

# Syllabus and Guidelines

The  
British  
Horse  
Society

For candidates preparing for

THE BRITISH HORSE SOCIETY

**FELLOWSHIP**  
**General**

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## THE BHS FELLOWSHIP

### SYLLABUS FOR THE GENERAL FELLOWSHIP ASSESSMENT

**'A Fellow of the Society is someone to whom one can turn for advice, knowledge and expertise in all equestrian matters and is committed to the training and education of the horse and rider in all spheres of equestrianism.'**

The BHS Fellowship is open to holders of The BHSI certificate aged 25 or over.

	For the <b>GENERAL FELLOWSHIP</b> Assessment candidates must coach confidently as follows:
Dressage:	To <b>Prix St Georges</b> with a clear idea of the pathway to develop towards Intermediare 1
Show jumping:	To <b>1.25m</b> with a clear idea of the pathway to develop towards 1.35m
Eventing:	To <b>CCI 2*</b> with a clear idea of the pathway to develop towards CCI 3*
Coach Education:	To <b>BHSI</b>

#### **A BHS Fellow should possess the following qualities:**

- Is a trainer of horses and riders who can bridge the gap between training at the grass roots level (new/novice riders, young/green horses, learner teachers) and the highest level (top competitors – horses and riders and those that coach them).
- Has an impeccable record of integrity and sets the highest standard at all times.
- Has commitment to continued development of health and safety within the equine industry.
- Makes a good ambassador for The BHS at home and overseas.
- Is loyal to The BHS, its aims, its instructors, its systems and its values.
- Is a good communicator who is able to impart knowledge with clarity and impact.
- Shows natural aptitude and empathy in their riding and coaching.
- Has a wealth of researched and trained knowledge.
- Is keen and enthusiastic to share and impart their knowledge.
- Will make valuable contributions to the work of the present Fellows and for the good of the Society as a whole.

**Above all, a Fellow of The British Horse Society will work tirelessly for the good of the Horse**

**The BHS General Fellowship is made up of two parts.**

## **PART 1 – CURRICULUM VITAE**

Fellowship candidates must present a C.V. which will be assessed as a pre-requisite to applying for the examination. This must be submitted to the Examinations Department at least 6 months before the examination date, and will be reviewed by a panel of Fellowship Assessors.

It is strongly recommended that all candidates choose a Fellow of The BHS as a mentor in order to receive advice and guidance towards preparing for this examination. Any Fellow of The BHS is able to do this, although some may decline due to other commitments/retirement. A full list of the participating Fellows is available from the Examinations Department.

The C.V. must be submitted together with the appropriate fee. It will be assessed for strengths and weaknesses. If, in the opinion of the Assessors, the C.V. shows a lack of all-round equestrian experience, the candidate will be required to undertake further work before re-submitting a revised C.V. in a future year. The fee is non-refundable. Once the C.V. has been approved, it will not be need to be submitted for re-approval as long as the Fellowship syllabus remains current, or if the syllabus is amended within this time, a minimum of 3 years from the date of submission.

Candidates will receive a written report on their submitted C.V. Qualifications and references will be checked for validity.

**The C.V. should be presented under the following headings:**

### **Personal Details:**

Name:

BHS Register of Instructors membership number:

Date of birth (optional):

Address:

Telephone:

Mobile:

Business address:

Telephone:

Email:

### **Previous and present occupations**

To include names, addresses and dates of employment.

Candidates applying for the Fellowship examination will be expected to have worked continually (excluding mitigating circumstances such as illness, disability, personal or family problems) in the equine industry for the large proportion of their working life. The equine industry is so diverse; it would be impossible to specify occupations as being acceptable or unacceptable. The Fellowship is primarily a coaching qualification so it is critical that a candidate has spent a vast majority of their working life teaching and working with horses and riders. When assessing the C.V. account will be taken of the candidates' occupations within the horse industry.

**Academic qualifications**

Commencing with the earliest, candidates should list in chronological order their academic qualifications. Candidates must also specify the dates and the names of the academic institutions (if at all possible) where they achieved their qualifications, this is desirable but not mandatory. Candidates should also supply information regarding any qualifications they may currently be undertaking or have recently completed.

**Equestrian qualifications**

Commencing with the earliest, candidates should list in chronological order their equestrian qualifications, such as Pony Club, British Horse Society, British Riding Clubs, and so on. Candidates must also specify the dates they achieved their qualifications.

**Other equestrian work**

Examples include Pony Club, Riding Club, freelance, team training, publications, committees, and so on. Candidates must list any relevant present or past equestrian work that will strengthen their overall C.V. for example, if they teach or train Pony Club or Riding Club teams. Candidates should also give evidence of membership of any equine committees or evidence of articles written for the equestrian press or books, videos, and so on.

**Competition experience**

All candidates must show evidence that they have been involved in competition to the levels shown above in at least two of the Olympic disciplines. This important section must be completed as comprehensively as possible.

Candidates should list their competition experience, and give where possible details of dates, venues and placings. When assessing the C.V. account will be taken of the candidate's riding and competition experience both in the above and other varied spheres.

**Teaching/coaching experience**

The Fellowship is above all a coaching qualification. Candidates should give details (including names and addresses where possible) of the range of clients they have taught.

The coaching experience should not only include the training of riders but also the presentation of lectures, clinics, and stable management days. The list of clients should be of those that the candidate has coached on a regular basis and not simply casual lessons. It is critical that candidates demonstrate by their list of clients that they are experienced in coaching riding, teaching skills, lungeing and stable management at both grass roots level and at a higher level.

**Names and addresses of regular trainers used and study undertaken**

Candidates should give details of trainers or coaches they visit for tuition on a regular basis and whether the training is on their own horse/s or on the trainer's horse/s. These trainers may be contacted to verify the above claims.

## **PART 2 – ASSESSMENT**

### **THE ASSESSMENT PART OF THE FELLOWSHIP IS TAKEN OVER A MAXIMUM OF TWO DAYS.**

Whilst it is desirable that candidates can fulfil all of the criteria within the individual sections, it is recognised that at this level people will have strengths and weaknesses and therefore may not perform at top level throughout the assessment.

Throughout the assessment there will be a panel of Assessors responsible for the individual sections, and also a Chief Assessor and Float Assessor who aim to see the candidates in part of each of the sections, in order to form an overview. The general performance criteria for the whole qualification are strongly taken into consideration by all of the Assessors when finalising the results, and it is therefore vital that these criteria are clearly fulfilled.

### **GENERAL PERFORMANCE CRITERIA FOR THE BHS FELLOWSHIP:**

- Show developed interpersonal skills within a peer group.
- Show ability to work in a pressurised situation with good time management.
- Show ability to interact with people of all ages and levels of ability.
- Show familiarity with current coaching ethos.
- Show clear ability to read and empathise with all equines.
- Show practical competence when handling horses and equipment.
- Show ability to maintain composure, focus and self control at all times.
- Show ability to recognise their own limitations and remain receptive and perceptive.
- Show commitment to the welfare of the horse.
- Show clear understanding of the role of The BHS within the equestrian community.
- Show clear understanding of the links between coaching and competition.
- Show ability to self reflect and evaluate performance.

In the individual sections it is vital that candidates are prepared to work with the situation presented to them on the day, and that they do not arrive with preconceived 'model situation' expectations. In all sections the timings given are an approximate guide only. A final programme for the assessment will be issued to candidates at least two weeks prior to the assessment date.

The programme will show clear timings for all sections and will show specific requirements for individual candidates from within the range in the theory section.

Candidates will be assessed and be provided with feedback in the following areas for each section. Please note not all aspects are applicable across the whole syllabus:

- Communication.
- Interpersonal Skills.
- Level of technical knowledge and delivery.
- Under pinning knowledge.
- Self Reflection on own performance.
- Empathy with horses and riders.

All of the sections will be assessed but not necessarily in the order shown.

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**DELIVER A PRACTICAL PRESENTATION TO AN AUDIENCE****OVERVIEW:**

In this section, the candidate will deliver a practical presentation of approximately 30 minutes duration, followed by a discussion with the Assessor.

The candidate can choose their own presentation topic. Assessors will want to see the candidate delivering a practical presentation to an audience. Assessors will be assessing the candidates' ability to impart knowledge, communicate, respond to questions, be tactful under stress and manage time competently.

**PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show developed presentation skills including managed audience participation.
- Show developed knowledge within the chosen topic.
- Show ability to explain and aid understanding in others.
- Show practical competence within the chosen topic.
- Show ability to read an audience and steer the session accordingly.
- Show competence with the use of props, equipment and demonstration riders.
- Show ability to field questions appropriately.
- Show ability to manage time effectively.

Candidates are expected to supply their own equipment, demonstration riders and other props. They must notify The BHS at least four weeks prior to the exam date of the facilities they will require.

## **COACH A CLASS JUMPING LESSON OVER SHOW JUMPS OR SIMULATED CROSS COUNTRY FENCES**

### **OVERVIEW:**

In this section, the candidate will coach a class jump lesson with 3 or 4 pupils.

The session will be a minimum 50 minutes duration, followed by a one to one discussion with the Assessor.

### **PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to plan group jump lessons.
- Show ability to adapt plans to meet the needs of the riders.
- Show ability to assess horses and riders and negotiate development.
- Show ability to explain and aid understanding in others.
- Show ability to develop skill levels in horses and riders
- Show practical competence using jump equipment.
- Show clear understanding of the requirements of jump riding.
- Show clear understanding of jumping requirements for competition and examination.
- Show ability to negotiate development and future planning.

### **THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Show jumps or simulated cross country fences.
- Horses and riders of mixed or similar ability.
- Riders' ability may range from competent over fences at a basic level, up to BHSI.
- Horses/ponies competent over fences at a basic level, up to jumping 1.20m.
- Competing riders or trainee/leisure riders.
- Amateur or professional riders.
- Competing horses/ponies or school horses/ponies.
- Horses could be in competition or schooling tack.
- Sole or shared use of an enclosed area.



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**COACH A PRIVATE DRESSAGE LESSON****OVERVIEW:**

The coaching time will be approximately 40 minutes in duration. After the lesson, the Assessors will discuss its content and future progression with candidates.

**PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to assess horses and riders and negotiate development.
- Show ability to plan sessions.
- Show ability to explain and aid understanding in others.
- Show ability to develop skill levels in horses and riders.
- Show clear understanding of the requirements of coaching dressage up to and including Prix St Georges.
- Show clear understanding of dressage requirements for competition and examination.
- Show clear communication skills and recognition of learning styles.
- Show clear understanding of systematic training of dressage horses.
- Show ability to recognise strengths and weaknesses in performance of horse and rider.
- Be able to use the scales of training and the scale of marks as objective measurement criteria.
- Show ability to negotiate development and future planning.

**THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Partnerships with any level of ability up to and including Prix St Georges.
- Established partnerships or trainees on school horses.
- Horse/pony with any level of ability up to and including Prix St Georges.
- Riders with any level of competence up to and including Prix St Georges.
- Riders wishing to develop to a higher level up to and including Prix St Georges, or to improve at an existing level.
- Horse/pony/rider may have limited or significant competition experience.
- Horse/pony/rider capable of various qualities of work from limited to excellent.
- Amateur or professional rider.
- Sole or shared use of an enclosed area.

## **COACH A PRIVATE JUMPING LESSON**

### **OVERVIEW:**

The coaching time will be approximately 40 minutes in duration. After the lesson, the Assessors will discuss its content and future progression with candidates.

### **PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to assess horses and riders and negotiate development.
- Show ability to plan sessions.
- Show ability to explain and aid understanding in others.
- Show ability to develop skill levels in horses and riders up to 1.25m.
- Show clear understanding of the requirements of jump riding.
- Show clear understanding of jumping requirements for competition and examination.
- Show clear communication skills and recognition of learning styles.
- Show clear understanding of systematic training of jumping horses.
- Show clear understanding of different techniques and philosophies used by jump riders.
- Show ability to negotiate development and future planning.

### **THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Partnerships with ability and experience at any level up to 1.25m or 2\* Eventing.
- Established partnerships or trainees on school horses.
- Horses/ponies with any level of ability and experience up to and including 1.25m or 2\* Eventing.
- Riders with any level of competence and experience up to and including 1.25m or 2\* Eventing.
- Riders wishing to develop to a higher level up to 1.25m or 2\* Eventing, or to improve at an existing level.
- Horses/ponies/riders may have limited or significant competition experience.
- Horses/ponies/riders capable of various qualities of work from limited to excellent.
- Amateur or professional riders.
- Sole or shared use of an enclosed area.

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**VERBALLY EVALUATE THE ABILITY OF A HORSE AND RIDER COMBINATION ON THE FLAT OR OVER FENCES****OVERVIEW:**

In this section, the candidate will verbally evaluate the ability of a horse/rider combination on the flat or over fences from the private coached sessions. The session time is approximately 10 minutes and is assessed by a one to one discussion with the Assessor.

**PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to assess horses and riders.
- Show ability to explain findings to a third party.
- Show ability to explain and aid understanding in others.
- Show ability to check understanding in others of information given.
- Show clear communication skills.
- Show clear understanding of strengths and weaknesses in performing horses.
- Show clear understanding of different techniques and philosophies used by riders.
- Show clear understanding of requirements of competition and examination.

**THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Any of the partnerships shown in the sections above may be used for the evaluations.
- Evaluation of a combination that they have just taught, one that they are about to teach, or one that they have not previously seen.
- Sole or shared use of an enclosed area.

## **LUNGE AN UNKNOWN HORSE ON THE FLAT AND OVER FENCES**

### **OVERVIEW:**

In this section, the candidate will lunge an unknown horse on the flat and over fences to show improvement and assess its ability, scope, technique and movement. The session time will be approximately 30 minutes in duration followed by a one to one discussion.

Assessors will be observing the candidates' ability to prepare the horse for jumping on the lunge, the safety, the handling of the equipment and the lungeing technique. Candidates will discuss with Assessors the ability of the horse on the flat and over a fence and how future work might improve it.

### **PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to lunge a horse/pony on the flat and over fences with empathy and authority.
- Show ability to give clear instructions to assistants.
- Show ability to assess and evaluate a horse on the lunge.
- Show ability to use exercises to aid improvement of a horse on the lunge.
- Show ability to use jump equipment safely when lungeing.
- Recognise strengths and limitations in the performance of the horse.
- Show clear understanding of systematic training of horses.
- Show ability to plan development and future planning.

### **THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Horse/pony of any size or type.
- Horse/pony of any age from 3 years upwards.
- Horse/pony of any level of ability and experience.
- Equipment of any variety.
- Horse/pony with limited or significant experience on the lunge.
- Horse/pony capable of various qualities of work from limited to excellent.
- Sole use of an enclosed area with assistants available.

**DEMONSTRATE TRAINING PHILOSOPHIES WITH A YOUNG HORSE EITHER ON THE FLAT OR OVER FENCES****OVERVIEW:**

In this section, the candidate will demonstrate their training philosophies with young horses.

The session will be approximately 40 minutes in duration, followed by a one to one discussion.

**PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show clear ownership of training philosophies.
- Be able to explain philosophies and check understanding of listeners.
- Show ability to use the scales of training and the scale of marks as an objective measurement.
- Show ability to develop and improve a young horse.
- Show ability to maintain safety and horse confidence if using jump equipment.
- Recognise strengths and limitations in horses' performance.
- Show clear understanding of systematic training of horses.
- Show ability to plan future development and a way forward.

**THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Horse/pony of any size or type.
- Horse/pony of any age from 3 to 6 years.
- Horse/pony with any level of ability and experience.
- Candidates riding the horse/pony, or developing the work from the ground using another rider in order to make a critical evaluation.
- Horse/pony with limited or significant experience for their age.
- Horse/pony capable of various qualities of work from limited to excellent.
- Sole or shared use of an enclosed area.

## **RIDE AND ASSESS TWO DRESSAGE HORSES**

### **OVERVIEW:**

The session time will be approximately 60 minutes in duration, followed by a one to one discussion with the Assessor.

### **PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show ability to assess horses.
- Show ability to plan ridden training sessions.
- Show ability to explain and aid understanding in others.
- Show ability to develop skill levels in horses.
- Show clear understanding of the requirements of dressage riding up to and including Prix St Georges.
- Show clear understanding of dressage requirements for competition.
- Show clear communication skills when discussing horses with Assessors.
- Show a clear understanding of systematic training of dressage horses.
- Be able to use the scales of training and the scale of marks as objective measurement criteria.
- Show ability to discuss development and future planning.

### **THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:**

- Horses of any ability up to and including Prix St Georges.
- Horses which are competition horses or school horses.
- Horses/ponies of any age and type.
- Horses capable of various qualities of work from limited to excellent.
- Candidates will ride two horses, one or both will be at advanced level.
- Horses in 'dressage legal' tack or schooling tack.
- Sole or shared use of an enclosed area.

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## AID DEVELOPMENT IN COACHES PERFORMANCE

### OVERVIEW:

In this section, the candidate will contribute to a discussion and demonstrate training of a coach. The session time will be approximately 60 minutes in duration.

A BHS qualified coach will teach a group of riders, either on the flat or over fences.

### PERFORMANCE CRITERIA ASSESSED IN THIS SECTION

- Show understanding and recognition of various coaching skills.
- Show ability to lead or facilitate a study group.
- Show ability to explain coaching skills to a study group.
- Show ability to explain and aid understanding in others.
- Show ability to keep suitable notes to aid debriefing.
- Show ability to verbally debrief a coach after a session.
- Show ability to produce a written evaluation of a coaching session.
- Show clear communication skills when discussing coaching sessions.
- Understand the levels of coaching qualifications and the requirements of each level.
- Show ability to discuss development and future planning.

### THE RANGE AND SCOPE OF THIS SECTION MAY INCLUDE:

- A coach of any level up to and including BHSI working with a group ride either on the flat or over fences for approximately 1 hour.
- Horses and riders of any level.
- Candidates either observing and taking notes for 30 minutes and/or leading a study group for 30 minutes and/or provide feed back (verbal or written.)
- Study group members of any level of coach.
- Sole or shared use of an enclosed area.

## **DEMONSTRATE SOUND KNOWLEDGE (THEORY SECTIONS)**

### **OVERVIEW:**

There are several sessions during the assessment devoted to this area. This sections times will be confirmed in the exam programme.

They may be organised in any of the following forums:

- A structured discussion, led by Assessors, involving various numbers of candidates and Assessors.
- A brief 10 minute presentation by a candidate on a general subject given by Assessors. The candidate will be given approximately 15 minutes to prepare the presentation.
- A one to one discussion with an Assessor.
- A brief 10 minute presentation by the candidate on a detailed subject. Subject will be given by Assessors at least two weeks prior to the assessment date.
- Candidates being asked to 'chair' a meeting or discussion on a given subject. Subject will be given by Assessors.

### **PERFORMANCE CRITERIA ASSESSED IN THIS SECTION:**

- Show developed Interpersonal skills in a meeting/discussion.
- Show developed knowledge across the range of subject matter.
- Show ability to explain and aid understanding in others.
- Show ability to negotiate, and achieve outcomes.
- Show awareness of personal limitations and ability to develop.
- Show developed presentation skills.
- Show developed knowledge within a given topic.
- Show ability to read an audience and steer the session accordingly.

### **THE RANGE OF SUBJECTS FOR DISCUSSION MAY INCLUDE:**

- The theory and practice of teaching, psychology of the rider, how people learn, lesson planning, and goal setting, The role of the trainer/coach, the role of the horse in the learning process.
- Education - the examinations structure, history of equitation, management and marketing of equestrian business, people skills and team building, current affairs in the industry.
- The biomechanics of the competition horse, recent developments in veterinary science and alternative treatments, forbidden substances, new concepts and mechanical aids to fittening.
- Travelling horses, including internationally.
- A broad knowledge of the rules and requirements pertaining to all the equestrian disciplines.
- Candidates are not expected to be 'experts' in every field of equestrianism and science but must hold views that are delivered with clarity.