

Level 3 Advanced Certificate in Saddlery

Qualification handbook

4750-13

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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.

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Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

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NPTC Level 3 Advanced Certificate in Saddlery

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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 5 units. You must complete all five core units to achieve the Level 3 Advanced Certificate in Saddlery.

Core units

Unit 301 – Advanced Saddle Practical

This unit is designed to develop your skills in and awareness of production methods for more advanced saddles.

Unit 302 – Advanced Bridle Practical

This unit will develop further the skills necessary for the production of advanced bridles.

Unit 303 – Advanced Harness Practical

This unit will develop further the skills necessary for the production of more advanced harness.

Unit 304 – Saddlery Fitting

This unit will develop your awareness of the complexity of saddlery fitting and the importance of correctly fitting saddlery for the health and safety of both horse and rider.

Unit 305 – Business Establishment and Marketing

This unit is designed to develop the skills necessary to interpret and formulate business plans. It will enable the learner to source relevant information, draft plans and present these in a professional manner.

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 checks that records show a clear route to progression.

A City & Guilds External Verifier is allocated to your centre to monitor that all these activities are carried out in accordance with the regulations, laid down nationally, 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 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

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 4750-13.
- Candidates achieving all 5 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

Mapping of Level 3 Advanced 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 Footwear and Leather Production Suite 2005

Unit FLPMF21 Create Patterns for Footwear or Leather Products

Unit FLPMX20 Ensure Implementation of Quality Standards

Skillfast-UK SSC Apparel Manufacturing Technology Suite 2004

Unit AMT2 Maintain Activities To Meet Requirements

Unit AMT24 Manage Information For Action

Lantra SSC NVQ/SVQ Level 3 Horse Care and Management 2000

Unit 302 Promote and Maintain the Health and Well-being of Horses

Unit 303 Prepare Horses for Work

SFEDI SSC Business Start Up Suite 2001

Unit BSUP3 Check What Laws and Other Regulations Will Affect Your Business

Unit BSUP5 Decide How You Will Market Your Products and Services

Unit BSUP10 Get The Right Staff For Your Business

Unit BSUP11 Develop The Plan For Your Business

NPTC Advanced Certificate in Saddlery		National Occupational Standards			
Unit	Title	Unit No.	Element No.	Performance Criteria	Knowledge and Understanding
1	Advanced Saddle Production	FLPMF21	F21	1,2,3,4,5,6,7,8,9,10,11	a,b,c,d,e,f,h,j,l,m
		AMT2	AMT2.1	1,2,3,5,6,7	a,c,d,e,f,g
		AMT2	AMT2.2	1,4,6,7,8	a,b,c,f,j,k
		FLPMX20	X20	1,3,7,8,9	a,c,d,e,f,h
2	Advanced Bridle Production	FLPMFF21	F21	1,2,3,4,5,6,7,8,9,10,11	a,b,c,d,e,f,h,j,l,m
		AMT2	AMT2.1	1,2,3,5,6,7	a,c,d,e,f,g
		AMT2	AMT2.2	1,4,6,7,8	a,b,c,f,j,k
		FLPMX20	X20	1,3,7,8,9	a,c,d,e,f,h
3	Advanced Harness Production	FLPMF21	F21	1,2,3,4,5,6,7,8,9,10,11	a,b,c,d,e,f,h,j,l,m
		AMT2	A MT2.1	1,2,3,5,6,7	a,c,d,e,f,g
		AMT2	AMT2.2	1,4,6,7,8	a,b,c,f,j,k
		FLPMX20	X20	1,3,7,8,9	a,c,d,e,f,h
4	Saddlery Fitting	AMT24	AMT24.1	1,2,3,4,5,6,7	a,b,c,d,e,f,g,i
		302	302.1	1,2,3,5,6,7	a,d,e,k,l,o
		303	303.1	1,2,3,4,5	a,b,c,e,g,h
5	Business Establishment and Marketing	BSUP3	3.1	1,2,4	a,b,c,e,f,g,h,i,j
		BSUP3	3.2	1	a,b,c,d
		BSUP5	5.1	1,2,3,4,5,6	a,b,c,d,e,f,g,h
		BSUP5	5.2	1,2,3,4,5	a,b,c,d,e,f
		BSUP10	10.1	1,4	c,d
		BSUP10	10.3	1,2,3,5	a,b
		BSUP11	11.1	1,2,3,4,5	a,b,d,e,f
BSUP11	11.2	1,2,3,4	a,b,c,d,e,f		

Key Skills and Other Issues Mapping – Level 3 Advanced 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
301	Advanced Saddle Practical	✓			✓	✓						✓	✓	
302	Advanced Bridle Practical	✓	✓		✓	✓							✓	
303	Advanced Harness Practical	✓	✓		✓	✓							✓	
304	Saddlery Fitting	✓		✓		✓	✓			✓	✓		✓	
305	Business Establishment and Marketing	✓	✓	✓			✓		✓	✓	✓		✓	✓

Unit 301 Advanced Saddle Production

Unit rationale

Development of commercial skills in the production of saddles to specification. Making informed choices of materials, styling and construction.

Learning outcomes

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

- 1 Justify the selection of materials & fittings for advanced saddle construction.
- 2 Demonstrate a range of advanced techniques in the production of saddles.
- 3 Adapt specifications to meet client requirements.
- 4 Identify appropriate methods of repair.

Connection with other awards

This unit, is part of the 4750-13 Advanced Certificate in Saddlery, completion of all units can lead on to the 4924 Apprenticeship Saddlery Scheme and the Saddlery Intermediate and Advanced Skills Awards 4744 series.

Guided learning hours

It is recommended that 130 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 saddles.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, working drawings, notes, ideas etc;

Unit 301 Advanced Saddle Production

Outcome 1

Justify the selection of materials and fittings for advanced saddle construction

Practical activities

The candidate will be able to:

- 1 Select appropriate leather for proposed saddle.
- 2 Selection of appropriate tree for saddle purposes.
- 3 Selection of stirrup bar style.
- 4 Select appropriate rubber & foam for riders comfort.

Underpinning knowledge

The candidate will be able to:

- 1 Understand the different thicknesses and tanning techniques of both Butt & Hide leather.
- 2 Understand the finished saddles features, dictated by the tree.
- 3 Understand importance of leg position when riding.
- 4 Understanding benefits of different densities used to create optimum seat and rolls.

Outcome 2

Demonstrate a range of advanced techniques in the production of saddles

Practical activities

The candidate will be able to:

- 1 Engage industrial saddle making techniques where appropriate.
- 2 Generate a set of patterns of the chosen saddle.
3. Produce a set of girth straps for the saddle.
- 4 Develop own techniques for lacing in.

Underpinning knowledge

The candidate will be able to:

- 1 Understand how to apply plastic bellies or leather bellies.
- 2 Understand the rudiments of pattern cutting.
- 3 Understand the prescribed method of girth and strap making and their attachment.
- 4 Understand the process of lacing in and the varying methods used.

Outcome 3

Adapt specifications to meet client requirements

Practical activities

The candidate will be able to:

- 1 Obtain appropriate information from customers.
- 2 Select contrasting colours of leather and thread for a bespoke saddle.
- 3 Adjust existing patterns to meet client requirements.

Underpinning knowledge

The candidate will be able to:

- 1 Produce a chart to collect the require information for customer specifications.
- 2 Understand which colours complement each other.
- 3 Understand the rudiments of pattern cutting and design.

Outcome 4

Identify appropriate methods of repair

Practical activities

The candidate will be able to:

- 1 Identify & replace unsafe girth straps
- 2 Identify the areas that require flocking in a panel re-flock.
- 3 Re-stitch knee pads and sweat flaps as required.

Underpinning knowledge

The candidate will be able to:

- 1 Understand the importance of correct attachment.
- 2 Understand what constitutes a correctly fitting saddle.
- 3 Understand the techniques of both single and double hand stitching and where to apply them.
- 4 Recognise what repairs are safe to do, and when some are past repair.

Unit 301 Advanced Saddle Production 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: Justify the selection of materials & fittings for advanced saddle construction.	<ol style="list-style-type: none"> List appropriate types of leather & materials. List appropriate types of tree's & fittings. With the aid of diagrams list the component parts of a pony saddle & state the materials to be used for each. 	<p>✓</p> <p>✓</p> <p>✓</p>		
Outcome 2: Demonstrate a range of techniques in the production of saddles.	<ol style="list-style-type: none"> Produce a pony saddle. Produce samples of hand seaming. Produce a chart for recording the measurements taken when measuring for a bespoke saddle. 		<p>✓</p> <p>✓</p> <p>✓</p>	
Outcome 3: Adapt specifications to meet client requirements.	<ol style="list-style-type: none"> Record customer requirements. Record horse details. Adjust specifications to suit customer requirements. 	<p>✓</p> <p>✓</p> <p>✓</p>		
Outcome 4: Identify appropriate methods of repair	<ol style="list-style-type: none"> Provide evidence of common types of repair. Provide detailed descriptions of the work involved in two different types of repair. Describe in what instances you would recommend replacement rather than repair. 	<p>✓</p> <p>✓</p> <p>✓</p>		

Unit 302 Advanced Bridle Production

Unit rationale

To develop commercial skills and speed in the production of Advanced Bridle work to specification, and make informed choices of materials, styling and construction.

Learning outcomes

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

- 1 Justify the selection of materials and fittings for advanced Bridle work.
- 2 Demonstrate a range of advanced techniques in the production of Bridle work.
- 3 Adapt specifications to meet client requirements.
- 4 Identify appropriate methods of repair.

Guided learning hours

It is recommended that 130 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 4750-13 Advanced Certificate in Saddlery, completion of all units can lead on to the 4924 Apprenticeship Saddlery Scheme and the Saddlery Intermediate and Advanced Skills Awards 4744 series.

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 302 Advanced Bridle Production

Outcome 1

Justify the selection of materials and fittings for advanced bridle work

Practical activities

The candidate will be able to:

- 1 Select appropriate materials for advanced bridle work.
- 2 Select appropriate fittings for advanced bridle work.
- 3 Identify tools and equipment required.
- 4 Produce working drawings.

Underpinning knowledge

The candidate will be able to:

- 1 Verbally explain the reasons for the choice of materials.
- 2 List the range of tools required and state their use and care.
- 3 Range of suppliers and samples of different fittings.
- 4 Full knowledge of requirements for an accurate working drawing for each item made.

Outcome 2

Demonstrate a range of advanced techniques in the production of bridle work

Practical activities

The candidate will be able to:

- 1 Cut advanced bridle components to specification.
- 2 Prepare bridle components ready for hand stitching.
- 3 Prepare components for machine stitching.
- 4 Finish off to specification.

Underpinning knowledge

The candidate will be able to:

- 1 Cut components from correct parts of leather.
- 2 Select the correct hand tools.
- 3 Select the correct stitch marking irons.
- 4 Choose the correct machine, needle and thread.

Outcome 3

Adapt specifications to meet client requirements

Practical activities

The candidate will be able to:

- 1 Produce a chart for recording customer requirements.
- 2 Record customer requirements.
- 3 Adjust specification to meet customer requirements.

Underpinning knowledge

The candidate will be able to:

- 1 Collect evidence of customer requirements.
- 2 Measure correct fitting for customer requirements.
- 3 Identify the need for clear diagrams and accuracy of recording information.

Outcome 4

Identify appropriate methods of repair

Practical activities

The candidate will be able to:

- 1 Identify badly worn tack.
- 2 Identify when tack needs to be replaced or repaired.
- 3 Check for safety of stitching or cracking of leather.

Underpinning knowledge

The candidate will be able to:

- 1 Repair items to a safe standard.
- 2 Understand the importance of safety.
- 3 Check for safety of leather, cracking etc.
- 4 Know when to replace or repair.
- 5 Check for safety of stitching.

Unit 302 Advanced Bridle Production 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: Justify the selection of materials & fittings used for advanced bridle work.	<ol style="list-style-type: none"> List appropriate types of leather, materials & fittings required for each item made. With the use of a diagram identify where on a bridle butt you would cut the components for:- <ol style="list-style-type: none"> Plain snaffle bridle Head collar Running martingale 	<p>✓</p> <p>✓</p>		
Outcome 2: Demonstrate a range of advanced techniques in the production of Bridle work.	<p>Produce :-</p> <ol style="list-style-type: none"> Plain Snaffle Bridle to given specifications. Head Collar to given specifications. Running Martingale given specifications. Girth Double Bridle Plaited Rein 		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Outcome 3: Adapt specifications to meet client requirements	<ol style="list-style-type: none"> Produce a chart for recording customer requirements. Record customer requirements. Adjust specifications to suit customer requirements. 	<p>✓</p> <p>✓</p> <p>✓</p>		
Outcome 4: Identify appropriate methods of repair	<ol style="list-style-type: none"> Provide evidence of the most common types of repair requested. Provide detailed descriptions of the work involved in two different types of repair. Give an example of a situation when replacement rather than repair of a component part of tack would be most appropriate. 	<p>✓</p> <p>✓</p> <p>✓</p>		

Unit 303 Advanced Harness Production

Unit rationale

This unit aims to develop commercial skills and speed in the production of advanced harness items, making informed choices of materials, design and construction.

Learning outcomes

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

1. Justify the selection of materials and fittings for the production of harness.
2. Demonstrate the application of a range of advanced techniques in the production of harness.
3. Adapt specifications to meet client requirements.
4. Identify appropriate methods of production of harness items.

Guided learning hours

It is recommended that 130 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 4750-13 Advanced Certificate in Saddlery, completion of all units can lead on to the 4924 Apprenticeship Saddlery Scheme and the Saddlery Intermediate and Advanced Skills Awards 4744 series.

Assessment

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

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

Unit 303 Advanced Harness Production

Outcome 1

Justify the selection of materials and fittings for the production of harness

Practical activities

The candidate will be able to:

- 1 Select appropriate leather for the production of a single set of harness.
- 2 Select appropriate fittings for the production of a single set of harness.
- 3 Identify the appropriate cutting sequence of a single set of harness when cutting from a single harness back.
- 4 Identify key areas of strength necessary in a set of harness.

Underpinning knowledge

The candidate will be able to:

- 1 List the different types of leather used in harness making.
- 2 Name the different fittings used in harness making.
- 3 Select the appropriate cut of a hide for each component of a single set of harness.
- 4 List the health and safety considerations of harness.

Outcome 2

Demonstrate the application of a range of advanced techniques in the production of harness

Practical activities

The candidate will be able to:

- 1 Identify and select methods of decorating harness.
- 2 Select and use advanced techniques necessary for the production of harness items.
- 3 Identify production methods for achieving maximum strength.

Underpinning knowledge

The candidate will be able to:

- 1 Set clinchers.
- 2 Produce box loops.
- 3 Chequer box loops.
- 4 Mould leather for the production of winkers.

Outcome 3

Identify different types of harnesses

Practical activities

The candidate will be able to:

- 1 Describe the components and fitting of a single set of harness.
- 2 Describe the components and fitting of pairs harness.
- 3 Describe the components and fitting of a tandem harness.
- 4 Describe the components and fitting of team harness.

Underpinning knowledge

The candidate will be able to:

- 1 Analyse different design of harnesses.
- 2 Analyse different production methods of harnesses.
- 3 List the differences between breast collars and full collars.
- 4 Identify each component of a full collar with harness.

Outcome 4

Identify appropriate methods of production of harness items

Practical activities

The candidate will be able to:

- 1 Produce a harness bridle.
- 2 Produce a breeching seat.
- 3 Produce a pair of breeching straps and a hip strap.
- 4 Produce a crupper and dock.

Underpinning knowledge

The candidate will be able to:

- 1 Add measurements to a working drawing.
- 2 Produce working drawings of harness items.
- 3 Convert metric and imperial measurements.
- 4 Add, divide time and subtract imperial measurements.

Unit 303 Advanced Harness Production 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: Justify the selection of materials and fittings for the production of harness	<ol style="list-style-type: none"> List the appropriate types of leather used in the production of each component of a single set of harness. List the fittings used in the production of each component of a single set of harness. With the use of a diagram identify where on a ½ harness back, each component of a single set of harness should be cut from. List the key areas of strength necessary in a single set off harness and explain how to achieve the maximum material strength in each area. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Outcome 2: Demonstrate the application of a range of advanced techniques in the production of harness.	<ol style="list-style-type: none"> Correctly produce a clincher brow band. Produce and decorate a box loop. Mould leather to a pair of winker plates. Make a pair of breeching straps with extra reinforcement for the prevention of shaft wear. <p>(All items must be correctly made, safe, fit for purpose and produced to commercial standards)</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Outcome 3: Identify different types of harnesses.	<ol style="list-style-type: none"> Describe the components and fitting of a single set of harness. Describe the components and fitting of pairs harness. Describe the components and fitting of a tandem harness. Describe the components and fitting of team harness. Analyse the advantages and disadvantages of a full collar and a breast collar. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

<p>Outcome 4:</p> <p>Identify appropriate methods of production of harness items.</p>	<p>1. Make a conversion chart that converts metric to imperial measurements.</p> <p>2. Produce a set of working drawings for the production of a cob size harness bridle, to include cut and made up measurements in both imperial and metric measurements.</p> <p>3. Produce a harness bridle.</p> <p>4. Produce a breeching seat.</p> <p>5. Produce a pair of breeching straps and a hip strap.</p> <p>6. Produce a crupper and dock.</p> <p>(All items must be correctly made, safe, fit for purpose and produced to commercial standards)</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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Unit 304 Saddlery Fitting

Unit rationale

This unit will develop understanding of the complexity of saddlery fitting and the importance of correctly fitting saddlery for the health and safety of both horse and rider.

Learning outcomes

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

1. Appreciate the complexity of saddlery fitting.
2. Analyse implications of poor construction and fitting of saddlery.
3. State the characteristics of a well fitting saddle.
4. Apply and fit harness.

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 4750-13 Advanced Certificate in Saddlery, completion of all units can lead on to the 4924 Apprenticeship Saddlery Scheme and the Saddlery Intermediate and Advanced Skills Awards 4744 series.

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 saddlery to horses are designed to assess the candidate's skills and knowledge.
- A portfolio section that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, drawings, photographs and notes, ideas etc.

Unit 304 Saddlery Fitting

Outcome 1

Appreciate the complexity of saddlery fitting

Practical activities

The candidate will be able to:

- 1 List the varieties of saddlery used in equestrian disciplines.
- 2 Identify conformation implications of saddlery fitting.
- 3 Assess the back of a horse.
- 4 Measure a horse for a bridle.

Underpinning knowledge

The candidate will be able to:

- 1 Recognise the differences in saddlery requirements.
- 2 List common conformation difficulties relating to saddlery fitting.
- 3 Test the flexibility of a horse's spine.
- 4 Measure a horse for the production of a correctly fitting bridle.

Outcome 2

Analyse implications of poor construction and fitting of saddlery

Practical activities

The candidate will be able to:

- 1 Identify the affects of poorly fitting saddles.
- 2 Identify the effects of poorly fitting harnesses.
- 3 State the effects of poorly fitting bridles.
- 4 Recognise common injuries as a result of poorly fitting saddlery.

Underpinning knowledge

The candidate will be able to:

- 1 Identify common fitting and design faults of conventional saddles.
- 2 Recognise physiological consequences of poor saddlery design and fit.

Outcome 3

State the characteristics of a well fitting saddle

Practical activities

The candidate will be able to:

- 1 Describe the basic saddle fitting principles.
- 2 Select a suitable saddle to fit a horse.
- 3 Check the fit of a saddle on a horse.
- 4 State the Society of Master Saddlers recommended procedure for saddle fitting.

Underpinning knowledge

The candidate will be able to:

- 1 Safely and correctly take a template of a horse wither.
- 2 State what to look for in a well fitting saddle.
- 3 Know the legal implications relating to saddle fitting.
- 4 State the code of conduct for registered, qualified saddle fitters.

Outcome 4

Apply and fit harness

Practical activities

The candidate will be able to:

- 1 Fit a single set of harness.
- 2 Apply a full collar safely and correctly.
- 3 Perform safety checks of harness areas of strain and examine condition.
- 4 Disassemble and reassemble driving harness correctly.

Underpinning knowledge

The candidate will be able to:

- 1 Apply harness to a horse safely in the correct sequence and adjust to fit where necessary.
- 2 State what to look for in a well fitting single set of harness.
- 3 Carry out safe working practice when harnessing a horse.
- 4 Identify the points of draught of a breast and full collar.

Unit 304 Saddlery Fitting 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: Appreciate the complexity of saddlery fitting.	<ol style="list-style-type: none"> 1. List the saddlery commonly used for dressage, show jumping, and cross-country. 2. State 5 conformation features that may cause difficulty when fitting saddlery. 3. Assess a horse's back, using the SMS recommended procedure. 4. With the help of a diagram describe how a correctly fitting snaffle bridle should fit. 5. Write a 500-word essay reflecting on the importance of correctly fitting saddlery. 	<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>	
Outcome 2: Analyse implications of poor construction and fitting of saddlery	<ol style="list-style-type: none"> 1. List 5 equine behavioural consequences related to poorly fitted saddles. 2. List 5 equine behavioural consequences related to poorly fitted harness 3. List 5 injuries that could be caused by an ill-fitting bridle. 4. Use a diagram to indicate the sites of common saddle injuries and explain the cause of each injury 5. Use a diagram to indicate the sites of common harness injuries and explain the cause of each injury. 	<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>		
Outcome 3: State the requirements of a well fitting saddle.	<ol style="list-style-type: none"> 1. With the help of pictures or diagrams, explain the basic principles of saddle fitting. 2. Select a saddle to fit a specific horse and give reasons why you think it fits or does not fit the horse. 3. Design and make a saddle-fitting chart. 4. Describe or perform the task of safely taking a wither pattern of a horse and logging it on to your saddle fitting chart. 	<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>	

	5. List 5 of the Society of Master Saddlers saddle-fitting recommendations.	✓		
Outcome 4: Apply and fit harness.	<p>1. Disassemble and reassemble a single set of harness correctly.</p> <p>2. Identify the individual components of a harness, areas of strain and examine its condition.</p> <p>3. Safely apply a single set of harness to a horse safely in the correct sequence and adjust to fit where necessary.</p> <p>4. Apply a full collar with harness correctly and safely to a horse.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Unit 305 Business Establishment and Marketing

Unit rationale

This unit provides an introduction to the skills and knowledge required to plan, establish and manage a small business. It investigates the principles of marketing, business planning and promotion in the context of the saddlery and related equine business sector together with relevant legal and practical aspects of self-employment, personnel recruitment, selection and employment

Learning outcomes

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

- 1 Propose and apply appropriate market research and business promotion strategies
- 2 Construct a business plan for a saddlery enterprise
- 3 Describe the statutory obligations of a sole trader
- 4 Demonstrate the ability to plan and manage the recruitment process

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 4750-13 Advanced Certificate in Saddlery and complements and extends the skills developed in Unit 4 Business Administration of the 4750-12 Certificate in Saddlery. Completion of all units can lead on to the 4924 Apprenticeship Saddlery Scheme and the Saddlery Intermediate and Advanced Skills Awards 4744 series.

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 planning, conducting and evaluating market research
- Practical exercises designed to assess the performance of the candidate in planning for and participating in a promotional activity
- Practical exercises designed to assess the skills of the candidate in organising and conducting the recruitment process
- Presentation of a business plan for a saddlery or related business enterprise
- A portfolio section that will demonstrate underpinning knowledge and research in support of the practical exercises and of the legal obligations of a sole trader and employer. This may include notes, ideas, printouts / photocopies of information on businesses and organisations, H&S and legal requirements, self-assessment and PAYE procedures etc.

Unit 305 Business Establishment and Marketing

Outcome 1

Propose and apply appropriate market research and business promotion strategies

Practical activities

The candidate will be able to:

- 1 Devise and conduct a market research activity and analyse its value
- 2 Evaluate the marketing mix of a range of saddlery and related businesses
- 3 Prepare for and contribute to a promotional activity

Underpinning knowledge

The candidate will be able to:

- 1 Explain the significance of the “four P’s” – product, place, price, promotion – to business marketing.
- 2 Discuss the value and use of PEST analysis, SWOT analysis and SMART objectives for marketing planning, with reference to appropriate examples.
- 3 Assess the potential of internet promotion for a saddlery or related business.

Outcome 2

Construct a business plan for a saddlery enterprise

Practical activities

The candidate will be able to:

- 1 Define the commercial objectives, target market and business activities of a proposed saddlery enterprise and discuss external factors that may affect business performance.
- 2 Apply SWOT analysis to the proposed enterprise and suggest how it will promote its services and products.
- 3 Construct a cashflow forecast for one year of trading.
- 4 Evaluate the capital structure and trading prospects of the proposed enterprise.

Underpinning knowledge

The candidate will be able to:

- 1 Demonstrate awareness of the range of products and services offered by saddlery businesses
- 2 Apply marketing principles to the creation of a business promotion strategy
- 3 Demonstrate understanding of a range of business overheads
- 4 Analyse and interpret summary financial data

Outcome 3

Describe the statutory obligations of a sole trader

Practical activities

The candidate will be able to:

- 1 Categorise the legal obligations likely to apply to a small business engaged in the saddlery trade
- 2 Source and compile information on the laws likely to apply to a small business engaged in the saddlery trade
- 3 Describe the business registration, taxation and accounting obligations of a self employed sole trader
- 4 Complete an example PAYE deduction working sheet and VAT return

Underpinning knowledge

The candidate will be able to:

- 1 Outline the procedures and rules relating to self-assessment, National Insurance, VAT registration and accounting conventions for the self-employed
- 2 Explain the obligations of an employer with respect to Health & Safety, Equal Opportunities, Working Time Regulations, PAYE and other relevant legislation

Outcome 4

Demonstrate the ability to plan and manage the recruitment process

Practical activities

The candidate will be able to:

- 1 Construct an advertisement and application form for a saddlery or related job
- 2 Create a job description and invitation to interview
- 3 Arrange and conduct an interview, selection and appointment simulation for a range of candidates
- 4 Participate in a simulated interview situation

Underpinning knowledge

The candidate will be able to:

- 1 Demonstrate awareness of equal opportunities and other employment legislation throughout the selection and appointment process
- 2 State the principles of effective form and other administrative document design

Unit 305 Business Establishment and Marketing 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: Propose and apply appropriate market research and business promotion strategies	<ol style="list-style-type: none"> 1. Devise and conduct a market research activity and analyse its value. 2. Evaluate the marketing mix of a range of saddlery and related businesses. 3. Prepare for and contribute to a promotional activity. 4. Explain the significance of the “four P’s” – product, place, price, promotion – to business marketing. 5. Discuss the value and use of SWOT analysis and SMART objectives for marketing planning , with reference to appropriate examples. 6. Assess the potential of internet promotion for a saddlery or related business. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	
Outcome 2: Construct a business plan for a saddlery enterprise	<ol style="list-style-type: none"> 1. Define the commercial objectives, target market and business activities of a proposed saddlery enterprise and discuss external factors that may affect business performance. 2. Apply SWOT analysis to the proposed enterprise and suggest how it will promote its services and products. 3. Construct a cashflow forecast for one year of trading. 4. Evaluate the capital structure and trading prospects of the proposed enterprise. 5. Demonstrate awareness of the range of products and services offered by saddlery businesses. 6. Apply marketing principles to the creation of a business promotion strategy. 7. Demonstrate understanding of a range of business overheads. 8. Analyse and interpret summary financial data. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

<p>Outcome 3:</p> <p>Describe the statutory obligations of a sole trader</p>	<ol style="list-style-type: none"> 1. Categorise the legal obligations likely to apply to a small business engaged in the saddlery trade. 2. Identify and source information on the laws likely to apply to a small business engaged in the saddlery trade. 3. Investigate the business registration, taxation and accounting obligations of a self-employed sole trader. 4. Complete an example PAYE deductions working sheet and VAT return. 5. Outline the procedures and rules relating to self-assessment, National Insurance, VAT registration and accounting conventions for the self-employed. 6. Explain the obligations of an employer with respect to Health & Safety, Equal Opportunities, Working Time Regulations, PAYE and other relevant legislation. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p>Outcome 4:</p> <p>Demonstrate the ability to plan and manage the recruitment process</p>	<ol style="list-style-type: none"> 1. Construct an advertisement and application form for a saddlery or related job. 2. Create a job description and invitation to interview. 3. Arrange and conduct an interview, selection and appointment simulation for a range of candidates. 4. Participate in a simulated interview situation. 5. Demonstrate awareness of equal opportunities and other employment legislation throughout the selection and appointment process 6. State the principles of effective form and other administrative document design. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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.

Region	Telephone	Facsimile
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 and www.city-and-guilds.co.uk