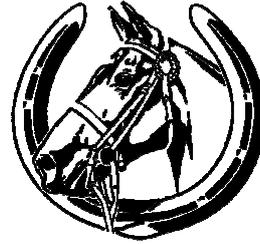


Applicable from February 2008

**HORSE KNOWLEDGE CARE & RIDING
EXAMINATION**



STAGE 3

The British Horse Society

Registered Charity No. 210504

Syllabus

**Stoneleigh Deer Park
Kenilworth
Warwickshire
CV8 2XZ
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Open to members of the BHS who have reached the age of 17 years and are keen to improve their knowledge of horses and riding.

Pre-requisites - Horse Knowledge Care & Riding Stage 2
or S/NVQ Level 2 or 3 (Riding / Schooling Horses)

It may be possible to apply for direct entry to this examination if you have proven experience and/or hold recognised equivalent qualifications, *(please contact the Examinations Office for further information.)*

The Riding and Care sections may be taken as separate tests

Pre-requisite - Horse Knowledge & Care Stage 2 for Care Section
Riding Stage 2 for Riding Section

FEEES: Apply to the BHS

Requirements - The candidate must show an ability to look after up to 4 horses in stables and at grass and to ride a variety of horses under a variety of circumstances. He/she should be tactful yet effective, understanding the reasons for their actions both in horse care and while riding.

STAGE THREE - Syllabus

Stage 3 - Horse Knowledge and Care (Grooms Certificate)

Candidates must be physically fit in order to carry out yard and fieldwork efficiently without undue stress and strain. They will be expected to demonstrate competent use of time. Candidates will be expected to give practical demonstrations as well as be involved in discussion of selected tasks and topics. All work required for Stage 2 should be carried out to an even higher standard of efficiency and candidates should show a responsible attitude.

General - An increase of responsibility; looking after a number of horses and ponies (up to 4) with less supervision; ensuring that horses, stables, yard and fields are safe and in good order.

Unit code number S3CARE			
Learning Outcomes	Element	Assessment Criteria	Influence
The candidate should be able to:		The candidate has achieved this outcome because s/he can:	
Clothing Put on exercise / schooling bandages, and know their benefits and disadvantages.	1.1.1	Demonstrate correct application and securing of exercise and/or schooling bandages	Compulsory
	1.1.2	Explain consequences of poor application of exercise and schooling bandages	Supporting
	1.1.3	Give examples of suitable materials to use for protection under bandages	Supporting
Saddlery Know the correct principles and fitting of saddlery and bits in general use, including those used for training and competition work. Know how to organise a saddle room and its contents. Know how to clean and store saddlery and rugs.	2.1.1	Demonstrate correct application and fitting of tack commonly used in dressage competitions including double bridle	Compulsory
	2.1.2	Demonstrate correct application and fitting of tack commonly used in cross-country competitions	Compulsory
	2.2.1	Explain indications of incorrect fitting and/or inappropriate saddlery, and the possible consequences	Supporting
	2.3.1	Explain the action of a variety of bits in general use	Compulsory
	2.4.1	Apply and fit a variety of boots used for protection, suitable for various competitions	Compulsory
	2.5.1	Describe the perfect tack-room	Supporting
	2.6.1	Give examples of appropriate practice for storing tack & rugs	Supporting
Travelling Horses Know the procedures when travelling horses by trailer or horse box and safe procedures for loading and unloading.	3.1.1	Carry out appropriate checks on transport vehicles to ensure the horses' safety and well being during loading and transportation and report any discrepancies	Compulsory
	3.2.1	Carry out checks on the loading horses' clothing and report on its suitability	Compulsory
	3.3.1	List equipment to be taken (water etc)	Supporting
	3.4.1	Explain to an assistant the loading procedure with regard to the safety of yourself, the horse and others	Supporting
	3.4.2	Explain to an assistant the unloading procedure with regard to the safety of yourself, the horse and others	Supporting
	3.5.1	Give examples of procedures for loading difficult horses with regard to the safety of yourself, the horse and others	Supporting
	3.6.1	Demonstrate how to safely load and secure a horse	Compulsory
	3.6.2	Demonstrate how to safely unload a horse	Compulsory
Handling and Time Efficiency	4.1.1	Candidate turnout and presentation as per guidelines on dress	Compulsory
	4.2.1	Awareness of safety to self, horse and others	Compulsory
	4.3.1	Demonstrates efficient and effective use of time allowed	Compulsory
Lungeing Lunge an experienced fit horse efficiently in an enclosed space.	5.1.1	Use lunge equipment safely and to good effect	Compulsory
	5.2.1	Show a safe appropriate lunge technique for an unknown horse	Compulsory
	5.3.1	Use exercises suitable for developing and maintaining control whilst exercising the horse	Compulsory
	5.3.2	Demonstrate an appropriate method of exercise, showing appreciation for the horse's balance and fitness level	Compulsory
	5.4.1	Demonstrate an understanding of the importance of rhythm and balance	Supporting
	5.5.1	Explain the value of lungeing	Supporting
	5.6.1	Describe the tack and facilities required	Supporting
Stable Design Understand simple planning of the stable yard and the advantages and disadvantages of different types of stabling and fittings.	6.1.1	Describe the perfect stable yard	Compulsory
	6.2.1	Give examples of good ventilation systems	Compulsory
	6.2.2	Give examples of good drainage systems	Compulsory
	6.3.1	Outline the advantages and disadvantages of keeping horses in a traditional stable yard	Supporting
	6.3.2	Outline the advantages and disadvantages of keeping horses in an American barn style stable yard	Supporting
	6.4.1	Give the advantages and disadvantages of prefabricated wooden stables	Supporting
	6.5.1	Identify areas of importance when allocating stabling to specific horses	Compulsory
	6.6.1	Give examples of labour-saving stable fittings/devices	Supporting

Unit code number S3CARE			
Learning Outcomes	Element	Assessment Criteria	Influence
The candidate should be able to:		The candidate has achieved this outcome because s/he can:	
Anatomy and Physiology Recognise basic good and bad conformation. Know the horse's main trunk muscles used to move his limbs and to support and carry his rider. Know the basic structure of the leg below the knee/hock. Know the basic outline of the horse's respiratory and circulatory systems. Recognise basic causes of lameness and know their treatments.	7.1.1	Discuss a presented horse's general proportions with regard to conformation	Compulsory
	7.1.2	Discuss normal and abnormal forelimb conformation	Supporting
	7.1.3	Discuss normal and abnormal hind limb conformation	Supporting
	7.1.4	Discuss how the presented horse's conformation may affect his way of going	Supporting
	7.2.1	Show and name the horse's main superficial muscles	Compulsory
	7.3.1	Name the tendons in a forelimb	Compulsory
	7.3.2	Show where the individual tendons run.	Supporting
	7.4.1	Name the ligaments found in a forelimb	Compulsory
	7.4.2	Show where the individual ligaments are	Supporting
	7.5.1	Identify the sesamoid bones and describe their function	Supporting
	7.6.1	Designate the respiratory tract and/or the basic function of each section	Compulsory
	7.6.2	Identify a horse's respiration rate	Compulsory
	7.6.3	Describe the symptoms of respiratory problems in the horse	Compulsory
	7.7.1	Give a basic description of the function of the main parts of the circulatory system	Compulsory
	7.7.2	Explain the functions of the circulatory system	Compulsory
	7.7.3	Explain how the heart rate can be a fitness indicator	Supporting
	7.7.4	Give examples of dealing with circulatory problems i.e. arterial bleeding from a wound, filled legs, etc.	Compulsory
	7.8.1	Identify and/or designate bony enlargements such as splints	Compulsory
7.8.2	Identify and/or designate bursal enlargements on the horse's limbs	Compulsory	
7.8.3	Name and give the causes, symptoms and treatments of bursal enlargements, tendon and ligament strains and bony enlargements found in the horse's lower limb	Compulsory	
The Horse's Foot Understand good foot conformation and the effects of poor hoof balance.	8.1.1	Identify good/ poor aspects of the balance of a horse's front feet	Compulsory
	8.2.1	Describe and show a horse's hoof-pastern axis	Supporting
	8.2.2	Describe the possible problems caused by an incorrect hoof-pastern axis.	Supporting
	8.3.1	Identify indications of the horse's health and way of going by the state of wear of his shoes	Supporting
Shoeing Know what to look for in a well- shod foot. Special shoes for special cases. Use of foot-pads and studs. Recognise faulty shoeing and know the consequent ill effects.	9.1.1	Describe the characteristics of a well-shod foot	Compulsory
	9.2.1	Explain the purpose of a variety of shoes including Hunter shoes, Rolled toes, Feather-edged, Wide web shoes	Compulsory
	9.3.1	Give examples of what you would not wish to see in a newly shod foot and why	Compulsory
	9.4.1	Give examples of when to use pads	Supporting
	9.5.1	Describe where to fit studs and how you keep stud holes in good order	Compulsory
	9.5.2	Give examples of appropriate studs for a variety of ground conditions	Supporting
Action Know the sequence of the horse's footfalls at all gaits; good and faulty action. Identify foreleg/hind limb lameness.	10.1.1	Describe to an assistant the 'trotting up' procedure	Compulsory
	10.1.2	Demonstrate how to 'trot a horse up'	Compulsory
	10.2.1	Identify basic qualities and faults in movement using correct terminology	Compulsory
	10.3.1	Describe the horse's posture and action when lame on a forelimb	Compulsory
	10.3.2	Describe the horse's posture and action when lame on a hind limb	Compulsory
Horse Behaviour Know how to deal with young, highly spirited or problem horses, including those with stable vices.	11.1.1	Give examples of aspects of equine conduct/maturity that make it unwise to run particular horses with a herd	Compulsory
	11.2.1	Explain behaviour and practices designed to gain the horse's confidence in stables	Supporting
	11.3.1	Give examples of stable vices, their consequences and ways of controlling them	Compulsory
	11.4.1	Give examples of how discomfort and/or undue stress are shown in the ridden horse's behaviour	Supporting

Unit code number S3CARE			
Learning Outcomes	Element	Assessment Criteria	Influence
The candidate should be able to:		The candidate has achieved this outcome because s/he can:	
Horse Health Knowledge of treating minor injuries, minor ailments, sickness and lameness; how to prevent them and when to call the veterinary surgeon and what information to give. Know how to administer medicine and implement worming procedures.	12.1.1	List the contents of a well-stocked first aid cabinet for horses	Compulsory
	12.2.1	Explain cold hosing and the problems you may use it for	Compulsory
	12.2.2	Explain tubbing and the problems you may use it for	Supporting
	12.2.3	Explain poulticing/hot fomentations and the problems you may use them for	Supporting
	12.3.1	Give the causes, symptoms and treatment of Colic	Compulsory
	12.3.2	Give the causes, symptoms and treatment of Azoturia	Compulsory
	12.3.3	Give the causes, symptoms and treatment of Laminitis	Compulsory
	12.4.1	Give the principles of sick nursing	Compulsory
	12.4.2	Explain an isolation procedure and the diseases you might use it for	Compulsory
12.5.1	Describe a suitable worming routine	Compulsory	
Fitting Know procedures for preparing and looking after fit horses and how to prepare horses for the show ring and other competitions.	13.1.1	Give a suitable period of time for getting a horse fit for Pony Club one-day event or Riding Club one-day event	Compulsory
	13.1.2	Describe suitable work given during the first 3-4 weeks of an appropriate fittening programme for Pony Club or Riding Club events	Compulsory
	13.1.3	Describe suitable work given during the second 3-4 weeks of an appropriate fittening programme for Pony Club or Riding Club events	Compulsory
	13.1.4	Describe suitable work given during the third 3-4 weeks of an appropriate fittening programme for Pony Club or Riding Club events	Compulsory
	13.2.1	Explain the value of using walking exercise, hills, trot and canter work, short gallops, lungeing	Compulsory
	13.3.1	Explain how a fittening programme may differ for 'show' horses	Supporting
	13.4.1	Give examples of a routine week that is appropriate for maintaining a horse's fitness level	Supporting
General Knowledge Know the risks and responsibilities involved when riding on the public highway. Correct procedures in the event of accidents. Safety rules and fire precautions in the stable yard. Know about the BHS and its departments.	14.1.1	Describe correct procedures when riding in a group on the highway	Compulsory
	14.1.2	Give examples of correct leading in hand on the road	Compulsory
	14.2.1	Explain the procedure to be adopted in the event of a fire in stables	Compulsory
	14.3.1	Explain what is meant by the term 'risk assessment', and give an example	Supporting
	14.4.1	Give examples of the responsibilities of individual BHS departments	Supporting
	14.4.2	List the benefits of being a BHS member	Compulsory
14.5.1	Describe the action to be taken in the event of an accident involving a rider	Compulsory	
Grassland Care Know the basic management required to maintain grazing paddocks in suitable condition for horses/ponies living out or on daily turn out.	15.1.1	Explain the reasons for harrowing pasture	Supporting
	15.1.2	Explain the reasons for rolling pasture	Supporting
	15.1.3	Explain the reasons for fertilising and topping paddocks	Supporting
	15.1.4	Outline a pasture maintenance regime	Compulsory
	15.2.1	Explain the benefits of grazing horse pasture with sheep and/or cattle	Compulsory
	15.3.1	Give minimum acreage ratios required for horses	Compulsory
Watering and Feeding Understand the value of grass and concentrates and the significance of carbohydrates, proteins, fats and oils, minerals, vitamins, fibre and water in the horse's diet. Ability to monitor and organise the feed store.	16.1.1	Explain why water is vital to the horse	Compulsory
	16.2.1	Describe the importance of carbohydrates in the horse's diet	Compulsory
	16.2.2	Describe the importance of protein in the horse's diet	Compulsory
	16.2.3	Describe the importance of fats and oils in the horse's diet	Compulsory
	16.2.4	Describe the importance of minerals and vitamins in the horse's diet	Compulsory
	16.2.5	Explain why fibre is so important in the horse's diet	Compulsory
	16.2.6	Discuss the meaning of the phrase 'balanced diet' and give an example of a balanced diet for specific types of horse/pony	Compulsory
	16.3.1	Give examples and underlying reasons for adjusting the grass kept pony/horse's diet through the seasons	Compulsory
	16.4.1	Give examples of quantities of bulk to concentrate ratios for maintenance and for horses in light and medium work	Compulsory
16.5.1	Explain how to monitor and arrange/store feed stocks	Supporting	

STAGE THREE - Syllabus

Stage 3 - Riding

Candidates should show a feel for their horses and have an appreciation of any weakness. They should begin to school the horses and to ride them according to their needs.

Candidates who are considered to be below the standard may be asked to retire.

Unit code number S3RIDI			
Learning Outcomes	Element	Assessment Criteria	Influence
<i>The candidate should be able to:</i>		<i>The candidate has achieved this outcome because s/he can:</i>	
Ride effectively yet sympathetically, while maintaining a balanced, correct and supple seat at all gaits.	1.1.1	Give and receive a leg-up	Supporting
	1.1.2	Demonstrate fluent co-ordinated aid application	Compulsory
	1.2.1	Show poise, balance and the ability to absorb and follow the horse's movement in all three gaits	Compulsory
	1.2.2	Show an ability to ride horses forward to a receiving hand	Compulsory
Apply correct influences and smooth application of the aids with a clear understanding of the reasons for them.	2.1.1	Show fluent school figures while maintaining the horse in good form	Compulsory
	2.2.1	Show awareness of the horse's response to the aids	Compulsory
	2.2.2	Demonstrate correct canter leads	Compulsory
Ride horses forward in good form through transitions, turns on the forehand, leg-yielding and the rein back (2 or 3 steps), and if appropriate, show lengthening and shortening of strides at all gaits.	3.1.1	Show preparation of the horse for transitions and school figures	Compulsory
	3.1.2	Exercise to increase the horse's obedience and suppleness	Compulsory
	3.1.3	Demonstrate planning of work	Compulsory
	3.2.1	Show an awareness of satisfactory work	Supporting
Ride with or without stirrups and with reins in one or both hands.	4.1.1	Show an ability to ride the horse in good form throughout, seat independent of the reins and stirrups	Supporting
Understand the value of school work in the mental, muscular and gymnastic development of the horse.	5.1.1	Describe the horse's basic way of going	Compulsory
	5.2.1	Explain the basic principles of training	Supporting
Ride and jump out of doors over a variety of fences and terrain.	6.1.1	Demonstrate a balanced, secure position suitable for riding over undulating ground and a course of fences	Compulsory
	6.2.1	Demonstrate appreciation of terrain and ground conditions	Compulsory
Ride effectively yet sympathetically, while maintaining a balanced, correct and supple position at all gaits when jumping a grid of fences.	7.1.1	Show a balanced jumping position with a secure lower leg	Compulsory
	7.1.2	Show fluency through the phases of the jump allowing the horse freedom over the fences	Compulsory
	7.2.1	Show good approaches with regard for rhythm and pace	Compulsory
Have practical and theoretical knowledge of methods and precautions when getting horses fit for regular work and for novice competitions.	8.1.1	Demonstrate suitable preparation (warm-up) of a horse for jumping with regard for weather and ground conditions	Compulsory
	8.1.2	Care of the horse after exertion with regard for weather conditions	Supporting
Ride effectively yet sympathetically over show jumps up to 1m (3' 3") while maintaining a balanced, correct and supple seat at all gaits.	9.1.1	Show an effective, positive manner in performance	Compulsory
	9.2.1	Show a balanced position from a secure lower leg	Compulsory
	9.2.2	Show fluency through the phases of the jump, allowing the horse freedom over the fences	Compulsory
	9.3.1	Demonstrate appreciation of rhythm and pace when jumping a course of show jumps	Compulsory
	9.4.1	Demonstrate suitable corrections when dealing with refusals or run-outs	Compulsory
	9.5.1	Demonstrate correct canter leads between fences	Compulsory
Have knowledge of the rules for riding at competitive and social events.	10.1.1	Explain rules for working in at competitive events	Supporting
	10.2.1	Explain basic principles of welfare for the horse at competitions	Supporting
Ride effectively yet sympathetically over cross-country fences up to 0.91m (3'0"), while maintaining a balanced, correct and supple seat at all gaits.	11.1.1	Show an effective, positive manner in performance	Compulsory
	11.2.1	Show a balanced position from a secure lower leg	Compulsory
	11.2.2	Show fluency through the phases of the jump allowing the horse freedom over the fences	Compulsory
	11.3.1	Demonstrate appreciation of rhythm and pace when jumping a course of cross country fences	Compulsory
	11.3.2	Show appreciation of speed with regard for terrain, balance, ground conditions and fence type	Compulsory
	11.4.1	Show appropriate methods of approach for a variety of fence types	Supporting
11.5.1	Demonstrate suitable corrections if having to deal with refusals or run-outs	Compulsory	
Candidate presentation	12.1.1	Candidate turnout and presentation as per guidelines on dress	Compulsory

IMPORTANT NOTES

1. **DRESS:** A properly well-fitted hat to current BSI or Euro standard must be worn. It is **strongly recommended** that hats should have shock absorbing material down to the lower rim. Body Protectors are mandatory in some examinations. **Candidates are strongly advised to read the 'Guidelines on Dress for Examinations' (available from the Examinations Office)**
2. **BOOKING CONFIRMATION:** Candidates will receive written notification of an examination date/venue. Candidates who do not receive written confirmation within 10 working days are asked to contact the Examinations Office as failure to arrive at an examination may result in loss of exam fee.
3. **RETIRING FROM EXAMINATIONS:** Candidates who are well below standard may be asked to retire from the examination by the Chief Examiner, to avoid risk of an accident to candidates and / or to school horses (applicable for all examinations).
4. **BAD WEATHER CONDITIONS:** Candidates are advised that in the event of ice and snow examinations may be cancelled or postponed. Whilst the Examinations Office will then try to notify all candidates, candidates are advised to telephone the centre the day before if there is doubt in view of the weather. If the examination does take place, candidates who fail to arrive for any reason (and this includes the weather conditions), are liable to forfeit their fee. Candidates are, therefore, advised to bear this point in mind when choosing to book their examination during the winter months.
5. **EXAMINATION CANCELLATIONS:** All examinations are subject to cancellation / alteration / postponement should circumstances make it necessary. The Examinations Office is unable to reimburse costs for travel (flight/rail tickets, etc) or accommodation and candidates may wish to arrange independent insurance to cover their costs in the event that an exam is cancelled or postponed.
6. **CONDITIONS FOR CANCELLING OR TRANSFERRING EXAMINATION BOOKINGS:** The following notification in respect of cancelling or transferring exam bookings is applicable to all examination applications. In all cases, written notification must be made to the Examinations Office and should be accompanied by the appropriate fee and medical certificate where applicable.

Stage 1, Stage 2, Stage 3, PTT = Candidates are required to give a minimum of 4 weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within 4 weeks of the exam date will forfeit their examination fee unless on medical grounds – see Medical Refunds.

Stage 4, Int. Teach, BHS SM and E & T = Candidates are required to give a minimum of 8 weeks written notice before the exam date if they wish to transfer their examination or obtain a part refund. Candidates wishing to cancel/transfer within 8 weeks of the exam date will forfeit their examination fee. **Candidates wishing to cancel on medical grounds within 4 weeks of their examination date will forfeit their fee.**

Refunds: All refunds are subject to an administration charge of 50% of the original exam fee. (Subject to the above conditions).
Transfers: Candidates wishing to transfer to another examination will be charged a transfer fee of 25% of their original fee. (Subject to the above conditions).
Medical Refunds: Candidates who are unable to attend their examination due to medical reasons are required to forward evidence of this (i.e. doctor's note/medical certificate) no later than **5 working days** after the intended examination date, along with a fee of 25% of their original exam fee in order to obtain another exam booking. Alternatively, a refund (less 25% admin charge) may be obtained.
7. All Exam results and certificates will be sent by post from the Examinations Office. Results for all exams will not be issued on the day. The Examinations Office regrets it is unable to give out results over the telephone or by e-mail, therefore please allow **10 working days** for delivery before contacting the office.
8. Non-English speaking candidates may request an interpreter. The Exams Office requires a minimum of three months written notice and will be responsible for arranging the interpreter. The candidate should then liaise with the interpreter with regards to date, venue and costs. Assessment will be provided through the medium of Welsh/Irish upon request.
9. **CANDIDATES MAY NOT TAKE ANY EXAMINATION IF THEY ARE PREGNANT.**
10. **MEDICAL CERTIFICATES:** Examiners are unable to accept any medical certificates produced by candidates on the day. If a candidate wishes an injury or disability to be taken into account by the examiners, they should complete the medical questionnaire, which is sent out with all confirmation letters, and return along with a medical certificate or official report confirming their injury or disability. The Examinations Office must receive these documents at least three weeks before the intended examination date. If a candidate is unable to submit a Medical Certificate in time, they should contact the Examinations Office immediately.
11. In the case of a riding examination, candidates must provide their accurate **height and weight**. Candidates who are found to considerably exceed their stated weight may be asked to withdraw from the exam to ensure that neither they or the exam centre's horses are put at risk.
12. **APPEALS PROCEDURE:** If you consider your examination was not conducted in line with the syllabi requirements, you may wish to appeal against this. To do so please obtain an Appeals Form from the Examinations Office. This must be completed and submitted, along with the relevant fee to the Examinations Office within four weeks of the date of your examination.