

# Level 2 Certificate in Saddlery

Qualification handbook

**4750-12**

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Version 1



**Supported by the Worshipful Company of Cordwainers, Saddlers & Loriners**

## Publications and enquiries

Publications for this qualification are available from City and Guilds' Publication Sales department at the address below or by phoning 020 7294 2850 or faxing 020 7294 3387.

1 Giltspur Street,  
London,  
EC1A 9DD

Information about the qualification is available from:  
Information  
NPTC  
National Agricultural Centre  
Stoneleigh  
Warwickshire CV8 2LG  
United Kingdom

Tel: +44 (0) 24 7685 7300  
Fax: +44 (0) 24 7669 6128

General information about NPTC may be obtained from Enquiries at the above address or

Email : [information@nptc.org.uk](mailto:information@nptc.org.uk)

[www.nptc.org.uk](http://www.nptc.org.uk) or [www.cityandguilds.com](http://www.cityandguilds.com)

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Registered Office:  
1 Giltspur Street, London EC1A 9DD  
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# Contents

## NPTC Level 2 Certificate in Saddlery

<b>Contents</b>	<b>Page</b>
Introduction	4
Qualification structure	5
Assessment and quality assurance	6
Centre and scheme approval	7
Registration and certification	7
Mapping to National Occupational Standards	8
Mapping to key skills and other issues	9
Unit 201 Saddlery technology	10
Unit 202 Saddle making	15
Unit 203 Bridle and harness making	19
Unit 204 Business administration	24
Unit 205 Equine studies	29
Unit 206 Machining techniques	34
Unit 207 Lorinery	39
Further information	43

## Introduction

The Level 2 and 3 Certificates in Saddlery and Advanced Saddlery are intended to introduce and develop the craft skills and sector specific knowledge required to undertake a career within the saddlery, equestrian and associated craft leatherworking industries.

The qualifications aim to provide people working within the saddlery, equine and associated trades with the skills and understanding needed to manufacture and repair bridles, harness and saddles and associated leatherwork items to industry standards, using both traditional and modern techniques and materials. They also aim to equip learners with an understanding of the specialist commercial sector, business administration and management skills needed to work within or establish a successful saddlery business.

These aims are achieved through the development of relevant skills and knowledge at the appropriate level for each qualification. Emphasis is placed on safe and sustainable working methods and production standards that ensure manufactured items are fit for purpose, providing a sound foundation in best practice. Learners are encouraged to develop confidence and commercial speed in the specification, costing, manufacture and finishing of a range of common saddlery products as well as awareness of the wider social, cultural and ethical issues associated with the business sector.

Through the use of case studies and evaluation of commercial enterprises, learners will develop their knowledge of specialist suppliers, direct and indirect costs associated with production and business overheads, the necessity for accurate and comprehensive financial recordkeeping and strategies for effective business management and promotion.

Learners are also offered the opportunity to develop Key Skills in Communication, Application of Number and Information Technology as they relate to the sector.

Upon completion of the qualifications, learners may progress directly to employment or self-employment or undertake further training such as the Modern Apprenticeship in Saddlery, eventually leading to accreditation as a Master Saddler.

## Qualification structure

Welcome to the Saddlery qualification. You will find a copy of the syllabus you are undertaking, presented as 4 core units and 3 optional units. You must compete all **four** core units and **two** optional units to achieve the Level 2 Certificate in Saddlery.

### Core Units

**Unit 201 – Saddlery Technology** is a unit that introduces the basic craft skills necessary for the production of bridles and harnesses.

**Unit 202 – Saddle Making** is a specific unit for the subject you have chosen to study. The syllabus gives details of what you have to produce as evidence that you have achieved the outcomes listed. This unit will develop further the skills and knowledge of production techniques in current use in the production of saddles for a variety of purposes.

**Unit 203 – Bridle and Harness Making** is also a specific unit for the subject you have chosen to study. The syllabus gives details of what you have to produce as evidence that you have achieved the outcomes listed. This unit will develop the practical skills and knowledge of bridle and harness functions and purpose, materials and production methods to meet the requirements of the market.

**Unit 204 – Business Administration** is a unit that will introduce you to the saddlery and related equine business sector and the procedures underpinning sound financial management of a small business.

### Optional Units: (2 to be selected)

**Unit 205 - Equine Studies** is a unit which forms an important base of information and practical knowledge of horse management and veterinary care.

**Unit 206 – Machining Techniques** is a unit that will introduce you to the skills required to set up sewing machines and operate them effectively and safely for the production of saddlery items.

**Unit 207 – Lorinery** is a unit that will develop your knowledge of the characteristics and uses of bits, fittings and other metalwork used within saddlery.

## **Assessment and quality assurance**

At the end of each unit, there is an assessment record sheet to be completed by your tutor assessor, in discussion with you, as you achieve each of the outcomes.

In addition to this, your tutor assessor will keep other records of your progress which you can see, as required.

Your tutor assessor is the person who makes ongoing decisions about your achievement.

Each City & Guilds centre is also required to have an Internal Verifier who checks a sample of the work of each candidate to ensure that it has been correctly assessed and that records show a clear route to progression.

A City & Guilds External Verifier is allocated to centres to monitor that all these activities are carried out in accordance with the regulations, laid down by the Awarding Body, for these qualifications.

As a student of your centre and a candidate of City & Guilds, you too have responsibilities. They include regular and timely attendance, following the syllabus guidelines and presenting your work, as required, for assessment, internal and external verification.

## Centre and Scheme approval

Assessment for this qualification can only be carried out by Approved Assessment Centres. Centres wishing to offer NPTC qualifications must gain approval.

New centres must apply for centre and scheme approval. Existing NPTC/City & Guilds centres will need to get specific scheme approval to run this award. Centres should note that centre or scheme approval for this qualification is via NPTC. To apply for scheme approval, centres should contact [verification@nptc.or.uk](mailto:verification@nptc.or.uk) and complete form NPTC QAP.

NPTC reserves the right to suspend an approved centre, or withdraw its approval from an approved centre to conduct a particular NPTC scheme or schemes, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds or NPTC.

### Resources and staffing requirements for Centre/scheme approval

Centres are required to have:

- Saddlery workshops for practical examinations
- Appropriately qualified staff
  - At least three years industrial experience would be expected

Internal assessors must attend standard setting days as stated by NPTC.

## Registration and Certification

- Registration and certification takes place through City & Guilds
- Candidates must be registered at the beginning of their course. Centres should submit registrations using Form S (Registration) or via Walled Garden, under scheme number 4750-12
- Candidates achieving 4 core components plus 2 optional components required for the qualification, will be issued with a certificate, in addition to a notification of unit accreditation
- Full details on all the above procedures can be found on the City & Guilds website [www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

# Mapping of Level 2 Certificate in Saddlery to National Occupational Standards

The learning outcomes of each unit within the qualification are mapped to the performance criteria of the following National Occupational Standards

## Skillfast-UK SSC Leather Goods Suite 2005

Unit LGX3 Carry Out Complex Cutting Operations  
 Unit LGX10 Follow Workplace Health, Safety and Environmental Procedures  
 Unit LGX12 Maintain a Clean and Effective Work Area  
 Unit LGX14 Maintain Quality Standards  
 Unit LG25 Prepare Components of Leathergoods  
 Unit LG26 Skive and Split Materials for Leathergoods Manufacture  
 Unit LG28 Machine Sew Components to Produce Leathergoods

## Lantra SSC NVQ/SVQ Level 2 Horse Care 2000

Unit 202 Maintain Health and Well-being of Horses  
 Unit 203 Prepare Horses for Use  
 Unit 205 Prepare and Provide Non-ridden Exercise and Aftercare  
 Unit 206 Load and Unload Horses Under Supervision

## ANTO SSC National Occupational Standards for Accounting 2002

Unit 1 Recording Income and Receipts  
 Unit 2 Making and Recording Payments  
 Unit 5 Maintaining Financial Records and Preparing Accounts

NPTC Certificate in Saddlery		National occupational standards			
Unit	Title	Unit No.	Element No.	Performance Criteria	Knowledge and Understanding
1	Saddlery Technology	LGX3	X3	2,3,4,5,6,7,9,10,13	a,c,d,e,f,g,h,i,j,k
		LGX12	X12	1,4,5,6,7,8	a,d,e,f,h,j,k
		LG25	LG 25.1	1,2,3,4,5	a,b,c,d,e,f
		LG26	LG 26.1	1,2,3,4,5,6,7	a,b,c,d,e,f
			LG 26.2	1,2,3,4,5,6,7,8,9,10	a,b,c,d,e,f,g,h,i,j,k,l
		LG28	LG28.1	1,2,3,4,5,6,7,8	a,b,c,d,e,f,g,h,i
	LG28.2	4,5,6	a,b,c		
2	Saddle Making	LGX3	X3	2,3,4,5,6,7,9,10,13	a,c,d,e,f,g,h,i,j,k
		LGX10	X10.1	1,4,5,6	b,d,e,f,g,j,k
			X10.2	5,6	e,f
		LGX14	X14	3,4	b,d,e,f
		LG25	LG25.1	1,2,3,4,5	a,b,c,d,e,f
3	Bridle and Harness Making	LGX3	X3	2,3,4,5,6,7,9,10,13	a,c,d,e,f,g,h,i,j,k
		LGX10	X10.1	1,4,5,6	b,d,e,f,g,j,k
			X10.2	5,6	e,f
		LGX14	X14	3,4	b,d,e,f
		LG25	LG25.1	1,2,3,4,5	a,b,c,d,e,f
			LG25.2	2,3,4,5,6,7,8	a,b,c,d,e,f,i
4	Business Administration	LGX10	X10.1	2,6,8,9	a,j,k
		LGX10	X10.2	1,2,3,4,5	c,d,e
		1	1.1	A,D,E	1,2,3,4,10,14,16
		2	2.1	A,B,E,F	1,9,10,15,17
		5	5.2	A,B,C,D,E,F	1,2,5,6,7,10,16,21



NPTC Certificate in Saddlery		National Occupational Standards			
Unit	Title	Unit No.	Element No.	Performance Criteria	Knowledge and Understanding
5	Equine Studies	302.2	2.2	A,D	
		202	202.2	1,2,3,4,5,6,7	a,b,c,d,e,f,g,h,i
		202	202.3	1,2,3,4,5,6,7,8,9	a,b,c,d,e,f,g,h,i
		203	203.1	1,2,3,4,5,6	a,b,c,d,e,f,g
		206	206.1	1	a,b,c
6	Machining Techniques	214	214.1	1,2,3,4,5	a,b,c,d,e,f,g,h,i
		LG28	LG28.1	1,2,3,4,5,6,7,8	a,b,c,d,e,f,g,h,i
7	Lorinery	LG28	LG28.2	4,5,6	a,b,c
		202	202.3	1,3,4,7,8	a,b,g,h,i
		205	205.1	1,3,4	a,b,d,f

## Key Skills and Other Issues Map – Level 2 Certificate in Saddlery

Unit		Key Skills					Other Issues							
		Communicating	Application of Number	Information Technology	Improving Own Learning	Problem Solving	Working With Others	Spiritual	Moral	Ethical	Social & Culture	Environmental	Health & Safety	European
201	Technical Studies	✓	✓		✓	✓							✓	
202	Saddle Practical	✓	✓		✓	✓							✓	
203	Bridle and Harness Practical	✓	✓		✓	✓							✓	
204	Business Administration	✓	✓	✓	✓	✓			✓	✓			✓	✓
205	Equine Studies	✓		✓		✓			✓				✓	
206	Machining	✓										✓	✓	
207	Lorinery	✓		✓		✓						✓	✓	

## Unit 201 Saddlery Technology

### Unit rationale

This unit provides a practical introduction to the craft skills and knowledge necessary for the production of saddles, bridles and harness. It aims to assess the ability to use a range of materials, fittings, tools and machinery, in order to select appropriate construction, materials and production skills, together with fostering the ability to transfer skills and techniques used in one discipline to that of another. It aims to provide the learner with a broad foundation of craft skills using both traditional and modern manufacturing processes.

### Learning Outcomes

There are four outcomes for this unit. The candidate will be able to:

- 1 Use, maintain and store hand tools correctly and safely.
- 2 Preparing leather prior to skiving.
- 3 Stitch single and double hand stitching.
- 4 Operate machinery correctly and safely.

### Connection with other awards

This unit is part of the 4750-12 Certificate in Saddlery. Completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

### Guided learning hours

It is recommended that 100 hours should be allocated for this unit. This may be on a full time or part time basis.

### Assessment

The outcomes for this unit will be assessed using evidence from practical activities, which will take the form of:

- Practical exercises, using a range of materials and fittings, designed to assess the skills of the candidate in producing saddlery components.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, working drawings, notes, ideas etc.

# Unit 201 Saddlery Technology

## Outcome 1

### Use, maintain and store hand tools correctly and safely.

#### Practical activities

The candidate will be able to:

- 1 Use hand tools correctly and safely.
- 2 Store hand tools correctly and safely.
- 3 Maintain hand tools correctly and safely.

#### Underpinning knowledge

The candidate will be able to:

- 1 Identify hand tools for working leather and explain safety considerations in their use.
- 2 Identify and select appropriate storage for individual hand tools.
- 3 Sharpen and replace components of hand tools.
- 4 Describe the usage of selected hand tools.

## Outcome 2

### Prepare leather prior to skiving.

#### Practical activities

The candidate will be able to:

- 1 Select and use a variety of hand tools to cut leather.
- 2 Identify and select appropriate leather.
- 3 Prepare and seal leather edges.
- 4 Mark out areas to be stitched.

#### Underpinning knowledge

The candidate will be able to:

- 1 Identify different types of leather.
- 2 Identify different cuts of a hide.
- 3 Describe the correct sequence of leather preparation.
- 4 List Health & Safety considerations for cutting leather.
- 5 Make up different colours of edge stain.
- 6 List Health & Safety considerations for the use of adhesives and stains.

## **Outcome 3**

### **Stitch single and double hand stitching**

#### **Practical activities**

The candidate will be able to:

- 1 Select appropriate threads and needles.
- 2 Stitch double hand stitches.
- 3 Stitch single hand backstitches.
- 4 Stitch through more than one thickness of leather.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify various types and thickness of thread.
- 2 Identify different types and sizes of needles.
- 3 Describe the techniques used to stitch both single and double handed.

## **Outcome 4**

### **Operate machinery correctly and safely.**

#### **Practical activities**

The candidate will be able to:

- 1 Safely and correctly operate a strap cutter.
- 2 Safely and correctly operate a plough gouge.
- 3 Safely and correctly operate a splitting machine.
- 4 Safely and correctly operate a sewing machine.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify the different components and usage techniques of a strap cutter.
- 2 Identify the different components and usage techniques of a plough gouge.
- 3 Identify the different components and usage techniques of a splitting machine.
- 4 Identify the different components and usage techniques of a sewing machine.

# Unit 201. Saddlery Technology Portfolio Section.

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Use, maintain and store hand tools correctly and safely.	<ol style="list-style-type: none"> <li>1 Demonstrate correct and safe use of a head knife, edge tool, creasing iron, hole-punch and stitch marker.</li> <li>2 Describe how to store a head knife, edge tool, stitching awl, a hole-punch and stitch marker. Produce a suitable cover for the safe storage of your head knife.</li> <li>3 Describe how to sharpen a head knife, edge tool and a stitching awl.</li> <li>4 Demonstrate how to correctly insert an awl blade into a handle.</li> </ol>	  ✓  ✓	 ✓   ✓	
Outcome 2: Prepare leather prior to skiving.	<ol style="list-style-type: none"> <li>1 Select 3 different hand tools used to cut leather.</li> <li>2 Name the different cuts of a whole hide.</li> <li>3 Describe how to identify the best end of a strip of leather.</li> <li>4 List 6 types of leather used in saddle, bridle and harness making.</li> <li>5 Demonstrate how to correctly edge, stain and crease a leather edge.</li> <li>6 Describe how to prepare an edge stain.</li> <li>7 Demonstrate how to stitch mark leather in preparation for hand stitching.</li> <li>8 List the correct preparation sequence for bridle leather.</li> <li>9 List the health and safety considerations you must take when you or others cut leather.</li> </ol>	 ✓  ✓  ✓  ✓  ✓  ✓	 ✓    ✓  ✓	
Outcome 3: Stitch single and double hand stitching	<ol style="list-style-type: none"> <li>1 Select 3 different size stitch markers and identify the appropriate size of thread and needles for each size of stitch marker.</li> <li>2 Demonstrate the ability to stitch single-handed back stitching.</li> <li>3 Demonstrate the ability to stitch double handed.</li> <li>4 Demonstrate the ability to hand stitch through two layers of leather.</li> <li>5 Demonstrate the ability to stitch through 3 layers of leather.</li> <li>6 With the aid of diagrams describe the techniques used to stitch both double hand and single hand stitching.</li> </ol>	     ✓	 ✓  ✓  ✓  ✓	

<p>Outcome 4: Operate machinery correctly and safely.</p>	<ol style="list-style-type: none"> <li>1 Name the different components of a strap cutter and demonstrate the ability to safely cut straps to a specific width.</li> <li>2 Name the different components of a plough gouge and demonstrate the ability to safely cut straps to a specific width.</li> <li>3 Demonstrate how to split leather looping down to the required thickness.</li> <li>4 Name the different components of a leather sewing machine.</li> <li>5 Demonstrate how to thread a leather sewing machine.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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## **Unit 202 Saddle Making**

### **Unit rationale**

An introduction to the practical skills required to produce basic saddles.

### **Learning Outcomes**

There are three outcomes for this unit. The candidate will be able to:

- 1 Identify & select appropriate materials & fittings for the production of saddles.
- 2 Produce saddles to appropriate specifications.
- 3 Demonstrate knowledge of a range of saddles and their uses.

### **Guided learning hours**

It is recommended that 100 hours should be allocated for this unit. This may be on a full time or part time basis.

### **Connection with other awards**

This unit, is part of the 4750-12 Certificate in saddlery, completion of all core-units can lead on to 4750-13 advanced Certificate in Saddlery

### **Assessment**

The outcomes for this unit will be assessed using evidence from practical activities, which will take the form of:

- Practical exercises, using a range of materials and fittings, designed to assess the skills of the candidate in producing saddlery components.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, working drawings, notes, ideas etc.

## **Unit 202 Saddle Making**

### **Outcome 1**

#### **Identify and select appropriate materials for the production of saddles**

##### **Practical activities**

The candidate will be able to:

- 1 Understand a design brief.
- 2 Identify materials & fittings suitable for the production of saddles.
- 3 Research suppliers of materials & fittings.
- 4 Identify tools & equipment required.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 State the essential features of a design brief.
- 2 Produce evidence of a range of materials used for saddle manufacture.
- 3 Produce a list of suppliers.
- 4 List a range of tools and state their use and care.
- 5 List a range of equipment, its use and care.
- 6 Produce a division of a cow hide.

### **Outcome 2**

#### **Produce saddles to appropriate specifications.**

##### **Practical activities.**

The candidate will be able to:

- 1 Cut saddle components to specification.
- 2 Prepare saddle components to specification.
- 3 Maintain a safe working environment.
- 4 Use tools carefully, safely & effectively.
- 5 Use equipment carefully, safely & effectively.
- 6 Strain a tree to traditional methods.
- 7 Stitch components to specification.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Record the range of techniques and processes used.
- 2 State the components of the tree and the various materials used in its construction.
- 3 Discuss aspects of health & safety associated with saddle construction.



## **Outcome 3**

### **Demonstrate knowledge of a range of saddles and their uses.**

#### **Practical activities**

The candidate will be able to:

- 1 List the main types of saddle.
- 2 Name specific design features of each saddle.
- 3 Describe the importance of straining a tree to specific depth according to style.

#### **Underpinning knowledge.**

The candidate will be able to:

- 1 Research types of saddles.
- 2 Demonstrate knowledge of the use of different types of saddles
- 3 Demonstrate knowledge of degrees of cut back on head of tree.
- 4 Demonstrate knowledge of different types of trees

## Unit 202 Saddle Making Portfolio Section.

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Identify & select appropriate materials & fittings for the production of saddles.	<ol style="list-style-type: none"> <li>1 List the varieties of types of leather used in the production of saddles.</li> <li>2 Produce a sample sheet of materials used.</li> <li>3 List the various fittings used in saddle production.</li> <li>4 Produce a list of suppliers of materials &amp; fittings etc;</li> <li>5 Identify tools &amp; equipment required in the production of saddles.</li> <li>6 Produce a diagram of the divisions of a cow hide.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓		
Outcome 2: Produce saddles to appropriate specifications.	<ol style="list-style-type: none"> <li>1 Tree strained to traditional methods.</li> <li>2 Saddle components cut true to patterns &amp; specifications.</li> <li>3 Saddle components prepared to specifications.</li> <li>4 Saddle components stitched to specifications.</li> <li>5 Saddle finished specifications.</li> <li>6 Describe &amp; record the techniques and processes used.</li> <li>7 List the components of the tree &amp; the materials used in its construction.</li> <li>8 Produce written evidence of the Health &amp; Safety issues associated with saddle making.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	
Outcome 3: Demonstrate knowledge of a range of saddles and their uses.	<ol style="list-style-type: none"> <li>1 Produce a list of the main types of saddles produced.</li> <li>2 With the aid of sketches/ pictures discuss the different design features of each saddle.</li> <li>3 Describe the importance of straining a tree to specific depth according to style.</li> <li>4 Produce research evidence of different types of saddles their uses and evolution.</li> <li>5 Produce pictorial evidence of different types of trees.</li> </ol>	✓ ✓ ✓ ✓ ✓		

## **Unit 203    Bridle and Harness Making**

### **Unit rationale**

An introduction to basic Bridle & Harness manufacture, using both traditional and modern manufacturing techniques.

### **Learning Outcomes**

There are four outcomes for this unit. The candidate will be able to:

- 1     Identify & select appropriate materials & fittings for the production of bridle & harness.
- 2     Produce bridle & harness items to specification.
- 3     Demonstrate knowledge of a range of bridles and their uses.
- 4     Demonstrate knowledge of a single private driving showing set of harness.

### **Guided learning hours**

It is recommended that 100 hours should be allocated for this unit. This may be on a full time or part time basis.

### **Connection with other awards**

This unit, is part of the 4750-12 Certificate in Saddlery, completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

### **Assessment**

The outcomes for this unit will be assessed using evidence from practical activities, which will take the form of:

- A series of projects are to be undertaken.
- A folder of work is to be produced.

## **Unit 203 Bridle and Harness Making**

### **Outcome 1**

#### **Identify and select appropriate materials & fittings for the production of bridle & harness.**

##### **Practical activities**

The candidate will be able to:

- 1 Identify materials & fittings suitable for bridle work.
- 2 Identify materials & fittings suitable for harness manufacture.
- 3 Research suppliers of materials & fittings.
- 4 Identify tools & equipment required.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Produce evidence of a range of materials, fittings & threads used for bridle manufacture.
- 2 Produce evidence of a range of materials & fittings & threads used for harness manufacture.
- 3 Produce a list of suppliers for materials, fittings & threads.
- 4 List a range of tools and equipment and state their use and care.
- 5 Produce a division of a cow hide.
- 6 State the best end of leather and its importance in the cutting process.

### **Outcome 2**

#### **Produce bridle & harness items to specification**

##### **Practical activities**

The candidate will be able to:

- 1 Cut bridle and harness components to specification.
- 2 Prepare components ready for hand stitching.
- 3 Finish off items to specification.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Select appropriate materials & fittings.
- 2 Select the correct hand tools to cut and prepare items.
- 3 Select the correct edge finish.
- 4 Select the correct size marking irons for hand stitching.
- 5 Hand stitch single hand
- 6 Hand stitch double hand

## **Outcome 3**

### **Demonstrate knowledge of a range of bridles and their uses**

#### **Practical activities**

The candidate will be able to:

- 1 List a range of bridles.
- 2 Discuss the difference between the styles.
- 3 State the purpose of use for each style.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Produce evidence of different types of bridles and their uses.
- 2 Produce evidence of different types of bits and their uses.
- 3 Produce evidence of different types of nosebands.
- 4 Produce evidence of different types of reins.

## **Outcome 4**

### **Demonstrate knowledge of a single private driving showing set of harness**

#### **Practical activities**

The candidate will be able to:

- 1 Produce specific harness components to specifications.
- 2 Shaft straps
- 3 Dock (linseed filled)
- 4 State why linseed is used in a traditional dock.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify components with the aid of a diagram.
- 2 Identify the uses of, and understand the correct selection of materials.
- 3 Understand the reasons for the use of linseed.

## Unit 203 Bridle and Harness Making Portfolio Section

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/ date
Outcome 1: Identify & select appropriate materials & fittings for the production of bridle & harness.	<ol style="list-style-type: none"> <li>1 Correct choice of materials &amp; fittings used for bridle work.</li> <li>2 Correct choice of materials &amp; fittings for harness work.</li> <li>3 Produce list of suppliers of materials &amp; fittings.</li> <li>4 Correct choice of threads for bridle work.</li> <li>5 Correct choice of threads for harness work.</li> <li>6 Produce list of tools &amp; equipment, their uses &amp; selection used.</li> <li>7 Produce the division of a cow hide.</li> <li>8 Best end of leather selected correctly.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p>	
Outcome 2: Produce bridle & harness items to specification.	<ol style="list-style-type: none"> <li>1 Bridle items cut to specification.</li> <li>2 Harness items cut to specification.</li> <li>3 Bridle items prepared to specification.</li> <li>4 Harness items prepared to specification.</li> <li>5 Bridle items stitched to specification.</li> <li>6 Harness items stitched to specification.</li> <li>7 Bridle items finished to specification.</li> <li>8 Harness items finished to specification.</li> <li>9 Produce items for assessment. <ul style="list-style-type: none"> <li>• Irish martingale</li> <li>• 1 / Stirrup leathers</li> <li>• 1 ¼ Head piece</li> </ul> </li> <li>10 Produce:- <ul style="list-style-type: none"> <li>• Pair / Laced reins</li> <li>• Cavassan or drop noseband</li> <li>• Pelham rounding</li> <li>• Short tug</li> </ul> </li> </ol>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Outcome 3: Demonstrate knowledge of a range of bridles & their uses.	<ol style="list-style-type: none"> <li>1 Produce a list of a range of bridles &amp; state their uses</li> <li>2 With the aid of sketches/pictures discuss the differences.</li> <li>3 Produce evidence of a range of bits &amp; their uses.</li> <li>4 Produce evidence of different types of nosebands</li> <li>5 Produce evidence of different types of reins.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

<p>Outcome 4:</p> <p>Demonstrate knowledge of a single private driving showing set of harness</p>	<p>1 Produce a detailed drawing of a single private driving showing set of harness.</p> <p>2 Produce a list of the component parts.</p> <p>3 Explain why linseed is used for a traditional dock.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
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## Unit 204 Business Administration

### Unit rationale

This unit provides an introduction to the saddlery and associated equine and leather industries, together with the skills and knowledge needed to organise and administer the financial and legal aspects of a saddlery business. It aims to develop and assess the ability to source and appropriately cost materials and labour for customer quotation, keep simple financial and other records needed to comply with the legal obligations of a small business and demonstrate understanding of customer service.

### Learning Outcomes

There are four outcomes for this unit. The candidate will be able to:

- 1 Describe the types and role of businesses and organisations important to the saddlery trade
- 2 Prepare costings and customer quotations for saddlery articles
- 3 Demonstrate understanding of financial operations and business record-keeping
- 4 Demonstrate knowledge and understanding of the legal obligations relating to workshop health and safety and customer service

### Guided learning hours

It is recommended that 40 hours should be allocated for this unit. This may be on a full time or part time basis.

### Connection with other awards

This unit, is part of the 4750-12 Certificate in Saddlery, completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

### Assessment

The outcomes for this unit will be assessed using evidence from theoretical and practical activities, which will take the form of:

- practical exercises designed to assess the skills of the candidate in producing an appropriately costed customer quotation for a saddlery article
- practical exercises designed to assess the skills of the candidate in originating, compiling and analysing simple financial records
- a workbook that will demonstrate research and underpinning knowledge in support of the outcomes and practical exercises, which may include supplier catalogues and price lists, samples, printouts / photocopies of information on businesses and organisations, H&S and legal requirements, sketches, notes, ideas, etc.



## **Unit 204 Business Administration**

### **Outcome 1**

#### **Describe the types and role of businesses and organisations important to the saddlery trade**

##### **Practical activities**

The candidate will be able to:

- 1 Survey the range of products and services offered by saddlery businesses
- 2 Use appropriate sources of information to identify suppliers, businesses, organisations and their activities
- 3 Organise and index research material for reference and retrieval in both paper and electronic formats

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Describe the nature, role and importance of businesses and organisations relevant to the saddlery industry and the qualification and training opportunities available
- 2 Identify key trade suppliers of materials and equipment
- 3 Explain the main trading formats (sole trader, partnership, limited company) and their legal obligations
- 4 Give examples of political, economic, social and technological factors influencing the saddlery, equine and leather industries

### **Outcome 2**

#### **Prepare costings and customer quotations for saddlery articles**

##### **Practical activities**

The candidate will be able to:

- 1 Source and select appropriate materials for the production or repair of a saddlery article from a range of supplier catalogues
- 2 Correctly itemise material quantities and costs
- 3 Justify overhead and labour estimates and correctly calculate total costs, including VAT
- 4 Design an appropriate written quotation for a saddlery article and produce in electronic format

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify a range of potential suppliers of materials and equipment
- 2 Justify the selection of materials for a saddlery item in terms of quality, competitiveness and fitness for purpose
- 3 Explain the range of business overheads to be taken into account and the requirements for VAT registration and administration
- 4 Demonstrate IT competency in the design and production of administrative materials

## **Outcome 3**

### **Demonstrate understanding of financial operations and business record-keeping**

#### **Practical activities**

The candidate will be able to:

- 1 Design, produce and complete invoices and orders
- 2 Compile single entry records of income and expenditure
- 3 Produce trading profit & loss and balance sheet statements from summary data
- 4 Construct a simple cash flow and budgetary forecast

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Explain the principles of financial recordkeeping, petty cash, depreciation, budgeting, cashflow, PAYE
- 2 Explain the principles of taxation and national insurance
- 3 Use spreadsheet software to construct cashflow forecasts and budgets

## **Outcome 4**

### **Demonstrate knowledge and understanding of the legal obligations relating to workshop health and safety and customer service**

#### **Practical activities**

The candidate will be able to:

- 1 List and summarise the legal obligations of a saddlery business for workshop health and safety and towards its clients
- 2 Construct a risk assessment for workshop activities

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Explain the requirements of the Health & Safety at Work Act and other relevant legislation in relation to factory and small workshop activities
- 2 List and summarise the requirements of consumer laws (Data Protection Act, Consumer Credit Act, Supply of Goods and Services Act, Sale and Supply of Goods Act, Consumer Protection Act) as they relate to the activities of a saddlery business
- 3 Describe the principles of customer service

## Unit 204 Business Administration Portfolio Section

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Describe the types and role of businesses and organisations important to the saddlery trade	<ol style="list-style-type: none"> <li>1 Survey the range of products and services offered by saddlery businesses</li> <li>2 Use appropriate sources of information to identify suppliers, businesses, organisations and their activities</li> <li>3 Organise and index research material for reference and retrieval in both paper and electronic formats</li> <li>4 Describe the nature, role and importance of businesses and organisations relevant to the saddlery industry and the qualification and training opportunities available</li> <li>5 Identify key trade suppliers of materials and equipment</li> <li>6 Explain the main trading formats (sole trader, partnership, limited company) and their legal obligations</li> <li>7 Give examples of political, economic, social and technological factors influencing the saddlery, equine and leather industries</li> </ol>	✓  ✓  ✓  ✓  ✓  ✓		
Outcome 2: Prepare costings and customer quotations for saddlery articles	<ol style="list-style-type: none"> <li>1 Source and select appropriate materials for the production or repair of a saddlery article from a range of supplier catalogues</li> <li>2 Correctly itemise material quantities and costs</li> <li>3 Justify overhead and labour estimates and correctly calculate total costs, including VAT</li> <li>4 Design an appropriate written quotation for a saddlery article and produce in electronic format</li> <li>5 Identify a range of potential suppliers of materials and equipment</li> <li>6 Justify the selection of materials for a saddlery item in terms of quality, competitiveness and fitness for purpose</li> <li>7 Explain the range of business overheads to be taken into account and the requirements for VAT registration and administration</li> <li>8 Demonstrate IT competency in the design and production of administrative materials</li> </ol>	✓  ✓  ✓  ✓  ✓  ✓  ✓		

<p>Outcome 3:</p> <p>Demonstrate understanding of financial operations and business record-keeping</p>	<ol style="list-style-type: none"> <li>1 Design, produce and complete invoices and orders</li> <li>2 Compile single entry records of income and expenditure</li> <li>3 Produce trading profit &amp; loss and balance sheet statements from summary data</li> <li>4 Construct a simple cash flow and budgetary forecast</li> <li>5 Explain the principles of financial record keeping, petty cash, depreciation, budgeting, cash flow, PAYE</li> <li>6 Explain the principles of taxation and national insurance</li> <li>7 Use spreadsheet software to construct a cash flow forecast and budget</li> </ol>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		
<p>Outcome 4:</p> <p>Demonstrate knowledge and understanding of the legal obligations relating to workshop health and safety and customer service</p>	<ol style="list-style-type: none"> <li>1 Compile and organise a folder of evidence demonstrating understanding of the legal obligations of a saddlery business for workshop health and safety and towards its clients</li> <li>2 Construct a risk assessment for workshop activities</li> <li>3 Explain the requirements of the Health &amp; Safety at Work Act and other relevant legislation in relation to factory and small workshop activities</li> <li>4 List and explain the key requirements of consumer laws (Data Protection Act, Consumer Credit Act, Supply of Goods and Services Act, Sale and Supply of Goods Act, Consumer Protection Act) as they relate to the activities of a saddlery business</li> <li>5 Describe the principles of customer service</li> </ol>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		

# Unit 205 Equine Studies

## Unit rationale

This unit provides an important base of equine knowledge necessary for the understanding of saddlery requirements for both horse and rider. It aims to assess the ability to assess equine behaviour, health, conformation and development together with safe handling and stable management requirements.

## Learning Outcomes

There are four outcomes for this unit. The candidate will be able to:

- 1 Identify the anatomy of equine breeds.
- 2 Compare the conformation of a range of equine breeds and life stages.
- 3 State the principles of equine welfare and management.
- 4 Handle equine breeds correctly and safely.

## Guided learning hours

It is recommended that 40 hours should be allocated for this unit. This may be on a full time or part time basis.

## Connection with other awards

This unit is part of the 4750-12 Certificate in Saddlery. Completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

## Assessment

The outcomes for this unit will be assessed using evidence from written and practical activities, which will take the form of:

- Practical safe handling and restraint of horses, identification of gate abnormalities and practical stable management.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which will include assessment of equine conformation, minor ailments, case histories, pictures, and notes etc.

## **Unit 205 Equine Studies**

### **Outcome 1**

#### **Identify the anatomy of the horse.**

##### **Practical activities**

The candidate will be able to:

- 1 Identify different breeds and types of horses and ponies.
- 2 Identify the muscle and skeletal structure of the horse.
- 3 Identify 3 different causes of lameness.
- 4 Describe possible causes for back pain.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Name specific breeds, types and describe the differences.
- 2 Name important muscles and bones used to support the saddle and rider.
- 3 Describe the 3 main causes of lameness in the horse.
- 4 Identify at least three common causes of back pain in the horse

### **Outcome 2**

#### **Compare the conformation of a range of equine breeds, types and ages of horses.**

##### **Practical activities**

The candidate will be able to:

- 1 Describe the conformational features of different types of sport and non-sport horses.
- 2 Describe how bad conformation can affect saddle fitting.
- 3 Identify differences in conformation in the different types and breeds of horses.
- 4 Identify the differences in condition scoring and level of fitness in the horse, and how it can affect the fit of a saddle.

##### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify the underlying differences in the conformation of different types of horses.
- 2 Identify the main links between bad conformation and badly fitting saddles.
- 3 Describe what impact types and breeds have on conformation.

## **Outcome 3**

### **State the principles of equine welfare and management.**

#### **Practical activities**

The candidate will be able to:

- 1 Describe the basic requirements in looking after a horse.
- 2 Deal with first aid situations and minor ailments.
- 3 Identify the worming needs and requirements of keeping a healthy horse.
- 4 Identify the legal requirements when transporting horses.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify the key elements of looking after the horse.
- 2 Identify common ailments and deal with them efficiently.
- 3 Describe the main causes of worms, identify the different types of worms and produce a simple worming routine.
- 4 Identify the legal implications and requirements of transporting horses.

## **Outcome 4**

### **Handle equine breeds correctly and safely.**

#### **Practical activities**

The candidate will be able to:

- 1 Describe the steps of trotting up and standing a horse.
- 2 Identify the basic grooming and clipping requirements for a healthy horse and coat.
- 3 Identify the different types of bandages and protective equipment.
- 4 Describe the different types of stabling and bedding available.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Identify the difference between a sound and a lame horse.
- 2 Name the different types of clips.
- 3 Bandage a horse for transport, exercise and stabling.
- 4 Name the different types of bedding and identify different types of stabling.

## Unit 205 Equine Studies Portfolio Section

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Identify the anatomy of the horse.	1 Identify different breeds and types of horses and ponies. 2 Identify the muscle and skeletal structure of the horse. 3 Identify 3 different causes of lameness. 4 Name possible causes for back pain. 5 Name specific breeds, types and describe the differences. 6 Name important muscles and bones used to support the saddle and rider. 7 Describe the 3 main causes of lameness in the horse. 8 Describe common causes	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	
Outcome 2: Compare the conformation of a range of equine breeds, types and ages of horses.	1 Describe the conformational features of different types of sport and non-sport horses. 2 Describe how bad conformation can affect saddle fitting. 3 Identify differences in conformation in the different types and breeds of horses. 4 Identify the differences in condition scoring and level of fitness in the horse, and how it can affect the fit of a saddle 5 Identify the underlying differences in the conformation of different types of horses. 6 Identify the main links between bad conformation and badly fitting saddles. 7 Describe what impact types and breeds have on conformation.	✓ ✓ ✓ ✓ ✓ ✓ ✓		



<p>Outcome 3:</p> <p>State the principles of equine welfare and management.</p>	<ol style="list-style-type: none"> <li>1 Describe the basic requirements in looking after a horse.</li> <li>2 Deal with first aid situations and minor ailments.</li> <li>3 Identify the worming needs and requirements of keeping a healthy horse.</li> <li>4 Identify the legal requirements when transporting horses.</li> <li>5 Identify the key elements of looking after the horse.</li> <li>6 Identify common ailments and deal with them efficiently.</li> <li>7 Describe the main causes of worms, identify the different types of worms and produce a simple worming routine.</li> <li>8 Identify the legal implications and requirements of transporting horses.</li> </ol>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	
<p>Outcome 4:</p> <p>Handle equine breeds correctly and safely.</p>	<ol style="list-style-type: none"> <li>1 Describe the steps of trotting up and standing a horse.</li> <li>2 Identify the basic grooming and clipping requirements for a healthy horse and coat.</li> <li>3 Identify the different types of bandages and protective equipment.</li> <li>4 Describe the different types of stabling and bedding available.</li> <li>5 Identify the difference between a sound and a lame horse.</li> <li>6 Name the different types of clips.</li> <li>7 Bandage a horse for transport, exercise and stabling.</li> <li>8 Name the different types of bedding and identify different types of stabling.</li> </ol>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

## Unit 206    Machining Techniques

### Unit rationale

An introduction to the knowledge and skills required to safely operate and control a range of sewing machines.

### Learning Outcomes

There are four outcomes for this unit. The candidate will be able to:

- 1    Demonstrate the ability to safely control and use a range of sewing machines.
- 2    Demonstrate appropriate choice of needles and threads.
- 3    Justify machine adjustment for a range of materials.
- 4    Understand the importance of correct maintenance procedures.

### Guided learning hours

It is recommended that 40 hours should be allocated for this unit. This may be on a full time or part time basis.

### Connection with other awards

This unit, is part of the 4750-12 Certificate in Saddlery, completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

### Assessment

The outcomes for this unit will be assessed using evidence from practical activities, which will take the form of:

- Practical exercises, using a range of materials and fittings, designed to assess the skills of the candidate in producing saddlery components.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, working drawings, notes, ideas etc.

## **Unit 206    Machining Techniques**

### **Outcome 1**

**Demonstrate the ability to safely control and use a range of sewing machines.**

#### **Practical activities**

The candidate will be able to:

- 1     Demonstrate the ability to safely operate the treadle with two feet to regulate the speed on a range of sewing machines.
- 2     Demonstrate the ability to thread correctly a range of sewing machines.
- 3     Wind a bobbin correctly for a range of sewing machines.
- 4     Operate the back tack and run back into the same holes, on a range of sewing machines.
- 5     Adjust the stitch size on a range of sewing machines.
- 6     Stitch a straight line, with and without the aid of a guide, on a range of sewing machines.

#### **Underpinning knowledge**

The candidate will be able to:

- 1     Identify a range of sewing machines suitable for the production of saddlery & leather goods.
- 2     Explain the different types of feed mechanism on different types of machine.
- 3     Explain with the aid of a diagram the parts of a sewing machine needle.
- 4     State the purpose of each part.
- 5     Name the basic accessories for use with a range of sewing machines.
- 6     Explain the difference between flat bed, cylinder arm, post machine & corner stitching machines.
- 7     State an example for the use of each.

### **Outcome 2**

**Demonstrate appropriate choice of needles and threads.**

#### **Practical activities**

The candidate will be able to:

- 1     Identify different types of thread.
- 2     Identify different sizes of thread.
- 3     Identify different sizes of needles.
- 4     Demonstrate appropriate choice of size of needle & thread for use with a range of thicknesses & materials.

### **Underpinning knowledge**

The candidate will be able to:

- 1 Explain the strength of threads
- 2 Explain the suitability for use of threads.
- 3 Explain the size of needle to use with each thickness of thread.
- 4 Describe the different types of needle points available, and their uses.

## **Outcome 3**

### **Justify machine adjustment for a range of materials.**

#### **Practical activities**

The candidate will be able to:

- 1 Change the size of stitch length to suit varying thicknesses and materials.
- 2 Adjust tensions to produce a perfect stitch, on a variety of materials and thicknesses.
- 3 Adjust pressure to suit varying thicknesses and materials.

### **Underpinning knowledge**

The candidate will be able to:

- 1 Recognise poor stitching and state methods used for correction. eg: tension too tight on top or bottom threads. Slipped stitches. Uneven stitch length. Threads breaking.
- 2 Explain what is meant by pressure and how it is adjusted.
- 3 Explain why stitches change size when stitching different thickness of material.

## **Outcome 4**

### **Understand the importance of correct maintenance procedures**

#### **Practical activities**

The candidate will be able to:

- 1 Always turn off the machine before attempting any maintenance procedure.
- 2 Apply basic maintenance to a range of sewing machines.
- 3 Oil the machine.
- 4 Change the needle.
- 5 Remove the bobbin case and shuttle.
- 6 Remove the throat plate.
- 7 Remove any fluff or thread caught in the shuttle or throat plate and feed.

### **Underpinning knowledge**

The candidate will be able to:

- 1 State how often to oil the machine.
- 2 Recognise when a needle is damaged.

# Unit 206 Machining Techniques Portfolio Section

Candidate name:

Assessment record year:

Candidate number:

Outcome	* indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Demonstrate the ability to safely control & use a range of sewing machines.	1 Operate the treadle with both feet to safely control a range of sewing machines. 2 Thread correctly a range of sewing machines 3 Wind and fit a bobbin to a range of sewing machines. 4 Produce a sample of straight stitching back tacking three stitches at each end of the row. 5 Produce a sample of edge machining using a guide. 6 Produce a sample of straight stitching without the aid of a guide. 7 Produce written / pictorial evidence of a range of sewing machines. 8 Describe the difference between, flatbed, cylinder arm, post & corner stitching machines. 9 Give one example for the use of each. 10 Name the parts of a sewing machine needle and it's use.	       ✓  ✓  ✓  ✓	  ✓  ✓  ✓  ✓  ✓	
Outcome 2: Demonstrate appropriate choice of needles & threads.	1 Produce a list & a sample of different types of threads. 2 Identify the different sizes of threads. 3 Identify the different sizes of needles. 4 Explain the appropriate size of needles & threads for a range of thicknesses & materials. 5 Explain the uses of reverse twist, round point & spear point needles.	    ✓  ✓	  ✓  ✓  ✓	
Outcome 3: Justify machine adjustment for a range of materials.	1 Adjust the pressure to suit material. 2 Adjust tension to produce a perfect stitch formation. 3 Explain the reasons that can cause a sewing machine to slip stitch.	  ✓	  ✓ ✓	

<p>Outcome 4: Understand the importance of correct maintenance procedures.</p>	<p>1 Explain the first thing to do before applying any basic maintenance to a sewing machine.</p> <p>2 Apply basic maintenance to a range of sewing machines.</p> <p>3 Oil the machine.</p> <p>4 Change a needle.</p> <p>5 Remove the bobbin case and shuttle.</p> <p>6 Remove the throat plate.</p> <p>7 Remove fluff or thread from shuttle or feed.</p> <p>8 How often do you oil a sewing machine</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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## Unit 207 Lorinery

### Unit rationale

This unit provides an introduction to the characteristics and uses of lorinery within saddlery, both past and present. It develops learner ability to select appropriate fittings and saddle trees and presents a critical survey of the variety of equine bits and their functions.

### Learning Outcomes

There are four outcomes for this unit. The candidate will be able to:

- 1 Identify the various metal fittings and their purpose in the manufacture of saddlery.
- 2 Identify the main saddletree types and their advantages and disadvantages.
- 3 Identify bit varieties and state their actions.
- 4 Select and fit modern stirrups and spurs.

### Guided learning hours

It is recommended that 40 hours should be allocated for this unit. This may be on a full time or part time basis.

### Connection with other awards

This unit, is part of the 4750-12 Certificate in Saddlery, completion of all core-units can lead on to the 4750-13 Advanced Certificate in Saddlery.

### Assessment

The outcomes for this unit will be assessed using evidence from practical and written activities, which will take the form of:

- Practical exercises, of fitting saddle trees, bits, stirrups and spurs designed to assess the skills of the candidate in producing and using saddlery components.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include photos, drawings, research notes etc.

## **Unit 207 Lorinery**

### **Outcome 1**

**Identify the various metal fittings and their purpose in the manufacture of saddlery.**

#### **Practical activities**

The candidate will be able to:

- 1 Select the fittings used in the production of saddles, bridles and harnesses.
- 2 State the basic forging and casting processes.
- 3 Identify uses of particular metals to meet specific needs.
- 4 List the finishing processes of particular metals.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Know the wide varieties of saddlery fittings and their usage.
- 2 Identify selected metals and their technical properties.
- 3 Analyse metal failures.
- 4 State health and safety requirements of metal fittings.

### **Outcome 2**

**Identify the main saddletree types and their advantages and disadvantages.**

#### **Practical activities**

The candidate will be able to:

- 1 List the different tree types used in modern saddles.
- 2 Select a saddletree to fit a specific horse.
- 3 Analyse the differences between ridged, spring and synthetic trees.
- 4 Identify the production methods of both synthetic and wooden saddletrees.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Measure the size and width of a saddletree.
- 2 State the BS. 2003 requirements of saddletrees.
- 3 Identify different styles and designs of saddletrees.
- 4 Select a saddletree suitable for a specific saddle design.



## **Outcome 3**

### **Identify bit varieties and state their actions**

#### **Practical activities**

The candidate will be able to:

- 1 Recognise early forms of animal control through biting.
- 2 List the 7 points of control.
- 3 State the different snaffle varieties and their actions.
- 4 State curb varieties and their actions.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 Recognize early bit types and materials used.
- 2 Identify bit suitability in relation to mouth conformation and restraint requirements.
- 3 Correctly size and fit a bit.
- 4 List the actions of a variety of bits.

## **Outcome 4**

### **Select and fit modern stirrups and spurs.**

#### **Practical activities**

The candidate will be able to:

- 1 Identify early and modern types of stirrups.
- 2 Select and fit modern type stirrups.
- 3 Identify the purpose of a selection of stirrup bars
- 4 Analyse the need and requirements of specific stirrups.

#### **Underpinning knowledge**

The candidate will be able to:

- 1 State the BHS/BSJA competition requirements with regards to the usage of spurs.
- 2 Identify a variety of stirrup designs and their usage.
- 3 Analyse the evolution and development of the stirrup.
- 4 Identify the different metals used in the production of stirrups.

## Unit 207 Lorinery Portfolio Section

Candidate name:

Assessment record year:

Candidate number:

Outcome	*indicates where evidence will be found. Assessors must add a red tick alongside to indicate that evidence assessed meets scheme requirements.	*Folder evidence	*Practical evidence	Assessor signature/date
Outcome 1: Identify the various metal fittings and their purpose in the manufacture of saddlery.	<ol style="list-style-type: none"> <li>1 Identify at least 5 different fittings used in the production of saddles, bridles and harness</li> <li>2 Give the steps of basic forging and the casting processes.</li> <li>3 Identify particular metals to fit specific needs.</li> <li>4 List the finishing processes of 3 different metals.</li> </ol>	✓  ✓  ✓  ✓		
Outcome 2: Identify the main saddletree types and their advantages and disadvantages	<ol style="list-style-type: none"> <li>1 List 3 different tree types used in modern saddles, and state the requirements of BS.2003, BS 7875:1996 for synthetic and BS 6635:2003 for wooden saddletrees</li> <li>2 Select a suitable tree to fit a specific horse, and measure the width and size of the trees.</li> <li>3 Name the differences between ridged, spring and synthetic trees, and identify the different styles and designs of saddletrees.</li> </ol>	✓  ✓	✓	
Outcome 3: Identify bit varieties and state their actions	<ol style="list-style-type: none"> <li>1 Identify early types of bits and how they control the horse.</li> <li>2 List 7 points of pressure and control, and identify if a bit is suitable and comfortable in the horse's mouth.</li> <li>3 List 5 different bit types and name 3 snaffle and curb varieties and their actions.</li> <li>4 Correctly size a bit.</li> <li>5 List 3 different materials that a bit can be made of.</li> <li>6 Give a brief history of a double bridle and describe how to fit it to the horse.</li> </ol>	✓ ✓  ✓  ✓ ✓	✓	
Outcome 4: Select and fit modern stirrups and spurs.	<ol style="list-style-type: none"> <li>1 Identify early and modern types and varieties of stirrups and spurs.</li> <li>2 Analyse the history and evolution and development of the stirrup.</li> <li>3 Identify the purpose of different types of stirrup bars.</li> <li>4 Identify the metals used in the production of stirrups and spurs.</li> </ol>	✓ ✓ ✓ ✓		

## Further information

Further information regarding centre/scheme approval or any aspect of assessment of our qualifications should be referred to NPTC, with the exception of registration and certification which is via the walled garden or City & Guilds regional office.

<b>Region</b>	<b>Telephone</b>	<b>Facsimile</b>
NPTC	024 7685 7300	0247669 6128
City & Guilds Scotland	0131 226 1556	0131 226 1558
City & Guilds North East	0191 402 5100	0191 402 5101
City & Guilds North West	01925 897900	01925 897925
City & Guilds Yorkshire	0113 380 8500	0113 380 8525
City & Guilds Wales	02920 748600	02920 748625
City & Guilds West Midlands	0121 359 6667	0121 359 7734
City & Guilds East Midlands	01773 842900	01773 833030
City & Guilds South West	01823 722200	01823 444231
City & Guilds London and South East	020 7294 2820	020 7294 2419
City & Guilds Southern	020 7294 2724	020 7294 2412
City & Guilds East	01480 308300	01480 308325
City & Guilds Northern Ireland/ Ireland	028 9032 5689	028 9031 2917

Websites [www.nptc.org.uk](http://www.nptc.org.uk) and [www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

