

Employer Tool Kit (Racing)

Equine Groom Apprenticeship Standard



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Introduction

Welcome to the 1st4sport Equine Groom Apprenticeship. Taking on an apprentice, whatever age, will need some preparation from you, as the employer.

If the new apprentice is straight out of school, then they may have limited experience of what's expected of them going into their first salaried job.

If your new apprentice is older and more experienced they might not need as much help as the school leaver, but they may still be nervous and unsure of what's expected of them.

Preparing

Before an apprentice starts you should consider sending them a starter pack, so they know what to expect from their first day.

It could include:

- a list of what you'd like them to bring - notebook/pens/ID etc
- what time you'd like them to arrive
- how they should dress
- how much money they need to bring for lunch etc
- who they should ask for when they arrive
- where to get the bus/train or park their car

Monitoring

It's important as an employer to support your new apprentice and keep in regular contact with them. Perhaps you could consider:

- establishing a weekly catch-up with your apprentice
- regular updates with your training provider
- assigning a member of staff to be their daily 'go-to' person



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How do Apprenticeships work?

Apprentices must spend at least 20% of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and maths. It is up to you the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

Employer responsibilities

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship.

Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

Employers need to have:

- identify/recruit talent suitable for the apprenticeship vacancy
- ensure the apprentice undertakes real, productive work which gives them opportunities to access, develop, practice, and evidence the knowledge and skills required to meet the standard
- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship.
- a commitment statement signed by the apprentice, their employer and the provider.
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider.
- the apprentice on the correct wage for their age, for the time they are in work
- allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- take part in regular reviews with the apprentice and training provider to review the apprentice's progress
- liaise with the training provider and choose the end-point assessment organisation
- ensure that the apprenticeship lasts for a minimum of 12 months, and that the apprentice is employed for the full duration of their apprenticeship (including the time required for the end-point assessment)
- confirm, at the gateway, that the apprentice is occupationally competent (according to the standard).

Equine Groom Assessment Plan

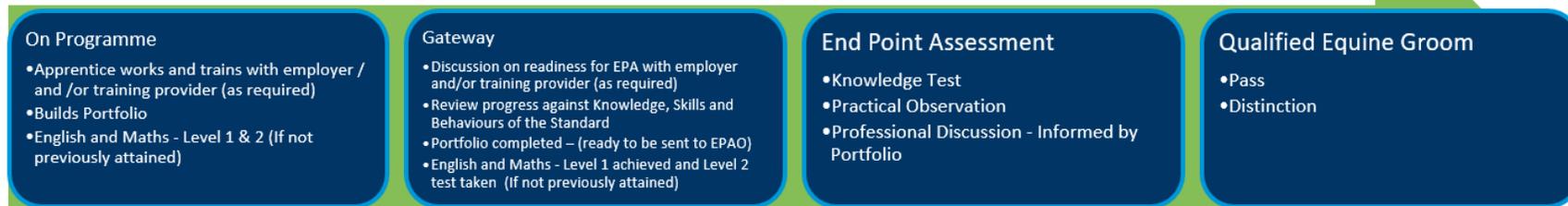
Summary

This Assessment Plan covers the Equine Groom Apprenticeship Standard (ST0166) that has been developed by employers from across the equestrian sector with input from professional bodies, training providers and awarding organisations.

The approach is to deliver consistent, reliable assessments, which are independent and robust enough to meet the needs of this diverse, vocational industry. This apprenticeship comprises core Knowledge, Skills and Behaviours with a choice of one of the five specialised routes and is designed to become a professional qualification for Equine Grooms.

- add value to the apprentice’s journey, both during and at the end of the apprenticeship, opening career development in an industry where there are numerous job opportunities and clearly recognised routes.
- give assurance to the employer that the assessment is being delivered in a consistent, independent and appropriate manner.

The apprenticeship will typically take between 15 – 18 months to complete **(with a minimum of 12 months’ duration on-programme training)**.



The focus of the apprenticeship is on individuals who are starting their career in the equine industry. This assessment plan is based on the following principles that the assessment should:

- show how well the individual is performing in the role and whether they have met the requirements of the Standard.
- have maximum relevance to the real job that the apprentice is doing to truly test full competence in the role.
- integrate within the normal routine of the equestrian establishment.

The major components of the apprenticeship, as it evolves throughout the period are shown in the diagram below. These components include the development of the Knowledge, Skills and Behaviours required to do the roll, any on-programme assessment including achieving English and Maths Level 1 and taking the test for Level 2 (if not previously attained), the Gateway and the End-Point Assessment (EPA).

On-programme Assessment

Each employer is at liberty to follow their own training programme or one formulated in conjunction with a training provider based on the Standard published, ensuring that individuals completing the apprenticeship meet the Knowledge, Skills and Behaviours required for them to be fully competent. The recommended approach to ensuring that progress is tracked throughout the apprenticeship is to use an Equine Groom Skills Passport as a learning record. The Skills Passport contain a list of all the requirements for the Core and Route-Specific Knowledge, Skills and Behaviour statements as set out in the Equine Groom Standard. The level of support and involvement of the training provider is subject to negotiation between the employer and the training provider on requirements, services and price.

There is a mandatory Portfolio (that is separate to the Skills Passport) that the apprentice will, during the course of their apprenticeship, create and maintain in order to provide supporting evidence that will be needed to supplement the Knowledge, Skills and Behaviours observed by the Independent Assessor at the EPA.

This mandatory Portfolio will contain evidence such as videos, photographs and other examples of practical skills and experience that has been gained during the apprenticeship. Guidance for the contents of the portfolio can be found in section 2.3 of this Assessment Plan and within the Assessment Tools (which will be developed by the EPAOs). The Portfolio will be used in the Professional Discussion to evidence any of these skills that may not be observed at the time of the Practical Observation, due to seasonal or other restrictions. All other skills and behaviours need to be evidenced in the Practical Observation.

Gateway

The decision as to when the Apprentice is ready to move on to the EPA will be made by the employer based on their assessment of how well the Apprentice meets the requirements of the Standard. This could be based on a review of the Skills Passport (if used) or the progress against the Knowledge, Skills and Behaviours in the Standard. The mandatory portfolio will need to be completed by the time the apprentice reaches the Gateway.

There may be consultation with the training provider (if involved) but the decision on gateway sign off lies solely with the employer.

End-Point Assessment

The EPA Assessment contains, which are described in more detail in the next section:

- A Knowledge Test, which will cover areas of Knowledge that cannot be observed.
- A Practical Observation in which the Apprentice will demonstrate their Skills, Behaviours and underlying Knowledge as required by the Standard in relation to the core and their chosen route.
- A Professional Discussion informed by a Portfolio that explores evidence for areas of the standard that have not been assessed in the previous elements as well as exploring those Skills that require further clarification.

The EPA will take place over two separate days, one for the Knowledge Test and (if passed) a separate day for the Practical Observation and Professional Discussion/Portfolio.

End-Point Assessment

Assessment Method	Area Assessed	Assessed by	Grading
Knowledge Test	Core and Route-specific Knowledge (See ANNEX 1)	End-Point Assessment Organisation	Fail / Pass / Distinction
Practical Observation	Core and Route-specific Knowledge		
Professional Discussion (Informed by a Portfolio)	Skills & Behaviours (See ANNEX 1)		

1 What is being assessed?

The Standard has been developed with clearly defined areas of Knowledge, Skills and Behaviours. The End-Point Assessment Organisation (EPAO) will develop Assessment Tools using the information contained in the Standard and mapped in Annex 1 and the grade descriptor table in section 3 of this Assessment Plan, detailing assessment criteria for each of these areas. These assessment tools will be developed after approval of the Assessment Plan and the End-Point Assessment Organisations will hold these.

The End-Point Assessment will be synoptic and cover the Knowledge, Skills and Behaviours included in the Standard. Some knowledge will be evidenced implicitly through the skills demonstrated by the apprentice, e.g. being able to demonstrate grooming a horse effectively requires the relevant knowledge.

2 How will assessment be carried out?

The focus of the End-Point Assessment is on the apprentice being able to demonstrate competence in the role and meet the criteria set out in

the Knowledge, Skills and Behaviours in the Equine Groom Standard. It takes place in the last circa three months of the apprenticeship, once the apprentice has met the Gateway criteria, and consists of the three Assessment Methods described below.

The Knowledge, Skills and Behaviours set out in the Standard have been mapped against the three Assessment Methods (see Annex 1) to ensure consistency when the Assessment Tools are developed by the Independent Assessment Organisations. These Assessment tools will be reviewed by the employers to ensure they test full competency.

- **Knowledge**

The Knowledge will be tested formally through the Knowledge Test as the Primary Assessment Method as in Annex 1. However, the underlying Knowledge will be evidenced implicitly in the Practical Observation, Professional Discussion and Portfolio by the synoptic nature of these Assessment Methods in the EPA.

- **Skills**

As the role of an Equine Groom is primarily a practical occupation, the emphasis will be for the Practical Observation to be the Primary

Assessment Method for the Skills. As several the Skills are seasonal, or for other reasons, it may not be possible to observe them on the day of the Practical Observation. Any Skill not seen in the Practical Observation must be evidenced through the Professional Discussion and informed by the Portfolio. Please see Annex 1 for skills marked with a * as a minimum for inclusion in the portfolio.

- **Behaviours**

As Behaviours are observed over time in varying situations, the methods used to evidence the Behaviours must allow the Apprentice to show how they respond and react in different situations. Therefore, the Practical Observation and Professional Discussion informed by the Portfolio will all be used to build a cumulative picture of how the apprentice meets the behaviour statements of the Equine Groom Standard and as set out in Annex 1. The Methods of Assessment will build up a cumulative picture of how well the apprentice has met the requirements of the Standard. The EPAO will ensure the outcome is consistent and robust.

The employer, with the support of the training provider where required, will work with the apprentice to agree how the apprentice undertakes the components of the End-Point Assessment and will provide guidance along the way as required. Neither has a role in the formal End-Point Assessment or decision.

2.1 Knowledge Test

The Knowledge Test is designed to cover areas of Knowledge in the Standard that cannot be inferred from the observation of the Skills and Behaviours within the role e.g. horse anatomy, health and welfare, principles of how horses behave and learn. This relatively short test will

be created as part of the Assessment Tools and will take into account different learning styles to ensure that it works well for those apprentices that are not comfortable with written tests e.g. multiple-choice questions, including pictorial and making practice examples available. Reasonable adjustments will be made for those apprentices with additional learning needs.

It will be an on-line or paper-based test taken at the workplace or approved centre (invigilated) for the paper-based test, which will take 75 minutes and consist of 50 multiple choice questions. The Test will be created randomly from a bank of questions which will form part of the Assessment Tools and cover the Knowledge criteria as set out in Annex 1 for both Core and Route-Specific Knowledge. The EPAOs will collectively hold the bank of questions for the Knowledge Test and the bank will be reviewed annually. The Knowledge Test will be carried out prior to the Practical Observation and Professional Discussion. Guidance for Invigilation of the Knowledge Test will form part of the Assessment Tools. A mark out of 50 will be awarded for the Knowledge Test. The Apprentice must achieve a minimum pass mark of 70% in order to proceed to the Practical Observation and Professional Discussion informed by the Portfolio.

2.2 Practical Observation

The Practical Observation will be a structured event where the EPAO'S assessor observes the apprentice carrying out their day-to-day role in the workplace or simulated working environment such as a recognised training centre and assesses them against the Standard. The assessor will observe the synoptic application of the Knowledge, Skills and Behaviours contained in the Standard and will use questions and answers where necessary to provide further evidence for anything that the assessor feels needs clarification. It is expected that this will cover

the majority of the Standard as set out in Annex 1, however it may not be practical to cover every area due to seasonal or other reasons (e.g. foaling is not occurring at the time, there is no racing or transport activity on that day). Any Skill that cannot potentially be observed in the Practical Observation is marked with an * in Annex 1 and must be evidenced in the Portfolio to inform the Professional Discussion, allowing a cumulative approach and the opportunity for the apprentice to demonstrate full competency. Any skill not marked with an * in Annex 1 must be observed in the Practical Observation. The guidance for carrying out the Practical Observation will be contained in the Assessment Tools and held by the End-Point Assessment Organisations. The Practical Observation will take 5 hours and will cover the skills and behaviour statements as set out in Annex 1.

2.3 Professional Discussion informed by Portfolio

The Professional Discussion is a structured interview between the apprentice and the EPAO's assessor. It takes place after the Knowledge Test and Practical Observation and will explore evidence for areas of the Knowledge, Skills and behaviours from the Standard that have not been assessed in the Knowledge Test or Practical Observation or areas that require further clarification.

This will include areas of the Standard that have not been observed due to seasonal or other reasons such as foaling and trimming and will provide the opportunity for the apprentice to use the evidence from their Portfolio to illustrate their professional competence.

In the Portfolio the apprentice will document evidence collected from written work, small projects, progress review information, earlier workplace observations, videos, photographs and customer comments.



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The portfolio will contain core and route specific evidence, which will vary according to the route taken.

The Skills and Behaviours marked with an asterisk (*) in Annex 1 will be a minimum requirement for the portfolio and should cover the Knowledge, Skills and Behaviours that could potentially not be seen on the day due to seasonal or other reasons. Any activity not marked with an * must be seen during the Practical Observation by the assessor.

As the EPAO'S assessor must review the Portfolio it will be submitted one month before the agreed date of the Practical Observation and Professional Discussion. For those Apprentices taking the riding route,

the portfolio must state if they are jumping in the End-Point Assessment. The Portfolio will primarily be in an online format to allow ease of submission, but guidance for the format and contents of the Portfolio will be available as part of the Assessment Tools provided by the EPAOs

It is expected that The Professional Discussion will last between 60-75 minutes for the assessment of competency against the Equine Groom Standard and as set out in Annex 1. This enables a synoptic assessment of the Standard as a whole, to check coverage of the full range of Knowledge, Skills and Behaviours.

A structured brief will be provided in the Assessment Tools, to be used by the EPAOs assessor in the Professional Discussion. This will ensure that a consistent approach is taken and that all key areas are appropriately explored. It will be carried out face-to-face and will take place on the same day as the Practical Observation.

The Professional Discussion must be conducted by the same EPAOs Assessor that has reviewed the results of the Knowledge Test, the Portfolio and carried out the Practical Observation.

The End-Point Assessment will be carried out in the apprentice's workplace or at an approved training centre if the former does not meet the necessary criteria and have the necessary resources as set out in the Assessment Tools.

The combination of these three Assessment Methods builds a cumulative picture of performance against the Standard. They require apprentices to demonstrate the application of Knowledge, Skills and Behaviours in an integrated manner to deliver the required outcomes,

enabling the assessor to make a holistic judgement about how well the Apprentice meets or exceeds the Standard.

If the apprentice fails the Knowledge Test this can be retaken on its own, however should the apprentice fail the Practical Observation or the Professional Discussion both must be retaken. The assessor will determine the grade to be awarded. This will include areas of the Standard that have not been observed due to seasonal or other reasons such as foaling and trimming and will provide the opportunity for the apprentice to use the evidence from their Portfolio to illustrate their professional competence.



In the Portfolio the apprentice will document evidence collected from written work, small projects, progress review information, earlier workplace observations, videos, photographs and customer comments. The portfolio will contain core and route specific evidence, which will vary according to the route taken. The Skills and Behaviours marked with an asterisk (*) in Annex 1 will be a minimum requirement for the portfolio and should cover the Knowledge, Skills and Behaviours that could potentially not be seen on the day due to seasonal or other reasons. Any activity not marked with an * must be seen during the Practical Observation by the assessor.

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The Professional Discussion must be conducted by the same EPAOs Assessor that has reviewed the results of the Knowledge Test, the Portfolio and carried out the Practical Observation.

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If the apprentice fails the Knowledge Test this can be retaken on its own, however should the apprentice fail the Practical Observation or the Professional Discussion both must be retaken. The assessor will determine the grade to be awarded.

3 Grading

This Apprenticeship will have Fail, Pass and Distinction grades. The Distinction is designed to recognise the small proportion of apprentices who are seen as outstanding employees, regularly going beyond what is required to be competent in the role and seen as having greatest potential for the future.

To achieve a pass the apprentice must meet all the assessment criteria to demonstrate all Knowledge, Skills and Behaviour statements as set out in the Assessment Tools. The statements in Annex 1 and the grading descriptors in the table below will provide a basis for these assessment criteria.

The assessment criteria will be seen/evidenced cumulatively through the Knowledge Test, Practical Observation and Professional Discussion. In order to pass, the apprentice must achieve 70% in the Knowledge Test and meet the relevant assessment criteria as set out in the Assessment tools and based on the Grade Descriptors below in the Practical Observation and Professional Discussion. The EPAO's assessor should consider these criteria to determine if the apprentice is meeting the minimum level of competency or is significantly above this level.

To achieve a Distinction the apprentice will have to achieve a higher score in the Knowledge Test (90%) and meet a higher set of assessment criteria as set out in the Assessment tools and based on the Grade Descriptors below in the Knowledge; Skills and Behaviours (Core and chosen Occupational Route) of the Standard.

The assessment criteria to be used for both Pass and Distinction will be further developed as part of the Assessment Tools by the EPAOs using the grade descriptor table below. However, the apprentice who achieves a Distinction can be described as:

- Consistently exceeding the standards set for the role, demonstrating an exemplary skill set
- Going beyond what is typically expected at this level

- Able to perform well in difficult situations or when under pressure
- Being seen as a role model by others
- Demonstrates the potential to progress rapidly within the industry

The EPAO's assessor will make the decision on the grade to be awarded to the apprentice based on their performance in the assessment methods used. It is possible for an apprentice to achieve a Distinction if they have previously failed one or more of the Assessment methods on their first attempt but have met the higher set of assessment criteria when reassessed.

No one is permitted to pass the EPA and then retake in an attempt to gain a Distinction.



In the event of an appeal against the grade awarded, the End-Point Assessment Organisation will carry out a further review of the evidence to confirm or modify the grade in line with their standard procedures.

The EPAO’s assessor will fail an apprentice that displays any lack of awareness of health and safety that they consider to be dangerous to themselves, the horse or others.

The Equestrian industry does not currently have a body that offers professional recognition, however the apprentice will be awarded with an apprenticeship certificate indicating the level achieved.

The following table shows the combination of Assessment Method grades to determine the overall grade.

Overall Grade	Knowledge Test	Practical Observation	Professional Discussion <i>(informed by portfolio)</i>
Distinction	90%	Distinction	Distinction
Pass	70%	Pass	Pass
Fail	The apprentice has not achieved a minimum of 70% in the Knowledge Test or a pass in the Practical Observation or Professional Discussion		

4 Who carries out the assessment and makes the final judgment

Together with the Apprentice, the parties involved in the final stages of the apprenticeship and the End-Point Assessment are the employer, the training provider (if involved) and the End-Point Assessment Organisation's (EPAO's) Assessor. Their respective roles are as follows:

It is the EPAO's Assessor that will make the judgment on the grade to be awarded to the Apprentice, whether Fail, Pass or Distinction. There will be a right of appeal against this decision as outlined in the next section.

Assessor	Role
Employer	<ul style="list-style-type: none"> • Brings a view of the Apprentice from working with them in the workplace through the apprenticeship • Has greatest clarity about whether the Apprentice is fully competent in the workplace and therefore whether they should take the End-Point Assessment • Reviews any material that the Apprentice may use in the End-Point Assessment e.g. Portfolio for the Professional Discussion, and provides coaching • Plays no part in the End-Point Assessment itself
Training Provider (if involved)	<ul style="list-style-type: none"> • Brings a view of the Apprentices' Knowledge, Skills and Behaviours from supporting them through the apprenticeship • Reviews any material that the Apprentice may use in the End-Point Assessment e.g. Portfolio for the Professional Discussion, and provides coaching • Plays no part in the End-Point Assessment itself
End-Point Assessment Organisation's Assessor	<ul style="list-style-type: none"> • Brings a completely independent view to the End-Point Assessment as they have had no engagement with the Apprentice until now • Carries out the Practical Observation and Professional Discussion • Makes the decision on the grade to be awarded to the Apprentice based on the results from the Knowledge Test, Practical Observation and Professional Discussion

End Point Assessors

To ensure that any EPAO's assessor is competent they will be trained in the assessment process (see next section) and will also have to meet certain criteria, which will include:

- Minimum five years' recent experience working in the relevant equestrian industry sector and the occupational route that they are assessing.
- Experience at a higher level than the role being assessed so that they understand the context of the role.
- Current CPD activity, which demonstrates they are up-to-date with the latest developments.
- Technical and management expertise to ensure they can assess all areas of the Standard.
- Holding or working towards an assessor qualification (A1/A2/D32/D33/TAQA or equivalent qualification) (Note: current experienced assessors who do not hold a qualification can be grandfathered in before the end of 2020).
- Not involved in the training of the apprentice.

Any organisation is eligible to deliver End-Point Assessments against this Standard, by meeting the requirements of the ESFA's Register of Apprentice Assessment Organisations (i.e. they must be registered on the ESFA Register of End-Point Assessment Organisations – RoEPAO). Individual employers must select an organisation from that Register to deliver End-Point Assessment for this Standard.

The End-Point Assessment Organisation must have:

- Sound understanding of the sector and the assessment requirements for this Standard, together with the expertise to administer the Assessment Tools required
- Assessors with the background specified above
- Capability to deliver assessments at the scale and with the levels of service required, giving confidence that this is a strategic part of their business
- Geographical coverage required
- Robust verification and quality assurance processes that can ensure the End-Point Assessment is of the required standard.

5 Independence

Within our assessment approach, independence is achieved through the End-Point Assessment being carried out by the End-Point Assessment Organisation. Their assessor will make a synoptic assessment of each apprentice's work, including the grade to be awarded, on the basis of the evidence supplied through the three Assessment Methods.

6 Quality Assurance – Internal

The responsibility for the robustness of the assessment process is held by the End-Point Assessment Organisation. The overall responsibilities of the End-Point Assessment Organisation are summarised below:

- Ensures there are robust processes in place to deliver assessments to the required standard and that they are appropriate for the sector
- Develops and maintains a set of Assessment Tools using materials from the Standard and tables in Annex 1
- Provides assessors that meet the requirements set out in this assessment plan
- Trains and certifies all individual assessors to be able to assess consistently against the Standard
- Staff appointed to moderation duties have appropriate experience for the quality assurance of assessment role
- Staff conducting moderating duties maintain continuous professional development that equates to 2 full days of training each year
- Moderation of Assessor's decisions are monitored on a risk-based basis, with a minimum of 20% moderation, higher for inexperienced Assessors and/ or where previous judgements have been questioned
- Standardisation meetings are held on a regular basis which Assessors must attend at least twice a year
- Runs the appeal process for any appeals that arise from grading decisions
- Reports to the EQA Organisation on any issues that arise

The End-Point Assessment Organisations will create and then maintain the Assessment Tools to ensure continuing robustness (independence, consistency and accuracy), working with the Employers as appropriate.

The Assessment Methods described previously are designed to produce assessment outcomes that are consistent and reliable, allowing fair and proper comparison between Apprentices employed in different types and sizes of organisations. At the core of this will be the set of Assessment Tools that are used by all Assessors and will be a part of the training that Assessors receive. The End-Point Assessment Organisation will create and hold the tools, materials and techniques to be used in assessment based on this Assessment Plan.

All Assessors will be required to have the skills and experience outlined in the previous section. They will be trained and approved by the End-Point Assessment Organisation to ensure that they are capable of using the tools developed for assessment in a fair and consistent manner to make reliable judgments.

The End-Point Assessment Organisation will provide validation and quality assurance processes to ensure that all assessments are robust, that they assess fully against the Standard, are undertaken consistently and to the same standard and that the individuals carrying out the assessment have the requisite skills and industry experience. These will be developed as part of the Assessment Tools to ensure that they are consistent across all Apprentices. Evidence of this will be provided to the EQA organisation. Immediate and appropriate action will be taken where any quality concerns are identified.

7 Quality Assurance – External

External quality assurance for the End-Point Assessment for this apprenticeship Standard will be undertaken by the Institute for Apprenticeships.

8 Implementation

Whilst the major focus of this Assessment Plan is to ensure that it delivers robust and high-quality assessments that accurately assess competence against the Standard, the practicalities of implementation have been carefully considered in the light of the proposed number of apprenticeships and geographic coverage. At this early stage we expect approximately 1000 Apprentices in the first year. We expect this to grow in future years as apprenticeships become more established in the sector.

The main factors that will make our approach implementable and cost-effective at the numbers of Apprentices anticipated are:

- The use of well-proven assessment methods that will allow robust determination of competence without requiring many components.
- The use of existing assessment expertise, Assessment Tools, robust QA processes to give impartial assessment hence re-using what is fit for purpose.
- The option to do the Practical Observation in approved training centres (where appropriate) to bring Apprentices together and reduce assessment costs.
- The use of on-line methods of testing where possible.

We are confident that this approach can be used in organisations of any size within the sector, in part through flexing the role of the Training Provider to ensure that the totality of the learning; on-programme assessment and guidance on the End-Point Assessment can be delivered.

As this Standard is new, we have no direct evidence of the costs of delivering this assessment approach. However, we recommend that a maximum of 15% of the costs (funding band 7) will be spent on assessment.

Apprenticeship Delivery Model

Introduction

Apprenticeship reforms were introduced by Government with the aim of engaging with employers to create standards of skills and knowledge, along with core behaviours that would lead to a highly skilled workforce. This Standard has been produced to give a general overview of the skills and knowledge required for achievement of the Equine Groom apprenticeship standard. It is supported by an assessment plan which describes the learning and assessment process.



What does the apprenticeship consist of?

The standard contains the following seven generic horse care sections:

1. Safe working practices
2. Yard and field routines and duties
3. Horse anatomy, physiology and welfare
4. Horse handling, care and appearance
5. Saddlery and equipment
6. Travelling horses
7. Non-ridden exercise

According to the apprentices chosen field of work, they will take one of the following pathways:

8. Breeding
9. Racing
10. Riding
11. Non-Riding

In addition to these technical skills, there are five Core Behaviours:

11. Safe working
12. Work ethic
13. Responsibility
14. Team work
15. Communication

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What must an Equine Groom be able to do?

1. Handle horses appropriately.
2. Fit a variety of specialist equipment and tack.
3. Carry out the specific routines required in a yard and/or livery, complying with industry regulatory requirements, policy and practice.
4. Provide exercise regimes to horses as directed and effectively care for horses prior to and after exercise.

In addition to the above specialist knowledge and skills, Equine Groom Apprentices will be required to select **one** of two pathways as follows:

1. Racing
2. Riding
3. Non-riding

Those following the Breeding route will be expected to know;

1. Principles of equine reproduction to include the initial mating decisions, the importance of teasing, monitoring pregnancy and weaning.
2. Specific principles of care and welfare including health related to maintaining breeding equines and offspring.
3. Methods, equipment and technology currently used to breed and register equines.
4. The basics of preparing equines for commercial or
5. private sale.
6. The main diseases relating to breeding equines and the relevant industry Codes of Practice.
7. Problems that may happen with covering stallions, foaling mares and youngstock throughout their early years.

They will be expected to be able to;

1. Demonstrate basic safe competence in handling equines used for breeding purposes including assisting with teasing and covering.
2. Observe the onset of, and assist if required, foaling of an equine and following on procedures.
3. Demonstrate an awareness of reproductive status; including the interpretation of teasing results and the specialist care of breeding equines at all stages of the reproductive cycle.
4. Recognise the importance of; and participate in, the maintenance of disease control within an equine breeding population. Assist with the work of breeding industry specialists; using equipment, machinery and technology appropriately as directed. Assist with the preparation and show of equines of varying ages, as directed, for commercial and/or private sale.



Photo by [Filipe Dos Santos Mendes](#) on [Unsplash](#)

The Training Programme

The training programme will be agreed between the employer, the training provider and the apprentice. It must contain 20% off-the-job training. During the learning programme the apprentice will be supported by the employer and tutor to develop the necessary practical skills and complete a portfolio of evidence to show the knowledge they have gained. The minimum time an apprentice must stay on the programme is 12 months (although it can be longer than this).

Once the training programme has been completed and everyone agrees the apprentice has gained the necessary skills and knowledge to meet the Standard (including completing the portfolio), they will be ready for End Point Assessment.

The Role of the Portfolio

During the programme each apprentice will complete a mandatory Portfolio to provide supporting evidence for the End-Point Assessment. This Portfolio may contain evidence such as written work, small projects, videos, photographs and other examples of practical skills and experience that has been gained during the apprenticeship, progress review information and witness testimonies. The Portfolio will be used in the Professional Discussion to evidence any of these skills that may not be observed at the time of the Practical Observation, due to seasonal or other restrictions.

The skills and behaviours marked with an asterisk (*) in Standard **must be included in the portfolio** and should cover the knowledge, skills and behaviours that could potentially not be seen on the day due to seasonal or other reasons e.g. prepare and lead up a Thoroughbred at the races.

A sample portfolio has been produced by 1st4sport, with tasks which, if completed successfully, will cover all the evidence required by the Standard. However, if the employer/training provider wish to use other forms of evidence or tasks, this is perfectly acceptable, but they must take responsibility for cross referencing with the Standard.

Gateway

When the apprentice, employer and workplace instructor agree that the apprentice has completed the following they will sign a document to enable the apprentice to undertake their assessment. This stage is called the 'Gateway'.

- their training programme
- gained the required knowledge and skills
- completed the Portfolio

The training provider will then arrange for the apprentice to undertake the End Point Assessment (EPA).

End-Point Assessment

The End-Point Assessment will cover the knowledge, skills and behaviours included in the Standard and consists of three parts:

A knowledge test, which will cover areas of knowledge that cannot be observed (on-line or paper-based). It will take up to 75 minutes and consist of 50 multiple choice questions. A mark out of 50 will be awarded for the Knowledge Test. The apprentice must achieve a minimum pass mark of 70% in order to proceed to the practical observation and professional discussion.



Photo by [Glenn Carstens-Peters](#) on [Unsplash](#)

- A practical observation in which the apprentice will demonstrate their skills, behaviours and underlying knowledge. The practical observation will be a structured event where the Assessor observes the apprentice carrying out their day-to-day role in the workplace or a simulated working environment, such as an approved training centre and assesses them against the Standard. The Practical Observation will take five hours.
- A professional discussion that explores evidence for areas of the standard that have not been assessed in the previous elements. The professional discussion is a structured interview between the apprentice and the Assessor taking between 60-75 minutes. It takes place after the knowledge test and practical observation and will explore evidence for areas that have not been assessed, due to seasonal or other reasons, or that require further clarification. The Assessor will review the portfolio before the discussion, using the content of the portfolio to determine the direction and content of the discussion. It will also provide the opportunity for the apprentice to use the evidence from their portfolio to illustrate their professional competence.

The focus of the EPA

The focus is on the apprentice being able to demonstrate competence in the role and meet the criteria set out in the Standard. These three parts of the EPA builds a cumulative picture of the apprentice's competence, enabling the Assessor to make a judgement about how well the apprentice meets or exceeds the Standard

The EPA will be carried out at an approved training centre. It will normally take place over two separate occasions, one for the knowledge test and (if passed) a separate day for the practical observation and professional discussion.

If the apprentice fails the knowledge test this can be retaken on its own, however should the apprentice fail the Practical Observation or the Professional Discussion both must be retaken.

Grading

The Apprenticeship will have fail, pass and distinction grades. The distinction is designed to recognise the apprentices who are seen as outstanding employees, regularly going beyond what is required to be competent in the role. To achieve a pass, the apprentice must meet all the assessment criteria to demonstrate all stated knowledge, skills and behaviours. The statements in the Standards and the grading descriptors within the assessment plan will provide a basis for these assessment criteria.



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Supporting Documentation

To support the deliver and assessment of this qualification, 1st4sport have produced the following documentation/resources:

- a. **Centre Pack** - full overview of the Apprenticeship Standard as agreed by the Institute for Apprenticeships
- b. **Apprentice Portfolio** - Skills Scan - aid Recognition of Prior Learning where evidence of knowledge and where appropriate, skills, is retained Skills Passport - to log witness statements and signatures to ratify the displaying of work-based competencies and skills by the apprentice.
- c. **Skills Coach Tool Kit - Assessment plan** - details of how the Standard must be assessed
- d. **Assessment Guidance** - providing guidance for employers and training providers involved in delivering the training plan and preparing the apprentice for assessment
- e. **Apprentice Record of Completion** - to record progress to the point of assessment
- f. **Employer Pack** – overview of the Apprenticeship Standard, Employer Reference and Gateway Readiness Declaration

Portfolio Development and Guidance

1st4sport have developed an Equine Groom portfolio. Each section of the portfolio relates to the Standard as shown below. It will comprise one or more assessment tasks. Each assessment task is broken down into sub-tasks which, if completed successfully, will cover all the evidence required by the Standard.

The portfolio should be completed during the training programme as agreed between the employer, work place instructor and apprentice. Where possible, tasks should build on knowledge gained, and attempt to maximise apprentices understanding.

Skills Coaches are encouraged to be flexible and responsive to apprentices needs – if necessary, repeating sessions that apprentices have not fully grasped or introducing additional sessions to ensure understanding and competence. Skills Coaches are also encouraged to use a holistic approach as well as there are natural overlaps between topics and assessment tasks.



Employer Reference

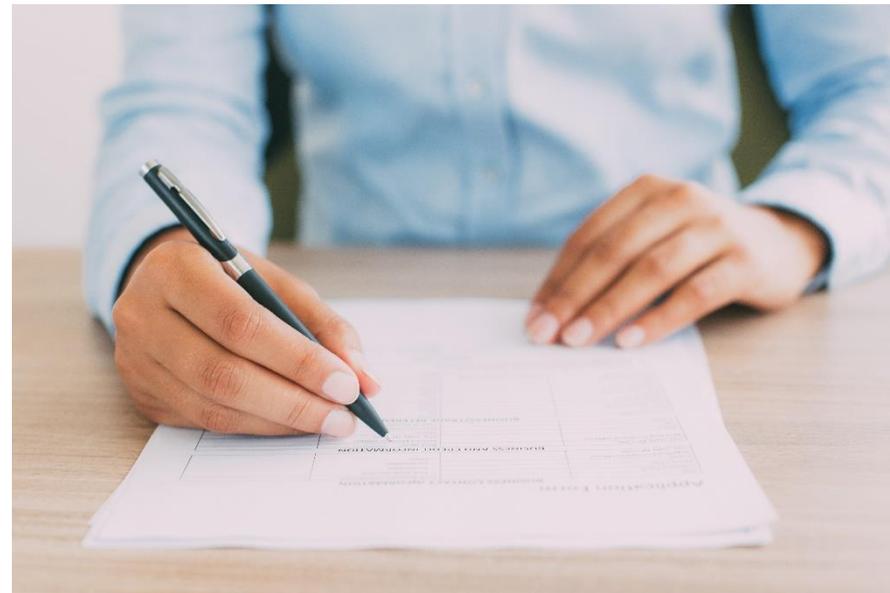
This Employer Reference template should be used to record your comments against the grading minimum standards, criteria and dimensions, as set out in the Equine Groom Apprenticeship Standard.

For each area of skill and behavioural proficiency, you are asked to provide an overall evaluation on a three-point scale:

- **met** – they have observed this behaviour in the apprentice most of the time
- **exceeded** – they have observed this behaviour in the apprentice all of the time
- **not met** – they have not observed this behaviour in the apprentice.

You should perform an evaluation using the checkboxes, and then provide an overall evaluation of the apprentice's competence or proficiency.

The template shows the type of activities that could demonstrate the required skills and behaviours being applied in the workplace. There are always differences between individual employers and their requirements so there is the opportunity for the employer to include any other activity that they think demonstrates the apprentice's competence. It should be completed by a senior member of the team, who is able to comment directly on work activities.



Employer Reference 1

Apprentice name:	
Apprentice ACE360 Registration no:	

Safe Working Practices - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Has displayed insufficient evidence of safe, practical application of skills required in EPA adhering to current health, safety and security policies and procedures. Displays a lack of awareness of health and safety that the Assessor considers to endanger themselves, the horse or others when carrying out any part of the Practical Observation of the EPA. 	<ul style="list-style-type: none"> Works safely and efficiently at all times and complies with all current health, safety and security policies and procedures 	<ul style="list-style-type: none"> Works in a way to minimise risk, constantly aware of factors that could affect themselves, the horse or others

Safe Working Practices			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Work safely and efficiently at all times and comply with current health, safety and security policies and procedures (including PPE).			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 2

Apprentice name:	
Apprentice ACE360 Registration no:	

Yard and Field Routines and Duties - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Lacks practical horsemanship skills, is illogical in approach or unable to complete tasks in designated time. Is unaware of potential hazards and unable to recognise suitable environments for horses. Is unclear on yard procedures and is unable to select appropriate techniques and methods when assisting with arrival of a new horse. 	<ul style="list-style-type: none"> Demonstrates practical horsemanship skills with empathy and due regard for horse welfare when carrying out all yard and field duties in the time allocated. Correctly assesses stabling and grassland environments for horses and is aware of potential hazards. Selects appropriate techniques and methods that are applied consistently, safely and confidently when assisting with the arrival of a new horse. 	<ul style="list-style-type: none"> Is organised, proactive and continually manages time effectively, completing tasks under the time allocated with constant attention to detail when carrying out all yard and field duties. Critically compares different environments and appraises relative advantages and disadvantages for a variety of horses. Displays a comprehensive understanding of disease control.

Yard and Field Routines and Duties			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Carry out all yard and field duties to include mucking out, skipping out, tidying and cleaning the yard, watering and feeding.			
Assess suitability of stabling and grassland environments for horses including checking for hazards, etc.			
Assist with the arrival of a new horse to the yard, following current yard procedures and measures to prevent and control the spread of disease.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 3

Apprentice name:	
Apprentice ACE360 Registration no:	

Horse Anatomy, Physiology and Welfare - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Inadequate recall of basic anatomy, omitting details or showing errors Lacks awareness of good and poor welfare with regard to horses. 	<ul style="list-style-type: none"> Demonstrates practical horsemanship skills with empathy and due regard for horse welfare, is able to recognise, identify and describe a range of horses and identify basic anatomy. Makes sound judgments about horse care and welfare, is able to complete work in the required time and take appropriate actions or report concerns. 	<ul style="list-style-type: none"> Makes robust and reliable judgments about the aspects of horse care and welfare within their own area of responsibility and is able to offer constructive solutions and actions to routine problems and issues.

Horse Anatomy, Physiology and Welfare			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Recognise, identify and describe horses including sex, height, type, colours and markings.			
Identify basic anatomy, to include points of the horse.			
Recognise signs of good and poor welfare (including ill health) and check for injuries.			
Report relevant information and assist with medical treatment and other industry specialists, including Senior Groom, Dentist, Farrier, Veterinary surgeon.			

Ensure the horses' welfare before and after exercise or travel.			
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- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 4

Apprentice name:	
Apprentice ACE360 Registration no:	

Horse Handling, Care and Appearance - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> • Demonstrates a lack of confidence and awareness when dealing with horses. • Inaccuracies when identifying feed and hay and their quality. • Is ineffective when grooming horses and has a lack of coordination and dexterity when trimming and plaiting resulting in an untidy or uneven finish 	<ul style="list-style-type: none"> • Demonstrates practical horsemanship skills with empathy and due regard for horse welfare and is able to handle a variety of horses in the workplace. • Is able to identify a variety of feed and hay and their quality. • Can effectively and efficiently groom a horse including checking condition of feet and shoes. • Demonstrates appropriate trimming and plaiting techniques, relevant to the workplace, resulting in a tidy and even finish. 	<ul style="list-style-type: none"> • Discusses, selects and demonstrates appropriate methods of preparation of grooming, trimming and plaiting for different occasions such as competition, show or public appearance for a variety of horses. ie. knowing when and how to trim and what style of plaits are appropriate for different disciplines and occasions

Horse Handling, Care and Appearance			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Handle a variety of horses in the workplace to include tying up, leading, trotting up, turning out and catching in.			
Recognise different types of feed and hay and check their quality.			

Groom a horse including checking feet and shoes.			
Demonstrate trimming and plaiting.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 5

Apprentice name:	
Apprentice ACE360 Registration no:	

Saddlery and Equipment - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unable to select and fit appropriate saddlery, equipment and horse clothing and cannot correctly remove, clean and store saddlery and equipment. 	<ul style="list-style-type: none"> Is able to select and fit common saddlery, equipment and horse clothing. Is able to remove, clean and store saddlery and equipment appropriately Checks saddlery and equipment for safety and working conditions. 	<ul style="list-style-type: none"> Is highly organised and proactive in their approach to the task managing time effectively with constant attention to detail. Is able to select, discuss and fit appropriate saddlery and equipment for a range of different work, show and competition.

Saddlery and Equipment			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Fit a variety of common saddlery, equipment and horse clothing.			
Remove, clean and store common saddlery and equipment.			
Check the safe and effective working condition of all saddlery, equipment and clothing.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 6

Apprentice name:	
Apprentice ACE360 Registration no:	

Travelling Horses - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Does not follow correct procedure for preparing a horse for travel and lacks confidence when assisting with loading and unloading. 	<ul style="list-style-type: none"> Can appropriately prepare a horse for travel according to workplace practice. Confidently assists with loading and unloading horses. 	<ul style="list-style-type: none"> Is highly organised and proactive in both preparation of horse for travel and when assisting with loading and unloading horses with minimal prompting and efficient use of time.

Travelling Horses			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Prepare horse(s) for travel using appropriate clothing and equipment.			
Assist with loading and unloading before and after travel.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 7

Apprentice name:	
Apprentice ACE360 Registration no:	

Non-Ridden Exercise - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unable to appropriately prepare for and provide a variety of non-ridden exercise. Does not follow instructions or adhere to workplace procedures. 	<ul style="list-style-type: none"> Appropriately prepares horses for non-ridden exercise. Provides non-ridden exercise according to instruction and workplace procedures. Demonstrates basic lungeing techniques with safety and control. 	<ul style="list-style-type: none"> In addition to confidently providing and discussing yard procedure for non-ridden exercise, the apprentice can also discuss and where appropriate demonstrate the wider use of various forms of non-ridden exercise for a variety of horses according to environment and work/exercise needs.

Non-Ridden Exercise			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Prepare for and provide a variety of appropriate non-ridden exercise including an introduction to lungeing.			

- Met** – you have observed this skill in the apprentice most of the time.
- Exceeded** – you have observed this skill in the apprentice all of the time.
- Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

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Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 8

Apprentice name:	
Apprentice ACE360 Registration no:	

Breeding - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unable to fully demonstrate safe basic horse handling skills and is unaware of the consequence of poor working practices when dealing with breeding stock. Has a poor grasp of the teasing and covering procedures and is unable to effectively restrain mares and foals during routine activities. Is unable to fully explain the stages of foaling and relevant procedures for optimal safety and welfare of horses, self and others. Is not fully aware of the reproductive cycle and is inaccurate when interpreting teasing results. Is unable to confidently and correctly present a mare for routine veterinary inspection. Is unclear on the process relating to disease control and fails to follow safe working practices in this respect. Is unable to communicate effectively with colleagues and breeding professionals when using equipment, machinery and technology. Demonstrates a lack of confidence and practical ability when preparing horses for inspection. 	<ul style="list-style-type: none"> Demonstrate safe competence in handling equines used for breeding purposes including leading a mare through the stocks, catching a mare and foal or youngstock from grass / or stable with due consideration for H&S, restraining a foal during mare inspection and during routine breeding operations. Monitors the onset of, and assists if required, foaling of an equine and following on procedures.* Demonstrates an awareness of reproductive status, including the interpretation of teasing results and the specialist care of breeding equines at all stages of the reproductive cycle and the preparation of a mare for routine reproductive veterinary inspection.* Recognises the importance of and participates in the maintenance of disease control within an equine breeding population.* Provides practical support to breeding industry specialists using equipment, machinery and technology appropriately as directed.* Assists with the preparation and show of equines of varying ages, as directed, for commercial and/or private sale including standing a horse up correctly for inspection as per the 	<ul style="list-style-type: none"> Is highly organised and proactive in their approach to handling and controlling breeding stock. Manages time effectively and with constant attention to detail, contributes positively to the effective working of a stud. Displays a comprehensive understanding of equine reproductive procedures. Compares the appropriate methods of record keeping and supports the specialist care of breeding equines. Is highly organised and proactive in the control of equine disease and actively contributes to safe working practices. Works in a way that positively contributes to the effective working environment of a stud, and is constantly aware of the factors that could affect themselves, horses and others. Is highly organised and meticulous in the preparation and presenting of horses for inspection.

	requirements of the breed/ sale.	
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Breeding			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Demonstrate basic safe competence in handling equines used for breeding purposes including leading a mare through the stocks, catching a mare and foal or youngstock from grass/ or stable with due consideration for H&S, restraining a foal during mare inspection or cover and (assisting with teasing and covering*)			
Observe the onset of, and assist if required, foaling of an equine and following on procedures.			
Observe the onset of, and assist if required, foaling of an equine and following on procedures.			
Recognise the importance of; and participate in, the maintenance of disease control within an equine breeding population.			
Assist with the work of breeding industry specialists using equipment, machinery and technology appropriately as directed.			
Assist with the preparation and show of equines of varying ages, as directed, for commercial and/or private sale including standing a horse up correctly for inspection as per the requirements of the breed/ sale.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:

Company Name:

Signature:

Print name:

Job Title:

Date:

Employer Reference 9

Apprentice name:	
Apprentice ACE360 Registration no:	

Racing - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Has displayed insufficient evidence of employing safe working practices when handling Thoroughbred racehorses. Is not fully aware of the potential temperamental challenges displayed by horses when reaching peak fitness. Is unable to identify and safely fit a range of specialist racing equipment and tack that could compromise the safety and welfare of horse and rider. Is unclear of industry regulatory requirements, policies and practices when carrying out routine stable and racing duties that could breach the Rules of Racing and bring the sport into disrepute. Demonstrates a lack of control when exercising racehorses which could, in turn, compromise the safety and welfare of self, horses and others. Does not correctly prepare and present horses for race in a timely manner that conforms to Racing's regulatory requirements. Lacks confidence and control when providing the after race care to horses in line with post-race regulatory procedures. 	<ul style="list-style-type: none"> Is able to handle Thoroughbred racehorses in and out of full training. Correctly fit a variety of specialist racing equipment and tack. Correctly carries out the specific routines required in a racing yard and (in taking horses racing*), complying with industry regulatory requirements, policy and practice. Provides exercise regimes to racehorses as directed and effectively cares for horses prior to and after strenuous work and racecourse performance. Is able to prepare and lead up a Thoroughbred racehorse at the races in accordance with industry practice and the Rules of Racing. Provides after- race care including compliance with industry regulations and post-race dope testing procedures 	<ul style="list-style-type: none"> Is highly organised and proactive in their approach to handling and controlling horses at various stages of training, managing time effectively and with constant attention to detail, contributes positively to the effective working of a racing yard. Demonstrates a comprehensive understanding and application of regulatory requirements during routine yard work and on a racecourse. Is highly organised and proactive when preparing horses for races, speaks confidently and to racing officials and horse connections. Makes robust and reliable judgements that promotes the care, welfare and safety of horses after racing and explains the reasoning behind judgements made

Racing			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Handle Thoroughbred racehorses in and out of full training. Fit a variety of specialist racing equipment and tack.			
Carry out the specific routines required in a racing yard and (in taking horses racing*), complying with industry regulatory requirements, policy and practice.			
Provide exercise regimes to racehorses as directed and effectively care for horses prior to and after strenuous work and racecourse performance.			
Prepare and lead up a Thoroughbred racehorse at the races in accordance with industry practice and the Rules of Racing. Provide after race care including compliance with industry regulations and post-race dope testing procedures.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 10

Apprentice name:	
Apprentice ACE360 Registration no:	
In addition to the previous specialist Racing knowledge and skills, Equine Groom Apprentices taking the Racing Route will be required to select one of two racing pathways as follows:-	

1: Racing Exercise Groom - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unable to fully demonstrate the appropriate control, balance and effectiveness when riding racehorses. Is unable to ride to instructions and limits the performance of the horse. Lacks awareness of the support required to work in partnership with Racing Yard Based Grooms and is ineffective in following routine yard procedures. Does not follow principles of healthy eating and fitness regimes in order to maintain a suitable riding weight and fitness. 	<ul style="list-style-type: none"> Provides a ridden exercise regime to Thoroughbred racehorses according to instructions, safely and in control, with a good, secure and balanced position, in line with yard and industry practice. Provides practical routine horse care activities that supports the work of the Racing Yard Based Grooms. Maintains industry weight requirements and is sufficiently fit to ride for up to six hours a day. 	<ul style="list-style-type: none"> Confidently rides a significant range of fit racehorses across a range of exercise regimes making a positive contribution to their fitness and education. Rides to instruction at all times and is able to confidently discuss, analyse and report on each horse's performance.

Racing Exercise Groom			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
<ul style="list-style-type: none"> Provide ridden exercise regimes to Thoroughbred racehorses according to instructions, safely and in control, with a good, secure and balanced position, in line with yard and industry practice. Support the work of the Racing Yard Based Grooms. Maintain industry weight requirements and be sufficiently fit to ride for up to six hours a day. 			

2: Racing Yard Based Groom - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Lacks practical horse care skills and is unclear on yard procedures. Does not maintain accurate and effective records. Is unable to operate equipment and technology safely and effectively. 	<ul style="list-style-type: none"> Provides non-ridden exercise regimes to Thoroughbred racehorses safely and according to instruction. Provides practical routine horse care activities that supports the work of the Racing Exercise Grooms. Contributes to yard based industry record keeping, operates equipment, machinery and technology appropriately to assist with the effective organisation and maintenance of the commercial racing business premises*. 	<ul style="list-style-type: none"> In addition to confidently providing and discussing yard procedures for non-ridden exercise, the apprentice can also accurately discuss and where appropriate demonstrate the wider use of various forms of non-ridden exercise for a variety of Thoroughbred racehorses according to environment and work/ exercise needs and future racing plans. Consistently gives clear, concise and logical explanations that show full comprehension of the theories and reasoning behind decisions taken when selecting and operating a range of equipment, machinery and technology.

Racing Yard Based Groom			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
<ul style="list-style-type: none"> Provide non-ridden exercise regimes to Thoroughbred racehorses safely and according to instruction. (Support the work of the Racing Exercise Grooms. Contribute to yard-based industry record keeping, operate equipment, machinery and technology appropriately to assist with the effective organisation and maintenance of the commercial racing business premises*.) 			

- Met** – you have observed this skill in the apprentice most of the time.
- Exceeded** – you have observed this skill in the apprentice all of the time.
- Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

Employer Name:

Company Name:

Signature:

Print name:

Job Title:

Date:

Employer Reference 11

Apprentice name:	
Apprentice ACE360 Registration no:	

Riding - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unable to maintain a basic riding position. Displays a lack of security, balance and control when riding. Is unclear on aids for walk, trot and canter or is unable to follow instruction. Is unconfident or out of control when riding in the open. Is unbalanced and lacks security and control when working over poles or jumps. Is unsafe or poses a risk to the horse, themselves or others when riding on the road. Is unable to safely lead a quiet horse or pony whilst riding another. 	<ul style="list-style-type: none"> Adopts an appropriate basic riding position. Rides an experienced/ schooled horse according to instruction, independently and as part of a group with security, balance and control: <ul style="list-style-type: none"> In an enclosed area. In the open. Over ground poles and where practical, over a short course of fences. On the road or in public places according to all appropriate rules and procedures. Whilst negotiating everyday obstacles/hazards. On a quiet horse whilst leading another quiet horse or pony. 	<ul style="list-style-type: none"> Displays an established position with depth of seat and independent of rein in walk, trot and canter. Shows rapport and harmony with the horse in all situations displaying experience and confidence.

Riding			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Adopt an appropriate basic riding position.			

Ride an experienced/schooled horse according to instruction, independently and as part of a group in an enclosed area.			
Ride in a balanced, secure position showing control in walk, trot and canter, working with and without stirrups whilst demonstrating movements i.e. circles, turns, etc.			
Ride in the open, in a forward seat according to instruction with control, security and balance.			
Ride with a balanced, secure, forward seat over ground poles at trot to enable progression to ride, where practical, over a short course of fences with control, security and balance.			
Ride on the road or in public places according to laid down procedures, Highway and Country Codes. Open & close a gate whilst mounted.			
Negotiate everyday obstacles/hazards with control, security and balance.			
Ride a quiet horse whilst leading another quiet horse or pony.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

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Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 12

Apprentice name:	
Apprentice ACE360 Registration no:	

Non-Riding - Grading Descriptors		
Fail (Not Met)	Pass (Met)	Distinction (Exceeded)
<ul style="list-style-type: none"> Is unclear on storage of different supplies or procedures and reasons for stock rotation. Is unsure of, or cannot provide evidence of, organisational requirements and maintenance needs of establishment.* Is unable to engage or communicate appropriately with customers or identify their needs. Has a poor grasp or inadequately demonstrates procedures for assisting with appropriate office duties. Misinterprets or lacks understanding of yard based records and their importance. Lacks evidence of assisting Riding Grooms/ Owners and providing non-ridden exercise regimes.* Is unable to prepare for or lacks confidence or control when lunging a horse for exercise. Unable to correctly follow instruction or workplace policy. 	<ul style="list-style-type: none"> Is able to assist with storage of supplies and stock rotation including stock checks of feed, hay and bedding etc. Receiving and checking deliveries and rotating stock to minimise wastage as appropriate. Is able to discuss and demonstrate the requirements for the organisation and maintenance of their workplace and the contribution and role of an equine groom in the establishment.* Engages and communicates appropriately with customers and identifies their needs. Demonstrates procedures for assisting with appropriate office duties. Can interpret and explain yard based records including passports, vaccinations, worming, farriery, dentistry etc. Provides practical routine horse care activities that support the work of Riding Grooms/ Owners and confidently provides non-ridden exercise regimes.* Correctly prepares for and confidently lunges a horse for exercise in an enclosed area according to instruction and workplace policy, safely and with control. 	<ul style="list-style-type: none"> Is able to take responsibility for storage of supplies and stock rotation including organising storage areas to maintain safety and minimise waste and appropriate use of stocks and supplies. Shows evidence of continuous development including initiatives/ solutions that support and improve the organisation and maintenance of the establishment.* Builds rapport with customers and recommends solutions for challenging customer needs. Prioritises office duties to maximise efficiency and output. Organises and actions requirements for yard based records. In addition to confidently discussing yard procedures for non-ridden exercise regimes, the apprentice can also accurately discuss and where appropriate, demonstrate the wider use of various regimes and how they can be used in exercise programmes for a variety of horses.*

Non-Riding			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
The importance of stock rotation and maintenance and storage of supplies and equipment.			
What is involved in maintaining an establishment and how this can be organised.			
An awareness of customer needs and how this can influence customer care.			
Appropriate office duties including answering the telephone, processing information and basic IT system and skills used in the workplace.			
The benefits and practice of lungeing and the equipment involved.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

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Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

Employer Reference 13

Apprentice name:	
Apprentice ACE360 Registration no:	

Core Behaviours			
Safe Working			
In your view, is the apprentice competent to: Please provide your evaluation of the skills of the apprentice using the tables below. Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice's skills.	The Apprentice has NOT MET this requirement	The apprentice has MET this requirement	The apprentice has EXCEEDED this requirement
Maintain safe working practices, which must be adhered to at all times with constant situational awareness and adaptability to ensure safety of the horse, themselves and others.			
Have the ability to work efficiently to meet time deadlines and organisational requirements.			
Work Ethic			
Have a strong work ethic, a willingness to learn.			
Be respectful, punctual, reliable, trustworthy and diligent and prepared to work irregular hours, in all weathers.			
Take a pride in their work, showing commitment and loyalty, whilst conducting themselves in a professional manner.			
Responsibility			
Have responsibility for themselves, others and the equines in their care, showing respect, empathy, patience and tolerance in all situations.			
Work with methods that reduce any risk of injury to horses, themselves or others.			

Develop the life skills required to live independently.			
Team Work			
Have the ability to work both individually and as part of a diverse team as required, understanding their role and changing priorities when the situation dictates.			
Show respect to their fellow workers.			
Communication			
Respect the need for confidentiality and adhere to data protection policies.			
Communicate effectively with colleagues, supervisors, visitors and clients.			
Show good interpersonal skills and accurately report any concerns, incidents and abnormalities			
Know when to ask for advice or guidance. Use social media responsibly.			

- **Met** – you have observed this skill in the apprentice most of the time.
- **Exceeded** – you have observed this skill in the apprentice all of the time.
- **Not Met** – you have not observed this skill in the apprentice.

What is your overall evaluation of the apprentice's skills to prepare for a session?

Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of skill in this area.

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Employer Name:	
Company Name:	
Signature:	
Print name:	
Job Title:	
Date:	

End Point Assessment Gateway Readiness Declaration Form

Guidance Notes

The decision as to when the Apprentice is ready to move on to the End-Point Assessment will be made by the employer based on their assessment of how well the Apprentice meets the requirements of the Standard. This could be based on a review of the Skills Passport (if used) or the progress against the Knowledge, Skills and Behaviours in the Standard. The mandatory portfolio will need to be completed by the time the apprentice reaches the Gateway.

There may be consultation with the training provider (if involved) but the decision on gateway sign off lies solely with the employer.

This form is designed to serve two purposes:

1. It is how the employer helps 1st4sport authenticate the apprentice evidence submitted. By initialling and signing this document the employer is telling us that the evidence submitted is in fact the apprentice's own work. *Where there is group work submitted, the document is also used to assure 1st4sport that the work clearly identified as the apprentice's own contribution to group work is in fact their own and not someone else's.*
2. It helps the employer ensure that all the correct documentation and evidence is in place and ready to be submitted to ACE360. This helps ensure that we have all the information, documentation and evidence we need to progress the End-Point Assessment.

*Please note that signatures and initials can be signed by hand or electronic signatures including "scanned" are acceptable as long as the attachment comes from the employer's email address.

This form will need to be scanned and uploaded at the same time as the apprentice's portfolio of evidence.

End Point Assessment Gateway Readiness Declaration Form

ACE360 Apprentice ID:	
Apprenticeship Standard:	

Declaration

As the employer representative for this apprentice, I believe each of the following to be true and accurate statements:	Employer initials:
The Portfolio of Evidence submitted to ACE360 is the work of the apprentice named on this form. Where there is evidence drawn from team working, the apprentice named on this form has their own work clearly indicated.	
The Reflective Statement is included in the submission (if required).	
All training logs are authentic and represent the work of the apprentice named on this form.	
Evidence of successful completion of on-programme qualifications (if applicable) is included.	
Confirm that the apprentice has achieved GCSE Maths and English at the required level (Grade C or Level 2)	
The apprentice is ready for End-Point Assessment, knows what to expect and has been appropriately prepared.	
Has completed a minimum of 12 months on an apprenticeship by the EPA examination date.	
As the apprentice:	Apprentice initials:
I authorise 1st4sport to claim my certificate on my behalf from the Institute for Apprenticeships. 1st4sport may share my End-Point Assessment results with; the ESFA, my Training Provider, employer, and any public bodies responsible for funding my training.	

Your Details

Name of person representing the employer:	
Position within the company:	
Relationship to apprentice:	
Work contact email:	
Work contact number:	
Signature:	
Date:	

Frequently Asked Questions

1. Why are apprenticeship programmes changing?

Recently the Government introduced a wide range of reforms to the apprenticeship programme in England which led to changes in the funding, training, content and assessment.

Therefore, in order for the industry to continue to access the significant Government funding available to subsidise its entry level training, apprenticeships had to be amended to conform to the new requirements.

2. Will the training be different?

The new apprenticeship is called a Standard (the old one was called a Framework). The Standards (at Level 2 and 3) cover all the technical/equine related skills of the old Frameworks but are improved now with the inclusion of vital employment skills: safe working, team work, responsibility, work ethic and communication. Workplace instructors will support the training process by making regular visits to the workplace during the working day.

3. Are there any changes to the assessment?

Instead of continual assessment in the workplace leading to the Workbased Diploma, the apprentice will now undertake one day of assessment at the end of the training period.

The assessment (called End Point Assessment) will normally take place at one of the training providers but in exceptional circumstances may take place in the workplace. The apprentice will take a knowledge test, along with a professional discussion.

4. What will be assessed?

The apprentice must be given time off to attend the assessment day, which will cover a range of horsemanship and stable management skills. Some parts of the Standard, such as taking horses racing, will be assessed through discussion, based on employer/witness statements and portfolios of evidence.

5. Who will assess the Standard?

The end point assessor will be someone who has worked in the equine industry at a senior level and is also trained in the assessment process.

6. How will employers be involved in the training and assessment?

As with the existing training, employers will provide the practical training required by an individual to achieve the required skills.

Employers will be able to record the progress of their apprentice in an easy to complete Employer Reference and Witness Log Book. Knowledge elements will be covered by workplace Skills Coaches, who will help the apprentice complete their portfolios. They will make regular visits to the workplace to provide this additional support.

7. What happens when an employer thinks their apprentice is ready for the assessment?

When the apprentice, employer and workplace Skills Coach agree that the apprentice has gained the required knowledge and skills, they will sign a document to enable the apprentice to undertake their assessment. This stage is called the 'Gateway'.

The Training Provider will then arrange for the apprentice to sit the knowledge test – either online or paper based. They will also submit the portfolio to the end point assessment organisation (EPAO), 1st4sport Qualifications. The EPAO will then arrange for the apprentice to attend an assessment day.

9. Is the training all ‘on the job’?

No, the employee must be able to spend a minimum of 20% of the training programme studying or developing new skills. This is called ‘off the job’ training. It may be possible for this to take place in the workplace or undertaking tasks for their employer elsewhere but the time and activity must be distinct from the normal working routine.

10. How does an apprentice get on the Apprenticeship programme?

An apprentice would need to be registered onto the Apprenticeship Programme by an appropriate training provider. These training providers can be sourced for apprentices by various organisations including Colleges, Employers and training schemes. Further information, including a list of Apprenticeship Training Providers, is available at the following websites;

<https://www.gov.uk/apprenticeships-guide>

<https://www.gov.uk/apply-apprenticeship>

11. What is the process for registering apprentices for the End Point Assessment?

In order for a training provider to be able to register an apprentice for End Point Assessment (EPA) through 1st4sport Qualifications, they must first become one of our recognised centres if they aren’t already. Once they are recognised, they would need to formally register their apprentices who are undertaking the Equine Groom Apprenticeship Standard with

1st4sport Qualifications. Once the apprentice is at gateway, the training provider would then subsequently arrange the EPA by putting in writing via email to our Centre Services department (centreservices@1st4sportqualifications.com) with details of the apprentice(s) who are now being put forward for EPA. We will then formally arrange for one of our End Point Assessors to arrange the EPA directly with you or the apprentice’s employer or educational institution.

For further information please contact us on:

Tel: 0113 290 7610

Fax: 0113-231 9606

Email: epa@1st4sportqualifications.com

Website: www.1st4sportqualifications.com

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Developing and awarding qualifications for the active learning and leisure industry

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