

City & Guilds Level 3 Diploma in Saddlery (0084-31)

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 3 Diploma in Saddlery (Bridle)	0084-31	600/0269/4	340	530	53
City & Guilds Level 3 Diploma in Saddlery (Harness)	0084-31	600/0269/4	420	650	65
City & Guilds Level 3 Diploma in Saddlery (Saddle)	0084-31	600/0269/4	360	560	56

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	Amend no. of hours from 3 to 4 for unit 302 Change 'double bridle' to 'Dressage double bridle' 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 advanced 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 4744-03 Level 3 Certificate in Saddlery – Saddle Making (100/3519/9), 4744-13 Level 3 Certificate in Saddlery – Harness Making (100/3519/9), 4744-23 Level 3 Certificate in Saddlery – Bridle Making (100/3519/9) which expired on 31/03/2011. This qualification forms part of the apprenticeship framework for Fashion and Textiles (Saddlery) via United Kingdom Fashion and Textiles (UKFT) for the Saddle route. The different routes available within this qualification are bridle, harness and saddle.
What opportunities for progression are there?	On completion of these qualifications candidates may progress into employment or to a relevant Level 4 programme of learning, higher or professional levels such as Foundation Degrees, Higher National Diplomas / Certificates, BA Honours Degrees or related professional courses.

Structure

To achieve the City & Guilds Level 3 Diploma in Saddlery (0084-31) (Bridle) learners must achieve 53 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	7
302	Develop Patterns for Bespoke Bridle and Girth Manufacture	14
303	Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths	17
304	Managing Quality Standards with Bridle and Girth Production	15

To achieve the City & Guilds Level 3 Diploma in Saddlery (0084-31) (Harness) learners must achieve 65 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	7
305	Develop Patterns for Bespoke Harness Manufacture	20
306	Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses	23
307	Managing Quality Standards within Driving Harness Production	15

To achieve the City & Guilds Level 3 Diploma in Saddlery (0084-31) (Saddle) learners must achieve 56 credits from the mandatory units in the table below:

City & Guilds unit number	Unit title	Credit Value
Mandatory units:		
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	7
308	Develop Patterns for Bespoke Saddle Manufacture	17
309	Understand the Principles and Practices of Manufacturing Bespoke saddles	17
310	Managing Quality Standards within Saddle Production	15

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 3 Diploma in Saddlery (Bridle)	340	530
City & Guilds Level 3 Diploma in Saddlery (Harness)	420	650
City & Guilds Level 3 Diploma in Saddlery (Saddle)	360	560

2 Centre requirements

Approval

Fast-track approval

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.

Centres approved to offer the qualifications Level 3 Certificate in Saddlery – Saddle Making (4744-03), Level 3 Certificate in Saddlery – Harness Making (4744-13), Level 3 Certificate in Saddlery – Bridle Making (4744-23) may apply for approval for the new Level 3 Diploma in Saddlery (0084-31) using the **fast track approval form**, available from the City & Guilds website.

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.

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
302-310	Training aids, in theory and practice, <i>Hartley Edwards, Elwyn (1994) published by J A Allen</i>	Any book retailer
	Saddlery and harness making, <i>Hasluck, Paul H, (2008) published by Brooks Press</i>	Any book retailer
	Bridle work, <i>Steinke, Robert H, (2003) published by J A Allen</i> Harness Making, <i>Steinke, Robert H, (2000) published by J A Allen</i>	Any book retailer
	Harnessing up <i>Norris, Anne/Pethick, Nancy (1979) published by J A Allen</i>	Any book retailer
	The Harness Makers Guide, Office of Saddlery and Harness, (1907) Walsall	Any book retailer
	Hand Stitching <i>Stohlman, A, (1977) published by Tandy Leather Co</i> Leather Working Tools, <i>Stohlman, A, (1984) published by Tandy Leather Co</i>	Any book retailer
	The working saddlers handbook, <i>Savory, Keith, (2001) published by J A Allen</i>	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 301
- Assessment of specified pre-made items for mandatory units 302-304, 305-307 and 308-310
- Observational and oral assessment during time-limited manufacture of specified items for mandatory units 302-304, 305-307 and 308-310
- Written examination for the mandatory units 302-304, 305-307 and 308-310.

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
301	Managing Health & Safety and Employer Rights and Responsibilities within the Apparel, Footwear, Leather Industry	Written examination of underpinning knowledge (1 hour) Observation of safe working practices during practical assessment	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk
302	Develop patterns for bespoke bridle and girth manufacture	Written examination of underpinning knowledge for Units 302-304 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
303	Understand the principles and practices of manufacturing bespoke bridles and girths	Written examination of underpinning knowledge for Units 302-304 (45 minutes) Assessment of specified pre-made items.	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk

		Observational and oral assessment during time-limited manufacture of specified items.	
304	Managing quality standards within Bridle and Girth production	Written examination of underpinning knowledge for Units 302-304 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
305	Develop patterns for bespoke harness manufacture	Written examination of underpinning knowledge for Units 305-307 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
306	Understand the principles and practices of manufacturing bespoke harness	Written examination of underpinning knowledge for Units 305-307 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
307	Managing quality standards within harness production	Written examination of underpinning knowledge for Units 305-307 (45 minutes)	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk

		Assessment of specified pre-made items Observational and oral assessment during time-limited manufacture of specified items.	
308	Develop patterns for bespoke saddle manufacture	Written examination of underpinning knowledge for Units 308-310 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
309	Understand the principles and practices of manufacturing bespoke saddle	Written examination of underpinning knowledge for Units 308-310 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk
310	Managing quality standards within Saddle production	Written examination of underpinning knowledge for Units 308-310 (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 from the Society of Master Saddlers www.mastersaddlers.co.uk

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 assignments 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 assignments.

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 is also 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 3 Diploma in Saddlery				
Written paper for unit 301				
Test duration 1 hours				
Unit	Unit title	No. of questions	No. of marks	%
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	11	110	100
	Totals	11	110	100

Paper title: Level 3 Diploma in Saddlery (Bridle)				
Written paper for unit 302-304				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
302	Develop Patterns for Bespoke Bridle and Girth Manufacture	5	50	33.3
303	Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths	5	50	33.3
304	Managing Quality Standards with Bridle and Girth Production	5	50	33.3
	Totals	15	150	100

Paper title: Level 3 Diploma in Saddlery (Harness)**Written paper for unit 305-307****Test duration 45 minutes**

Unit	Unit title	No. of questions	No. of marks	%
305	Develop Patterns for Bespoke Harness Manufacture	5	50	33.3
306	Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses	5	50	33.3
307	Managing Quality Standards within Driving Harness Production	5	50	33.3
	Totals	15	150	100

Paper title: Level 3 Diploma in Saddlery (Saddle)**Written paper for unit 308-310****Test duration 45 minutes**

Unit	Unit title	No. of questions	No. of marks	%
308	Develop Patterns for Bespoke Saddle Manufacture	5	50	33.3
309	Understand the principles and Practices of Manufacturing Bespoke saddles	5	50	33.3
310	Managing Quality Standards within Saddle Production	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 301

Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear, Leather Industry

Level:	3
Credit Level:	7
Assessment method:	Written examination of underpinning knowledge/observation of safe working practices during practical assessment

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 understand the health and safety requirements for a business in their chosen sector	1.1 for a business in their chosen sector, state the health and safety requirements of employers, as required by law 1.2 state the health and safety responsibilities of employees at each level within the business as required by law 1.3 report how the business manages its obligations to meet current health and safety legislation	Written examination
2 be able to carry out a risk assessment	2.1 carry out a risk assessment: • using appropriate documentation • identifying and recording hazards • ranking hazards identified • making recommendations to remove or minimize risk. 2.2 carry out an assessment for COSHH purposes: • using appropriate documentation	Written examination

	making recommendations to remove or minimize risk.	
3 understand the career progression routes available within a business in their chosen sector	3.1 describe: - the structure and organisation of the business - the main job roles in the business - career paths available.	Written examination Observation of safe working practices during practical assessment
4 know about their statutory rights in employment	4.1 describe their statutory rights in relation to: - employment law - contracts of employment - sick pay - work time regulations - holiday entitlement - maternal and paternal leave - data protection.	Written examination
5 know about the expectations and relevant procedures in a business in their chosen sector	5.1 describe the standards of acceptable behaviour in the business 5.2 explain the consequences of not meeting that standard 5.3 describe relevant procedures within the business to include: - performance management - disciplinary procedures - grievance procedures.	Written examination
6 know how to obtain further information about employment issues	6.1 know where to access information and advice concerning employment 6.2 describe the role of the Trade Unions in the workplace, supporting and advising employees	Written examination

Unit 302

Develop Patterns for Bespoke Bridle and Girth Manufacture

Level:	3
Credit Level:	14
Assessment method:	Practical assessment, observation and written question paper, Observation of candidate producing patterns

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 understand how to draft basic patterns and produce individual measurements	1.1 describe how bridles and girths are put together 1.2 explain the potential problems encountered in the procedures used to manufacture bridles 1.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horses 1.4 analyse the procedures in pattern making to individual measurements in relation to the construction of bridles and girths	Practical assessment, observation and written question paper.
2 understand pattern drafting process to bespoke bridle and girth specification	2.1 examine common pattern drafting techniques 2.2 differentiate appropriate tools to cut the pattern	Observation of candidate producing patterns
3 be able to produce sample patterns for bridles and girths	3.1 produce sample patterns for bridles and girths	Observation of candidate producing patterns

4 understand the principles of marking patterns and measurement to leather	4.1 explain the principles of marking on to leather 4.2 estimate the quantity of leather used for bridle and girth manufacture based on size, style and pattern	Practical assessment, observation and written question paper.
5 be able to demonstrate lay marking for leather	5.1 demonstrate lay marking for leather addressing: • thickness • scars and defects • quality • cost.	Practical assessment, observation and written question paper.
6 understand how to draft basic patterns and produce individual measurements	6.1 describe how bridles and girths are put together 6.2 explain the potential problems encountered in the procedures used to manufacture bridles 6.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horses 6.4 analyse the procedures in pattern making to individual measurements in relation to the construction of bridles and girths	Practical assessment, observation and written question paper.

Unit 303

Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths

Level:	3
Credit Level:	17
Assessment method:	Practical assessment, observation and written question paper, Assessment of pre-made work.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the tools and equipment needed for bridle and girth production	1.1 state the different tools used in the stitching process 1.2 explain the difference in the production process when using hand and machine stitching	Practical assessment, observation and written question paper.
2 understand the order of assembly of bridles and girths	2.1 justify how the components fit together in the production process	Practical assessment and observation. Assessment of pre-made work.
3 understand the methods and requirements of stitching bridle and girth components	3.1 explain the different stitching requirements for a bridle and girth to include: • product quality • pricking • thread type • hand stitching • machine stitching.	Practical assessment and observation. Assessment of pre-made work and written question paper.
4 be able to stitch bridle and girth components	4.1 carry out activities to produce a bridle and girth	Practical assessment
5 know the different types of buckles and fittings used in	5.1 describe the use of types of buckles, hook studs and other	Assessment of pre-made work, practical assessment,

the bridle and girth specification	fittings in bridle and girth manufacture 5.2 outline the advantages of each	observation and written question paper.
6 understand faults in the stitching of bridle and girth components	6.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 diagnose a range of defects and identify the cause in: • cutting edge • stain and creasing • skiving • stitching • punching • finishing • overall product quality. 6.3 critically compare quality defects that have affected bridle and girth products	Assessment of pre-made work, practical assessment, observation and written question paper.

Unit 304

Managing Quality Standards within Bridle and Girth Production

Level:	3
Credit Level:	15
Assessment method:	Practical assessment, observation and written question paper, Assessment of pre-made work.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the different processes and functions involved in bridle and girth construction	1.1 analyse products within bridle and girth construction	Practical assessment and observation. Written question paper.
2 be able to produce a process chart for bridles and a girth	2.1 produce a process chart of functions that go into the manufacturing process of: • bridles • a girth.	Assessment of pre-made work and practical assessment. Written question paper.
3 know the different tools and equipment used in bridle and girth production	3.1 identify the tools, equipment and stitch types used in the production of bridles and a girth 3.2 analyse the use of tools, equipment and stitch types in the production of bridles and a girth	Practical assessment and observation.
4 understand the use of different materials in bridle and girth production	4.1 identify types of leather, fittings and stitching used in the production of bridles and a girth 4.2 analyse the use of leather, fittings and stitch types in the production of bridles and a girth	Assessment of pre-made work and practical assessment. Written question paper.

5 understand the relationship between all the components used in bridle and girth production and quality assurance	5.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 diagnose a range of defects and identify the cause 5.3 critically compare quality defects that have affected bridle and girth products	Practical assessment, observation and written question paper.
6 know the different processes and functions involved in bridle and girth construction	6.1 analyse products within bridle and girth construction	Practical assessment and observation. Written question paper.

Unit 305

Develop Patterns for Bespoke Harness Manufacture

Level:	3
Credit Level:	20
Assessment method:	Practical assessment, observation and written question paper, Observation of candidate producing patterns.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 understand how to draft basic patterns and produce individual measurements	1.1 describe how driving harnesses are put together 1.2 explain the potential problems encountered in the procedures used to manufacture harnesses 1.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horses 1.4 analyse the procedures in pattern making to individual measurements in relation to the construction of driving harnesses	Practical assessment
2 understand pattern drafting process to bespoke harness specification	2.1 examine common pattern drafting techniques 2.2 differentiate appropriate tools to cut the pattern	Observation and written question paper.
3 be able to produce sample patterns for driving harnesses	3.1 produce sample patterns for driving harnesses	Observation of candidate producing patterns

4 understand the principles of marking patterns and measurement to leather	4.1 explain the principles of marking on to leather 4.2 estimate the quantity of leather used for harness manufacture based on size, style and pattern	Observation of candidate producing patterns and written question paper.
5 be able to demonstrate lay marking for leather	5.1 demonstrate lay marking for leather addressing: • thickness • scars and defects • quality • cost.	Practical assessment,
6 understand how to draft basic patterns and produce individual measurements	6.1 describe how driving harnesses are put together 6.2 explain the potential problems encountered in the procedures used to manufacture harnesses 6.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horses 6.4 analyse the procedures in pattern making to individual measurements in relation to the construction of driving harnesses	Observation and written question paper.

Unit 306

Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses

Level:	3
Credit Level:	23
Assessment method:	Practical assessment, observation and written question paper, Observation of candidate producing patterns.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the tools and equipment needed for driving harness production	1.1 state the different tools used in the stitching process 1.2 explain the difference in the production process when using hand and machine stitching	Practical assessment, observation and written question paper.
2 understand the order of assemble of a driving harness	2.1 justify how the components fit together in the production process	Observation of candidate producing patterns
3 understand the methods and requirements of stitching driving harness components	3.1 explain the different stitching requirements for a driving harness to include: • product quality • pricking • thread type • hand stitching • machine stitching.	Observation of candidate producing patterns and written question paper.
4 be able to stitch driving harness components	4.1 carry out activities to produce a driving harness	Practical assessment, observation and written question paper.
5 know the different types of buckles and fittings used in	5.1 describe the use of types of buckles, dees and	Practical assessment, observation.

the driving harness specification	other fittings in driving harness manufacture 5.2 outline the advantages of each	
6 understand faults in the stitching of driving harness components	6.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 diagnose a range of defects and identify the cause in: • cutting • edge, stain and creasing • skiving • stitching • punching • finishing • overall product quality. 6.3 critically compare quality defects that have affected driving harness products	Assessment of pre-made work, practical assessment, observation and written question paper.

Unit 307

Managing Quality Standards within Driving Harness Production

Level:	3
Credit Level:	23
Assessment method:	Assessment of pre-made work, practical assessment, observation and written questions

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the different processes and functions involved in driving harness construction	1.1 analyse products within driving harness construction	Assessment of pre-made work, practical assessment and observation.
2 be able to produce a process chart for a single set of Presentation Show Driving Harness	2.1 produce a process chart of functions that go into the manufacturing process of a single set of Presentation Show Driving Harness	Assessment of pre-made work, practical assessment and observation.
3 know the different tools and equipment used in driving harness production	3.1 identify the tools, equipment and stitch types used in the production of a single set of Presentation Show Driving Harness 3.2 analyse the use of tools, equipment and stitch types in the production of a single set of Presentation Show Driving Harness	Practical assessment and observation.
4 understand the use of different materials in driving harness production	4.1 identify types of leather, fittings and stitching used in the production of a Single Set of Presentation Show Driving Harness 4.2 analyse the use of leather, fittings and stitch types in the production of a	Assessment of pre-made work and practical assessment and written question paper.

	Single Set of Presentation Show Driving Harness	
5 understand the relationship between all the components used in driving harness production and quality assurance	5.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 diagnose a range of defects and identify the cause 5.3 critically compare quality defects that have affected driving harness products	Practical assessment, observation and written question paper.
6 know the different processes and functions involved in driving harness construction	6.1 analyse products within driving harness construction	Assessment of pre-made work, practical assessment and observation.

Unit 308

Develop Patterns for Bespoke Saddle Manufacture

Level:	3
Credit Level:	17
Assessment method:	Practical assessment, observation and written question paper, Observation of candidate producing patterns.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 understand how to draft basic patterns and produce individual measurements	1.1 describe how saddles are put together 1.2 explain the potential problems encountered in the procedures used to manufacture saddles 1.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horse and the rider 1.4 analyse the procedures in pattern making to individual measurements in relation to the construction of saddles	Practical assessment, observation and written question paper.
2 understand pattern drafting process to bespoke saddle specification	2.1 examine common pattern drafting techniques 2.2 differentiate appropriate tools to cut the pattern	Observation of candidate producing patterns
3 be able to produce sample patterns for saddles	3.1 produce sample patterns for saddles	Observation of candidate producing patterns and written question paper.
4 understand the principles of marking patterns and measurement to leather	4.1 explain the principles of marking on to leather 4.2 estimate the quantity of leather used for saddle	Practical assessment, observation.

	manufacture based on size, style and pattern	
5 be able to demonstrate lay marking for leather	5.1 demonstrate lay marking for leather addressing: • thickness • scars and defects • quality • cost.	Practical assessment, observation.
6 understand how to draft basic patterns and produce individual measurements	6.1 describe how saddles are put together 6.2 explain the potential problems encountered in the procedures used to manufacture saddles 6.3 analyse the procedures in pattern making to individual measurements in relation to size variation in horse and the rider 6.4 analyse the procedures in pattern making to individual measurements in relation to the construction of saddles	Practical assessment, observation and written question paper.

Unit 309

Understand the Principles and Practices of Manufacturing Bespoke Saddles

Level:	3
Credit Level:	17
Assessment method:	Practical assessment, observation and written question paper, Assessment of pre-made work.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the tools and equipment needed for saddle production	1.1 state the different tools used in the stitching process 1.2 explain the difference in the production process when using hand machine stitching	Practical assessment, observation and written questions.
2 understand the order of assembly of saddles	2.1 justify how the components fit together in the production process	Practical assessment and observation. Assessment of pre-made work.
3 understand the methods and requirements of stitching saddle components	3.1 explain the different stitching requirements for a saddle to include: • product quality • pricking • thread type • hand stitching • machine stitching.	Practical assessment and observation. Assessment of pre-made work and written question paper.
4 be able to stitch saddle components	4.1 carry out activities to produce a saddle	Practical assessment.
5 know the different types of fittings used in the saddle specification	5.1 describe the use of types of saddle trees other fittings in saddle manufacture	Assessment of pre-made work, practical assessment, observation and written question paper.

	5.2 outline the advantages of each	
6 understand faults in the stitching of saddle components	6.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 diagnose a range of defects and identify the cause in: • cutting • edge, stain and creasing • skiving • stitching • punching • finishing • overall product quality. 6.3 critically compare quality defects that have affected saddle products	Assessment of pre-made work, practical assessment, observation and written question paper.

Unit 310

Managing Quality Standards within Saddle Production

Level:	3
Credit Level:	15
Assessment method:	Practical assessment, observation and written question paper, Assessment of pre-made work.

Learner Outcomes The learner will:	Assessment Criteria The learner can:	Assessment Method
1 know the different processes and functions involved in saddle construction	1.1 analyse products within saddle construction	Practical assessment, observation and written question paper.
2 be able to produce a process chart for saddles	2.1 produce a process chart of functions that go into the manufacturing process of two different types of saddles	Assessment of pre-made work and practical assessment. Written question paper.
3 know the different tools and equipment used in saddle production	3.1 identify the tools, equipment and stitch types used in the production of saddles 3.2 analyse the use of tools, equipment and stitch types in the production of saddles	Practical assessment and observation.
4 understand the use of different materials in saddle production	4.1 identify types of leather, fittings and stitching used in the production of saddles 4.2 analyse the use of leather, fittings and stitch types in the production of saddles	Assessment of pre-made work and practical assessment.

5 understand the relationship between all the components used in saddle production and quality assurance	5.1 explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 diagnose a range of defects and identify the cause 5.3 critically compare quality defects that have affected saddle products	Practical assessment, observation and written question paper.
6 know the different processes and functions involved in saddle construction	6.1 analyse products within saddle construction	Practical assessment, observation and written question paper.

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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