 

**Candidate Registration Pack**

Please ensure that you complete this form in as much detail as possible. Those sections marked \* MUST be completed. It should be noted that the same form is used for candidates applying for Level 1, 2 and 3 and there may therefore be areas of this form which do not apply to Level 1 candidates. However, failure to provide sufficient information may result in your form being returned/your application being declined.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title:** |  | **Level:** |  |
| **Course Date(s):** |  | **Venue:** |  |
| **Course Co-ordinator:** |  | **Expected Completion Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline:** (please tick one only) | **□ Generic** |  | **□ Vaulting** |  |
| **□ Dressage** |  | **□ Eventing** |  | **□ Endurance** |  |
| **□ Driving** |  | **□ Show Jumping** |  | **□ RDA** |  |
| **□ Western** |  | **□ Horse Ball** |  | **□ Polocrosse** |  |

**\*Personal Details** (these details will appear on your certificate, which will be sent to your home address)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** (Mr, Mrs, Ms, Other):  |  | **Forename(s):** |  |
| **Surname:** |  | **Maiden/Previous Surname:** |  |
| **Home Address:** |  |
| **Postcode:** |  |
| **Telephone No:** (Home): |  | (Mobile): |  |
| **Previous Address:** |  |
| **Postcode:** |  |
| **Sex:** \*Delete as appropriate | Male/Female\*  | **Date of Birth:** |  |
| **E-mail Address:** |  |
| **Was your birth registered in Scotland?** \*Delete as appropriate | Yes/No\* | **Have you lived in Scotland for 5 years or more?** \*Delete as appropriate | Yes/No\* |
| **Are you a horsescotland member? \***Delete as appropriate | Yes/No\* |
| **horsescotland Membership No.** (if applicable) |  |
| **SQA Candidate No:** (if known) (9 digits) |  |  |  |  |  |  |  |  |  |
| *Scottish Candidate Numbers (SCN) have been allocated by SQA since 1979. If you have previously been allocated a SCN, your details can be generated for you by calling the SQA helpdesk on 0845 279 1000. Please inform the* ***horse****scotland office as soon as your SCN becomes known to you.*  |
| **Name and address of most recent Training Provider of SQA qualifications (i.e. secondary school, college, university, employer etc.):** |  |
| **In your coaching capacity****are you** (please tick)**:** | Paid? |  | Full Time? |  | Part Time? |  | Voluntary? |  |
| **Have you previously registered for a Coaching certificate course with horsescotland? \***Delete as appropriate | Yes/No\* |

**Accreditation of Prior Learning/Experience and Learning Section**

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| **\*Please briefly outline your current role within equestrian sport.** |
|  |
| **\*Please outline your future involvement in coaching, including the frequency of likely coaching sessions (1 x per month required for Level 1 and 2 x per month required for Level 2)**  |
|  |
| **Please use the space below to highlight the achievements of pupils you have taught/coached.** |
| *Please tell us about your “successes” as an equestrian coach. This is not a focus on the competitive results of your participants, though they can be included. Please explain how your coaching role helps riders learn, improve and increase their knowledge.* |
|  |
| **Please list any equestrian qualifications you have.**  |
| *Outline your current equestrian qualifications which will help us to transfer you to the relevant level. You should list all equestrian certificates held at all levels, by whom they were awarded and the date they were awarded.* |
| Name of Qualification | Awarding Body | Date Achieved |
|  |  |  |
| **What courses have you attended in the last two years?** |
| *List any equestrian/non-equestrian courses you have attended and include information about the objectives/outcomes of these courses.*  |
| Course | Objectives/Outcomes |
|  |  |
| **What other teaching/coaching have you done?**  |
| *Include any other coaching/teaching experience you have, e.g. in another sport or environment or as a profession.*  |
|  |
| **Do you have any other relevant experience?**  |
| *Detail any other experience you have, e.g. working with other coaches, working within a riding school, managing staff etc.*  |
|  |
| **Is there any additional information on your equestrian pursuits not covered above which is relevant to this application?** |
| *Include any additional information/riding experience relevant to your application, including leisure/competitive riding.* |
|  |
| **\*References**  |
| *Two professionals (out-with your family) who will provide a reference for you in support of this application, at least one of which must be an equestrian reference. Failure to have these completed and signed off will result in your form being returned to you and your registration will therefore be incomplete.* |
| Name of Ref. 1: | Name of Ref. 2: |
| Address: | Address: |
| Tel:  | Tel:  |
| E-mail:  | E-mail:  |
| How is your referee known to you?  | How is your referee known to you?  |
|  |  |
| How long have you known your referee? | How long have you known your referee?  |
|  |  |
| Referee’s Signature: | Referee’s Signature: |
| Date: | Date: |
| **Logbook/Portfolio** |
| I have an existing logbook/portfolio from an alternative equestrian qualification Yes\_\_\_\_\_No\_\_\_\_\_\_ (If yes please send to the **horse**scotland office) |
| **What level of certificate course do you wish to be considered for?:** (please tick appropriate level)Level 1\_\_\_ Level 2 \_\_\_ Level 3 \_\_\_\_ |

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| I certify that I enter for this qualification at my own risk and that, in the event of my receiving an injury, I have no claim against **horse**scotland. I hereby give permission for my name, date of birth and any other relevant, personal details to be made available to SQA (so that I can be registered for the qualification) and to the BEF and for **horse**scotland to include my personal details on the Register of Coaches. This is in accordance with the Data Protection Act 1998. The cost of **horse**scotland registration is as follows: Level 1 £152.50, Level 2 £195, Level 3 consult **horse**scotland (cheques should be made payable to ‘**horse**scotland’). I am committed to supporting **horse**scotland and equestrian coaching in Scotland. I am aware that I am required to pay the full cost fees in advance and that I will receive my subsidy in two part payments as per the Candidate Procedures Guide. I agree to hand back any subsidy awarded if I do not complete the course and assessment for which the subsidy was awarded. I have read the attached information on Course Processes. |
| **Signed: Date:** |

**For Office Use Only:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Received: |  | Paid: |  | By: |  |
| Centre No: |  | Candidate No: |  |
| Cert Issued: |  | Dated: |  |
| Cert. No.: |  | Cert Fee: |  |
| Total Subsidy Awarded: |  |  |  |

After reading the following information, please complete, sign and date the above form to: **horse**scotland, PO Box 8523, Prestwick KA9 9AX or fiona@horsescotland.org

**horsescotland Procedures Guide for Candidates**

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| --- | --- |
| **Step**  | **Action** |
| 1 | Find a suitable course to attend by contacting **horse**scotland office, Training Provider or via the website. Confirm costs with Training Provider for training. |
| 2 | MINIMUM 5 WEEKS BEFORE COURSE START DATE Complete Candidate Registration Pack clearly and as fully as possible.Send completed Candidate Registration Pack to **horse**scotland at least 5 weeks in advance of course start date with course payment (by cheque made payable to ‘**horse**scotland’). Also note interest with the training provider. Payments as follows: Level 1 £152.50; Level 2 £195.00. |
| 3 | MINIMUM 4 WEEKS BEFORE COURSE START DATE Level 1 candidates – Check your eligibility to apply for Subsidy Support on the Sportscotland or **horse**scotland websites. If you are eligible, complete the online application at least 4 weeks in advance of the course start date using the following link:http://www.sportscotland.org.uk/search/?q=ukcc+subsidy+application+form&top-search-submit=Search N.B. maximum subsidy available for Level 1 is £150Level 2 or 3 candidates –Check your eligibility to apply for Subsidy Support on the Sportscotland or **horse**scotland websites. If you are eligible your application will be processed via **horse**scotland. N.B. maximum subsidy available for Level 2 is £247.50**IMPORTANT: All subsidy monies received must be returned in full if candidates do not complete the course within two years**  |
| 4 | MINIMUM 2 WEEKS BEFORE COURSE START DATE Receive confirmation of your place on the course from **horse**scotland and confirm course arrangements and payment with the Training Provider.If candidates are eligible for subsidy, 50% will be paid to candidate.Go to the **horse**scotland website at [www.horsescotland.org](http://www.horsescotland.org) to download your course materials. |
| 5 | MINIMUM 1 WEEK BEFORE COURSE START DATEReceive a Pre-Course Preparation Pack from your Training Provider confirming: course venue; courses start times; catering facilities; what to bring to the course; and what to wear. |
| 6 | COURSE START DATEAttend your course and start the Learning Programme. Agree on a suitable mentor with the Training Provider (help is available from **horse**scotland if required) Send your completed Mentor Information Form to **horse**scotland. |
| 7 | MINIMUM 4 WEEKS BEFORE ASSESSMENT DATE (WHERE POSSIBLE, SEE SECTION 13)Submit to **horse**scotland:- a copy of your **Sports Coach UK Safeguarding and Protecting Children** workshop certificate - a copy of your **First Aid certificate** - for Level **1 recognised Emergency First Aid or 2 day first aid certificate**, for Level 2 or 3 BHS First Aid or Health & Safety Executive First Aid at Work certificate. - proof of having joined the **Protection of Vulnerable Groups (PVG) Scheme** (if appropriate). |
| 8 | AFTER COMPLETION OF LEARNING PROGRAMMEAgree on a suitable assessment date with your Training Provider. Inform **horse**scotland when you are ready for assessment. |
| 9 | MINIMUM 3 WEEKS BEFORE ASSESSMENT DATEPost a copy of your logbook/portfolio to the agreed assessor a minimum of 15 days before the assessment date so that it reaches the assessor no less than 14 days before the assessment date. N.B. It is your responsibility to put the correct postage on your logbook/portfolio for posting to ensure that it reaches the assessor. (It might also be advisable to keep a photocopy of the logbook/portfolio) |
| 10 | MINIMUM 1 WEEK BEFORE ASSESSMENTReceive confirmation from your Training Provider/**horse**scotland on: your lesson topic; the timetable for Assessment Day; and the assessment paperwork to take along on Assessment Day. |
| 11 | ASSESSMENT DAYCarry out your final assessment with the independent assessor/receive assessment result from assessor.  |
| 12 | Complete the Course Evaluation Form and hand to Training Provider to submit to **horse**scotland. |
| 13 | WITHIN 4 WEEKS OF ASSESSMENTReceive 1 certificate from Scottish Qualifications Authority (SQA) Receive 1 certificate from **horse**scotland  **horse**scotland (if all above documentation has been submitted).Receive remaining 50% of your Subsidy Support from **horse**scotland (if all above documentation has been submitted). |

**Horsescotland’s Contact details are**

E-mail – fiona@horsescotland.org

Website – [www.horsescotland.org](http://www.horsescotland.org/)

**COURSE PROCESSES**

*The following information should be read then filed by the candidate.*

ASSESSMENT PROCESSES

During the course you will be asked to undertake a variety of tasks which will allow your Assessors to collect the required evidence of your competence regarding the course content. The collection of appropriate evidence will take a number of forms however you will always be made aware of an impending assessment prior to the undertaking of any task. In general, the forms of assessment collection are as follows: written evidence (in the form of a written piece of work which you would be asked to prepare, e.g. written questions); workplace product (includes materials prepared by you from within the coaching environment, e.g. session plans, risk assessments etc); performance evidence (e.g. an assessor observing you carrying out a coaching session); and oral evidence (where an assessor writes down your verbal answers to a given question).

LOGBOOK/PORTFOLIO DEVELOPMENT

This is the evidence which is collected by you and on your behalf. This will be referenced regularly by your Assessor, Internal Verifier (IV) and, on occasion, by the External Verifier (EV) of the SQA to ensure that course standards have been met.

INTERNAL VERIFICATION

The IV will monitor the assessment process and will counter check evidence collected from you by the assessment staff.

RE-ASSESSMENT AND ACTION PLANNING

Should your Assessor feel that you have not achieved an assessment outcome during your course of study, an agreed action plan will be developed you and the Assessor to allow you the opportunity to be re-assessed. This action plan will include agreement on practices which need to be improved upon and the development of knowledge and skills which will assist in the re-assessment. If the re-assessment opportunity again results in you being unable to show current competence against the assessment criteria you will be deemed to have failed and will be withdrawn from the course. Should you wish to be reconsidered for a future programme you will have to go through the formal registration and induction process again at a later date and will be guided by delivery staff as to learning opportunities which will assist in your personal development prior to re-registration.

CERTIFICATION

Once the necessary evidence is collected to accredit you with this qualification, SQA will be notified of the results of your study and you will be certificated accordingly.

APPEALS

If at any time you disagree with an assessment decision, you are expected to discuss your feelings in the first instance with your Assessor. Your appeal can be based only on an assessment decision and on no other grounds, e.g. venue, timings, dates etc. The full appeals process is as follows:

1. When a candidate wishes to appeal against the assessment decision of an Assessor the candidate will, in the first instance, discuss this with their Assessor.

2. Should the candidate continue to wish to appeal against the Assessor’s decision they will then submit a written appeal to the Course Co-ordinator responsible for the management of the programme within 5 working days of the assessment decision.

3. The Course Co-ordinator will forward an Appeal Form to the IV within 2 working days of acceptance of the notice.

4. The IV will re-assess the candidate’s work and return a written decision to the Course Co-ordinator within 5 working days.

5. The Course Co-ordinator will arrange for any appeal arising from the IV’s decision to be considered at the next monthly team meeting and will involve an independent third party who is vocationally qualified and appropriately experienced in this field.

6. The Course Co-ordinator will inform the candidate of any decisions made.

DATA PROTECTION

Personal details will need to be gathered from you to allow for registration and certification for your award with the SQA. This data transfer will at no time encroach on your civil rights as detailed in the Data Protection Act (1998) Please also note that on completion of your course, SQA candidate certificates will be opened and copied for quality assurance purposes prior to them being sent out to you.

HEALTH AND SAFETY

You will be required to become familiar with and uphold the Health and Safety Policy requirements as adopted by the facilities in which you will coach. Health and Safety issues in general involve the adoption of common sense by all persons within the facility and it is therefore expected that you will embrace and uphold common sense in relation to the safety of yourself and others.

EQUAL OPPORTUNITIES

Your Approved Delivery Centre and Swimming Great Britain (SGB) uphold the ethic of allowing each individual fair and reasonable opportunity to education and assessment regardless of hours worked, employment undertaken, religious beliefs or personal ability. Should you feel the need for assistance in allowing for equal opportunity in relation to their studies you should immediately discuss this need with your Assessor to allow the processes to be implemented for a review of your concerns.

GRIEVANCE PROCEDURE

Complaints dealt with under this procedure will relate to all aspects of delivery on matters not directly involving assessment decisions and will include areas such as: ineffective delivery by the Tutor/Assessor; omission in respect of the syllabus to be covered; inappropriate activities by the Tutor/Assessor including any behaviour which may cause concern or offence; and irregularities in the way in which the course is organised, delivered or assessed. Complaints may be made during a course or at the end. In the case of the latter this must be received by the delivery sport within 28 days of the completion of the course. The first stage in the complaints procedure is to the Tutor/Assessor and should be made in writing stating clearly the nature of the complaint. The letter should be dated and signed and a copy sent to the Programme Manager. If the Tutor/Assessor is the Programme Manager then the complaint should be sent to the SQA Centre Contact from within the Approved Centre. The Tutor/Assessor is required to respond to the complaint within 10 working days with a copy to the Programme Manager (or SQA Centre Contact). If the complainant is not satisfied with the outcome of the complaint to the Tutor/Assessor the Programme Manager (or SQA Centre Contact) should be requested to investigate the matter further. If the complainant is not satisfied with the outcome of the complaint to the Tutor/Assessor and the Programme Manager (or SQA Centre Contact), the complaint should be forwarded to the Approved Centre for consideration and response by the SQA Centre Contact or with the involvement of an independent arbitrator from within the SQA Approved Centre having an input should this be required, e.g. Human Resource Manager. The findings of the Approved Centre, which might include input from the National Governing Body of the sport, will be documented and communicated to the complainant.

PLAGIARISM

This is the intentional or unwitting presentation of another's ideas as your own. It is expected that any work which is forwarded by you for assessment purposes has been undertaken and completed by you alone. The ownership of thoughts and ideas must be acknowledged by you should you wish to borrow information from other sources for use within your own assessment materials.