



Developed in Partnership with
The British Horseracing Authority

1st4sport Level 1 Award in Equestrian Coaching (Racing)

Learner Portfolio

Version 1: 17 July 2018

© Coachwise Ltd,
2018

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without the prior written permission of the copyright owner. Enquiries should be addressed to 1st4sport Qualifications.



Developing and awarding qualifications for the active learning and leisure industry

**1st4sport
Qualifications**
Coachwise Ltd
ChelseaClose
Off Amberley Road
Armley
Leeds
LS12 4HP

Email:
cst@1st4sportqualifications.com
Website:
www.1st4sportqualifications.com

1st4sport Qualifications is recognised as an awarding organisation by the UK regulators Ofqual, Qualifications Wales, CCEA and SQA Accreditation. 1st4sport is brand of **Coachwise Ltd**, the trading arm of The National Coaching Foundation (known as UK Coaching), the UK-registered charity leading the national development of coaches and the coaching system. Any proceeds go directly back to UK Coaching to help them develop and advance sport nationwide.



Developed in Partnership with The British Horseracing
Authority

Qualification Number:
603/2707/8
Resource Version Date: V1: 17 July
2018

Contents	Page
Welcome	1
Learner Record of Achievement	3
Task 1: The Role and Responsibilities of the Coaching Assistant	7
Task 2: Rules and Regulations	11
Task 3: Inclusive Coaching Practice	13
Task 4: Safe Coaching Practice	15
Task 5: Deliver and Evaluate Coaching Activities	18
Reassessment Record	25
Data Statement and Your Communication Preferences	27

Welcome

Welcome to your *1st4sport Level 1 Award in Equestrian Coaching (Racing) Learner Portfolio*. During your time on your training and assessment programme, you will develop the skills and knowledge required to successfully complete the *Learner Portfolio* and achieve the qualification.

What will this qualification qualify me to do?

This qualification will qualify you to operate as an equestrian coaching assistant in the Racing environment. You will be able to support other coaches to deliver and evaluate coaching sessions. You will be qualified to work alongside other coaches in an assistant role and will form part of a larger coaching team.

What will I learn?

As you complete your qualification, you will learn what the role of a coaching assistant is, what will be expected of you in this role and what the boundaries of this role are. You will also develop your coaching skills and learn how to deliver pre-planned coaching activities that are safe and effective.

What will I be assessed on?

Your assessment for this qualification will involve a number of written tasks to test your knowledge of the role of a coaching assistant operating at this level including multiple choice and short answer questions. You will be observed delivering pre-planned coaching activities to a group of riders. Your observation will last a minimum of 20 minutes. Following your delivery you will reflect on your coaching practice and complete a self-evaluation to identify areas for improvement in the future.

All of your assessments are contained within the *1st4sport Level 1 Award in Equestrian Coaching (Racing) Learner Portfolio*. Your assessor will assess tasks as you complete them, recording your progress on the Record of Achievement. Once your Record of Achievement is complete, your recognised centre will contact 1st4sport to request your certificate. You should keep your learner portfolio intact, in case your coach educator/assessor or a quality assurer needs to refer to it. Your portfolio may be quality assured before you receive your certificate.

What can I do next?

This qualification sits within a suite of other coaching qualifications and as you develop as a coach, you may choose to complete other coaching qualifications at higher levels such as the *1st4sport Level 2 Certificate in Equestrian Coaching* or another sport-specific alternative, both of which would allow you to plan your own coaching sessions and to deliver these independently. You may also choose to progress to other industry-relevant qualifications in coaching sport, physical activity, activity leadership, supporting PE in school sport and sports development or other qualifications within the leisure industry such as activity leadership or fitness instructing.

Learner Induction

Your recognised centre (the organisation that is delivering your learning programme) will provide you with an induction into the qualification. The induction should provide you with a variety of documents and information, including:

- who will be your coach educator/assessor and internal quality assurer for this qualification
- the centre's policies and procedures which as a minimum must cover:
 - health and safety
 - equality and diversity
 - data protection
 - malpractice/maladministration
 - appeals
 - complaints
 - child/vulnerable adult safeguarding.
- your Unique Learner Number (ULN) (for centres in England only at this time).
- the learning outcomes and the assessment criteria of the qualification
- the training and assessment programme you will follow
- individual learning plans
- links to National Occupational Standards and functional skills (where these exist)
- the position of the qualification in relation to others and any progression opportunities
- any scheduled internal or external quality assurance activities.

You may also be provided with a Learning Agreement. These documents describe your rights to receive an appropriate learning programme and, if you feel you have been unfairly assessed, an opportunity to seek redress via an appeal.

If you have any questions concerning the qualification, the Learning Agreement or your training and assessment programme, please discuss them with your coach educator/assessor or recognised centre.

If, having followed the recognised centre's appeals procedure fully, you still feel you have reason to appeal against the way your assessment was handled, you may appeal to 1st4sport. Our appeals and/or complaints procedures are available by contacting the following address:

Contacting 1st4sport Qualifications

Tel: 0113-290 7610
Email: cst@1st4sportqualifications.com
Website: www.1st4sportqualifications.com

Contacting UK Coaching, the UK's technical agency for coaching

Tel: 0113-274 4802
Email: coaching@ukcoaching.org
Website: www.ukcoaching.org

Learner Record of Achievement

Learner name:		Unique learner number (ULN):	
Address:			
Date of birth:		Postcode:	
Event authorisation number (EAN):		Tel no:	
		1st4sport learner registration no:	

Recognised Centre's Details

Centre name:	
Centre staff:	Coach Educator(s)/Internal Assessor(s)
	Independent Assessor
	Internal Quality Assurer

Achievement of Course Prerequisites

Prior to registration , learners are required to:	Date	Checked by (coach educator/assessor)
be aged 16 years or over		
confirm their identity by showing an accepted form of government issued identification		
Prior to certification , learners are required to:	Date	Checked by (coach educator/assessor)
attend and have a valid and in date certificate for a recognised safeguarding workshop		
attend and hold a valid and in date certificate for a recognised first/emergency aid workshop		

Task Achievement Summary

The Task Achievement Summary should be updated after each assessment to record your progression through the qualification.

Task	Learner Signature	Assessor Signature	Quality Assurer Signature
1 The Role and Responsibilities of the Coaching Assistant			
2 Rules and Regulations			
3 Inclusive Coaching Practice			
4 Safe Coaching Practice			
5 Deliver and Evaluate Coaching Activities			

Unit Record of Achievement

To be completed by the assessor to confirm that all aspects of the assessment specification have been appropriately evidenced and each component of the qualification has been achieved.

Achievement	Assessor Signature	Date	QA Signature	Date
The role of the equestrian coaching assistant				
The equestrian coaching assistant in practice				
Technical coaching requirements for Racing (All tasks)				

Code of Conduct

Adherence to the British Equestrian Federation Code of Conduct <i>To be completed by the learner.</i>			
<i>I can confirm that as a Racing coach I agree to abide by the British Horseracing Authority (BHA) Code of Conduct and Ethics for Coaches, Instructors, Trainers and Teachers</i>			
Learner name:		Date:	
Learner signature:			

Personal Statement

Personal Statement <i>To be completed by the learner and confirmed by the assessor at the conclusion of the programme of assessment.</i>			
<i>I can confirm that the work contained within this Learner Portfolio and all evidence and products associated with the achievement of this qualification are my own work. I can also confirm that my assessment took place as described in the Learner Portfolio Assessment Specification.</i>			
Learner name:		Date:	
Learner signature:			
I, the undersigned, confirm that I have checked the above to be accurate.			
Assessor name:			
Assessor signature:			

Learner Feedback and Action Plan

(Assessor Use Only)

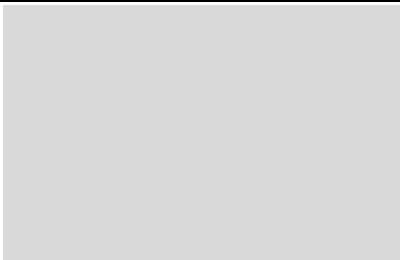
This Learner Feedback and Action Plan Form should be used by the assessor to provide feedback to the learner on each individual assessment task, with the exception of Task 5 where a separate Feedback and Action Plan exists.

Learner's name:			
Assessor's name:			
Assessor Feedback to the Learner on Performance			
Task 1: The Role and Responsibilities of the Coaching Assistant			
Task 2: Rules and Regulations			
Task 3: Inclusive Coaching Practice			
Task 4: Safe Coaching Practice			
Action Plan for the Learner for Further Development			
Learner's signature:		Date:	
Assessor's signature:			
Internal quality assurer's signature:	<i>(if seen)</i>		

Task 1: The Role and Responsibilities of the Coaching Assistant

- a Describe the **role** of a Coaching Assistant. Be sure to discuss the boundaries of the Coaching Assistant role, the importance of being a positive role model and the importance of building positive professional relationships.

What benefits does a coaching assistant bring to a coaching session?	
Why is it important the coaching assistant acts as a role models to riders and others?	



Why is it important to build relationships and rapport with others involved in the session including:

- riders
- senior coaches

- b Identify which tasks and responsibilities a Coaching Assistant may undertake, and which are the responsibility of a more qualified coach. Use a to indicate your choice.

Task/Responsibility	Coaching Assistant	More Qualified Coach
Conduct a Risk Assessment		
Conduct pre-session health and safety check		
Set out equipment for the coaching session		
Induct new riders to the club/session		
Set goals for the riders		
Write a full session plan		
Lead a coaching session that a more qualified coach has written for them under direct supervision		
Provide emergency/temporary coaching cover within their normal coaching environment with no direct supervision		
Assist riders to complete their Rider Registration Form		
Support the coach to correct technique within the coaching session		
Contribute to the evaluation of a coaching session		
Develop a personal development plan		
Supervise riders leaving the coaching session		

- c Data Protection: As a Coaching Assistant you will be exposed to personal information about riders. Answer the following questions.

What personal information about riders might you come across as a coaching assistant?	
How would you ensure this information remains confidential?	
What does the acronym GDPR stand for?	
What would you do with data you have collected that is no longer required or relevant?	

- d Continuing Professional Development (CPD) is critical to the success of a coach and in order to progress up the coaching ladder. Using the template below, create a realistic CPD Plan for your own coaching development. You should review and update this plan regularly to monitor and log any progress you have made and to add/amend/remove targets as circumstances change. Targets may be formal (qualifications/training based) or informal (changes you want to introduce into your coaching practice)

CPD Target and Date	Benefits to Coaching Practice	Achieved by

--	--	--

Task 2: Rules and Regulations

- a Identify and outline general equestrian riding, its National Governing Body (or the organisation responsible for Racing and its development) and the requirements of being an active coaching assistant recognised by the body or organisation.

Give a brief overview of Racing:	
What are the basic rules of Racing:	
Who is the National Governing Body of, or responsible organisation for, Racing?	
Where can you access the BHA code of conduct for coaching?	

<p>What are the BHA, requirements for you to be recognised as a coach within racing?</p>	
<p>What are the safeguarding children and vulnerable adult requirements of racing?</p>	
<p>When should you report suspected abuse?</p>	

Where abuse is suspected,
who should this be reported
to?

Product ref: L1AECRR LP1 V1

Task 3: Inclusive Coaching Practice

- a Being able to adapt your coaching to meet the needs of riders is critical to effective coaching. For the riders below, identify any protected characteristics they possess and give examples of how you could adapt activities to ensure they are able to ride.

Rider	Protected characteristic(s)	Adaptation to ensure activities are inclusive
A rider with a hearing impairment, but who can lip read		
A rider who is pregnant but in good health and has been exercising throughout		

A rider who is currently fasting for Ramadan but wants to continue with their training		
--	--	--

- b Sometimes in equestrian sport, there are justifications for barriers to access being in place. Complete the following table

What steps would you take if you were unable to meet a rider's coaching needs due to:	
<ul style="list-style-type: none"> age of the rider (age restrictions of child/adult competition) 	
<ul style="list-style-type: none"> ability level of rider is significantly advanced for the group 	

- ability level of rider is significantly below the rest of group

Task 4: Safe Coaching Practice

- a Below is an image of an indoor riding arena. Identify the health and safety checks you would need to carry out on the arena before the delivery of a coaching session:



1	
2	
3	
4	
5	
6	
7	
8	
9	

10	
----	--

- b Following the health and safety check of the venue, and establishing it is safe, you should check and set up the required equipment. What are the key things you should look for? Identify a minimum of two for check and two for set up.

	Equipment Check	Equipment Set Up
Key things to look for:		

- c If you found any problems when conducting the pre-session health and safety venue or equipment check, what should you do?

	Venue check	Equipment Check
If I found a problem I would:		

- d What additional things would you need to consider in your pre-session health and safety check for an indoor coaching session?

Additional outdoor health and safety considerations	

e What are your responsibilities for dealing with and reporting the following?

	How I would deal with this	How I would report this
Accident		
Injury		
Illness		
Lameness in a horse		
Horse Welfare concerns		

Task 5: Deliver and Evaluate Coaching Activities

The task requires you to **deliver and evaluate** a short equestrian coaching activity/activities which will be observed by your coach educator/assessor. Templates are provided to support your recording of the task. This task involves the following:

- a Using the session planner provided for you as part of this task, use the specific Racing activity or activities given to you by your Coach Educator within the session planner to deliver to a group of riders. The selected activity/activities must last a minimum of 20 minutes.
- b Prepare the coaching environment for the delivery of your allocated activity/activities. You should consider health and safety of the environment, riders and equipment. A health and safety checklist has been provided for you.
- c **Deliver** the activity/activities to riders, incorporating appropriate skills and techniques. The assessor will observe you leading the activity/activities and assess you using the criteria listed on the Coaching an Activity: Competence Checklist.
- d **Evaluate** your coaching after delivering the activity/activities. You must share your evaluation with your assessor. Your assessor may ask you some questions based on your coaching delivery during the observation; these will be recorded by your assessor and included within your learner portfolio.

Pre-session Health and Safety Checklist

Learner's name:		Date:	
Venue:		Group:	
Location:			
Location of nearest telephone:			
Location of first-aid kit:			
Name of appointed first-aider:			
Evacuation procedures:			

Facility Checks - Please tick () to confirm that the following items have been checked:	
Temperature - appropriate to the activities being coached	
Fixtures and fittings - all secured appropriately	
Emergency exits - clear from obstructions	
Riders - Please tick () to confirm that the following items have been checked:	
Appropriate clothing	
Footwear	
Jewellery	
Hair	
Mobile phones - switched off/onto silent/carried in a safe place	
Eating/chewing -all chewing gum is removed	
Rider: coach ratio - ratio maintains rider safety	
Procedures - Please tick () to confirm that the following have been explained to riders:	
Health and safety procedures	
The rules of the facility/venue/session	
Any potential hazards	
The emergency procedures	

Coaching an Activity: Coaching Session Planner

Date:	Rider(s):	Horse(s):	Equipment/resources:
Session Goal/s:			
Time (mins)	Task/exercise	Coaching points/focus	
	Warm-up		
	Main content		
	Cool-down		
Evaluation of session and action for next session:			
Learner's signature:		Date:	
Assessor's signature:			

Coaching an Activity: Self-evaluation Form

You are required to complete this task after gathering feedback from riders once you have coached your 20-minute pre-planned activity. Use this form to review and evaluate your coaching session, ensuring that you include both positive and negative comments.

Content	Comment on the activity content and the progress of the rider(s) - was the session effective?	
Coaching Practice	Comment on your communication skills, inclusive practice coaching style and safety management during the activity	
	Comment on your use of technical demonstrations and explanations	
Strengths	What do you consider to be the main strengths of this session?	
Feedback	What feedback did you receive from your riders on the content of your session?	
Recommendations	Are there any areas you need to improve on? If so, what are they?	
Future	If you were to coach this session again, what might you change?	
	Future plan - what should be addressed during next/ future activities?	
	Next steps: what development do you need in your coaching?	

Coaching an Activity: Competence Checklist (Assessor Use Only)

Learner:		Assessor:	
Sport or Physical Activity:		Venue and Date:	
The learner has:		Evidence Ref. ¹ Obs/ Q + No.	Outcome ² C / NYC
Planning and Organisation			
1	safely checked and organised facilities and equipment for the coaching activity		
Conducting the Coaching Session			
2	welcomed the rider(s) and checked dress and equipment		
3	outlined the objectives, rules and safety considerations, including emergency procedure		
4	provided clear and technically accurate demonstrations (if appropriate) or using a range of coaching styles		
5	employed relevant and appropriate positioning of coach/activities in order to observe and analyse performance		
6	provided constructive and technically accurate feedback to rider(s) on performance		
7	communicated clearly and in an appropriate manner to the group and/or individual		
8	built a rapport and encouraged interaction with the group and/or individual using question and answer to facilitate development		
9	motivated the group or individual, empowering rider(s), praising positive behaviour when it is observed		
10	established and maintained control of the group or individual, ensuring safety		
11	asked for feedback from the group or individual on the content of the session		
12	demonstrated effective time management		
13	treated riders (if appropriate) equally and encouraged fair play during the session		
14	put equipment away correctly and safely following the session if appropriate		
Learner's signature:		Date:	
Assessor's signature:			
Internal quality assurer's signature:			<i>(if seen)</i>

¹ Evidence Ref. column must contain one of the following codes to identify what assessment decision is based on: Obs - observation of session, Q - questioning after the session for clarification + number on the question sheet:

² Outcome column should contain a C (Competent) or NYC (Not Yet Competent) per criterion and should be based on the outcomes of the observation and any subsequent questioning (if required).

Coaching an Activity: Question Sheet

For assessor use only

Learner name:		Date:	
To be completed by the assessor			
Q1:			
Answer 1 :			
Q2:			
Answer 2:			
Q3:			
Answer 3:			
I can confirm that the questions listed above were asked by my assessor and the answers are an accurate record of my responses.			
Learner signature		Name	Date
Assessor signature		Name	Date

Coaching an Activity: Notes and Feedback

For assessor use only

How to coach (coaching methodology)
What to coach (sports-specific knowledge)

Coaching an Activity: Assessment Outcomes

For assessor use only

Practical Coaching Demonstration:		Competent Not Yet Competent <i>(delete as appropriate)</i>			
Action Plan for Further Coaching Development			Timescale		
I agree to abide by the British Horseracing Authority Coaches <i>Code of Conduct</i>					
Learner signature		Name		Date	
Assessor signature		Name		Date	

Reassessment Record 1

If you are unsuccessful in achieving any of the assessments of the qualification, you will be presented with two opportunities for reassessment.

First Reassessment			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan			Completed By:
Learner's signature:			Date:
Assessor's signature:			

Reassessment Record 2

If you are unsuccessful in achieving any of the assessments of the qualification, you will be presented with two opportunities for reassessment.

Second Reassessment			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan			Completed By:
Learner's signature:			Date:
Assessor's signature:			

Data Statement and Your Communication Preferences

1st4sport Qualifications

1st4sport Qualifications is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulation (Ofqual) in England and Northern Ireland, Qualifications Wales in Wales and SQA Accreditation in Scotland, and was created with the aim of offering vocational and occupational qualifications in areas of sport, recreation and allied occupations. 1st4sport is a division of Coachwise Ltd.

As you have registered for a qualification awarded by us, we may then choose to send you information on other qualifications or related products offered by Coachwise 1st4sport mail order.

This qualification has been developed in partnership with the British Equestrian Federation and its member bodies, and we will share information on your qualification status with them. They may wish to communicate with you on issues relating to the qualification and other, similar products and services.

The Personal Learner Record (PLR)

The Personal Learner Record (PLR) is operated by the Skills Funding Agency (through the Learner Records Service). The PLR is a compilation of learning and achievement records such as awards, certificates and qualifications that have been collected through UK education bodies. The verified learning and qualifications undertaken can be from school, college or work. This record can be shared, by learners, with schools, colleges, further education training providers, universities or employers when making an application to further their education, training and employment. The PLR means learners should no longer have to show physical copies of different certificates to learning providers and employers. 1st4sport upload learner achievement data directly to the PLR.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998 and will use your personal information in accordance with requirements of the Act. At no time will your personal information be passed to organisations for marketing or sales purposes.

For further details of how your data is shared and used by the Learner Record Service and how to change who has access to your record, please see their website at <https://www.gov.uk/government/collections/learning-records-service>.

If you **wish** to receive communications from Coachwise Ltd., or the governing body of sport associated with your qualification, please return the slip below.

1st4sport Qualifications Communication Preferences Reply Slip

Please return to: 1st4sport Qualifications, Coachwise Ltd, Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HP

Your full name:			
Your address:			
Postcode:		Date of birth:	
1st4sport learner number:			
Please tick the relevant box if you wish to receive communications from:			
1st4sport Qualifications and Coachwise Ltd			<input type="checkbox"/>
The governing body of sport with whom this qualification was developed			<input type="checkbox"/>
Signed:		Date:	