

Centre Guidance- Stage 3 Trail Leader (6 Candidates)

Stage 3 Trail Leader is aimed at the individual who already possesses basic skills and knowledge who would like to run a commercial equestrian establishment that takes out short rides, treks or hacks.

BHS Stage 3 Trail Leader

The maximum number of complete candidates is six, there will be three candidates working with one assessor; however 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. We will normally send two assessors for an assessment of this size; 1x Lead and 1x Assessor. 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. A mounted escort for the Riding Out section will need to be available.
9. Suitable light refreshments throughout the day and lunch for assessors. Assessors may request lunch but this is chargeable to them directly if provided.
10. 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).



11. Contact details for the Safeguarding representative.
12. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
13. 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 and one Riding Out 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.

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.

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:

| Time Start | Time End | Assessor A (up to 3 candidates) |
|------------|----------|--------------------------------------|
| 8.30 | 8.45 | Briefing |
| 8.50 | 9.35 | Ride and Lead |
| 9.40 | 10.40 | Group ride assessment and discussion |
| 10.50 | 11.50 | Office discussion and ride planning |
| 12.00 | 12.30 | Horse suitability assessment |
| 12.30 | 13.00 | Lunch |
| 13.00 | 13.15 | Briefing |
| 13.15 | 14:00 | Ride and Lead |
| 14:05 | 15:05 | Group ride assessment and discussion |
| 15:15 | 16:15 | Office discussion and ride planning |
| 16:20 | 16:50 | Horse suitability assessment |

Riding Out

In this section candidates will be asked to know about the roles and responsibilities of a Trail Leader, plan and prepare an extended ride, train an escort to ride and lead another rider, assess suitability of a horse for trekking and evaluate own performance.

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.

Ride and Lead

- The size of the arena needs to be no less than 20x40m separated in two sections.
- Four riders in total for each session. Two who are working at Stage 2 level and capable of riding and leading, secure in the saddle and can ride independently of the reins. Two riders who are happy to be lead whilst the other rider is riding.
- Number of horses needed is four for each session (plus two spares) who are suitable to ride and lead together.



- Equipment needed:
 - Mounting block
 - Leather hole punch
 - Neck strap per horse
 - Poles/ dressage boards to split arena in two
 - Coupling on bit rings attached to lead rein, or headcollar under the bridle attached to lead rein
- Please ensure that volunteer riders are dressed safely, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Group ride assessment and discussion

- The size of the arena needs to be no less than 20x40m, the same arena used for the ride and lead can be used.
- Three riders for each session who are capable of riding in walk, trot, canter and faster work, negotiate obstacles who can ride with a whip.
- Number of horses needed is six (plus two spares) who could be the same as used for the ride and lead section.
- Equipment needed:
 - Mounting block
 - Leather hole punch
 - Neck strap per horse
 - Cones
 - Whip for each candidate if suitable
- Please ensure that volunteer riders are dressed safely, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Office discussion and ride planning

- Access to an office without personal data being seen (mock office can be set up)
- Documents that could be available for discussion:
 - Horse profiles
 - Complaints procedure
 - Booking forms
 - Paper
 - Pens
 - Human first aid kit
 - Horse first aid kit

Horse suitability assessment

- An open area, can be a field, large enough for the candidates to demonstrate lengthen and shorten strides.

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.

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 in working in all three paces.
- Tacked up (with clean and safe/good condition), 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 walk, trot and canter.
- Ability to work laterally and neck rein

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.

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 3 Trail Leader (6 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 | |
| Human First Aid kit | |
| Horse First Aid kit | |
| Safeguarding representative contact details | |
| Form of communication (mobile phone or two-way radio) | |
| Facilities for refreshments/meals to be provided | |
| Scales (to weigh riders should you need to) | |

Ride and Lead

| | |
|---|--|
| One arena with correctly labelled markers (minimum 20x40m)- split into two | |
| Four reliable horses for each session (plus two spares) who are suitable to ride and lead | |
| Four riders for each session (two riding at Stage 2 level, two happy to be lead whilst the other rider is riding) | |
| One mounting block | |
| Leather hole punch | |
| Neck strap per horse | |
| Poles/dressage boards to split arena into two | |
| Minimum two coupling on bit rings or headcollar under bridle | |

Group ride assessment and discussion

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|--|--|
| One arena with correctly labelled markers (minimum 20x40m)- can be the same arena used for the ride and lead section | |
| Six reliable horses for each session (plus two spares), can be the same used for the ride and lead section | |
| Three riders for each session (capable of riding in faster work and with a whip) | |
| One mounting block | |
| Leather hole punch | |
| Neck strap per horse | |
| Cones | |

Office discussion and ride planning

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|---|--|
| Access to office, or mock office set up in a stable | |
| Documents available: | |
| Horse profiles | |
| Complaints procedure | |
| Booking forms | |
| Paper | |
| Pens | |
| Human first aid kit available | |
| Horse first aid kit available | |

Horse suitability assessment

| | |
|--|--|
| Open area (field), large enough for candidates to ride in showing lengthening and shortening strides | |
| Six horses needed for each session (plus two spares), ability to work independently, laterally and neck rein | |

