

# Candidate Registration Form for a BHS Assessment

Candidate Details		
Title		Address
First Name		
Surname		
Telephone Number		
Date of birth		
Email address		
BHS Membership Number		
Reasonable Adjustment**	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	
Centre	
Date	
Level	
Assessor	

**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](#)

Signed		Print name		Date	
	(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)

Office use only:

Payment received date

invoice number

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## Appendix 1

### Pre-requisites and co-requisites

Please make sure that you meet the required pre-requisites before taking your BHS assessment. Failure to meet these pre-requisites will delay your results being sent to you.

#### Pre-requisites

##### Stage 1 Care and Stage 1 Ride:

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 13 years old

##### Unit 1: Stage 2 Care

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 14 years old
- Achieved BHS Stage 1 Care
- Skills Record sign off: Stage 2 Care 'ready for assessment' and the 'coach endorsements' signed off for bathing a horse and loading a horse

##### Unit 2: Stage 2 Lunge

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 14 years old
- Achieved BHS Stage 1 Care
- Skills Record sign off: Stage 2 Lunge 'ready for assessment' and the 'coach endorsement' signed off for tacking up for lungeing

##### Unit 1: Stage 3 Care

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 16 years
- Achieved Unit 1: Stage 2 Care
- Skills Record sign off: Stage 3 Care 'ready for assessment' and the 'coach endorsement' signed off for clipping a horse
- 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

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 16 years
- Achieved Unit 2: Stage 2 Lunge
- 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

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 18 years
- Achieved Unit 1: Stage 3 Care
- Skills Record sign off: Stage 4 Care 'ready for assessment' and the 'trainer endorsements' signed off for LO2, LO3, LO5, LO6 and LO7

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## Unit 2: Stage 4 Senior Management

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 18 years
- Achieved Unit 1: Stage 3 Care
- 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

## Unit 4: Stage 4 Senior Lunge

- Current BHS Gold Membership/ BHS Full Overseas Membership
- Minimum age 18 years
- Achieved Unit 2: Stage 3 Lunge
- Skills Record sign off: Stage 4 Lunge 'ready for assessment' and the 'trainer endorsement' signed off for LO1

If a candidate is booking the BHS assessment through our [direct entry](#), process please contact the office prior to the assessment day.

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## 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.

#### 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

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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.