



Scottish Coaching Certificate Entry Guidance for Levels 1 & 2

Within this guide you will find:

- What is the Scottish Coaching Certificate?
- Discovering upcoming courses
- Applying for **horsescotland** Scottish Coaching Certificate courses
- Cost of courses
- Subsidy funding available
- Mentors
- Certificates
- Contact information for questions & support
- Level 1 entry requirements & guidance
- Level 2 entry requirements & guidance
- Key deadlines

What is the Scottish Coaching Certificate?

The Scottish Coaching Certificate (SCC) has replaced the old UKCC qualifications. 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 and the Scottish Qualifications Authority (SQA).

While SCC qualifications are different in their design, levelling and how they are delivered, each SCC qualification level has an equivalent UKCC qualification and both are held in equal regard. Existing UKCC qualifications held by coaches will continue to remain valid.

Our SCC qualifications are aligned to the **sportscotland** Effective Coaching Map. The Map can be found within the Coaching Framework - which can be accessed on our Coaching webpage here [Coaching | Horsescotland](#)

Discovering upcoming courses:

To discover dates for our upcoming courses and their locations, please head to the **horsescotland** app [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 anticipated start date.

Applying for horsescotland Scottish Coaching Certificate 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 you are enrolled on the correct course for you.

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.

Cost of courses:

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

Level 1: For 2024, courses cost £300 - £340 per candidate (depending on venue)

Level 2: For 2024, courses cost £600 - £670 per candidate (depending on venue)

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: westkype@btconnect.com
Ashley Henderson	Breconbeds, Dumfries & Galloway	Ashley Henderson: mcguinnessashley@gmail.com

Subsidy funding available:

horsescotland are able to provide a coach subsidy to each candidate (subject to terms and conditions) and this funding will be paid upon successful completion of the course, subject to a “Scottish Coaching Certificate Subsidy Application Form” having been automatically submitted from our website or returned to Emily: emily@horsescotland.org (this form can be found on our Coaching webpage alongside the Application Forms).

Candidates can return your Subsidy Form along with your Application Form or at any time during the course, but please ensure it is returned no later than around the time you complete the course to ensure there is no delay in receiving your funding. Funding will only be paid once tutors have signed off candidates upon completion of all course requirements and the funding form has been received.

Level 1: For 2024, we can provide every candidate with a subsidy payment of £100

Level 2: For 2024, we can provide every candidate with a subsidy payment of £150

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 assist 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
- Statement of Scheme Membership (with Disclosure Scotland) (necessary if coaching in regulated work - with children and/or vulnerable adults)

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

Need any further information or have any questions?

Please contact Emily Smith on:

Email: emily@horsescotland.org

Phone: 07523671260

SCC Level 1 Generic - Equestrian Assistant Coach Courses:

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 their knowledge, skills and experience in as many of the following requirements as they 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

Technical experience & qualifications

- Outline of equestrian experience
- Any equestrian qualifications completed - such as BHS, PC, RC etc
- Ideal equestrian qualifications for Level 1 include PC C+ Test, BHS Stage 1 etc
- 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)

For Level 1 candidates, 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.

SCC Level 2 Generic - Equestrian Coach Courses:

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 their knowledge, skills and experience in as many of the following requirements as they 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.)

Technical 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
- 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)
 - 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 - further information on this criteria below)

Lungeing:

- For Level 2, candidates are required to submit evidence of their ability to lunge to a satisfactory standard.
- This evidence should be submitted along with your Application Form in order to be eligible for the course. Lungeing evidence can be in the following forms:
 - PC B+ & Lungeing Certificate
 - BHSQ Stage 2 Lunge Certificate
 - Video evidence accompanied by a mentor signed checklist (the checklist can be found on our Coaching webpage alongside the Level 2 Application Form - “SCC Level 2 Lungeing Checklist”)

Key deadlines:

Deadline	Action
Minimum two weeks before the course start date	<ul style="list-style-type: none"> ● Complete and submit your Application Form ● Once you have received confirmation your application has been accepted, ensure you have paid the course fee to the training provider as soon as possible
Minimum one week before the course start date	<ul style="list-style-type: none"> ● horsescotland will enrol candidates on Brightspace, the online learning platform, and candidates will receive an email from Brightspace with log-in information. (Please note sometimes these emails end up in your junk folder, so please check there too) ● Course tutors will be in touch with candidates to welcome everyone to the course and confirm course arrangements

	<ul style="list-style-type: none"> • Candidates must ensure they have access to Brightspace and have the details for the first online session
<p>Aim for completing within one month after the final assessment date*</p> <p>*(these requirements are to achieve your horsescotland certificate and there is no set deadline for completing them but please try to do so as soon as reasonably possible for you)</p>	<ul style="list-style-type: none"> • Level 2 candidates should register on the horsescotland Coaches Register and submit to both the Register and Brightspace platform the following (Level 1 candidates need only submit to the Brightspace platform the following): <ul style="list-style-type: none"> ○ A copy of Child Wellbeing and Protection in Sport certificate/Safeguarding certificate (only applicable to those aged 16 years old and above) ○ A copy of First Aid certificate: (e.g. <i>BHS First Aid or Health & Safety Executive First Aid at Work certificate</i>) ○ Disclosure Scotland Scheme Membership Statement (if working in regulated work) <p>Please note, for candidates on Level 1 under 16 years old, the Child Wellbeing and Protection in Sport certificate and Disclosure Scotland Scheme Membership Statement do not apply - your tutor will be able to advise you further on this</p>
<p>Upon successful completion of all course requirements</p>	<ul style="list-style-type: none"> • If not already submitted, candidates must submit their Scottish Coaching Certificate Subsidy Application Form • Candidates will receive their certificate from SQA • Candidates will receive their certificate from horsescotland (subject to requirements mentioned)

in “Certificates” section of this guide and the above table section)

- Once candidates have submitted the Subsidy Form, **Horsescotland** will make the funding payments in full (subject to terms and conditions)

Please note that there is no specific time frame in which candidates will receive their certificates and subsidy payments due to course tutor assessing, additional documents and information needing to be provided as well as SQA having a wide timescale in which certificates will be issued.

However, we anticipate that candidates will receive their certificates and funding within two months of the course having been completed.