

## **Appendix 1 – Role guidance specifically for Assessors, Lead Assessors, Internal Quality Assurers, Mentors and Technical Experts**

### **1. INTRODUCTION**

- 1.1 Terms of appointment of Education Contractors, to the British Horse Society (“the BHS”) and rules and regulations, and codes of conduct relating thereto.
- 1.2 The Panel of Education Contractors (the “Panel”) is made up from suitably qualified professionals who have been appointed to the Panel via protocols laid down by BHS Education Department. This Code of Practice applies to all BHS assessments, education courses and workshops delivered by BHS Accredited Professionals and should be read in conjunction with the agreement to which this Appendix is attached.
- 1.3 Applicants wanting to become Education Contractors should hold the relevant qualifications and insurance to deliver the role they have been designated. These requirements apply to Education Contractors who officiate at all BHS assessments and BHS training courses.
- 1.4 Education Contractors may be deployed to deliver as detailed in Appendix 2.

### **2 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE ASSESSORS**

- 2.1 All Assessors are required to have appropriate insurance, abide by the BEF and BHS safeguarding policy (including attending a BEF accredited safeguarding course and BHS certified DBS or equivalent [where appropriate]) and BHS recognised First Aid qualifications. It is encouraged that all are BHS Accredited Professional Coaches in order to remain on the Panel.

- 2.2 Assessors must be aware of current developments and issues relating to the equine industry.
- 2.2.1 All Assessors of BHS assessments must be currently employed or self-employed within the equine industry and should be actively involved in teaching and/or training persons towards competition and/or qualifications.
- 2.3 Assessors must have access to internet and email in order to retain Assessor status. All emails must be read at the earliest opportunity and The Society reserves the right to monitor read receipt activity and act accordingly.
- 2.4 All Assessors should aim to carry out a minimum of two assessments per level they are qualified to assess within a 12 month period to ensure good assessment practice is maintained, although it is recognised this will not always be practically possible. The BHS will monitor Assessors' attendance at assessments and may take action if it believes an Assessor is not current in their assessment practice for any or all the assessments they are qualified to assess.
- 2.5 All Assessors must attend the official national or regional Assessors standardisation training organised by the BHS as and when required. This enables Assessors to be thoroughly cognisant of the latest syllabi and guidelines and to keep up to date in assessing techniques. Those Assessors who fail to attend the training may be removed from the Panel. Assessors who are unable to attend the training, due to unforeseen circumstances, must provide their reasons in writing for consideration by the BHS. The BHS will consider appropriate action, which may include asking the Assessor to attend at their own cost an assessment where the assessment is being monitored through the Internal Quality Assurance process. This is in order that they may be briefed on the required standard setting and other matters covered during the regional or national training day. If their reasons for non-attendance of the training are not considered acceptable by the BHS, they shall be removed from the Panel.
- 2.6 Assessors will arrive at the assessment centre at least 30 minutes prior to the start of candidate briefing, or as advised by the Lead Assessor or BHS Education Department.

- 2.7 Assessors will be objective, impartial and totally fair to all candidates. The result of the candidate and any comments made with regard to their results will be an honest and accurate statement of that candidate's performance on the assessment day.
- 2.8 All Assessors must complete an annual register of interest form and inform the BHS of any updates to this. In addition, assessors must declare any conflict of interest before the start of every assessment. Assessors shall not assess at a centre where they work or teach. Assessors, including Lead Assessors, shall not knowingly offer to assess at a centre where they have, in the previous 12 weeks, trained a candidate. If an Assessor unknowingly offers to assess at a centre where they have an interest in a candidate, they must declare their interest to the Lead Assessor as soon as they arrive at the assessment. The Lead Assessor must make a written reference on the declaration form stating how the assessment of that candidate was carried out, demonstrating a fair and impartial assessment.
- 2.9 Assessors will refer to the BHS Education Department for guidance on assessment procedures and will be conversant with policies that apply to learners and assessors as signposted in the Assessor Hub. Assessors will note and act upon the instructions and information included in the regular Assessor email updates and BHS policies and procedures related to candidate assessment.
- 2.10 Assessors must ensure that all questions and professional discussions, and in the case of practical assessment all equipment and horses, are applied and utilised to ensure consistency in the standards each candidate is expected to achieve in order to show competence.
- 2.11 Assessors will be conversant with current assessment criteria and will have an understanding of the standards and level of knowledge required. They will assess within the remit of the assessment syllabus and keep within the timescales as indicated by the programme. They will keep concise notes for the day. They will complete the paperwork as outlined by the BHS, which should be retained for three months in case of an appeal; after three months it must be destroyed confidentially or returned to the BHS for disposal.
- 2.12 Assessors will co-operate if requested to attend meetings with the BHS, the Awarding Body or representatives of the External Qualifications Regulators of the relevant nation, agreeing a suitably convenient date and time within six weeks of

the request. They will respond within two working days to requests for information from the BHS and BHSQ.

- 2.12.1 Paperwork: The paperwork and especially the Feedback Sheet, is the responsibility of the assessor to complete correctly and in detail. The Lead Assessor will coordinate the distribution and collection of the paperwork (and where required may supportively encourage more detail or information to be provided), however the responsibility remains with the Assessor.

### **3 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE LEAD ASSESSOR**

- 3.1 In addition to the responsibilities as identified under section 2: 'Responsibilities of the Assessor'

#### **3.2 Pre-Assessment:**

- 3.2.1 The Lead Assessor is required to contact the centre where the assessment is scheduled to take place as least 5 days before the scheduled date. This contact provides an opportunity for centres to raise any concerns which the Lead Assessor can resolve or refer for further action to the BHS Education Department.

- 3.2.2 The Lead Assessor is required to contact the other assessors taking part in the assessment at least 5 days before the scheduled date. This contact enables the Lead Assessor to confirm timing, travel arrangement and to discuss any potential conflicts of interests in advance of the assessment.

- 3.2.3 The Lead assessor is required to ensure any reasonable adjustment/access to fair assessment is in place.

- 3.2.4 Each assessor is required to check candidate's skills records and ID.

#### **3.3 Assessment packs:**

- 3.3.1 The Lead Assessor should receive the assessment pack between 8 and 5 days before an assessment. If it has not been received within 5 days of the assessment the assessor must contact the BHS Education team immediately.

- 3.3.2 The Lead Assessor should distribute the pack to all assessors on the day of the assessment, checking for any conflicts of interest, which should then be recorded on the risk assessment form.

- 3.3.3 The Lead Assessor should collate all paperwork at the end of the assessment and each assessor should submit results electronically within 48 hours of the assessment.

- 3.3.3.1 The Lead Assessor must electronically submit the "On the Day" Risk Assessment and Assessment Centre Feedback forms to the office no later than 14 days after the assessment date.
- 3.4 Risk Assessment/Incident/Accidents: Lead Assessors are required to check the generic risk assessment for BHS Assessments and complete the "On the Day" Risk Assessment for BHS Assessments. The Lead Assessor is responsible for ensuring all assessors have checked the assessment areas they are responsible for and added to the risk assessment where appropriate. The Lead Assessor is responsible for signing the risk assessment and returning the "on the day" risk assessment to the BHS. The Lead Assessor is required to ensure accident report forms are completed as appropriate. These documents should be submitted to the BHS Education Department within three working days of the assessment finish (International: within five working days after the last assessment date). In addition, the Lead Assessor is asked to notify the office by telephone on the day of the assessment of any incident/accident.
- 3.5 The Lead Assessor is the first point of call for candidate complaints or appeals on the day of the assessment. In the case of such a complaint or appeal, it is the remit of the Lead Assessor to inform the candidate to contact BHS Education Department. Any appeals or complaints raised should be notified to the BHS Education Department on the day of the assessment.

#### **4 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE INTERNAL QUALITY ASSURER (IQA)**

- 4.1 Ensure that Assessors are applying a standardised assessment judgement
- 4.2 Provide feedback on assessment decision and techniques
- 4.3 Sample assessment decisions
- 4.4 Monitor assessment practice
- 4.5 Report on centre suitability and check in partnership with Lead Assessor the on the day risk assessment.
- 4.6 Carry out any additional Internal Quality Assurance activity as requested by the office.

## **5 RESPONSIBILITIES SPECIFIC TO THE ROLE OF TRAINER (safeguarding /national convention/ assessor or coaches training days)**

- 5.1 Prepare in advance of training day all material and resources
- 5.2 Liaise with facility in partnership with BHS Education Team on specific resources required from centre
- 5.3 Deliver the agreed session, treating all learners fairly and in line of the Education Contractors Code of Conduct
- 5.4 Record all learners' attendance and supply this to the BHS office.

## **6. CONFIDENTIALITY**

6.1 The British Horse Society is committed to ensuring protection of all personal information that we hold, and to provide and to protect all such data. We recognise our obligations in updating and expanding this program to meet the requirements of GDPR. Education Contractors past and present should be aware that breaches in confidentiality may contravene the Data Protection Act 2018. They should be aware of their legal responsibilities, as well as their professional duty, stay up to date and complete training as requested. This section covers paperwork relating to the following:

- 6.1.1 Education Contractor training days
- 6.1.2 Education Contractor meetings
- 6.1.3 Education Contractor directives
- 6.1.4 Education Contractor discussions
- 6.1.5 Education Contractor correspondence
- 6.1.6 Education Contractor team lists
- 6.1.7 Candidate lists and results
- 6.1.8 Education Contractor reports
- 6.1.9 Medical notes and requests for reasonable adjustments. These documents are to inform and guide Education Contractors.
- 6.1.10 All paperwork relating to pre and post assessment must not be left unsecured or where it could be accessed by individuals other than the team of Education Contractors in compliance with Data Protection regulations.
- 6.1.11 The assessment results are confidential and must not be revealed to anyone other than the team of Education Contractors and relevant BHS staff.

- 6.1.12 Education Contractors must not reveal any information which has been given to them in confidence by the BHS and which, if revealed to trainers of candidates or candidates, may give a candidate or candidates an unfair advantage or disadvantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.
- 6.1.13 Education Contractors will confidentially destroy all confidential material they no longer require after the mandatory three month retention period, or at the request of the BHS. If an Education Contractor is unable to confidentially destroy such material, they will return it to the BHS clearly stating the material is confidential waste. This includes when an Education Contractor resigns, stands down or is removed from the list of Education Contractors for any reason.
- 6.1.14 Education Contractors will not use their position of privilege to offer training to candidates and/or trainers of candidates if, by doing, it is likely to reveal any confidential information about the assessment process which may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.
- 6.2 Education Contractors in breach of the above will be removed from the panel of Education Contractors with immediate effect.

## **7 EDUCATION CONTRACTOR CODE OF CONDUCT**

- 7.1 Education Contractors are "**Ambassadors**" for the Society and as such must set an example to candidates/learners and other professionals, fellow Education Contractors and centre staff. Education Contractors will at all times be courteous, polite and considerate to candidates/learners and other professionals, fellow Education Contractors, centre staff and BHS employees.
- 7.2 Education Contractors must be **up-beat** and provide a **positive learning/assessment environment** for candidates/learners.
- 7.3 Education Contractors must be **well organised**.
- 7.4 Education Contractors must show **empathy** towards candidates/learners.
- 7.5 Education Contractors should:

- 7.5.1 Ensure the well-being and safety of candidates/learners as far as possible within the limits of their control;
- 7.5.2 Clarify the expectations and goals of the candidates/learners;
- 7.5.3 Ensure all activities are appropriate to the age, ability and experience of those taking part, including the horse/pony;
- 7.5.4 Encourage candidates/learners to value their performance and not just the final result;
- 7.5.5 Encourage and guide candidates/learners to accept responsibility for their own performance and behaviour;
- 7.5.6 Enable candidates/learners and, if appropriate, their guardians to understand that no bullying will be tolerated, be it physical, verbal, emotional or any other form;
  
- 7.6 Ensure confidentiality and adhere to the Data Protection Act when handling candidate's/learner's personal information, except in those cases where legitimate bodies have the right to know, such as in disciplinary or grievance procedures (as per confidentiality section of this agreement [section 6])
  
- 7.7 It is a legal requirement to fill in and send a RIDDOR form if a candidate(s)/learner(s) sustains a serious injury while under assessment or training scenario. The BHS will advise assessors on this process.
  
- 7.8 Must not exert undue influence over candidates/learners to obtain personal benefit or reward;
  
- 7.9 Never condone rule violations or the use of prohibited substances.
  
- 7.10 Education Contractors will dress smartly, wearing dark, neutral coloured clothing and appropriate safe footwear. Education Contractors will wear their official name badge (provided to them by the BHS Education Department) at all times throughout the day.
  
- 7.11 Clothing should be free from company logos, promotions or advertising, other than BHS branded clothing where owned.
  
- 7.12 Education Contractors will act professionally during the assessment/courses/workshops and will not, under any circumstances, attempt to secure business of any kind whatsoever from candidates/learners and/or centre staff.



- 7.13 Education Contractors must note and act on comments given in reports made by the Lead Assessor or the BHS Education Department. Such reports may be placed before the Qualifications and Training Advisory Committee, the Awarding organisation or other third parties.
- 7.14 Education Contractors will not allow their professional responsibilities or standards of practice to be diminished or compromised by considerations of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation; social standing, special education needs or self-interest.
- 7.15 Education contractors will abide by the BEF Safeguarding Policy. All Education contractors through their role as an Education Contractor falls under the BEF guidelines on Position of Trust.
- 7.15.1 The BEF and its member organisations maintain the principle that there are some roles within member organisations where adults have responsibility and influence over children and young people and therefore have an ethical obligation to safeguard and protect them from exploitation. Whilst legally young people aged 16 and 17 years have reached the age of consent for sexual activity, any inappropriate sexual relations with young people will be considered a breach of 'Position of Trust'.

## **8 TRAVEL, OUT OF POCKET AND MOTOR EXPENSES**

- 8.1 Education Contractors are asked not to offer for assessments/courses/workshops which exceed a round trip of 200 miles. Education Contractors who offer to assess beyond this limit will be required to bear the extra mileage expenses themselves. The BHS may authorise the additional mileage if a local Education Contractor is not available. The BHS will assume that an Education Contractor who offers for an assessment exceeding 200 miles will not require overnight accommodation. If an Education Contractor requires overnight accommodation they must contact the BHS before offering to assess in order to obtain written authorisation. If, when staying away from home, an Education Contractor requires an evening meal, they should contact the BHS for prior authorisation. It is regretted that breakfast (unless an overnight stay has been authorised) cannot be claimed for. Alcoholic beverages cannot be claimed for. Payment will not be authorised unless invoiced and accompanied by a receipt.

- 8.2 In the event that Education Contractors travel overseas to assessment and, due to circumstances beyond the control of the BHS, are unable to return on the planned departure date, the BHS will pay the Education Contractor for expenses incurred during the delayed departure, up to, and including, the amount agreed as above. The BHS will not pay any fees or loss of earnings to the Education Contractor during this time. This arrangement does not include an Education Contractor being unable to return on the planned departure date due to illness or injury.
- 8.3 On an assessment day, the centre will not normally provide lunch for assessors, who will be paid £5 in addition to their normal day rate to reflect this expense. Should an assessor have a long journey to reach a centre or require overnight accommodation, they may ask if the centre is able to provide lunch, however this will be at the discretion of the assessment centre and they may make a charge directly to the assessor.
- 8.4 When hiring a car internationally, added insurance cover **must** be taken in advance of travelling. The BHS will **not** reimburse contractors for additional excess charged by the company at point of collection. Please contact the Education Department if assistance is required.
- 8.5 Mileage costs will be paid at the rate currently payable as shown in the BHS's "Mileage Claim Rates". An Education Contractor's mileage for each journey should be detailed to the nearest mile with the start and destination postcodes provided.
- 8.5.1 If a journey is not direct from the point of origin to the destination, the Education Contractor must show details of all points throughout the journey. Details of all journeys should include sufficient information for audit purposes. The BHS reserves the right to confirm journey mileage using the AA Route Planner.
- 8.5.2 Mileage claims do not require an accompanying fuel receipt.
- 8.6 Where a vehicle is used for business purposes it is for the Education Contractor to ensure that the vehicle under his or her responsibility is fully taxed, serviced with current MOT (where applicable) and in a reasonable state of condition at all times and is insured for business purposes when travelling on behalf of the BHS.
- 8.7 An Education Contractor who wishes to claim business mileage when using his or her own private vehicle must ensure that the vehicle is insured for business purposes when travelling in the performance of his or her duties as an Education Contractor.

The BHS does not allow reimbursement of the extra costs which the Education Contractor may incur for business motor insurance.

- 8.7.2 Any speeding tickets or parking notices received will be payable by the driver of the vehicle.

## **9 RISK ASSESSMENT**

- 9.1 The BHS will carry out a review if there is concern regarding an Education Contractor's ability to carry out their Education Contractor duties.
- 9.2 All Education Contractors must be able to assess/deliver all sections of any assessment/course/workshop they are qualified to assess unless prior consent has been given by the BHS.
- 9.3 For health and safety reasons, only minimal, discrete jewellery is acceptable.
- 9.4 You must declare any injury or illness which may limit or affect your ability to carry out your duties as Education Contractor you must notify the BHS as soon as possible.

## 10 COMPLAINTS AND CONCERNS

- 10.1 Complaints and appeals will be undertaken in accordance with BHS Complaints and Appeals Policy.
- 10.2 All Education Contractors will have the right to appeal against any sanction or removal from the Education Contractor Panel. This will follow the BHS Complaints and Appeals policy.

## 11 POLICIES AND PROCEDURES

- 11.1 Copies of the following policies and procedures applicable to Education Contractors are available on the website – [www.bhs.org.uk](http://www.bhs.org.uk) All Education Contractors must abide by all policies at all times.
  - 11.1.1 Complaints and appeals
  - 11.1.2 Disciplinary procedure for BHS Education Contractors (Accredited Professional Coach procedures)
  - 11.1.3 Access to Fair Assessment, Reasonable Adjustments and Special Consideration Policy for BHS Assessments
  - 11.1.4 Request for translator
  - 11.1.5 Malpractice and maladministration policy
  - 11.1.6 Privacy Policy
  - 11.1.7 Equality and diversity
  - 11.1.8 Conflict of Interest Policy for BHS Education Activities
  - 11.1.9 Code of Practice – appointment of professionals
  - 11.1.10 Health and Safety
  - 11.1.11 Safeguarding
  - 11.1.12 Accidents at BHS Assessments
  - 11.1.13 Internal Quality Assurance
  - 11.1.14 And any further policies communicated via email to Assessors. All policies will be signposted to the Assessor Hub.

**Appendix 2 - BHS EDUCATION CONTRACTORS' FEES/ REIMBURSEMENT – 2023  
(Applicable to Assessors, Lead Assessors, Internal Quality Assurers and Technical Experts )**

**1. TRAVEL AND EXPENSES**

- 1.1 All air travel shall be Economy Class flights.
- 1.2 All rail travel shall be Second Class Rail.
- 1.3 Car journeys shall be charged at the rate of £0.45 per mile plus parking fees and tolls in line with HMRC guidance.
  - 1.3.1 It is encouraged that where possible that Education Contractors car share, reducing the cost to the Charity.
- 1.4 If authorisation for overnight accommodation is granted, the BHS will pay up to £95.00 per night (UK) and up to £125 per night (Ireland) including breakfast.
- 1.5 If authorisation is granted, Education Contractors may claim up to £25.00 for an evening meal.
- 1.6 Please refer to Appendix 1 (Role guidance specifically for Assessors, Lead Assessors and Internal Quality Assurers) regarding Travel and Motor Expenses.
- 1.7 Receipts for expenses must accompany the Education Contractor invoice

**2 CONTRACTOR FEES**

- 2.1 Contractor Fee is based on a day rate. The day rate is based on experience, qualifications, requirement and passing a probationary phase.
- 2.2 The BHS Education Department has a '3' band fee pyramid.

Band	Can assess/ deliver up to:	Full day rate	Part day rate	Additional Lead Fee
Safeguarding and Risk Awareness	Safeguarding and Risk Awareness- this is the rate any education contractors received for delivery of Safeguarding or Risk Awareness course.	£150 (inc plan and review)		
Assessor	Can assess up to stage 4	£190	£125	£35
Senior Assessor/ CAT	Can assess up to Performance Level (BHSI)	£210	£135	£35

2.3 Any upgrades in Band will be communicated by covering letter. This will not affect the "agreement between BHS Education Department and BHS Education Contractor", however band changes will be clearly shown so that invoices can be submitted appropriately.

2.4 For any work carried out overseas, the BHS, at their discretion, may reimburse the Education Contractor £120 for any day when the Education Contractor is not able to perform his or her ordinary working duties.

2.5 The additional lead fee is remuneration in respect of additional paperwork and phone calls.

2.6 For any work carried out in the role of Internal Quality Assurer (IQA), the Education Contractor should claim their full/half day rate. The lead fee applies.

2.7 Please note, if an Education Contractor is required for any part of a morning or afternoon, a part day fee can be claimed. An e-mail will be sent to Education Contractors 2 weeks prior to the assessment date, to clarify the duration.

2.8 Should the date of an assessment be transferred and the Education Contractor is available for the new date, only one fee can be charged and financial compensation cannot be claimed in respect of the lost date.

2.9 If an assessment is cancelled due to adverse weather conditions, the Education Contractor cannot claim a cancellation fee.

2.10 Any invoices received 3 months after the date of the assessment, will be deemed invalid unless a valid reason is provided. All outstanding payments beyond a 12 month period will be deemed invalid.

### **3 CANCELLATION FEES**

3.1 The BHS is trying to reduce the number of assessments cancelled or Education Contractors dropped. Where this does happen we will try and provide maximum notice period possible.

**3.1.1 Educators Contractors cancelled with over 3 weeks (21 days) notice will be unable to claim any financial compensation**

**3.1.2 Educator Contractors cancelled between 1 and 3 weeks (7 to 20 days) notice will be able to claim 50% of the applicable Day Rate**

**3.1.3 Educators Contractors cancelled with less than 1 week to go (1-6 days) will be able to claim 75% of the applicable Day Rate.**



Appendix 3 – Declaration of Interest form

**BHS Declaration of Interests Form (BHS Education)**

*(This form must be completed on appointment and annually thereafter, if applicable.)*

I \_\_\_\_\_ [Please Print in BLOCK CAPITALS]

in the role of \_\_\_\_\_ [Please Print in BLOCK CAPITALS]

have set out below my interests in accordance with the BHS Conflict of Interest Policy and Conflict of Interest Policy for BHS Education.

<b>Nature of situation or interest</b>	<b>Please give details whether it applies to yourself or a connected person or organisation</b>
<b>Current employment and any previous employment or deployment in which you continue to have a financial interest. This includes assessment venues.</b>	
<b>Appointments (voluntary or otherwise) for example trusteeships, directorships, assessor for another equine awarding body or professional body, and so on.</b>	
<b>Investments in unlisted companies, partnerships and other forms of business, major shareholdings (more than 5% of issued capital) and beneficial interests.</b>	
<b>Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.</b>	



Nature of situation or interest	Please give details whether it applies to yourself or a connected person or organisation
Any other relationship with the charity for example, trustee, volunteer or member of a committee.	
Details of any funders or donors that you or your associated organisations are working with or plan to work with in the future.	
Close professional or personal relationships with other members of the assessing panel	
Any other potential conflicts that are not covered by the above.	

I declare that the above information is accurate and that there are no other appointments or interests that I, or a member of my immediate family or another close personal contact hold, which can be the cause of any immediate or potential conflict with my working relationship with The British Horse Society.

I give my consent for this information to be used for the purposes described in the BHS Conflict of Interest Policy for Education and for no other purpose.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Data Protection

We will always treat your personal data with care. We store it securely and only ask for the information we need. We also make sure that we don't keep your information for longer than is necessary. Refer to the Conflict of Interest Policy for BHS Education for further details. To see our full Privacy Notice, please write to us at; BHS, Abbey Park, Stareton, Kenilworth, CV8 2XZ or go to: <http://www.bhs.org.uk/privacy>  
(Version: August 2022)