



DEC

Doncaster Equine College

DONCASTER EQUINE COLLEGE

Learner Guide

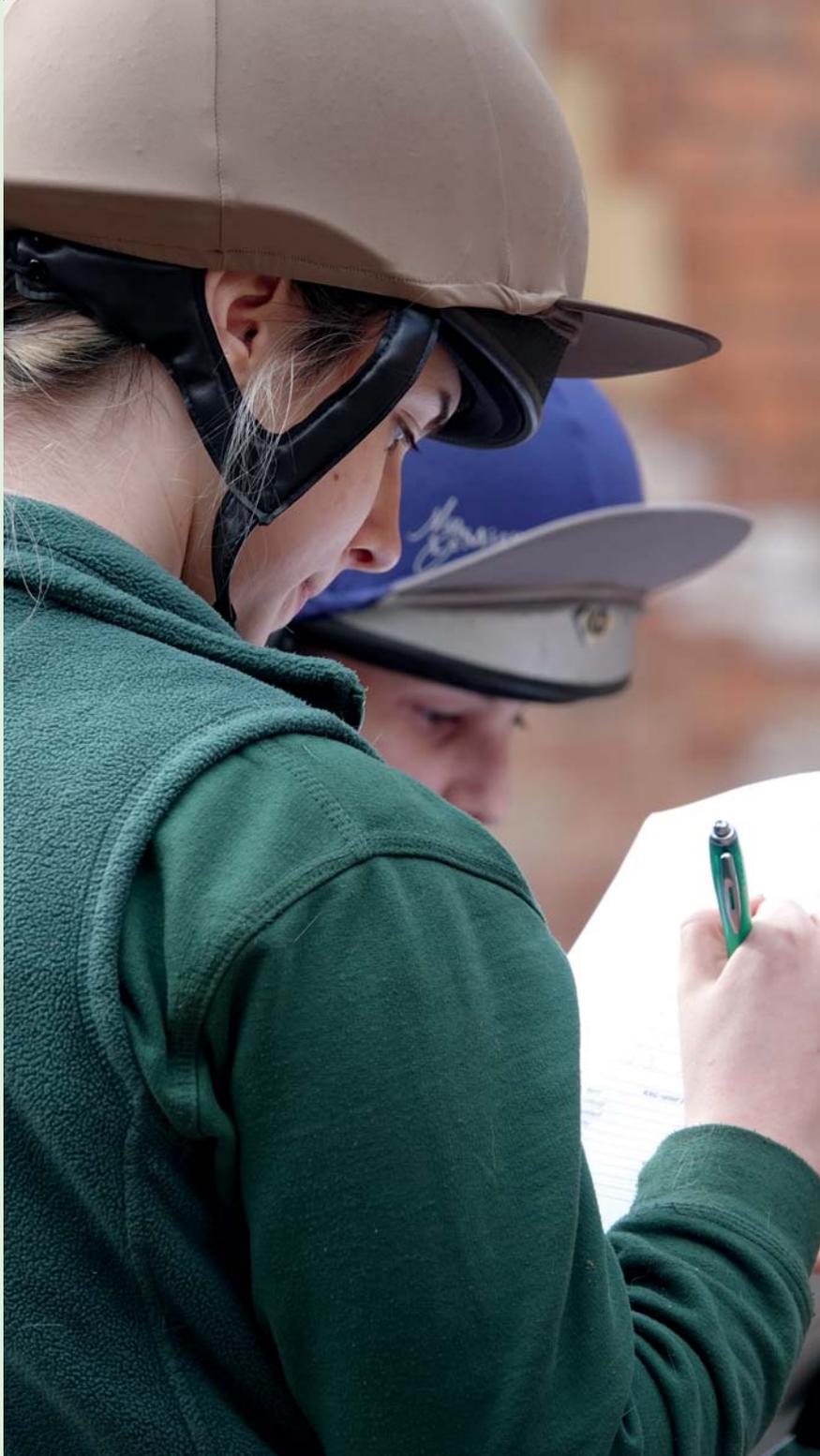
www.doncasterequinecollege.co.uk



**Learn.
Perform.
Achieve.**

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Doncaster Equine College
The Stables, Rossington Hall,
Great North Road, Doncaster,
South Yorkshire DN11 0HN



For more information, please visit our website:
www.doncasterequinecollege.co.uk

T: **01302 861000**

E: **info@doncasterequinecollege.co.uk**

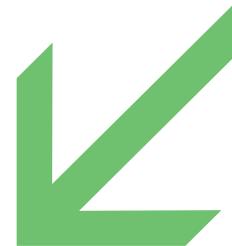
The National Horseracing College is a registered charity (no: 700405)

Committed to promoting Safeguarding, Equality, Diversity & Inclusion, Health & Safety and British Values



YOUR EQUINE COLLEGE YOUR FUTURE!

WELCOME TO DONCASTER EQUINE COLLEGE



CONGRATULATIONS!

Congratulations on being accepted on a course at Doncaster Equine College. Please read this handbook which will help you to prepare for your course. You will have made your decision based on sound information, advice and guidance from College staff.

We trust you will enjoy your period of training at Doncaster Equine College and that the knowledge and skills you obtain will assist you in your future career. If you need any help, please contact the Administration Office on 01302 861000.

If for any reason you are unable to take up your place on your intended course, please inform us immediately.

WHILE YOU ARE HERE

The College welcomes all who wish to engage in learning.

While you are attending the College you are welcome to use all our facilities with permission.

If you have any difficulties or are unsure about anything at all, please contact the Lead Equine Studies Lecturer or any member of staff.

We are here to help.

DATA PROTECTION

The College collects information from all of its learners for a number of reasons:

- To ensure that learner needs can be met wherever possible;
- To ensure our qualification awarding body has the information needed to issue certificates;
- To allow the College to claim funding for the work it does.

Information collected is stored on computers and processed in line with the General Data Protection Regulations. This means your information will not be shared with anyone other than awarding or funding bodies.

If you have any concerns or queries about how your information is being processed, please contact the Administration Office.

COURSE ADMINISTRATION

SUMMER INDUCTION

Your Summer Induction will take place within 10 days of A-Level and GCSE results being released. This allows you to share with us your results and for us to ensure you are on the most appropriate course.

During the Summer Induction you will order and pay for your uniform, collect your timetable and meet with your Lecturer. The Summer Induction is a great opportunity for you to ask questions.

National Insurance Number and Identification Document

You must bring these with you.

We must have a copy of an identification document to be able to enrol you on the course and to be able to claim for your certificates. An identification document must include a photograph. A passport, a full or provisional driving licence are all acceptable forms of identification.

Please note, we cannot accept expired ID, birth certificates, National Insurance Number letters or other forms of ID that don't contain a photograph.

If you do not have in-date photo ID, you can purchase it from the Post Office, please visit <https://www.postoffice.co.uk/identity/pass-card>

If you have not yet been issued with a National Insurance Number, please visit <https://www.gov.uk/apply-national-insurance-number>

If you have lost your National Insurance Number, please visit <https://www.gov.uk/find-national-insurance-number>, alternatively, please write to HMRC using the following address:

**PT Operations North East England
HM Revenue and Customs
BX9 1AN
United Kingdom**

National Insurance Numbers can be found on documents such as a P60, a payslip or letters about benefits.

Health Matters

All medical conditions such as recent illnesses, allergies, heart problems, epileptic fits etc, should be declared on your application form and parent/guardian confirmation/permission form.

It is very important that you include any medication you are currently taking on the form so that we can pass this on to medical professionals in case of emergency.

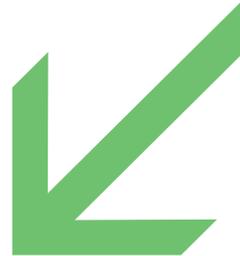
Should you have had a serious injury or illness in the past, a specialist doctor's report may be requested to confirm that you are fit to undertake your training.

Please Note: We ask that all medication is handed in when you arrive at the College so that it can be recorded for administration and emergency purposes. Prescribed medication must be handed over in its original packaging with your name on it for health and safety reasons.

Before starting your course, you should have up-to-date tetanus protection. If you have been a resident in the UK since birth, you should have had the following injections:

- Three doses of vaccine (tetanus/diphtheria/polio) at two, three and four months of age;
- 4th dose, three years after the primary course - as part of the DTP-Polio 'pre-school booster';





- 5th dose, aged 13-18 years - the 'school leaver booster' (tetanus/diphtheria/polio)

The primary course of three injections gives good protection for a number of years. The fourth and fifth doses ('boosters') maintain protection. After the fifth dose, immunity remains for life, and you do not normally require any further boosters. We also recommend, due to the nature of the course, that you are protected against Hepatitis B.

Qualifications

Please bring Records of Achievement, copies of exam certificates, official confirmation slips or any relevant qualifications with you to College. These are very important. Some English and maths qualifications exempt you from certain parts of the course.

Rider Weight Policy

Prior to the course and after receiving your acceptance letter you will have been selected for one of our rider weight pathways. There are no weight restrictions if you have opted to follow the non-riding pathway. Details of our Rider Weight Policy can be found on our website.

- **13 stone dressed to ride** – This is for all riders. Those following this pathway will be weighed on their first day at College and throughout the course.



COURSE CLOTHING AND EQUIPMENT

The following items of clothing and equipment are required. Please mark all your possessions to avoid any problems with ownership. Yard and riding clothing must be plain and dark in colour. We recommend, if you wear spectacles, that they should either have plastic lenses or, alternatively, please wear contact lenses.



Essential Daily Equipment

- **Riding Boots** – long or short. Riding boots must have a smooth sole and a defined heel. Long boots must not be the country boot style that are chunky; these are not considered safe for riding;
- **Jodhpurs or Breeches** – navy, black, brown, dark green or grey;
- **Yard Boots** – ideally made from a material that can be hosed off;
- **Waterproof Clothing** – purchased from our shop or dark colours;
- **Bum Bag** – for general items. These are available to purchase from our shop;
- **Gloves** – compulsory for yard/handling and riding.

Riding Hats Standards

Riding hats will be checked - This **MUST** be to current standards PAS015:2011

Body Protector – During your course you can utilise a College body protector, alternatively, if you have your own and it conforms to the Level 3 standard BS EN 13158: 2018 or CSN EN 131158: 2018 you may wear this.

College Uniform:

You will need to purchase DEC branded uniform:

- X1 Jacket
- X1 Sweatshirt
- X2 Polo Shirts

Extra items of uniform can be purchased from the College prior to your course starting. You can also purchase additional items of uniform during the course. DEC gilets can also be purchased from our shop.

Uniform orders must be submitted and paid for during the Summer Induction, to ensure the order is placed in time for the start of the academic year.

DRESS CODE

ADDITIONAL GUIDANCE:



Yards

Whilst on the yard you must always wear your DEC uniform. You must not wear items of clothing that are not uniform over the top of your uniform. You must wear dark coloured jodhpurs / breeches for riding (navy, black, brown, dark green or grey). Leggings, tracksuit bottoms and jeans are not permitted. You must wear blue/black work trousers or black jeans for yard work (blue denim jeans are not allowed). Shorts are not permitted on the yards.

Visits

During your course you will represent the College on educational visits. Our expectation is that you will always look professional. Specifically:

DEC uniform, smart trousers and sensible shoes. Clothing – modest, clean and tidy;

Footwear – clean (polished where appropriate) and suitable for the activity;

Hair – long hair must be tied back, no unnatural hair colour such as orange, pink, blue, purple or green.

Dyeing Hair at the College is not acceptable;

Tattoos – nothing judged offensive (graphics or words) to be visible;

Make-up – only what is judged subtle is permitted.

Health and Safety

You must not wear any jewellery when working with horses; wrist watches are permitted. Visible piercings are NOT allowed in classroom and teaching sessions or on the yard; this includes tongue piercings. Rubber wrist bands are not allowed. Long hair must be neatly tied back.

Fingernails must be kept short. Natural nails and nail extensions should not be longer than the fingertip. If nails are too long, you will be required to cut your nails or soak off extensions before being allowed to work with the horses.

If a member of staff deems what you are wearing to be inappropriate, you will be asked to change into appropriate clothing. Failure to do so may result in disciplinary action being taken.

COLLEGE FACILITIES

Please note that smoking and/or vaping is not allowed anywhere within the training centre buildings. Smoking and/or vaping is only permitted in the designated smoking/vaping shelter.

Personal equipment lockers are located in the changing rooms for the storage of riding attire. You will need to purchase a small padlock to keep your belongings safe.

Catering/Dining Facilities

The College will provide you with a lunch meal. A healthy varied menu is offered, and the College makes every effort to cater for vegetarians, vegans and learners with special dietary requirements. To help us to meet your needs, please ensure your special dietary requirements are noted on the relevant forms prior to starting your course. It is very important our chefs are aware in advance if you have any food allergies.

Tuck Shop

A selection of confectionery is available for you to purchase from the shop. This will normally be open during breaks and can be located in the DEC office.

Telephones

During the day we recommend emergency calls are made via our administration office by calling 01302 861000 or the DEC mobile 07467 859435. You are not allowed your mobile phone on the yard or in any teaching sessions/classroom lessons unless unauthorised by a Lecturer.



LEARNER REPRESENTATIVES

Could you be a learner representative? Learners are nominated by their peers to be learner representatives.

Learner representatives show potential learners and their families around the College during Interview Days and Open Afternoons. They also hold regular meetings and put forward new ideas and discussion points. Essentially, the learner representatives are the learner voice.

Friends and Family Day

Friends and family of learners are invited to visit to see how their young people are progressing with their training and to meet with Lecturers and support staff to discuss their progress. Friends and Family Day happens twice a year with dates being confirmed at the beginning of the academic year.

Graduation Day

On the day of your graduation, you and your parents/guardians are invited to attend. The graduation ceremony happens at the end of the course, where you will be presented with your certificates and any awards you may have won.

SECURITY

Personal Belongings

The College does not accept liability for your personal belongings if they are lost, damaged or stolen. You should ensure that your personal property is suitably marked and is kept as secure as possible while you are at the College.

Personal Security

The College has taken measures to ensure the personal security of its learners. Users of the College are required to co-operate in ensuring that its security measures are never compromised.

Appointments and Illness

You must notify your Lecturer so they can contact parents/carers to confirm you are leaving the College with their knowledge and permission.

EQUINE TRAINING STRUCTURE

Each course has a different timetable. The course will be two or three days each week (term time) depending on the programme. Some courses you may have to provide evidence of Work Experience hours. It is your responsibility to find a suitable, safe setting to complete these hours. Your Lecturer will inform you if this relates to your programme.

Portfolio Development:

The qualification you will be working towards whilst at the College will require you to put forward a portfolio of evidence for assessment. You will submit all your work/evidence in electronic format via SMART Assessor.

Text files, photographs and videos are all used to record your skills and knowledge for the qualification. In addition, Careers Information, Advice and Guidance (CIAG), other qualification information and worksheets are available on eAssessor.



CORE VALUES

At Doncaster Equine College we recognise certain core values that we agree should permeate all that we do. The College has a clear set of principles which are understood and adhered to by staff and learners.

We will:

- **Put the learner first.**

We believe in encouraging our learners to achieve their full potential and thus realise their dreams. We provide flexible training in a friendly, supportive and caring environment that builds self-belief, confidence and develops trust. We believe that all our learners should achieve, enjoy and benefit from their experience at Doncaster Equine College and their success leads to the success of the College. We believe our learners have the right to be safe from harm, fear and exploitation.

- **Deliver outstanding quality and innovation for the equine industry.**

We believe in improving the quality and flexibility of learning and the learner / customer experience. We believe we should lead by example, embracing change and striving for excellence. We are committed to delivering a high level of professionalism.

- **Celebrate and respect diversity.**

We believe in promoting positive attitudes to diversity whilst respecting and valuing the rights and beliefs of each other, regardless of race, age, gender, disability, sexual orientation, religion, belief or position within the College. We actively promote following British Values to learners: tolerance, respect, liberty, democracy and the rule of the law. We believe we should be honest, open, fair and equitable. We promote inclusiveness,

fairness and focus on individual needs. We promote a culture of accountability from approachable and non-judgemental staff.

- **Empower staff to maximise their potential.**

We have dedicated, ambitious, enthusiastic staff and we believe that everyone who works in the College contributes to the goals of the College. We support their development and value and celebrate their achievements and successes.

- **Provide an outstanding and responsive service to stakeholders, community and the environment.**

We believe that the College should be the provider of choice for the stakeholders and communities we serve whilst actively promoting sustainability for the future. We foster a sense of pride in individual and collective achievement of both staff and learners.

We believe that learning should be challenging and enjoyable and that time spent at College should be a rewarding experience. Therefore, we are committed to a programme of enrichment for learners that involves a variety of events and opportunities.

OUR EXPECTATIONS & YOUR RESPONSIBILITIES AS A LEARNER

We expect outstanding behaviour at all times whilst at the College and for you to work hard.

We aim to give you all the support and guidance you need to achieve.

These are our expectations for learners to ensure that they are able to understand and follow rules on their journey to success.



Ready

ATTENDANCE –

I will attend all sessions outlined on my programme to ensure that I learn every day and achieve my goals.

ORGANISED –

I will be organised and make sure that I have the correct equipment, know my sessions for each day and my mobile phone will be in my locker.

PUNCTUALITY –

I will be responsible and attend registration and arrive on time to all of my sessions.

SMART –

I will be dressed in my clean uniform every day with no jewellery.



Respectful

ASPIRING –

I will be motivated, use my own initiative, be prepared to keep trying and use feedback to develop myself further.

ATTITUDE –

I will be honest, communicate positively with everyone, be polite and have good manners.

WORK HARD –

I will work hard in all of my sessions and keep focused to ensure that I can achieve my best in all that I do.



Responsible

SAFE –

I will follow Health & Safety rules to ensure the safety of myself and others.

HEALTHY –

I will eat healthy meals and drink enough water.

I will not be under the influence of alcohol or drugs whilst at the college.

I will not drink energy drinks containing caffeine.

WELLBEING –

I will seek support and guidance to ensure I manage my emotions in order to become more resilient.

Strive to become the best I can be.

Improve my resilience through experiencing the ups and downs of everyday life.

TOP 10 ATTRIBUTES AND DEFINITIONS

After completing a survey with employers, our trustees and DEC staff concluded the following attributes are what that they look for in a member of staff:

Respect

The ability and willingness to value the opinions and contributions made by everyone.

Good Listener

Someone who gives their full attention and tries to understand.

Team Player

A person who willingly works in cooperation with others. Team players help others when the need arises, they're supportive and carry out any task given in equal measure to colleagues.

Accountability

Being responsible for actions and decisions, regardless of the circumstances. Reflects on responding differently next time, where appropriate, rather than blaming an undesirable outcome on external factors.

Flexibility

Adjustability within working arrangements to ensure the needs of the business, colleagues and the individual are met whilst maintaining a healthy work/life balance.

Integrity

Always doing and saying the right thing, with honesty, for the right reasons.

Positive Attitude

A constructive, optimistic, willing individual who is a source of energy.

Punctuality

A person who is always on time and where they are supposed to be at the precise time they are meant to be there. Being punctual is someone who achieves goals and targets on time and is aware that timing is important.

Enthusiasm

Approaching tasks with positive energy and high levels of interest and motivation.

Hard Working

Working hours are used effectively to achieve the maximum output for the hours worked.



WELFARE SERVICES

Counselling

At the College we have a qualified counsellor who is a registered member of the British Association for Counselling and Psychotherapy (BACP) who works within their ethical framework.

The counsellor has experience of working with young people and adults and recognises that few of us are able to work well when we are stressed or unhappy. Experience says that young people find counselling useful and if they are able to receive emotional support from a qualified professional, they will have a greater opportunity to fulfil their potential. It is the counsellor's role to support the young person through what is troubling them, by offering them regular space and time to talk. It allows the young person to explore their thoughts and feelings. What is spoken will depend on the individual, but common themes are stress, relationships, change, loss and distressing traumatic events.

An essential part of counselling is confidentiality. This enables the young person to open up and share feelings without fear of blame or reprisal. It is also a time when it is acceptable to talk about concerns without fear of being discussed elsewhere. This includes not discussing the work with parents, unless the young person requests or gives consent for this. Although the contents of the sessions will be confidential, the counsellor retains the right to breach confidentiality in some specific circumstances:

- The young person requests, and feels that it is within their best interests, that certain information be passed on.
- For the purpose of counselling supervision, which is a regular meeting, to ensure that the counsellor is working in a safe and effective manner – Identity will not be disclosed.
- Circumstances where the counsellor feels there is sufficient grounds to believe that the young person is suffering or likely to suffer or inflict significant harm.
- An act of Terrorism, money laundering or any other serious criminal offence.

Drug Awareness:

If you require advice or information about drug services, please contact:

Doncaster Drug & Alcohol Services (DDAS)
 Rosslyn House
 37 Thorne Road
 Doncaster

Tel: 01302 730956

Leaflets on drug awareness can be obtained from your Lecturers in addition to the above agency, doctors' surgeries and local libraries and hospitals.

HEALTH & SAFETY



Accidents

The College accepts no liability for any personal accident to a learner, member of his/her family or the public on College premises.

Parents/guardians are advised to take out additional personal accident insurance.

Electrical Equipment

If damage occurs to College premises/equipment through a faulty electrical appliance which you have brought with you, the College may claim compensation.

First Aid

First aid can be obtained from any department within the College. You should approach a member of staff who, if they are not qualified, will ensure you are attended by a qualified first aider.

Emergency Arrangements

In case of an emergency, you can use any College telephone. In case of fire or if you need the police, ambulance or other emergency service, call 999/112. If you have an accident whilst at College, we will notify your parents immediately.

Smoking

The College has a no smoking policy to protect employees, learners and the public from the harmful effects of second-hand smoke. Smoking and vaping are allowed in the designated smoking area which will be made known to you at

the start of your course. Failure to comply with the policy will lead to disciplinary procedures being taken.

Fire Precautions

During your induction you will be given instruction on what action to take if you discover a fire or hear the fire alarm. Fire procedure notices are posted at all fire points throughout the College buildings.

If you discover a fire, **DO NOT ATTEMPT TO FIGHT IT YOURSELF**. Raise the alarm by breaking a glass fire alarm call point, shout FIRE and telephone for the emergency services. Get out, stay out, **DO NOT** go back for your belongings.

Vehicles - College Site Speed Limits and Car Parking

If you wish to bring a vehicle to College, you must provide your driving licence, insurance certificate and MOT before doing so. You must be aware and comply with current speed limits of 10mph on the College site. Parking is in the College main car park at the Visitor Centre.

College Lecturers will check these documents at the start of each term, so please make sure they are up-to-date. If we don't have current copies, you won't be able to park your vehicle at College.



Links to DEC Policies

[Health & Safety Policy](#)

[Safeguarding Policy](#)

[EDI Policy](#)

[Drugs & Alcohol Policy](#)

[Disciplinary and Dismissal Policy](#)

[Learner Values Guidance \(COC\)](#)

[Complaints Policy](#)

[Bursary Policy](#)

[Rider Weight Policy](#)

USEFUL TELEPHONE NUMBERS

Doncaster Equine College	01302 861000
DEC Instructors	01302 861014
DEC Mobile	07467 859456
Citizens Advice Bureau	0808 278 7955 / 0344 499 4137
Doncaster Royal Infirmary	01302 366666
Traveline (Bus, Train and Tram)	01709 515151
National Rail Enquiries	08457 484950



HELPLINES

Positively UK (HIV advice) www.positivelyuk.org	0207 713 0444
National Pregnancy Advisory Service www.bpas.org	0345 730 4030
Childline www.childline.org.uk	0800 1111
Crimestoppers	0800 555111
Cruse Bereavement Care www.cruse.org.uk	01302 814 647
Debt Helpline www.nationaldebtline.org	0808 808 4000
Disabled Information Advice Line (DAL) www.dialuk.info	01302 327 800
Domestic Violence (Doncaster Women's Aid) www.phoenixwomensaid.org.uk	01302 326 411
Domestic Abuse Helpline www.nationaldahelpline.org.uk	0808 2000 247
Doncaster Health Authority	01302 738 993
Doncaster Pathway (HIV and AIDS)	01302 327 445
Gamblers Anonymous www.gamblersanonymous.org.uk	08700 508 880
Frank www.talktofrank.com	0300 123 6600
NHS Smoking Helpline www.yorkshiresmokefree.nhs.uk	0300 123 1044
NHS Direct (24 Hour Medical Advice)	111
Sexual Health & Contraception www.sexualhealthservices4doncaster.co.uk	01302 272 165
Samaritans www.samaritans.org	116 123
Taxi - 24-hour service	01302 820 282 / 01302 323 333

CAREERS INFORMATION, ADVICE AND GUIDANCE WITHIN THE EQUESTRIAN INDUSTRY

The websites below will help you find alternative training or employment within the equestrian industry:

www.theNHC.co.uk

www.careersinracing.com

www.nationalstud.co.uk

www.yardandgroom.co.uk

www.equinestaff.co.uk

www.horseandhound.co.uk

www.landex.org.uk

www.abrs-info.org

www.bhs.org.uk

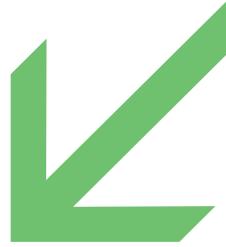
www.equine-careers.co.uk

www.britishgrooms.org.uk

www.thegroomlist.co.uk



GENERAL CAREERS INFORMATION, ADVICE AND GUIDANCE



The websites below will help you find alternative training or employment:

nationalcareers.service.gov.uk

www.apprenticeships.org.uk

www.volunteering.org.uk

www.rec.uk.com

www.youthemployment.org.uk

www.prospects.ac.uk

www.talkingfutures.org.uk

www.princes-trust.org.uk

www.citizenadvice.org.uk

www.notgoingtouni.co.uk

www.getmyfirstjob.co.uk

www.cityandguilds.com





DEC

DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE

For more information, please visit our website:
www.doncasterequinecollege.co.uk

T: 01302 861000

E: info@doncasterequinecollege.co.uk



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