

The British Horse Society Stage 3 Coach (BHSAI) Development Scholarship – Guidance Document

Introduction

As the largest provider of equestrian education and qualifications in the UK, we believe it is our duty to ensure we reach and inspire those individuals who will truly make a difference to the future of our sector. As we raise the standards of our Approved Centres, it is vital we support their needs by developing a workforce that delivers quality and leadership. We know our centres often find it difficult to recruit for certain roles due to the lack of high calibre candidates in the employment market. Our experience has shown us that to reach the level of qualification necessary to aspire to a constructive equestrian career, can cost a considerable amount, which can often be a stumbling block for many talented individuals.

Objective

One of the BHS's charitable objectives is to promote and advance the education, training and safety of the public in all matters relating to the horse. The scholarship scheme will play a pivotal role in driving forward this objective through our Approved Centres. Through the scholarships, we will:

- Ensure the leading equestrian educational provider is supplying our sector with well qualified and inspirational people
- Provide support to talented, driven individuals enabling them to have a meaningful equestrian career
- Work, support and enhance BHS Approved Centres
- Endorse and promote BHS training and assessments and encourage lifelong learning
- To celebrate the legacy of Margot Tiffany BHS PCCH (I)

Structure of Funds

Coach in Complete Horsemanship Scholarship

The fund is aimed at providing support for those working towards their Stage 3 Coach in Complete Horsemanship Qualification (BHS CCH), or BHS Stage 3 Coach (Dressage Rider) or BHS Stage 3 Coach (Jump Rider). This scholarship is targeted at promising individuals who, for whatever reason, are struggling to progress up the BHS educational ladder to gain the CCH qualification. We hope that by supporting these talented individuals with this Scholarship, the BHS will further strengthen the equestrian industry by creating additional qualified individuals with a valuable, industry-recognised qualification.

On average, it costs a student between £2000 and £4175 to progress from BHS Stage 2 care, ride and lunge to the Stage 3 Coach in Complete Horsemanship.

Students wishing to apply for this scholarship must be 17 years or over and have already achieved their Stage 2 care, lunge and ride or equivalent (Pony Club B Test, NVQ/SVQ. They must also hold the BHS Riding and Road Safety certificate or the Ride Safe Award):

Each candidate will be eligible to apply for the following:

- Training Amount – up to **£3,000**
- DBS Check – up to **£59**
- Cost of Stage 2 Teach (PTT) – up to **£150**

- Cost of Stage 3 Assessment (Care, lunge, ride and teach (any retakes will be at the cost of the candidate) – up to **£630**
- First year as an Accredited Professional Coach (via Direct Debit) – up to **£336**

Maximum scholarship on offer - £4,175

The scholarship will be adjusted to cover the exact cost of the assessment fees at the time the candidate takes the assessments.

We are honoured to have received a wonderful legacy in Margot Tiffany's name. This has been created by many donations in her memory. Together with our own fundraising efforts, we have supported 26 individuals with over £41,000 of funding to help them gain their BHS CCH (BHSAI).

We will have two application windows, one in the spring and one in the autumn. All applications for the autumn window must be received by **Friday 27 October 2017**.

A selection panel of BHS Centre Proprietors, staff members and leading relevant industry experts will review all applications and the top applications for each period will be awarded a scholarship.

Applying for Scholarship

Any individual wishing to apply for the scholarship must have a connection with a BHS Approved Centre, British Riding Club or BHS Regional Committee. The individual will need to show they work **20 hours a month** at a BHS Approved centre, with a BRC or BHS Regional Committee to be eligible for the scholarship. In extenuating circumstances, the candidate may be able to demonstrate a commitment to the BHS through teaching at BHS or BRC organised training events and camps, in place of **some** of the required 20-hour per month commitment to an Approved Centre. Evidence must be provided in these cases, with letters of recommendation.

The application form must be completed and submitted by the applicant and include the following:

- List of qualifications to date
- Details of any previous funding received
- What qualities would make them a good applicant
- Details of equestrian experience, including work and competition and coaching experience
- In-depth training programme
- Timeline of activity, detailing how and where the training will take place
- Name of Mentor (Letter of recommendation will be required)
- Full breakdown of scholarship requesting

In addition, please provide a detailed Curriculum Vitae which includes any assessments and work experience as well as a supporting reference from the BHS Approved Centre you are connected to.

The centre and the candidate are encouraged to contribute towards the cost of the training, however where the appropriate rationale is provided a full scholarship will be considered.

Approved Centre Criteria

- Scholarship only to be used on BHS qualifications, training for the qualification and initial membership as an Accredited Professional Coach (including DBS, Safeguarding and First Aid qualifications). APC membership will only be paid for, for those candidates working towards their BHS CHH (BHSAI)
- Approved Centre must nominate and support the applicant through the application and training process
- Approved Centre must complete the letter of recommendation on the application form

- The Approved Centre must clearly state any financial contributions
- Approved Centres must remain 'Approved' for the duration of the training
- Approved Centres must secure the employment of the Student Instructor for at least two years or maintain the candidates contract if self-employed, including the safeguarding of their current wage
- Mentors must be provided for the candidate. Mentors must be a BHS Accredited Professional Coach who is above the level of the Student Instructor. Ideally the mentor should be based at the Centre; however the BHS will find a suitable mentor for the student, if required.
- All training must be completed within a two-year timeframe from the point of application.
- The candidate must have an attachment to, or be employed by the centre (minimum 20 hours contract per month) applying for the scholarship, or at least provide a contract showing that they are self-employed working a minimum of 20 hours at the centre.

Candidate Criteria

- Approved BHS Centres to be used at all times for any training
- Scholarship only to be used on BHS qualifications and training programmes
- The Candidate must submit a training report every six months or on the point of receipt submission detailing progress. Once the BHS has received both the training report and invoices/receipts then that payment of the scholarship will be released
- All candidates will be visited on their training journey by a BHS Assessor or member of the BHS education team, the BHS will allocate a BHS representative to each candidate
- Candidates must agree to be employed at the BHS Approved Centre that nominated them, or have a contract with them, for at least two years and if they leave employment earlier, the candidate will need to pay a percentage of the scholarship back to The British Horse Society.
- Or the candidate needs to demonstrate a commitment to the BHS through teaching at BHS or BRC organised training events and camps, in place of some of the required 20-hour commitment to an Approved Centre

(Please Note: The BHS would claim this money back directly from the candidate.).

Scholarship Repayment Plan - If Scholar/Centre fails to adhered to Terms & Conditions		
Proportional period plan completed (if not a 2 year period)	Period completed	Repayment percentage
Less than 1/10th	1 week – 1 month	100%
1/10th	1 month plus - 3 months	95%
2/10th	3 months plus - 6 months	90%
3/10th	6 months plus - 12 months	70%
4/10th	1 year plus - 13 months	50%
5/10th	13 months plus - 15 months	40%
6/10th	15 months plus - 1 year 6 months	30%
7/10th	1 year 8 months plus - 1 year 10 months	20%
8/10th	1 year 10 months plus - 1 year 11 months	10%
9/10th	1 year 11 months - Under 2 years	5%

- All training must be completed within a two-year timeframe from the point of application
- If a candidate is unable to complete through no personal fault, e.g. illness, injury, pregnancy etc., then the scholarship will be frozen for a maximum period of two years until the candidate is able to restart their training (*evidence may be requested*)
- The candidate must declare any other bursaries or scholarships they have received or applied for
- If successful, the candidate must be willing to participate in promotional activities.

The BHS retains the power to withhold payment of funds or seek to retrieve funds from the centre, if:

- The candidate is under a disciplinary or performs misconduct. Including but not limited to:
 - Deliberate falsification of records
 - Assault on another person
 - Incapability through alcohol and/or illegal drugs
 - Negligence that causes unacceptable loss, damage or injury
 - Unauthorised disclosure of information
 - Committing a criminal offence, other than a parking or minor motoring offence
 - Behaving in a way that has brought The British Horse Society into disrepute
 - Leaving the employment during the two years
 - Not attending the training or the assessments that has been claimed for.