

## **Candidate Guidance During Covid-19**

**For the following units:**

**Stage 1 Care**

**Stage 1 Ride**

**Unit 1: Stage 2 Care**

**Unit 2: Stage 2 Lunge**

**Unit 1: Stage 3 Care**

**Unit 2: Stage 3 Lunge**

**Unit 1: Stage 4 Senior Care**

**Unit 2: Stage 4 Senior Management**

**Unit 3: Stage 4 Senior Lunge**

**Please ensure you have checked the latest Government advice for your Nation regarding travel restrictions that may be in place.**

### **Extraordinary measures for delivering BHS Care unit assessments during Covid-19**

During this time of unprecedented upheaval, the British Horse Society has developed a model of assessment for a selection of Care, Ride and Lunge units. This assessment model has been implemented in order to comply with current government health guidelines and allow assessments to continue without disadvantaging any candidate.

The following guidelines will be implemented for the following units until at least 31 August 2021 or until further notice:

- Stage 1 Care
- Stage 1 Ride
- Unit 1: Stage 2 Care
- Unit 2: Stage 2 Lunge
- Unit 1: Stage 3 Care
- Unit 2: Stage 3 Lunge
- Unit 1: Stage 4 Senior Care
- Unit 2: Stage 4 Senior Management
- Unit 3: Stage 4 Senior Lunge

The model described below excludes Unit 2: Stage 4 Senior Management. For guidance on the delivery of this unit please see page 10.

The model modifies the facilitation and organisation of the assessment date and the process the candidate will follow for their assessment. The candidate will contact a BHS Approved Riding School, BHS Approved Training Centre or BHS Assessment Centre suitable for the assessment required (referred to as the centre for purposes of this document), and the centre will organise an assessor. The candidate pays the assessment fee to the centre (or assessor).

### **Assessor to candidate ratios**

England:

Any Care assessment must be delivered on a 1:3 assessor-to-candidate ratio.

Any Lunge assessment must be delivered on a 1:2 assessor-to-candidate ratio.

Any Ride assessment must be delivered on a 1:6 assessor-to-candidate ratio.

Scotland, Wales, Northern Ireland and Ireland

Any Care assessment can be delivered on a 1:1 1:2 or 1:3 assessor-to-candidate ratio.

Any Lunge assessment can be delivered on a 1:1 or 1:2 assessor-to-candidate ratio.

Any Ride assessment can be delivered on a 1:1, 1:2, 1:3 or 1:4 assessor-to-candidate ratio.

The BHS will deliver Stage 2 and above for Ride and Coaching assessments following usual office process and appropriate social distancing measures.

## Frequently asked questions

### Assessment centre requirements

One of the significant changes that we have implemented is to revise our assessment centre requirements for delivery of the assessments. We have revised our assessment centre requirements, as follows:

#### Stage 1 Care

The candidate can be assessed at any [BHS Approved Riding School](#)

#### Stage 1 Ride

The candidate can be assessed at any [BHS Approved Riding School](#)

#### Unit 1: Stage 2 Care | Unit 2: Stage 2 Lunge

The candidate can be assessed at any [BHS Approved Riding School](#)

#### Unit 1: Stage 3 Care | Unit 2: Stage 3 Lunge

The candidate can be assessed at a BHS Approved Training Centre (ATC) that is approved at Stage 3 or above. Please contact the Education Team if you need help finding a suitable centre.

#### Unit 1: Stage 4 Senior Care | Unit 3: Stage 4 Senior Lunge

The candidate can be assessed at a BHS assessment centre approved to run assessments at Stage 4 or above. Please contact the Education Team if you need help finding a suitable centre.

#### Unit 2: Stage 4 Senior Management

The candidate will be assessed via video call; an assessment centre is not required, and the assessment will be arranged by the BHS

Any centre used for the delivery of an assessment must have suitable equipment, facilities and horse/s required to deliver the assessment.

During this period only, the candidate can be assessed at the centre they are employed at or have trained at and by a BHS Assessor that is known to them. The BHS Assessor can be an employee or contractor of the centre. Please refer to 'Assessor Requirements' section on page 5 for further details.

On the assessment day, the assessment will take place in an area sectioned off from staff and clients to minimise interaction with others. The equipment required will be disinfected before and after each assessment. Signs will be visible to prevent accidental access by staff or clients during an assessment, and markings on the floor will be used to indicate 'safe distancing'.

### Operational procedure

The information detailed below outlines the process the candidate follows to organise their BHS assessment for any unit listed above. This is different to the usual method where this is facilitated by the BHS so please read carefully. The model described below excludes Unit 2: Stage 4 Senior Management. For guidance on the delivery of this unit please see page 8.

1. The candidate contacts a BHS Approved Riding School, Training Centre or Assessment Centre to arrange an assessment date. If the centre is not suitable or able to hold the assessment for the Stage requested, the centre will refer the candidate to

## Frequently asked questions

an alternative centre (if known) or refer the candidate to contact the BHS Education Team who can advise.

2. Once a suitable centre is sourced, it is the responsibility of the centre to contact a BHS Assessor to carry out the assessment.
3. Once an assessment date and start time is agreed and confirmed between the candidate, centre and assessor, the candidate will provide the centre with a copy of their candidate registration booking form (see page 11); the candidate registration booking form must be completed by the parent/carer if the candidate is under 18. The candidate will also pay the centre the relevant fee for that assessment (see page 4) in advance by bank transfer or by credit/debit card over the phone if the centre has that facility. We do not recommend cash payments during this time. The centre should advise the candidate of the social distancing protocol in place at the centre, including where to park and report to upon arrival.
4. The assessor will liaise with the centre to host the assessment and for the centre to provide the necessary equipment and horse/s needed. An appropriate risk assessment including the social distancing and biosecurity measures will be in place prior to the assessment.
5. The assessor will be required to check the ID of the candidate. This can be via the coach sign off on the first page of the Skills Record or via checking photo-ID if Skills Record is not completed.
6. The assessor will check the Skills Record requirements (ready for assessment and coach endorsements) that are relevant to the assessment (see 'Skills Record' section, page 7).
7. The briefing and assessment will follow the current hygiene and social distancing guidance at all times. The centre's guidance and protocol must be followed at all times and care must be taken to avoid cross contamination in the handling of equipment, paperwork etc.
8. When the assessment is over, the assessor will return assessment results to the BHS Education Team. **The assessor will not be able to disclose the assessment result at this point.** We will follow our standard quality assurance process, and try to notify the candidate of their result, by email, within **10 working days** of their assessment.
9. The candidate may be subject to a follow up call from the BHS Education Team for quality assurance purposes as per our quality assurance process during Covid-19. Candidates under 16 must have a consent form signed for this process (included as part of the registration booking form).

### Entry requirements

It is the candidate's responsibility to ensure they meet the entry requirements for the assessment they are booking. These will be checked by BHS Education Team once the results have been received. If a candidate is found not to have met the entry requirements, then the assessment result will be withheld. No refund for the assessment will be given. The assessment result will then be disclosed to the candidate once the entry requirements have been met.

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Entry requirements for assessments are as follows:

### Stage 1 Care and Stage 1 Ride

- BHS Gold Membership
- Minimum age of 13 years

### Unit 1: Stage 2 Care

- BHS Gold Membership
- Minimum age of 14 years
- Must have achieved BHS Stage 1 Care or equivalent\*\*
- Skills Record sign off: Stage 2 Care 'ready for assessment' and the 'coach endorsements' signed off for bathing a horse and loading a horse (see 'Skills Record' section on page 5 for further guidance)

### Unit 2: Stage 2 Lunge

- BHS Gold Membership
- Minimum age of 14 years
- Must have achieved BHS Stage 1 Care or equivalent\*\*
- Skills Record sign off: Stage 2 Lunge 'ready for assessment' and the 'coach endorsement' signed off for tacking up for lunging (see 'Skills Record' section on page 5 for further guidance)

### Unit 1: Stage 3 Care

- BHS Gold Membership
- Minimum age of 16 years
- Must have achieved Unit 1: Stage 2 Care or equivalent\*\*
- Skills Record sign off: Stage 3 Care 'ready for assessment' and the 'coach endorsement' signed off for clipping a horse (see 'Skills Record' section on page 5 for further guidance)
- Online worming module\* completed (for assessments in the UK only)

\*Upon receipt of booking form and results we will send the candidate an email with the online worming module details, this must be completed prior to results being sent out.

### Unit 2: Stage 3 Lunge

- BHS Gold Membership
- Minimum age of 16 years
- Must have achieved Unit 2: Stage 2 Lunge or equivalent\*\*
- Skills Record sign off: Stage 3 Lunge 'ready for assessment' (see 'Skills Record' section on page 5 for further guidance)

### Unit 1: Stage 4 Senior Care

- BHS Gold Membership
- Minimum age of 18 years
- Must have achieved Unit 1: Stage 3 Care or equivalent\*\*
- Skills Record sign off: Stage 4 Care 'ready for assessment' and the 'trainer endorsements' signed off for LO2, LO3, LO5, LO6 and LO7 (see 'Skills Record' section on page 5 for further guidance)

### Unit 2: Stage 4 Senior Management

- BHS Gold Membership

## Frequently asked questions

- Minimum age of 18 years
- Must have achieved Unit 1: Stage 3 Care or equivalent\*\*
- Skills Record sign off: Stage 4 Management 'ready for assessment' and the 'trainer endorsements' signed off for LO1, LO2, LO3, LO4, LO5, LO7 and LO9 (see 'Skills Record' section on page 5 for further guidance)

### Unit 4: Stage 4 Senior Lunge

- BHS Gold Membership
- Minimum age of 18 years
- Must have achieved Unit 2: Stage 3 Lunge or equivalent\*\*
- Skills Record sign off: Stage 4 Lunge 'ready for assessment' and the 'trainer endorsement' signed off for LO1 (see 'Skills Record' section on page 5 for further guidance)

\*\* Candidates can book via our direct entry process if have equivalent qualifications. Please contact the BHS Education team for advice before booking your assessment.

### Assessment fees

Once an assessment date and start time is agreed and confirmed between the candidate, centre and assessor, the candidate will pay the centre the relevant fee for that assessment in advance by bank transfer or by credit/debit card over the phone if the centre has that facility. We do not recommend cash payments during this time. If the centre does not have the facility to be able to take payment they may ask the assessor to facilitate this for them.

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Part assessment (resit) fee is at the discretion of the organiser. The fees below are for full unit assessment:

Stage 1 Care		£130
Stage 1 Ride		£130
Unit 1: Stage 2 Care		£150
Unit 2: Stage 2 Lunge		£75
Unit 1: Stage 3 Care		£175
Unit 2: Stage 3 Lunge		£100
Unit 1: Stage 4 Senior Care	Accredited Professional Coach (APC):	£168.75
	Non-APC:	£225
Unit 2: Stage 4 Senior Management	APC	£131.25
	Non-APC	£175
Unit 3: Stage 4 Senior Lunge	APC	£75
	Non-APC	£100

We regret we cannot implement the 10% BHS Approved Centre Staff discount during this time.

### Cancellation of assessment

If any party involved requests to cancel the assessment, this arrangement is sorted between the three parties and falls outside of the BHS remit.

### Assessor requirements

For this period following the above model only, candidates may be assessed by a BHS Assessor that is known to them. A BHS Assessor is someone who has completed the relevant BHS training and are listed with the BHS as an Assessor. The BHS Assessor can be your coach, trainer or lecturer. However, an assessor may not assess a member of their own family. If the candidate is known to the assessor this must be declared, and the Internal Quality Assurance (IQA) process will be implemented by the BHS Education Team.

The assessor can be a member of staff, or contracted to, the assessment centre.

The role as assessor remains to assess the candidate against the assessment criteria. All assessment criteria must be fulfilled for the candidate to achieve the unit.

### Skills Record

We continue to advise all candidates to complete their [skills record](#). This includes both 'ready for assessment' and 'coach endorsement' requirements at the relevant assessment. During Covid-19 restrictions we appreciate this may not be possible due to social distancing restrictions. Therefore, the BHS will accept an email from the trainer/coach to confirm training has taken place and the candidate is 'ready for assessment' or they have completed the relevant 'coach endorsement'. The trainer/coach requirements continue as per normal guidelines (they are an APC or Approved Centre Coach qualified to at least one level above the assessment they are signing off). The email can be sent to the BHS Education team ([education@bhs.org.uk](mailto:education@bhs.org.uk)) or can be shown to the assessor.

If the candidate produces a skills record that is not signed off, or cannot provide an email from their coach, the candidate can continue with their assessment. The candidate will then be sampled within the BHS IQA process.

If a candidate has not had the relevant 'coach endorsement' within their skills record signed off, the candidate

will not achieve the unit until this is complete. The 'coach endorsement/s' remain a pre-requisite for the unit. The candidate can continue to take the assessment, and the BHS will support the candidate to provide evidence of the skill required. This could be in the form of a video or discussion.

### Skills Record for Stage 4 Care and Management

As much of the theory training can be completed via virtual training, we appreciate this may be difficult to acquire a signature sign off for the Skills Record. We have produced a word document sign off template that can be emailed to the trainer to sign and return. The can be downloaded from the [candidate guidance](#) section of our website or a copy is included from page 16.

### Internal Quality Assurance (IQA) process

We will facilitate a revised IQA process whilst delivering our revised model for Care assessments. Following an assessment, a candidate, centre or assessor may be contacted by an appointed BHS Internal Verifier (IV) to carry out a viva (discussion) to clarify knowledge on any part of the assessment.

The BHS IQA process will ensure that candidates have a positive and fair experience at their assessment, with standards and quality being maintained despite extraordinary circumstances. It will act to support British Horse Society Qualifications (BHSQ) to fulfil awarding organisation requirements and remain within Ofqual guidelines.

The IQA process will ensure and demonstrate that assessments are valid, authentic, reliable, and sufficient to meet the specified outcomes.

Once the IQA process has been completed, the candidate will be emailed their assessment result.

### Results and certificates

The assessor cannot disclose the assessment result to the candidate, centre or any other person on the day of the assessment. The assessor will return the results to the BHS Education Team for processing and checking. The BHS will follow the IQA process and we will aim to email a copy of the results to the candidate within 10 working days of their assessment. If any qualification certificates are to be issued these will follow in the post within four weeks of the assessment. Please ensure your email and postal address details are up to date on your membership record to avoid any additional delays.

### Reasonable Adjustment

The BHS aims to promote equity, diversity, and equality of opportunity within our assessment process. We recognise that due to the practical nature of BHS assessments, adjustments may need to be made to allow the opportunity of assessment for the widest range of applicants. A reasonable adjustment is an alteration to an assessment that will enable a candidate with a disability or pre-existing condition to participate on a fair basis. Adjustments can only be made to the assessment process or method; adjustments cannot be made to the assessment criteria.

Candidates may request reasonable adjustment on the grounds of:

- Permanent physical disability or special learning requirements
- Temporary injury, disability, condition or special learning requirements

Provisions for reasonable adjustment are agreed prior to the assessment day; we regret that requests for a reasonable adjustment will not be accepted on the day.

**If a candidate requires a reasonable adjustment, they must apply to the BHS Education Team at least two weeks before their assessment date.**

Please see Appendix 2 on page 15 for the full policy.

### **Social distancing and PPE requirements**

The following guidance has been published from the UK Government, and is correct from 12<sup>th</sup> April 2021. It is your responsibility to adopt these principles wherever possible. The below guidance is a minimum only and specific National Government guidelines regarding social distancing and travel restrictions must be followed. If the assessment centre has implemented a stricter policy this must be adhered to.

Public Health England recommends trying to keep two metres away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can.

Wash your hands often using soap and water, and dry them thoroughly.

Where available, use sanitiser outside your home, especially as you enter a building and after you have had contact with surfaces.

Avoid touching your face.

You are at higher risk of being directly exposed to respiratory droplets (released by talking or coughing) when you are within two metres of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing someone.

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter. Therefore, if you have been with people outside your household, wash your clothes afterwards.

Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather, try to leave windows and doors open in areas where people from different households come into contact, or move activity outdoors if you can. *The BHS recommends that all communication with the candidate takes place outdoors where possible, or in well ventilated areas such as the stable yard.*

Different regulations exist for wearing face coverings in different parts of the UK. Please ensure you check your relevant National Government's guidance. The general guidance is, if you are in an enclosed public space where social distancing may be difficult to maintain and where you come into contact with people you do not normally meet, then a face covering is advised for those that are able to wear one. Medical exemptions should be respected. A face covering is something which safely covers the nose and mouth; this could be a reusable or single-use face covering or a scarf, bandana, religious garment or hand-made cloth covering which securely fits around the side of the face.

*As the assessment will take place mainly outdoors or in well-ventilated areas the BHS does not require candidates to wear a face covering during the assessment, unless the centre requires it.*

We recommend it is up to the centre to decide their protocol for face coverings based on their risk assessment, and the candidate is required to follow the centre's guidance. Should the centre not require a face covering to be worn, the candidate can still choose to wear this for the assessment. If a face covering is worn, the assessor, or other member of staff at the centre, can request the covering to be removed if they rely on lip reading, facial

expressions and clear sound when the candidate is communicating to them.

If within the period of seven days before your assessment you, or any member of your household feels unwell or has any of the Covid-19 symptoms you must not attend your assessment and follow self-isolation requirements set out by the Government. If you or any member of your household feels unwell or has any symptoms of Covid-19 within seven days after your assessment, please notify the BHS Education Team and follow self-isolation requirements.

We recommend you drive directly to and from the centre and change your clothes immediately after arriving home before meeting any other person.

### **Ride Safe update**

During this time of unprecedented upheaval, it is unlikely that the BHS will be able to deliver the Ride Safe assessment during the current social distancing restrictions set by UK Government. To continue to support you to be safe on the road and to progress your qualifications, we will offer the 'Riding Out Safely' silver [Challenge Award](#) to act as the Ride Safe element of the Stage 1 Ride qualification. You may then be certificated for the BHS Stage 1 Ride without having to complete the Ride Safe award.

The Riding Out Safely challenge award can be delivered at any BHS Approved Riding School or at your own yard with your horse and an Accredited Professional Coach. The riding school or coach must have gone through the challenge awards induction training session with the BHS before they can deliver any challenge awards. The challenge awards coach will deliver the training and complete the assessment with you. The cost of the training and assessment is determined by the coach or centre.

It is the responsibility of the coach or riding school to deliver any sessions in line with their national Government guidance regarding social distancing, biosecurity and coach to participant ratio.

The first step is to contact your nearest [Challenge Awards Centre](#) or [Challenge Awards Coach](#). The centre or coach will then arrange the training with you and register you with the BHS. Upon registering, your coach will receive your information booklet to give you. Once you have completed the award you will receive the Riding Out Safely Challenge Award certificate.

The above guidance will be current until the 31 August 2021 or until further notice.

### **Assessment model for Stage 4 Management**

Unit 2: Stage 4 Senior Management will be delivered by a group video call, organised by BHS.

The BHS will list assessment dates on our [website](#) and the candidate will book following the usual procedure by calling the BHS Education team.

The video assessment will be led by a BHS Assessor with up to three other candidates.

The BHS will facilitate these assessments and will use Starleaf as the video call software. Full instructions will be issued to the candidate and assessor for how to use Starleaf.

We encourage candidates to have training and mock assessments via video conferencing to be familiar with engaging and interacting with an audience virtually. It would also give the candidate the opportunity to test

their internet speed and IT resources to ensure a smooth video call. If the candidate has poor internet connection on the day of the assessment the assessor may stop their assessment and they would risk losing their fee. Candidates may request to sit their test at a centre should they not have sufficient IT resources at home.

We recommend you have an up-to-date web browser and have 10Mb download and 5Mb upload speed to work well. If lots of people are sharing the Wi-Fi etc. then this will affect the quality so consider this if you have a busy household. We recommend going to [www.speedtest.net](http://www.speedtest.net) and running a quick test to understand how good your connection is.

### **When can this assessment model begin?**

The assessment model given above can be delivered as soon as the centre is ready or able to hold an assessment. We recommend you contact your nearest BHS Riding School to discuss.

### **Where can I find the assessment dates?**

The BHS are not organising the booking of the assessments of units listed in this document, so we are unable to list any assessment dates on our website. If you wish to take an assessment; please follow the 'operational procedure' guidance on page 2 of this document. Your first step is to contact a BHS Approved Riding School.

If you want to sit your Stage 2 or above Riding or Coaching assessment, or Stage 4 Senior Management, these dates are listed on our [website](#).

### **How do I find my nearest assessment centre?**

Our BHS Approved Riding Schools and BHS Approved Training Centres are listed on our [website](#). Alternatively, you can contact the BHS Education Team and we will be happy to assist you in any way we can.

### **Can I bring anyone with me?**

If you would like to travel with a member of your household to the centre that is acceptable. However, we recommend that this person remains in their vehicle during the assessment, having first signed any necessary consent form (if you are under 16).

### **I have a friend that also wants to take the assessment; can we be assessed together?**

Pair or small group assessments can begin depending on individual Nation's guidance regarding group numbers. It is also dependent on if the centre can comply with appropriate social distancing for small group numbers. The centre should be able to confirm this with you.

If you and your friend live in separate households, you may have to travel separately, depending on your National or Regional guidance (unless you are using public transport with social distancing guidelines followed at all times).

### **Can I be assessed at my livery yard?**

No, you must attend an assessment at one of the BHS Approved Centres as per guidance on page 1 of this document. Even during this exceptional circumstance, we have a responsibility to maintain the standards of all BHS assessments and this includes being assessed at a BHS Approved centre. This also ensures the appropriate risk assessment is in place, suitable equipment is available and you will work with a horse or horses that are appropriate for the level of your assessment and the tasks you will carry out.

### **Will the BHS provide centres or candidates with any PPE?**

As the assessment will take place in well ventilated areas, we do not feel the risk is high enough to need to provide assessors or candidates with face coverings or any additional PPE. If you would like to wear a face covering or any other PPE you may do so, alternatively the centre can request that you wear PPE depending on their protocol. They will let you know their requirements when you organise your assessment with them.

### **What equipment do I need to bring?**

Please bring your hat and gloves, skills record and photo ID (if your ID check in the skills record has not been signed). We also suggest you bring a pre-completed registration form (page 8), if you cannot bring this with you please bring your own pen to complete this at your assessment. For the full dress code and advice please see our [website](#).

### **What social distancing and hygiene measures will be in place?**

The centre will section off part of their yard suitable to hold the assessment so only yourself and the assessor will be in the specified area. You must maintain a two-metre distance from the assessor at all times. The assessor may stand side-by-side with you rather than face-to-face to ask you questions.

All equipment that you will need to handle or use during the assessment will be disinfected prior to your assessment. We will also ask that as an additional measure you disinfect the equipment before and after use, these supplies will be issued by the centre.

We ask that you respect any additional guidance set out by the centre and do not enter any area or touch any other horses other than those specified for the assessment. When you book your assessment with the centre, we also recommend you discuss the protocol in place at the centre. Even if you have visited the centre before and are familiar with the centre, they may request you enter, or park at the centre via different routes so please check before you set off.

### **What if I have an accident and require first aid treatment?**

The assessor has a responsibility to minimise risk and administer first aid if required. If the assessor, or a member of centre staff needs to step in to prevent an accident occurring, or to deliver first aid, this overrules the social distancing guidance.

### **I only need to resit one section, am I able to?**

We will allow candidates to resit sections during this time. The assessment fees listed on page 4 are for the full unit only. If you require a resit the assessment fee is decided by the centre, depending on the resources, equipment and time required for that particular section.

### **What's the plan for Ride and Coaching assessments?**

Our Ride and Coaching assessments will follow our pre-Covid model of being centrally organised by the BHS. Please see our [assessment dates](#) and book by calling us.

### **When will these assessments go back to the normal delivery model?**

We hope to go back to our normal delivery model as soon as Government guidance will allow us to. As we do not know when this will be, and to allow all learners, trainers and centres put a longer term plan in place, we will deliver this model until at

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least 31 August 2021, or until further notice. We hope by offering this modified assessment model until then, many candidates can continue with their education and/or employment development.

### **Does this model comply with regulatory/awarding body requirements?**

We have consulted closely with BHSQ and Ofqual who are completely satisfied with the processes we have in place to minimise risk to the integrity of the assessment and have their full support in implementing the above model.

## Frequently asked questions

Candidate Details		
<b>Title</b>		<b>Address</b>
<b>First Name</b>		
<b>Surname</b>		
<b>Telephone Number</b>		
<b>Date of birth</b>		
<b>Email address</b>		
<b>BHS Membership Number</b>		
<b>Reasonable Adjustment**</b>	Yes / No	** We aim to promote equity, diversity and equality of opportunity and recognise that due to the practical nature of our assessments, adjustments may need to be made in order to allow assessment for the widest range of applicants.

Assessment Details	
<b>Centre</b>	
<b>Date</b>	
<b>Level</b>	
<b>Assessor</b>	

**Candidate declaration:**

- I am aware of the most up to date version of the syllabus found at <https://pathways.bhs.org.uk/career-pathways/>
- I confirm that I have read appendix 1 to this document and that I meet all the required pre-requisites for my assessment.
- I have read appendix 2 to this document and I am aware that the process for reasonable adjustment must be instigated a minimum of 2 weeks prior to my assessment.
- I understand that I may have a follow up video call to ensure quality assurance of this qualification.
- I have read the [BHS Privacy Policy Statement](#)

<b>Signed</b>		<b>Print name</b>		<b>Date</b>	
	(if under 18 years old a parent or guardian needs to sign)				

We would love to hear your views, so if you wish to send feedback on your assessment, please email [education@bhs.org.uk](mailto:education@bhs.org.uk)

## Appendix 2

### BHS Reasonable Adjustment and Special Consideration Policy

The BHS aims to promote equity, diversity, and equality of opportunity within our assessment process. We recognise that due to the practical nature of BHS assessments, adjustments may need to be made to allow the opportunity of assessment for the widest range of applicants. A reasonable adjustment is an alteration to an assessment that will enable a candidate with a disability or pre-existing condition to participate on a fair basis. Adjustments can only be made to the assessment process or method; adjustments cannot be made to the assessment criteria.

You may request reasonable adjustment on the grounds of:

- Permanent physical disability or special learning requirements
- Temporary injury, disability, condition or special learning requirements

#### How to apply for a reasonable adjustment

Provisions for reasonable adjustment are agreed prior to the assessment day; we regret that requests for a reasonable adjustment will not be accepted on the day.

If you feel you may require a reasonable adjustment to your assessment, please apply at least two weeks before your assessment date.

We ask that you submit your application form by email with sufficient supporting evidence. **Please do not post your reasonable adjustment as we are currently not working from the office.** This may include, but is not limited to, a signed letter from a medical practitioner or learning support provider, a medical report or psychological assessment report, or a formal letter from the relevant disability/support group. Please provide detailed information to describe the adjustments you are requesting.

We will consider each application on an individual basis. During this time, we may contact you, your parent or guardian (if you are under 18 years of age), your trainer, a professional disability organisation or your medical practitioner.

#### How will I know the outcome of my reasonable adjustment application?

We will inform you of the outcome of your application by email. If we consider that there is insufficient appropriate evidence to make an informed decision, we may request further evidence, or we may have to cancel or defer your assessment. The information supplied by you, and our response, will be provided to your assessors and, if necessary, the assessment centre for their information.

#### What happens to the information I have sent you?

We do not keep any supporting evidence you may have sent us with your application on file. Your supporting evidence will be disposed of confidentially therefore please do not send us original copies as we regret, we cannot return them to you. A copy of your application form and any supporting evidence will be provided to your assessor/s and, if necessary, the assessment centre prior to the assessment day for their information. Any information you have sent us regarding your reasonable adjustment is confidentially destroyed three months following your assessment.

## Candidate Registration Form for a BHS Assessment

### **What happens on my assessment day?**

Your assessor will run through the process of the day and will be able to answer any queries you may have. Your assessor will also confidentially discuss with you your reasonable adjustment prior to starting your assessment.

### **I have booked more than one assessment. Do you transfer my reasonable adjustment to each assessment?**

As each assessment has different requirements, we regret we cannot transfer a reasonable adjustment between assessments. Please submit a reasonable adjustment application form with supporting evidence for each assessment you will be taking where you wish to request an adjustment.

Please contact the Education team on 02476 840508 should you have any questions or queries regarding reasonable adjustments for BHS assessments.

I understand that if I require any special considerations during my assessment, I must provide my completed Reasonable Adjustment form and appropriate medical evidence by email to [education@bhs.org.uk](mailto:education@bhs.org.uk) no later than two weeks prior to the intended assessment day.



## Stage 4 Senior Care Trainer Endorsements

Learning Outcome	Assessment Criteria	Current Assessment Method	C19 Modifications
<b>2. Understand nutritional requirements of horses</b>	2.1 Explain nutritional and dietary needs for a range of horses	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment.
	2.2 Evaluate the use of vitamin and mineral supplements in horses' diets		
	2.3 Analyse the management of a range of health conditions that may be linked to nutrition		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			

## Stage 4 Senior Management Skills Record sign off

<b>3. Understand the management of competition horses</b>	3.1 Analyse the management of competition horses pre, during and post competition	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off this section of the Stage 4 Skills Record. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment.
	3.2 Evaluate the different fitness processes required for a range of performance horses		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>5. Understand the care of horses</b>	5.1 Explain how to maintain health and wellbeing of horses	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off this section of the Stage 4 Skills Record. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment.
	5.2 Explain procedures for managing a suspected outbreak of a contagious disease		
	5.3 Describe end of life care		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>



## Stage 4 Senior Management Skills Record sign off

I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>6. Understand the care of mares and youngstock</b>	6.1 Explain how mares in foal should be cared for	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off this section of the Stage 4 Skills Record. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment.
	6.2 Describe the signs a mare is due to foal		
	6.3 Explain the foaling process		
	6.4 Evaluate care options for the mare and foal		
	6.5 Explain the physical needs of young horses		
	6.6 Explain methods of handling young horses		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>7. Understand the care of older horses</b>	7.1 Explain how to recognise the signs of ageing	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can
	7.2 Explain ongoing care of the older horse		



## Stage 4 Senior Management Skills Record sign off

		'viva' process with the assessor to clarify competence	then sign off this section of the Stage 4 Skills Record. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment.
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			



## Stage 4 Senior Management Skills Record sign off

have been trained in the above elements for the purpose of the Stage 4 Senior Management assessment			
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### Stage 4 Senior Management Trainer Endorsements

Learning Outcome	Assessment Criteria	Current Assessment Method	Modifications
<b>1. Understand the importance of customer care</b>	1.1 Compare different <b>booking methods</b> for equestrian businesses	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
	1.2 Justify the allocation of resources in a range of <b>situations</b>		
	1.3 Explain a range of <b>factors</b> that contribute to successful customer care		
	1.4 Compare the benefits of different <b>membership schemes</b> for clients		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard			

## Stage 4 Senior Management Skills Record sign off

for the above criteria.			
<b>2. Be able to use interpersonal skills</b>	2.1 Evaluate own <b>interpersonal skills</b>	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>3. Be able to manage staff</b>	3.1 Explain different <b>ways of employing staff</b>	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section
	3.2 Explain the purpose and process of <b>staff development</b>		
	3.3 Produce <b>training plans</b> to develop staff		

## Stage 4 Senior Management Skills Record sign off

			of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>4. Understand requirements for self-employment</b>	4.1 Explain the specific <b>requirements</b> of a self-employed coach	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the
	4.2 Compare the benefits of different <b>membership schemes</b> for self-employed coaches		
	4.3 Explain the benefits of Continued Professional Development for a self-employed coach		

## Stage 4 Senior Management Skills Record sign off

			assessment day.
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>5. Understand the roles and responsibilities of a yard manager</b>	5.1 Explain the requirements of <b>relevant legislation</b>	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
	5.2 Explain the purpose of different <b>types of insurance</b>		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			

## Stage 4 Senior Management Skills Record sign off

<b>7. Understand record keeping requirements for an equestrian business</b>	7.1 Explain <b>records</b> kept	Trainer endorsement On the assessment day the candidate will be assessed in detail on one or more assessment criteria through a 'viva' process with the assessor to clarify competence.	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4. This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
	7.2 Explain how business <b>information</b> is stored		
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>9. Understand how to manage a yard</b>	9.1 Compare the benefits of different <b>types of approval schemes</b> for businesses	Trainer endorsement	Required to be signed off prior to the assessment day. Training can be carried out virtually by a trainer holding Performance Care (BHS Stable Manager) qualifications. They can then sign off the skills record section of the Stage 4.
	9.2 Explain working relationships with a <b>range of associated professionals</b>		
	9.3 Explain how to maintain facilities		

## Stage 4 Senior Management Skills Record sign off

	9.4 Explain a <b>range of security procedures</b> on the yard		This document can then be emailed to the centre/assessor in advance of the modified Stage 4 Care assessment. It will be assessed virtually on a 1:1 basis through the VIVA process on the assessment day.
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have reached the required standard for the above criteria.			
<b>LO6. Financial requirements for an equestrian business</b>  <b>LO8. Different marketing opportunities</b>  <b>LO10. Managing grassland</b>			
<b>TRAINER DECLARATION</b>	<b>APC Name</b>	<b>APC Number</b>	<b>Date achieved</b>
I have checked the formal ID of this candidate and confirm that they have been trained in the above elements for the purpose of the Stage 4 Senior Management			

# Stage 4 Senior Management Skills Record sign off

assessment			
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