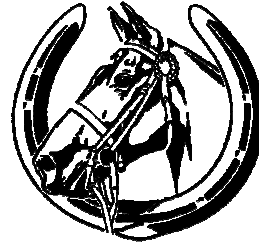


**HORSE KNOWLEDGE CARE & RIDING
EXAMINATION**



STAGE 1

The British Horse Society

Registered Charity No. 210504

Syllabus

Stoneleigh Deer Park
Kenilworth
Warwickshire
CV8 2XZ
Tel: 08701 202244
Fax: 01926 707800

Open to members of the BHS who have reached the age of 14 years and are keen to improve their knowledge of horses and riding.*

** It is envisaged that candidates under the age of 15 years may not have accrued the required skills/knowledge for this professional qualification*

The Riding and Care sections may be taken as separate tests

FEES: Apply to the BHS

Requirements - The candidate must understand the basic principles of horse care and, working under supervision, he/she must show some knowledge and practice of looking after a well-mannered horse in the stable and at grass. He/she must be capable of riding a quiet, experienced horse or pony in an enclosed space.

STAGE ONE - Syllabus

Stage 1 - Horse Knowledge and Care

Candidates must be physically fit in order to carry out yard and fieldwork efficiently without undue stress and strain. They will be expected to demonstrate competent use of time. Candidates will be expected to give practical demonstrations as well as be involved in discussion of selected tasks and topics.

Unit code number S1CARE			
Learning Outcomes	Element	Assessment criteria	Influence
<i>The candidate should be able to:</i>		<i>The candidate has achieved this outcome because s/he can:</i>	
Grooming Know how to:- Groom a horse. Put on a tail bandage.	1.1.1	Identify all items within the grooming kit	Supporting
	1.2.1	Give the uses and purpose of individual items within a grooming kit	Compulsory
	1.3.1	Show the sequence of an effective grooming procedure when brushing off / quartering	Compulsory
	1.4.1	Give the reasons for grooming	Supporting
	1.4.2	Apply safe procedures	Compulsory
	1.5.1	Show how to safely and efficiently apply a tail bandage	Compulsory
	1.5.2	Show how to safely and efficiently remove a tail bandage	Supporting
Clothing Know how to:- Put on various types of rugs including a New Zealand. Fit a roller, surcingle and cross surcingles and understand their various uses. Take off horse clothing safely.	2.1.1	Identify various stable rugs and their method of securing	Supporting
	2.1.2	Identify Turn-out rugs and their methods of securing	Compulsory
	2.2.1	Demonstrate the correct fitting of individual rugs and identify any faults	Supporting
	2.3.1	Demonstrate rugging-up appropriately with regard for safety	Compulsory
	2.3.2	Demonstrate removing rugs appropriately with regard for safety	Compulsory
Saddlery Know how to:- Put on a saddle, a numnah and a snaffle bridle (with appropriate noseband with martingale/ breastplate). Check tack for safety and comfort of horse and rider. Remove tack and understand immediate aftercare. Recognise worn or ill-fitting saddlery, being aware of the dangers involved. Name parts of the saddle and bridle.	3.1.1	Identify the parts of the Saddle	Supporting
	3.1.2	Identify parts of the Bridle	Supporting
	3.1.3	Demonstrate how to put on a Martingale	Supporting
	3.1.4	Demonstrate how to put on a Hunting Breastplate	Supporting
	3.2.1	Recognise worn or damaged tack	Compulsory
	3.3.1	Discuss the consequences of worn or dirty tack	Supporting
	3.4.1	Demonstrate a safe and efficient method of tacking up	Compulsory
	3.4.2	Demonstrate a safe and efficient method of un-tacking	Compulsory
	3.5.1	Show how to fit a numnah	Compulsory
	3.6.1	Show and or discuss how to secure various types of noseband	Compulsory
3.7.1	Show and or discuss how to clean tack	Compulsory	
Handling Know how to:- Put on, fit and care for headcollars, halters and lead ropes. How and where to tie up a horse, in the stable and outside. Be practical and workmanlike.	4.1.1	Give the principles of safety when working with horses	Compulsory
	4.2.1	Show correct handling techniques	Compulsory
	4.3.1	Demonstrate how to put on a headcollar	Compulsory
	4.4.1	Tie up horses safely and efficiently	Compulsory
	4.5.1	Show efficient use of time in each task.	Compulsory
	4.6.1	Maintain a clean working environment	Compulsory

Unit code number S1CARE			
Learning Outcomes	Element	Assessment criteria	Influence
<i>The candidate should be able to:</i>		<i>The candidate has achieved this outcome because s/he can:</i>	
Horse husbandry Know:- Types of Bedding. Mucking out. Bedding down. Skipping out. Setting fair. Building and maintaining a muck heap. Keeping all areas swept and tidy.	5.1.1	Give a variety of bedding materials	Supporting
	5.1.2	Give reasons for using different types of bedding	Supporting
	5.1.3	Show and or discuss how to maintain different types of bed	Supporting
	5.2.1	Demonstrate efficient, safe procedures for mucking out	Compulsory
	5.2.2	Demonstrate efficient, safe procedures for skipping out	Compulsory
	5.2.3	Demonstrate efficient, safe procedures for bedding down	Compulsory
	5.2.4	Demonstrate efficient, safe procedures for setting a bed fair	Compulsory
	5.3.1	Demonstrate safe efficient use of stable tools	Compulsory
	5.4.1	Describe how to build a muck heap	Supporting
Foot and Shoeing Know how to - Maintain the horses feet in good condition. Be able to - Recognise overgrown feet, risen clenches, worn, loose or 'sprung' shoes.	6.1.1	Pick out feet into a skip	Compulsory
	6.1.2	Wash feet	Supporting
	6.1.3	Oil hooves	Supporting
	6.2.1	Comment on the condition of the shoe in-front of you using correct terminology	Compulsory
	6.3.1	Recognise a well shod foot	Compulsory
	6.3.2	Recognise long feet	Supporting
	6.3.3	Recognise risen clenches	Supporting
	6.3.4	Recognise worn shoes	Compulsory
Anatomy and Handling Know:- The main external areas (forehand, middle, hindquarters). Basic points of the horse, their colours and markings. How to stand a horse up correctly in the stable and/or outside. How to lead and turn horses at walk and trot. How to hold a reasonably quiet horse for treatment, shoeing and clipping.	7.1.1	Identify points of the horse	Compulsory
	7.2.1	Use correct terminology when describing the horses coat colour	Compulsory
	7.2.2	Use correct terminology when describing horses markings	Compulsory
	7.3.1	Show how to hold a horse for treatment	Compulsory
	7.3.2	Show how to stand the horse up for inspection	Supporting
	7.4.1	Demonstrate safe, effective leading in hand at walk for an observer	Compulsory
	7.4.2	Demonstrate safe, effective leading in hand at trot for an observer	Supporting
	7.4.3	Demonstrate safe, correct turning of the horse when leading in hand for an observer	Compulsory
Health and Safety Know:- The importance of physical fitness in order to carry out yard work efficiently without stress and strain, use correct methods for stable tasks, lifting, moving heavy weights. How to fill, weigh and tie up a hay-net.	8.1.1	Recognise hazardous lifting situations	Compulsory
	8.1.2	Show safe lifting procedures	Compulsory
	8.1.3	Show safe carrying procedures	Compulsory
	8.2.1	Show how to fill a haynet	Supporting
	8.2.2	Show how to weigh a haynet	Supporting
	8.2.3	Show how to safely and efficiently tie up a haynet	Compulsory
	8.2.4	Recognise potential dangers when using a haynet	Supporting
	Horse Health Know the signs of good health in horses and ponies recognise when they are off-colour and the importance of an immediate report.	9.1.1	State what you must look for at morning inspections
9.1.2		State what you must look for at last thing at night inspections	Supporting
9.2.1		Recognise signs of good health	Compulsory
9.2.2		Recognise signs of ill health	Compulsory
9.3.1		Give the reasons for reporting when a horse is unwell	Compulsory

Unit code number S1CARE			
Learning Outcomes	Element	Assessment criteria	Influence
The candidate should be able to:		The candidate has achieved this outcome because s/he can:	
Horse Behaviour Show knowledge of the horse's natural life-style, instincts, actions and reactions.	10.1.1	Outline the horses lifestyle in the wild	Supporting
	10.2.1	Describe the horses basic instincts of survival	Supporting
	10.3.1	Describe how to handle the horse in the stable	Compulsory
	10.3.2	Describe how to handle the horse in the field	Compulsory
	10.3.3	Describe how to handle the horse when ridden	Compulsory
	10.4.1	Describe signs of danger as shown in the horses expression when in the field	Supporting
	10.4.2	Describe signs of danger as shown in the horses expression when in the stable	Supporting
	10.4.3	Describe signs of danger as shown in the horses expression when ridden	Supporting
Basic Grassland Care Know:- What to look for in and around the field. Daily inspections. How to turn out a horse, how to catch him and bring him in from the field. Recognise a horse sick field.	11.1.1	Describe a "horse-sick" field	Supporting
	11.1.2	Give ways a horse sick field can be avoided/ remedied	Supporting
	11.2.1	Describe what to check each day in the field	Compulsory
	11.3.1	Describe acceptable, safe methods of turning a horse out into a field	Compulsory
	11.3.2	Describe acceptable, safe methods of bringing a horse in from a field	Compulsory
Watering & Feeding Know:- General principles and the importance of cleanliness. The various types of fodder in general use, and recognise good and bad quality. Suitable feeding of horses and ponies in light work. <i>Definition of 'light work'; Daily walk trot canter where the horse is not stressed.</i>	12.1.1	Name, Oats, Barley, Sugarbeet, Bran, Coarse mix, Nuts/Cubes, Chaff.	Compulsory
	12.1.2	Recognise good quality, Oats, Barley, Sugarbeet pulp/ cubes, Bran, Coarse mix, Nuts/Cubes, Chaff.	Supporting
	12.1.3	Recognise poor quality, Oats, Barley, Sugarbeet pulp/ cubes, Bran, Coarse mix, Nuts/Cubes, Chaff.	Supporting
	12.2.1	Recognise good quality hay	Supporting
	12.2.2	Recognise bad quality hay	Supporting
	12.2.3	Recognise acceptable quality hay	Supporting
	12.3.1	Recognise good quality haylage	Supporting
	12.3.2	Recognise bad quality haylage	Supporting
	12.4.1	Discuss the dangers of feeding poor quality fodder	Compulsory
	12.5.1	Give the rules of good feeding	Compulsory
	12.6.1	Give the rules of watering	Compulsory
	12.6.2	Know the importance of cleanliness	Supporting
	12.7.1	Discuss suitable feed for a grass kept horse and or pony in light work throughout the seasons	Compulsory
	12.7.2	Discuss suitable daily quantity of feed for a grass kept horse and or pony in light work throughout the seasons	Compulsory
	12.8.1	Discuss suitable feed for a stabled horse and or pony in light work	Compulsory
	12.8.2	Discuss suitable daily quantity of feed for a stabled horse and or in light work	Compulsory
12.9.1	Discuss suitable methods of watering horses, at grass	Compulsory	
12.9.2	Discuss suitable methods of feeding horses, at grass	Supporting	
General Knowledge Know the risks and responsibilities involved when riding or leading on the public highway. Know the correct procedures in the event of an accident. Safety Rules and Fire Precautions. Knowledge of the British Horse Society's aims.	13.1.1	Describe suitable clothes to wear when working with horses	Compulsory
	13.2.1	Describe fire precautions in the work place	Compulsory
	13.3.1	Give the correct procedure in the event of an accident to a person	Compulsory
	13.4.1	Give the safety rules for riding in a class	Supporting
	13.4.2	Give the rules and good manners involved when taking horses on the public highway	Compulsory
	13.5.1	Give the aims of the British Horse Society	Supporting

STAGE ONE - Syllabus

Stage 1 - Riding

Candidates must be physically fit in order to carry out the selected tasks and topics efficiently without undue stress and strain and they will be expected to demonstrate competent use of time. Candidates are required to demonstrate their ability to ride a quiet, experienced horse or pony in an enclosed space without assistance. Their balance and security should indicate the correct foundation for future progress.

Candidates who are considered to be well below the standard may be asked to retire.

Unit code number S1RIDI			
Learning Outcomes	Element	Assessment criteria	Influence
<i>The candidate should be able to:</i>		<i>The candidate has achieved this outcome because s/he can:</i>	
Demonstrate: Leading a saddled and bridled horse in hand, from either side. Checking saddlery for its fitting and soundness.	1.1.1	Demonstrate safe, effective leading in hand at walk	Compulsory
	1.2.1	Demonstrate safe, effective leading in hand at trot	Supporting
	1.3.1	Demonstrate safe, correct turning of the horse when leading in hand	Compulsory
	1.4.1	Carryout appropriate tack checking procedures prior to mounting	Supporting
Demonstrate: Mounting and dismounting from the ground, and from a mounting block.	2.1.1	Demonstrate correct mounting from a mounting block	Compulsory
	2.2.1	Demonstrate correct mounting from the ground	Supporting
	2.3.1	Demonstrate correct dismounting	Compulsory
Demonstrate: Taking up and adjusting stirrups and reins. Checking and tightening girths.	3.1.1	Carry out correct girth adjusting procedures prior to riding away	Compulsory
	3.2.1	Carry out correct stirrup adjusting procedures prior to riding away	Compulsory
	3.3.1	Demonstrate correct placement of stirrup leathers	Supporting
	3.4.1	Demonstrate correct method of holding the rein	Supporting
Show the correct basics in the ability to maintain a correct, balanced position when riding with stirrups.	4.1.1	Show a correct, secure and balanced position at walk with stirrups at a suitable length for riding on the flat	Compulsory
	4.2.1	Show a correct, secure and balanced position at trot with stirrups at a suitable length for riding on the flat	Compulsory
	4.3.1	Show a correct, secure and balanced position at canter with stirrups at a suitable length for riding on the flat	Supporting
Show the correct basics in the ability to maintain a correct, balanced position when riding without stirrups.	5.1.1	Show a correct, secure and balanced position at walk without stirrups	Compulsory
	5.2.1	Show a correct, secure and balanced position at trot without stirrups	Compulsory
Show the correct basics in the ability to maintain a correct, balanced position in preparation for jumping.	6.1.1	Maintain a correct, secure and balanced position at the rising trot and in the jumping seat with stirrups at a suitable length	Compulsory
	6.2.1	Maintain a correct, secure and balanced position at the canter in the jumping seat with stirrups at a suitable length	Supporting
Show the correct basics in the ability to maintain a correct, balanced position when working over poles.	7.1.1	Demonstrate a correct, secure and balanced position at the trot in the light balanced jumping seat with stirrups at a suitable length over ground poles	Compulsory
Show a basic understanding of the natural aids.	8.1.1	Demonstrate the natural aids for riding the horse forward correctly	Compulsory
	8.2.1	Demonstrate the natural aids for riding correct circles	Supporting
	8.3.1	Demonstrate the natural aids for riding correct turns	Supporting
	8.4.1	Demonstrate the natural aids for riding correct straight lines	Supporting
Know the reasons for trotting on named diagonals.	9.1.1	Demonstrate an ability to rise with correct diagonals	Compulsory
Know an incorrect leading leg in canter and trot to enable a correct lead to be established.	10.1.1	Demonstrate an ability to recognise cantering with the correct leading leg	Compulsory
	10.1.2	Uses corners/ half circles to help ensure correct strike-offs into canter	Compulsory
Know how to handle the reins.	11.1.1	Show a correctly maintained rein contact throughout	Supporting
Know how to handle a whip.	12.1.1	Demonstrate correct use of a whip which does not exceed 75 centimetres (30 inches)	Supporting

EXAM BOOKINGS - TERMS AND CONDITIONS

1. **DRESS:** A properly well-fitted hat to current BSI or Euro standard must be worn. It is **strongly recommended** that hats should have shock absorbing material down to the lower rim. Body Protectors are mandatory in some examinations. **Candidates are strongly advised to read the 'Guidelines on Dress for Examinations' (available from the Examinations Office)**
2. **BOOKING CONFIRMATION:** Candidates will receive written notification of an examination date/venue. Candidates who do not receive written confirmation within 10 working days are asked to contact the Examinations Office as failure to arrive at an examination may result in loss of exam fee.
3. **RETIRING FROM EXAMINATIONS:** Candidates who are well below standard may be asked to retire from the examination by the Chief Assessor, to avoid risk of an accident to candidates and / or to school horses (applicable for all examinations).
4. **BAD WEATHER CONDITIONS:** Candidates are advised that in the event of ice, snow or flood, examinations may be cancelled or postponed. Whilst the Examinations Office will try to notify all candidates, candidates are advised to telephone the centre the day before if there is doubt in view of the weather. If the examination does take place, candidates who fail to arrive for any reason (and this includes the weather conditions), are liable to forfeit their fee. Candidates are, therefore, advised to bear this point in mind when choosing to book their examination during the winter months.
5. **EXAMINATION CANCELLATIONS:** All examinations are subject to cancellation / alteration / postponement should circumstances prove necessary. The Examinations Office will make reasonable endeavours to provide candidates with 10 working days notice in the event of their exam being cancelled, altered or postponed. However, there may be circumstances when it is not possible to provide 10 working days notice. In the event of cancellation / alteration / postponement, the Examinations Office will use their reasonable endeavours to offer a candidate a suitable alternative booking. If the candidate chooses not to accept the alternative booking a full refund of the exam fee will be provided. The Examinations Office is unable to reimburse costs, other than the exam fee (e.g. travel, flight/rail tickets or accommodation) and candidates may wish to arrange independent insurance to cover their costs in the event that an exam is cancelled, altered or postponed.
6. **CONDITIONS FOR CANCELLING OR TRANSFERRING EXAMINATION BOOKINGS:** The following notification in respect of cancelling or transferring exam bookings is applicable to all examination applications. In all cases, written notification must be made to the Examinations Office and should be accompanied by the appropriate fee and medical certificate where applicable.

Stage 1, Stage 2, Stage 3, PTT = Candidates are required to give a minimum of 4 weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within 4 weeks of the exam date will forfeit their examination fee unless on medical grounds – see Medical Refunds.

Stage 4, Int. Teach, BHS SM and E & T = Candidates are required to give a minimum of 8 weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within 8 weeks of the exam date will forfeit their examination fee. **Candidates wishing to cancel on medical grounds within 4 weeks of their examination date will forfeit their fee.**

Refunds: All refunds are subject to an administration charge of 50% of the original exam fee. (Subject to the above conditions).

Transfers: Candidates wishing to transfer to another examination will be charged a transfer fee of 25% of their original fee. (Subject to the above conditions).

Medical Refunds: Candidates who are unable to attend their examination due to medical reasons are required to forward evidence of this (i.e. doctor's note/medical certificate) no later than **5 working days** after the intended examination date, along with a fee of 25% of their original exam fee in order to obtain another exam booking. Alternatively, a refund (less 25% admin charge) may be obtained.

7. All Exam results and certificates will be sent by post from the Examinations Office. Results for all exams will not be issued on the day. The Examinations Office regrets it is unable to give out results over the telephone or by e-mail, therefore please allow **10 working days** for delivery before contacting the office.
8. Non-English speaking candidates may request an interpreter. The Examinations Office requires a minimum of three months written notice and will be responsible for arranging the interpreter. The candidate should then liaise with the interpreter with regards to date, venue and costs.
9. **Candidates may not take any examination if they are pregnant.**
10. **MEDICAL CERTIFICATES:** Assessors are unable to accept any medical certificates produced by candidates on the day. If a candidate wishes an injury or disability to be taken into account by the Assessors, they should complete the Special Adjustments questionnaire, which is sent out with all confirmation letters, and return along with a medical certificate or official report confirming their injury or disability. The Examinations Office must receive these documents at least three weeks before the intended examination date. If a candidate is unable to submit a Medical Certificate in time, they should contact the Examinations Office immediately.
11. In the case of a riding examination, candidates must provide their accurate **height and weight**. Candidates who are found to considerably exceed their stated weight may be asked to withdraw from the exam to ensure that neither they or the exam centre's horses are put at risk.
12. **APPEALS PROCEDURE:** If you consider your examination was not conducted in line with the syllabi requirements, you may wish to appeal against this. To do so please obtain an Appeals Form from the Examinations Office. This must be completed and submitted, along with the relevant fee to the Examinations Office within four weeks of the date of your examination.