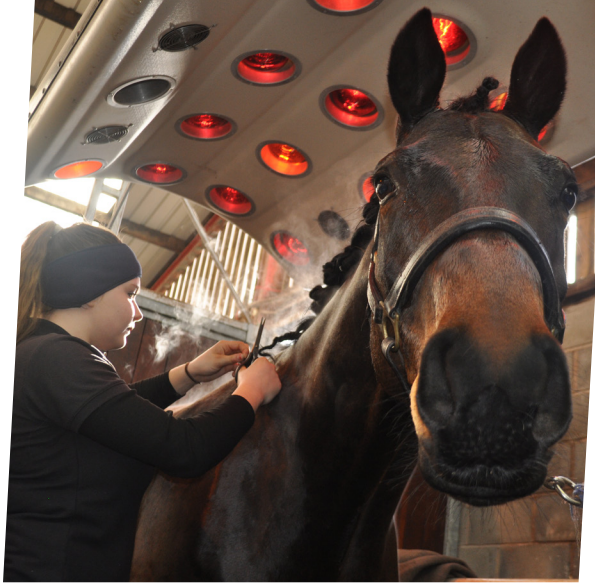




Key Stage 4 Programme Equine Induction Pack

CITY & GUILDS LEVEL 1 CERTIFICATE IN LAND-BASED STUDIES

Year 1 & 2 workbook



Please ensure that you read and understand the information in this booklet – you will be asked to sign to say that you agree to comply with the policies and procedures within.

Qualification information

Title: City & Guilds Level 1 Certificate in Land-based studies

Topics:

- 201: Safe and effective working practices in land-based industries
- Unit 226: Assist with feeding and watering animals.
- 232: Maintain the health of horses
- 230: Assist with the preparation for the exercise and after-care of horses

(Topics are subject to change)

Assessment takes place in the form of practical assessment with some oral and written tasks questioning of knowledge. Assessments will take place in both years.

Learners will be expected to produce supporting evidence for inclusion in their assessment portfolio which will be graded at Pass, Merit or Distinction.

There is a multiple choice test which covers Health and Safety.

Student dress code

It is important that we present a professional, smart image at all times. Please read the student dress code below carefully, this applies to **ALL** students using the college facilities at any time. Students not wearing the correct attire will be required to wear overalls which will be provided.

- **ID cards** must be visible at all times both at Equine and on main campus
- **No jewellery** or piercings may be worn. You will be asked to remove them.
- **Waterproof coats** are required as you will be working outside.
- **Long hair** must be tied back.
- **Shorts and vest tops** are not permitted.
- **No scarves. Neck warmers** are permitted.
- **Hats and ear warmers must be plain and dark** – no tassles or strings.



When starting your course please remember:



Be punctual – arrive 5 minutes before start of session in correct uniform



Be polite, remember your manners, also respect works in two ways; give it to get it



Always ask for help if you need it



Have a positive attitude



SMILE!



Yard rules

- **Correct PPE** must be worn at all times when carrying out practical tasks. (This will include riding hat, gloves and yard footwear)
- **Uniform include:** dark coloured (black or navy) jodhpurs (no jeans), dark coloured (black or navy) jumper – **no hoodies** ,yard boots; wellies - **no trainers**. In hot weather polo shirt dark colour.
- **NO photos or information** relating to the college, staff, or horses is to be shared on social media.
- **No phones** on the yard at any time - these cause potentially dangerous distractions. Any phone seen on the yard will need to be handed to a member of staff immediately.
- **No earphones** (mp3 players, mobile phones or iPods etc) allowed whilst on the yard. These cause potentially dangerous distractions.
- **All jewellery and/or piercings** must be removed whilst on the yard to reduce the risk of injury. **No plasters to be used to cover piercings.**
- **No eating or drinking** on the yard for hygiene reasons.
- **Bad language** will not be tolerated.
- **Behaviour** causing unnecessary stress to horses **WILL NOT BE TOLERATED**, and may result in disciplinary action.
- **Students are expected** to attain 100% attendance and punctuality for all sessions.
- **All yard gates must be left as closed** – even if it was open when you went through it!
- **The use or possession** of alcohol or narcotic substances are forbidden on the college and **WILL** result in disciplinary action.
- **All visitors** to the Equestrian Centre **MUST** be met with politeness and courtesy.
- **All yard staff and tutors** alike should be treated with respect at all times.

Values and behaviours

Below is the list of the Equine Centre's values and behaviours.

It is expected that all students will adhere to these whilst at College. These values are in place whether you are in the Business department or on the main campus. The values and behaviours are chosen by our students and staff as an agreed Code of Conduct.

Any students who do not abide by the values and behaviours will be issued with a reporting slip (see below) and will be actioned to improve. Failure to improve or poor behaviour could result in you being withdrawn from your course and returned to school.

Values and behaviours	
Be helpful to guests and customers	Be a good team member / help each other
Ask for help if needed	No littering
Respect your environment	No bullying
Respect other people's point of view	Be respectful, polite and show good manners
No phones on the yard	Accept constructive criticism
Be punctual	Respect all staff
Respect the horses	Wear ID badge and correct PPE
Be prepared for your sessions	No swearing / use of offensive language
Be able to work responsibly	Complete all tasks as required

Fire procedures

Location of fire procedure - on every yard and indoor arena

On discovery of a fire and the fire alarm is ringing you must follow these procedures:

1. Stay calm, alert a member of staff and inform them of the location of the fire.
2. When fire alarm sounds, everyone go immediately to the Assembly Point.

Assembly Point - car park

You are **NOT** to get involved with firefighting activities

If you are on the yard:

1. Make sure that the horses are secure
2. Leave area and go to the Assembly Point

Accident procedures

If an accident occurs when the first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called. First aid boxes can be found in staff offices and arena.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Call for member of staff
- Ensure the area is safe and prevent any further accidents from happening



Stay connected



 Reaseheath College

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