

## Centre Guidance- Stage 2 Care, Lunge and Ride (12 Candidates)

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.

### **BHS Stage 2**

The maximum number of complete candidates is twelve; however centres should be aware that there may be more candidates attending, completing re-sits or sections only (e.g. care only); so please ensure you have adequate parking to accommodate this. For an assessment of this size, we will normally send three assessors. If there is anybody else e.g. Internal Quality Assurer and observer we will let you know in writing two weeks before the assessment day, once the assessment is closed for bookings.

### **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) for the smooth running of the day. This person needs to be available all day during the assessments, should the assessors or candidates have any questions or queries.
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.
5. Appropriate signage for candidates to find the centre, facilities (incl. toilets), waiting/briefing room. Signs hung stating 'Assessment in progress.' Please note no spectators are permitted. Please do make candidates feel 'at home' as they may be nervous.
6. In the interest of the candidates, no photography or filming of any section of an assessment is permitted (Excluding CCTV for security or insurance purposes).
7. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
8. 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. We would recommend they are not the point of contact being used for the day. Guidelines will be provided.
9. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.



10. The plans for the show-jumping course should be displayed on a notice board, to allow the candidates to walk the course before the assessment starts.

11. A First Aid kit. Where the riding is not in very close proximity to the yard a First Aid kit must be taken to the riding area. A means of communication needs to be supplied (mobile phone or two-way radio).

12. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.

13. All horses used in BHS assessments should be clean and well presented.

To see our assessment criteria please refer to the website.

### **Safeguarding and Health & Safety**

Please note the minimum age for this assessment is 14 years old.

The Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be kept with the Assessors.

### **Assessment Day**

The assessment day is split into two care sections, a lunge section and a riding section; the programme allows for some of 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. As well as ensuring you don't lose money for holding our assessments it gives the candidates a real feel of working on a busy yard.

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

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.



## Sample timetable

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	8.50	10.50	Care A – Practical LO's 2,3,9,10,11	8.55	9.55	Care B – Practical Discussion LO's 1,4,5,6,7,8
9.45	10.45	Ride B	10.55	11.05	Break	10:00	10:30	Lunge
10:45	10.55	Break	11:05	11:50	Ride A	11:00	12:00	Care B – Practical Discussion LO's 1,4,5,6,7,8
10.55	12.55	Care A – Practical LO's 2,3,9,10,11	11.55	12.55	Ride B	12:15	12:45	Lunge
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	14.00	15:00	Care B – Practical Discussion LO's 1,4,5,6,7,8	14:00	16:00	Care A – Practical LO's 2,3,9,10,11
15.00	16:00	Care B – Practical Discussion LO's 1,4,5,6,7,8	15:00	16:00	Care B – Practical Discussion LO's 1,4,5,6,7,8			
16:00	17.00	Care B – Practical Discussion LO's 1,4,5,6,7,8	16:00	17.00	Lunge			



## 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 (maximum of 4 horses at a time in this section) with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stables.
- 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 4 horses need to have suitable manes for plaiting and at least 1 must be shod either in front or all round.
- 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 needs to fit or be easily adjusted to fit the horses provided.

### Fit tack and boots

- Equipment needed:
  - 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)

- Equipment needed:
  - 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 horses' feet

- Equipment needed:
  - One set of farrier tools
    - Pincers
    - Buffer
    - Hammer

### Preparing a horse for presentation

- Equipment needed:
  - Four combs
  - 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.

- Two horses are needed in this section with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stables.
- 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.
- 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 needs to fit or be easily adjusted to fit the horses provided.

## Horse health

- Equipment needed:
  - Two sets of stable bandages and padding
  - Empty syringe 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

- Equipment needed:
  - 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), 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.

- Equipment needed (per horse):
  - 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)

## Riding

In this section candidates will be asked to ride a horse 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, 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 a minimum of 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 4 spreads)
- Mounting block
- Safety cups on the back poles of spreads
- Leather hole punch



Number of horses needed is twelve (plus two spares) who are 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.

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
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## Stage 2 Caller Guidelines

### 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 (BHSAI) or equivalent standard
- Dressed in a smart and practical way
- Familiar with the Centre and horses' normal way of going, to aid the candidates and allow them the chance to get the best out of their horses.
- Familiar with striding out trot poles and jumps
- We ask that this person is not the point of contact for the day of assessment

The Caller will need to guide candidates through exercises safely and we ask that you check with them regularly to ensure they are happy with the exercise you have asked them to carry out. Please also ensure the session is running in a time efficient manner. We ask you try and put the candidates at ease and refer to them by name. Please do encourage candidates to ask lots of questions; however ensure you are not 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 girth 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 and close enough to the assessors so they can communicate to 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.

#### Example exercises:

##### **Flat riding section (duration 45 minutes)**

- 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 is 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, a 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 the take the rear.

### Example exercises

Callers are advised to direct riders to work the horses in over jumps, following the sequence listed:

### Jumping section (duration 1 hour)

- 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



## Centre Guidance Check List- Stage 2 Care, Lunge and Ride (12 Candidates)

### Checklist:

#### Facilities

Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress'	
Staff on hand throughout the day	
Caller (minimum of Stage 3 Coach in Complete Horsemanship or equivalent standard)	
First Aid kit	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Seating for assessors adjacent to the arena	
Candidate black bibs	
Notice board to display course plans	
Facilities for refreshments to be provided	
Scales (to weigh riders should you need to)	

#### Care A

Four 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)	
Four snaffle bridles with different nosebands	
Four GP saddles (with saddle cloth and numnahs)	
Four hunting breastplates	
Four sets of brushing/fetlock boots	
Four pairs of over-reach boots	
Four sets of travel boots	
Four tail guards	
Four tail bandages	
Four travel rugs	
Four mane combs	
Plaiting bands (enough for 12 candidates to demonstrate plaiting)	
Access to water and bucket	
Sponge/water brush	
Four steps	
One set of pincers (farrier tools)	
One buffer (farrier tools)	
One hammer (farrier tools)	
One skip and tools (outside stables)	



## Care B

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

## Lunge

One arena (minimum 20x40m)	
Six to twelve reliable horses for lungeing	
Minimum two lunge cavesson	
Minimum two lunge reins	
Minimum two pairs of side reins	
Brushing boots for all four legs (please inform assessor if not to be worn)	
Minimum two bridles (without noseband)	
Minimum two saddles or rollers	
Two/three lunge whips depending on number of horses lunged simultaneously	

## Riding

One arena with correctly labelled markers (minimum 20x40m)	
One enclosed area (approx 20x60m) with a course of 7 fences up to 75cm to include 4 spreads	
Two mounting blocks (or one mobile mounting block)	
Safety cups (enough for each back pole on a spread)	
Twelve horses plus two spare (minimum 14.2hh) for flat and jump	
Leather hole punch	
Various length stirrup leathers and size irons	
Course plan, displayed at least 30 minutes before briefing time	



## What to expect from us before the assessment

Once the assessment days have been confirmed with you and candidate bookings have been made, 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 the organising of the day. If you have not heard from them please contact either the Lead Assessor directly or contact the Education team at your earliest convenience. If you have any concerns or amendments you would like making 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 it requires centre input, if you have any queries please make direct contact with your Lead Assessor.

Skills Records can be purchased from the BHS shop or downloaded from the website and printed out. This must be signed off by a BHS Accredited Professional who holds a qualification at the level above before the candidate takes their assessment.

Please ensure the black bibs provided with the signed contract 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).

If you need any further help to interpret the programme or have any questions about the upcoming assessment, please contact the Education team and we will be happy to help resolve any queries.

## 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 facility fee document) 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 [pathways@bhs.org.uk](mailto:pathways@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](mailto: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](mailto:tracy.casstles@bhs.org.uk)

07876 652007

Michele Carman (Head of Education Operations)

[michele.carman@bhs.org.uk](mailto:michele.carman@bhs.org.uk)

07966 215964

