

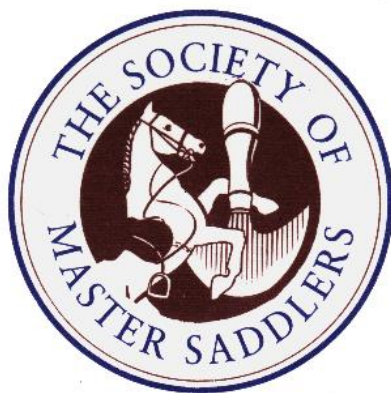
Certificate in Saddle Fitting (in association with the Society of Master Saddlers) **(4750-80)**



www.nptc.org.uk

Qualification handbook

Version 1
July 2007



Publications and enquiries

Publications are available from NPTC in pdf format from www.nptc.org.uk under the 'Qualifications' tab.

General information may be obtained from

Customer support
NPTC
Stoneleigh Park
Stoneleigh
Warwickshire CV8 2LG
United Kingdom

Tel: +44 (0) 24 7685 7300
Fax: +44 (0) 24 7669 6128

Email: information@nptc.org.uk

Equal opportunities

NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

For a copy of our Equal Opportunities Policy please contact your assessment centre or NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

© 2007 NPTC All rights reserved.

Registered Charity No: 1096429
Company Registration No: 4542170

Registered Office:
1 Giltspur Street, London EC1A 9DD
(NPTC is a member of the City & Guilds Group of Companies)

Contents

	page
Introduction	5
General information and structure of qualification	5
Assessment	5
Quality assurance	6
Appeals and equal opportunities	6
Centre and scheme approval	6
Course structure	7
Registration and certification	8
Unit titles and outcomes:	
Unit 401 Saddle assessment and fault identification	9
Unit 402 Conformation and condition for saddle fitting	13
Unit 403 Taking a template	15
Unit 404 Practical saddle fitting	17
Unit 405 Principles of saddle fitting	21

(This page is intentionally blank)

Certificate in Saddle Fitting (4750-80)

Introduction

The Society of Master Saddlers is a professional body whose aims are to promote and safeguard the training, qualifications and standard of work of craft saddlers, saddlery manufacturers, saddlery retailers and saddle fitters.

This qualification is designed for candidates who

- wish to formalise their saddle fitting knowledge and experience.
- do not have access to an N/SVQ.
- wish for career progression within the sector.
- wish to develop the skills learnt from other Society courses.

The qualification is suitable for Society of Master Saddlers' members and their employees who have a minimum of three years' experience in saddle fitting and who have previously attended the introductory saddle fitting course.

For information about all land-based qualifications offered by NPTC, please refer to the website www.nptc.org.uk or contact information@nptc.org.uk.

Other Vocationally Related Qualifications (VRQs) are available in a range of vocational areas, please contact Customer Services Enquiry unit at City & Guilds for further information.

General structure of the qualification

To gain the Certificate in Saddle Fitting, candidates must undertake assessments for all five core units (401-405)

Core units

Unit 401	Saddle assessment and fault identification
Unit 402	Conformation and condition for saddle fitting
Unit 403	Taking a template
Unit 404	Practical saddle fitting
Unit 405	Principles of saddle fitting

Assessment

Each unit is assessed individually and candidates are required to pass all five units before being issued with a certificate. If a candidate fails one or more of the units, they will be required to re-sit the failed units again.

Quality assurance

Standardisation and rigorous quality assurance are maintained by the use of:

- Practical exams assessed by NPTC approved Society of Master Saddlers examiners
- Written examination marked by NPTC approved Society of Master Saddlers examiners

Quality assurance includes initial centre approval, qualification approval, the centre's own procedures for monitoring quality and NPTC's ongoing monitoring by an External Verifier. Details of NPTC's criteria and procedures, including roles of centre staff and External Verifiers can be found in *Providing NPTC Qualifications - a guide to centre and qualification approval*. See www.nptc.org.uk.

The external verifier will judge that assessors and verifiers meet the above criteria during the qualification approval process or subsequent update.

Appeals and equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, NPTC will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the External Verifier or NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at NPTC.

Access to the qualification is open to all who qualify to attend the Society of Master Saddlers' course which leads to assessment for the Certificate in Saddle Fitting, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. The regulators require NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

Centre and qualification approval

The Centre approved by NPTC / City & Guilds to deliver this qualification is:

The Worshipful Company of Saddlers in conjunction with The Society of Master Saddlers (UK) Ltd.

Course Structure

The Society's certification course is designed to:

- set the highest possible standards of saddle fitting.
- promote professionalism within the trade.
- increase knowledge of the horse.
- achieve a balance between the saddler's skills and veterinary science.
- project the image of the SMS in a positive way to the riding public.
- acknowledge a code of practice for saddle fitting.

Those wishing to attend the course which leads to assessment for the Certificate in Saddle Fitting must fulfil the following criteria:

- Be in full time employment with a fully paid up member of the Society of Master Saddlers (UK) Ltd or be a member in their own right as a Qualified Saddler or Master Saddler.
- Have at least three years experience in saddle fitting.
- Have previously attended the Society's Introductory Course in saddle fitting.
- At least one year to have elapsed between attendance of Introductory Course and Certification Course.
- Overseas delegates must be employed by or own a business which is retailing saddles supplied by a Society of Master Saddlers trade member and be recommended by said member. (At least 33% of the saddle and bridgework stock held by the business to be manufactured in the UK.)

The Introductory Course covers the basic principles of the Society's recommended procedure for saddle fitting. It is a two day course of both theory and practical lectures encompassing all aspects relative to saddle fitting including horse anatomy, physiology, conformation and movement, saddle design and structure, record keeping and practical saddle fitting.

Prospective candidates for the certification course will gain three years' experience in the field, ideally working under a qualified / experienced saddle fitter, acquiring the required underpinning knowledge of the various designs and makes of saddle suitable for a variety of horse breeds and conformation characteristics and of appropriate saddle adjustments.

The four day Certification Course includes lectures on the following subjects:

Anatomy & Physiology	Horse Description
Conformation of the horse's back	Horse Handling & Safety
Conformation & Action Evaluation	Horses with difficult conformation
Assessment in hand	Rider Requirements
Back Assessment	Code of Practice
Principles of Saddle Design & Construction	Fitting Saddle Trees
Customer Care	Record Keeping
Template taking	Saddle Selection
Saddle Fitting Procedure	Adjustment to the fit
Practical Saddle Fitting	

Registration and certification

For the award of a certificate, candidates must successfully complete the assessments for all five units.

- Candidates must be registered at the beginning of their course. The centre should submit registrations using Walled Garden or Form S (Registration), under scheme/complex no 4750-80.
- When assessments have been successfully completed, candidate results should be submitted on Walled Garden or Form S (Results submission).
- Candidates achieving all five units will be issued a certificate.

Certificate in Saddle Fitting qualification content

Unit 401- Saddle Assessment and Fault Identification

Learner Outcomes Upon successful completion of this unit the learner will:	Assessment Criteria The learner has achieved the learning outcomes because he/she can:
1. Be able to recognise different types and designs of saddles.	1.1 From the selection of saddles provided, identify different designs of saddles and for which riding discipline they would be suitable. Types of saddles may include: a) general purpose b) polo c) endurance d) dressage e) jumping
2. Know the different types of saddle tree.	2.1 Identify the main types of saddle tree to include: a) rigid tree b) spring tree c) synthetic tree
3. Know the British Standard for saddle trees - 6635/2003.	3.1 State and /or identify three main points relating to the British Standard for saddle trees 6635/2003.
4. Describe checks that are required on a new saddle	4.1 Describe checks that are required on a new saddle to include: a) general symmetry b) flocking c) stirrup bars d) quality of materials
5. Recognise faults in a saddle's tree.	5.1 Identify faults in a saddle's tree to include condition of: a) gullet/head plate b) spring tree (waist of tree) c) rivets d) stirrup bars

<p>6. Be able to assess the overall condition of saddles and their component parts.</p>	<p>6.1 Identify the type of leather/material used to include:</p> <ul style="list-style-type: none"> a) pigskin b) hide c) synthetic material d) serge
	<p>6.2 Identify faults in:</p> <ul style="list-style-type: none"> a) seat b) skirts, backs and welting c) flaps and bar covers d) knee pads
	<p>6.3 Make appropriate recommendations for the viability of repair to include:</p> <ul style="list-style-type: none"> a) safety b) condition c) cost
<p>7. Be able to recognise types and materials of panel</p>	<p>7.1 Identify and/or describe types of panel to include:</p> <ul style="list-style-type: none"> a) close contact- foam/felt b) standard full- flocked c) air filled d) dropped e) continental
<p>8. Be able to assess the overall condition of the panel and its component parts</p>	<p>8.1 Identify and/or describe faults in panels to include:</p> <ul style="list-style-type: none"> a) uneven flocking b) hard/lumpy flocking c) gullet too wide/narrow d) insufficient bearing area e) gusset asymmetry and positioning
<p>9. Recognise the factors affecting the safe quality of saddles.</p>	<p>9.0 Recognise and describe an inferior quality saddle and factors affecting its safe use to include:</p> <p>9.1 Poor quality materials</p> <ul style="list-style-type: none"> a) leather with loose grain b) leather of wrong substance c) poor tannage d) unsuitable panel filing/flocking <p>9.2 Poor quality trees</p> <ul style="list-style-type: none"> a) wood- not laminated b) steel – insufficient strength c) inferior rivets, bars and metal reinforcements d) asymmetrical

	<p>9.3 Poor construction</p> <ul style="list-style-type: none"> a) girth straps and webs-positioned incorrectly/ attached insecurely b) panel-insufficient bearing area/insecurely attached c) seat/skirts fitted asymmetrically d) flaps-asymmetrical and insecurely attached e) seams/welts-uneven/raised.
<p>10. Know the information that must be communicated to the customer.</p>	<p>10.1 Explain the significance of their findings in relation to:</p> <ul style="list-style-type: none"> a) comfort for horse and rider b) safety c) age and apparent condition

Assessment

The outcomes of this unit (401) will be assessed in the following way:

The candidate will be asked to examine six saddles and verbally report their findings to an assessor. Each saddle must be described and then any faults reported, in addition approximately six questions will be asked. The assessment will take approximately 35 minutes, (5 minutes for the questions and 30 minutes for the saddle examination).

Note: Some questions appropriate to this unit may appear in the written questions in a separate assessment.

This page is intentionally blank

Unit 402- Conformation and Condition for Saddle Fitting

Learner Outcomes	Assessment Criteria
<p>Upon successful completion of this unit the learner will:</p> <p>1. Be able to interact with the client to establish professional working relations and to enable a thorough assessment of the horse to take place</p>	<p>The learner has achieved the learning outcomes because he/she can:</p> <p>1.1 Introduce themselves to the client professionally 1.2 Adopt safe professional standards of dress 1.3 Establish a rapport with the client 1.4 Adopt suitable hygiene procedures 1.5 Inform the client of the purpose of collecting information and assessing the horse's conformation, movement in hand and condition</p>
<p>2. Work safely around the horse and handler</p>	<p>2.1 Maintain safe positioning and touch the horse in a safe way 2.2 Observe and deal effectively with safety & hygiene concerns arising.</p>
<p>3. Be able to identify horses for future positive identification</p>	<p>3.1 Accurately identify horses and ponies for positive identification using identifying features to include: name colour type/breed sex age height brands head, body and limb markings acquired markings</p> <p>3.2 Describe common documentation and methods of ID to include: a) photographs b) horse passports c) veterinary records d) silhouettes e) breed society certs</p>

<p>4. Be able to assess skeletal conformation of the horse and relate the findings to saddle fittings.</p>	<p>4.1 Identify areas of the presented horse's skeletal conformation that may influence the saddle fitting process. This may include:</p> <ul style="list-style-type: none"> • Overall proportion and balance • Symmetry of skeletal structure • Length and shape of back • Prominence and breadth of vertebrae • Prominence and length of withers • Prominence and apparent symmetry of scapulae • Position of girth groove • Breadth of ribs • Roach backed conformation • Sway backed conformation • Herring gutted conformation • Croup high conformation • On the forehead <p>Other factors particular to individual horses</p>
<p>5. Be able to assess condition and relate the findings to saddle fitting.</p>	<p>4.2 Horse stood square for examination purposes</p> <p>5.1 Examine the horse to give an overall condition score</p> <p>5.2 Confirm the horse's management and work routine in relation to the condition score given</p> <p>5.3 Observe and discuss the muscular development of the horse relative to saddle fitting</p> <p>5.4 Discuss the implications of changes in weight or fitness for saddle fitting</p>
<p>6. Be able to assess and grade the movement of horses</p>	<p>6.1 Observe, comment and discuss the horse's soundness, straightness and action in relation to saddle fitting. Eg. Dishing, brushing, stringhalt, stiffness etc.</p>

Assessment

The outcomes of this unit (402) will be assessed in the following way:

The candidate will be asked to work with one or more clients and horses and report their findings verbally or in written format to an assessor.

The assessment will take approximately 40 minutes.

Note: Some questions relating to this unit may appear in the written questions in a separate assessment.

Unit 403- Taking a Template

Learner Outcomes Upon successful completion of this unit the learner will:	Assessment Criteria The learner has achieved the learning outcomes because he/she can:
1. Make appropriate introduction to the client and horse	1.1 Introduce him/herself to the client 1.2 Approach the horse safely and handle confidently 1.3 Dress appropriately 1.4 Have awareness of hygiene 1.5 Inform client of procedure and the reasons for taking measurements
2. Gather the appropriate equipment	2.1 Have knowledge of the appropriate equipment necessary to carry out the procedure.
3. Take front template	3.1 Take accurate measurements of the front template to include: a) Horse stood square b) Flexi curve positioned correctly c) Adequate pressure used d) Check the off side e) Record on sheet and identify each side clearly
4. Take T18 template	4.1 Take accurate measurements of the T18 template to include: a) Horse stood square b) Flexi curve positioned correctly c) Adequate pressure used d) Check the off side e) Record on sheet and identify each clearly
5. Take flexi curve measurement from top of wither to T18 along the spine.	5.1 Take accurate measurements from top of wither to T18 along the spine to include: a) Horse stood square b) Flexi curve positioned correctly c) Adequate pressure used d) Record on sheet

<p>6. Take a circumference measurement on the girth line using a tape</p>	<p>6.1 Measure the girth in the correct position 6.2 Record (in inches or metric) 6.3 Discuss with the client how they can use this measurement to monitor condition</p>
<p>7. Health and safety awareness.</p>	<p>7.1 Maintain safe positioning and handling to include: a) Self b) Client c) Area d) Horse</p>

Assessment

The outcomes of this unit (403) will be assessed in the following way:

The candidate will be asked to take template measurements of the horse at the front, at T18 and along the spine and take a girth measurement. They will also be required to give an explanation as to the necessity of taking these records.

The assessment will take approximately 30 minutes.

Note: Some questions appropriate to this unit may appear in the written questions in a separate assessment.

Unit 404- Practical Saddle Fitting

Learner Outcomes Upon successful completion of this unit the learner will:	Assessment Criteria The learner has achieved the learning outcomes because he/she can:
1. Make appropriate introduction to the client and horse.	1.1 Introduce him/herself to the client and horse taking into account: <ul style="list-style-type: none"> a) safe approach to horse b) polite and clear communication with client c) briefly explain the procedure they will follow d) enquire about the temperament of the horse
2. Work safely around the horse and handler	2.1 Maintain safe positioning and touch the horse in a safe way 2.2 Observe and deal effectively with safety & hygiene concerns arising.
3. Gather appropriate information prior to saddle fitting (Candidates may take a template for their own information if they wish)	3.1 Gather accurate information to include: <ul style="list-style-type: none"> a) details of the horse/rider and their needs. b) a brief history of the horse/rider and their activity level.
4. Make an assessment of the horse in relation to saddle fitting.	4.1 Carry out (and comment on) an assessment of the horse whilst stationary to include: <ul style="list-style-type: none"> a) conformation and condition b) back assessment c) abnormalities
	4.2 In motion at walk and trot to include: <ul style="list-style-type: none"> a) quality of movement b) movement abnormalities c) asymmetries d) soundness for saddle fitting
5. Discuss the findings, relevance and implications of the horse assessment in relation to saddle fitting.	5.1 Accurately inform the client of the findings of the horse assessment and its implications on saddle fitting

<p>6 Shortlist suitable saddles for fitting by briefly assessing each available saddle and commenting on its suitability for the horse and rider. (Candidates may place saddles on the horse)</p>	<p>6.1 Identify and discuss the suitability of each saddle in relation to tree-width/length.</p> <p>6.2 Justify reasons for saddle rejection /selection.</p>
<p>7. Fit and assess short listed saddles</p>	<p>7.1 Identify suitable saddles for the horse concerned in relation to:</p> <ul style="list-style-type: none"> a) fit of tree / width & shape b) saddle length c) saddle design d) panel pressure e) balance of saddle f) clearance of spine and withers g) position of girth straps in relation to conformation <p>7.2 Saddle positioned correctly</p>
<p>8. Discuss findings of the saddle fitting with the client.</p>	<p>8.1 Discuss the findings of the saddle fitting with the client accurately and correctly.</p>
<p>9. Attach stirrups, girth up and further assess the saddle</p>	<p>9.1 Girth up saddle with consideration to health and safety for horse and handler</p> <p>9.2 Further assess the saddle for continued suitability.</p>
<p>10. Assist the rider to mount.</p>	<p>10.1 Give assistance to rider whilst mounting (if required) showing consideration to health and safety (using a mounting block).</p>
<p>11. Assess the suitability of saddle for horse and rider at stand.</p>	<p>11.1 Assess the saddle fit whilst static (stood square) to include:</p> <ul style="list-style-type: none"> a) spine and wither clearance b) correct seat size/width for client. c) flap size
<p>12. Assess the suitability of saddle for horse and rider whilst moving (walk, trot and canter).</p>	<p>12.1 Assess and describe the saddle fit on horse when ridden in walk, trot and canter to include:</p> <ul style="list-style-type: none"> a) excessive lifting at the back of the saddle b) movement side to side c) slipping to one side d) slipping forwards or backwards

	<ul style="list-style-type: none"> e) saddle's effect on rider's position f) effect on horse's normal way of going <p>Note: the candidate will be expected to comment on the above points</p>
13. Discuss the suitability of the saddle with client based on the ridden assessment, and gain client opinion	13.1 Discuss the findings of the ridden assessment with the client accurately and correctly.
14. Identify potential adjustments or alterations which may improve the saddle fit.	14.1 Identify potential adjustments which may be required to include alterations to/additions of: <ul style="list-style-type: none"> a) flocking b) size of rear gusset c) front gusset (if required) and size d) point straps e) balance straps f) panel design g) pads/numnahs for short term/remedial use
15. Demonstrate closure of sale	15.1 Complete sale to customer's satisfaction including discussion of <ul style="list-style-type: none"> a) retail price b) colour c) records/customer copy d) arrangement for follow up

Assessment

The outcomes of this unit (404) will be assessed in the following way:

There will be 2 assessors examining this unit. One assessor will be nominated to lead the assessment, whilst the other assessor will be taking notes.

There will be a minimum of 8 saddles available for candidates to shortlist. Candidates will be required to fit saddles for 2 horses. An assessment feedback form will be completed for each saddle fitting

Candidates must pass both saddle fittings to successfully complete this unit.

This page is intentionally blank

Unit 405- Principles of Saddle Fitting

Paper title: Certificate in Saddle Fitting (4750-80)		
Test duration: 1 hour Total number of questions: 20		
This unit is assessed by a written paper covering the following areas:		
Unit	Outcome	Number of questions per test
405	1. Conformation and condition of the horse and changes that may occur over time	1
	2. The effects and consequences of sores, discomfort and uneven development of the horse	1
	3. The skeletal and muscle structure of the horse	1
	4. Conformation, movement and abnormalities and their effect on saddle fitting	2
	5. The horse's 'way of going'	1
	6. Information, documentation and equipment requirements for saddle fitting	1
	7. The influence of the rider in relation to saddle fitting and the consequences of an unbalanced rider	1
	8. The consequences of fitting an incorrect saddle	1
	9. The use of pads and numnahs	1
	10. Solutions for stabilising saddles which are prone to movement	2
	11. Solutions for fitting a saddle to a horse with unusual conformation	2
	12. Panel / Flocking Adjustments	1
	13. Types of saddles	1
	14. Understanding tree design in relation to the fit of the saddle	1
	15. Dealing with customers	1
	16. Health and safety	1
	17. One additional question from the above areas will be asked	1
Total		20

Published by NPTC

© 2007 NPTC All rights reserved.