

## Centre Guidance- Stage 3 Care, Lunge and Ride (9 Candidates)

Stage 3 is aimed at the individual who already possesses skills, knowledge and understanding and who wishes to progress within employment. Candidates will start taking more responsibility and will need to show a higher standard of efficiency during their work.

### **BHS Stage 3**

The maximum number of complete candidates is three and there will be three candidates working with one assessor simultaneously. Centres should be aware that there may be more candidates attending, completing re-sits or sections only (e.g. care only), so please ensure you have adequate parking to accommodate this. For an assessment of this size, we will normally send 3 assessors. If there is anybody else attending e.g. Internal Quality Assurer and observer we will let you know in writing two weeks before the assessment day, once the assessment is closed for bookings.

### **What we need from you:**

1. A single point of contact who takes responsibility for the organisation of all assessment days. This person needs to be available to discuss requirements with the Education Team and the Lead Assessor prior to and during the assessment days. A direct contact number should also be available in an emergency, i.e. in the event of any unforeseen circumstances on or just before the day.
2. We need a person in the yard responsible for ensuring all horses and equipment are ready on time (according to the programme) for the smooth running of the day. This person needs to be available all day during the assessments, should the assessors or candidates have any questions or queries.
3. A warm room with table and seats where assessors can meet and confer in private.
4. A warm waiting room for candidates with adequate seating and pens to fill in the emergency form.
5. Appropriate signage for candidates to find the centre, facilities (incl. toilets), waiting/briefing room. Signs hung stating 'Assessment in progress.' Please note no spectators are permitted. Please do make candidates feel 'at home' as they may be nervous.
6. In the interest of the candidates, no photography or filming of any section of an assessment is permitted (Excluding CCTV for security or insurance purposes).
7. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
8. If the cross-country fences are roped or wired, suitable tools will need to be available for cutting.
9. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.
10. The plans for the show-jumping and cross-country course should be displayed on a notice board, to allow the candidates to walk the course before the assessment starts (example course plans below).

11. It is desirable that a list of horses used for each riding section and what they have previously done available to the Lead Assessor on the day of assessment.
12. A First Aid kit. Where the riding is not in very close proximity to the yard a First Aid kit must be taken to the riding area. A means of communication needs to be supplied (mobile phone or two-way radio).
13. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
14. All horses used in BHS assessments should be clean and well presented.

To see our assessment criteria please refer to the website.

### **Safeguarding and Health & Safety**

Please note the minimum age for this assessment is 16 years old.

The Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be kept with the Assessors.

### **Assessment Day**

The assessment day is split into two care sections, a lunge section, a dressage section and a jump section; the programme allows for some of the same horses (where appropriate) to be used for both the care and the riding sections. The assessment day should be carried out like a normal working day, so candidates will be carrying out tasks in the relevant environment.

The Stage 3 Care, Lunge and Ride assessment day has been designed not to interfere with the day to day running of your centre, so please do continue to run lessons and business as usual. As well as ensuring you don't lose money for holding our assessments it gives the candidates a real feel of working on a busy yard.

Time Start	Time End	Assessor A (up to 3 candidates)	Assessor B (up to 3 candidates)	Time Start	Time End	Assessor C (up to 3 candidates)
8.30	8.45	Briefing		8.30	8.45	Briefing
8.50	9.35	Ride A		8.45	10.25	Care A
9.40	10.40	Ride B		10.45	11.30	Ride A
10.45	12.25	Care A	Care B	11.35	12.35	Ride B
12.25	13.00	Lunch		12.35	13.05	Lunch
13.05	13.20	Briefing		13.05	13.20	Briefing
13.25	14.40	Lunge	Lunge	13.20	15.00	Care B
15.00	16.40	Care B	Care A	15.10	16.25	Lunge



## Care A

In this section candidates will be asked to fit equipment for flatwork and jumping, use studs, understand bits, understand nutritional requirements for the horse, improve horse's fitness and clip a horse. Please note candidates will not be asked to clip on the day.

- One horse per candidate is needed (maximum of three horses at a time in this section- these can be the same horses used for Care B) with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stalls.
- Equipment needs to be set up on a table, bales, saddle racks etc. to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

### Fit equipment for flatwork and jumping

- Equipment needed:
  - Three double bridles
  - Three saddles suitable for dressage with numnahs/pads
  - Three sets of polo wraps/schooling bandages and padding if needed (we ask exercise bandages are not used).
  - Three bridles suitable for jumping/cross-country
  - Three saddles suitable for jumping/cross-country
  - Martingale/breastplate
  - Minimum one pair of cross- country boots
  - A selection of boots e.g. tendon, fetlock boots

### Studs

- Equipment needed:
  - One shoe with stud holes (not fitted to a horse)
  - A selection of studs, plus T-tap, spanner, stud hole cleaner, plugs/cotton wool

### Bits

- Equipment needed:
  - A selection of bits to include; snaffle, curb, bridoon, pelham, gag, bitless
- Grooming items including a hoof pick will need to be available.
- One skip out tool available outside the stables.

## Care B

In this section candidates will be asked about horse anatomy and physiology, managing horse health, understanding undesirable horse behaviours, managing turn out areas and assessing horse conformation.

- One horse per candidate is needed (maximum of three horses at a time in this section, suitable to have TPR taken- can be the same horses used for Care A) with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stalls.

- Equipment needs to be set up on a table, bales, saddle racks etc. to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

### Manage horse health

- Equipment needed:
  - One digital thermometer
  - Cotton wool
  - Vaseline
  - One stethoscope

### Horse conformation

- Equipment needed:
  - Range of common and remedial shoes to include; fullered, plain stamp, bar (egg, heart and rolled), racing plate, glue on shoes and pads
  - Suitable trot up area
  - Horses used in this section need to wear a fitted bridle.

### Lunge

In this section candidates will be asked to lunge a fit horse and maintain their level of schooling in walk, trot and canter.

One horse per candidate is needed (maximum six horses), the horses will need to be tacked up ready with the fitted/safe equipment listed below. We suggest that two horses can be lunged at the same time if the area is 20x40m or three horses in a 20x60m area. We recommend the areas are marked out for each candidate.

- Equipment needed (per horse):
  - Lunge cavesson
  - Lunge rein (sufficient length to enable a large circle)
  - Side reins (needs to be adjustable and fit)
  - We recommend that horses wear brushing boots on all 4 legs for lunging but please inform the Assessor if any horse will not be working in brushing boots
  - Bridle (without noseband)
  - Saddle or roller
  - Two-three lunge whips (the lash needs to be long enough to reach the horse on a suitably large circle)

### Dressage

In this section candidates will be asked to ride a horse on the flat in walk, trot and canter and demonstrate lateral movements.

The riding section is designed to allow normal day to day lessons, activities to carry on, all riding sessions will be finished before lunch, freeing up arena space in the afternoon. The size of the arena needs to be no less than 20x40m with correctly labelled markers.

Equipment needed:

- Mounting block
- A representative from the centre to be on hand

Number of horses needed is six (plus two spares) who are suitably sized for the candidates (list of candidates including heights and weights provided two weeks prior to assessment date). This is considered to be approximately 14.2hh or over and left to your discretion; however no candidate should be under-horsed. You and the assessors reserve the right to request a horse to be changed.

We are happy to use the same horses in no more than two non-consecutive sessions providing suitability and fitness of the horse.

Should you have a concern regarding a riders' weight, please liaise directly with the Lead Assessor. Should you need to weigh the candidate; a scale will need to be provided in a private location.

The horses will need to be:

- Well-mannered and schooled to a standard to allow candidates to discuss the Scales of Training.
- Be able to work independently in the school in walk, trot and canter.
- Horses will need to demonstrate lengthening and shortening strides, leg yield and turn about/on the forehand.
- Tacked up (with clean and safe/good condition and appropriate flatwork tack-please do not use double bridles) and in the arena ready for the candidates to mount, with spare stirrup irons and leathers (various lengths- we are unable to accept leathers rolled around the irons to shorten them).

Candidates will be riding **two** horses in this section.

## Jumping

In this section candidates will be asked to ride a horse over show jumps up to 1m in height and 85-1m wide on spreads. Also they will need to ride over a variety of cross-country fences across an undulating field up to 91cm.

The courses will need to be available before the morning briefing so candidates are able to walk the course in good time.

The riding section is designed to allow normal day to day lessons, activities to carry on, all riding sessions will be finished before lunch, freeing up arena space in the afternoon. For the showjumping section the area will need to be big enough to fit a course of eight fences. This section can take place outside of an arena, however the footing must be good.

We can only run this section between April and November, so please ensure this is considered before applying for a date.

Equipment needed (show jumping):

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- Mounting block
- A representative from the centre to be on hand and assist during the jumping section
- Course of fences (at least eight) containing fillers
- Warm up fences set up (minimum three)
- Safety cups on all back poles of spreads
- Course plan displayed on notice board
- Leather hole punch

#### Equipment needed (cross-country):

- Minimum of eight jumping efforts over cross-country fences up to 91cm (not simulated fences). A variety of fences should be included; bank, rail, brush, spread, ditch and a combination of at least two related fences.
- The fences on the course will need to be sound, in safe condition, well built and conform to current safe practice with regard to the construction of cross-country fences to be used for schooling as per BE guidelines.
- The course will need to be flagged and numbered
- If the fences used are portable they need to be fastened securely to the ground.
- A representative from the centre to be on hand and assist during the jumping section
- If you are unable to provide the above due to weather conditions, please contact the BHS Education Team at the earliest possible opportunity.

Number of horses needed is six (plus two spares) who are suitably sized for the candidates (list of candidates including heights and weights provided two weeks prior to assessment date). This is considered to be approximately 14.2hh or over and left to your discretion; however no candidate should be under-horsed. You and the assessors reserve the right to request a horse to be changed.

We are happy to use the same horses in no more than two non-consecutive sessions providing suitability and fitness of the horse.

Should you have a concern regarding a riders' weight, please liaise directly with the Lead Assessor. Should you need to weigh the candidate; a scale will need to be provided in a private location.

The horses will need to be:

- Well-mannered and reliable for jumping, comfortable with jumping up to 1m in height.
- Tacked up (with clean and safe/good condition and appropriate jumping tack) and in the arena ready for the candidates to mount, with spare stirrup irons and leathers (various lengths- we are unable to accept leathers rolled around the irons to shorten them).
- Be able to work independently in the school in walk, trot and canter.

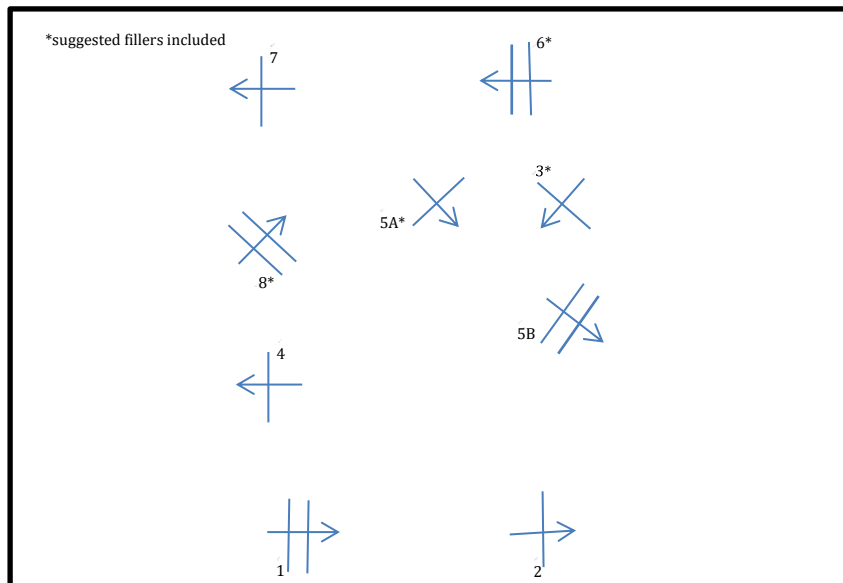
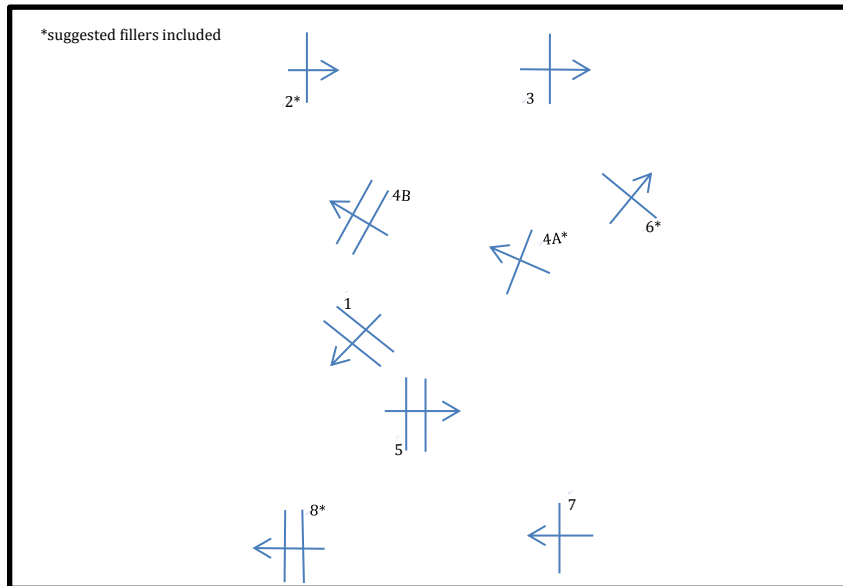
Candidates will be riding **two** horses in this section.

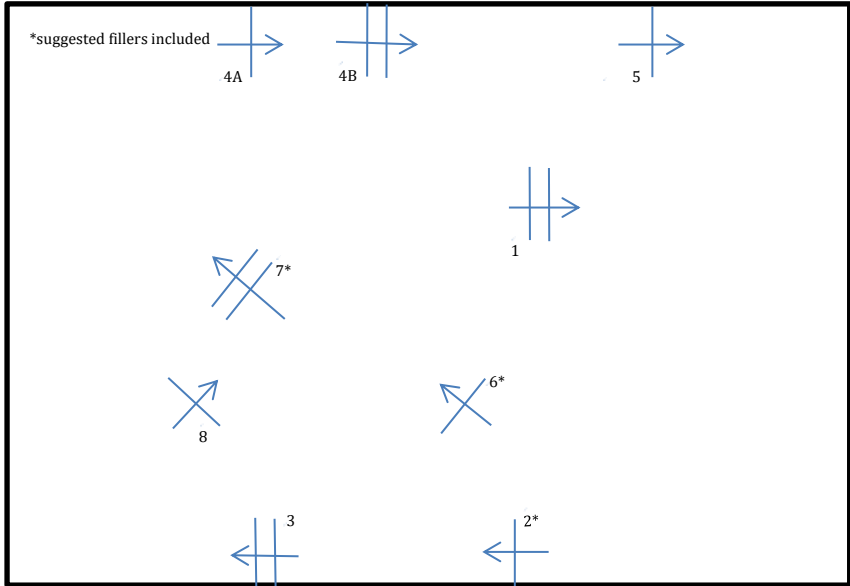
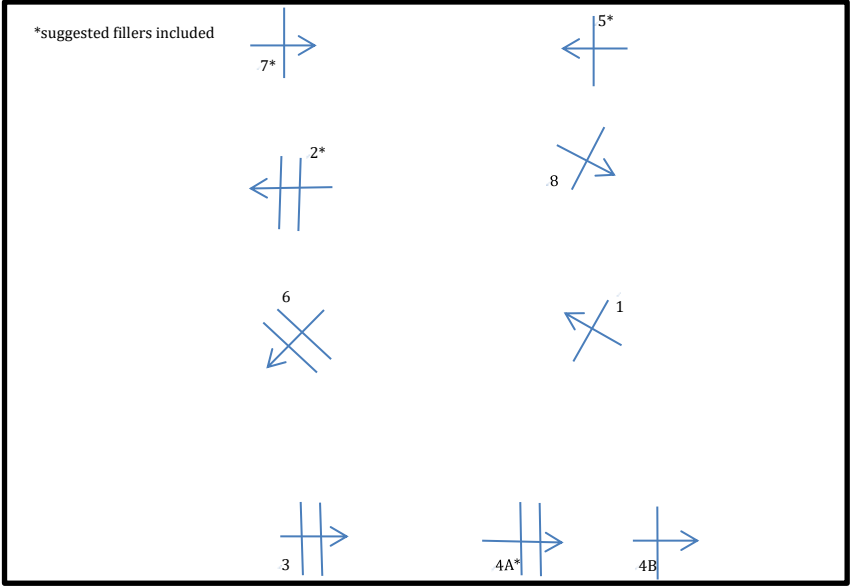
## Example course plans (show jumping)

The course plans below are not to scale and if your arena size is not 20x60m, please adjust the lines accordingly.

The course should include:

- Up to eight fences ranging in height from 85cm to 1m, a minimum of two fences to be 1m
- A double, related distance, two changes of direction and a minimum of three spread fences







Stride table:

	PONY		COB/SMALL HORSE		COMPETITION/ LARGE HORSE	
Trot poles	1.22m	4ft	1.37m	4ft 6in	1.52m	5ft
Trot place pole	2.44m	8ft	2.74m	9ft	3.05m	10ft
Canter place pole	2.44-2.74m	8-9ft	2.74m-3.05m	9-10ft	3.05-3.66m	10-12ft
Upright to upright (one non jump stride)	6.40m	21ft	6.70m-7.00m	22-23ft	7.32m-8.08m	24-26 ½ ft (max)
Spread to upright (one non jump stride)	6.10m	20ft	6.40-6.70m	21-22ft	7.00-7.32m	23-24ft
Upright to spread (one non jump stride)	6.10m	20ft	6.40-6.70m	21-22ft	7.00-7.32m	23-24ft
Upright to upright (two non-jump strides)	9.60m	31ft	10.00m	33ft	11.00m	36ft
Spread to upright (two non-jump strides)	9.14m	30ft	9.45-9.75m	31-32ft	10.00-10.40m	33-34ft
Related on three non-jump strides	12.80m	42ft	13.76m	45ft	14.63m	48ft
Related on four non-jump strides	16.46m	54ft	17.37m	57ft	18.29m	60ft
Related on five non-jump strides	19.20m	63ft	20.57m	67ft	21.95m	72ft

**Centre Guidance Check List- Stage 3 Care, Lunge and Ride (9 Candidates)**

**Checklist:**

**Facilities**

Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress'	
Staff on hand throughout the day	
First Aid kit	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Seating for assessors adjacent to the arena	
Candidate black bibs	
Notice board to display course plans	
Facilities for refreshments/meals to be provided	
Scales (to weigh riders should you need to)	

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Career  
Pathways



Tools if cross country fences are roped or wired to cut	
List of horses used for each riding section and what they have previously done	

### Care A

Three horses (can be used in other sections)- ideally in adjoining stables	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Three double bridles	
Three saddles suitable for dressage inc numnahs/pads	
Three sets of polo wraps/schooling bandages (please do not use exercise bandages)	
Three bridles suitable for jumping/cross country	
Three saddles suitable for jumping/cross country	
Three martingales or breastplates	
Minimum one pair of cross country boots	
A selection of boots e.g. tendon, fetlock boots	
One shoe with stud holes (not on a horse)	
Selection of different studs	
One t-tap	
One spanner	
One stud hole cleaner	
A couple of plugs/cotton wool	
Selection of bits:	
Snaffle	
Curb	
Bridoon	
Pelham	
Gag	
Bitless	
One grooming kit (including hoof picks)	
One skip and tool (outside stables)	

### Care B

Three horses (can be used in other sections)- ideally in adjoining stables- suitable horses to have TPR taken	
String for tying up horses	
Fitted bridles on the horses	
One digital thermometer	
Cotton wool	
Vaseline	
One stethoscope	
Range of common and remedial shoes (not fitted to horse):	
Fullered	
Plain stamp	



Bar (egg, heart and rolled)	
Racing plate	
Glue on shoes and pads	
One suitable trot up area	

### Lunge

One arena (minimum 20x40m)	
Six fit horses for lungeing	
Minimum two lunge cavesson	
Minimum two lunge reins	
Minimum two pairs of side reins	
Minimum two pairs of brushing boots (needed for all four legs)	
Minimum two bridles (without noseband)	
Minimum two saddles or rollers	
Two to three lunge whips	

### Dressage

One arena with correctly labelled markers (minimum 20x40m)	
One mounting block	
Six horses plus two spare (minimum 14.2hh)	
Leather hole punch	
Various length stirrup leathers and size irons	

### Show jumping/Cross country

One area large enough to hold a course of eight fences (minimum 20x60m)	
One mounting block	
Six horses plus two spare (minimum 14.2hh)	
Leather hole punch	
Various length stirrup leathers and size irons	
Representative from the centre to be on hand	
Course of eight show jumping fences containing fillers (max height 1m) and numbered	
Minimum three warm up fences	
Safety cups on all back poles of spreads	
Minimum eight cross country fences flagged and numbered to include (max height 91cm):	
Bank	
Rail	
Brush	
Spread	
Ditch	
Combination of at least two related fences	
Course plan for show jumping and cross country course	



### **What to expect from us before an assessment**

Once the assessment days have been confirmed with you and candidate bookings have been made, the Education Team will email a programme of the day to you, between two to three weeks prior to the assessment date (when candidate bookings close).

*What will be included in the email:*

- Programme
  - Candidate names (including heights and weights)
  - Assessor names and Lead Assessor contact details
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- The Lead Assessor will be in touch regarding the assessment, to help answer questions and liaise with the organising of the day. If you have not heard from them please contact either the Lead Assessor directly or contact the Education team at your earliest convenience. If you have any concerns or amendments you would like making to the programme please discuss this with the Lead Assessor in the first instance.
  - The Lead Assessor may contact you regarding a reasonable adjustment if it requires centre input, if you have any queries please make direct contact with your Lead Assessor.

Skills Records can be purchased from the BHS shop or downloaded from the website and printed out. This must be signed off by a BHS Accredited Professional who holds a qualification at the level above before the candidate takes their assessment.

Please ensure the black bibs provided with the signed contract are ready for when the Lead Assessor arrives so the bib names and numbers can be inserted during the briefing. Should you need more candidate bibs, please contact the Education team.

The Lead Assessor will also carry out a risk assessment of the yard, so please be on hand to help provide any information (e.g. first aid kit location).

If you need any further help to interpret the programme or have any questions about the upcoming assessment, please contact the Education team and we will be happy to help resolve any queries.

### **What to do after the assessment**

Following the assessment, please forward an invoice directly to the BHS either by email or in the post, to cover the facility fee costs (please refer to the facility fee document) within 30 days of the assessment date.

We also ask that any data you have received from the Education Team is destroyed confidentially or returned to the office for disposal in accordance with your Data Processor Agreement.

We always welcome feedback regarding our assessments; please send through any comments to [pathways@bhs.org.uk](mailto:pathways@bhs.org.uk).

### **How can we help you?**

If at any time you need help in setting up an assessment day or any questions answered before or after the assessment you can contact:

#### Education Team:

[education@bhs.org.uk](mailto:education@bhs.org.uk)

02476 840508

#### Emergency out of office hours **only** (e.g. weather conditions):

Tracy Casstles (Director of Education)

[tracy.casstles@bhs.org.uk](mailto:tracy.casstles@bhs.org.uk)

07876 652007

Michele Carman (Head of Education Operations)

[michele.carman@bhs.org.uk](mailto:michele.carman@bhs.org.uk)

07966 215964