Written examination of underpinning knowledge
3 know about the stages of the saddle manufacturing process	3.1 describe each part of the production and how it fits into the saddle manufacturing process 3.2 describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
4 understand the methods and practices of producing a saddle	4.1 demonstrate the different skills and competence requirements for each manufacturing process that include: • product quality • cutting • edge stain and creasing • skiving • preparing the tree • build and block seat	Pre-made items and observational assessment of making-up operations

	• flocking • finishing.	
5 understand the techniques for producing patterns	5.1 describe how patterns for a known specification would be produced	Written examination of underpinning knowledge
6 understand horse and rider requirements relating to the saddle manufacturing process	6.1 describe how the standard sizes of narrow, medium and wide trees impact on the production process	Written examination of underpinning knowledge
7 know about waste management and safe disposal of waste	7.1 describe how to minimise waste in the saddle production process 7.2 state the procedure for the safe disposal of waste material	Written examination of underpinning knowledge Written examination of underpinning knowledge
8 understand the methods and practices of maintaining tools and equipment used in the saddle production process	8.1 describe how to sharpen knives and other tools used in the production process 8.2 explain how to manage the work area in order to maintain a safe production area	Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations

Unit 210

Understand the Principles and Practices of using Materials and Fittings in the Manufacture of Saddles

Level:	2
Credit Level:	10
Assessment method:	Written question paper, pre-made items and observational assessment of making-up operations

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment method
1 know about different types of leather, materials and fittings used in saddle manufacture	1.1 describe the main type of leather used in the manufacture of saddles 1.2 state the suitability of different parts of the hide in the selection process 1.3 describe different types of fittings used in the manufacture of saddles	Written examination of underpinning knowledge
2 be able to select suitable leather and produce a cutting strategy for a range of saddle components	2.1 identify the best end and side of a suitable saddle butt 2.2 demonstrate the correct way to layout patterns for saddle components in preparation for cutting 2.3 demonstrate how to correctly cut out a range of component parts of the saddle	Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations

3 know about the sizes of different parts of the hide and their thicknesses	3.1 differentiate hide sizes and thickness in both imperial and metric measurements 3.2 describe the different parts of a hide	Pre-made items and observational assessment of making-up operations
4 understand the reasons for using appropriate leather and materials	4.1 describe the consequences of using the wrong leather or material 4.2 describe where the various components would be cut from a saddle butt in order to achieve maximum strength and durability	Written examination of underpinning knowledge
5 know about common faults in leather	5.1 describe the common faults found in leather 5.2 describe the precautions that must be taken when handling/storing leather	Written examination of underpinning knowledge
6 know about the common faults that may be found in a range of fittings including the tree used for saddle manufacture	6.1 describe the common faults in a range of fittings including the saddle tree used in saddle manufacture 6.2 describe the likely consequences of using faulty fittings including the saddle tree in the manufacture of a saddle	Written examination of underpinning knowledge

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to www.cityandguilds.com or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The centre handbook should be used to ensure compliance with the terms and conditions of the centre contract.

Centre assessment: quality assurance standards

This document sets out the minimum common quality assurance requirements for our qualifications that feature centre-assessed components.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides guidance on administering portfolios and controlled assessments, including a definition of supervised conditions.

Access arrangements: when and how applications need to be made to City & Guilds

This provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts

Please visit the **contact us** section of the City & Guilds website.

City & Guilds

For almost 150 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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