

British  
Dressage



# BD Apprentices Welcome Pack

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# Welcome to British Dressage Apprenticeship Programme

Supporting your personal development with our training provider Sports Structures.

We are thrilled to welcome you to the British Dressage Apprenticeship Programme.

By way of introduction, I am the British Dressage point of contact, and I am responsible for leading on the development of the apprenticeship programmes, additional qualifications and associated added value activities.

Sports Structures deliver the training programme that allows apprentices to develop the knowledge, skills and behaviours. Hold regular progress reviews with the apprentice and employer. Provide support and guidance to help the apprentice prepare for End Point Assessment.

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# Introduction

Sports Structures are the training provider, and they are responsible for issuing the enrolment paperwork for both you and your potential employer. This is initial assessment documentation which includes funding paperwork, safeguarding including health and safety requirements. You are required to complete the application with your name and address including the position you have applied for. If your application meets the basic selection and eligibility criteria outlined, you will automatically be asked to complete online assessments in Maths and English. This will be with the training provider Sports Structures and completed online. You will be required to participate in a telephone interview with British Dressage and your employer. This is a great opportunity for us to get to know you better and for you to understand more about the programme. You will be required to complete a skills scan and will be asked questions supporting your skill scan. This is to ensure you are placed on the correct level.

## British Dressage Apprenticeship Criteria BD Equine Yard Placements

### Employer Requirements

- BD Member

Must be able to demonstrate the necessary technical knowledge to support an apprentice in one of the following ways:

- BD Judge List 3 and above
- BDCC L3 Coach and above
- Competition Criteria – features on the technical trainers, meeting the advanced medium, Prix St George and/ or Grand Prix criteria.

Those holding qualifications issued by another member body but not meeting the technical criteria above, should contact [sian.bryant@britishdressage.co.uk](mailto:sian.bryant@britishdressage.co.uk)

### Employer Requirements – Industry/Business

An equine business but may relate to clothing, nutrition, tack and equipment or saddlery etc.



# The Apprentices Journey

It is important to understand how the apprenticeship is graded and how to achieve the best possible result. The grading process is as follows fail, pass or distinction a pass being the lowest grade and distinction being the highest. Apprentices are assessed at the end of their training to see if they can perform their role correctly.

This assessment is called an end-point assessment (EPA). The EPA is the final exam that apprentices must take. This tests the knowledge, skills, and everything else that they have learnt from undertaking the apprenticeship. The EPA is the final assessment. It is a separate assessment to the portfolio. The employer in conjunction with the tutor will decide if the apprentice is ready for EPA and confident that they will pass.

<b>Initial assessment</b>	Complete onboarding and skill scan
<b>Begin Apprenticeship</b>	Learning and development, English and Maths, on the job training, off the job training.
<b>Gateway Achieved</b>	Gateway takes place before an EPA can start. The employer and training provider will review their apprentice's knowledge, skills, and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment.
<b>EPA Completed</b>	Apprentice showcase, knowledge test, practical observation, and professional discussion.
<b>Apprentice Awarded</b>	Apprentice Awarded

Whilst on programme progress will be monitored and assessed in the following ways:

- Knowledge test assessments
- Oral assessments
- Presentations
- Workplace observations
- Practical tasks
- Knowledge and understanding tasks



# How do I achieve?

The tables below give a clear identification of the required standard. A portfolio of evidence is collected throughout the programme, this is used to underpin the basis of the end point assessment.

Pass	Distinction
Demonstrates a good skill set	Consistently exceeding the standards set for the role, demonstrating an exemplary skill set.
Effectively organises, supervises, and completes all duties to a good standard	Going beyond what is typically expected at this level.
Good engagement and communication skills	Able to perform well in difficult situations or when under pressure.
Apprentice will have to achieve a higher score in the Knowledge Test (70%)	Being seen as a role model by others.
	Demonstrates the potential to progress rapidly within the industry.
	Apprentice will have to achieve a higher score in the Knowledge Test (90%).

Overall Grade	Overall Grade Knowledge Test	Observation	Professional Discussion (Informed by portfolio)
Distinction	90%	Distinction	Distinction
Pass	70%	Pass	Pass
Fail	The apprentice has not achieved a minimum of 70% in the Knowledge Test or a pass in the Practical Observation or Professional Discussion		



# Which pathway?

Apprentices will be entering a vocational industry, where they can expect to handle a variety of horses in different working environments. They must adhere to safe working practices, be prepared to work in all weather conditions and often in “out of hours” situations. They will be required to have dedication, commitment and the physical and mental toughness to cope with the rigours of the role. Living on site for part or all of the duration of the apprenticeship may be necessary.

The occupation requires competent individuals who are committed to the safety and welfare of the horses in their care. They will use their theoretical knowledge and understanding, practical experience and empathy to maintain the horses' physical and psychological well-being within a safe working environment. This is a practical, “hands on” occupation where apprentices will work under supervision individually or as part of a diverse team.

The Equine Groom is an integral part in the life of the horse, providing essential day-to-day care. They will be involved with feeding, grooming, cleaning equipment, handling, preparing, exercising the horses and carrying out routine yard duties. The Equine Groom apprentice will need to decide in which sector of the industry they wish to progress and select the appropriate pathway.





## Equine Groom Riding Pathway

Knowledge Test (KT)	Practical Observation (PO)
The fundamental importance of adopting a correct riding position.	Adopt an appropriate basic riding position.
Different riding styles appropriate to different disciplines and situations.	Ride an experienced/schooled horse according to instruction, independently and as part of a group in an enclosed area.
School rules and regulations.	Ride in a balanced, secure position showing control in walk, trot and canter, working with and without stirrups whilst demonstrating movements i.e. circles, turns, etc.
Riding terminology including paces/ aids/ school figures.	Ride in the open, in a forward seat according to instruction with control, security and balance.
How to ride in the open with consideration for weather, hazards and varied terrain.	Ride on the road or in public places according to laid down procedures, Highway and Country Codes. Open & close a gate whilst mounted.
The use of pole work to include distances of trot poles and basic principles of jumping.	Negotiate everyday obstacles/hazards with control, security and balance.
The Highway and Country Code and safe protocol for riding on the road and public places.	Ride a quiet horse whilst leading another quiet horse or pony.
The importance of riding according to instruction.	
An awareness of customer needs and how this can influence customer care.	

## Equine Groom Non-Riding Pathway

Knowledge Test (KT)	Practical Observation (PO)
The importance of stock rotation and maintenance and storage of supplies and equipment.	Assist with storage of supplies and stock rotation
What is involved in maintaining an establishment and how this can be organised.	Contribute to the organisation and maintenance of establishment.
An awareness of customer needs and how this can influence customer care.	Engage with customers and identify their needs.
Appropriate office duties including answering the telephone, processing information and basic IT system and skills used in the workplace.	Assist with appropriate office duties including answering the telephone, processing information and use workplace IT systems.
The benefits and practice of lunging and the equipment involved.	Contribute to yard-based records including passports, vaccinations, worming, farriery, dentistry etc.
	(Assist and support Riding Grooms*) and provide non-ridden exercise regimes
	Prepare for and lunge a horse for exercise in an enclosed area according to instruction.

## Senior Equine Groom Riding Pathway

Pathway Practical Observation (PO)	Pathway Knowledge Test (KT)
Clean and prepare equipment for work and competition to the appropriate standard.	The cleaning and preparation of saddlery and equipment for work and competition to the appropriate standard required.
Prepare horses for work and competition including selecting and fitting correct discipline-specific saddlery and equipment.	Different saddlery and equipment requirements for work and competition.
Exercise a variety of horses in all paces with and without stirrups maintaining an established position showing balance, independence and a supple seat.	The influence of rider position. The principles of equitation theory.
Ride horses of varying levels of fitness and training for exercise, understanding the type of work needed to maintain fitness.	The principles of training to include rhythm, balance, suppleness, straightness and impulsion, the reasons for them and how they influence and develop the horse's way of going.
School a variety of fit horses with refined and coordinated aids showing feel, respect and an understanding of the horse's way of going to develop the horse appropriately and according to instruction.	The use of exercises such as transitions, variation of pace and lateral movements to improve, develop and enhance performance.
Ride appropriate exercises including transitions, variation of pace, and lateral movements to improve and develop work.	The use of exercises over ground poles, understanding related distances/striding to improve, develop and enhance performance.
Ride a variety of exercises over ground poles at canter, to enable progression to ride, where practical, over a course of show jumps and cross-country fences, showing confidence and control, in a balanced and secure position.	The different types of jumps and courses for show jumping and cross-country.
Design, implement and review work and fitness programmes.	The importance of following owner's, employer's and manager's instructions for schooling or exercising.

## Senior Equine Groom Non-Riding Pathway

Practical Observation (PO)	Knowledge Test (KT)
Clean and prepare equipment for work and competition to the appropriate standard.	The cleaning and preparation of saddlery and equipment for work and competition to the appropriate standard required.
Prepare horses for work and competition including selecting and fitting correct discipline-specific saddlery and equipment.	Different saddlery and equipment requirements for work and competition.
Coordinate and supervise maintenance programmes for the establishment. Monitor the choice and quality of supplies and suppliers.	The importance and requirements of maintenance programmes and how to action and implement them.
Promote the business through word of mouth, advertising, social media and the internet.	The significance and benefits of promoting the business through various channels.
Plan, organise and implement a variety of events/ shows or activities, whilst constantly looking for ways to diversify and improve the business.	The need for, and methods of diversification and the on-going impact on the business.
Deliver, monitor, review and improve customer care and satisfaction.	What is involved in, and how to plan and organise an event, show or activity.





Carry out office duties including using IT for budgets and record keeping.	The need for, and methods of delivering and monitoring customer care and satisfaction.
Implement, record and review a programme for recovery, recuperation or rehabilitation.	IT skills and use of current workplace software and databases.
Design and review work and fitness programmes and implement non - ridden exercise regimes.	Office duties including simple record keeping such as budgets and staff records.
Prepare and long-rein a horse for exercise.	The need for, design of and implementation of programmes for recovery, recuperation and rehabilitation.
	The principles of equitation theory.



# EPA Practical Observation Guide

The End Point Assessment consists of an approximate 6 - hour Practical Observation, followed by an approximate 60-minute Professional Discussion. The apprentice will have the opportunity to participate in a practice assessment EPA with their tutor. This will be completed on the final session of the specific delivery plan. Please be aware that elements of the EPA may be recorded, for internal and external quality assurance. The sequence and timings are flexible within this agenda, to accommodate the normal working practices of the yard and unexpected changes in routine during the day. For the Practical Observation, the end point assessor will ask the learner to demonstrate skills in each section listed below:

## Section 1 Safe Working Practices

- Work safely and efficiently at all times and comply with current health, safety and security policies and procedures (including PPE (Personal Protective Equipment)).

## Section 2 Yard and Field Routines

- Carry out all yard and field duties to include mucking out, skipping out, tidying, and cleaning the yard, watering and feeding.
- Assess suitability of stabling and grassland environments for horses including checking for hazards, etc.
- Assist with the arrival of a new horse to the yard, following current yard procedures and measures to prevent and control the spread of disease.

## Section 3 Horse Anatomy, Physiology and Welfare

- Recognise, identify and describe horses including sex, height, type, colours, and markings.
- Identify basic anatomy, to include points of the horse.
- Recognise signs of good and poor welfare (including ill health) and check for injuries.
- Report relevant information and assist with medical treatment and other industry specialists, including Senior Groom, Dentist, Farrier, Veterinary surgeon.
- Ensure the horses' welfare before and after exercise or travel.

## Section 4 Horse Handling, Care and Appearance

- Handle a variety of horses in the workplace to include tying up, leading, trotting up, turning out and catching in.
- Recognise different types of feed and hay and check their quality.
- Groom a horse including checking feet and shoes.
- Demonstrate trimming and plaiting.

## **Section 5 Saddlery and Equipment EG only**

- Fit a variety of common saddlery, equipment, and horse clothing.
- Remove, clean and store common saddlery and equipment.
- Check the safe and effective working condition of all saddlery, equipment, and clothing.

## **Section 5 Nutrition and Fitness SEG only**

- Nutritional requirements including hydration for a variety of horses. Feeding requirements for type, discipline and workload.
- Plan and implement diets including feeding regimes.
- Organise Feed-room and stock rotation.
- Implement, record and review a programme for recovery, recuperation or rehabilitation.
- Design and review work and fitness programmes and implement non- ridden exercise regimes
- The need for, design of and implementation of programmes for recovery, recuperation and rehabilitation.
- Design, Implement and review work and fitness programmes.
- Fitness requirements and programmes for a variety of horses in different disciplines

## **Section 6 Travelling Horses**

- Prepare horse(s) for travel using appropriate clothing and equipment.
- Assist with loading and loading before and after travel.

## **Section 7 Non – Ridden**

- Prepare for and provide a variety of appropriate non-ridden exercise including an introduction to lunging.

## **Section 9 Riding Pathway**

- Adopt an appropriate basic riding position.
- Ride an experienced/schooled horse according to instruction, independently and as part of a group in an enclosed area.
- Ride in a balanced, secure position showing control in walk, trot and canter, working with and without stirrups whilst demonstrating movements i.e. circles, turns, etc.
- Ride in the open, in a forward seat according to instruction with control, security and balance.
- Ride with a balanced, secure, forward seat over ground poles at trot to enable progression to ride, where practical, over a short course of fences with control, security and balance.
- Ride on the road or in public places according to laid down procedures, Highway and Country Codes. Open & close a gate whilst mounted.
- Negotiate everyday obstacles/hazards with control, security and balance.
- Ride a quiet horse whilst leading another quiet horse or pony.

## Section 10 Non-Riding Pathway

- Assist with storage of supplies and stock rotation.
- Contribute to the organisation and maintenance of establishment.
- Engage with customers and identify their needs.
- Assist with appropriate office duties including answering the telephone, processing information and use workplace IT systems.
- Contribute to yard-based records including passports, vaccinations, worming, farriery, dentistry etc.
- (Assist and support Riding Grooms\*) and provide non-ridden exercise regimes.
- Prepare for and lunge a horse for exercise in an enclosed area according to instruction.





# Resources required

British Dressage have developed a list of resources that are required to fulfil the equine apprenticeship criteria.

Yard Resources	Riding Pathway Resources
Access to yard diary, rotas, yard and feed supplies records, passports etc. to demonstrate organising, maintaining and supervisory skills relating to all yard and field duties.	High Viz equipment for horse and rider.
Loose box, Feed Room	Trotting poles, jump wings, jump poles and safety cups
Field with grass kept horses	Horses x 2 safe and sensible for riding and leading
Appropriate recording documentation for the admission of a new horse	Horses x 3 or more suitable and safe for riding on the flat, riding without stirrups in walk, trot and canter, riding over trot poles, riding in an open field in a forward seat, open and close a gate whilst mounted and riding on the road
First Aid equipment: thermometer, stethoscope, poultices, dressings, bandages etc.	Optional: safe and sensible horse suitable to ride over a course of fences

Grooming and plaiting equipment, clippers	
Restraint equipment and an assistant plus PPE	
Shoe removal tools, types of shoes	
Horse transport (lorry or trailer)	
Travelling equipment: boots, bandages, rugs etc	
Lunging equipment to include different schooling aids, roller and side reins	
Suitable, sensible horse to lunge	
Horse to be used for a range of yard-based assessment criteria	
Tack and equipment suitable for a range of disciplines including double bridle	
Tack cleaning equipment	
Suitable, sensible horse to long-rein and trot up	
Access to the yard office and IT systems, records etc.	



# Apprentice Professional Pathway

Utilising the existing BD workforce allows apprentices to build on their foundation skills and develop a passage to other professional qualifications such as coaching and judging.

# Added Value Activities

As part of your apprenticeship, you are entitled additional benefits. The BD Horse Care programme is a combination of online and practical learning modules. There will be five tiers in total, starting at the Introductory Horse Care Certificate and progressing to the Advanced Horse Care Certificate. You will gain access to Horse Care Learning Zone Insight and information to further your knowledge and help you work through the BD Horse Care programme. Please click on the link below to find out more:

## **BD Horse Care**

Once you have onboarded onto your course you will receive an automated email invitation to join our online learning platform Cloud Trainer. By following the link on the email, you will be required to make an online account. When you have completed the online modules for your Introductory Care Certificate you will receive a module certificate and will need to complete the practical modules in order to be issued with the full certificate – you will be invited to practical assessments. As part of your apprenticeship, you will be assigned the next tier once you have finished the current one.

## **Added Value Activities**

During the programme, there will be a range of extra activities, trips and experience days to choose from. These will all be supported by a course tutor and key members of BD personnel to provide unique opportunities and training to grow your knowledge and experience. You will be invited to these during your apprenticeship.

## **British Grooms Association - Your career working with horses**

# Continue your journey

Contact British Dressage or Sport Structures to find out more about the BD Apprenticeship programme and how you can achieve qualifications with us.

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