

horsescotland UKCC – Training Provider procedures

Step No.	Action
1	Agree calendar dates between the training provider and the horsescotland Office. This must be done to ensure all venues and staff are registered with SQA.
2	MINIMUM 6 WEEKS BEFORE THE COURSE Advertise and promote UKCC courses where possible. Explain registration and funding procedures to prospective candidates to ensure registration forms are complete and with horsescotland at least 5 weeks before course start date. Be available to give advice on mentors, 1 st Aid and Child Protection courses. On APL and registration completion horsescotland will send a copy of the candidate registration forms to the training provider. Training Provider to contact the candidates regarding course details and payments.
3	TWO WEEKS BEFORE THE COURSE Training Provider to confirm with the horsescotland Office if the course is going ahead and full course details .i.e. number of candidates and coach educators.
4	ONE WEEK BEFORE THE COURSE Training Providers to send candidates their Pre Course Packs including information about the venue, start times, catering facilities and what to bring reminding them to download the candidate learning resources and portfolio. Also remind candidates to send copies of their 1 st Aid etc. to the horsescotland office.
5	START OF THE COURSE Training Providers to run the course as per procedures in tutors pack. Keep the horsescotland Office informed of candidate attendance and progression Agree Mentors with the candidates and remind them to submit Mentor forms to the horsescotland Office.
6	On Course Completion Training Providers to remind candidates to Submit First Aid and Child Protection Certificates to the horsescotland Office and join PVG Scheme if appropriate. Agree Assessment date and cut-off date for portfolios to be finished and be with Assessors. Training Providers to notify horsescotland of Assessment dates, candidates attending assessment and full assessment details. Training Providers MUST charge candidates being <u>re-assessed</u> an appropriate fee as horsescotland doesn't cover re-assessment.
7	ONE WEEKS BEFORE THE ASSESSMENT Training Provider to confirm with the assessor they have received the portfolio's from Candidates and agrees with the assessor and sends to the candidates their lesson topics for the assessment along with the timetable and information of what to bring on the day.
8	ON THE ASSESSMENT DAY Training Provider to make sure the day runs smoothly, ask candidates to complete the course evaluation forms and send them to horsescotland Office Collect the portfolios/logbooks from candidates after assessment and hold onto them for 3 months. Collect all the assessment and Internal Verifiers paperwork and makes sure it's SUBMITTED TO THE HORSESCOTLAND OFFICE WITHIN ONE WEEK OF ASSESSMENT DATE on receiving all this paperwork horsescotland will send a cheque to the Training Provider for the assessment at Level One £110 and Level Two £155 per candidate
9	After the ASSESSMENT DAY Training Providers will co-ordinate the paying of assessors, venues & IV's Invoices etc.

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