

# SVQ in Horse Care at SCQF Level 4

Qualification specification



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*Scottish Vocational Qualifications are based on National Occupational Standards (NOS), developed by Sector Skills Councils on behalf of industry. Changes to the NOS cannot be made without the permission of the relevant Sector Skills Council. The structure for this SVQ qualification was developed by Lantra SSC in consultation with the equine industry.*

*The standards have been re-produced with Lantra's permission and published by BHS Qualifications.*

### Document history:

Version	Revision date	Reason
3	16/03/2021	Update unit title incorrectly transcribed

**Please note:** This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.

## INTRODUCTION

BHS Qualifications (BHSQ) is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulator (Ofqual) in England, SQA Accreditation in Scotland, Qualifications Wales (QW) and the Council for the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland. BHSQ works in partnership with a variety of organisations to develop and award qualifications for the Equestrian Industry. This ensures BHSQ qualifications are fit for purpose for the sector.

As the awarding organisation, BHSQ is responsible for the processes through which learners seek and obtain certification for their achievements. BHSQ is responsible for verifying that assessment practice in approved centres is conducted systematically, effectively, securely and to national standards specified within the qualification. BHSQ is accredited to award SVQs by SQA Accreditation.

**To achieve this BHSQ has in place:**

**1. A certification system**

- This processes learner enrolment data, issues certificates and keeps long term records of learners and certificates.

**2. A quality assurance system**

- This provides criteria and procedures for centre approval and ongoing centre monitoring to ensure the required standards are met.
- This ensures that assessment of learners against qualification standards is carried out appropriately and in accordance with the terms of accreditation and that assessment is effective, objective and consistent wherever and whenever it takes place.

BHSQ and BHSQ approved centres share an organisational role in ensuring quality assurance. These centres demonstrate they meet a set of required standards. These centres will have a series of policies and procedures in place and these should be made available to learners, these include:

The centre will have documentation in place to support the following:

- Appeals
- Complaints
- Conflict of interest
- Data protection
- Equality and diversity
- Health and safety including risk management
- Internal verification
- Malpractice and maladministration
- Reasonable adjustments
- Special considerations
- Recognition of prior learning
- Safeguarding
- Recruitment and selection
- Whistleblowing
- Registration
- Certification

In addition, approved centres and assessment venues will be required to have appropriate resources to meet the requirements of the specifications and to support learners well.

# BHS Qualifications

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Only a learner, who has been judged to be competent against the required standards, can be certificated for the award. Accurate, successful and effective quality assurance depends on all individuals involved in BHSQ qualifications, having confidence in assessment and verification decisions made. If a learner does not achieve the required standards, there are opportunities for reassessment. The BHSQ approved centre will be able to detail this.

Furthermore when BHSQ issues a certificate to state the learner has successfully achieved this qualification, this should not be taken as an endorsement of suitability of employment or contracting. Normal business practice should take place when recruiting in equine along with any subsequent employment or other activity.

BHSQ has age restrictions stated in its qualifications. These are carefully considered given the nature of equine, especially working with horses. The safety and risk assessment of all, but particularly those under the age of 18, must be carefully considered.

## **How BHSQ uses personal information:**

Personal data is protected under current data protection regulations. BHS Qualifications, as a wholly owned subsidiary of The British Horse Society (BHS), abides by the BHS privacy policy. For more details please refer to the privacy policy detailed on the website:

<https://www.bhsq.co.uk/privacy-and-cookies>

or email [dataprotection@bhs.org.uk](mailto:dataprotection@bhs.org.uk)

## SVQ in Horse Care at SCQF Level 4

### Purpose

By successfully completing this qualification, learners will be able to carry out a basic range of routine tasks related to the care and use of horses under supervision. Learners will be able to obtain work as a groom and yard worker in equine establishments as they will possess the skills and knowledge required to care for horses under supervision and to carry out general stable management routines.

This qualification will offer the learner a sound foundation to progress into employment and future learning and development in horse care. Learners can progress to SVQ in Horse Care at SCQF Level 5.

The qualification is made up of 10 units. When credited to learners, these will be a valuable guide to their ability to carry out a particular task in a stable yard or stud. It is desirable that learners should obtain the majority of their training and assessment in the workplace.

There are also 2 additional units, which do not form part of the qualification but are available to learners who have an interest in achieving some basic riding units.

The learner will work on the yard sufficiently in order to learn, develop and practice the skills required to demonstrate competence covering the full daily and weekly yard routine.

Assessment is carried out through continuous assessment at the learner's place of work or at an approved assessment site.

### Entry Requirements

- Learners must be a minimum 14 years of age to take this qualification.
- As the qualification includes practical tasks, learners will benefit from being physically fit.
- Learners do not need to have completed any other qualifications prior to taking this qualification.

Please note this qualification is specifically aimed at those between the age of 14 - 19 years. For those learners over the age of 19 years this qualification may be suitable in order to re-train and develop basic skills in horse care as an alternative career.

### Initial assessment

An initial assessment of the learner's prior knowledge, experience and skills will be carried out by the centre to identify the individual's starting point and any learning and support needs. This will enable the centre to design an individual learning plan which will provide the structure for the learner's training, learning and practice.

If a learner requires any reasonable adjustments or special considerations they should refer to the centre's Reasonable Adjustments and Special Considerations policies and apply as appropriate.

## Assessment

There will be continuous assessment of the learner's performance in a real working environment that reflects industry practices. This will be at an approved assessment venue attached to an BHSQ approved centre. The learner will be allocated an assessor(s), who teaches, assesses and credits each defined task by observing the performance of the learner over a period of time. The learner will only be credited when performance has been proved without doubt. A learner will not be able to omit any part of the syllabus. Assessments will be carried out in the stable yard in order that the learner can demonstrate both practical skills and knowledge.

This qualification is assessed as achieved / not at required level.

The centre's internal verifier will verify assessments made by assessors for reliability and quality. Internal verifiers will visit places of employment to check that local assessments have been completed accurately, to endorse the necessary records and to offer advice if required.

BHSQ external quality assurers will ensure the even application of standards throughout the country and the accuracy of assessment.

## Achievement

Full qualification certificates will be issued to learners who complete all the mandatory units of this qualification. Recognition of unit achievement will be issued to learners who complete individual units or the additional riding units

***The information provided is correct at the time of production. Occasionally BHSQ may update this information, updates will be provided to centres. It is the centre's responsibility to ensure personnel involved in the delivery of this qualification, has access to and understand the requirements detailed in this document.***

## SVQ in Horse Care at SCQF Level 4 – unit listing

To attain the qualification candidates must complete all 10 mandatory units.

There are also 2 additional units that do not form part of the qualification but may aid candidates who wish to progress with riding.

Mandatory units: Candidates must complete all 10 units				
SSC code	Title	SCQF level	SCQF credits	Page number
LANEq101	Clean and groom horses, under supervision	4	4	7
LANEq102	Feed and water horses, under supervision	4	2	8
LANEq103	Clean the stables and yard, under supervision	4	4	9
LANEq104	Put on and take off horse tack, under supervision	4	3	11
LANEq105	Put on and take off horse rugs, under supervision	4	1	12
LANEq106	Clean tack and horse clothing, under supervision	4	2	13
LANEq107	Lead and control horses for inspection, under supervision	4	1	14
LANEq108	Catch and release horses, under supervision	4	3	15
LANCS1	Maintain the safety of self and others in the workplace	4	6	16
CFABAA624	Accept instructions to manage and improve own performance in a business environment	4	3	17

Additional units: These units are not required to complete the qualification but may be taken in addition				
SSC code	Title	SCQF level	SCQF credits	Page number
LANEq109	Mount and dismount suitable horses, under supervision	4	2	19
LANEq110	Ride horses in an enclosed area, under supervision	4	4	20

### Assessment requirements

This document indicates the coverage of the SVQ which the learner must achieve to demonstrate competence and provides guidance/clarification on terms used in the standards in the form of notes. It also provides direction on where simulation is acceptable.

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## LANEq101 – Clean and groom horses, under supervision

### Overview

This standard is about assisting with the regular cleaning and grooming of horses. This may be carried out before or after exercise or at other times, as required.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity

### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
2. Prepare the work area, under supervision
3. Approach the horse according to instructions and in a manner which minimises stress to the horse and risk to yourself and others
4. Maintain control of the horse while cleaning and grooming
5. Select equipment according to instructions
6. Clean the horse's feet and legs, under supervision
7. Clean the horse's mane and tail, under supervision
8. Sponge the horse down, under supervision
9. Groom the horse under supervision using appropriate equipment
10. Report any concerns with the condition of the horse, feet or shoes to the supervisor
11. Clean grooming equipment and store it correctly after use
12. Dispose of waste safely and correctly
13. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity

### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
2. Your role and responsibilities around cleaning and grooming horses and why horses need to be groomed
3. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others
4. The methods used to maintain control of the horse while cleaning and grooming
5. The types of cleaning and grooming equipment that are commonly used
6. How to use cleaning materials correctly and safely
7. The different grooming techniques and requirements and when to use them
8. The importance of drying the horse's legs after washing
9. How to use, clean and store grooming equipment
10. How to check the condition of the horse, feet or shoes and why this is important
11. The correct methods for the disposal of waste
12. Your responsibilities for health, safety and animal welfare

### Scope/range

#### Grooming:

- grooming horses in preparation for exercise
- grooming horses after exercise
- thorough grooming

## LANEq102 – Feed and water horses, under supervision

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### Overview

This standard is about feeding and watering horses under supervision and refers to both stabled horses and horses at grass. It covers the provision of feed and water to single horses and groups of horses.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

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### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity according to instructions
2. Approach the horse in accordance with instructions and in a manner that minimises stress to the horse and risk to yourself and others
3. Feed the horses in the correct place, under supervision
4. Supply the horses with water using the correct sources, system and quantities, under supervision
5. Report any changes in the feeding and drinking habits of horses to the supervisor
6. Clean and replace feeding and watering equipment, checking it is fit for use
7. Dispose of feed waste safely and correctly
8. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity

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### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
2. The methods of feeding and watering horses throughout the year, including stabled horses and horses at grass
3. The types of feed including forage and concentrate
4. The normal feeding habits of the horses in your care
5. The types of changes in horses' feeding habits that may occur, and why it is important to report any changes
6. How to read a feed chart
7. How to weigh a hay net
8. How to approach horses in an appropriate manner to minimize stress and risk to yourself and others
9. How equipment should be cleaned, maintained and stored
10. The hygiene requirements for horses, yourself and others
11. The correct methods for the disposal of waste
12. Your responsibilities for animal health and welfare and health and safety

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### Scope/range

#### Feeding and watering:

- stabled horses
- horses at grass
- single horses
- groups of horses

#### Types of feed:

- forage
  - concentrate
-

## LANEq103 – Clean the stables and yard, under supervision

<b>Overview</b>	<p>This standard is about cleaning the stables and yard, under supervision. Cleaning will include skipping out, fully mucking out and disinfection of main yard area, muck heap, feed room, hay/straw barn and tack room.</p> <p>The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.</p> <p>You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.</p>
<b>Performance criteria</b>  <i>You must be able to:</i>	<ol style="list-style-type: none"> <li>1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions</li> <li>2. Approach the horse according to instructions and in a manner which minimises stress to the horse and risk to yourself and others</li> <li>3. Tie up and untie the horse safely and securely</li> <li>4. Prepare the equipment and bedding, under supervision</li> <li>5. Clean stables and dispose of waste, under supervision</li> <li>6. Replace and store equipment correctly after use</li> <li>7. Check that the water supply for the horse is clean</li> <li>8. Keep the yard and other areas clean and maintain the muck area, under supervision</li> <li>9. Clean surface drains, under supervision, to ensure the free flow of excess water</li> <li>10. Maintain hygiene and bio-security in accordance with instructions</li> <li>11. Report any problems with cleaning the stables and yard to the supervisor</li> <li>12. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity</li> </ol>
<b>Knowledge and understanding</b>  <i>You need to know and understand:</i>	<ol style="list-style-type: none"> <li>1. The use and care of personal protective equipment</li> <li>2. Basic horse welfare requirements, including forage and water provision</li> <li>3. The types and depth of bedding used in stabling to maintain the horse's health and wellbeing</li> <li>4. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others</li> <li>5. How to handle, tie up and untie horses safely and securely</li> <li>6. The correct methods for the disposal of waste</li> <li>7. The types, correct use and storage of equipment used in cleaning stables and yards</li> <li>8. The correct use and storage of cleaning materials and safety requirements for this</li> <li>9. The types of hazards that may be present in the stable and yard</li> <li>10. The importance of hygiene and bio-security to the welfare of horses</li> <li>11. The health and safety implications associated with drains and muck heaps</li> <li>12. Your responsibilities for animal health and welfare and health and safety</li> </ol>
<b>Scope/range</b>	<p><b>Clean stables:</b></p> <ul style="list-style-type: none"> <li>• skip out</li> <li>• muck out</li> <li>• disinfect</li> </ul>

## Glossary

### Types of bedding used in stabling may include:

- straw
- shavings
- paper
- rubber matting
- other alternatives

### The yard and other areas may include:

- main yard area
  - muck heap
  - feed room
  - hay/straw
  - barn/area
  - tack room
  - surface drains
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## LANEq104 – Put on and take off horse tack, under supervision

<p><b>Overview</b></p>	<p>This standard is about putting on and taking off horse tack, under supervision.</p> <p>The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.</p> <p>You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.</p>
<p><b>Performance criteria</b></p> <p><i>You must be able to:</i></p>	<ol style="list-style-type: none"> <li>1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions</li> <li>2. Approach the horse according to instructions and in a manner that minimises stress to the horse and risk to yourself and others</li> <li>3. Put the tack on the horse correctly, under supervision</li> <li>4. Report any difficulties to the supervisor</li> <li>5. Take off the horse tack after use, under supervision, and store it in the required place, in accordance with instructions</li> <li>6. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity</li> </ol>
<p><b>Knowledge and understanding</b></p> <p><i>You need to know and understand:</i></p>	<ol style="list-style-type: none"> <li>1. The use and care of personal protective equipment</li> <li>2. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others</li> <li>3. How to put on and take off horse tack correctly</li> <li>4. What happens if tack is fitted incorrectly</li> <li>5. How to secure the horse if it needs to be left when tacked up</li> <li>6. The parts of the bridle and the saddle</li> <li>7. The purpose of exercise boots</li> <li>8. The safety precautions to be taken while tacking up and untacking</li> <li>9. The types of difficulties that may occur and the importance of reporting these to the supervisor</li> <li>10. How and where to store tack</li> <li>11. Your responsibilities for health, safety and animal welfare</li> </ol>
<p><b>Scope/range</b></p>	<p><b>Put on and take off tack:</b></p> <ul style="list-style-type: none"> <li>• simple snaffle</li> <li>• bridle with cavesson noseband</li> <li>• exercise boots</li> <li>• saddle</li> <li>• neck strap</li> <li>• numnah</li> </ul>

## LANEq105 – Put on and take off horse rugs, under supervision

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### Overview

This standard is about putting on and taking off horse rugs under supervision. It includes rugs of different types, including stable and turn out with leg straps. It also includes identifying basic problems with horse rugs.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

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### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
  2. Approach the horse according to instructions and in a manner that minimises stress to the horse and risk to yourself and others
  3. Tie up and untie the horse safely and securely
  4. Put on horse rugs under supervision
  5. Take off, fold and store horse rugs, under supervision
  6. Report any problems with the rugs to the supervisor
  7. Adjust rugs in accordance with instructions
  8. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity
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### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
  2. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others
  3. How to handle, tie up and untie horses safely and securely
  4. The potential hazards to horses when they are wearing stable and turnout rugs with various leg straps/fillet strings
  5. The reasons for ensuring the rugs are fitted correctly
  6. The procedure to follow if rugs slip
  7. How to put on and take off horse rugs
  8. How to identify rugs that are in good and poor condition
  9. How to fold and store rugs
  10. The types of difficulties that may occur
  11. The safety precautions to be taken when putting on and taking off horse rugs
  12. Your responsibilities for health, safety and animal welfare
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### Scope/range

**Put on and take off the following horse rugs:**

- under rug (where used)
  - top rugs
  - stable and turn out rugs with leg straps/fillet strings
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## LANEq106 – Clean tack and horse clothing, under supervision

**Overview** This standard is about cleaning tack and horse clothing, under supervision. Cleaning could be daily and weekly and includes washing and brushing and care of leather and metal work.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

**Performance criteria**

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
2. Clean tack and horse clothing by carrying out routine daily and weekly cleaning, under supervision
3. Report faults and defects in the tack and horse clothing to the supervisor
4. Be aware of the health and safety of yourself and others, and the welfare of the horse during the activity

**Knowledge and understanding**

*You need to know and understand:*

1. The use and care of personal protective equipment
2. The dangers of unsafe stitching or damaged tack
3. The reasons for daily and weekly cleaning of tack and horse clothing
4. How to carry out routine daily and weekly cleaning of tack and horse clothing
5. The problems vermin may cause when storing tack and horse clothing
6. How to store tack and horse clothing
7. Your responsibilities for health, safety and animal welfare

**Glossary** **Types of cleaning could include:**

- washing
- oiling
- soaping
- brushing

**Faults and defects: e.g.**

- unsafe stitching
- loose, broken or rusted billets/studs/buckles
- missing keepers/runners
- worn, cracked or stretched leatherwork
- rips in material

## LANEq107 – Lead and control horses for inspection, under supervision

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### Overview

This standard is about leading and controlling horses for inspection, under supervision. This standard involves walking and trotting horses “in hand” for a routine health and soundness inspection.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

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### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
2. Approach the horse to be lead in accordance with instructions and in a manner that minimises stress to the horse and risk to yourself and others
3. Maintain control of the horse using suitable equipment and techniques, under supervision
4. Lead and control the horse for health and soundness inspection, under supervision
5. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity

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### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
  2. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others
  3. Why it is necessary to control horses
  4. The methods of leading and controlling the horse and the precautions to be taken
  5. The correct use of tack including head collar, bridle, chifney and lungeing cavesson
  6. The types of inspection and healthcare procedures for horses
  7. Your responsibilities for health, safety and animal welfare
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## LANEq108 – Catch and release horses, under supervision

### Overview

This standard is about catching and releasing horses under supervision.

This will involve the routine movement of horses between field and stable, including the identification of individual horses, and the process of catching, leading and releasing them.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
2. Check the area the horse will be released into to make sure it is safe and secure and report to the supervisor
3. Report any problems that may affect the horse being caught and led to the supervisor
4. Approach and catch the horse to be moved in a manner that minimises stress to the horse, and risk to yourself and others
5. Lead the horse to the required location, under supervision
6. Release and establish the horse in the required location, under supervision
7. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity

### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
2. What to look for when checking that the area the horse will be released into is safe and secure
3. How to identify horses including points of the horse, colours and markings
4. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others
5. The correct and safe methods of catching and leading horses and the problems that may affect horses being caught or led
6. How to release and establish horses in a new location
7. Basic horse psychology including herd instincts, actions and reactions
8. The effect of their environment on the behaviour of horses
9. Your responsibilities for health, safety and animal welfare

## LANCS1 – Maintain safety of self and others in the workplace

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### Overview

This standard is about taking care of your own health and safety at work and the health and safety of others who may be affected by what you do. This includes being aware of hazards in the work area, wearing appropriate clothing (including protective clothing and equipment when it is required), following training and instructions about the way to do things safely and being aware of the consequences of your actions.

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### Performance criteria

*You must be able to:*

1. Carry out your work according to the training and instructions you have been given so that the health and safety of yourself and others is not put at risk
2. Recognise hazards in the work area and report them to an appropriate person
3. Wear suitable clothing for the work which you are undertaking
4. Wear personal protective equipment (PPE) where it has been assessed as a requirement for the work you are doing
5. Use safe methods of lifting and handling when moving items
6. Use and store equipment and materials safely and correctly
7. Keep the work area tidy at all times
8. Dispose of waste safely and correctly
9. Perform your work in a manner which minimises environmental damage
10. Report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger

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### Knowledge and understanding

*You need to know and understand:*

1. The types of hazards which may be present in your area of work
  2. The risks to health and safety and the measures put in place to control those risks
  3. Your responsibilities under relevant health and safety legislation and codes of practice
  4. What personal protective equipment (PPE) and clothing should be worn and how this should be cared for
  5. Safe lifting and handling techniques
  6. The correct and safe way to use and store equipment and materials required for your work
  7. The importance of good housekeeping in the workplace
  8. Correct methods for the disposal of waste
  9. Methods of minimising environmental damage during your work
  10. Why accidents, incidents and problems should be reported and the appropriate action to take
  11. Procedures to be followed for different types of emergencies relevant to the industry in which you are working e.g. Fire, accident
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## CFABAA624 – Accept instructions to manage and improve own performance in a business environment

### Overview

This standard is about accepting instructions to take responsibility for own work and its delivery, improving own performance and behaving in a way that encourages effective working. It includes showing a willingness to take on new challenges and using feedback to agree ways in which own work might be improved. It is for administrators who accept instructions to manage and improve their own performance.

#### Links: All categories specific skills:

1. analysing
2. communicating
3. decision making
4. organising
5. planning
6. presenting information
7. problem solving
8. researching
9. using technology

### Performance criteria

#### Be accountable for own work

*You must be able to:*

1. Accept instructions given by authorised people and follow these instructions, checking any points not understood
2. Agree how to make best use of own time and the working methods to be used
3. Follow the correct procedures to deal with problems, using the support of other people when necessary
4. Keep other people informed of own progress
5. Take responsibility for own work and accept responsibility for any mistakes made
6. Follow agreed guidelines, procedures and, where appropriate, codes of practice

#### Behave in a way that supports effective working

7. Set achievable standards for own work and show commitment to achieving these standards
8. Understand own needs and rights
9. Show a willingness to take on new challenges
10. Adapt readily to change
11. Treat other people with honesty, respect and consideration

#### Improve own performance

12. Accept feedback from other people
13. Use feedback to agree ways to improve own work and put them into practice
14. Follow through a learning plan that meets own needs
15. Review own progress with a learning plan

**Knowledge and understanding**

*You need to know and understand:*

**Be accountable for own work**

1. How to listen to and follow instructions carefully
2. How to plan own work
3. The purpose of keeping other people informed about progress
4. How to ask for help if needed
5. The benefits of acknowledging and learning from own mistakes
6. Guidelines, procedures and codes of practice that are relevant to own work

**Behave in a way that supports effective working**

7. The purpose of setting achievable standards for own work
8. The benefits of being ready to take on new challenges and adapt to change
9. The purpose and benefits of treating others with honesty, respect and consideration
10. Types of behaviour that show honesty, respect and consideration and types of behaviour that show the reverse

**Improve own performance**

11. How learning and development can help to improve own work, benefit the organisation and further own career
  12. The main career progression routes available
  13. The learning and development opportunities that are avail
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## LANEq109 – Mount and dismount suitable horses, under supervision

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### Overview

This standard is about mounting and dismounting suitable horses, under supervision. This will include mounting from the ground or from a mounting block. It also includes adjusting stirrups and girths. It is relevant to those involved with the routine exercise of suitable horses under saddle.

The work described in this standard would be carried out under the direction of a supervisor. This could be direct supervision or it could be through providing instructions and monitoring work.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

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### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
2. Approach and lead the horse to the required area, according to instructions and in a manner that minimises stress to the horse and risk to yourself and others
3. Tie up and untie horses in according to instructions
4. Carry out the appropriate safety checks on tack and equipment, under supervision
5. Mount and dismount suitable horses correctly, under supervision
6. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity

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### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
2. How to approach horses in an appropriate manner to minimise stress and risk to yourself and others
3. How to handle, tie up and untie horses safely and securely
4. How to recognise discomfort in horses when mounting and dismounting
5. Safety considerations for the horse, yourself and others when mounting and dismounting
6. The necessary checks and preparations of tack and equipment prior to mounting, including checking the girth, pulling down stirrups prior to mounting and placing reins over the horse's head
7. The effect on the horse of mounting and dismounting
8. Your responsibilities for health, safety and animal welfare

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### Glossary

#### Protective equipment:

- hat
  - gloves
  - boots
  - suitable clothing for the activity
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## LANEq110 – Ride horses in an enclosed area, under supervision

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### Overview

This standard is about riding horses in an enclosed area, under supervision. This will include walking, trotting and cantering. You should be able to carry out school movements with changes of pace and changes of direction. It is relevant to those involved with the routine exercise of suitable horses under saddle.

The riding skills described in this unit will be carried out under direct supervision.

You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity.

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### Performance criteria

*You must be able to:*

1. Wear appropriate clothing and personal protective equipment for the activity, according to instructions
  2. Adjust tack to meet individual requirements
  3. Adopt an appropriate, balanced riding position which is not harmful to the horse
  4. Ride the horse under supervision in a controlled manner, appropriate to the enclosed area and conditions
  5. Be aware of the health and safety of yourself and others, and the welfare of the horse, during the activity
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### Knowledge and understanding

*You need to know and understand:*

1. The use and care of personal protective equipment
  2. How to adjust girths and stirrups and why that is important
  3. The reasons for adopting a suitable riding position
  4. The basic principles of controlling a horse
  5. The hazards likely to be encountered when riding in an enclosed area
  6. The school rules when riding horses in enclosed areas
  7. Your responsibilities for health, safety and animal welfare
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### Scope/range

#### Ride the horse:

- in simple directions
  - simple school movements
  - with changes of pace (walk, trot and canter)
  - with changes of direction
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