

**Any BHS Approved Riding Centre is eligible to hold Stage 1 Care and Ride assessments using the in-house delivery model. BHS Approved Equine Activity Centres may hold in-house Stage 1 Care assessments only. This document should answer some of the questions you may have when considering whether to run an assessment.**

**Q. Why should we deliver Stage 1?**

**A.** It will

- Provide new development opportunities for your staff and volunteers.
- Bring in new clients and income streams through offering training prior to the assessment day
- Create demand for candidates to complete the [Silver Ride Safe Challenge Award](#) in order to gain full certification at Stage 1
- Help to keep candidates engaged and progress on to Stage 2 training with you, once they have completed the Stage 1.

**Q Who can take the Stage 1?**

**A** Anyone aged 13 or over can take the BHS Stage 1 Care and Ride assessments.

**Q Do Stage 1 candidates have to be BHS members?**

**A** Stage 1 candidates who are not already BHS members will receive a free Silver Candidate Membership when you register them for their Stage 1 assessment. This free membership lasts for 12 months. Candidates who progress on to take Stage 2 assessments within this 12-month period will need to upgrade their membership to Gold or Junior Gold in the UK, (or Pathways membership in the Republic of Ireland).

**Q Do candidates have to complete a Skills Record?**

**A** We recommend that all Stage 1 candidates complete the [Skills Record](#) before their assessments. Although this not a compulsory requirement for Stage 1, running a series of training sessions based around the Skills Record sign off tasks may present an opportunity for you to generate additional income.

**Q How do I set up a Stage 1 assessment?**

1. The best way to start is to advertise a course of training with an end date assessment that works for you. We are happy to advertise training for BHS Approved Riding Centres on the BHS Website. If you would like us to advertise your training dates, please submit them [here](#). If you would like us to list your centre as one which offers in-house Stage 1 assessments, please use this [form](#).
2. When you have a cohort of candidates ready to take the assessment, use the table below to calculate how much time you need to allow for your assessment. We advise that an assessor covers no more than 3 candidates at a time in the care section and no more than 6 candidates at a time in the riding.

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3. Set an assessment date and book a BHS Assessor. If you do not have existing links with local assessors, please contact the [education team](#) for assistance. The assessor will invoice you directly for their time after the assessment has taken place.
4. Take payment directly from the candidates, (this covers the BHS admin fee, assessor and centre fees). Please refer to the recommended prices in the table below.

### Fees for candidate registrations:

\*\*The BHS fee covers administration, quality assurance process, certification, and postage.

Assessment		Recommended candidate fee	BHS Admin fee per candidate**	Recommended Assessor fee		Recommended Centre fee	Approx time for each section
<b>STAGE 1</b>	<b>Care</b>	£156 per candidate	£45	1 candidate	£69	£42	1hr 20 mins
				2 candidates	£92	£130	1 hour 40mins
				3 candidates	£110	£223	1 hour 55mins
	<b>Ride</b>	£156 per candidate	£50	1 candidate	£50	£56	45 mins
				2 candidates	£100	£112	50 mins
				3 candidates	£115	£203	1 hour
				4 candidates	£130	£294	1 hour
				5 candidates	£145	£385	1 hour
				6 candidates	£160	£476	1 hour

Full terms and conditions can be found [here](#)

5. Register the candidates **at least 2 weeks prior to assessment day\*** using the link [here](#). Please note this link is confidential and should not be shared. Candidates must be registered in their legal name, as this will be checked against their ID by the assessor on the assessment day. If any of your candidates have special education needs or disabilities, please indicate this as part of the registration process or contact the [education team](#) for advice. With sufficient notice and supporting evidence, we may be able to make reasonable adjustments to their assessment to ensure that they are given support to demonstrate their skills. When a candidate has made a booking, please ensure they receive this link to our [Policies and Procedures](#).

**\*Where candidates are registered by a centre less than 2 weeks prior to the assessment date, it may be possible to process their registrations but this is at the discretion of the BHS Education team. A late booking fee of £20 per**

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**candidate, per section (care/ride) will be applied to any registrations submitted less than 2 weeks prior to the assessment date.**

6. You will receive an email confirming the registrations you have submitted and BHS Education will invoice the centre for the relevant administration fees.
7. If a candidate or centre wishes to transfer the date of assessment this must be arranged between the candidate, centre and assessor. All transfers will need to be notified to the [Education Team](#) in writing at the earliest convenience with the new intended assessment date, however no further admin fee will be applied.
8. Unfortunately, we are unable to refund admin fees if assessments are cancelled, unless the centre requests a cancellation to BHS Education in writing within 14 days of the candidate registration being submitted. If a cancellation request is received more than 14 days after the candidate registration form, the admin fee will still be payable to BHS and the invoice will not be cancelled. It is at the discretion of the centre and assessor whether the candidate will forfeit the rest of the fee. Centres should make their own arrangements with assessors regarding their fees in the event of a cancellation.
9. Any request for a candidate to withdraw, and for the centre to nominate a replacement, must be submitted in writing to the Education Team at the earliest opportunity and the new candidate's application form submitted. The centre will be charged in full for the replacement candidate, and the original candidate may transfer to another assessment date hosted by the same centre at no additional cost, provided this transfer is arranged prior to the scheduled assessment. If a candidate remains entered for the assessment after the scheduled assessment date has passed, the centre will forfeit the administration fee and be required to pay again for any further booking.
10. On the assessment day, all assessment areas and equipment should be ready for the assessor to check on arrival.

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 or assessors 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.

11. Candidates will receive their results from BHS Education by email within 15 working days of their assessment date. Any certificates due will follow in the post within 28 days.

**Q What do we need to provide for a Stage 1 assessment?**

**A** As a centre, you need to provide the following facilities and equipment for a Stage 1 assessment (based on a group of 3 candidates being assessed simultaneously):

<b>General</b>	
Car park	
Meeting room for assessors	
Briefing room and sign	
Toilets and sign	
'Assessment in progress, no filming or photography' sign for each assessment area	
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 adjacent to the arena	
Facilities for refreshments	
Name labels or bibs so candidates can be identified by the assessor	
<b>CARE A</b>	
Three quiet horses (can be used in other sections) - ideally in adjoining stables (stable not mucked out).	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Three wheelbarrows	
Three Brooms	
Three forks/ shaving forks (dependent on bedding)	
Three shovels	
Three water buckets/ automatic drinkers	
Three sponges/ brushes for cleaning water	
Three grooming kits	
Three body brushes	
Three dandy brushes	
Three flick brushes	
Three rubber currycombs	
Three plastic currycombs	
Three metal currycombs	
Three water brushes	
Three hoof picks	
Three sponges (different needed for eyes, nose and dock)	
Three mane combs	
Three mane/tail brushes	
Three face brushes	
One rug per horse (cross over belly straps and leg straps) - fitted	
Examples of turn out rug, stable rug, cooler and fly rugs	
Two skips and tools (outside stables)	

<b>CARE B</b>	
Three snaffle bridles (with ideally cavesson noseband or if not flash or drop nosebands)	
Three GP saddles	
Three running martingales (no breastplates)	
Three pairs brushing boots (one pair to fit each horse)	
Three hooks/ table for tack cleaning	
Three sponges for tack cleaning	
Two saddle soaps	
Access to warm water	
Three bridles for cleaning (can be the same ones used for fitting)	
Access to the feeds listed below either in bins or buckets:	
Coarse mix	
Cubes	
Chaff/Alfalfa	
Sugarbeet (soaked and unsoaked)	
Balancers	
Hay	
Haylage	
Tie up ring for haynets	
One spring balance to weigh haynets	
Three unfilled haynets	
<b>RIDING</b>	
One arena with correctly labelled markers (min. 20x40m)	
Three horses (appropriate for candidates' height and weight) plus 1 spare	
Six ground poles	
One mounting block	
Experienced ride caller (Stage 3 Coach level)	

We recommend that all ride callers watch our [online support video](#) before their first assessment in this role and we ask that they familiarise themselves with our caller guidelines prior to the assessment day, (please see below).

Should you have any questions around organising a Stage 1 assessment, please do contact the [education team](#) who will be pleased to offer advice and support. Our direct telephone number is 02476 840508.

**Q Once we have run a stage 1, can we offer Stage 2 assessments?**

**A** Once candidates have successfully completed Stage 1 at your centre, they may be keen to progress on to Stage 2. Any of your centre coaches who are qualified to a minimum of BHS Stage 3 Coach in Complete Horsemanship can sign off Skills Records for Stage 2 but you will need to apply to become an assessment centre in order to hold assessments at this level. We are now able to facilitate Stage 2 assessments for as few as 4 candidates at a time and we can often tailor mixed level assessments around specific centre requirements. We welcome applications from centres in all regions and nations so please do contact our [Quality Assurance Manager](#) for more information or a chat.

## Safeguarding

For in-house Stage 1 assessments, it is the responsibility of the centre to ensure that adequate safeguarding procedures are in place. We strongly recommend that centres take emergency contact details for a responsible adult or nominated carer for all candidates who are under 18 or declare themselves to be an adult at risk, through asking them to complete a rider registration form prior to their assessment day.

## Accidents

Should an accident occur during an in-house Stage 1 assessment, the BHS assessment [Accidents Policy](#) must be followed. This means that candidates who fall off during the riding section of an assessment will be unable to remount and complete that section and if they are under 18, the decision on whether a candidate is able to continue with any non-ridden assessment activity following an accident must be taken by their responsible adult or nominated carer. Centres must make candidates aware of this policy on booking.

## Quality Assurance

In order to ensure that the delivery of BHS Assessments remains consistent, we may occasionally deploy one of our Internal Quality Assurers to attend an in-house Stage 1 assessment. You will normally be notified in advance if a BHS Internal Quality Assurer will attend your assessment, however; some visits may be unannounced. Our Internal Quality Assurers will always introduce themselves to you and will always carry BHS identification. Following a visit from one of our Internal Quality Assurers, you will receive feedback on your assessment delivery.

## Stage 1 Centre Facilitator (Caller) Guidelines

The Caller is there to guide the candidates through the riding section of the Stage 1.

The Caller should be:

- Minimum Stage 3 Coach (BHSAI) or equivalent, experienced at working with unknown riders and controlling a group situation, where riders may need additional support and careful control.
- Not the primary point of contact on assessment day
- Dressed in a smart and practical way
- Familiar with the Centre and horses' normal way of going.
- Experienced at striding out trot poles and distances suitable for horses used on the day of the assessment.

The Caller will need to:

- Guide candidates through exercises safely confirming that they are understand and are comfortable with each exercise.
- Make sure the session is run in a time efficient manner.
- Put the candidates at ease and refer to them by name.
- Encourage candidates to ask questions; whilst not being too familiar with any internal candidates.

At Stage 1 level the candidates will work mainly as a ride completely under the direction of the Caller. Although candidates are responsible for checking and altering their own girth and stirrups, please be prepared to offer assistance, to ensure candidate safety.

During the session we suggest you position yourself so you can see the whole ride at all times, whilst remaining close enough to the assessors so they can communicate to you. Although the session is not a taught lesson you can give specific directions to a candidate if they are unsafe or their actions are likely to cause an accident.

Stride table:

Suggestion for pole set up; single pole at E or B (on the three-quarter line) with 3 poles also on the diagonal line (four poles in total).

	PONY		COB/SMALL HORSE		COMPETITION/ LARGE HORSE	
Trot poles	1.22m	4ft	1.37m	4ft 6in	1.52m	5ft

If a pole is kicked out of place, please ensure the candidates have enough time to circle away so the distances can be re-measured.

To see our assessment criteria please refer to the website, we recommend you are familiar with the syllabus them before taking this session.

Example exercises:

Duration one hour to include discussion with assessor

- Ride in closed order, one horse's length between you

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- Working trot rising as a ride
- Leading file in succession at A or C ride one 20m circle then go large and circle to the rear of the ride.
- Change the rein
- Lead file in succession trot, in the first corner establish canter, canter a 20m circle in a free space, then return to the rear of the ride.
- Change the rein
- Lead file in succession trot, in the next corner canter around to the rear of the ride.
- Quit and cross stirrups, ride forward to walk
- Ride forward to trot sitting
- Rear file in succession at E or B halt and then, as the ride closes up behind, take sitting trot as lead file.
- Ride in single file, a three loop serpentine from A to C
- Take back stirrups, walk then trot once around the arena
- Ride turn in onto centre line and dismount

### Change horses

- Ride in closed order, one horse's length between you
- Trot as a ride
- Rear file in succession turn across the school and take leading file on the other side of the arena
- Ride in trot, leading file in succession establish canter in the first corner. On the next long side at E or B half circle to take the rear of the ride, returning to trot as rear file.

### Shorten stirrups to enable work in preparation for pole work

- Ride in closed order, two to three horse's length between you
- Change the rein as a ride
- On the long side take a light seat, on the short side rising trot
- In rising trot, turn down the three-quarter line and trot over the single pole
- In trot, change the rein in rising trot over the three trotting poles on one diagonal.
- Ride over poles two to three times in a light seat
- Lead file in succession trot and canter to the rear of the ride showing some light seat in the canter
- Change the rein and repeat the same exercise if required
- Allow horses to stretch at free walk on a long rein
- Ride turn in and halt on the centre line. Riders dismount and assessors speak to candidates individually.