

Completing BHS Qualifications

BHS Stage 2 / BHSQ Level 2

What to do if you have previously achieved or started older versions of BHS qualifications

BHS qualifications are regularly reviewed and updated, as a result the content of our qualifications will change slightly over time. It is vital that we do this to ensure the qualifications remain current and relevant.

BHS qualifications are awarded by [British Horse Society Qualifications](#) (BHSQ). BHSQ Stage 2 Qualifications are listed on page 2.

If you have achieved part or all of a previous version of the Stage 2 Care or Ride and would like to return to the BHS to take further assessments at Stage 2, you may be required to 'top up' your skills and knowledge and evidence your currency in the industry to be awarded a BHSQ qualification. This may include an additional assessment and/or a BHS Assessor reference.

The process to 'top up' and evidence your currency is only required if you want to achieve a BHSQ qualification. The process is not required if you want to progress to the next level/Stage.

If you have taken a Stage 2 assessment 10 or more years ago but did not achieve Stage 2 Care or Ride, you will be required to take the new Stage 2 unit in its entirety.

COSTS

If you are required to submit a reference from a BHS assessor, you will need to agree the fee for this with the assessor and this will vary depending on the amount of evidence required.

If you are required to have a Skills Record signed as part of your evidence, you may need to pay an Accredited Professional Coach or BHS Approved Centre for their time to complete this.

You may be required to submit video evidence to 'top up' your qualification. Assessment of video evidence will be charged at £25.

Completing BHS Qualifications

Qualifications Available at Stage 2

- BHSQ Stage 2 Foundation Groom
- BHSQ Stage 2 Foundation Groom with Riding
- BHSQ Stage 2 Foundation Coach in Complete Horsemanship
- BHSQ Stage 2 Foundation Coaching with Riders

BHSQ Level 2 (Stage 2) qualification structure

This table shows an overview of the qualifications at level 2 and the units required for the achievement of each qualification.

C - Compulsory units	FOUNDATION GROOM	FOUNDATION GROOM WITH RIDING	FOUNDATION COACHING RIDERS	FOUNDATION COACH IN COMPLETE HORSEMANSHIP
Unit 1: Stage 2 Care	C	C		C
Unit 2: Stage 2 Lunge	C	C		C
Unit 3: Stage 2 Ride		C		C
Unit 4: Stage 2 Coaching			C	C

Completing BHS Qualifications

Stage 2 Care (including lunge)

If you have previously achieved Stage 2 Care and/or Lunge and would like to take further assessments to achieve a BHSQ qualification, please refer to Table 1.

Table 1, Additional requirements if you have previously achieved Stage 2 Care and/or Lunge and wish to achieve BHSQ Level 2 Foundation Coach in Complete Horsemanship, BHSQ Foundation Groom with riding OR BHSQ Foundation Groom.

Title of your qualification (achieved on previous syllabus)	How many years ago did you achieve your qualification?		BHSQ qualification you want to achieve?		
	Achieved within 5 years	Achieved over 5 years ago	BHSQ Level 2 Foundation Coach in Complete Horsemanship (Stage 2)	BHSQ Level 2 Foundation Groom with riding (Stage 2)	BHSQ Level 2 Foundation Groom (Stage 2)
	Additional evidence to submit		Additional BHSQ assessment units required		
BHS Horse Knowledge and Care Stage 2 (includes Lunge) (syllabus active prior to 2011)	N/A	Assessor reference to cover Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge	Plus Unit 3: Stage 2 Ride & Unit 4: Stage 2 Coaching	Plus Unit 3: Stage 2 Ride	N/A
EQL Level 2 Diploma in BHS Horse Knowledge and Care (includes Lunge) (syllabus active from 2011)	Video evidence (8.2) & Skills Record completion (Stage 2 Care & Lunge – Ready for Assessments and Coach Endorsements)	Assessor reference to cover Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge	Plus Unit 3: Stage 2 Ride & Unit 4: Stage 2 Coaching	Plus Unit 3: Stage 2 Ride	N/A
BHS Stage 2 Care (syllabus active from Sept 2017 onwards)	No additional top up	Assessor reference to cover Unit 1: Stage 2 Care	Plus Unit 2: Stage 2 Lunge & Unit 3: Stage 2 Ride & Unit 4: Stage 2 Coaching	Plus Unit 2: Stage 2 Lunge & Unit 3: Stage 2 Ride	Plus Unit 2: Stage 2 Lunge
BHS Stage 2 Lunge (syllabus active from Sept 2017 onwards)	No additional top up	Assessor reference to cover Unit 2: Stage 2 Lunge	Plus Unit 1: Stage 2 Care & Unit 3: Stage 2 Ride & Unit 4: Stage 2 Coaching	Plus Unit 1: Stage 2 Care & Unit 3: Stage 2 Ride	Plus Unit 1: Stage 2 Care

Completing BHS Qualifications

Stage 2 Ride

If you have previously achieved Stage 2 Ride and would like to take further assessments to achieve a BHSQ qualification, please refer to Table 2.

Table 2, Additional requirements if you have previously achieved Stage 2 Ride and wish to achieve BHSQ Level 2 Foundation Coach in Complete Horsemanship, BHSQ Foundation Groom with riding OR BHSQ Foundation Groom.

Title of your qualification (achieved on previous syllabus)	How many years ago did you achieve the qualification?		BHSQ qualification you want to achieve?	
	Achieved within 5 years	Achieved over 5 years ago	BHSQ Level 2 Foundation Coach in Complete Horsemanship (Stage 2)	BHSQ Level 2 Foundation Groom with riding (Stage 2)
	Additional evidence to submit		Additional BHSQ assessment units required	
BHS Riding Stage 2 (syllabus active prior to 2011)	N/A	Assessor reference to cover Unit 3: Stage 2 Ride	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge & Unit 4: Stage 2 Coaching	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge
EQL Level 2 Diploma in BHS Riding Horses (syllabus active from 2011)	Skills Record completion (Stage 2 Ride - Ready for Assessment and Coach Endorsement)	Assessor reference to cover Unit 3: Stage 2 Ride	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge & Unit 4: Stage 2 Coaching	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge
BHS Stage 2 Ride (syllabus active from Sept 2017 onwards)	No additional top up	Assessor reference to cover Unit 3: Stage 2 Ride	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge & Unit 4: Stage 2 Coaching	Plus Unit 1: Stage 2 Care & Unit 2: Stage 2 Lunge

Completing BHS Qualifications

Partially completed Stage 2 Care and/or Ride

If you have taken a Stage 2 assessment between 5 and 10 years ago but did not achieve Stage 2 Care or Ride, please contact the Education Team (education@bhs.org.uk, 02476 840508) to discuss how you can complete this. The team will be able to discuss the options available to you. A process is available for you to complete your Stage 2 Care, Lunge, Ride or Stage 2 Coach and retake the units or learning outcomes you did not previously achieve. If you choose to do this, you will need to provide a reference from a BHS Assessor to confirm your skills and knowledge covered in the units or learning outcomes you have already achieved are still current. Alternatively, you have the option to take the current unit in its entirety at the same cost of your retake, which may be a more cost-effective option.

If you have taken a Stage 2 assessment 10 or more years ago but did not achieve Stage 2 Care, Ride or Coach you will be required to take the new Stage 2 unit in its entirety.

Submitting video evidence

If you are required to submit video evidence to cover assessment criteria 8.2 Demonstrate how to administer an oral horse treatment, you will need to record yourself providing an oral treatment to a horse (e.g. wormer) and submit this via the link below. A BHS Assessor will observe your recording to confirm your knowledge and skills are at the required standard.

You will be required to verify your identity by submitting photo ID and you must be identifiable on the recording showing the practical task (8.2).

Your ID and video evidence can be submitted via the following link:

<https://forms.monday.com/forms/c60b8f67202c98b671883f8c40a446b2?r=use1>

The cost for the assessment of video evidence is £25.

Please contact the Education Team (education@bhs.org.uk, 02476 840508) if you have any queries about this process.

Skills Records

Skills Records can be downloaded from the [BHS website](#) or purchased from the [BHS bookshop](#) for £5. You will need to have the ready for assessment and coach endorsements signed off for the relevant section by a BHS Accredited Professional Coach or at a BHS Approved Centre.

Completing BHS Qualifications

Assessor Reference Guidance

Assessor references must be provided by a BHS Assessor. The BHS Education Team (education@bhs.org.uk, 02476 840508) will be able to provide contact details for assessors in your area. You will need to agree the fee for the reference with the assessor and pay them directly for their time.

Assessor references must be completed on the templates provided:

- Appendix 1: Stage 2 Care Template
- Appendix 2: Stage 2 Lunge Template
- Appendix 3: Stage 2 Care Ride Template
- Appendix 4: Stage 2 Coaching Template (for partially completed qualification only)

This assessor reference must confirm currency of skills and knowledge against the current BHSQ Unit 1: Stage 2 Care, Unit 2: Stage 2 Lunge or Unit 3: Stage 2 Ride syllabus. The reference will also be required to confirm skills and knowledge of any gaps identified (content of the current syllabus that were not covered in the previous syllabus). Evidence must be provided for every learning outcome listed unless specified by the Education Team. Evidence is also required for endorsements* included in the Skills Record, these are:

Stage 2 Care

- Load and unload a horse
- Bathing a horse

Stage 2 Lunge

- Put on and take off lunge equipment

Stage 2 Ride:

- Ride in an open space

**The endorsements included in the Skills Record (listed above) can be signed off by a BHS Assessor as part of the reference or by a BHS Accredited Professional Coach in a Skills Record.*

References can be completed via one of, or via a combination of, the following:

- Face to face with a BHS assessor
- Via live streaming with a BHS assessor
- Via a combination of pre-recorded practical tasks and a professional discussion with a BHS assessor via video call. The assessor must be able to identify you in any pre-recorded videos.
- Professional discussion
- Reference where the learner is known to the assessor

You will be required to verify your identity to the assessor by showing photo ID and you must be identifiable in any recordings provided.

Completing BHS Qualifications

Appendix 1: Stage 2 Care Template

Procedure The assessor must add sufficient commentary to explain how and why the learner is at the required level for achievement. This commentary should describe the performance of the learner in relation to the specification. It should also highlight any aspects that required further clarification. Skills Record endorsements may be signed off by a BHS Accredited Professional Coach (holding the Stage 3 Care) if not completed as part of this reference.

Learner name		BHS Membership number	
Assessor name		APC number	
How do you (the assessor) know the learner? (Provide detail on how long you have known them for and in what capacity)			
BHSQ level 2 units	Commentary on learner performance and currency. This must include what you have seen and discussed against each Learning Outcome		
If providing a reference for the full syllabi, please evidence each learning outcome. If covering part of the syllabi, please circle the learning outcomes you are evidencing.			
Unit 1: Stage 2 Care Learning outcomes: 1. Know about the roles, rights and responsibilities of an Assistant Groom 2. Be able to fit tack and boots on a horse 3. Be able to prepare a horse to travel 4. Know about horse behaviour 5. Understand how to feed horses 6. Know about basic horse anatomy 7. Understand horse fitness 8. Be able to maintain a horse's health (must include 8.2 Demonstrate how to administer an oral horse treatment) 9. Be able to prepare a horse for presentation 10. Understand how to care for a horse's feet 11. Understand the environment for keeping horses Skills Record endorsements: <ul style="list-style-type: none"> • Load and unload a horse • Bath a horse 			
<i>Please continue on a separate sheet if necessary. Learner name, your name and signature must be included</i>			
Confirmation of learner performance and currency of Unit 1: Stage 2 Care		Delete as appropriate	- Yes / No
Assessor signature		Date	

Completing BHS Qualifications

Appendix 2: Stage 2 Lunge Template

Procedure The assessor must add sufficient commentary to explain how and why the learner is at the required level for achievement. This commentary should describe the performance of the learner in relation to the specification. It should also highlight any aspects that required further clarification. Skills Record endorsements may be signed off by a BHS Accredited Professional Coach (holding the Stage 3 Care) if not completed as part of this reference.

Learner name		BHS Membership number	
Assessor name		APC number	
How do you (the assessor) know the learner? (Provide detail on how long you have known them for and in what capacity)			
BHSQ level 2 units	Commentary on learner performance and currency. This must include what you have seen and discussed against each Learning Outcome		
If providing a reference for the full syllabi, please evidence each learning outcome. If covering part of the syllabi, please circle the learning outcomes you are evidencing.			
Unit 2: Stage 2 Lunge Learning outcomes: 1. Understand lungeing a horse 2. Understand equipment required for lungeing 3. Be able to lunge a horse for exercise Skills Record endorsements: <ul style="list-style-type: none"> • Put on and take off lunge equipment 	<i>Please continue on a separate sheet if necessary. Learner name, your name and signature must be included</i>		
Confirmation of learner performance and currency of Unit 2: Stage 2 Lunge		Delete as appropriate - Yes / No	
Assessor signature		Date	

Completing BHS Qualifications

Appendix 3: Stage 2 Ride Template

Procedure The assessor must add sufficient commentary to explain how and why the learner is at the required level for achievement. This commentary should describe the performance of the learner in relation to the specification. It should also highlight any aspects that required further clarification. Skills Record endorsement may be signed off by a BHS Accredited Professional Coach (holding the Stage 3 Riding) if not completed as part of this reference.

Learner name		BHS Membership number	
Assessor name		APC number	
How do you (the assessor) know the learner? (Provide detail on how long you have known them for and in what capacity)			
BHSQ level 2 unit	Commentary on learner performance and currency. This must include what you have seen and discussed against each Learning Outcome		
If providing a reference for the full syllabi, please evidence each learning outcome. If covering part of the syllabi, please circle the learning outcomes you are evidencing.			
Unit 3: Stage 2 Ride Learning outcomes 1. Understand how to ride a horse 2. Be able to ride horses in an arena 3. Be able to ride horses over show jumps Skills Record endorsements: <ul style="list-style-type: none"> • Ride in an open space 			
<i>Please continue on a separate sheet if necessary. Learner name, your name and signature must be included</i>			
Confirmation of learner performance and currency of Unit 3: Stage 2 Ride		Delete as appropriate - Yes / No	
Assessor signature		Date	

Completing BHS Qualifications

Appendix 4: Stage 2 Coaching Template

Procedure The assessor must add sufficient commentary to explain how and why the learner is at the required level for achievement. This commentary should describe the performance of the learner in relation to the specification. It should also highlight any aspects that required further clarification. Skills Record endorsement may be signed off by a BHS Accredited Professional Coach (holding the Stage 3 Coach) if not completed as part of this reference.

Learner name		BHS Membership number	
Assessor name		APC number	
How do you (the assessor) know the learner? (Provide detail on how long you have known them for and in what capacity)			
BHSQ level 2 unit	Commentary on learner performance and currency. This must include what you have seen and discussed against each Learning Outcome		
Please circle the learning outcomes you are evidencing.			
Unit 4: Stage 2 Coaching Learning outcomes 1. Understand the roles and responsibilities of a coach 2. Understand rider needs 3. Be able to coach safely 4. Be able to demonstrate lesson management skills 5. Be able to coach a lead rein lesson 6. Be able to coach a lunge lesson 7. Be able to coach an integrated flatwork and jumping group lesson 8. Be able to coach a practical stable management lesson 9. Be able to plan for professional development	Please continue on a separate sheet if necessary. Learner name, your name and signature must be included		
Confirmation of learner performance and currency of Unit 3: Stage 2 Ride		Delete as appropriate - Yes / No	
Assessor signature		Date	