



NHC

National Horseracing College

NATIONAL HORSERACING COLLEGE

Centre of Excellence for
the Horseracing Industry



Learner Guide



**Learn.
Perform.
Achieve.**

www.theNHC.co.uk

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Checklist

There is very limited storage space in your bedroom; we ask that you only bring **one suitcase with you.**

Bedding



X1 Quilt (Single Bed)	
X1/2 Pillow	
X2 Duvet Set	
X1 Throw (Optional)	
X1 Mattress Protector (Mandatory) (Available to purchase from the NHC Shop)	
X2 Base Sheet	

Toiletries (Enough supplies for 12 weeks)



Toiletry Bag	
Shampoo	
Conditioner	
Deodorant	
Shower Gel / Soap	
Toothbrush	
Toothpaste	
Perfume / Aftershave	
Razor	
Shaving Gel	
Tissues	
Hairbrush & Hairdryer	
Towel	
Laundry Bag	



National Horseracing College

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

For more information, please visit our website:

www.theNHC.co.uk

T: **01302 861000**

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



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

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

Have you had a recent dental check-up? Are you up to date with your tetanus vaccinations?

Finance & Admin ✓

Debit / Credit Card	
National Insurance Number	
Identification - Passport / Driving Licence / Birth Certificate	
X4 Passport Photos	
Enrolment Form (Unless already returned) and copy of Certificates	
Parent / Guardian Email Address	
Money – Maximum of £20 cash plus a £10 refundable key deposit	

Personal Items ✓

Prescription Glasses (If required)	
3.5mm Ear Clip Headphones (Available to purchase from the NHC Shop)	
Bum Bag - for carrying a radio while riding on the gallops (Available to purchase from the NHC Shop)	
X1 Water Bottle (Mandatory) (Available to purchase from the NHC Shop)	
Air Freshener	
Fidget Toy (If required)	
Waterproof Watch (Optional)	
Phone and Charger	
Alarm Clock	
X2 Small Padlocks	

Medication ✓

Prescribed Medication - Must be in the original packaging and have your name on it.	
If you wish to bring vitamins they must be in an unopened / sealed container.	
Painkillers – Paracetamol and Ibuprofen	
Plasters and Deep Heat (Optional)	
Hand Sanitiser	

Snack / Storage box ✓

X1 Plastic Box that will fit under the bed to store your snacks – no bigger than 35x20x15cm	
Healthy Snacks	
Crisps	
Sweets	
Pop / Bottled Water	

**NO FRESH FOOD, POT NOODLES,
ENERGY DRINKS OR CHEWING GUM**



Clothing ✓

X3 Sets of Casual Wear	
One Smart Outfit (For graduation meal)	
Shorts – they must be no shorter than the middle of the thigh to the knee	
X2 PE kits (Any colour)	
Suitable Attire for Educational Visit - black or navy trousers	
Pyjamas & Dressing Gown	
Coat Hangers	
Apron (For cooking)	

Underwear ✓

X3 Sports Bras	
X8 Pants	
X8 Vest Top – must not be cropped or show cleavage	
X6 Long Socks and X6 Short Socks	

Footwear ✓

Slippers / Indoor Shoes	
Trainers	

Riding Gear ✓

X5 Pairs of Dark-Coloured Jodhpurs or Breeches	
Gloves – Yard & Riding	
Riding Hat / Helmet - must meet standards required (See page 8)	
Racing Goggles	

Boots ✓

Short Riding Boots and Gaiters or Long Riding Boots	
Yard Boots	
Boot Cleaning Polish and Brushes	



**Learn.
Perform.
Achieve.**

WELCOME TO THE NATIONAL HORSERACING COLLEGE

CONGRATULATIONS!

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

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

If for any reason you are unable to attend your course, please inform us immediately.

Please let us know within 10 working days of your confirmed start date. It helps greatly with accommodation arrangements if we are told of any cancellations; we will then be able to offer your place to another learner.

OUR VISION STATEMENT

Support Horseracing as its sustainable, resilient, responsive centre of training excellence in the north.

OUR MISSION STATEMENT

“Deliver trained staff into horseracing”.

OUR ETHOS

“Working as a team, we exercise enthusiastic, good leadership to nurture, inspire and motivate all learners to develop a passion for horses and racing and the skills to work in the industry”.

ON YOUR ARRIVAL

Please arrive at 11.00am on the Monday your course commences. If this is not possible, please call the administration office on 01302 861000 to discuss alternative arrangements.



On your arrival, a representative of the National Horseracing College will be in the reception area to welcome you. Room keys will be made available to you soon after arrival. A £10 returnable deposit will be required for your room key.

Between 12.00pm - 12.30pm parents and guardians will be invited to attend a 30-minute presentation which will look at the content of the course you will be studying and other important information that parents have told us they would like to know.

The NHC shop will be open between 11.00am - 12.00pm should you wish to purchase any items.

A general induction will take place during the afternoon followed by the residential induction early evening. You will also be allocated your uniform.

WHILE YOU ARE HERE

The College welcomes all who wish to engage in learning. While you are attending the College you are welcome to use all of our facilities with permission.

If you have any difficulties or are unsure about anything at all, please make contact with an Instructor, the Training Manager, a Residential Supervisor or any member of staff.

We are here to help.



DATA PROTECTION

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

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

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

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

COURSE ADMINISTRATION

IT IS IMPORTANT YOU PAY PARTICULAR ATTENTION TO THIS SECTION.

National Insurance Number and Identification Document:

You must bring these with you.

We must have a copy of an identification document to be able to enrol you on the course and to be able to claim for your certificates. A birth certificate, passport or driving licence is acceptable.

If you have not yet been issued with a National Insurance Number or you have lost it, you must contact your local Benefits Agency Office as soon as possible. Failure to provide this number will jeopardise your placement in the racing industry.

Health Matters

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

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

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

If you require routine medical attention whilst at the College you must contact the Senior Instructor, College Counsellor, Residential or Administration Staff and an appointment will be made to see a doctor.

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

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

- Three doses of vaccine (tetanus/diphtheria/polio) at two, three and four months of age;
- 4th dose, three years after the primary course - as part of the DTP-Polio 'pre-school booster';
- 5th dose, aged 13-18 years - the 'school leaver booster' (tetanus/diphtheria/polio)

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

Before starting your course you should undergo a dental check-up with your own dentist. Only emergency dental facilities are available via the College. If you require non-emergency dental treatment during course time, you will have to make arrangements to see your own dentist.



Photographs

Please bring with you four recent passport size photographs for our records; please hand two to the administration staff on arrival. The other two photos must be retained for your stable pass to allow access to racecourses once you are on placement. Please write your name on the back of each photograph.

Please have your photographs with you when you arrive at the College for registration (NOT packed in your luggage)

Bank Arrangements

Providing you have not damaged College property and your bedroom is in good condition at the end of your course, we will return your £100 room deposit.

The nearest cash point is in the town of Bawtry or at The Dome near Doncaster; both are approximately three miles from College. You can use cash or card in the College tuck shop.

Qualifications

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

Bursaries

If you need financial support to help you remain in education or training after 16 you can apply for a bursary. If the annual family income is lower than £26,000, you may be eligible for a bursary towards the residential fee for subsistence.

If you are 16-18 years old and have been granted a bursary toward the residential

fee for subsistence, you are eligible also for up to £300 for equipment or travel costs.

If you are considered vulnerable, you will be eligible for a bursary of £480. This bursary includes young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary can be used to help with the cost of transport, food, equipment, wash tokens or other course-related costs.

Please ask for an application form if you believe you are eligible and want to apply for this funding.

Rider Weight Policy

Prior to the course and after receiving your acceptance letter you will have been selected for one of our rider weight pathways. There are no weight restrictions if you have opted to follow the non-riding pathway. Details of our Rider Weight Policy can be found by following the link on page 21.

- **11 stone dress to ride** – This pathway is for beginners / non-riders who have limited riding experience. This pathway is the most common route. Those following this pathway will be weighed on their first day at College and throughout the course.
- **12 stone dress to ride** – This pathway is for riders who don't meet the 11 stone dressed to ride pathway who have extensive experience riding. This will have been identified at the interview stage, an assessment will have been conducted by the Training Manager and Senior Instructor. Those following this pathway will be weighed on their first day at College and throughout the course.

COURSE CLOTHING AND EQUIPMENT

THE ESSENTIALS

Course Clothing and Equipment

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

Essential Riding Equipment

- **Riding Boots** – Long or short. Riding boots must have a smooth sole and a defined heel. If you opt for short jodhpur style boots, you will also require gaiters to protect the inside of your leg from chaffing. Long boots must not be the country boot style that are chunky; these are not considered safe for riding
- **Jodhpurs or Breeches** – Navy, black, or brown
- **Yard Boots** – Ideally made from a material that can be hosed clean
- **Sweatshirt** - Long sleeved, navy or black
- **Waterproof Clothing** – Navy or black
- **T-shirts/Polo Shirts** – Navy or black
- **Goggles**
- **3.5mm Jack Sports Earphones** – (the style that clip over the ear). These are available to purchase from the NHC shop
- **Bum Bag** – for carrying a radio while riding on the gallops. These are available to purchase from the NHC shop
- **Gloves** – Yard and riding

Skull Cap and Safety Vest:

A helmet must comply with at least one standard from Group A AND at least one different standard from Group B and must NOT have a peak.

Group A

- British standard PAS 015 2011 and any subsequent updates.
- European standard (EN): UKCA and/or CE marked products referencing harmonised standard EN1384:2023.
- European standard (EN): UKCA and/or CE marked products referencing the VG1 performance specification. (NB VG 1 will be withdrawn as an acceptable standard on 1 June 2025)
- American ASTM F1163: 2015 and any subsequent updates.
- American Snell E2016 and any subsequent updates (Please note: Snell combines a standard with subsequent quality testing; therefore no additional quality testing mark is required).

Group B

- British standard PAS 015 2011 and any subsequent updates.
- European standard (EN) UKCA or CE marked products referencing harmonised standard EN1384:2023.
- European standard (EN) UKCA or CE marked products referencing the VG1 performance specification. (NB VG 1 will be withdrawn as an acceptable standard on 1 June 2025)
- **Safety Vest / Body Protector** – During your course you can utilise an NHC safety vest / body protector, alternatively if you have your own, it must conform to the level 3 standard BS EN 13158: 2018 or CSN EN 131158: 2018.

DRESS CODE

ADDITIONAL GUIDANCE:

College Uniform:

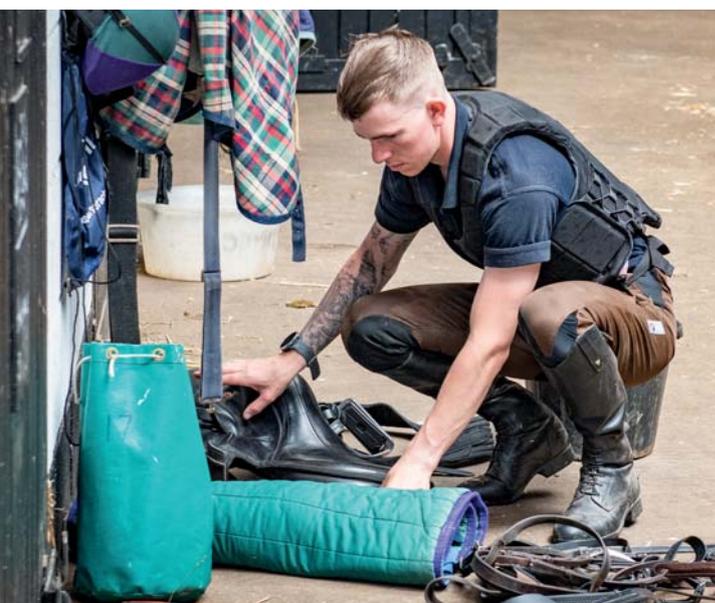
You will be issued with the following NHC branded uniform:

- X1 Riding Jacket (navy blue);
- X1 Sweatshirt (navy blue);
- X2 T-Shirts (navy blue);
- X1 Polo Shirt (navy blue)

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

Uniform orders must be submitted to the College 14-days prior to your course commencing; these will be available for collection when you arrive at the start of your course. If you would prefer to label these items prior to arrival, they can be posted to you, but you will be charged postage and packing. Items of equestrian equipment can also be purchased / pre-ordered; again, these will be available for collection at the start of your course. Details of all shop items and their prices can be found on the website.

[Visit the NHC shop >>](#)



General

Please dress in a way that does not offend others; this includes wearing revealing clothing, such as low-cut tops, strappy tops with bare midriff or low-slung trousers and the display of offensive logos or slogans. Hooded tops must not be worn with the hood up in College and any form of headgear (this includes beanies, caps, hats, or scarves) must not be worn in classrooms or in the dining room unless for medical or religious reasons.

Evening Programme

Casual clothing such as jeans, tracksuit bottoms and t-shirts can be worn during the evening programme. Dressing gowns and/or night wear are not considered appropriate. Aprons must be worn for cooking sessions.

Residential

Casual clothing such as jeans, tracksuit bottoms and t-shirts can be worn. Shorts are allowed but they must not be so short that the cheeks of the bottom are exposed. Vest tops may be worn but they must not show cleavage or the midriff. Dressing gowns and/or night wear are not allowed in the dining room, rec room or smoking areas.

Fitness

Trainers, sport tops or t-shirts which must not show cleavage or the midriff. Tracksuit or training bottoms. Shorts are allowed but they must not be so short that the cheeks of the bottom are exposed.



Graduation meal

Smart shirt and trousers, smart top, skirt or dress at knee length. Dress shoes, heels no higher than 6cm.

Graduation Day

NHC uniform.

Yards

Whilst on the yard you must always wear your NHC uniform. You must not wear items of clothing that are not uniform over the top of uniform polo shirts. You must wear dark coloured jodhpurs / breeches for riding (navy, black or brown). Leggings, tracksuit bottoms and jeans are not permitted. You must wear blue/black work trousers or black jeans for yard work (blue denim jeans are not allowed). On Sundays, you do not have to wear uniform, however, appropriate dress must be worn, for example, suitable footwear e.g. yard boots, riding boots or wellington boots. Shorts are not permitted on the yards.

Visits

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

- Clothing – modest, clean and tidy;
- Footwear – clean (polished where appropriate) and suitable for the activity;
- Hair – long hair must be tied back, no unnatural hair colour such as orange, pink, blue, purple or green. Dyeing hair at the College is not acceptable;
- Tattoos – nothing judged offensive (graphics or words) to be visible;
- Make-Up – only what is judged subtle is permitted.

Educational visits

Normally clean NHC uniform or smart trousers and sensible shoes. No trainers or blue jeans.

Health and Safety

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

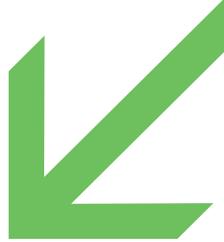
Fingernails must be kept short. Natural nails and nail extensions must **not be longer than the fingertip**. This requirement is in place for health and safety reasons. If nails are too long when you arrive, you will be required to cut your nails or soak off extensions before being allowed to work with the horses.

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



COLLEGE FACILITIES

ACCOMMODATION



Accommodation and Supervision

The College benefits from a comfortable residential building offering single and twin bedrooms. These are arranged in wings ensuring gender segregation. Single rooms are limited in number so you should expect to share unless you have special medical needs.

All bedrooms are well equipped with a wardrobe incorporating a personal lockable drawer for your valuables (you will require a padlock for this drawer), a wash basin and a television. You are not allowed to bring your own television to the College.

Please note that smoking and/or vaping is not allowed anywhere within the residential and training centre buildings.

Each wing comprises of bathroom, shower rooms and toilets. Cleaning services are provided although you are expected to keep your bedrooms clean and tidy at all times.

There is a launderette available for washing/drying of clothes and bed linen. The machines require tokens for them to operate. Tokens are available for purchase from the residential staff and the price of the token includes the cost of detergent which is dispensed automatically.

There are also personal equipment lockers in the changing rooms for the storage of riding gear. You will need a small padlock to keep your belongings safe.

Whilst in residence, you will always have access to supervisors. The residential supervisors reside in the residential wing located on the ground floor of the residential centre.

Cooking and cooking equipment are not allowed in bedrooms. This includes kettles.

Health and Safety checks take place each evening between 10pm and 10.30pm. This ensures you are in the correct bedroom and that all learners are accounted for. Please ensure you wear suitable nightwear during checks as a member of staff will be entering your room.

COLLEGE FACILITIES

OTHER FACILITIES

Catering and Dining Facilities

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

Post

You are most welcome to have mail posted to the College. Mail arrives on a daily basis and will normally be handed out by a residential supervisor in the evening.

Outgoing mail should be handed to an instructor, College counsellor and or admin staff who will arrange posting.

Tuck Shop

A selection of confectionary is available for you to purchase from the shop. This will normally be open in the evenings, though times may vary, and is run by the learner representatives.

Recreation Room

The College has a recreation room where you can relax and enjoy the company of others. Facilities include pool, board games, books and a SMART TV.

Telephones

Should a family member or friend need to reach you in an emergency during the evening, emergency calls can be made via the residential supervisor on 01302 861023 or 07852 982262. During the day we recommend emergency calls are made via our admin by calling 01302 861000. You are not allowed your mobile phone on the yard or in any teaching sessions /classroom lessons unless unauthorised by an Instructor.





Learner Representatives

Could you be a learner representative?

Learners are nominated, by their peers to be learner representatives. As a representative the learners play a key role in the induction of new learners, including welcoming them and their families to the College and answering questions.

To help new learners settle in during their first week the learner representatives organise activities to help the new learners get to know each other as well as introducing them to the other learners.

Learner representatives also show potential learners and families around the site during Interview Days and talk with families during NHC Open Mornings.

The learner representatives also meet regularly with the Lead Residential Supervisor to discuss any matters arising from the learner body.

Friends and Family Day

Friends and family of learners who are in Week 7 of their course are invited to come and see how their young people are progressing with their training and to meet with senior staff to discuss if they are on track.

Graduation Day

You and your fellow learners will be invited to attend a special, final graduation dinner and are required to dress smartly.

On the day of your departure you will vacate your room and return your key to the residential staff prior to graduation day commencing. You and your parents/guardians are invited to attend the graduation ceremony where you will be presented with your certificates and any awards you have won. You will be free to leave the College premises after the graduation ceremony. You are responsible for your own travel arrangements from the College.

SECURITIES

Personal Belongings

The College does not accept liability for your personal belongings if they are lost, damaged or stolen. You should ensure that your personal property is suitably marked and is kept as secure as possible while you are at the College. Cash should not be loaned to other learners at any time. You may wish to arrange your own insurance cover for any valuable items or money which will be kept in your room. Take care of your room and personal locker key and remember not to leave them lying about.

Keep your room door locked and windows secure whenever it is left unoccupied.

Personal Security

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

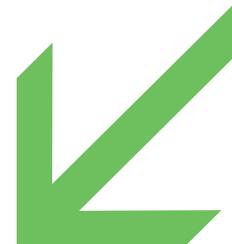
Booking In/Out

The College employs a booking in and out system for visitors to the College at Reception. You will book in and out with the residential staff or Instructors under separate arrangements.



EQUINE TRAINING STRUCTURE

Please note that all learners under the age of 18 are asked to provide a letter from their parent/guardian giving their permission for learners to train during irregular hours.



Weekends

You must work weekends.

You must work graduation / intake weekends during your course.

You will have four weekends off during the course. A weekend off starts on Friday evening after your bedroom has been deep cleaned. You are allowed to be collected at 18.30 and you must return to college by 21.00 on Sunday night.

You will work the 1st weekend. You might have to work the first two weekends depending on which group you are in.

The course timetable is as follows:

Weekend OFF:

Monday to Friday
07.00 - 13.00 14.00 - 17.30

On your weekend off you will take leave the College on Friday at approximately 18.30 hours after your evening meal and room deep clean. You will return by 21:00 hours on the Sunday evening.

Weekend ON:

Monday to Friday
07.00 - 13.00 14.00 - 17.30

Saturday
07.00 - 11.30 15.00 - 17.00

Sunday
08.30 - 11:30 15.00 - 17.00

In addition to the above there is the evening programme Monday to Thursday normally 18.30 to 20.00 which you are required to attend.

The Level One Diploma Work Based Racehorse Care and Riding course programme is 12 weeks in duration and is structured as follows:

The first 2 weeks of the programme will include induction and initial assessments. At the end of this 2-week period, if you do not meet the necessary requirements of the programme, you may be asked to leave.

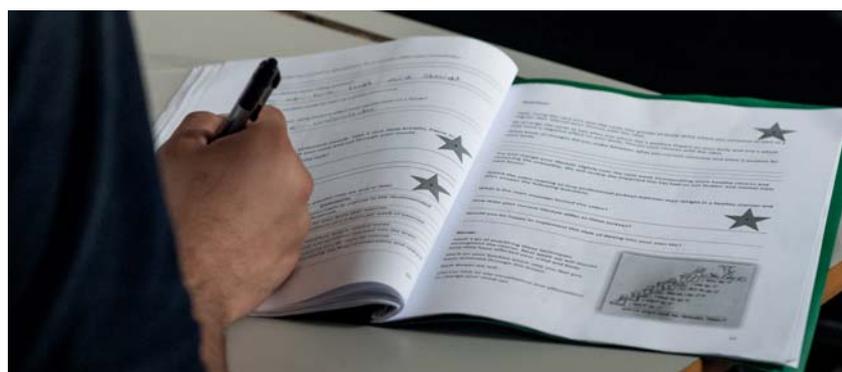
Upon successful completion of the Foundation Course you will be secured a 6-week work placement in a racing yard.

It is anticipated that after the 6-week work placement you will become a full-time, permanent employee for a racehorse trainer. At this time, commencement onto a Level 2 Equine Groom Apprenticeship (Racing) will present. On successful completion of the Level 2 Apprenticeship, the opportunity to progress on to the Level 3 Senior Equine Groom Apprenticeship (Racing) will present.

Portfolio Development:

Most of the qualifications you will be working towards whilst at the College and on an Apprenticeship require you to put forward a portfolio of evidence for assessment. You will submit all your work/evidence in an electronic form via SMART Assessor.

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



CORE VALUES

As members of the National Horseracing College, we recognise certain core values that we agree should permeate all that we do. The College has a clear set of principles which are understood and adhered to by staff and learners.

We will:

- **Put the learner first.**

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

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

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

- **Celebrate and respect diversity.**

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



accountability from approachable and non-judgemental staff.

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

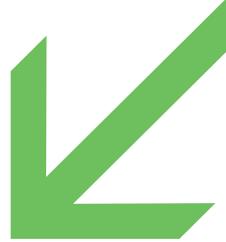
We have dedicated, ambitious, enthusiastic staff and we believe that everyone who works in the College contributes to the goals of the College. We support their development and value and celebrate their achievements and successes.

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

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

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

OUR EXPECTATIONS & YOUR RESPONSIBILITIES AS A LEARNER



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

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

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



Ready

ATTENDANCE –

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

ORGANISED –

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

PUNCTUALITY –

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

SMART –

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



Respectful

ASPIRING –

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

ATTITUDE –

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

WORK HARD –

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



Responsible

SAFE –

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

HEALTHY –

I will eat healthy meals and drink enough water.

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

I will not drink energy drinks containing caffeine.

WELLBEING –

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

Strive to become the best I can be.

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

TOP 10 ATTRIBUTES AND DEFINITIONS

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

Respect

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

Good Listener

Someone who gives their full attention and tries to understand.

Team Player

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

Accountability

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

Flexibility

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

Integrity

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

Positive Attitude

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

Punctuality

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

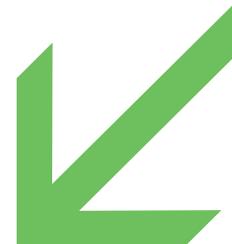
Enthusiasm

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

Hard Working

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

WELFARE SERVICES



Counselling

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

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

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

- The young person requests, and feels that it is within their best interests, that certain information be passed on;

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

Drug Awareness:

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

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

Tel: 01302 730956

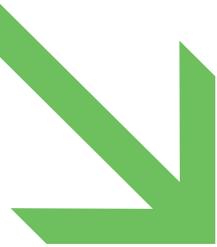
Leaflets on drug awareness can be obtained from the College's residential supervisors and from the above agency, doctors' surgeries and local libraries or hospitals.

Religious Worship:

If you wish to attend a local place of worship, please discuss this with your residential supervisor who will arrange for you to attend a place appropriate to your faith and belief.

The racing industry has its own chaplain, the Reverend Simon Bailey. We also have visits from the Archdeacon of Doncaster, Steve Wilcockson. Meetings can be arranged through your residential supervisor.

HEALTH & SAFETY



Accidents

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

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

Electrical Equipment

If damage occurs to College premises/equipment through a faulty electrical appliance which you have brought with you, the College may claim compensation. Please be sure that your personal electrical equipment is in good working order and complies with current safety regulations. We recommend that all electrical equipment that you bring with you is PAT tested.

Personal electrical equipment includes items such as phone and phone chargers, hairdryers, straighteners, alarm clocks, electric toothbrushes, electric shavers and laptops.

Items not allowed are TV's, mini fridges, blenders etc.

No coffee machines, irons, kettles, toasters, gaming consoles e.g. Xbox, Playstation Wii, Nintendo (hand held e.g. Gameboy are allowed) DVD players (portable player allowed) waxing machine, electric blanket, foot spa, plug adaptors including extension leads or speakers e.g. boom box.

Please ask if you have anything you would like to bring and are not sure about.

Faults and Repairs

Any faults that you find (i.e., faulty lights, bulbs, locks etc) should be reported to the residential supervisor or your Instructor.

First Aid

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

Emergency Arrangements

In case of an emergency, you can use any College telephone. In case of fire or if you need the police, ambulance or other emergency service, call 999/112.

Smoking

The College has a no smoking policy to protect employees, learners, and the public from the harmful effects of second-hand smoke. Smoking and vaping is only allowed in the designated smoking area, which will be made known to you on your arrival. Failure to comply with the policy will lead to disciplinary procedures being undertaken.

Fire Precautions

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

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



Learner Supervision

During the daytime you will be under the supervision of the Training Manager and Instructors. Out of College hours the residential staff are responsible for your supervision. Parents will be asked to complete a “permissions” form allowing you to leave site in your free time and to attend off-site College-organised activities.

Vehicles - College Site Speed Limits and Car Parking

If you wish to bring a vehicle to site you must provide your driving license, insurance certificate and MOT before doing so. You must be aware and comply with current speed limits of 10m/h on the College site. Parking is in the College main car park at the Visitor Centre. You must hand Your car keys into a residential supervisor when it is not in use.

Links to NHC Policies

[Health & Safety Policy](#)

[Safeguarding Policy](#)

[EDI Policy](#)

[Drugs & Alcohol Policy](#)

[Disciplinary and Dismissal Policy](#)

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

[Complaints Policy](#)

[Bursary Policy](#)

[Rider Weight Policy](#)

USEFUL TELEPHONE NUMBERS

National Horseracing College	01302 861000
NHC Instructors	01302 861026
Residential Supervisors	01302 861023
Residential Supervisors (Mobile)	07852 982262
Citizens Advice Bureau	0808 278 7955 / 0344 499 4137
Doncaster Royal Infirmary	01302 366666
Traveline (Bus, Train and Tram)	01709 515151
National Association of Stable Staff	01638 663411
National Rail Enquiries	08457 484950



HELPLINES

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

CAREERS INFORMATION, ADVICE AND GUIDANCE WITHIN THE EQUESTRIAN INDUSTRY

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

www.doncasterequinecollege.co.uk

www.careersinracing.com

www.nationalstud.co.uk

www.yardandgroom.co.uk

www.equinestaff.co.uk

www.horseandhound.co.uk

www.landex.org.uk

www.abrs-info.org

www.bhs.org.uk

www.equine-careers.co.uk

www.britishgrooms.org.uk

www.thegroomlist.co.uk



GENERAL CAREERS INFORMATION, ADVICE AND GUIDANCE

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

nationalcareers.service.gov.uk

www.apprenticeships.org.uk

www.volunteering.org.uk

www.rec.uk.com

www.youthemployment.org.uk

www.prospects.ac.uk

www.talkingfutures.org.uk

www.princes-trust.org.uk

www.citizenadvice.org.uk

www.notgoingtouni.co.uk

www.getmyfirstjob.co.uk

www.cityandguilds.com



NHC
National Horseracing College

For more information, please visit our website:

www.theNHC.co.uk

T: 01302 861000

E: info@theNHC.co.uk



**Learn.
Perform.
Achieve.**