



horseScotland
enable develop excel

Scottish Coaching Certificate Course Guide

Levels 1 & 2



Within this guide you will find:

What is the Scottish Coaching Certificate?	3
What does each qualification allow me to do?	5
What's involved in each course?	6
Discovering upcoming courses?	8
Applying for horsescotland Scottish Coaching Certificate courses	9
Candidate Registration Fee	10
Course fees	12
Coach Education Subsidy Funding	13
Mentors	16
Certificates	17
Disclosure & PVG Scheme	18
Level 1 entry requirements & guidance	20
Level 2 entry requirements & guidance	22
Key deadlines	25
Contact information for questions & support	27

What is the Scottish Coaching Certificate?



The Scottish Coaching Certificate (SCC) is a collection of professional coaching qualifications which have replaced the UKCC in Scotland. The SCC has been developed by **sportscotland** and is mapped to the Chartered Institute for the Management of Sport & Physical Activity (CIMSPA) professional standards. The SCC is certified by CIMSPA, **sportscotland** and the Scottish Qualifications Authority (SQA).

Each SCC qualification has an equivalent UKCC level and both are held in equal regard. Existing UKCC qualifications held by coaches will continue to remain valid.

Mapping SCC qualifications

SCC Qualification title	SQA Level	UKCC Level
Level 1: Assistant Equestrian Coach	SCQF Level 5	UKCC 1
Level 2: Equestrian Coach	SCQF Level 7	UKCC 2
	<i>Coming soon</i>	
<i>Level 3: Sports Coach Practitioner</i>	<i>SCQF Levels 8 - 9</i>	UKCC 3



Our SCC qualifications are aligned to the sportscotland Effective Coaching Map. The Map can be found on our coaching webpage here:
www.horsescotland.org/coaching



What does each qualification allow me to do?

Each qualification equips learners to coach effectively at various levels of skill and ability. Coach education within the qualifications includes developing an understanding of who you are as a coach, who it is you are coaching and how to adapt your coaching process depending on the needs of the riders and participants you are working with.

The group of awards are designed to be progressive and so each qualification builds on the skills and learning of the previous level.

Currently **horsescotland** is running various Level 1 and Level 2 qualifications throughout the whole year. Work is ongoing to develop the Level 3 qualification. Each of these qualifications are generic in terms of equestrianism and cover aspects of flatwork, pole-work and jumping.

Level 1 Assistant Equestrian Coach qualifications allow candidates to coach under the supervision of others.

Level 2 Equestrian Coach qualifications allow candidates to coach independently either for an employer or on a self-employed basis.

What's involved in each course?

Level 1 Assistant Equestrian Coach

Course Schedule:

Two online evening sessions

Two full day in-person practical sessions including the final coaching assessment

Learning includes:

Risk assessing

Coaching communication skills

Session planning

Roles & responsibilities of assistant coaching

Understanding the needs of riders

Inclusive Coaching

Additional learning:

Candidates enrolled on the Level 1 course will also be enrolled onto two of our mini modules:

Equality and Diversity in Coaching

Adult Participation for Level One Assistant Coach

What's involved in each course?



Level 2 Equestrian Coach

Course schedule:

Four online evening sessions

Four full day in-person practical sessions including final two coaching assessments

Learning includes:

Riding rules & regulations

Coaching philosophy

Goal setting

Assessing horse suitability

Developing coaching skills

Create and deliver linked sessions

Assessment of coaching sessions

Discovering upcoming courses



To discover dates for our upcoming courses and their locations, please head to the **horsescotland** app <https://horsescotland.beezer.com> and “Find events” then “Courses”.

When completing your Application Form, please remember to specify which course you are applying for, ensuring you are using the correct form for the level you wish to apply for and noting on your application the course start date.



Applying for horsescotland SCC courses

This guide aims to help ensure candidates apply for the most appropriate Scottish Coaching Certificate (SCC) Level, according to your skills and experience.



When completing your Application Form, please do detail prior learning and experience including previous qualifications, coaching/teaching experience and evidence of technical equestrian knowledge and skills as this will help ensure not only that you are enrolled on the correct course for you, but also that you will be able to work and learn with the course material.



Once you have completed your Application Form, it will automatically be sent to our Education and Development Manager, Emily. If you are unable to complete the form online, you can print it out and then please email a copy to Emily: emily@horsescotland.org



Please note, if you have completed Level 1 and are applying for Level 2, we will require a new Application Form to be completed to reflect your new qualifications and any experience gained since completing the previous course.

Candidate Registration Fee

In order to progress your application through to approval, when submitting your form please ensure that the Candidate Registration Fee is also paid. This fee is to secure your place on the course & cover the cost of course enrolment as well as SQA registration and certification.

The total amount due for course enrolment for both Level 1 and Level 2 is **£25** per candidate per application.

The registration fee can be paid by any of the following:

↘ Payment through SumUp

Either by following the payment link below or scanning the QR Code - both of which take you to our SumUp payment page

Please include your name so we know you have paid

<https://pay.sumup.com/b2c/QAZV74D0>



↘ Payment via BACS

For payment by bank transfer please use the account details below.

Please include your name and 'candidate fee' as a reference

Account name: horsescotland
Sort Code: 83-47-00
Account Number: 00233958

↘ Payment by cheque

Cheques are payable to 'horsescotland' and posted to: horsescotland, WestPoint, 4 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ

Candidate Registration Fee

↘ Refunds

If wishing to withdraw your application or enroll onto another course instead, please contact Emily at **horsescotland** (contact details on Page 27)

Refunds of the candidate registration fee will only be issued if Emily is notified **no less than three weeks** before the course start date.



Cost of courses

Payment of the course fee should be made directly to the course provider - their contact details are below. **Only** once you have received confirmation from **horsescotland** that your application has been successful, should you then make your payment to finalise your place on the course.

- ↘ Level 1: From April 2025 – March 2026, courses cost £300 - £340 per candidate (depending on venue)
- ↘ Level 2: From April 2025 – March 2026, courses cost £600 - £680 per candidate (depending on venue)

The total fee for each course is detailed on our website underneath the course dates.

Course provider & tutor(s)	Location	Contact details
Lorraine Buchan	Peterhead, Aberdeenshire	Lorraine Buchan: info@lorrainebuchan.co.uk
West Kype - Sara Smith & Andrew Wilson	Strathaven, South Lanarkshire	Linda Anderson & Andrew Wilson: westkype@btconnect.com
Ashley Henderson	Lockerbie, Dumfries & Galloway	Ashley Henderson: mcguinnessashley@gmail.com

Coach Education Subsidy Funding

Horsescotland is delighted to have received funding from sportscotland for our Coach Education Subsidy Funding.

Funding for eligible candidates has been confirmed for the year April 2025 until end of March 2026 as follows:

Funding for young people

To support more young people entering into the equestrian workforce, we are able to provide the following subsidy funding:

Level 1 candidates: £120, this is 35 - 40% of total course costs*

Level 2 candidates: £240, this is 35 - 40% of total course costs*

This subsidy is available to candidates who are under the age of 25. Please note in order to be eligible for this funding, candidates must be between the ages of 14 and 24 when the course commences. Funding will still be available for any candidates who turn 25 in the duration of the course.

Coach Education Subsidy Funding

Funding for island communities

To support the equestrian workforce across our island communities in Scotland, we are able to provide the following subsidy funding:

Level 1 candidates: £150, this is 44 - 50% of total course costs*

Level 2 candidates: £300, this is 44 - 50% of total course costs*

This subsidy funding is available to candidates who currently live and have their permanent address on any of the Scottish isles.

Terms and conditions of subsidy funding

- In order for funding to be released to eligible candidates, all units within the SCC qualification must be passed and the course successfully completed.
In addition, the SCC Subsidy Application Form must be submitted.
Candidates will be informed if they are eligible for funding before the course commences.
- For candidates who meet both eligibility criteria, only one funding payment can be made – it will be the larger amount of the two.

Continued on Page 15

Coach Education Subsidy Funding

Terms and conditions of subsidy funding continued

- Candidates who have received subsidy funding for Level 1 previously, are welcome to apply and receive funding again for Level 2 if they still meet the eligibility criteria.
- Candidates have a total of **three months** from the date of course completion to claim their funding payment. After this period **horsescotland** will no longer be able to hold back funds for candidates who have yet to claim and therefore any subsequent claims may be unable to be fulfilled.
- **Horsescotland** has a limited amount of funding available to candidates. While every effort has been made to forecast candidate numbers against eligibility, due to increased demand for courses and course popularity, it is possible that funding will not be available to every eligible candidate. However, **horsescotland** will do their utmost to ensure this does not happen.
- *The amount of subsidy funding available to candidates is the same across all venues. Due to price differences across course providers in the total cost of course fees, the % of subsidy funding awarded against total course costs will vary slightly.
- *Funding is subject to availability. At any point throughout the year, **horsescotland** may have to change the overall percentage and amount of funding available to candidates if there is a higher than anticipated demand on the funds available. This is to ensure that as many eligible candidates as possible receive financial support.

Please note: **horsescotland** is required to collect equality monitoring data from funded candidates as well as occasionally reach out to assess the impact of the subsidy funding

Mentors



All candidates will require a mentor to support you throughout the course and beyond as you continue your coaching journey.

Your mentor will support your learning and provide you with opportunities to assistant and coach under their supervision so you can gain valuable practical experience.

Please ensure your mentor is a qualified coach and that they are fully insured. Mentors can be found on the register within the **horsescotland** app & you can approach local coaches.

Your tutor will be able to support you with finding a mentor if needed during the first session of the course.



Certificates



Upon successful completion of all units within each course, candidates will receive their SQA Certificate.

In order to receive the **horsescotland** Certificate candidates must complete and submit evidence of completing the following training:



First Aid



Child Wellbeing and Protection in Sport



Confirmation of PVG Scheme Membership*

(*if coaching in a regulated role – more details on this under Disclosure and PVG Scheme on Pages 18-19)

Tutors will be able to advise where certificates for the above training/membership can be uploaded onto the learning platform.

Disclosure & PVG Scheme



For anyone coaching children and young people under the age of 18 and/or protected adults, it is a legal requirement to join the Protecting Vulnerable Groups (PVG) Scheme.

The scheme is managed by Disclosure Scotland and works to ensure any individuals who are unsuitable to work with children and protected adults cannot undertake/remain in regulated roles. Coaching, either for an employer, or as a self-employed coach, is classed as a regulated role and scheme membership is required if working with these protected groups.

If you are employed as a coach and in a regulated role, your employer will apply for your PVG Scheme Disclosure in order to link their organisation with your membership – this means they will be alerted should you receive any relevant convictions, cautions, notification requirements and other relevant information held by the Police.

If you are coaching on a self-employed basis and in a regulated role, no matter how infrequently or informally, you must apply for a Confirmation of PVG Scheme Membership.

Disclosure & PVG Scheme



If you are joining the PVG Scheme for the first time, or you are an existing scheme member but are applying for a new vulnerable group, – you will need to apply for **Confirmation of PVG Scheme Membership (Join)**.

If you are an existing PVG Scheme member and continuing to work with the same vulnerable group(s) – you can apply for the **Confirmation of PVG Scheme Membership (Existing)**.

For more information & the links to the application forms, please head to <https://www.mygov.scot/apply-to-pvg-scheme/self-employed>

Please note, **horsescotland** is not responsible for ensuring candidates and coaches have joined the PVG Scheme and it is not a requirement for receiving the course certificate as we cannot know who is coaching in regulated roles or not.

However, in order to support candidates and ensure legal compliance, all candidates will be advised of the legal requirement of scheme membership and where to find further information and the application forms.

Level 1 entry requirements & technical guidance

Please note to gain entry to Level 1, candidates must be a minimum of 14 years old.

When completing the Application Form, candidates should detail knowledge, skills and experience in as many of the following requirements as you can:



Coaching experience & qualifications

Experience working with children (both within and outside equestrianism) - such as helping at youth clubs, Scout groups, at local riding school etc

Any formal qualifications - related to teaching/coaching/instructing (both within and outside equestrianism)

Equestrian qualifications could include any from British Horse Society (BHS), Pony Club (PC), Riding Club (RC) etc

Outside of equestrianism could include school teaching qualifications, coaching qualifications in another sport etc



Equestrian experience & qualifications

Outline of equestrian experience - describe your current and previous involvement with horses and equestrian sport - what skills and knowledge have you gained?

Any equestrian qualifications completed - not just coaching related, such as BHS, PC, RC etc

Ideal equestrian qualifications for Level 1 include PC C+ Test, BHS Stage 1 etc

Having previously completed qualifications is not absolutely necessary if your application reflects equestrian skills and experience gained such as riding, caring for own horses, working at stables etc.



Level 1 technical guidance

↙ **Candidates should be able to meet/or are working towards meeting the following technical knowledge and criteria:**

How to prepare to ride (mounting & dismounting methods, adjusting stirrups & girth and holding reins)

How to warm up & cool down (importance of warm up and cool down & how to coach horse and rider in variety of circumstances)

Effective riding position on the flat, through walk, trot & canter (knowledge of position, understanding of straightness and impacts on the horse)

Application of natural and artificial aids (how to use artificial aids & understanding of natural aids)

Effective riding on the flat (knowledge of basic school figures, effective use of aids, understanding of rhythm and tempo & recognising and correcting diagonals and leads)

Effective riding over single pole (ability to set up equipment in arena & how to work over single pole at walk & trot)

Knowledge of delivery of a lead rein lesson (use equipment safely & handle horse safely and knowledge of supporting a rider on the lead rein)

Riding skills & show developing knowledge of scales of training (rhythm, suppleness, contact, impulsion, straightness & collection)

Level 2 entry requirements & technical guidance

Please note to gain entry to Level 2, candidates must be a minimum of 16 years old.

When completing the Application Form, candidates should detail knowledge, skills and experience in as many of the following requirements as you can:



Required coaching experience & qualifications

SCC Level 1 - with additional relevant coaching experience gained since passing the Level 1 qualification

OR, one of the following:

BHSQ Stage 2 Foundation Coach

PC Coaching Certificate (members)

Horse Sport Ireland (HSI) Level 1

Association of British Riding Schools (ABRS) Teaching Certificate

Scottish Vocational Qualification (SVQ) Level 3 in Coaching

Trekking and Riding Society of Scotland (TRSS) Ride Leader

In exceptional circumstances, candidates who do not have a teaching/coaching qualification but do have extensive equestrian experience and skills or extensive structured coaching experience will be considered for the Level 2 course. (For example, someone who has worked full time as a coach in a BHS Approved Centre teaching a range of clients.)



Equestrian experience & qualifications

Detail of equestrian experience - such as previous and current competition experience, career & volunteer experience within equestrianism etc

Equestrian qualifications, ideally over and above the suggested qualifications for Level 1

Ideal qualifications for Level 2 include PC B Test, BHSQ Stage 2 etc



Level 2 technical guidance

↙ **Candidates should be able to meet and (evidence during the course) the following technical knowledge and criteria:**

Preparing to ride (leading & turning, check & adjust tack including girth, stirrups and reins)

Mounting & dismounting (able to prepare for mounting both from a mounting block and the ground & effectively preparing for dismount)

Correct riding position in the saddle (able to demonstrate basic suppleness as required in riding position, rhythm & balance, proper hand & rein position, balance, security and straightness with & without stirrups in all 3 gaits and ability to demonstrate coordinated aids when riding with the reins in one hand)

Warm up (demonstrate free walk, trot, canter including change of direction, turns, circles & transitions)

Natural aids (understanding and able to effectively use leg, hand, seat & voice, effective preparation for transitions, demonstrating forward riding & non-restrictive controlling rein contact)

Artificial aids (use of jumping and schooling whips and knowledge of when not to use the whip)

Effective riding (understanding & able to have fluent, unconstrained work of the horse with free forward movement. Ability to recognise and correct diagonals in trot & leading leg in canter, correctly sized and shaped school figures and simple moving the horse away from the leg exercises)



Level 2 technical guidance continued

Candidates should be able to meet and (evidence during the course) the following technical knowledge and criteria:

Riding in the open & over undulating terrain (knowledge of appropriate length of stirrups, demonstrating balance & security, effective use of legs and application of rein aids)

Jumping position (ability to secure balanced jumping position & correct use of reins)

Riding over poles, jumps and a course of fences (understanding & demonstrating appropriate length of stirrup, effective use of leg, correct application of rein aids, correct & effective position during all phases of the jump, spacing the poles/fences, fence types, distances, quantity, frequency, faults and any problems)

Balance & rhythm over course of fences (understanding effective control of pace, correct canter leads & appropriate fluent & forward pace when approaching fences)

Cool down (understanding of free walk, cool, dry & respiration rate)

Lungeing horse & rider (demonstrating safe handling of the equipment, control of the horse, understanding of procedures & appropriate exercises with & without stirrups)

Key Deadlines

Deadline	Action
Minimum 3 weeks before course start date	<p>Complete & submit your Application Form</p> <p>Payment of Candidate Registration Fee</p> <p>Once you have received confirmation that your application has been approved, ensure course fees are paid</p>
Minimum 1 week before the course start date	<p>horsescotland will enroll candidates on Brightspace, the online learning platform</p> <p>Course tutors will be in touch to welcome everyone to the course & confirm first online session</p>
<p>Within 1 month after course completion*</p> <p>*This can be done at any time throughout the course & there is no set deadline. Please let Emily know once you have uploaded them if it has been more than a month since course completion.</p>	<p>Submit additional certificates required for horsescotland Certificate onto Brightspace <i>Details on Page 17</i></p> <p>Level 2 candidates wishing to join the horsescotland Coaches Register can upload these certificates onto the Register as well.</p> <p>horsescotland will be in touch with next possible steps for each candidate as well as with any outstanding actions</p>

Key Deadlines

Deadline	Action
Within 3 months of course completion	Eligible candidates must have submitted a Subsidy Application Form
Upon successful completion of all course units & requirements	<p>Candidates will receive their SQA certificate in the post (on average this can take up to about 8 weeks to arrive)</p> <p>Candidates will receive their horsescotland certificate on Brightspace (subject to requirements outlined on Page 17)</p> <p>Eligible candidates will receive their subsidy funding payment in full</p>
<p>Please note that there is no specific time frame in which candidates will receive their certificates and relevant subsidy payments due to any delay in coursework completion, tutor assessing, internal verifying of the course and additional documents & information needing to be provided. However, we anticipate candidates will receive certificates and funding within two months of course completion.</p>	



Need any further information, support or have any questions?



Please contact **horsescotland's** Education and Development Manager Emily Smith on:

Email: emily@horsescotland.org

Phone: 07523671260



horsescotland
enable develop excel