

Stage 2

Stage 2 is aimed at the individual who already possesses basic skills and knowledge but who would like to develop their skills and start progressing into employment.

Stage 2

The maximum number of complete spaces can be:

No. of spaces	Assessment format
12	3 assessors (6 candidates per riding group, 4 per care group)
8	2 assessors (4 candidates per riding and care group)
4	1 assessor (4 candidates per riding and care group)

Centres should be aware that there may be more candidates attending than there are complete spaces available, completing re-sits or sections only (e.g. care only); so please ensure you have adequate parking to accommodate this. We will send assessors in a ratio of 1 assessor to 4 candidates; always including a nominated Lead Assessor. If there is anybody else attending e.g. Internal Quality Assurer or observer, we will usually let you know in writing 2-3 weeks before the assessment day.

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. A person in the yard responsible for ensuring all horses and equipment are ready on time (according to the programme). This person needs to be available all day during the assessments, should the assessors or candidates have any questions or require additional equipment/change of horses.
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. Please do make candidates feel at home as they may be nervous.
5. Appropriate signage for candidates to find the Centre, facilities (incl. toilets) and waiting/briefing room. Signs should be hung stating 'Quiet please, assessment in progress, no filming or photography'.
6. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
7. A caller for the riding section, to give instructions. Callers should hold the BHS Stage 3 Coach in Complete Horsemanship (previously BHSAI) as a minimum or be working at an equivalent level. We would recommend they are not the point of contact being used for the day. Guidelines are provided at the end of this document.
8. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.
9. A First Aid kit. Where the riding is not in close proximity to the yard, a First Aid kit must be taken to the riding area. A means of communication also needs to be supplied (mobile phone or two-way radio).
10. A safeguarding representative who is available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
11. All horses and tack used in BHS assessments should be clean and well-presented. To view our assessment criteria please refer to the website, www.bhs.org.uk.

Safeguarding and Health & Safety

Please note the minimum age for this assessment is 14 years old. British Horse Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be managed by the Assessors.

Assessment Day

The assessment day is split into two care sections, a lunge section and a riding section and the programme usually allows 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 2 Care, Lunge and 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 where staffing levels allow.

Please ensure that, while sufficient staff are present on the yard to assist with the assessment, there are not extra observers who may cause candidates to feel under pressure. Spectators are not permitted. 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.

In the interest of candidates, no photography or filming of any section of an assessment is permitted (excluding CCTV for security or insurance purposes).

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.

Example timetable

12 Max timetable (3 assessors):

Time Start	Time End	Assessor A	Time Start	Time End	Assessor B	Time Start	Time End	Assessor C
8.30	8.50	Briefing	8.30	8.50	Briefing	8.30	8.50	Briefing
8.55	9.40	Ride A (6 candidates)	8.50	10.50	Care A (4 candidates)	8.55	9.55	Care B (2 candidates)
9.45	10.45	Ride B (6 candidates)	11.05	11.50	Ride A (6 candidates)	10.00	10.30	Lunge (2 candidates)
10.55	12.55	Care A (4 candidates)	11.55	12.55	Ride B (6 candidates)	11.00	12.00	Care B (2 candidates)
						12.15	12.45	Lunge (2 candidates)
13.00	13.45	Lunch	13.00	13.45	Lunch	13.00	13.45	Lunch
13.45	14.00	Briefing	13.45	14.00	Briefing	13.45	14.00	Briefing
14.00	15.00	Lunge (4 candidates)	14.00	15.00	Care B (2 candidates)	14.00	16.00	Care A (4 candidates)
15.00	16.00	Care B (2 candidates)	15.00	16.00	Care B (2 candidates)			
16.00	17.00	Care B (2 candidates)	16.00	17.00	Lunge (4 candidates)			

8 Max timetable (2 assessors)

Time Start	Time End	Assessor A	Time Start	Time End	Assessor B
8.30	8.45	Briefing	8.30	8.45	Briefing
8.50	9.35	Ride A (4 candidates)	8.45	10.45	Care A (4 candidates)
9.40	10.40	Ride B (4 candidates)	11.00	11.45	Ride A (4 candidates)
10.50	12.50	Care A (4 candidates)	11.50	12.50	Ride B (4 candidates)
13.00	13.45	Lunch	13.00	13.45	Lunch
13.45	14.00	Briefing	13.45	14.00	Briefing
14.00	15.00	Lunge (4 candidates)	14.00	15.00	Care B (2 candidates)
15.00	16.00	Care B (2 candidates)	15.00	16.00	Care B (2 candidates)
16.00	17.00	Care B (2 candidates)	16.00	17.00	Lunge (4 candidates)

4 Max (1 assessor)

Time Start	Time End	Assessor A
8.30	8.45	Briefing
8.50	9.35	Ride A (4 candidates)
9.40	10.40	Ride B (4 candidates)
10.50	12.50	Care A (4 candidates)
13.00	13.45	Lunch
13.45	14.00	Briefing
14.00	15.00	Lunge (4 candidates)
15.00	16.00	Care B (2 candidates)
16.00	17.00	Care B (2 candidates)

Centres will be allocated a member of staff from the Education Team to liaise with in preparation for the assessment day. Please ensure you notify your contact person of any special requirements that should be considered when timetabling.

Care A

In this section candidates will be asked to fit tack and boots, prepare a horse for travel, prepare a horse for presentation, understand how to care for the horses' feet and understand the environment needed for keeping a horse.

- One horse per candidate is needed in this section - maximum four horses, preferably in adjoining stables.
- Each horse requires a correctly fitted headcollar and lead rope, with suitable tie ring and string in each stable.
- 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 must fit the horses provided.
- 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.
- All four horses need to have suitable manes for plaiting and at least one must be shod either in front or all round.

Fit tack and boots

- Four snaffle bridles with different nosebands
- Four GP saddles and numnahs/saddle cloths
- Four hunting breastplates
- Four sets of brushing/ fetlock boots
- Four pairs of over-reach boots, (either pull-on or fastening)

Preparation for travel

One horse per candidate suitable for handling and leading - will not need to load.

- Four sets of travel boots to be fitted
- Four tail guards to be fitted
- Four tail bandages to be fitted
- Four travel rugs to be fitted
- Four headcollars and lead ropes

Care for horse's feet

One set of farrier tools, to include:

- Pincers
- Buffer
- Hammer

Preparing a horse for presentation

- Four combs
- Plaiting bands
- Water
- Four sponges/water brushes
- Four steps

Care B

In this section candidates will be asked about horse health and will be required to know the behaviours of a horse, have knowledge on feeding, understand horse anatomy and horse fitness.

- One horse per candidate is needed in this section - maximum two horses as candidates will work in pairs, preferably in adjoining stables.
- Each horse requires a correctly fitted headcollar and lead rope, with suitable tie ring and string in each stable.
- 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 must fit the horses provided.
- Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stalle.

Horse health

- Two sets of stable bandages and padding
- Empty syringes for oral treatment for demonstration purposes (e.g. empty worming syringe)
- Small rubber skip (for tubbing)
- Poultice
- Vet wrap
- Duct tape
- Salt

- Scissors
- Brush to scrub the foot

Feeding

- Weigh tape
- Example of feed chart

Lunge

In this section candidates will be asked to lunge a reliable horse, know the reasons to lunge and identify lungeing equipment.

One horse per candidate is needed, maximum twelve horses for 12 max timetable, maximum eight for eight max timetable, maximum four horses for four max timetable. The horses will need to be tacked up ready with the equipment below. The horses will need to be reliable and will be asked to walk, trot and canter on a suitably sized circle. 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.

- Lunge cavesson
- Lunge rein (sufficient length to enable a large circle)
- Side reins (need to be adjustable and fit)
- Bridle (without noseband)
- Saddle or roller
- We recommend that horses wear brushing boots on all 4 legs for lungeing but please inform the Assessor if any horse will not be working in brushing boots
- Lunge whip (the lash needs to be long enough to reach the horse on a suitably large circle)
- We recommend that horses can be used in up to 2 lunge sessions, as long as they are fit enough to give all candidates a fair assessment.
- At least 1 spare horse must be provided for each lunge session.

Riding

In this section candidates will be asked to ride on the flat in walk, trot and canter and demonstrate basic school movements. They will also be asked to jump around a course of show-jumps up to 75cm (2ft6”).

The riding section is designed to allow normal day to day lessons and activities to carry on. All riding sessions will be finished before lunch, freeing up arena space in the afternoon. The size of the arena needs to be no less than 20x40m with correctly labelled markers for the flat section.

For the jumping section, seven fences need to be set up in an enclosed area approximately 20x60m. This should not include a double but related distances are acceptable. The course should include at least 1 change of rein and please note that four of the fences should be spreads. The height of the fences should be up to 75cms and safety cups need to be used on the back pole of all spreads. If you require assistance with building a suitable Stage 2 jumping course, please contact the BHS Education Team.

Equipment needed:

- Numbered course of seven fences (including four spreads)
- Mounting block
- Safety cups on the back poles of spreads
- Leather hole punch

The number of horses needed is twelve (plus two spares) for 12 candidate timetable, eight horses (plus two spares) for eight candidate timetable, four horses (plus two spares) for four candidate timetable. The horses need to be 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.

We are happy for you to use the same horses in no more than two sessions providing suitability and fitness of the horse (sessions can be either flat and jump, flat and flat or jump and jump).

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, reliable and schooled to a reasonable standard
- Tacked up 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).
- Be able to work independently in the school in walk, trot and canter.

Candidates will be riding **two** horses in the flat section and **two** horses in the jump section, so this needs to be considered when allocating horses per candidate.

Please ensure that a copy of the course plan is displayed in the candidate waiting area.

What to expect from us before the assessment

Once candidate bookings are finalised, 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 you about the organisation of the day. If you have not heard from them by 5 days before the assessment, please contact either the Lead Assessor directly or the Education team at your earliest convenience. If you have any concerns or wish to make changes 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 centre input is required, e.g. if a candidates will be bringing adapted tack or equipment.

Please ensure the black bibs provided by BHS Education 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).

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 purchase quote provided by the BHS Education team) 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 education@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)

michele.carman@bhs.org.uk

07966 215964

Stage 2 Caller Guidelines

The Caller is there to guide the candidates through the riding section of the Stage 2.

The Caller should be:

- Minimum Stage 3 Coach (BHS AI) or working at equivalent level, 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 jumps distances suitable for horses used on the day of the assessment.

The Caller will need to:

- Guide candidates through exercises safely confirming that they 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; while not being too familiar with any internal candidates.

At Stage 2 level the candidates will mostly work in open order through exercises directed by you. Although candidates are responsible for checking and altering their own girths 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 with 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.

To see our assessment criteria please refer to the website (www.bhs.org.uk). We recommend you are familiar with the syllabus before facilitating this session.

Example exercises:

Duration 45 minutes for flat session

- In open order, work the horse in trot to establish rhythm and balance staying on the same rein and abide by the school rules
- Change the rein in trot and include transitions to walk/halt across the centre line staying on the same rein and abide by the school rules
- Work in trot and canter across the arena on a 20m circle. Canter as you leave the track and trot as you arrive at the other side
- Change the rein and repeat the exercise, canter for longer providing riders are balanced and aware of other riders.
- Quit and cross your stirrups in closed order. Leading file in succession ride different change of reins, each rider will think of one each (can be done on the second horse if necessary).

Change horses

- In open order, walk, trot and canter, do not change the rein and abide by the school rules
- Quit and cross your stirrups in closed order. Leading file in succession ride different change of reins, each rider will think of one each (only if not completed on the first horse).
- Without stirrups rear file halt, count to six, proceed to trot, ride a 20m circle as soon as you can canter and canter the circle, go forwards to trot, pass the ride in trot and take leading file. Next rear file to commence exercise.

- Take back stirrups, ride go large in walk. Leading file in succession reins in one hand, trot, change the rein twice, take back both reins and go forwards to canter, ride a circle and go to the rear of the ride.
- Allow horses to stretch at free walk on a long rein

Additional suitable exercises

- Trot; leading file in succession down the centre line, ride into halt, as a ride passes take rear file.
- Ride walk; leading file in succession trot, canter, trot, canter and take the rear
- Ride three loop serpentine; continuously from A to C, you may use the long side to canter.
- Trot, ride half 20m circle across the arena making a downward transition to walk as you leave the wall, halt on the centre line, then walk and trot when you reach the opposite wall.
- Ride 15m circles
- Ride 5m loops
- Ride a figure of '8' across the diagonals and on a 20m circle
- Half circle returns
- Whole ride reins in one hand, circle one at a time, circle away and then take the rear.

Example exercises:

Duration one hour for jump session

- In open order warm up the horse in walk, trot and canter and show change of pace
- Trot over a single cross pole with a single placing pole – if appropriate
- Canter to cross pole
- Canter to upright
- Canter to ascending spread fence
- Jump four fences in a row

Change horses

- In open order, get used to new horse in walk, trot and canter
- Jump two warm up fences (suggestion upright and spread)
- Jump the course one at a time
- Allow horses to stretch at free walk on a long rein

Stride table:

	PONY		COB/SMALL HORSE		COMPETITION/ LARGE HORSE	
Trot poles	1.22m	4ft	1.37m	4ft 6in	1.52m	5ft
Trot place pole	2.44m	8ft	2.74m	9ft	3.05m	10ft
Canter place pole	2.44-2.74m	8-9ft	2.74m-3.05m	9-10ft	3.05-3.66m	10-12ft
Upright to upright (one non jump stride)	6.40m	21ft	6.70m-7.00m	22-23ft	7.32m-8.08m	24-26 ½ ft (max)
Spread to upright (one non jump stride)	6.10m	20ft	6.40-6.70m	21-22ft	7.00-7.32m	23-24ft
Upright to spread (one non jump stride)	6.10m	20ft	6.40-6.70m	21-22ft	7.00-7.32m	23-24ft
Upright to upright (two non-jump strides)	9.60m	31ft	10.00m	33ft	11.00m	36ft
Spread to upright (two non-jump strides)	9.14m	30ft	9.45-9.75m	31-32ft	10.00-10.40m	33-34ft
Related on three non-jump strides	12.80m	42ft	13.76m	45ft	14.63m	48ft
Related on four non-jump strides	16.46m	54ft	17.37m	57ft	18.29m	60ft
Related on five non-jump strides	19.20m	63ft	20.57m	67ft	21.95m	72ft

Centre guidance check list

Facilities

Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress, quiet please no filming or photography'	
Staff on hand throughout the day	
Caller (minimum of Stage 3 Coach in Complete Horsemanship or equivalent level)	
First Aid kit	
Safeguarding representative	
Form of communication (mobile phone or two-way radio)	
Seating for assessors adjacent to the arena	
Candidate black bibs	
Facilities for refreshments/meals to be provided	
Scales (to weigh riders should you need to)	
Notice board to display course plans	

Care A

For a 12 candidate timetable, four items/horses will be required.

For an eight candidate timetable, four items/horses will be required

For a four candidate timetable, four items/horses will be required

Horses - ideally in adjoining stables - all need to have suitable manes for plaiting and at least one must be shod either in front or all round.	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Snaffle bridles with different nosebands	
GP saddles (with saddle cloth/numnahs)	
Hunting breastplates	
Sets of brushing/fetlock boots	
Pairs of over-reach boots	
Sets of travel boots	
Tail guards	
Tail bandages	
Travel rugs	
Mane combs	
Plaiting bands (enough for candidates to demonstrate plaiting)	
Access to water and bucket	
Sponge/water brush	
Steps	
One set of pincers (farrier tools)	
One buffer (farrier tools)	
One hammer (farrier tools)	
One skip and tools (outside stables)	

Care B

For a 12 candidate timetable, two items/horses will be required.

For an eight candidate timetable, two items/horses will be required.

For a four candidate timetable, two items/horses will be required.

Horses - ideally in adjoining stables	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Sets of stable bandages and padding	
One empty syringe for oral treatment (demonstration only)	
Small rubber skip (for tubbing)	
One poultice	
One vet wrap	
Duct tape	
Salt	
Scissors	
Brush to scrub the foot	
One weigh tape	
Example of a feed chart	
Skip and tools (outside stables)	

Lunge

For a 12 candidate timetable, up to 12 horses are required

For an eight candidate timetable, up to eight horses are required

For a four candidate timetable, up to four horses are required

One arena (minimum 20x40m)	
Reliable horses for lungeing	
Lunge cavesson	
Lunge reins	
Pairs of side reins	
Brushing boots for all four legs (please inform assessor if not to be worn)	
Bridles (without noseband)	
Saddles or rollers	
Lunge whips	

Riding

One horse per candidate required, please bear in mind the candidates are required to ride two horses in the flat and two horses in the jump section.

One arena with correctly labelled markers (minimum 20x40m)	
One enclosed area (approx. 20x60m) with a course of seven fences up to 75cm to include four spreads	
Horses plus two spares (minimum 14.2hh)	
Safety cups (enough for each back pole on a spread)	
Two mounting blocks (or one mobile mounting block)	
Leather hole punch	
Various length stirrup leathers and size irons	
Course plan, displayed at least 30 minutes before briefing time	