

Centre Guidance- Stage 4 Care, Lunge and Dressage Ride (8 Candidates)

Stage 4 is aimed at the individual working in the equine industry who is actively working towards training horses and riders. They will be able to recognise the strengths and areas for improvement in the horse/riders performance and instigate work to develop within the session.

BHS Stage 4

The maximum number of complete candidates is eight; however centres should be aware that there may be more candidates attending, and completing re-sits or sections only (e.g. care only); so please ensure you have adequate parking to accommodate this. As well as candidates we will be sending four assessors, 1x Lead and 3x Assessors. If there is anybody else 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 room at a comfortable temperature with table and seats where assessors can meet and confer in private.
4. A waiting room at a comfortable temperature 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. List of horses used for each riding section and what they have previously done available to for the lead assessor on the day of assessment.
9. . Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.
10. A First Aid kit. 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 18 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, one Lunge section, four dressage sections; 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 4 Care, Lunge and Eventing 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 wherever possible alongside the assessment. 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.

Please ensure that, while sufficient staff are present on the yard to assist with the assessment, there are not extra observers who may cause the candidates to feel under pressure. Where a member of staff needs to be present during the riding section, please ensure that they are not seen to be in conversation with the assessors, as this may be perceived by candidates as giving internal candidates an unfair advantage.

When liaising with the assessing team before, during or after the assessment day, please do not discuss the performance of candidates with them, as this may be perceived as an attempt to influence their decisions.

Sample programme:

| | | BHS Q | BHS Q | | | BHSQ | BHSQ |
|------------|----------|----------------------------------|------------------------------------|------------|----------|----------------------------------|----------------------------------|
| Time Start | Time End | Assessor A (up to 2) | Assessor B (up to 2 candidates) | Time Start | Time End | Assessor C (up to 2) | Assessor D (up to 2) |
| 8.15 | 8.30 | Briefing | Briefing | 8.15 | 8.30 | Briefing | Briefing |
| 8.40 | 9.10 | Flat Horse 1 (Double bridle) | Flat Horse 2 | 8.40 | 9.10 | Horse 3- Poles | Horse 4- No poles |
| 9.10 | 9.40 | Flat Horse 2 | Flat Horse 1 (Double bridle) | 9.10 | 9.40 | Horse 4- No poles | Horse 3- Poles |
| 9.40 | 10.10 | Ride VIVA | Ride VIVA | 9.40 | 10.10 | Ride VIVA | Ride VIVA |
| 10.20 | 10.50 | Horse 3- Poles | Horse 4- No poles | 10.20 | 10.45 | Lunge | Lunge VIVA |
| 10.50 | 11.20 | Horse 2- No poles | Horse 1- Poles | 10.45 | 11.10 | Lunge VIVA | Lunge |
| 11.30 | 11.55 | Lunge | Lunge VIVA | 11.10 | 11.40 | Flat Horse 1 (Double bridle) | Flat Horse 2 |
| 11.55 | 12.25 | Lunge VIVA | Lunge | 11.40 | 12.10 | Flat Horse 2 | Flat Horse 1 (Double bridle) |
| 13.00 | 13.15 | Briefing | Briefing | 13.00 | 13.15 | Briefing | Briefing |
| 13.15 | 14.15 | Section A Fit specialist tack | Section A Fit specialist tack | 13.15 | 14.15 | Section B Assess a horse | Section B Assess a horse |
| 14.15 | 14.45 | Care VIVA | Care VIVA | 14.15 | 14.45 | Care VIVA | Care VIVA |
| 15.00 | 16.00 | Section B Assess a horse | Section B Assess a horse | 15.00 | 16.00 | Section A Fit specialist tack | Section A Fit specialist tack |
| 16.00 | 16.30 | Care VIVA | Care VIVA | 16.00 | 16.30 | Care VIVA | Care VIVA |

Dressage

In this section candidates will be asked to ride safely, ride a trained horse in a double bridle, ride an inexperienced dressage horse and ride horses used for training others with a view to developing their way of going.

The riding section is designed to allow normal day to day lessons and/or activities to carry on; all riding sessions will be finished before lunch, freeing up arena space in the afternoon. The size of the two arenas needed need to be no less than 20x60m with correctly labelled markers. Both the trained horse (horse 1) section and inexperienced horse (horse 2) section will be happening at the same time in the same arena.

Equipment needed:

- Mounting block
- Poles (seven poles available)- for the riding horses for training others section
- One helper to assist moving poles

Number of horses needed in total is sixteen (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.

Please note the assessors will need to see the horses ridden and may wish to ride the horses themselves before the candidates; please liaise directly with the Lead Assessor to find out if the assessing team will wish to ride the horses and to establish their heights and weights if necessary.

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.

For the **trained horse section** the horses will need to be:

- At least four well-mannered and schooled to Elementary standard horses
- Be able to work independently in the school in walk, trot and canter that are capable of lateral work and other dressage movements up to elementary (e.g. leg yield, shoulder in, counter canter)
- Tacked up (with clean and safe/good condition tack- the horses will need to be wearing a fitted double bridle and appropriate dressage 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).

For the **inexperienced horse section** the horses will need to be:

- At least four inexperienced/untrained dressage horses that can have the way of going developed
- Be well-mannered and can work independently in the school in walk, trot and canter.
- Tacked up (with clean and safe/good condition) 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).

For the **riding horses used for training others** horses will need to be:

- Riders will be riding two horses in this section.
- At least eight horses who would be used for training others with a view to developing their way of going. Four horses working over poles and using floor patterns. Four horses should be working at Elementary level to be used for the non-pole section.

- Be able to work independently in the school in walk, trot and canter that are capable of lateral work, lengthening and shortening strides.
- The four elementary horses should be able to work independently in the school in walk, trot and canter that are capable of lateral work and other dressage movements up to elementary (e.g. leg yield, shoulder in, counter canter)

Candidates will be riding **four** horses during their assessment, so this needs to be considered when allocating horses per candidate.

Lunge

In this section candidates will be asked to lunge a competition horse and develop its way of going.

In this section candidates will be asked to lunge a competition horse and develop its way of going.

One horse trained at Novice to Elementary level per candidate is needed (maximum four horses) the horses will need to be tacked up ready with 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)
 - Minimum five poles available
 - A representative from the centre to be on hand and assist moving poles within the lunge section

Fit specialist tack

In this section candidates will be asked to use specialist tack.

- One horse per candidate is needed (maximum of four horses at a time in this section) 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. Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stale.
- Equipment needs to be set up on a table, bales or saddle racks in a covered area close to the stables to allow the candidates to select equipment easily. The equipment used needs to fit or be easily adjusted to fit the horses provided.

Use specialist tack

- Equipment needed:
 - One set of skip out tools
 - Two control head collars (not fitted to horse)
 - Two bridles (not fitted to horse)
 - Two lunge cavesson (not fitted to horse)
 - One lip twitch (**discussion only**)
 - One skin pinch (or another unacceptable twitch) (**discussion only**)
 - One chifney (**discussion only**)
 - One stallion chain (**discussion only**)
 - Veterinary prescribed sedative (**discussion only**)
- The tack items listed below will need to be fitted to the horses used:
 - Two modern comfort bridles or reduced pressure bridles (e.g. padded noseband or padded browband)
 - Modern or current variations of nosebands (including flash, grackle, drop, cavesson, combination bridle/noseband e.g. William Micklem)
 - A selection of bit fittings (including lip straps, bit rings)
 - Two double bridles, including lip straps and curb chains
 - Two dressage saddles
 - Two pads, cloths, numnahs
 - Two girths and protectors
 - Two cross country bridles
 - Two running martingales
 - Two jumping saddles
 - Two types of alternative stirrups (modern safety and comfort)
 - Two stud girths
 - One spur guard
 - Two breastplates (to include five point)
 - One washable bridle or lightweight bridle
 - One GP saddle (synthetic or leather)
 - One ergonomic girth
 - One pair of stirrups (toe cage)
 - One seat saver
 - One comfortable pad for horses
 - One saddle bag
 - One coiled leadrope on saddle
 - One neck strap
- Training aids (minimum of three needed):
 - One set of draw reins
 - One bungee
 - One Market Harborough
 - One Harbridge
 - One De Gogue

- Bits
 - Various bits will need to be available, with different mouth pieces and material (e.g. port or sweet iron) to include snaffles, bridoon, curb, gag, pelham, bitless
 - A range of dressage legal bits, please refer to British Dressage website www.britishdressage.co.uk/rules
- Boots/leg protection
 - Boots/wraps for dressage, show jumping, cross country, endurance/trekking and turning horses out to include; polo wraps or schooling wraps, tendon, leather four and five strap, over-reach and cross country boots.

Maintain a horse's physical wellbeing

In this section candidates will be asked to maintain a horse's physical wellbeing.

- One horse per candidate is needed; (maximum of four horses at a time in this section) 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 stables. Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stale.
- Equipment needs to be set up on a table, bales or saddle racks in a covered area close to the stables to allow the candidates to select equipment easily. The equipment used needs to fit or be easily adjusted to fit the horses provided.

Assessing physiology of the horse

- Equipment needed (need to be fitted to horses used):
 - Access to a safe trot up area, large enough to assess a horse on the lunge
 - One digital thermometer
 - One stethoscope
 - Two bridles
 - Two lunge cavessons
 - Two lunge reins
 - Two lunge whips
 - Brushing boots on all legs

Remedial shoeing

- A selection of remedial shoes to include; standard, rolled toe, support shoe, raised heel, bar shoe, heart bar shoe, glue-on shoe, gel pads- silicon/impression materials and hoof boots

Bandaging/foot dressing

- Equipment needed:
 - Poultice (enough for eight candidates)
 - Clean tub
 - Access to hot water
 - One vet wrap for demo purposes

- Four suitable bandages to poultice e.g. exercise bandage
- Four Fibergee or Gamgees
- Four stable bandages
- One duct tape

VIVA

Candidates will be asked to work with an assessor to undertake a VIVA. Candidates will be covering an assessment criteria point during a ten minute session. An area where this can take place away from ear shot would be beneficial.

What to expect from us before the 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*
- 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.

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

02476 840508

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

Tracy Casstles (Director of Education)

tracy.casstles@bhs.org.uk

07876 652007

Michele Carman (Head of Education Operations)

michele.carman@bhs.org.uk 07966 215964

Centre Guidance Check List- Stage 4 Care, Lunge and Dressage Ride (8 Candidates)

Checklist:

Facilities

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| 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 and/or candidates in all phases | |
| Candidate black bibs | |
| Facilities for refreshments/meals to be provided | |
| Notice board to display course plans | |
| Scales (to weigh riders should you need to) | |
| 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 | |

Dressage

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| Two arena with correctly labelled markers (minimum 20x60m) | |
| One mounting block | |
| Seven poles | |
| One helper to assist moving poles | |
| Four inexperienced dressage horses plus two spare (minimum 14.2hh) | |
| Four experienced horses (wearing double bridles) minimum 14.2hh | |
| Four horses used for training others | |
| Four (elementary) horses used for training others | |
| Leather hole punch | |
| Various length stirrup leathers and size irons | |

Lunge

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| One arena (minimum 20x40m)- can be the same used for dressage | |
| Four competition (up to novice/elementary level) horses for lungeing | |
| Minimum four lunge cavesson | |
| Minimum four lunge reins | |
| Minimum four pairs of side reins | |
| Minimum four pairs of brushing boots (needed for all four legs) | |



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| Minimum four bridles (without noseband) | |
| Minimum four saddles or rollers | |
| Two to three lunge whips | |
| Minimum five poles available | |

Fit specialist tack

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| Four horses (can be used in other sections)- ideally in adjoining stables | |
| String for tying up horses | |
| Head collar and lead rope per horse (fitted) | |
| One set of skipping out tools | |
| Two control head collars (not fitted to horse) | |
| Two bridles (not fitted to horse) | |
| Two lunge cavesson (not fitted to horse) | |
| One skin pinch/other inappropriate twitch (discussion only) | |
| One chifney | |
| One stallion chain | |
| Veterinary prescribed sedatives (e.g. packaging) | |
| Two modern comfort bridles or reduced pressure bridles | |
| Modern or current variations of nosebands to include: | |
| Flash | |
| Grackle | |
| Drop | |
| Cavesson | |
| Combination bridle/noseband (e.g. William Micklem) | |
| A selection of bit fittings (e.g. lips straps, bit rings) | |
| Two double bridles | |
| Two dressage saddles (include lip strap and curb chain) | |
| Two pads/cloths/numnahs | |
| Two girths and protectors | |
| Two cross country bridles | |
| Two running martingales | |
| Two jumping saddles | |
| Two types of alternative stirrups (modern safety/comfort) | |
| Two stud girths | |
| One spur guard | |
| Two breastplates (including five point) | |
| One washable bridle or lightweight bridle | |
| One GP saddle (synthetic or leather) | |
| One ergonomic girth | |
| One pair of stirrups (toe cage) | |
| One seat saver | |
| One comfortable pad for horses | |
| One saddle bag | |
| One coiled lead rope on saddle | |
| One neck strap | |
| Minimum of three types of training aids: | |
| One set of draw reins | |
| One bungee | |



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| One market Harborough | |
| One harbridge | |
| One De Gogue | |
| Various bits with different mouth pieces (e.g. port) and material (e.g. sweet iron): | |
| Snaffles | |
| Bridoon | |
| Curb | |
| Gag | |
| Pelham | |
| Bitless | |
| Range of dressage legal bits | |
| Two sets of Polo wraps/schooling wraps | |
| Two pairs of tendon boots | |
| Two leather four and five straps | |
| Two pairs of over-reach boots | |
| One pair of cross country boots | |

Assess a horse

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| Two horses (can be used in other sections)- ideally in adjoining stables | |
| String for tying up horses | |
| Access to a safe trot up area (large enough to lunge) | |
| Fitted bridles with no nosebands on the horses | |
| One digital thermometer | |
| One stethoscope | |
| Two lunge cavesson | |
| Two lunge reins | |
| Two lunge whips | |
| Minimum two pairs of brushing boots (needed for all four legs) | |
| Selection of remedial shoes: | |
| Standard | |
| Rolled toe | |
| Support shoe | |
| Raised heel | |
| Heart bar shoe | |
| Bar shoe | |
| Glue-on shoe | |
| Gel pads- silicon/impression material | |
| Hoof boots | |
| One poultice roll | |
| Access to hot water | |
| Two clean tubs | |
| One vet wraps for demo purposes | |
| Four bandages suitable for poultice (e.g exercise bandage) | |
| Four fibergee or Gamgee | |
| Four stables bandages | |
| One poultice boot for demo purposes | |
| One duct tape | |