

Level 1 Certificate in Equine Skills (7477)



www.nptc.org.uk

Qualification handbook

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Publications and enquiries

Publications are available as pdf file from www.nptc.org.uk under the 'Qualifications' tab, and then click on 'Equine'.

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NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

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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Level 1 Certificate in Equine Skills (7477-01)

Introduction

The purpose of this qualification is to provide a level 1 qualification in practical equine skills, to meet the needs of learners, industry and other stakeholders. It is a flexible system with units in discrete equine skills that can be built up into a full qualification or accessed as individual units, according to the needs of the learner.

This is an essential stepping stone between entry level and a full Level 1 qualification, providing candidates with formal recognition of the skills that they have achieved prior to progressing onto a full level 1 qualification. It also provides candidates with a taster to the industry for those who are considering progressing into employment in the future.

Candidates completing this qualification or units within it can progress on to a NVQ level 1 in Horse Care, another full level 1 qualification (Certificate in Land-based Studies) or a level 2 qualification.

For information about all land-based qualifications offered by NPTC, please refer to the website www.nptc.org.uk or contact information@nptc.org.uk

Other Vocationally Related Qualifications (VRQs) are available in a range of vocational areas, please contact Customer Services Enquiry unit at City & Guilds for further information.

General structure

To gain the Level 1 Certificate in Equine Skills, candidates must undertake assessments for all **five** core units (101-105) plus **one** optional unit from unit 106-109.

Core units

- 101 Handling horses under direction
- 102 Feeding and watering horses under direction
- 103 Mucking out and bedding down horses under direction
- 104 Grooming horses under direction
- 105 Putting on and removing horse rugs under direction

Optional units

- 106 Putting on horse tack under direction
- 107 Riding horses in the school under direction
- 108 Turning out and catching up horses under direction
- 109 Cleaning horse tack under direction

For unit accreditation, candidates can choose from any of the units.

Assessment

The qualification is assessed by practical assessment with supporting related underpinning knowledge questions to confirm understanding. The underpinning knowledge questions can be asked and answered orally or in a written format.

The assessments will be carried out at the end of successive phases of training to allow formative assessment of the candidate's acquisition of skills at appropriate stages throughout the course. It is envisaged that these assessments will serve as a source of motivation for candidates.

This will also provide diagnostic information so that shortcomings in the candidate's performance can be remedied before moving on to the next unit. Such information may also help quality assurance of the scheme, by highlighting weaknesses in the training.

In order for the assessments to fulfil their diagnostic function, it is essential that candidates receive appropriate feedback of results as soon as possible after taking each test. There is a box at the side and bottom of each checklist to allow feedback to be recorded.

Each assessment checklist must be authenticated by the candidate and assessor.

Assessment components are awarded as PASS only.

Quality assurance

National standards and rigorous quality assurance are maintained by the use of practical assessments and related underpinning knowledge questions, marked by the centre according to externally set marking criteria, with quality assurance provided by the centre and monitored by NPTC's external verification system, to ensure that national standards are maintained.

Quality assurance includes initial centre approval, qualification approval, the centre's own procedures for monitoring quality and NPTC's ongoing monitoring by an External Verifier. Details of NPTC's criteria and procedures, including roles of centre staff and External Verifiers can be found in *Providing NPTC Qualifications - a guide to centre and qualification approval*. See www.nptc.org.uk.

For candidates with particular requirements, centres should refer to NPTC's policy document *The application of reasonable adjustments and special consideration in vocational qualifications*, which is available from www.nptc.org.uk

Assessment strategy

The roles of assessors and internal verifiers/qualification co-ordinators are specified in *Providing NPTC Qualifications - a guide to centre and qualification approval*. Specific competencies required for this qualification are set out below.

Assessors should be occupationally competent, either qualified to level 3 or above in horse management or have significant and current experience of working in the industry at this level. They should have had formal training in assessment, which may be A1, D32/33 or other training that allows the assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency. It would be envisaged that the training would encompass, but not be limited to:

- Assessment planning
- Methods of assessment
- Feedback
- Recording of evidence.

Internal verification

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

The External Verifier will judge that assessors and verifiers meet the above criteria during the qualification approval process or subsequent update.

Guidance to Internal verifiers

Internal verification is an integral part of the Quality Assurance process. Internal verifiers are required to maintain a sampling plan. The plan will detail all candidates and all assessors. The document will detail intent, when the sample will take place, and record completed observations.

Observation of assessors will follow awarding body recommendation of 2 x yearly. It is expected that internal verifiers will follow a tracking system directly related to the sampling plan. Records should be maintained of assessor observation and location visits. Feedback to the assessor must be recorded and clearly detail the activity undertaken.

Attention will be drawn to strengths in the observed assessment and detail any action for the assessor that will improve the experience of the candidate.

Observation of candidates will form part of the Quality Assurance system. A random observation of candidates will take place to ensure candidate records match ability. It is recommended that 25% of each assessor's candidates are

sampled in addition to observation. Note: when any assessor is responsible for 4 or more candidates, the following documentation is recommended:

Sampling plan - dates of completion to be recorded
Recorded activity of visits to locations and assessors
Candidate feedback
Assessor Feedback

Appeals and equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, NPTC will arbitrate and an External Verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the External Verifier or NPTC if advice is required. Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at NPTC.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. The regulators require NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

Course Design

Tutors/assessors should familiarise themselves with the structure and content of the qualification before designing an appropriate course.

NPTC does not itself provide courses of instruction or specify entry requirements. As long as the requirements for the qualification are met, tutors/assessors may design courses of study in any way that they feel best meets the needs and capabilities of the candidates. Units are broadly the same size and centres may deliver them in any order they wish.

It is recommended that centres cover the following in the delivery of the course, where appropriate:

- Health and safety considerations, in particular the need to impress to candidates that they must preserve the health and safety of others as well as themselves
- Key Skills (such as Communication, Application of Number, Information technology, Working with others, Improving own learning and performance, Problem solving).
- Environmental education, related European issues
- Spiritual, moral, ethical, social and cultural issues.

It is recommended that 210 guided learning hours should be allocated for the core and optional units. This may be on a full time or part time basis.

Centre and qualification approval

Centres wishing to offer NPTC qualifications must gain approval.

New centres must apply for centre and qualification approval.

Existing NPTC/City & Guilds centres will need to get specific qualification approval to run this qualification.

Full details of the process for both centre and qualification approval are given in *Providing NPTC qualifications – a guide to centre and qualification approval* which is available from www.nptc.org.uk

NPTC/City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular NPTC or City & Guilds qualification, 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 NPTC or City & Guilds.

Operating procedures – general requirements

All Centres offering the qualification will have to meet the full requirements for the assessment procedures as detailed in this Handbook.

This includes the provision of:

- a appropriately qualified staff to carry out assessments
- b facilities for practical assessments to be undertaken at appropriate times under conditions required by NPTC.

Registration and certification

For the award of a full certificate, candidates must successfully complete the assessments for **five** core units, plus **one** optional unit.

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under scheme/complex no 7477-01. (A unit route is also available under scheme/complex no 7477-11).
- When assessments have been successfully completed, candidate results should be submitted on Walled Garden or Form S (Results submission). Centres should note that results will **NOT** be processed by City & Guilds until verification records are complete.
- Candidates achieving one or more assessment units will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the number and combination of assessment components required for the Certificate will, in addition, be issued a Certificate.

Advice to centres prior to certification

The following documentation is required prior to certification:

- A record of achievement. The document must be signed and completed by candidate and assessor. The dates completed must directly track to assessment records
- Assessment records must have been completed for each task and dated upon completion
- All records must track to an IV sampling plan
- Candidate record should be maintained and include the following detail, candidate name, start date, registration date, registration number, final completion date – date of last assessment, certification date
- Maintain a copy of certification requests

Mapping to National Occupational Standards

Level 1 Certificate in Equine Skills (7477)		Mapping to Lantra SSC Introductory Horse Care National Occupational Standards (April 2007)			
Unit	Title	Unit no.	Element no.	Performance criteria	Knowledge and understanding
101	Handling horses under direction	102	102.1	1,7	e,f
		103	103.1	1	
		104	104.1	1,3,4,5	
			104.2	2	a,c
		105	105.1	2,6	a,b,d,e
102	Feeding and watering horses under direction	101	101.1	1,3,4,5,6,7,8	a,e,f,g,i
		105	105.1	2,7,8	d,e
103	Mucking out and bedding down horses under direction	102	102.1	1,2,3,4,5,6,7	a,c,d,f,g,h
			102.2	1,2,4,6	b,c,d,e,g,i
		105	105.1	2,3,7,8	b,e
104	Grooming horses under direction	107	107.1	1,3,4,5,6,7,8	a,d,f,g,h
		105	105.1	2,3	b,e
105	Putting on and removing horse rugs under direction	103	103.2	1,2,4,5	a,b,d,f
		105	105.1	2,3	b,e
106	Putting on horse tack under direction	103	103.1	3,5,6,7	a,b,c,d,f
		105	105.1	2,3	b,e
107	Riding horses in the school under direction	106	106.1	1,3,4,5,6	a,b,c,d,e
			106.2	1,2,3,4,5	a,b,d,e
		105	105.1	6	
108	Turning out and catching up horses under direction	104	104.2	1,2,3,4,5,6	a,d,e,f,g
		105	105.1	2,6	b,e
109	Cleaning horse tack under direction	103	103.3	1,2,3,4	a,b,d,e,f

Opportunities for Health and Safety, Spiritual, Environmental, European Developments

The units provide opportunities to address the following issues as indicated:

Unit	Spiritual, Moral, Ethical, Social and Cultural	Environmental	Health and Safety	European Development
101	X		X	
102	X	X	X	
103		X	X	
104			X	
105			X	
106			X	
107			X	
108			X	
109			X	

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UNIT 101 HANDLING HORSES UNDER DIRECTION

Outcome

The candidate will be required to show an understanding of the horse's basic instincts and how they may act and react in a stable environment. They will need to show that they can enter a stable, approach the horse, and secure and tie the horse up safely. They will also be required to lead a horse from the stable, walk and lead forward, turn and return to the stable whilst maintaining the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to work easily around the horse
- A suitable area to lead and turn the horse.

Instructions to the candidate

You are required to:

- Identify the safety and handling requirements when entering stables
- Identify behavioural signs that might indicate concern when entering the stable
- Approach the horse safely with particular regard to the position of the horse in the stable
- Fit a head collar and tie the horse up in the stable
- Lead horse from the stable in walk, turn and return to the stable
- Position the horse in the stable prior to release
- Release horse and check security of the stable
- Maintain safety of self and horse during the procedure of entering the stable, catching the horse, tying up, leading from and returning to the stable.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker who is able to enter a stable safely, approach and catch a horse, tie a horse up, lead from the stable turn and return.

The candidate is expected to show due regard for their safety and that of the horse through the procedures of entering the stable, approaching and handling the horse.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 101 Handling horses under direction		
Assessor:		Candidate:
Task: Handle horses in a stable environment under direction		Location:
The candidate is able to:	Y/N	Comments
Check the environment for hazards		
Wear suitable clothing to include strong boots/footwear. This may also include hat and gloves		
Assess stable and horse before entering		
Observe the horse's initial response to identify body language and facial expression		
Enter stable with regard to position of horse and safety		
Approach horse calmly from the side		
Put on head collar		
Tie horse up securely using a quick release knot		
Untie horse and remove from stable with regard for safety of self and horse		
Handle and lead the horse		

Turn the horse in walk		
Lead horse into stable		
Ensure both horse and stable are secure		
Release the horse having turned the horse first toward the door. Undo head collar and step away from the horse		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor

Date

Name & signature of Candidate

Date

UNIT 101 HANDLING HORSES UNDER DIRECTION

Knowledge question sheet

1. Before entering a horse's stable for the first time what factors should be checked?

2. What observations should be made of the horse's behaviour before entering the stable?

3. What signs would a horse display to indicate caution?

4. How might a horse react if it was frightened?

5. State how the handler should approach a horse

6. State the procedure for securing a horse in a stable

7. State the procedure for leading a horse out of a stable

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UNIT 102 FEEDING AND WATERING HORSES UNDER DIRECTION

Outcome

The candidate will be required to check the horse's water supply and provide the horse with hay/haylage in the stable. They will then be required to identify individual horse's feed bowls, follow written or verbal instruction, identify and put required amount of feed into bowls, mix and give the feed to the horse. Throughout the tasks they are required to maintain the health, safety and security of their self, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- Well mannered horses the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows for easy access for the candidate to enter the stable
- Easily accessible water supply
- Hay/haylage
- Haynets
- A range of feeds available for selection
- Clean bowls and implements.

Instructions to the candidate

You are required to:

- Fill, lift and carry a haynet to the stable
- Feed the horse hay in the stable
- Tie up a haynet in a stable
- Ensure fresh water is available for the horse
- Follow written or verbal instruction pertaining to individual horse's feed
- Identify the horse's feed bowl
- Identify required feed and put into bowl
- Mix feed prior to giving to the horse
- Lift bowl and take to the horse
- Enter stable with regard to the safety of self and horse at all times
- Leave stable with regard for safety of self and horse at all times
- Observe and comment on the horses behaviour at feed times
- Clean feeding and watering utensils and receptacles, disposing of waste safely and correctly.

Continued....

Assessment notes

The assessment should take place in a suitable environment with horses that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker feeding and watering horses as part of daily routine duties. They must show awareness for safety by their actions and be able to explain procedure for maintaining safety when feeding and watering horses as part of routine activity. It is recommended that the assessment takes place during feeding time to ensure minimal disruption to daily routine.

When providing the horse's hay feed it is acceptable for hay or haylage to be used in yards that feed both forages.

ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 102 Feeding and watering horses under direction		
Assessor:		Candidate:
Task: Feed and water horses as part of daily routine under direction		Location:
The candidate is able to:	Y/N	Comments
Confirm the horses hay feed requirement and fill a haynet or carrier to required amount		
Lift and carry a haynet or carrier		
Feed the horse hay in the stable		
Tie a haynet in a stable		
Check and replenish water as required, ensuring that clean water is available		
Lift and carry water buckets		
Follow written or verbal instruction, allocate pre selected feed to individual feed bowls		
Mix feed thoroughly adding water if required		
Carry feed bowls in line with health and safety directive		
Put feed either in bowl or manger		

Observe and comment on the horse's normal behaviour at feed times		
Check feeding habits of a horse to include how the horse would normally finish its feed		
Dispose of waste from feeding safely and correctly		
For each task above the candidate safely enters the stable and secures the stable door behind them		
For each task above the candidate safely leaves the stable and secures stable door behind them		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor

Date

Name & signature of Candidate

Date

UNIT 102 FEEDING AND WATERING HORSES UNDER DIRECTION

Knowledge question sheet

1. Describe the daily feeding routine for a stabled horse
2. State the potential risks to self, others and horses during routine feeding activity
3. Describe the procedure used for feeding horses in the stable in order to maintain safety of self, others and horses when feeding horses
4. Describe how to lift and carry water buckets, feed bowls and haynets
5. State the possible health considerations to self when feeding and weighing hay
6. State why it is important to clean feed bowls, water buckets and feeding utensils

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UNIT 103 MUCKING OUT AND BEDDING DOWN HORSES UNDER DIRECTION

Outcome

The candidate will be required to muck out a stable, replenish bedding material, set a stable bed down for night time use. They will also be required to maintain and leave a tidy stable yard area and maintain the safety of themselves and their horses throughout the mucking out procedure.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to work easily around the horse
- Suitable equipment for mucking out a selected bed
- Sufficient bedding materials to allow the bed to be replenished as required. A rubber floor may be used but there must be sufficient bedding available to allow the candidate to demonstrate their ability to work with bedding materials
- A muck heap area allowing for the removal of dirty bedding.

Instructions to the candidate

You are required to:

- Assess the mucking out requirements of the selected horse
- Gather tools suitable to the needs of bedding
- Enter the stable and secure the horse before mucking out
- Ensure adequate arrangements are made to prevent contamination of the water supply
- Position wheel barrow/skip safely
- Remove droppings from stable
- Sift bedding and remove soiled and dirty patches
- Set bed suitable for night time
- Replenish bedding as required
- Leave stable tidy
- Ensure water is available
- Remove dirty bedding and leave equipment and yard tidy
- Dispose of waste safely.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker mucking out and cleaning stables as part of daily routine duties. The candidate must show awareness for safety by their actions and be able to explain procedure for maintaining safety when mucking out stables as part of routine activity.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 103 Mucking out and bedding down horses under direction		
Assessor		Candidate
Task: Muck out a stable under direction		Location of assessment
Type of bedding:		System used:
The candidate is able to:	Y/N	Comments
Select equipment appropriate for the type of bedding being used		
Enter stable with regard to the position of the horse and safety, and secure stable door		
Approach horse, put on headcollar and rope and tie horse up using a quick release knot		
Clean the stable by; Removing all soiled patches Bank and separate dry bedding Clean floor		
Add fresh bedding as required Set bed suitable for night time use		
Check the stable for welfare and safety hazards		
Remove or check water supply at the start of the task and replace with fresh clean water at the end		

Put away and clean all equipment Put back any unused bedding		
Tidy stable yard following mucking out, remove muck to muck heap and leave tidy		
Complete the task to the required standard within an accepted time scale.		
Maintain safety of horse and self throughout with regard being paid to both forehand and hindquarters of the horse		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor

Date

Name & signature of Candidate

Date

UNIT 103 MUCKING OUT AND BEDDING DOWN HORSES UNDER DIRECTION

Knowledge question sheet

1. What are the reasons for maintaining a stable bed for a horse?
2. List the bedding materials used for bedding horses
3. Describe the daily routine for maintaining bedding for a stabled kept horse during the day
4. Explain the term “deep litter”
5. State the meaning of the following terms:
 - a) day bed
 - b) night bed
6. Explain how stable muck should be disposed of
7. When may it be necessary or advantageous to use disinfectants in the stable?
8. Why is it important to maintain a tidy stable yard?
9. Why is it important to maintain a tidy muck heap?
10. How should personal hygiene be promoted during daily routine activity?

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UNIT 104 GROOMING HORSES UNDER DIRECTION

Outcome

The candidate will be required to fully groom a stabled kept horse. During the grooming procedure they will be required to maintain the stable environment with particular regard to contamination of water supply. Throughout the task they are required to maintain the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to work easily around the horse
- A full grooming kit.

Instructions to the candidate

You are required to:

- Assess the grooming requirements of the selected horse
- Gather equipment and grooming kit
- Enter the stable and secure the horse before grooming
- Ensure adequate arrangements are made to prevent contamination of the water supply
- Position horse and grooming kit in a manner that maintains and promotes safety
- Remove droppings from stable
- Give the horse a thorough grooming
- Leave the stable tidy
- Ensure water is available on completion of grooming activity.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker undertaking a full grooming of a stable kept horse as part of daily routine duties. The candidate must show awareness for safety by their actions and be able to explain procedure for maintaining safety when grooming horses as part of routine activity.

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Assessment Record Sheet

Level 1 Certificate in Equine Skills		
Unit 104 Grooming horses under direction		
Assessor:		Candidate:
Task: Undertake a full grooming of a horse on the basis of the horse being in full work and stabled		Location of assessment
The candidate is able to:	Y/N	Comments
Identify and select items of a grooming kit to undertake a full grooming of a horse on the basis of the horse being in full work and stabled		
Explain the use of each item in the grooming kit		
Secure the horse with head-collar, rope and string		
Remove water buckets and replace clean as required at the end of the session		
Groom the horse in a logical order using the grooming equipment for example: Feet Left side - neck, shoulders forehand to hind quarters Legs Right side - neck, shoulders forehand to hind quarters Mane and tail, head		
Check horse for general welfare. Check the legs for injury		
Remove stable stains and care for mane and tail without removing excess hair		

Check the condition of the feet and shoes and report accordingly		
Ensure the grooming kit is clean and tidy and put away after use		
Groom horses following a safe procedure		
Identify hazards and risks and ensure effort is made to maintain health and safety		
Adjust rugs if required during grooming procedure and ensure horse is left comfortable at the end of grooming		
Additional comments		

Result of assessment: (Pass or Not yet achieved)

Assessor signature:

Date:

Candidate signature:

Date:

UNIT 104 GROOMING HORSES UNDER DIRECTION

Knowledge question sheet

1. State the reasons for grooming horses
2. State why the grooming requirements for stabled and grass kept horses are different
3. Explain why it is important to clean items of grooming kit
4. State the potential hazards when grooming and how they may be minimised

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UNIT 105 PUTTING ON AND REMOVING HORSE RUGS UNDER DIRECTION

Outcome

The candidate will be required to secure a horse, check the current cleanliness of the horse, put on a pre selected stable and outdoor turnout rug, adjust and buckle straps for comfort. The candidate will also be required to remove the rugs and leave the horse comfortable. Throughout the task the candidate should maintain the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to secure and work easily around the horse
- Suitable stable rug that fits the horse
- Suitable outdoor turnout rug that fits the horse.

Instructions to the candidate

You are required to:

- Confirm the rug requirements of a selected horse
- Identify the rugs
- Adjust the rugs prior to putting on the horse
- Enter the stable and secure the horse
- Put on the rugs individually
- Ensure horse is secure throughout
- Check rugs for comfort and safety
- Remove rugs
- Ensure the working environment stays clean and safe.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker who is able to put on and remove a stable and outdoor turnout rug as part of daily routine duties. The candidate must show awareness for safety by their actions and be able to explain procedure for maintaining safety when putting on and removing a rug.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 105 Putting on and removing horse rugs under direction		
Assessor:		Candidate:
Task: Put on and remove a stable rug using cross over straps		Location of assessment
The candidate is able to:	Y/N	Comments
Identify: <ul style="list-style-type: none"> • Stable rugs • Outdoor turnout rugs 		
Select rugs as guided		
Secure the horse and maintain the horses and their own safety throughout		
Prepare the stable rug to put on the horse which should include folding in half and ensuring that cross over straps are secured to prevent injury whilst applying		
Place the stable rug onto the horse and move into position as needed		
Adjust fastenings to ensure the stable rug stays secure which must include cross over straps		
Remove stable rug by undoing straps and attachments, securing as required, folding in half and removing backwards		
Prepare the outdoor turnout rug to put on the horse which should include folding in half and ensuring that cross over straps are secured to prevent injury whilst applying		

Place the outdoor turnout rug onto the horse and move into position as needed		
Adjust fastenings to ensure the outdoor turnout rug stays secure which must include cross over straps		
Remove outdoor turnout rug by undoing straps and attachments, securing as required, folding in half and removing backwards		
Identify issues of health and safety and maintain safety of horse and self throughout		
Additional comments		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor:

Date:

Name & signature of Candidate:

Date:

UNIT 105 PUTTING ON AND REMOVING HORSE RUGS UNDER DIRECTION

Knowledge question sheet

1. Describe the purpose of a stable rug

2. Describe the purpose of an outdoor turnout rug

3. State why it is necessary to make sure a rug is secure

4. Describe what might happen if:
 - a. leg straps are fitted too loose
 - b. leg straps are fitted too tight

5. State and describe the possible health and safety hazards that may be encountered when putting a rug on a horse

6. State the potential hazards when putting on rugs with leg straps

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UNIT 106 PUTTING ON HORSE TACK UNDER DIRECTION

Outcome

The candidate will be required to secure a horse, check its grooming requirements, brush the horse off and pick out its feet. They will be expected to put on a saddle, bridle and exercise boots. The saddle should also include a numnah or saddle cloth. The candidate will also be required to remove tack. In the circumstance that the chosen horse is wearing rugs the candidate will be required to adjust them accordingly. Throughout the task the candidate should maintain the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to secure and work easily around the horse
- Suitable grooming kit, saddle, numnah or saddle cloth, bridle and exercise boots that fit the horse.

Instructions to the candidate

You are required to:

- Confirm the tack requirements of a selected horse
- Identify tack
- Place tack outside of the stable in such a way to prevent damage
- Enter the stable and secure the horse
- Check the horses grooming requirement, brush off and pick out the feet
- Put on saddle, numnah or saddle cloth, bridle and exercise boots
- Ensure horse is secure throughout
- Check tack for comfort and safety
- Remove tack
- Adjust horse's clothing if required
- Ensure the working environment stays clean and safe.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker tacking up a horse as part of daily routine duties. The candidate must show awareness for safety by their actions and be able to explain procedure for maintaining safety when tacking and un-tacking horses.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 106 Putting on horse tack under direction		
Assessor:		Candidate:
Task: Prepare a horse to be ridden, brush off, pick out feet, tack up and un-tack a horse		Location of assessment
The candidate is able to:	Y/N	Comments
Follow instruction and locate the horse. Horse to be identified by colour and markings		
Secure horse with head collar and rope to string		
Pick out the horses feet in preparation for ridden work		
Identify the horse's grooming requirements and brush off in preparation for ridden work		
Ensure and check that areas on the horse where tack would sit are clean to include girth and saddle area and head. If the horse is wearing a rug it is adjusted to allow brushing off		
Place the reins over the horse's head, adjust rope and headcollar to allow the fitting of the bridle. Carefully place the bit in the mouth and the bridle over the ears		
Identify and buckle the noseband ensuring that it is well balanced on the horse's head		
Buckle the throat lash and check to ensure 4 fingers width under the jaw		
Secure the reins appropriately and then secure the horse		

Adjust rugs or remove if horse is wearing rugs. Place numnah and saddle carefully over and slightly behind the horse's withers, slide back into position		
Adjust numnah or saddle cloth ensuring that the front of the numnah is well up into the front of the saddle. Adjust the rugs if they are fitted		
Check buckles on both sides ensuring that the girth does not pinch. Ensure that the buckle is adjusted sufficiently to maintain position of the saddle		
Put on exercise boots		
Secure the horse's rugs if fitted placing securely over the horse's back		
Remove saddle, undo buckles, placing the girth over the saddle or removing over the horse's back without knocking the horse		
Place rugs (if worn) back on the horse and adjust accordingly		
Adjust headcollar and rope suitably to allow removal of the bridle		
Remove the bridle carefully from the horse's head and secure the horse		
Remove exercise boots		
Remove tack and put away		

Continued...

Carries out the task safely with regard for their own welfare and that of the horse		
Task undertaken in a realistic time scale in line with industry expectation		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor:

Date:

Name & signature of Candidate:

Date:

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UNIT 106 PUTTING ON HORSE TACK UNDER DIRECTION

Knowledge question sheet

1. What should be checked with tack and exercise boots before putting them on a horse?
2. State the grooming requirements of a horse prior to putting on tack
3. State why it is important to ensure that the horse is clean before tack is put on
4. If tacking up an unfamiliar horse what sort of questions should you ask your supervisor?
5. When putting a bridle on, how high should the bit be in the horse's mouth?
6. How tight should a throat lash be fastened?
7. How tight should a noseband be fastened?
8. What care should be taken when a girth is done up?

9. What should be done if there is a doubt as to whether the tack on the horse fits?

10. List three reasons why it is necessary to check the safety of the tack and exercise boots

11. Name three types of noseband

12. Why must a horse be secured when left tacked up?

13. What must be checked for after the horse has been un-tacked?

UNIT 107 RIDING HORSES IN THE SCHOOL UNDER DIRECTION

Outcome

The candidate will be able to lead their horse to the riding school, check tack, mount and adjust stirrups and girth. They will be able to ride independently in the riding school in all three basic paces. They will also need to dismount and lead the horse back to the stable. They should be appropriately dressed for riding and throughout the tasks the candidate should maintain the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A horse that is fitted with a suitable general purpose saddle and snaffle bridle
- A suitably surfaced riding school area a minimum of 20 x 40m
- A mounting block provided should it be required
- A second rider in the school.

Instructions to the candidate

You are required to:

- Lead a horse to the riding school
- Check tack
- Mount
- Adjust stirrups and girth when mounted
- Ride in closed and open order in walk trot and canter
- Ride a variety of circles and school movements
- Maintain a riding position in walk trot and canter
- Dismount and lead horse away from the school
- Show due regard for health and safety of self, others and horses
- Answer questions on the procedure undertaken.

You should be appropriately dressed for riding according to your centre's health and safety policy and dress code.

Continued...

Assessment notes

The assessment should take place in a suitable environment with horses that the candidate is familiar with and are experienced in riding school work.

Under direction, the candidate is required to maintain a riding position in all three basic paces however when making a judgement on position consideration should be made on the basis of:

- Has the candidate maintained balance?
- Is the error of riding position detrimental to the horse's way of going?
- Is the error of the riding position detrimental to the progress of the rider?

The candidate must show an awareness for safety by their actions and be able to explain procedure for maintaining safety when riding in the riding school.

ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 107 Riding horses in the school under direction		
Assessor:		Candidate:
Task: Mounting, dismounting and riding in the riding school		Location:
The candidate is able to:	Y/N	Comments
Dress appropriately for riding which includes; riding hat, footwear, riding trousers and top which comply with health and safety directive		
Lead the horse in hand to the riding arena		
Check tack, including the girth for tightness before mounting		
Position horse safely in the arena, clear of others and mount		
Adjust stirrups when mounted and check girth		
Adjust riding position if necessary and ride horse forward		
Maintain a balanced riding position when riding in walk		
Maintain a balanced riding position when riding in trot		
Maintain a balanced riding position when riding in canter		

Continued...

Ride a variety of school movements including; circles of 20 metres, 15 metres and 10 metres in walk only, changes of rein on the diagonal and right and left turns across the school		
Maintain working paces in walk, trot and canter		
Ride in riding school order and independently in open order in the riding school		
Maintain safety of self and others when riding in the school		
Dismount from the horse and prepare the horse to be led back to the stable which includes running up the stirrups and loosening the girth when required		
Lead the horse out of the arena and return to the stable yard with due regard for safety of self and others in the riding school		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor:

Date:

Name & signature of Candidate:

Date:

UNIT 107 RIDING HORSES IN THE SCHOOL UNDER DIRECTION

Knowledge question sheet

1. State the importance of wearing appropriate riding clothes
2. State how discomfort would be recognised in a horse during mounting
3. Describe the safety considerations when mounting and dismounting from the ground and from a mounting block
4. State why it is important to adjust girths and stirrups when riding
5. List the reasons for adopting a correct riding position
6. Describe the aids for riding turns circles and transitions
7. Describe the potential hazards and risks when riding in the riding school and how they may be reduced

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UNIT 108 TURNING OUT AND CATCHING UP HORSES UNDER DIRECTION

Outcome

The candidate will be required to move a horse from a stable and turn out into an enclosure or paddock area. In addition the candidate will be expected to catch the horse from an enclosure and return it to the stable. Throughout the task the candidate should maintain the health, safety and security of themselves, the horse and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A well mannered horse the candidate is familiar with
- A horse that is suitable in size to the candidate stature
- A stable area that allows the candidate to work easily around the horse
- A suitable enclosure or turn out area.

Instructions to the candidate

You are required to:

- Identify the requirement of turning out a selected horse
- Secure a horse in a stable and fit a headcollar
- Lead horse to paddock or turn out area
- Position the horse prior to release
- Release horse and check security of the area
- Catch horse in an enclosure and return to stable
- Maintain safety of self and horse during the procedure of turning out and catching up.

Assessment notes

The assessment should take place in a suitable environment with a horse that the candidate is familiar with.

Under direction, the candidate is required to demonstrate skills of a worker who is able to turn out into a paddock or enclosure a well mannered horse. The candidate will also be expected to catch a horse from an enclosure and return the horse to the stable.

The candidate is expected to show due regard for their safety and that of the horse through the procedures of turning out and catching up.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 108 Turning out and catching up horses under direction		
Assessor:		Candidate:
Task: Turning out and bringing in horses from an enclosure		Location of assessment
The candidate is able to:	Y/N	Comments
Check the enclosure for hazards & harmful items & deal with any problems		
Wear suitable clothing to include strong boots/footwear, hard hat and gloves		
Present horse in appropriate rug and equipment as directed by the supervisor		
Handle and lead the horse		
Approach enclosure and open the gate being mindful of surroundings and other horses		
Lead the horse into the enclosure and turn the horse around and shut the gate.		
Lead the horse away from the gate and then turn the horse around to face the gate		
Release the horse by undoing the headcollar and step away from the horse		
Observe the horse's initial response to ensure the safety of the horse		
Locate and identify specific horse to be caught		

Approach the horse with confidence from the front side		
Fit headcollar (and offer a reward if necessary)		
Lead horse forward toward the gate		
Open gate, move horse through the centre of the gateway and secure gate behind being mindful of location of gate and other horses		
Return horse to stable yard and carry on with routine as directed by the supervisor		
Carry out the task of turning a horse out and catching up while being mindful of safety throughout		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor:

Date:

Name & signature of Candidate:

Date:

UNIT 108 TURNING OUT AND CATCHING UP HORSES UNDER DIRECTION

Knowledge question sheet

1. Why should a paddock or enclosure be checked regularly?

2. What should be checked in a paddock or enclosure on a regular basis?

3. Why is it necessary to wear specific items of equipment, e.g. strong boots, when turning horses out into an enclosure or paddock?

4. What questions may be asked when turning a horse out for the first time?

5. What are the safety precautions that should be taken when turning out and catching up horses into paddocks or enclosures? Why should these precautions be used?
 - a. Removing a horse from an enclosure with others in it

 - b. Putting a horse into an enclosure with others in it

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UNIT 109 CLEANING HORSE TACK UNDER DIRECTION

Outcome

The candidate will be required to clean a general purpose saddle and snaffle bridle. They will need to take apart, clean, re-assemble and put up the tack once completed. They will also need to identify the basic parts of the bridle and saddle and identify any safety faults in the tack. It is also important that candidates know how and where to store tack. Throughout the task the candidate should maintain the health, safety and security of themselves and others.

It is recommended that 35 Guided Learning Hours are allocated to this unit.

Preparation

There will need to be available:

- A snaffle bridle
- A general purpose saddle
- A bridle hook and saddle horse or suitable place to rest saddle
- A numnah and girth
- A bucket, half full of cold or tepid water
- Tack cleaning equipment to include two sponges, (for washing and soaping) a cloth and saddle soap or spray.

Instructions to the candidate

You are required to:

- Take a snaffle bridle to pieces and clean it thoroughly
- Re-assemble and put up the bridle
- Take stirrup leathers, irons, girth and numnah off the saddle and clean
- Clean saddle thoroughly
- Re-assemble and put up the saddle
- Identify the basic parts of the bridle and saddle
- Identify safety faults and defects in tack
- Know where to store tack and why
- Ensure the working environment stays clean and safe.

Assessment notes

The assessment should take place in a suitable environment where the candidate has access to hooks to hang the bridle on and a saddle horse or suitable place to rest the saddle. Under direction, the candidate is required to demonstrate the skills of a worker who is able to thoroughly clean a snaffle bridle and a saddle. The candidate is expected to show due regard for safety throughout the tack cleaning process, with particular regard to safety when dealing with tack cleaning equipment.

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ASSESSMENT RECORD SHEET

Level 1 Certificate in Equine Skills		
Unit 109 Cleaning horse tack under direction		
Assessor:		Candidate:
Task:		Location of assessment
The candidate is able to:	Y/N	Comments
Collect snaffle bridle and saddle to be cleaned and select and prepare tack cleaning equipment		
Take a snaffle bridle to pieces		
Thoroughly clean all leather work with a damp cloth/sponge		
Hang leatherwork on a hook or place on a clean work surface		
Soak the bit in warm water, clean, then dry thoroughly		
Soap all leatherwork with saddle soap and a sponge		
Re-assemble the bridle		
Identify the parts of the bridle to include: Headpiece and throat lash Browband Cheek pieces Noseband Reins Snaffle bit		
Identify any safety faults or defects in the bridle		
Put up the bridle and hang in the correct place		
Place saddle on saddle horse		
Take stirrup leathers, irons, treads, girth, girth guards and numnah off the saddle		

Thoroughly clean all leatherwork with a damp cloth/sponge		
Clean stirrup irons and treads		
Soap all leatherwork with saddle soap and a sponge		
Re-assemble saddle		
Clean girth and numnah with a dry brush. Ensure they are kept clean, soft (no lumps) and well aired		
Leave girth and numnah on top of saddle. If numnah is damp, leave in a suitable place to air		
Identify the parts of the saddle to include: Pommel Cantle Waist and seat Skirt Saddle flap Panel Girth straps Girth guard Stirrup bars		
Identify any safety faults or defects in the saddle		
Put away tack cleaning equipment after use		
Undertake the task in a realistic timescale in line with industry expectation		
Additional comments:		

Result of assessment: (Pass or Not yet achieved)

Name & signature of Assessor:

Date:

Name & signature of Candidate:

Date:

UNIT 109 CLEANING HORSE TACK UNDER DIRECTION

Knowledge question sheet

1. Why is it important to clean tack regularly?

2. How often should tack be cleaned?

3. List the parts of tack that should be regularly checked for safety or defects

4. What are the potential hazards of using worn or damaged tack?

5. Why is it important to keep girths and numnahs clean?

6. Where should tack be stored when not in use?

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 the relevant City & Guilds regional office:

Region	Telephone	Facsimile
NPTC	024 7685 7300	024 7669 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.cityandguilds.com.

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