

## WES ASSESSMENT PROCEDURE

### PRE - ASSESSMENT

1. Applicants submit an application form and cheque (payable to The Western Equestrian Society), to **Anne Batley WES Instructors Secretary , 24 Sandford Close, Bournemouth, Dorset. BH9 3PQ**
  - **PLEASE NOTE - Cheques are held by WES Instructors Secretary until assessment date is confirmed – assessment fee is non-returnable after this stage**
2. WES Instructors Secretary emails details to the WES Instructors Committee, who organise and appropriate date and venue, when sufficient applications have been received. WES Instructors Secretary informed.
3. WES Instructors Secretary posts copy of Instructors Booklet to applicants, informing them of dates and details of assessment day.
4. Applicants complete WES Rule book test and return whole booklet by **date stated**. To **Anne Batley WES Instructors Secretary , 24 Sandford Close, Bournemouth, Dorset. BH9 3PQ**. Rule book test marked before assessment date and results given to candidates and assessors.
  - Candidates achieving 95 or less will be asked to re submit test. 95% or less on the second test will result in failure to pass the Instructors Assessment.
5. Applicant’s booklets sent to assessors for assessment day.
6. Applicants to be a current WES Member (Membership forms can be obtained from [www.wes-uk.com](http://www.wes-uk.com))

### ASSESSMENT DAY

1. Applicants should arrive promptly at venue on **the day stated**
  - It is recommended that applicants read carefully in advance the WES Instructors Syllabus for levels they have applied for, assessment sheets and then construct a lesson plan to show these requirements with their assessment.
  - Further guidance / tuition into these requirements can be sort independently by contacting existing WES Approved Instructors or by attending a WES Instructors Training Day if available.
2. Assessments take place and applicants informed of their results. Verbal feedback will be given.
3. Assessors complete assessment forms in applicant’s booklets and return booklet to WES Instructors Secretary with recommendations. Those recommendations passed onto WES Council for ratification. Booklets and results returned to applicants. ( Instructors Secretary to keep copy of assessment sheets and rulebook test score)

# POST ASSESSMENT

1. On successful completion of assessment applicants must supply copies of the following documentation to **Anne Batley WES Instructors Secretary, 24 Sandford Close, Bournemouth, Dorset. BH9 3PQ**

A.	<b>current Public Liability Insurance (minimum £5000,000)</b>	<b>Insurance Companies</b> <p>The following Insurance companies are used by existing WES Instructors Please note that the WES makes no recommendations, these are listed purely for information – we recommended that you check carefully that Western Riding is covered.</p> <p>KBIS Insurance – 01635 247474</p> <p>The British Horse Society – 01926 707700</p> <p>Shearwater Insurance – 01992 767666</p> <p>NFU Insurance - 08003164661</p>
B.	<b>current first aid certificate</b> either Safety at work BHS 2 Day Initial First Aid Course) Or Blue Earth Equine Specific First Aid	<b>First Aid</b> <p>The following agencies run First Aid at Work courses:</p> <p>British Red Cross</p> <p>St John’s Ambulance</p> <p>The British Horse Society (also runs Equine specific courses</p> <p>Blue Earth</p>
C.	<b>current child protection certificate</b>	<p>The course you can look for is a "Safeguarding and Protecting Children Workshop". A lot of football associations run the course; usually the cost is £25 - £35. Goggling "safeguarding children workshop" comes up with quite a few details of local FAs and other organisations which run the workshop</p>
D.	<b>CRB Certificate</b>	<p>This can be done through WES if needed. Please ask for further details</p>
E.	<b>Current Membership of WES</b>	<p>Membership forms can be obtained from <a href="http://www.wes-uk.com">www.wes-uk.com</a>)</p>

	<p>3. Once all required paperwork is received, applicants will be added to the current WES Instructors list on the WES Website and the next edition of WESNews.</p> <ul style="list-style-type: none"> <li>• <b>Please note</b> that instructors will only be published once obtaining both levels 1 &amp; 2 Instructors must have passed levels 1 &amp; 2 and have submitted all relevant paperwork before they may advertise being a WES instructor. Instructors must advertise current Instructor level in any advertising stating being a WES Instructor.</li> </ul>
	<p>4. Attend the next available WES Judging seminar, and every 5 years thereafter. It is highly recommended that a show seminar is attended as well.</p>

ONGOING	<p>1. All WES Instructors must abide by WES Rules (WES Rule Book)</p>
	<p>2. All Instructors when participating in WES activities must follow the Hard Hat regulations.</p>
	<p>3. All Instructors must submit copies of their Insurance and First Aid certificates by 31<sup>st</sup> January of each year to the WES Instructors Secretary. Failure to do so will result in temporary exclusion from all WES Instructors published lists, until such time as documentation is received.</p>
	<p>4. Attend a WES Judging seminar or instructors conference every 5 years.</p>

# INSTRUCTORS APPLICATION FORM

## Instructor Approval Scheme - Application Form

Name ..... Membership No .....

Address.....

.....

Postcode ..... Email .....

Telephone Numbers – Day ..... Evening ..... Mobile .....

Applicants applying for level 1 & 2 WES Instructors

I wish to apply for level 1 only *	
I wish to apply for level 2 only *	
I wish to apply for both levels 1 & 2	

**\*Please note** that levels 1 & 2 need to be passed before your name can be put onto the WES Instructors list or any advertising that utilises the WES status. **Instructors may apply for level 3 or 4 after a period of one year of being put on the instructors list.**

Application fees: £150 for each part.

I enclose a cheque payable to Western Equestrian Society in the sum of £ .....

I have read and agree to abide by the Western Equestrian Society rules for instructors. Should I be successful in my application, I understand that I must comply with WES requirements in respect of insurance, first aid, Child Protection and CRB checks before being awarded full “Approved Instructor” status. I agree, at all times, to abide by and uphold the aims, rules and constitution of the Western Equestrian Society and I understand that a breach of these conditions can result in the loss of “Approved Instructor” status.

Signed..... Date...../...../.....

Send to Anne Batley WES Instructors Secretary. 24 Sandford Close, Bournemouth, Dorset. BH9 3PQ

# Syllabus

## LEVEL 1

A Level 1 instructor is assumed to be an Assistant Instructor, working under the direct or indirect supervision of a more highly qualified instructor/trainer. A Level 1 instructor is expected to be able to teach basic western riding skills to novice riders on trained horses on a one-to-one basis e.g. In a riding school situation

### Requirements

At Level 1, an instructor must be able to demonstrate the ability to teach the following:

- How to tack up safely and ensure a correct fit of tack, including saddle, cinches and breast-plates, bridle, bits and chin straps, protective boots when appropriate
- Mounting properly from the ground and from a mounting block
- Assuming a correct position in the saddle, adjusting stirrups to the correct length, holding reins correctly whether 2-handed or 1-handed
- How to warm up in preparation for lesson work
- Effective directional control while mounted
- Walk, jog and lope on the correct lead
- Bringing the horse to a controlled stop and backing up
- Footfalls of the horse in each gait and in back-up
- How to warm down the horse at the end of the lesson
- Dismounting properly
- Safe leading of the horse
- How to un tack safely

A Level 1 instructor must also demonstrate awareness of the following:

- The need to make sure that the lesson environment is safe for both riders and horses
- The need to ensure that tack is properly fitted and secured, with riders' safety and the horses' comfort in mind, before the lesson begins and throughout the lesson
- The need to ensure that riders are properly attired with heeled boots, hats or hard hats, where legally required, and properly fitted spurs when appropriate
- The need to be aware of any medical conditions which may affect riders' or horses' safety/performance and to ask students to fill in the appropriate notification forms Assessment

Assessment will be on an individual basis. The candidate will be assessed while teaching a lesson to 1 rider (at a time). With an emphasis on safety, assessors will examine the candidate's ability to teach, their clarity of explanation and reasoning and their ability to correct mistakes quickly and offer praise where appropriate.

## **LEVEL 2**

A Level 2 instructor will be expected to have good theoretical and practical knowledge of all disciplines covered by WES and to be able to prepare students and horses for competition in all WES show classes at local / novice rider level. An instructor should be capable of teaching independently in one-to-one or group sessions. He/she should be a competent horseperson, capable of working with both trained and novice horses.

### **Requirements**

At Level 2, an instructor must be able to demonstrate the ability to teach the required from Level 1 as well as the following:

- How to perform all the mandatory obstacles and manoeuvres for Showmanship, Pleasure, Trail and Horsemanship show classes
- How to work towards correct circling, smooth transitions and stopping from lope
- Body control, hip control, use of appropriate supplying techniques (for example, direct and indirect bend, travers or two-tracking, etc)
- How to work towards lead changes
- How to correctly fit and use ancillary equipment and training aids when appropriate
- How to lunge and/or work in the round pen safely and effectively (if appropriate)

### **Assessment**

The candidate will be assessed while teaching a group lesson of 2 or more riders for ¾ hour and an individual lesson with 1 rider for ½ hour. He/she will also be expected to ride a horse for approximately 15 minutes, demonstrating walk, jog, lope, transitions, stop and lateral movements.