



**AHRC**

**NATIONAL TRAINING**

**& QUALIFICATION**

**PROCEDURES MANUAL**

**December 2005**

**Please check the AHRC website for updates to this manual  
[www.horseriding.org.au/resources.htm](http://www.horseriding.org.au/resources.htm)**



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## INTRODUCTION

The Australian Horse Riding Centres (AHRC) is a national organisation representing approximately 100 horse riding centres across Australia. The objective of the Australian Horse Riding Centres is to raise the standard of horse riding centres in Australia by setting high standards for facilities, instruction, horse welfare, supervision and safety.

Additionally, the organisation aims to provide information to the public as to where excellent riding and qualified instruction can be obtained. The AHRC is at the forefront of the push to improve industry standards. All AHRC centres are accredited. The AHRC ensures the standards of its members are maintained through thorough and regular inspection of premises, skill updates for instructors and welfare checks of horses.

The organisation can thus provide the public with assurance that its members provide sound instruction, riding well-cared for horses and ponies at clean and properly-run premises.

This manual provides the guidelines for the training and assessment of people who want to make a career out their love of horses and riding.

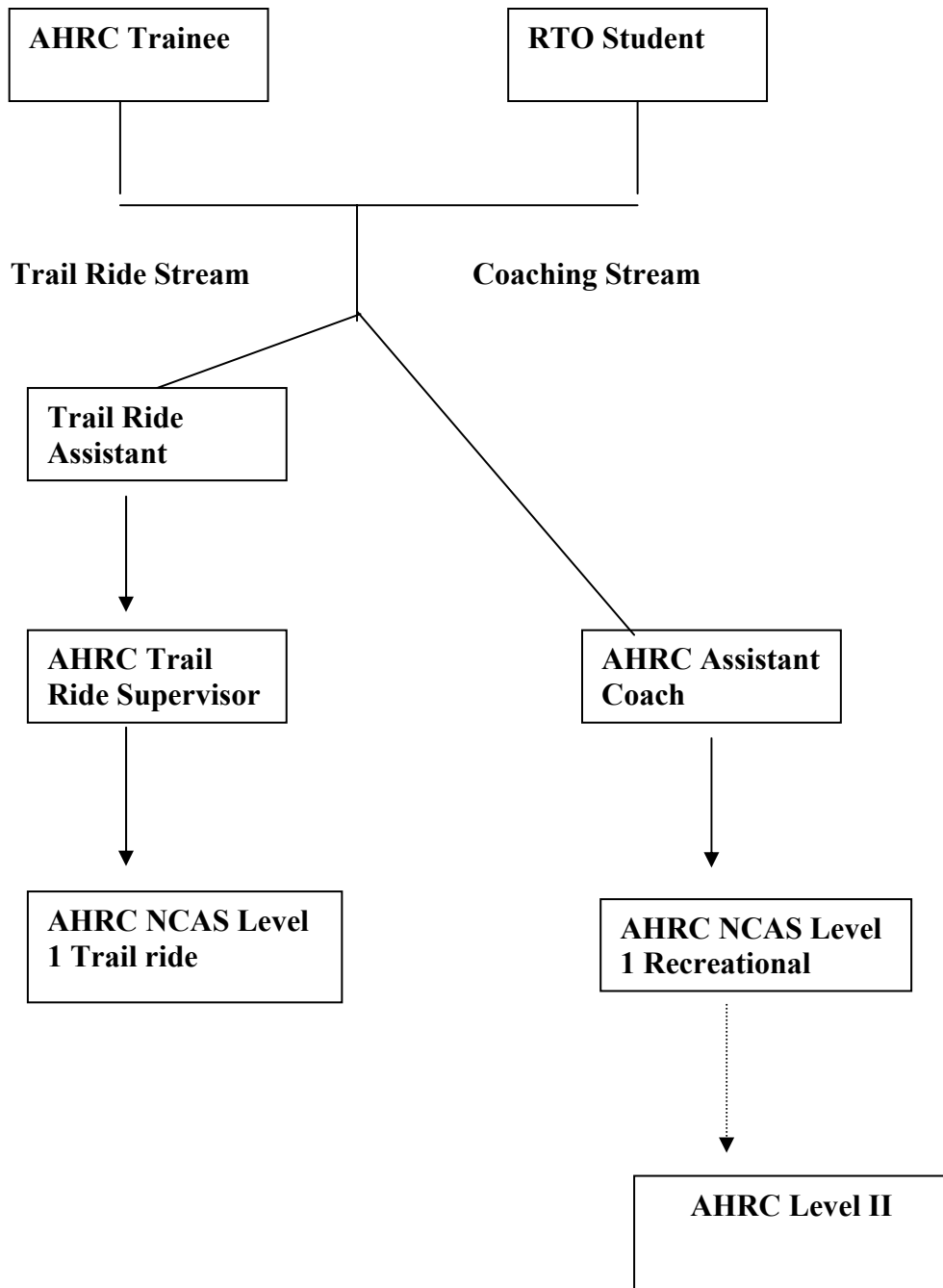
This manual is updated on a regular basis. To see the most current version go to the AHRC website and its Resources page at:

<http://www.horseriding.org.au/>

The following page shows a flow chart of career outcomes.



**AHRC CAREER OUTCOMES CHART**





## DEFINITIONS

### *In charge of riding programs*

The following qualifications are accepted as being able to be operate an AHRC Accredited Centre where riding lessons are conducted:

- AHRC NCAS Level 1 (Recreational)
- AHRC Level II
- EFA NCAS Level I, Level II, Level III
- BHSAL, BHSII

The following qualifications are accepted as being able to be operate an AHRC Accredited Centre where trail rides are conducted:

- AHRC NCAS Level 1 Trail Ride
- AHRC NCAS Level 1 (Recreational) where additional trail ride topics 7, 8, & 9 have been given a statement of attainment.

### *Supervision*

**Direct Supervision:** Is physically close and able to intervene e.g. teaching a group or leading the ride.

**Indirect Supervision:** a trainee has direct control of the group with support from the qualified coach who is on the property.

### *Content of the AHRC NCAS qualifications*

AHRC Level 1 (Recreational)		AHRC Level 1 Trail Ride	
Topic Number	Subject Matter	Topic Number	Subject Matter
1	Introduction to the Equestrian Industry	1	Introduction to the Equestrian Industry
2	Safety	2	Safety
3	Office & Public Relations	3	Office & Public Relations
4	Coaching Principles	4	Coaching Principles
5	The Coaching Process	5	The Coaching Process
6	Teaching the Beginner	6	Teaching the Beginner
7	Riding on the Flat	7	Trail Ride Management
8	Show Jumping	8	Trail Ride Control
9	Cross Country	9	Trail Ride Teaching
10	Competition Preparation	10	Competition Preparation
11	Introduction to Trail Riding	11	Introduction to trekking
12	Lunging	12	Lunging (option)
13	Horse Management	13	Horse Management
14	Personal Skills	14	Personal Skills

\*\* While some topics have the same subject name the content is oriented to its own discipline.



## **Training**

Training can be undertaken:

- \* under guidance of a AHRC approved Trainer or higher in an approved centre
- \* by State NCAS approved workshops
- \* by correspondence through Horseridingcoach.com
- \* a combination of the above
- \* topics 4 & 5 through TAFE

\*\* Trainees should be aware of the public liability insurance status of the centre they are operating from. It is possible that you may not be covered and will assume the liability personally if implicated in an accident.

### **AHRC TRAINEE**

Person training at an accredited AHRC Centre

Pre requisites:

- Be registered for training with AHRC National Coaching Co-ordinator
- Minimum age 14 years
- Be mentored by an AHRC approved trainer.

Trainees must be 18 years or over and hold a current senior first aid certificate to operate with indirect supervision. Trainees must have relevant sections, including relevant personal riding skills, of the Study Guide signed off before operating with indirect supervision,

\*\* The AHRC accept EFA Trainees without requiring dual registration. Rules apply as for all trainees: i.e. these trainees can conduct client instruction with indirect supervision where relevant modules have been signed in their EFA Study Guide.

### **Training Sequence**

Trainees must have relevant sections, including relevant personal riding skills, of the Study Guide signed off before operating with indirect supervision.

The training sequence to be followed is:

- Theory Learning Outcomes to be signed off by Trainer/Assessor AND
- Personal Skills section signed off by Trainer/Assessor

BEFORE

- Teaching practice
- Teaching task signed off by Assessor
- Final Assessment

#### *Example 1. – Teaching Saddling*

Have learning outcomes signed off for Topics 13.2, 13.4,13.5

Have learning outcomes signed off for Topic 6.2

Able to teach saddling (see supervision requirements)



*Example 2. – Teaching 20 metre Circles*

Have learning outcomes signed off for Topics 7.2.3

Have learning outcomes signed off for Topic 14.1.7

Able to teach 20 metre circles (see supervision requirements)

## **Authorised Trainers and Assessors**

### **Coaching Stream (lessons)**

#### ***AHRC NCAS Level 1 (Recreational)***

Accredited to train trainees and sign Logbook and Study Guide for Topics 1, 2, 3 and 13 only

Criteria:

- Be a current AHRC NCAS Level 1 (Recreational), or EFA Level I General or higher
- Hold a current Senior First Aid Certificate
- Be a current AHRC member.

#### ***AHRC Level II (Recreational)***

Accredited to train trainees and sign Logbook and Study Guide for all topics

Criteria:

- Current AHRC NCAS Level II with extensive Riding School Experience (i.e. minimum 5 years)
- Has attended an AHRC Trainer & Assessor's Workshop within the last 2 years or participated in 2 final assessments within the last 2 years
- Hold a current Senior First Aid Certificate
- Be a current AHRC member.

**Although not compulsory it is strongly recommended that trainees are assessed by several different Assessors during the training, and not all signatures in the Study Guide are from a single source only.**

### ***FINAL ASSESSOR***

Accredited to sign Logbook or Study Guide and officiate at final assessments

Criteria:

- Current AHRC NCAS Level II with extensive Riding School Experience (i.e. minimum 5 years) who has attended an AHRC Assessor's Workshop
- Cert IV Workplace Assessor or Cert IV in Recreational Assessing
- Have attended an AHRC Assessors Workshop within the last four years OR observe and participate in 1 final assessment
- New Assessors must assess in conjunction with an experienced Assessor for 2 final assessments
- Hold a current Senior First Aid Certificate
- Be a Current AHRC member
- Understand the insurance requirements for assessing



- Approved by AHRC

## ***Trail Ride Stream***

### ***AHRC TRAILRIDE TRAINER***

Accredited to train trainees and sign Logbook and Study Guide for all topics

Criteria:

- Be a AHRC NCAS Level I Trail Ride
- Hold a current Senior First Aid Certificate
- Be a current AHRC member
- Has attended an AHRC Trainer & Assessor's Workshop within the last 2 years or participated in a final assessment in the last 2 years.

### ***AHRC TRAILRIDE FINAL ASSESSOR***

Accredited to sign Logbook and Study Guide and officiate at final assessments

Criteria:

- Be a AHRC NCAS Level I Trail Ride or higher with a minimum 5 years practical experience in the trail ride industry
- Cert IV Workplace Assessor or Cert IV in Recreational Assessing
- Have attended an AHRC Assessors Workshop within the last four years OR observe and participate in 1 final assessment and assess in conjunction with an experienced Assessor for 2 further final assessments
- Hold a current Senior First Aid Certificate
- Be a current AHRC member
- Approved by AHRC



## **Qualification Requirements**

### **Coaching Stream (lessons)**

#### ***AHRC ASSISTANT COACH***

Pre requisites for final assessment:

- Be registered for training with AHRC
- Minimum age 16 years
- Have a signed Study Guide for
  - Topic 1 Introduction to the Industry
  - Topic 2 Safety
  - Topic 4 The Role of the Coach, Communication Skills
  - Topic 5 The Coaching Process
  - Topic 6 Teaching the Beginner
  - Topic 13.4 Grooming
  - Topic 13.5 Saddlery
  - Topic 13.6 Other equipment
  - Topic 13.11 Health of the Horse
  - Topic 14 Personal Skills

Do a written paper on the above topics

#### ***AHRC NCAS Level 1 (Recreational) Coach***

Pre requisites for final assessment:

- Be registered for training with AHRC
- Minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have a fully signed and completed Study Guide
- Be present at the final assessment with a horse capable of performing at the required level (see Final Assessment section for full details)
- Have completed a minimum of 250 hours of teaching with proof from teaching log book

#### ***AHRC Level II***

Pre requisites for final assessment:

- Be a AHRC NCAS Level 1 (Recreational) with a minimum 5 years practical experience in the industry
- Hold a current Senior First Aid Certificate
- Have a fully signed and completed Level II Study Guide
- or
- RPL for Previous AHRC NCAS Level IA or pre 2003 Level I Recreational or EFA I, II or III, BSAI, II or I with minimum 5 years experience in the industry.

### **Trail Ride Stream**

#### ***AHRC TRAIL RIDE ASSISTANT***

Pre requisites for final assessment:



- Be registered for training with AHRC
  - Minimum age 14 years
  - have a signed Assessment Guide for
    - Topic 2.2 Safety Coaches & Riders
    - Topic 8 Trail Ride Control
    - Topic 9 Trail Ride Teaching
    - Topic 13.4 Saddling
    - Topic 13.5 Grooming
- Do a written paper on the above topics

### ***AHRC TRAIL RIDE SUPERVISOR***

Pre requisites for final assessment:

- Be registered for training with AHRC
- Minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have a signed Study Guide for
  - Topic 1 Introduction to the Industry
  - Topic 2 Safety
  - Topic 8 Trail Ride Control
  - Topic 9 Trail Ride Teaching
  - Topic 13.2 Stabled & yarded Horses
  - Topic 13.4 Grooming
  - Topic 13.5 Saddlery
  - Topic 13.6 Other equipment
  - Topic 13.11 Health of the Horse
  - Topic 14 Personal Skills

Do a written paper on the above topics

Sit for a practical final assessment by two AHRC Assessors in  
Topic 8, 9 & 14

**\*\* Once signed off in Topics 2, 8, 9 and 14, if the candidate is 18 years or older and have current senior first aid qualifications they are allowed to be in charge of a group of not more than six clients on trail under indirect supervision.**

### ***AHRC NCAS Trail Ride Level 1***

An AHRC NCAS Trail Ride Level 1 has to

Pre requisites for final assessment:

- Be registered for training with AHRC
- Minimum age 18 years
- Have a fully signed and completed Study Guide
- Hold a current Senior First Aid Certificate
- Be present at the final assessment with a horse capable of performing at the required level (see Final Assessment section for full details)
- Have completed a minimum of 200 hours with proof from trail ride log book. The 200 hours must include at least 50 hours acting as the person in charge of the trail ride.(although under supervision) (200 hours in total)



## **Recognition of Prior Learning (RPL) & Equivalency Recognition Procedures**

**All instructors MUST hold a current senior first aid certificate (including annual resuscitation update)**

Recognition of Equestrian Courses, covering the Syllabus or part thereof, such as TAFE Horse Husbandry Diploma, Business Principles or Certificate III Course and some Applied Science Degrees, completed by trainees will be taken into consideration and given credit.

### **Credits for Coaching Principles**

- Candidates with evidence of having achieved in of the following may gain credit  
State department/Coaching centre/Institute Level 1 Coaching Principles course
- Physical Education/Coaching degree course
- Trainees should be aware that a theory course can only satisfy the theory component of the level 1 course and all trainees must demonstrate their ability to perform a range of practical tasks in the workplace
- Overseas qualifications may be recognised. Each case will be considered on it's merits within the guidelines of the NCAS.
- There will be no honorary accreditation. All coaches must satisfy competencies of the particular level of accreditation. However some practicing coaches may be able to satisfy all or some of the competencies without having to attend a full course of training.
- See the RPL form at the end of this manual.

### **Credits for Sport Specific personal riding skills during training**

There is no automatic credit for personal skills. Trainees can be assessed on workbook tasks without attending training sessions. Candidates may apply for exemption from all or sections of the course. Such persons will be required to document their prior learning and submit it in writing to the state coaching coordinator. These may be passed on to the National Coaching Coordinator for consideration



Trainees who have received credit for all or parts of the course will still be required to sit the final assessment in full.

### ***RPL Grievances***

Any coach or trainee having a complaint regarding RPL assessment should direct their complaint in writing to the AHRC State branch within 30 days of the completion of the training program or on receiving notification of the assessment outcome.

All grievances and appeals will be considered by a state technical panel who will inform the candidate of the process they used to consider their grievance and the outcome of their deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals will be referred to the national Coaching Coordinator for consideration by a National technical panel for their consideration and decision.



***Level T Trail ride Operators becoming AHRC NCAS Trail Ride Level 1***

- Minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for Topics 4, 5 & 6.1 (Coaching Principles)
- Have attended a Trail Ride Risk Management Training Workshop
- Sit and pass a theory paper for
  - Topic 1 Introduction to the Industry
  - Topic 2 Safety
  - Topic 4 The Role of the Coach, Communication Skills
  - Topic 5 The Coaching Process
  - Topic 10 Competition Preparation

All other topics are accepted as RPL but may be assessed for current competence in theory and/or practice.

***AHRC Level O Instructor becoming AHRC NCAS Level 1 (Recreational) (WA)***

- Minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for the following topics:
  - Topic 1 Introduction to the Industry
  - Topic 2 Safety
  - Topic 4 The Role of the Coach, Communication Skills
  - Topic 5 The Coaching Process
  - Topic 6.1 Teaching Special Groups
  - Topic 9 Cross Country
  - Topic 10 Competition Preparation
  - Topic 11 Intro to Trail Riding
  - Topic 12.2 Lungeing Equipment & Facilities
  - Topic 14.3 Riding Cross Country

All other topics are accepted as RPL but will be assessed for current competence in theory and/or practice.

***AHRC Level O Instructor becoming AHRC NCAS Level 1 (Recreational) (VIC)***

- Minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for the following topics:
  - Topic 1 Introduction to the Industry
  - Topic 2 Safety
  - Topic 4 Role of the Coach, Communication Skills
  - Topic 5 The Coaching process
  - Topic 6.1 Teaching Special groups
  - Topic 7.2 Tracks & Figures
  - Topic 8.3 Coaching Poles, Grids and Single Fence
  - Topic 9 Coaching Cross Country



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Topic 10	Competition Preparation
Topic 11	Introduction to Trail riding
Topic 13.1	Learning Outcome 2 & 4
Topic 13.2	Learning Outcome 1
Topic 13.7	Learning Outcome 5
Topic 13.8	Clipping
Topic 13.12	Travelling
Topic 14.2	Personal Skills Riding over jumps
Topic 14.3	Personal Skills Riding Cross Country

All other topics are accepted as RPL.

Sit for a practical assessment by two qualified AHRC assessors and present at a final assessment with a horse capable of performing at the required level. (see AHRC NCAS Level 1 final assessment requirements)

### ***AHRC NCAS Level 1 (Recreational) becoming AHRC NCAS Trail Ride Level 1***

An accredited AHRC NCAS Level 1 (Recreational) coach who wants to become an AHRC NCAS Trail Ride Level 1 has to have a Study Guide signed for the following topics:

Topic 7	Trail Ride Management
Topic 8	Trail Ride Control
Topic 9	Trail Ride Teaching
Topic 10	Competition Preparation
Topic 11	Trekking
Topic 14	Personal Skills

Provide proof of having worked for 20 hours with trail rides

All other topics are accepted as RPL but may be assessed for current competence in theory and/or practice.

### ***AHRC NCAS Trail Ride Level I becoming AHRC NCAS Level 1 (Recreational)***

An accredited AHRC NCAS Trail Ride Level I who wants to become an AHRC NCAS Level 1 (Recreational) Coach has to have a Study Guide signed for the following topics:

Topic 7	Coaching on the flat
Topic 8	Coaching Show Jumping
Topic 9	Coaching Cross Country
Topic 10	Competition Preparation (from level 1)
Topic 12	Lungeing
Topic 14	Personal Skills

Have completed a minimum of 150 hours of teaching with proof from teaching log book.

Remember that personal skills must be signed off for a particular skill before that skill can be taught with indirect supervision.

All other topics are accepted as RPL but may be assessed for current competence in theory and/or practice.

### ***EFA Level I Gen becoming AHRC NCAS Level 1 (Recreational)***



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An accredited EFA Level I General has to be assessed on the following Topics of the AHRC Study Guide for:

Topic 1	Introduction to the Industry
Topic 2.3	Selection of Horses
Topic 3	Office and Public Relations
Topic 6	Teaching Beginner Riders
Topic 10	Competition Preparation
Topic 11	Intro to Trail riding

Provide proof of having worked for 50 hours with recreational riders in a group situation (i.e. minimum of 4 riders). This will be achievable through approved AHRC centres, pony clubs, adult riding groups and has to be accompanied with a Statutory Declaration signed by the chief instructor or person in charge.

All other topics are accepted as RPL but will be assessed for current competence on any teaching task to a group (minimum of 4 riders) of recreational riders.



***EFA Level I Non Jumping becoming AHRC NCAS Level 1 (Recreational)***

An accredited EFA Level 1 non Jumping coach has to be assessed in:

Topic 1	Introduction to the Industry
Topic 2.3	Selection of Horses
Topic 3	Office and Public Relations
Topic 6	Teaching Beginner Riders
Topic 8	Coaching Jumping
Topic 9	Coaching Cross Country
Topic 10	Competition Preparation
Topic 11	Intro to Trail riding
Topic 14.2	Riding over Jumps
Topic 14.3	Riding Cross Country

before sitting the full AHRC final assessment by two qualified AHRC assessors excluding Personal Riding Skills on the Flat.

All other topics are accepted as RPL but will be assessed for current competence on any teaching task to a group (minimum of 4 riders) of recreational riders.

***EFA NCAS Level I Gen or Non Jumping becoming AHRC NCAS Trail Ride Level 1***

An accredited EFA Level I General or Non Jumping coach who wants to become an AHRC NCAS Trail Ride Level 1 has to have a Study Guide signed for the following topics:

Topic 1	Introduction to the Industry
Topic 2.3	Selection of horses
Topic 3	Office and Public Relations
Topic 6	Teaching the beginner rider
Topic 7	Trail Ride Management
Topic 8	Trail Ride Control
Topic 9	Trail Ride Teaching
Topic 10	Competition Preparation
Topic 11	Trekking
Topic 14	Personal Skills

Provide proof of having worked for 50 hours with trail rides

***EFA NCAS Level II or EFA NCAS Level III becoming AHRC Level II***

An accredited EFA Level II or Level III will be given RPL for all subjects but must observe and participate in a Level 1 final assessment or attend an Assessors Workshop to be awarded an AHRC NCAS Level II.

- **Provide proof of involvement and experience in riding schools and beginner riders.**



***Trail ride Operators becoming AHRC NCAS Trail Ride Level 1***

Existing Trail ride Operators wanting to qualify for AHRC NCAS Trail Ride Level 1 have to:

- Show proof of managing a trail ride operation for a minimum of two years
- Be of a minimum age of 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for Topics 4, 5 and 6.1 (Coaching Principles)
- Sit a theory paper covering some of the following aspects

Topic 1	Introduction to the Industry
Topic 2	Safety
Topic 3	Office and Public Relations
Topic 4	The Role of the Coach, Communication Skills
Topic 5	The Coaching Process
Topic 7	Trail Ride Management
Topic 9	Trail Ride Teaching
Topic 10	Competition Preparation
Topic 11	Trekking
Topic 13	Horse Management

Sit for a practical assessment by two qualified AHRC assessors in

Topic 6	Teaching Beginner Riders
Topic 8	Trail Ride Control
Topic 14	Personal Skills

***Riding School Coaches becoming AHRC NCAS Level 1 (Recreational)***

Existing riding school instructors wanting to qualify for AHRC NCAS Level 1 (Recreational) have to:

- Show proof of managing a riding school operation for a minimum of five years
- Be of a minimum age of 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for Topics 4, 5 and 6.1 (Coaching Principles)

Sit a theory paper covering aspects from all subjects of the syllabus.

Sit for the final practical assessment by two qualified AHRC assessors and present at the final assessment with a horse capable of performing at the required level. (see AHRC NCAS Level 1 (Recreational) final assessment requirements however **2 tasks for each component must be taught**)

***RDA Level I becoming AHRC NCAS Level 1 (Recreational)***

An accredited RDA Level I Instructor will automatically receive RPL for

Topic 2.3	Selection of Horses and 75 teaching hours
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All other topics of the syllabus will have to be assessed for the Study Guide before sitting for the full AHRC final assessment.



***RDA Level II becoming AHRC NCAS Level 1 (Recreational)***

An accredited RDA Level II Instructor will automatically receive RPL for

Topic 2	Safety
Topic 3	Office & Public Relations
Topic 12.1	Lunging Safety
Topic 12.2	Lunging Equipment & Facilities
Topic 12.3	Lunging the Horse
Topic 13	Horse Management

and 125 teaching hours

All other topics of the syllabus will have to be assessed for the Study Guide before sitting for the full AHRC final assessment.

***PCAA Instructor Level C (Previously Level I) becoming AHRC NCAS Level 1 (Recreational)***

A PCAA Level C instructor will receive RPL for the following Topics:

Topic 6.3	Teaching beginners basic skills
Topic 10	Competition preparation/Troop drill and 50 teaching hours if application is accompanied with a signed declaration from Pony Club President/Chief instructor stating a minimum of 1 year instructing regularly at rally days. (musters)

All other topics of the syllabus will have to be assessed for the Study Guide before sitting for the full AHRC final assessment.

***PCAA Instructor Level B (Previously Level II) becoming AHRC NCAS Level 1 (Recreational)***

A PCAA Level B instructor will receive RPL for the following Topics:

Topic 6.2	Teaching beginners unmounted
Topic 6.3	Teaching beginners basic skills
Topic 10	Competition preparation/Troop drill
Topic 12.1	Lunging Safety
Topic 12.2	Lunging Equipment & Facilities
Topic 12.3	Lunging the Horse
Topic 13	Horse Management

and 100 teaching hours if application is accompanied with a signed declaration from Pony Club President/Chief instructor stating a minimum of 1 year instructing regularly at rally days. (musters)

All other topics of the syllabus will have to be assessed for the Study Guide before sitting for the full AHRC final assessment.



***Mature age Instructors becoming AHRC NCAS Level 1 (Recreational)***

Applications for RPL in writing can be directed to the AHRC State Coaching Coordinator, and each case will be individually assessed in consultation with the National Coaching Coordinator.

***RPL for Holders of an EFA Orientation Level or AHRC Basic Horse Care Course***

<b>Topic</b>	<b>Subject</b>	<b>RPL</b>
13.1	Points of the Horse	RPL
	Identification	RPL
	Breeds	RPL
	Horse assessment	Higher level required
	Body systems	Higher level required
	Conformation	Higher level required
	Measure a horse	RPL
13.2	Horse Psychology	Higher level required
	Safe handling	Higher level required
	Stable routine in an establishment	Higher level required
	Cleanliness of stables	RPL
	Practical stable management	Higher level required
13.3	Pasture management	Higher level required
	Safe handling paddocked horse	RPL
	Management of paddocked horse	RPL
	Noxious plants	RPL
	Poisonous snakes	Higher level required
13.4	Basic types of saddles & fitting	RPL
	Basic types of bridles & fitting	RPL
	Bits & biting	Higher level required
13.5	Other equipment	Higher level required
	Boots & bandages	Higher level required
	Rugs	RPL
	Safety & care of gear	RPL
	Gear used for competitions	Higher level required
13.6	Grooming items & use	RPL
	Grooming procedure	RPL
13.7	Anatomy of foot & lower leg	Higher level required
	Lifting foot	RPL
	Daily foot care	RPL
	Principles of shoeing	Higher level required
	Corrective shoeing	Higher level required
	Removing a shoe	Higher level required
13.8	Clipping & Trimming	Higher level required



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13.9	Rules of good feeding	RPL
	Types of feed & nutrients	Higher level required
	Watering systems	RPL
	Dietary requirements of range of horses	Higher level required
	Feed room management	Higher level required
13.10	Assess horse's condition	RPL
	Assess fitness level	Higher level required
	Assess demands on workload	Higher level required
	Assess special conditions	Higher level required
13.11	Signs of healthy horse	RPL
	Signs of an unwell horse	RPL
	Clinical assessment	Higher level required
	Assessment & care of teeth	Higher level required
	Vaccinations	RPL
	Wounds & Treatments	RPL
	Symptoms & management of ailments & conditions	Higher level required
13.12	Types of transport & safety considerations	RPL
	Planning & preparing the horse	RPL
	Loading & unloading	Higher level required
	Overcoming potential hazards	Higher level required



## **INTERNATIONAL ACCREDITED COACHES**

### ***BSHAI becoming AHRC NCAS Level 1 (Recreational)***

A BSHAI qualified instructor who wants to become an AHRC NCAS Level 1 (Recreational) Coach must be a registered trainee and has to:

- Be a minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for Topics 1, 2 & 11
- Complete an essay on feeding and horse care in Australian conditions
- Sit a final assessment for 1 teaching task on the flat

Applications and paper checked and processed by State Coaching Coordinator.

All other topics are accepted as RPL but may be assessed for current competence in theory and/or practice.

### ***BSHII becoming AHRC NCAS Level 1 (Recreational)***

A BSHII qualified instructor who wants to become an AHRC NCAS Level 1 (Recreational) Coach must be a registered trainee and has to:

- Be a minimum age 18 years
- Hold a current Senior First Aid Certificate
- Have the Study Guide signed for Topics 1 & 11
- Complete an essay on feeding and horse care in Australian conditions

Applications and paper checked and processed by State Coaching Coordinator.

All other topics are accepted as RPL but may be assessed for current competence in theory and/or practice.

### ***BSHI becoming AHRC NCAS Level 1 (Recreational)***

A BSHI qualified instructor who wants to become an AHRC NCAS Level 1 (Recreational) Coach will be accepted as RPL but may be assessed for current competence in theory and/or practice.

Applications and paper checked and processed by State Coaching Coordinator.



## ASSESSMENT ADMINISTRATION PROCEDURE

All AHRC final assessments have to be conducted by or with approval of the AHRC State NCAS Committee. Assessors conducting a final assessment have to inform the NCAS Committee in writing or at an official AHRC State Committee meeting using the appropriate Final Assessment Request form at least 4 weeks prior to the date of the assessment.

AHRC final assessments can be held in the trainee's place of work; it is recommended that known horses and known riders (regular students) be used in the practical coaching sessions. All final assessments must be conducted by two approved AHRC Trainer and Assessors, only one of whom may be the candidates mentor or trainer.

A Final Assessment Request Form should be completed and sent to the State NCAS Convenor. It must be accompanied by a \$300 per candidate booking deposit. (made payable to the AHRC) This deposit is credited against:

- Written paper preparation and delivery
- Assessor costs
- Venue costs (where applicable)

The final cost of the assessment may be more or less than the deposit and will be adjusted accordingly.

**Upon receipt of the Final Assessment Request Form the NCAS committee appoints the Assessors and sends out written papers to the assessment convenor. Only the NCAS Committee Convenor can supply theory exam papers.**

The assessment convenor is responsible for:

- Setting the assessment date,
- Organising the venue & suitable guinea pigs,
- Financial planning (budget or collecting assessment fees and payment of Assessors),
- Candidate application forms (if in use),
- Confirming assessors,
- Preparing assessment time table,
- Arranging time and supervision for written papers,



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- Sending written papers to the assessors for marking,
- Sending Final Assessment Report Forms to the NCAS committee,
- Ensuring that successful candidates sign the Coach's Code of Conduct and that Australian Sport Commission fees (\$15.00) are collected and sent to the AHRC National Coaching Coordinator.



## FINAL ASSESSMENT PROCEDURES

### *AHRC NCAS Level 1 (Recreational) Coach Final Assessment*

#### **LUNGEING**

Lungeing will be assessed either at a workshop or during the final assessment

PRESENTATION	LUNGER	Jodhpurs, shirt, boots Gloves, helmet.
	HORSE	Saddle, stirrups up & secured, girth sufficiently tightened Snaffle bridle with reins twisted through the throat lash and done up Lunging cavesson Boots or bandages Side reins on saddle Lunge rein and whip

#### **TEACHING TASKS**

Use of side reins is optional (only if appropriate)

45 min lungeing riding lesson incl. gear check and short relevant warm up. The Examiners will choose from the following list of possible tasks and notify the candidate at the exam:

1. Improve confidence of a nervous rider
2. Teach basic upright seat
3. Teach rising trot
4. Teach correct rising diagonal
5. Teach sitting trot
6. Teach first canter
7. Improve basic upright seat
8. Improve rider's position and balance throughout transitions

#### **ASSESSMENT CRITERIA**

1. Presentation
2. Safe practices      horse  
   environment  
   rider
3. Voice projection
4. Whip and rein control
5. Effectiveness
6. Instruction    explanation  
                                 appropriate corrections  
                                 appropriate exercises  
                                 appropriate progression  
                                 achieving task  
                                 improving rider



## PERSONAL RIDING SKILLS

### FLAT RIDING

Gear check after riders have had the opportunity to warm up horses beforehand. (Assessors will check for appropriate fit and condition of tack.) Riders to present as if being tried for a job interview. Riders to present with horse, suitable gear and helmet and tack as allowed for in EFA dressage competition rules (however boots and bandages are permitted).

#### ASSESSMENT

1. Ten minutes of warm up exercises independently in the arena. Show walk, trot, and canter.
2. Short “riding” test. (no more than two riders at the time) Can be ridden in a 60 X 20 m or 40 X 20 m arena.
  1. A Enter arena in working trot (rising). Track left at C.
  2. E. Turn left.
  3. X circle left 20 metre diameter working trot (sitting)
  4. X circle right 20 metre diameter
  5. B Track left.
  6. C medium walk.
  7. HXF change rein in free walk on a long rein
  8. F medium walk.
  9. A working trot (rising).
  10. EB half circle right 20 metre diameter
  11. B working canter right leg circle 20 metre diameter
  12. F Working trot (rising)
  13. KXM change rein
  14. EB Half circle left 20 metre diameter
  15. B working canter left leg circle 20 metre diameter
  16. M Working trot (rising).
  17. HXF Change rein
  18. A Down centre line. G Halt

#### ASSESSMENT CRITERIA

Safety	gear environment
Effectiveness	Horse accepting the hands of the rider Balance of horse and rider Precision and execution of figures Correct understanding and applications of the aids

3. Ride another horse (Optional at the discretion of the assessors)



## **JUMPING**

1. Warm up in 2 and 3 point seat, including a suitable jump no higher than 50cm
2. Jump a grid of no more than 3 elements to 50cm with a trot approach.

### **ASSESSMENT CRITERIA**

Safety	gear appropriate speed
Effectiveness	position and balance of rider rhythm and balance of horse line of course eye contact control understanding of mistakes (if any)

## **CROSS COUNTRY**

1. Warm up at appropriate speed in 2 and 3 point seat, including three suitable jumps of no more than 50cm
2. Link the three obstacles to 50cm and ride at appropriate speed in canter.

### **ASSESSMENT CRITERIA**

Safety	gear appropriate speed
Effectiveness	position and balance of rider appropriate speed rhythm and balance of horse line of course control understanding of mistakes

## **WRITTEN PAPER**

Supervised three hour theory paper on:

All theory topics

Questions to be some straight answer questions and some essay type answers.  
Pass rate 75% with a total amount of 100 points to be gained.

## **ANY SUBJECT FROM THE SYLLABUS MAY BE ASSESSED.**

Candidates are to present themselves in a clean and professional manner, as they would for their usual lessons. Have hat and gloves ready



## **TEACHING TASKS**

**Candidates draw a group to teach one week before the final assessment. Groups range in ability and age (i.e. beginner adults or advanced children). Each candidate should teach 2 groups of different ability during the final assessment.**

Flat 45 min flat riding lesson incl. gear check and short relevant warm up + a choice of several specific teaching tasks. Supply written lesson plan for 45 minutes.

Teaching task choices

1. Explain & coach rising to correct diagonal
2. Explain & coach sitting and rising trot
3. Explain & coach 20 and 15 metre circles
4. Explain & coach 3 changes of rein
5. Explain & coach 3 loop serpentines
6. Explain & coach canter

Show jumping Oral questioning and practical application of poles and distances (approx 5-10 min)

1/2 hour show jump riding lesson incl. gear check and short relevant warm up + a choice of several specific teaching tasks. Supply written lesson plan for 30 minutes

Teaching task choices

1. Explain & coach 2 and 3 point seat
2. Explain & coach trot poles
3. Explain & coach trot poles and cross rails
4. Explain & coach trot poles to a small grid
5. Explain & coach single fence in trot and canter

Cross country One Cross Country teaching task must be signed by an independent assessor or assessed during the final assessment.

Teaching task choices

1. Explain & coach 2 and 3 point seat in an open area
2. Explain & coach 2 and 3 point seat over undulating country
3. Explain & coach riding a natural obstacle
4. Explain & coach jumping an obstacle with an uphill approach
5. Explain & coach jumping an obstacle with a downhill approach



*AHRC NCAS Level I Trail Ride Final Assessment*

**PERSONAL RIDING SKILLS**

Gear check after riders have had the opportunity to warm up horses beforehand. (Assessors will check for appropriate fit and condition of tack.) Riders to present as if being tried for a job interview. Riders to present with horse, suitable gear and helmet and tack as allowed for in EFA dressage competition rules (however boots and bandages are permitted).

ASSESSMENT

1. Demonstrate riding a horse at walk, trot and canter
2. Canter around at least three obstacles to show competence at steering and controlling a horse on undulating country
3. Demonstrate a transition from canter to halt
4. Open and close a gate from horseback using either hand and demonstrate reinback.
5. Open and close a gate dismounted and demonstrate remounting.
6. Lead a horse from horseback, perform some basic figures to show control in walk and trot
7. Jump a basic 45cm natural obstacle

ASSESSMENT CRITERIA

Safety            gear  
                      environment

Effectiveness   Balance of horse and rider  
                      Control of the horse(s)

**WRITTEN PAPER**

Supervised three hour theory paper on:

All theory topics

Questions to be some straight answer questions and some essay type answers.  
Pass rate 75% with a total amount of 100 points to be gained.

**ANY SUBJECT FROM THE SYLLABUS MAY BE ASSESSED.**

**PLAN AND CONDUCT A TRAILRIDE**

Candidates are to present themselves in a clean and professional manner, as if they would for a job interview or their usual position in the workplace. Have hard hat and horse ready.

Supply a plan for a Trail ride of minimum 1.5 hours duration stating:

1. Number and level of riders



2. Route- has it been checked
3. Expected time frame/breaks
4. Number of Assistants & their positions in the ride
5. Tack Repair Kit/Spares/Safety equipment
6. First Aid Kit
7. Means of communication
8. Food/water arrangements
9. Contingency options for injury and change of weather

Before the ride:

1. Horse Allocation
2. Check horses (condition, grooming, tack)
3. Brief Assistants
4. Brief riders
5. Assess riders
6. Mounting procedures

Conduct a ride:

1. with a minimum of 4 riders and 1 assistant (one of the Assessors can be the assistant if needed)
2. for a minimum period of 30 minutes in open country.

After the ride

1. Care of customers
2. Care of horses and riders

#### ASSESSMENT CRITERIA

- Overall Safety
- Appropriate positions of Assistants
- Sufficient & appropriate support for riders (explanations, confidence, comfort, warnings etc)
- Appropriate speed for the level of riders, terrain & weather
- Appropriate activity level
- Control of the ride
- Overall show of leadership ( i.e. showing to be in charge, voice , body language, early identification of possible problems, prevention of potential hazards)



***Re-Assessment (Supplementary Assessments or Posts)***

Where a candidate has not reached the standard they may retake those parts as post/supplementary assessments for up to four years from the date of the final assessment. There is no limit on the number of times a candidate can re-take the assessment. Candidates are not permitted to sit a supplementary test for the first three months following the previous assessment unless there are exceptional circumstances which will result in hardship to the candidate.

At least one of the original assessors must conduct any post/supplementary assessments of that candidate. Where a trainee's performance has been well below the standard the assessors may make recommendations regarding further training and a recommended minimum time which may exceed three months. The trainee will not be permitted to re-sit until the time has expired.

After 4 years the Level I final assessment must be re-taken in it's entirety.

***Assessment Appeals procedure***

Any coach or trainee having a complaint regarding training and or assessment should direct their complaint in writing to the AHRC State branch within 30 days of the completion of the training program or on receiving notification of the assessment outcome.

All grievances and appeals will be considered by a state technical panel who will inform the candidate of the process they used to consider their grievance and the outcome of their deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals will be referred to the national Coaching Coordinator for consideration by a National technical panel for their consideration and decision.

A fee of \$100.00 must be paid when lodging an appeal. The fee will be refunded if the appeal is upheld.



## **Update points for Coaches**

Level I AHRC Coaches are required to up date their knowledge and involvement in developments in the sport on a regular basis. This occurs through activities which gain up date points. Upon registration with the Australian Sports Commission coaches receive a yellow Australian Sports Commission Update Logbook, in which they record attendance to workshops, and associated activities for update points.

All Coaches have to accrue 24 points over a 4 year period and a minimum of 4 points per year.

AHRC has a policy to check up on coaches' points on a four yearly basis, but advises all coaches to record their update activities on a regular basis.

### **Activities that will give you the necessary update points are:**

Complete the next level of Accreditation (where available)	20 pts
*Renew First Aid certificate (full update)	6 pts
Be employed as a professional coach	3 pts per year
*Attend a one day workshop on risk management	4 pts
Attend a one day workshop (e.g. Lungeing etc)	3 pts
Organise a one day workshop	6 pts
Assessor at final assessment	6 pts
Become an AHRC Committee member	4 pts
Write a 500 word article in Newsletter or for distribution amongst Members	2 pts
Any relevant other qualification (Cert IV Workplace Trainer & Assessor)	4 pts
* indicates compulsory component	



**FINAL ASSESSMENT REQUEST FORM**

Assessment Organiser: \_\_\_\_\_

Contact details: \_\_\_\_\_

Venue: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Trainee no. \_\_\_\_\_

Preferred Date of Assessment or preferred day of the week: \_\_\_\_\_

**Assessors will be chosen by the State NCAS Committee.**

Forward a least 4 weeks prior to the assessment to:

AHRC State Coaching Co-ordinator

Send a cheque/money order for \$300 for assessment booking deposit to your State Coaching Co-ordinator

# Teaching Task



<b>Candidate's Name:</b>		Venue:			
AHRC Level I	Date:...../...../.....	Assessor:			
		Yes	No	Comments:	
<b>Presentation:</b>					
Correct dress & footwear		<input type="checkbox"/>	<input type="checkbox"/>		
Weather/sun protection		<input type="checkbox"/>	<input type="checkbox"/>		
Introduction self		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Safety/Gear:</b>					
Well fitted saddle, bridle		<input type="checkbox"/>	<input type="checkbox"/>		
Horse allocation		<input type="checkbox"/>	<input type="checkbox"/>		
(Appropriate temperament & ability)		<input type="checkbox"/>	<input type="checkbox"/>		
Use of equipment		<input type="checkbox"/>	<input type="checkbox"/>		
Safe conduct of lesson		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Lesson plan:</b>					
Clear		<input type="checkbox"/>	<input type="checkbox"/>		
Progressive		<input type="checkbox"/>	<input type="checkbox"/>		
Entertaining		<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate for level of riders		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Warmup content:</b>					
Relevant		<input type="checkbox"/>	<input type="checkbox"/>		
Active		<input type="checkbox"/>	<input type="checkbox"/>		
Group control		<input type="checkbox"/>	<input type="checkbox"/>		
Preparation/equipment in place		<input type="checkbox"/>	<input type="checkbox"/>		
Position corrections of riders		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Task chosen for lesson:</b>			<b>Aim:</b>		
<b>Explanation of task:</b>					
(What, Why & How) Correct		<input type="checkbox"/>	<input type="checkbox"/>		
Clear & to the point		<input type="checkbox"/>	<input type="checkbox"/>		
Checked if understood by riders		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Development of task during teaching:</b>					
Effective (was the task taught)		<input type="checkbox"/>	<input type="checkbox"/>		
Progressive		<input type="checkbox"/>	<input type="checkbox"/>		
Correctly executed		<input type="checkbox"/>	<input type="checkbox"/>		
Change of rein		<input type="checkbox"/>	<input type="checkbox"/>		
Effective time management		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Corrections to students/Feedback:</b>					
Clear commands		<input type="checkbox"/>	<input type="checkbox"/>		
Correct		<input type="checkbox"/>	<input type="checkbox"/>		
Relevant to rider's level		<input type="checkbox"/>	<input type="checkbox"/>		
Understood		<input type="checkbox"/>	<input type="checkbox"/>		
Improvement made		<input type="checkbox"/>	<input type="checkbox"/>		
<b>General Impression/ Atmosphere during lesson:</b>					
Relaxed		<input type="checkbox"/>	<input type="checkbox"/>		
Confident		<input type="checkbox"/>	<input type="checkbox"/>		
Happy		<input type="checkbox"/>	<input type="checkbox"/>		
Did the students enjoy themselves		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Effectiveness:</b>					
Coach in appropriate position		<input type="checkbox"/>	<input type="checkbox"/>		
Voice projection		<input type="checkbox"/>	<input type="checkbox"/>		
Used equipment when necessary		<input type="checkbox"/>	<input type="checkbox"/>		
Used appropriate language for the situation		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Summary:</b>					
Individual Assessment-relating to previous feedback		<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate homework		<input type="checkbox"/>	<input type="checkbox"/>		
Question time		<input type="checkbox"/>	<input type="checkbox"/>		

Result: Competent

Not yet competent



<b>Candidate's Name:</b>		Venue:	
Assessment: AHRC	Date:	Assessor's name and credentials	
<b>Dressage</b>			
		Yes No	Comments
Presentation		<input type="checkbox"/> <input type="checkbox"/>	
Safety/Gear/Environment		<input type="checkbox"/> <input type="checkbox"/>	
Warm up		<input type="checkbox"/> <input type="checkbox"/>	
Position, balance of horse and rider		<input type="checkbox"/> <input type="checkbox"/>	
Effective aids		<input type="checkbox"/> <input type="checkbox"/>	
Precision & execution of figures		<input type="checkbox"/> <input type="checkbox"/>	
Horse accepting the hands of the rider		<input type="checkbox"/> <input type="checkbox"/>	
Anle to analyse own performance		<input type="checkbox"/> <input type="checkbox"/>	
Understands essentials		<input type="checkbox"/> <input type="checkbox"/>	
<b>Competent in Flat work</b>		<input type="checkbox"/> <input type="checkbox"/>	
	<b>Jumping</b>		<b>Cross Country</b>
	Yes No		Yes No
Safety/Gear/Environment	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Position 2 and 3 point and	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Line of course	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Eye contact	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Effective control	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Identified mistakes & corrected them/able to explain them	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Anle to analyse own performance	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Understands essentials	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
<b>Competent in jumping</b>		Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Competent in cross country</b>		<input type="checkbox"/> <input type="checkbox"/>	

# Lungeing Assessment



<b>Candidate's Name:</b>		Venue:		
Assessment: AHRC	Date:	Assessor's name and credentials		
<b>Lungeing</b>				
		Yes	No	Comment:
<b>Presentation:</b>	Correct dress (footwear/gloves/helmet)	<input type="checkbox"/>	<input type="checkbox"/>	
	Weather/Sun protection	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety/Gear:</b>	Correctly fitted cavason	<input type="checkbox"/>	<input type="checkbox"/>	
	saddle	<input type="checkbox"/>	<input type="checkbox"/>	
	side reins	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Clear commands:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Position:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Handling the lungeing rein, especially looping and unlooping:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Use of whip:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Effectiveness:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Competent in lungeing</b>				<input type="checkbox"/> <input type="checkbox"/>
<b>Lungeing the rider</b>				
<b>Safety/Gear/Environment:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lesson task</b>				
<b>Explanation of task:</b> (What, Why, How)	Correct	<input type="checkbox"/>	<input type="checkbox"/>	
	Clear & to the point	<input type="checkbox"/>	<input type="checkbox"/>	
	Understood by the rider	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Development of task during teaching:</b>	Effective	<input type="checkbox"/>	<input type="checkbox"/>	
	Progressive	<input type="checkbox"/>	<input type="checkbox"/>	
	Correctly executed	<input type="checkbox"/>	<input type="checkbox"/>	
	Change of rein	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Corrections to students:</b>	Clear	<input type="checkbox"/>	<input type="checkbox"/>	
	Correct	<input type="checkbox"/>	<input type="checkbox"/>	
	Understood	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Effectiveness:</b>	Appropriate positioning	<input type="checkbox"/>	<input type="checkbox"/>	
	Voice projection	<input type="checkbox"/>	<input type="checkbox"/>	
	Control of horse	<input type="checkbox"/>	<input type="checkbox"/>	
	Used appropriate language for the situation	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Competent in lungeing a rider</b>				<input type="checkbox"/> <input type="checkbox"/>

## AHCR LEVEL I TRAILRIDE FINAL ASSESSMENT

Candidates Name.....Trainee no.....Date.....

<b>Prior to assessment check pre-requisites:</b>	
• Registered trainee	
• Candidate's Age	
• Signed Assessment/Study guide	
• Log book 200 hours of taking out trails (incl. 50 in charge)	
• First Aid Certificate	

Comments:

Assess any outstanding practical tasks. In principle all tasks should be signed off, however, in some cases of RPL or for candidates from isolated areas assessment & final assessment may be simultaneous. (i.e. arena work, words of command, warm up of ride and practical horse management tasks.)

**Task:**

**Conduct a trailride of approximately ½ hour with a minimum 4 riders and an assistant. Riders may be beginners, but walk and trot must be shown at some stage. (canter optional)**

<b>Preparation:</b>	Comp/NYC
<b>Criteria: Safety, Organisation/procedures, overall control of the situation i.e. show of leadership</b>	
• Check horses: grooming, tack (fitting/ safety), soundness/health, suitability	
• Set & check route (suitable weather conditions, suitability for type of riders)	
• Check first aid & tack repair kits and water.	
• Check communication methods and inform home base	
• Brief assistants, ascertain assistants understand what is required of them	
• Welcome riders, check ability & fitness, allocate horses, fit helmets, boots, clogs	
• Safety briefing, horse behaviour, procedures, signals, ride particulars	
• Mounting: safety, correct position of horse, self & assistants, correct method	
• Check horse control: rider position, stop, go, steering	
• Organise ride: formation of ride, supervision of mounted riders while mounting	

Comments:

<b>Conduct the ride</b>	Comp/NYC
<b>Criteria: Safety, procedures, overall control of the ride i.e. show of leadership,</b>	

<b>anticipation and prevention of unsafe situations.</b>
<ul style="list-style-type: none"> <li>• Correct positions riders, horses, assistants &amp; self</li> </ul>
<ul style="list-style-type: none"> <li>• Able to set appropriate speed</li> </ul>
<ul style="list-style-type: none"> <li>• Keep the ride together &amp; split the ride</li> </ul>
<ul style="list-style-type: none"> <li>• Support &amp; corrections to help riders negotiate terrain, gates, possible hazards: observation skills, corrections in time, clear, understood, effective</li> </ul>
<ul style="list-style-type: none"> <li>• Show ride in walk and trot: correct instructions, correct distances, controlled circumstances, correct part of the route</li> </ul>
<ul style="list-style-type: none"> <li>• Show good communication skills, voice, signs, explanations</li> </ul>
<ul style="list-style-type: none"> <li>• Show anticipation and prevention of hazards (gates, water, up &amp; down hill)</li> </ul>
<ul style="list-style-type: none"> <li>• Deal with emergencies (if any, possibly stage some)</li> </ul>
<ul style="list-style-type: none"> <li>• Show overall control of riders and horses in care</li> </ul>

Comments:

<b>Personal skills</b>	Comp/NYC
<b>Criteria: Balanced seat in all paces and different terrain, Effective control of own horse &amp; other horses in care.</b>	
<ul style="list-style-type: none"> <li>• Walk, trot, canter over undulating country</li> </ul>	
<ul style="list-style-type: none"> <li>• Lead a (mounted) horse from horseback</li> </ul>	
<ul style="list-style-type: none"> <li>• Open &amp; close a gate from both sides - mounted</li> </ul>	
<ul style="list-style-type: none"> <li>• Open &amp; close a gate from both sides – unmounted &amp; remount</li> </ul>	
<ul style="list-style-type: none"> <li>• Jump a 45cm obstacle</li> </ul>	

Comments:

<b>Written Paper</b>	Comp/NYC
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Comments:

Assessors:.....

Venue:.....Final result.....

**Coach's Code of Ethics  
Agreement Form**  
for registration or re-registration to the National Coach  
Accreditation Scheme (NCAS)

To: Australian Horse Riding Centres

I, \_\_\_\_\_ of \_\_\_\_\_  
Full name Address

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Address continued

am seeking registration/re registration (please circle) for the following Australian Sports Commission qualification:

Level	Sport	Discipline (if applicable)
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I agree to the following terms:

1. I agree to abide by the AHRC Code of Ethics overleaf
2. I acknowledge that the AHRC may take disciplinary action against me, if I breach the code of ethics. ( I understand that the AHRC is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include the d-registration from the National Coaching Accreditation Scheme.

Please refer to the Harassment-free Sport Guidelines available from the Australian Sports Commission or contact the AHRC, if you require more information on harassment issues.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Coach's Code of Ethics



1.	Respect the rights, dignity and worth of every human being.	<ul style="list-style-type: none"> <li>• Within the context of the activity, treat every one equally, regardless of sex, disability, ethnic origin or religion.</li> </ul>
2.	Ensure the athlete's time spent with you is a positive experience.	<ul style="list-style-type: none"> <li>• All athletes are deserving of equal attention and opportunities</li> </ul>
3.	Treat each athlete as an individual.	<ul style="list-style-type: none"> <li>• Respect the talent, development stage and goals of each individual athlete.</li> <li>• Help each athlete reach their full potential.</li> </ul>
4.	Be fair, considerate and honest with athletes.	
5.	Be professional and accept responsibility for your actions.	<ul style="list-style-type: none"> <li>• Language, manner, punctuality, preparation and presentation should display high standards</li> <li>• Display control, respect, dignity and professionalism to all involved in the sport-this includes opponents, coaches, officials, administrators, the media, parents and spectators.</li> <li>• Encourage your athletes to demonstrate the same qualities.</li> </ul>
6.	Make commitment to providing a quality service to your athletes.	<ul style="list-style-type: none"> <li>• Maintain or improve your current NCAS accreditation.</li> <li>• Seek continual improvement through performance appraisal and ongoing coach education.</li> <li>• Provide a training program which is planned and sequential.</li> <li>• Maintain appropriate records.</li> </ul>
7.	Operate within the rules and spirit of your sport.	<ul style="list-style-type: none"> <li>• The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of it's rule book. constitution, by-laws, relevant policies. e.g. Anti-doping policies, selection procedures etc.</li> <li>• Coaches should educate their athletes on drugs in sport in consultation with the Australian Sports Drugs Agency (ASDA).</li> </ul>
8.	Any physical contact with the athletes should be: <ul style="list-style-type: none"> <li>• appropriate to the situation</li> <li>• necessary to the athletes's skill development.*</li> </ul>	
9.	Refrain from any form of personal abuse towards your athletes.*	<ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse.</li> <li>• Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.</li> </ul>
10.	Refrain from any form of harassment towards your athletes.*	<ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability.</li> <li>• You should not only refrain from initiation of a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.</li> </ul>
11.	Provide a safe environment for training and competition.	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards.</li> <li>• Equipment, rules, training and environment need to be appropriate for the age and ability of the athletes.</li> </ul>
12.	Show concern and caution towards sick and injured athletes.	<ul style="list-style-type: none"> <li>• Provide a modified training program where appropriate.</li> <li>• Allow further participation in training and competition only when appropriate.</li> <li>• Encourage athletes to seek medical advise when required.</li> <li>• maintain the same interest and support towards sick and injures athletes.</li> </ul>
13.	Be a positive role model for your sport and athletes. * Please refer to the Harassment-Free Sport Guidelines available from the Australian Sports Commission for more information about harassment issues.	<p><b>Coaches should.....</b></p> <ul style="list-style-type: none"> <li>Be treated with respect and openness.</li> <li>Have access to self improvement opportunities.</li> <li>Be matches with a level of coaching with the level of competence.</li> </ul>





**TRAINEE REGISTRATION /STUDY GUIDE ORDER FORM**

NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ POST CODE \_\_\_\_\_

PHONE  
HM \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

EMAIL \_\_\_\_\_

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND? YES/NO

ARE YOU OF A NON-ENGLISH SPEAKING BACKGROUND? YES/NO

DATE OF BIRTH: \_\_\_\_\_

NAME OF AHRC TRAINING CENTRE \_\_\_\_\_

TRAINING FOR: AHRC NCAS Level 1 (Recreational)/ AHRC NCAS Level I Trail Ride  
**\* cross out which is not required, or make a note if both are required.**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RETURN THIS FORM PLUS \$65 for Study Guide and trainee registration to  
AHRC National Coaching Coordinator  
29 Ashurst Dve  
LESMURDIE, WA 6076

Cheques to be made payable to AHRC

**Privacy Statement - Privacy Act 1998**

By completing this form you are supplying the Australian Horse Riding Centres with personal information about yourself. The AHRC is required to collect this information by our insurance company and by the Australian Sports Commission. The information you provide will not be supplied to any other organisation or used for any other purpose.





**Notes with the RPL (Recognition of Prior Learning) or RCC (Recognition of Current Competency) Form.**

This form is designed to facilitate RPL and RCC.

Applicants can provide evidence of competency in relation to the Learning Outcomes of specific Topics in the AHRC NCAS Level I on the proforma sheet.

Evidence must follow the Learning Outcomes of the Study Guide, so applicants must be in possession of the Study Guide. (Available from AHRC National Coaching Co-ordinator 29 Ashurst Dve., LESMURDIE, 6076, WA @ \$65.00 including registration)

Please note that even though proof of RPL and RCC is provided, topics still may be assessed. Cost of this assessment is on account of the applicant and is charged at an hourly rate for the Assessor appointed by the AHRC.

RPL may take the form of accreditations, certificates, testimonials and actual experience in the work place over a period of time.

Send your RPL form plus supporting evidence to your State Coaching Co-ordinator for processing.