



NATIONALLY ACCREDITED TRAINING

EQUINE MANAGEMENT AND COACHING SKILLS

RESIDENTIAL STUDIES (Full Time)

Our courses encompass the foundation on which equestrian is built. Our Riding, Ethology and Coaching (REC) program is thus aimed at providing a specialized education for those who desire a career working with horses. Our residential course has grown out of a demand for a professional facility where horse lovers and those wishing to acquire new skills can spend time learning about the care and keep of horses, and where they are given the opportunity to develop their riding & teaching knowledge skills to the levels they are capable of.

BACKGROUND ON THE SKILLS PROGRAMS & THE EXAMINATION PATHWAY

CATHSSETA is the Sectorial Education and Training Authority, which is governed by the South African Qualifications Authority (SAQA) for outcomes based adult education. Educational levels include, General

Education and Training (GET), Further Education and Training (FET) and Higher Education and Training (HET). There are a total of 21 SETA's in South Africa. Each one manages and creates learnerships, skills based programs and internships in its sector. Each industry and job in the country is covered by one of the 21 SETA's (Nov 2020).

REC Academy holds current and valid accreditation with CATHSSETA for the skills programs in Equestrian levels 2 – 5 and with AGRISETA for level 1. The learners who complete these programs with competency after being assessed and moderated, verified by the SETA, will receive a SETA endorsed certificate, representing the National system of education and benchmarked against International qualifications.

REC EQUESTRIAN ACADEMY PTY LTD

Has been proudly training horse-masters and coaches from all over the world, for the past twenty years and has been awarded full accreditation to train and assess according to the legislated requirements of the Department of Higher Education and Training for outcomes based education.

According to SETA's records, our Academy is the first accredited independent training provider, dedicated to the full time training of equestrians through registered NQF skills programs, from NQF level one to NQF level five.

The skills programs provides workplace skill sets for entry into various career pathways within the following equine and equestrian career paths:

- Mounted Policing (Metro police, SAPS, Security, Correctional Services)
- Sport (Trainer, Professional Groom, Sports Coach, Discipline Specialist Coach, Discipline Judge, Course designer, Steward)
- Racing (Racing grooms, Assistant and Head Trainer)
- Tourism (Trail centres, estate Equestrian Managers, Trail Centre Assistant/Lead Guides)
- Welfare (Carthorse Society, SPCA, Riding for the Disabled)
- Stud (Stud groom, Assistant Stud Manager, Stud Manager)
- Farriery (Farrier apprentice, Bare foot Trimmer)
- Complimentary Services (Equine dental technicians, Equine therapy, Equine Assisted therapy)
- Equestrian Centres (Professional Groom, Livery Yard Manager, Facility Manager, Riding School Instructor)
- Education (Facilitator, Assessor, Moderator, Provincial & National coach developers)

THE REC LEARNING PATHWAY

- A roll out plan is presented to learners, with formative assessments throughout the learning phase.
- Learner guides are presented for each skills program.
- Learning theory takes place on an interactive on-line platform.
- A practical logbook completed by the learner & signed off by the tutor, forms part of formative assessment.
- Learners interact with peers at the Academy venue, engaging with daily duties as part of the work experience for these occupational skills.
- Successful learners are awarded a SETA endorsed certificate and results are posted on the National Learner Database.
- At the end of each skills program roll out, final Assessments are conducted by a registered Assessor and PoE's are moderated by SETA registered Moderators as per SAQA requirements.
- At the end of each course year an independent verification visit confirms and guides quality assurance for best practice.

All core Unit Standards of the skills programs are completed and passed sequentially. Due the practical nature of the course, students will work on more than one unit standard at a time at the different levels.

EQUINE MANAGEMENT CAREER PROGRAM -10 month program

Foundational studies focus on the principles of modern Equine management both mounted and dismounted, Stable-Yard and business operations, facility and pasture management. The modules include but are not limited to nutrition, exercise, lungeing, veterinary, travel, physiology and equine behaviour, equine equipment, business management and health & safety and leadership development.

The mission of the REC Academy is to prepare the learner for individual and managerial positions in the equestrian and associated industries. As the leaders of tomorrow, our aim is to provide both professional and personal development tools for each individual to realise their own potential.

- Stable Groom Skills Program NQF level 1
- Professional Groom Skills Program NQF level 2
- Stable Master Skills Program NQF level 3

EQUESTRIAN COACH/TRAINER CAREER PROGRAM – 8/10 month program

Advanced studies focus on modern coaching and training philosophy, & principles for best practices. The further development of critical thinking skills provide tools for reflection and problem solving. Modules covered include; Coaching & Training principles, health and welfare, biomechanics & fit for purpose, facility management, feed formulation & feeding, personal development.

- Assistant Instructor Skills Program NQF level 4
- Sport Horse Management Skills Program NQF level 5

THE LEARNING COMPONENTS

As per the vision and requirements of the Quality Council for Trades and Occupations, residential learners will become competent in three areas of learning:

- **Knowledge and Theory component**
- **Practical skills component**
- **Work experience component**

This improved learning strategy, values each component equally and allows the learner to engage in a structured workplace experience. This process results in occupational curricula and occupational skills that are directly linked to the relevant industry needs.

REC Equestrian Academy has structured the learning year to facilitate the three pillars of competency within each skills program .

- THEORY - THE LEARNING MANAGEMENT SYSTEM
- EXPERIENTIAL LEARNING – BRINGING THE THEORY TO LIFE
- PRACTISE – READINESS FOR THE REAL WORLD OF WORK

LEARNING MANAGEMENT SYSTEM

The learning content for all skills programs, has been redesigned in alignment with new global research for a more modern, effective approach to education. In support of a three pillar approach, learners are able to complete theory learning on an interactive online platform, engaging with other learners and a qualified tutor on a fully supported learning platform, making use of technology and innovation. The second pillar is dedicated to practice in the residential workspace and learners will spend part of each day at the Academy engaged in daily equestrian activities, which follow on from theory learnt during online sessions. The third pillar provides unconscious competence of Experiential Learning (EXL) and readiness for market place related activities of the real world of work.

Enrolled learners are given log-in details to the Learning Management System (LMS) which provides all the content at each NQF level. Online sessions are held with a tutor who is both a subject matter expert and a SAQA registered Assessor. Online resources such as PowerPoint using images and videos will clearly explain and set out the knowledge information and skills to be learnt, and are found in each module.

Interactive discussions are held to ensure there is clarity and understanding on each unit standard content. Learners complete assignments/worksheets which may be due on the same day or if necessary allocated a longer period. A weekly group session consists of feedback with a discussion of the worksheets and may also include the viewing of video's for further reflection.

Weekly Roll-Out

In accordance with the notional hours of learning for each skills program, students attend daily Zoom sessions on three days of the week.

One further day of the week is reserved for self-study, whilst the last day of the week is reserved for tests in the morning, with a final weekly session in the afternoon, which includes both the foundational and advanced study students, in a question and answer session, which includes the preparation of mini lectures.

In building each learner's port-folio of evidence (POE) within the practical learning space of the Academy venue, learners will engage in their own learning by creating short videos which they will load onto their You Tube channels, for formative assessment of practical's. Throughout these processes, full tutor support is provided and all feedback given is comprehensive.

EXPERIENTIAL LEARNING (EXL)

Experiential learning is the process of learning through experience, and is specifically defined as learning through reflection of doing. The reflection of doing can be translated as turning theory into practice of newly learnt skills, reflecting on ways to improve and do it better, and finally using this reflection to improve their technical skills through continued practise.

Extensive studies show that experiential learning brings 'theory to life' by encouraging learners to immerse themselves in an experience, and through reflection about the experience, will develop new skills, new attitudes, or new ways of thinking (Lewis & Williams, 1994).

A learner logbook is allocated for each unit standard and each learner will be tasked with accumulating practical evidence in their own time and in agreement with the Academy Tutor, before the commencement of each assessment phase. These logbooks are handed in as part of a learner's *PoE ahead of summative Assessments.

Learners will be required to sign a notice of authenticity regarding the times, dates and content of each practical as being their own work-place practice. It is assumed that each learner commits to improving their practical skills through problem solving and decision thus gaining valuable insights into equine behaviour as they practice the keep and care of horses at their chosen workplace facility.

For the safety of learners, REC Equestrian Academy requires all learners to follow the safety dress code when working with or near any of the horses on the workplace site. Any videos submitted for the learner's PoE, that does not adhere to the safety dress code will marked with a 'non-compliance rating'.

****Portfolio of Evidence***

REAL TIME PRACTISE

Learners completing the residential study program will be able to immerse themselves in daily practice at the Academy venue, under the supervision and support of our Academy tutor. This time is dedicated to the application and practice of the knowledge skills acquired during the on-line learning sessions, and provides value to the experiential learning component. During real time practise horses and equipment are available to learners under the tutelage of the Academy tutor.

ASSESSMENT FOR ALL PHASES

Full Time learners who apply to be assessed through the CATHSSETA registered Skills Programs, will be assessed as per the roll out plan for each skill program, which covers the syllabus sequentially from NQF level 2 upwards (T's & C's apply) during this period; and for which full course payment has been made. The costs of all assessments are included in the course fees.

NOTE: Dates and times quoted throughout are always provisional and will be dependent on various circumstances.

THE EQUINE MANAGEMENT SYLLABUS

FOUNDATIONAL STUDIES EQUESTRIAN CAREER PROGRAM – Year One

In addition to the traditional equestrian/equine modules of our horse management course, REC Academy has included additional subjects at the various levels, which we believe will enhance a well-rounded skills set and offer value to the industry, as well as the ongoing personal and professional development of our learners.

Specialization-(Electives): Note that some skills programs include specializations. These specializations **if optional**, may carry an additional fee for training and assessment (POA). Learners will be guided by the tutor on the value of including optional specializations, and applicants interested in optional specializations may discuss this at the interview prior to acceptance. Where specializations

carry a **minimum credit choice**, the learner *must* choose an elective subject which fulfils the minimum credit requirements. These compulsory electives are included in the course fee.

STABLE GROOM SKILLS PROGRAM NQF level 1 includes:	Credits
➤ 244033- Load & unload horses for & from transport	4
➤ 116511 - Carry out basic 1 st aid treatment in the workplace	1
➤ 244041 - Explain basic horse behaviour & body structure	6
➤ 244037 - Groom a horse	6
➤ 244039 - Lunge a trained horse for exercise	10
➤ 244251 - Perform basic handyman tasks in a stable yard	6
➤ 244034 - Use basic horse tack, blankets & boots	5
➤ 244252 - Perform basic stable yard operations	8
➤ 15091 - Plan to manage one's time	3
➤ Elective Specialization: optional	
➤ 244036 - Perform horse riding proficiency skills on a trained horse	7

PROFESSIONAL GROOM SKILLS PROGRAM NQF level 2 :	Credits
➤ 335730- Demonstrate an understanding of equine welfare	4
➤ 265056- Demonstrate an understanding of equine hoof care	5
➤ 335743- Organize & monitor feeding & watering of equines	3
➤ 335718- Prepare an equine for a show	5
➤ 335745- Restrain an equine	4
➤ 335754- Tack up an equine	6
➤ 120313- Investigate work opportunities in order to make a personal employment or work decision	2
➤ 259604- Verify compliance to safety health & environmental requirements in the work place	4
➤ 335714- Clip an equine	4
➤ 265076- Demonstrate an understanding of ancillary tack for the equine	5
➤ 335727- Recognize & manage stable & unmounted vices in equines	3
➤ Elective Specialization: Optional	
➤ 335723- Develop Riding Proficiency	8

STABLE MASTER SKILLS PROGRAM NQF 3 :	Credits
➤ 335762 Understand Equine Conformation	8
➤ 265078 Demonstrate knowledge of the elements of equine feeding & nutrition	5
➤ 265077 Demonstrate understanding of equine dentition	4
➤ 265079 Lunge a novice equine for training & exercise	8
➤ 265075 Manage an Equestrian Facility	5
➤ 265054 Understand equine health & wellbeing	12
➤ 244181 Perform hand over & take over responsibilities	6
➤ 244589 Identify causes of stress & techniques to manage it in the workplace	2
➤ Elective Specialization: optional	
➤ 265055 Develop riding proficiency & basic schooling of horses	8

ADVANCED STUDY EQUESTRIAN COACH & TRAINER PROGRAM Year Two - (Optional)

Graduates who wish to build on to their Equine Management Skills, may advance to the Level One Equestrian Coach program. Personal and professional development skills have been included as part of the advanced level studies, which we believe will enhance a well-rounded skill set and offer value to the industry.

NQF LEVEL 4: ASSISTANT INSTRUCTOR SKILLS PROGRAM - Information will be provided on request. Learners who have not completed the foundational Study program at REC Academy, will be required to provide evidence of competence at NQF levels 1, 2, 3 through means of recognition of prior knowledge (RPL) T's & C's apply.

NQF LEVEL 5: SPORT HORSE MANAGEMENT SKILLS PROGRAM - Information will be provided on request. Learners who have not completed the foundational Study program at REC Academy, will be required to provide evidence of competence at NQF levels 1, 2, 3, 4 through means of recognition of prior knowledge (RPL) T's & C's apply.

FIRST AID CERTIFICATE (external)

Learners are required to present proof of the successful completion of a recognised Level One First Aid program. Learners may complete an independent online course and provide proof of certification.

RESEARCH

As with any tertiary studies learners are encouraged to do as much research as possible and to source further information from reputable sites, for their ongoing (CPD) Continuous Professional Development. Below is a recommended list of suitable reading material which is not inclusive.

Recommended readings Equine Management

- The BHS Complete Manual of Stable Management
- The BHS Veterinary Manual 2nd Edition by P Stewart Hastie

Recommended readings for Equestrian Coach/trainer skills

- The Principles of Riding (Official Handbook of the German National Equestrian Federation)
- The BHS Instructors Manual for Teaching Riding (Islay Auty)
- Equine Sports Coaching (Alison Lincoln)
- Equine biomechanics for Riders (Karin Blignault)

PEER SUPPORT & REVIEWS

Foundational Study program learners may be placed under the guidance of a peer tutor when completing independent or workplace tasks/assignments for continuous assessment and in preparation for final assessment.

INTERVIEW AS A PRE-REQUISITE FOR POTENTIAL ACCEPTANCE

It is recommended that prospective learners and the person responsible for the payment of the course attend an online meeting interview with the Principal/Head of Programs, during which all aspects of the course will be explained and any other queries will be dealt with, including the rules and regulations of the REC Equestrian Academy.

SAFETY NOTICE

All learners are reminded that horses are unpredictable animals that are easily startled. It is important to adhere to the safety rules when working in the vicinity of a horse, and when handling or riding horses.

For the safety of learners, REC Equestrian Academy requires all learners to follow the safety dress code when working with or near any of the horses on the workplace site. For this reason, any videos submitted as evidence of practice, that do not adhere to the safety dress code will be awarded a 'non-compliance rating'.

This includes the correct riding apparel, closed boots, safety helmet, and gloves when leading, riding or lunging a horse. In addition the correct equestrian PPE includes the wearing of a safety helmet when working with a horse in a stable.

As a ridden safety precaution, the use of Academy horses for ridden subjects is limited to a rider weight of 80kg.

All students are encouraged to have an up to date Tetanus injection prior to stable yard interactions.

ENROLMENT AND COURSE FEE INFORMATION

INCLUDED in the course fee for Foundational Program learners:

- Tuition, support and guidance in all enrolled modules
- Mounted coaching sessions for the Riding proficiency module according to student's riding ability - see *weight limit applicability if using an Academy horse.
- Supervision of practice for workplace learning
- Testimonial supporting experience in the management of the Academy workspace
- The cost of one assessment & one re-assessment of each Unit Standard

NOT INCLUDED in the course fee:

- Special needs tuition.
- 3rd Assessment of the same Unit Standard.
- Residential fees*, travel, meals, all personal student items.
- Books & Stationery.
- First Aid Course or any other registration fees external to REC Equestrian Academy.

*RESIDENTIAL FEES

Learners may live out and attend as day scholars, or learners may apply to stay in the residential apartments. Residential fees are payable directly to the venue host and include; Furnished apartments, include uncapped WIFI, laundry facilities, fully equipped kitchens and lounges. The use of horses, equipment and facilities, for the purpose of the course, is included in the Residential fees.

Legend:

- *CATHSSETA- (Culture, Art, Tourism, Hospitality, Sports, Sector Educational Training Authority)
- *REC – (Riding, Ethology and Coaching) Equestrian Academy
- *SAEF – (South African Equestrian Federation)
- *IGEQU – (International Group for Equestrian Qualifications)
- *QCTO – (Quality Council for Trades & Occupations)
- *SETA – (Sector Education and Training Authority)
- *SAQA- (South African Qualifications Authority)
- *NQF- (National Qualification Framework)
- *NIP- (National Instructors Plan)

FINANCES

Kindly note that due to the nature of the course, the core subjects of all the modules are linked and are taught from the course commencement. **Therefore, once the course has commenced, in the event of the student not completing the course, for whatever reason the **full course fee** is payable by the person responsible for payment as per the payment schedule.*

**By the signing of the enrolment page all parties agree to the financial stipulation above and all conditions as is written in this communication document.*

Fees to be paid by debit order/ electronic transfer/ stop order/ **NO** cash deposits please unless accompanied by bank costs for depositing cash.

Kindly ensure the POP is received by the monthly payment dates as learners may only continue with the course if all payments are up to date. Awards and certification will only be awarded to learners once all fees have been received.

PAYMENT OF FEES SCHEDULE

For further information kindly contact:

Rosemarie Bartlett (Director) equestcentre@hotmail.com

+27 72 247 2929

BANKING DETAILS

Account Name: REC Equestrian Academy WP Pty Ltd
Nedbank Account: 1548006475
Branch Code: 154805
Ref: (Learner name & ID)

THE MANAGEMENT TEAM

Our team are well qualified, have years of experience as equestrians, facilitators, assessors and moderators are highly motivated to maintain the standards of our Academy:

Rosemary Bartlett (Director/Principal)

Agri Seta/Cath Seta External Assessor levels 1-5
 National Coach Education Advisor (NCEA)
 FEI Coach International level 2
 Coach Developer FEI level 3
 British Horse Society Diploma
 MSc Management of Technology & Innovation (Sports Science)
 TEFL/TESOL Cert

Nicky Bartlett (Head of Programs & Vice Principal)

Agri Seta/Cath Seta External Assessor levels 1 – 5
 Senior Sports Coach (SASCA)
 National Coach Developer (SASCA)
 International level 2 Coach (EQASA)
 BA Education
 TEFL/TESOL Cert
 Neural linguistic Practitioner

Karen Gerber (Field Supervisor)

Commercial Equestrian Skills (SAQA)
 NQF 1 – 5 Facilitator

ASSESSORS & MODERATORS

SAQA registered Assessor Bartlett N

SAQA registered Assessor Bartlett R

SAQA registered Moderator Miller J

SAQA registered Moderator Schlemmer M

Verification Office: **South African Qualifications Authority (SAQA)**