



BD Employer Welcome Pack

Table of contents

Page	
3	Welcome
4	Introduction
5	British Dressage Apprenticeship Criteria
6	The Apprentice Journey
12	EPA Practical Observation Guide – Equine Groom
13 - 14	Resources
15	Added Value Activity
16 - 18	Equestrian Employers Association – Protecting yourself and your business



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

British Dressage Apprenticeships in partnership with our training provider Sports Structures, aim to inspire students, families, and colleagues about an exciting career in the Dressage industry. We have compiled key points to support you through the process. We will offer support during the application process including competency interviews (skills scan). Sports Structures are responsible for issuing the funding paperwork. This is initial assessment documentation which includes funding paperwork, safeguarding including health and safety requirements. This needs to be completed before any apprentice can officially start their apprenticeship journey.

The Advanced Apprenticeship runs for two years and is aimed at school leavers, typically those who have completed GCSEs and are starting in a new career. (Level 3)

The Higher Apprenticeship runs for two years and is aimed at those who have typically gained A-Level qualifications and are hoping to fast-track their career. (Level 4 and 5)

£1000 incentive 16 -18 for the employer.

British Dressage currently offers six apprenticeships:

- Equine Groom (level 2)
- Senior Equine Groom (level 3)
- Business Administrator (level 3)
- Digital Marketer Apprenticeship (level 3)
- Team Leader/ Supervisor (level 3)
- Operations/ Departmental Manager (level 5)
- Equine Groom and Senior Equine Groom Pathway – Ride or Non-Ride option

British Dressage Apprenticeship Criteria

Employer Requirements - BD Equine Yard Placements

- 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 Clare.Stockley@britishdressage.co.uk

Employer Requirements – Industry/Business

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



The Apprenticeship 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. 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.

Initial assessment	Complete onboarding and skill scan
Begin Apprenticeship	Learning and development, English and Maths, on the job training, off the job training.
Gateway Achieved	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.
EPA Completed	Apprentice showcase, knowledge test, practical observation, and professional discussion.
Apprentice Awarded	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

Which pathway?

British Dressage have produced an equine employers guide to consider before the employment of a BD Apprentice. 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 (Level 2)

Equine Groom Riding Pathway Knowledge Test (KT)	Equine Groom Riding Pathway 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.

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 lungeing 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 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)	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.
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 nonridden 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.



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	
Lungeing 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.	



Added Value Activities

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.

Additional Qualifications – BD Horse Care Programme

As part of the apprenticeship, the apprentice is 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.

Added Value Activities

These will all be supported by BD workforce to provide unique opportunities and training to grow the apprentice's knowledge and experience. These benefits are also open to the employer.

Equestrian Employers Association – Protecting yourself and your business

2023 BD Employers Video

Advice for employers taking on an apprentice under 18

If you take on an apprentice who is under 18, they may be starting their journey in their first 'adult job', but they are still young people and not adults. This means that any organisation educating young people under the age of 18 have statutory responsibilities under current legislation.

Any organisation regardless of size that are responsible for training young people under the age of 18 have statutory responsibilities under the current legislation. In England, 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children' provide clear and concise guidance on all aspects of safeguarding and child protection.

It is important that the whole team in the workplace are aware that apprentices need to be safeguarded against risks and dangers within the workplace. Apprentices may be inexperienced and vulnerable to anxiety or struggle to cope with the transition into the workplace. Both BD and Sports Structures can help staff recognise this and offer support when needed. It is vital that organisations offering an apprentice placement have processes in place to protect the learners. BD offer a free Safeguarding course for employers to attend.

Employers need to provide a safe learning environment, to support this we have put together a checklist to ensure this:

- All staff receive regular Safeguarding and Prevent training.
- Specific Safeguarding and Prevent Officers are appointed who are equipped with a wealth of resources to offer those in need of support.
- Concerns discussed with parents/carers before involving other trusted agencies unless doing so will bring harm to the learner.

Enrolment

Understand the terminology - don't get overwhelmed by documents

Employers Onboarding Procedures with Sports Structures

To ensure a timely and efficient onboarding process, the following steps have been identified below. These all need to be completed to allow the apprenticeship to commence on the selected start date.

Step 1 - Employer telephone call

- An overview of the programme and the required process.
- Apprentice will be required to participate in a telephone interview with Sports Structures and the employer.

Step 2 - Apprenticeship Service account

The employer is required to open an account and sign into this government service to:

- create apprenticeship adverts
- accept employer agreements with the Department for Education (DfE)
- give account access to people within your organisation
- give training providers permission to carry out specific tasks on your behalf
(such as creating adverts and reserving funds)

You can also use this service to add details about your:

- Organisation or company
- PAYE scheme
- Apprentices

Step 3 - Skill Scan

Apprentice will be required to complete a skills scan and will be asked questions supporting your skill scan. This will be with British Dressage, Sports Structures and the employer. This is to ensure the apprentice is placed on the correct level.



Step 4 - Eligibility Review

- **Employers must provide the minimum apprenticeship length**

Apprenticeships should last 12 months minimum.

- **Adhere to minimum age-based pay for apprentices**

An employer must offer apprentices the correct wage based on their age and progression status within the programme.

- **Support off the job training**

All employers must support the off the job training element of their apprenticeship programme (this means allowing apprentices to receive formal training within their contracted working hours).

- **Must provide a genuine job for the apprentice**

Must provide the apprentice with a real job for the duration of the apprenticeship programme that relates to the standard currently being undertaken by the apprentice.

- **Sign an apprenticeship agreement**

Before the start of the programme, the employer and apprentice must both sign an apprenticeship agreement.

- **Sign an apprenticeship training plan**

This is a crucial step, as it formalises the expectations of all parties involved. By signing this as an employer, you are confirming that you will support the off the job element, agree with the course content and confirm the eligibility of the apprentice.

Step 5 - Contract for Services

This is the contract for the apprentice and outlines the agreement between employer, apprentice, and training provider. If the apprentice is over 18yrs the employer will be required to pay a 5% employer contribution towards the apprenticeship.

Step 6 - Safeguarding and Health and Safety Review

This is to confirm you have all the required policies and procedures in place to create a safe working/learning environment.



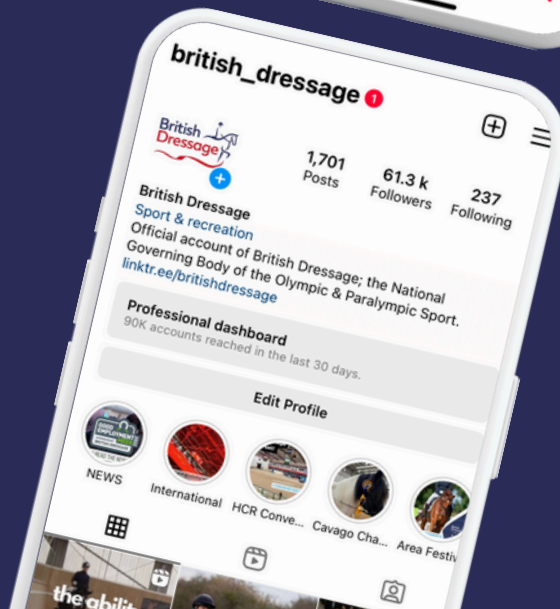
Continue your journey

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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T: 02477 087804



Scan to visit BD Apprenticeships online and take the next step, find us on social media too!



britishdressage.co.uk

Meet the team

We partner with Sport Structures, our training provider, to deliver the apprenticeships, with British Dressage being the lead organisation as the National Governing Body.

Sports Structures work with both the employers and our apprentices to deliver the apprenticeships standards and frameworks, which lead to a nationally recognised qualification. This training is designed to help you as the apprentice develop the required skills and gain essential work experience.



Clare Stockley

British Dressage

Professional Programmes Officer

Clare is responsible for leading on the development of the apprenticeship programmes and additional qualifications at BD. Clare is also the key point of contact for organising the added value activities that form part of the apprenticeship.



Jon Gath

Sport Structures

Apprenticeship Programme Manager

The Apprenticeship Programme Manager is responsible for supporting the administration of the apprenticeship and pre-apprenticeship programmes at Sport Structures. They will regularly liaise with tutors, employers and apprentices to assist in ensuring all apprenticeship compliance regulations are met.

You will also be allocated a subject specific tutor once you have enrolled on the course.

