

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

Introduction

As one of 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 equine sector. As we aspire to support the high standards of our Approved Centres, it is vital we support their needs by developing and supporting a quality workforce that delivers high standards and leadership. We know some centres often find it difficult to recruit for certain roles for a variety of reasons from demographics through to a shortage of high calibre applicants being available in the employment market.

Our experience has shown that to reach the level of qualification necessary to aspire to a constructive equestrian career, requires dedication combined with breadth of experience and a positive attitude to employment opportunities, alongside accruing costs for training and assessment. We hope through supporting our Approved Centres who recognise and wish to support their dedicated staff, that the BHS will further strengthen the equestrian industry through enabling such individuals to gain our valuable world renowned industry-recognised qualification.

Applications that can demonstrate a combined contribution from both the Centre and the applicant, in terms of either financial support or provision of time allowance for training will be a consideration when selecting successful applications.

Objective

One of the BHS's many 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:

1. Ensure the BHS as a leading equestrian educational provider is supplying our sector with well qualified and inspirational people
2. Provide support to talented, committed individuals enabling them to have a meaningful equestrian career
3. Work with, support and enhance BHS Approved Centres
4. Endorse and promote BHS training and assessments and encourage lifelong learning

The BHS will allocate a BHS representative to each recipient of the Scholarship. This will be either a BHS Assessor or a member of the BHS education team who will maintain regular contact to provide additional advice and guidance as required.

The Scholarship can only be used for attainment of BHS qualifications, training for the qualification and initial membership as an Accredited Professional Coach (APC). This can include DBS, Safeguarding and First Aid qualifications.

APC membership will only be paid for applicants working towards their BHS CHH (BHSAI)

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 financial reasons, are struggling to progress with their career on the BHS educational ladder to gain the CCH Stage 3 qualification.

On average, it can require investment of between £2000 and £4175 to train and progress from complete BHS Stage 2 to the Stage 3 Coach in Complete Horsemanship.

Applicants wishing to apply for this scholarship must be 17 years or over and have already achieved their Stage 2 Complete or equivalent (Pony Club B Test (plus lunge proficiency test), WBD/SVQ Level 2 in Horse Care and Riding with the following units, Lunge a horse under supervision, Ride a schooled horse and Jump a schooled horse). They must also hold the BHS Riding and Road Safety certificate or the Ride Safe Award. Please note that you must be 18 years or older to sit the Stage 3 Teach assessment.

Each applicant may apply for part or all of the following:

- Training Amount – up to **£3,000**
- DBS Check – up to **£54**
- Cost of Stage 2 Teach (PTT) – up to **£200**
- Cost of Stage 3 Assessment (Care, lunge, ride and teach (any retakes will be at the cost of the)applicant – up to **£630**
- First year as an Accredited Professional Coach (via Direct Debit) – up to **£343**

Maximum scholarship on offer - £4,227

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

Each year, we will have two application periods, one in the spring and one in the autumn. All applications for the spring window must be received no later than **Friday 1 March 2019** and for the autumn window all applications must be received no later than **Friday 1 November 2019**.

The Selection Process

Applications will be considered by the Scholarship Selection Panel, which comprises current BHS Approved Centre proprietors, BHS Education, Participation and Approvals staff and leading relevant industry experts. Scholarships are awarded on the basis of;

1. Fulfilling the eligibility criteria
2. Commitment, passion and enthusiasm to advancing your equestrian knowledge
3. Commitment and enthusiasm to Approved Centre(s) and coaching
4. Demonstration of combined contributions from both the Centre and the applicant
5. Return benefit of potential to the BHS and the equine industry
6. The benefit to the supporting BHS Approved Centre(s)
7. The benefit to the individual applicant in terms of achieving long term equestrian goals and ambitions

Approved Centre Eligibility Criteria

Approved Centres will need to;

1. Have been a member of the BHS Approved Centre Scheme for a minimum of 6 months
2. Have signed and returned their Approved Centre Contract as well as being up to date with their Approved Centre Approval fees.
3. Maintain their currency on the BHS Approved Centre Scheme for the duration of the training (two year timeframe)
4. Authenticate that they support an applicant who is connected to the Centre through the provision of a reference.
5. The Approved Centre should have provisions in place to provide employment/paid work [in accordance with legislation] and the budget to secure the employment/work of the applicant for a minimum of two years or maintain the applicants contract if self-employed, including the safeguarding of their current salary.
6. Ensure all training is completed within a two-year timeframe from the point of scholarship being agreed
7. Clearly state any financial contributions to the applicant's current/future training
8. Help provide coach mentor(s) for the applicant who is a BHS Accredited Professional Coach above the qualification level of the applicant. *Ideally the mentor should be based at the Centre; however the BHS can nominate a suitable mentor if required.*
9. Immediately inform the BHS should the applicant cease working in a coach/instructor capacity at the centre or leave their employment
10. Reside within the UK including the Republic of Ireland

Applicant Eligibility Criteria

Applicants will need to;

1. Applicants do have to commit to a minimum of twenty hours paid work per month [employed or be self- employed] at an BHS Approved Centre which is based within the UK including the Republic of Ireland, this mutual agreement should be in place for a minimum of two years
2. Applicants need to be a minimum of 17 years old
3. Applicants must not be on a apprenticeship program
4. In extenuating circumstances, the applicant 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 supported with authentic letters of recommendation.
5. In the event of a change of circumstance and the applicant is unable to commit to the agreed scholarship criteria, the candidate will be required to re pay a percentage of the scholarship back to The British Horse Society [see scholarship repayment plan below]
6. Ensure all training is undertaken at a BHS Approved Centre
7. Declare any other bursaries or scholarships they have received or applied for
8. Be willing to participate in promotional activities related to the Scholarship
9. Ensure Scholarship award is only used for BHS qualifications and training programmes that are being held by either a BHS Approved Centre or BHS Accredited Professional Coach. Any alternative training requests will need prior authorisation from the BHS.
10. Submit a training progress report every three or six months (agreed on individual basis). A Training Record form will be provided. This will need to detail progress with training undertaken and any future adaptations to original training plan. Upon receipt of the Training

Record form and associated receipts the BHS will authorise reimbursement through payment from the Scholarship funds.

11. All training must be completed within a two-year timeframe from the point of awarding the Scholarship.
12. If for any reason an applicant is unable to complete training then the scholarship will be suspended. The maximum suspension period is for 12 months. Each situation will be reviewed by the Scholarship Panel and whereby extenuating circumstances may exist, such as health reasons, the Panel will decide the most appropriate outcome. It is hoped in such situations that recipients will be able to restart their training at a later stage and there may be situations whereby an applicant is asked to re-apply. Request for reapplication will not automatically result in successful re provision
13. The application form must be fully completed and submitted by the applicant prior to the relevant closing date and include the following:
 - a. Full name, BHS membership number and list of BHS qualifications with the date of achievement
 - b. Name of Centre (s) employed at, position held and date of commencement (minimum of three months) and total monthly hours worked at the centre
 - c. Reference from the BHS Approved Centre (s) that are supporting the application
 - d. Detailed Curriculum Vitae to include;
 - i. Details of equestrian experience, including any work, competition and coaching experience
 - e. Identification of qualities that would make them a suitable scholarship recipient
 - f. Details of any previous scholarships or similar funding received by them
 - g. An outline in-depth training programme proposal that includes;
 - i. Timeline of activity, detailing with whom and where training will take place (must be at an Approved BHS Centre or with a member of the APC
 - ii. Estimated costs (travel and tuition)
 - h. Nominated Mentor (a member of the APC who will provide a dated letter of recommendation)

Scholarship Repayment Plan Terms and Conditions

If a recipient fails to adhere to terms and conditions the BHS will be entitled to request claim or return of funds directly from the applicant.		
Proportional period plan completed (if not a 2 year period)	Period completed	Repayment percentage
Less than 1/10th	1 week – 1 month	100%
1/10 th	1 month plus - 3 months	95%
2/10 th	3 months plus - 6 months	90%
3/10 th	6 months plus - 12 months	70%
4/10 th	1 year plus - 13 months	50%
5/10 th	13 months plus - 15 months	40%
6/10 th	15 months plus - 1 year 6 months	30%
7/10 th	1 year 8 months plus - 1 year 10 months	20%
8/10 th	1 year 10 months plus - 1 year 11 months	10%
9/10 th	1 year 11 months - Under 2 years	5%

The BHS retains the power to cease the agreement and withhold payment of funds or seek to retrieve funds from the applicant, if is considered by the panel the applicant is:

- - Behaving in a way that risks bringing The British Horse Society into disrepute
 - Or leaves their employment during the two years and not informing the Scholarship Panel – becky.lindley@bhs.org.uk

Fee Reimbursement

The BHS will reimburse successful applicants on receipt of a training report and a receipt (proof of payment) for each session(s).

Receipts and training plans can either be post to the following address: Becky Lindley, BHS Scholarships, The British Horse Society, Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ or can be emailed to becky.lindley@bhs.org.uk

The BHS have two payment runs per calendar month one of the 1st and then again on the 15th of each month with funds going into the account 2-3 days later. Please note that reimbursement may take up to 30 days from receipt of training report and receipt. Any incomplete or illegible receipts and reports will hold up this process and delay repayment as you will be asked to resubmit them.