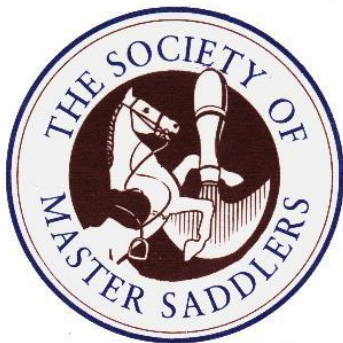


Certificate in Bridle Fitting and Measuring (4751-23)

(in association with The Society of Master Saddlers)

March 2019 Version 1.0

Qualification Handbook



Qualification at a glance

Subject area	Bridle Fitting and Measuring
City & Guilds number	4751
Age group approved	16+
Entry requirements	None
Assessment	Practical observation Synoptic written test
Support materials	Centre handbook Assessment pack Candidate assessment guidance
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title	City & Guilds number
Certificate in Bridle Fitting and Measuring	4751-23

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1 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 bridle and saddle fitters.

This document tells you what The Society will do to deliver the qualification

Area	Description
Who is the qualification for?	<p>The qualification is suitable for all those with an interest in bridle fitting. Attendance at the Introductory Bridle Fitting course and Qualified Bridle Fitters' course is recommended.</p> <p>This qualification is designed for candidates who</p> <ul style="list-style-type: none">• wish to formalise their bridle fitting knowledge and experience• seek career progression within the sector• wish to develop the skills gained at other Society courses
What does the qualification cover?	<p>The qualification covers the following areas</p> <ul style="list-style-type: none">• Identification of nosebands, bits and their uses• Bespoke Bridle fitting and measuring (snaffle bridle)• Bridle fitting (double bridle)• Specialist Bridles, accessories and fault finding
What opportunities for progression are there?	<p>On completion of this qualification candidates are eligible for membership of the Society of Master Saddlers as a Qualified Bridle Fitter. Attainment of the qualification is also a requirement for those applying to upgrade to Master Bridle Maker.</p>
Who did we develop the qualification with?	<p>The qualification was developed jointly with the Society of Master Saddlers</p>

Structure

To achieve the **Certificate in Bridle Fitting and Measuring** learners must achieve the mandatory units (406-409) and unit (411) Bridle fitting and measuring synoptic written test

Unit number	Unit title
406	Nosebands, bit identification and their use
407	Bespoke bridle fitting and measuring (snaffle bridle)
408	Bridle fitting (double bridle)
409	Specialist Bridles, accessories and fault finding
411	Bridle fitting and measuring synoptic written test

2 Centre requirements

Approval

The Centre approved by City & Guilds to deliver this qualification is The Society of Master Saddlers (UK) Ltd

Quality assurance

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

- Centre devised and centre assessed practical and written examinations assessed by The Society of Master Saddlers examiners

Quality assurance includes initial centre approval, qualification approval, the centre's own procedures for monitoring quality and City & Guilds ongoing monitoring by an External Quality Assurer (EQA). Details of City & Guilds criteria and procedures, including roles of centre staff and External Quality Assurer (EQA) can be found in *The City & Guilds Centre Manual* and *The Quality Assurance Requirements*. Both documents can be found on the City & Guilds website www.cityandguilds.com

The External Quality Assurer (EQA) will judge that assessors and Internal Quality Assurers 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, the centre may then refer to the City & Guilds for advice. All appeals must be clearly documented by the Centre Manager and made available to the City & Guilds External Quality Assurer (EQA) if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the External Quality Assurance process, they should contact City & Guilds

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 Bridle 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 City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or Internal Quality Assurer, but cannot internally quality assure their own assessments.

Learner entry requirements

Recommended criteria for those wishing to sit the assessment for the Certificate in Bridle Fitting and Measuring:

- Be experienced in bridle fitting (three years recommended)
- Have previously attended the Society's Introductory Course in Bridle Fitting
- Have previously attended the Society's Qualified Bridle Fitters' Course
- Have experience of working with horses

3 Delivering the qualification

Initial assessment and induction

Each learner will be required to provide an evaluation of their skills and knowledge before the start of their programme to identify:

- any specific personal training or development needs
- support and guidance they may need when working towards their qualification

Registration and Certification

For the award of a certificate, candidates must successfully complete the assessments for all four units (406-409) plus unit 411, the synoptic written assessment.

- Candidates must be registered at the beginning of their course. The centre should submit registrations using Walled Garden, under scheme/complex no 4751-23.
- When assessments have been successfully completed, candidate results should be submitted on Walled Garden (Results submission).
- Candidates achieving all four units and the written synoptic examination will be issued a certificate.

4 Assessment

Time constraints

Learners must undertake a

- practical assessment for each unit
- synoptic written exam covering all units

Registration for this qualification is valid for three years and candidates must achieve all the assessments within the three year registration period.

For this qualification, candidates must achieve mandatory units 406-409 and mandatory unit 411 synoptic written assessment in order to achieve a full certificate. Candidates who fail one or more of the assessments, will be required to re-sit the failed unit again

Unit No.	Title	Assessment Method	Where to obtain assessment materials
406	Nosebands, bit identification and their use	Practical assessment	www.cityand guilds.com
407	Bespoke bridle fitting and measuring (snaffle bridle)	Practical assessment	www.cityand guilds.com
408	Bridle fitting (double bridle)	Practical assessment	www.cityand guilds.com
409	Specialist bridles, accessories and fault finding	Practical assessment	www.cityand guilds.com
411	Synoptic written exam	Synoptic written exam covering units 406 - 409	www.cityand guilds.com

Exam Specification

The way the exam covers the content of the qualification is laid out in the table below:

Assessment type: Examiner marked, written exam*

Assessment conditions: Invigilated examination conditions

Duration: 1 hour

Content section	Unit/LO/AC	No of marks	% marks
Bridle design and construction, components, materials, examination for faults and viability of repair (BC&M)	409.2 (2.2, 2.4, 2.5)	2	5%
Bit identification, group/family, materials (BI&M)	406.2 (2.1, 2.2, 2.3, 2.5, 2.6, 2.7)	6	15%
Specialist bridle/bridle accessories identification and purpose/benefit (SBI&B)	409.1 (1.2, 1.3, 1.4)	4	10%
Noseband identification, purpose and fitting (NIP&F)	406.1 (1.2, 1.3)	4	10%
Health, safety and hygiene in relation to bridle fitting (HS&H)	407.2 (2.4) 408.2 (2.4)	2	5%
Professional standards and practice, documentation, processes, and customer relations for bridle fitting (PDCR)	407.1 (1.1), 407.2 (2.8), 407.3 (3.1, 3.2), 407.7 (7.3, 7.4) 408.1 (1.1), 408.2 (2.8), 408.3 (3.1, 3.2), 408.7 (7.3, 7.4)	4	10%
Observation, examination, of the horse's head and recording information for bridle fitting (O&E)	407.5 (5.4) 408.5 (5.4)	2	5%
The horse's head and neck anatomy, conformation, condition, in relation to bridle fitting (C&C)	407.4 (4.1, 4.2, 4.4) 408.4 (4.1, 4.2, 4.4)	8	20%
Suitability of the double bridle and bits for the horse and adjustments / adaptations for; fit, comfort, (DB&B FCO)	408.6 (6.5)	4	10%

Suitability of the bespoke bridle for the horse and adaptations for; fit, comfort, correct for required use (GFC&C)	407.6 (6.6, 6.7)	4	10%
	Total	40	100

*These exams are sat under invigilated examination conditions, as defined by the JCQ:
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Entry for the centre set and marked assessment, mandatory unit 411 will be made through the Society of Master Saddlers (UK) Ltd

Summary of assessment methods

This qualification is internally assessed and externally quality assured. Assessment processes include

- practical assessment for each unit
- synoptic short answer written exam

together with:

- evidence of the way the learner carried out the activities, such as assessor observations.

Additional assessment methods or evidence sources

In addition to observation, assessors should identify an appropriate mix of other assessment methods from the list below, to ensure that all the indicative content is sufficiently evidenced to allow them to ensure the consistency of the learner's practice for each unit.

- **Questions** asked by assessors and answered by learners to supplement evidence generated by observations and any other evidence type used. Assessors may be able to infer some knowledge and understanding from observing learner practice. They may ask questions to confirm understanding and/or cover any outstanding areas. Questions may be asked orally or in writing but in both cases, a record must be kept of the questions and responses.

5 Units

Aim:	Good bridle fitters will be able to confidently show their customers that they have a comprehensive understanding of quality, design and uses of bridles appropriate to their horse's needs. By completing this unit they will demonstrate correct fitting of nosebands and have good product knowledge of bits
Assessment type:	Practical and synoptic written test

Learning outcome

The learner will be able to:

1. Select and fit different nosebands

Assessment criteria

- 1.1 Identify a range of commonly used **nosebands**
- 1.2 Explain the **function** of different types of nosebands on the horse
- 1.3 Explain the **reasons** for fitting different types of **noseband** correctly
- 1.4 Fit a selection of nosebands to a horse's head to include
 - a) Height
 - b) Width
 - c) Length
 - d) Correct for anatomy
 - e) Buckle/ring position
 - f) Tightness
 - g) Explained reason for fitting in a particular way

Range:

1.1 & 1.3 Nosebands

Cavesson, Flash, Drop, Grakles, Crank, Kineton, Combination.

1.2 Function

Prevent evasion e.g. crossing jaw, opening mouth, support and positioning of the bit, enable horse to work efficiently, control, assist bit's effectiveness, to attach other equipment

1.3 Reasons

Comfort, to enable correct function, correct for anatomy, aesthetics, appropriate to the bit being used, allowed within rules of competitive discipline e.g. showjumping

Learning outcome

The learner will:

2. Understand the actions, materials and measurements of different bits

Assessment criteria

2.1 Identify the **bitting groups/families**

2.2 Explain the **function** of bitting groups/families

2.3 Identify the location of **bitting action pressure points** on a horse's head caused by bitting families and different bits

2.4 Identify **information** relating to a selection of **bits**

2.5 Identify **reasons** for using different types of bits

2.6 Identify **materials** used in the manufacture of bits

2.7 Explain the **purpose** of using different types of materials

2.8 Identify **bit accessories** and their **functions**

2.9 Take measurements of bits

- Measure mouthpiece width
- Mouthpiece thickness
- Ring size
- Length of cheeks/shanks including the dimensions both above the mouthpiece and below

Range:

2.1 Bitting groups/families

Snaffle, Curb (double bridle bits), Pelham, Running Gag, Lever, Bitless bridles

2.2 Function of bitting groups/families

Positioning of head (raising, lowering), control speed and direction, aid communication.

2.3 Bitting action pressure points

Poll, bars, tongue, chin groove, corners of mouth, lips, hard palate (roof of the mouth), nose

2.4 Information relating to bits

Bitting group family, material, type of mouthpiece, type of ring / cheek, action, pressure points

2.5 Reasons for using different bits

Sensitivity, behavior, control, riding discipline, training level, type of bridle, mouth injuries, conformation of mouth

2.6 Materials

Stainless steel (18/8), high copper content bits, sweet iron, copper together with stainless steel, titanium, nickel, named nickel mixtures, leather, rubber and vulcanite, synthetics such as polyurethane and nylon

2.7 Purpose

To encourage a moist mouth with minimum obstruction to the horse to permit the bits acceptance and contact, conductivity properties of the mouthpiece, hardness to limit damage to the teeth, strength fit for purpose, weight of bit

2.8 Bit accessories

Curb chain / strap, lip strap, Pelham rounding, fulmer loops, bit lifter, bit guards, mouthpiece wrappings.

2.8 Functions

Bit position and stability, support, attach other equipment, sensitivity

Unit 406

Nosebands, bit identification and their use

Supporting Information

Guidance for tutors

Learning Outcome 1

This outcome requires learners to fit a selection of different nosebands. In order to ensure the welfare of horses, the practical assessment of this unit may take place on a model horse's head rather than a real horse.

Evidence requirements

Examples of evidence could include:

- Observation

Aim:	Bespoke bridles can improve a horse's comfort and appearance and enhance their ability to work to a higher level. The aim of this unit is to show that the bridle fitter can obtain correct measurements for a bespoke bridle from an existing bridle
Assessment:	Practical and synoptic written test

Learning outcome:

The learner will:

1. Be able to develop professional relationships with clients

Assessment criteria

- 1.1 Adopt a professional **standard of dress**
- 1.2 Behave in a courteous manner
- 1.3 Establish a rapport through good **communication** with the client
- 1.4 Ascertain appropriate information to achieve the **customer requirements**
- 1.5 Explain the following to the client
 - the purpose of collecting information
 - the purpose of assessing the horse's head conformation

Range:**1.1 Standard of dress**

Strong footwear, no flapping clothing, avoid unnecessary jewellery, hair tied back, avoid use of scents

1.3 Communication

Verbal, non-verbal, listening skills

1.4 Customer requirements

Type of horse and discipline for which the bridle will be used, widths and styles, style of fittings, leather/thread/fittings, colour, the implications of bit ring size

Learning outcome

2. Be able to work safely around the horse and handler

Assessment criteria

- 2.1 Carry out a visual **risk assessment**
- 2.2 Observe **safe and hygienic work practices** throughout
- 2.3 Establish a rapport with the horse

- 2.4 Demonstrate a working knowledge of **health and safety standards** and **biosecurity** relating to the examination of the horse's mouth
- 2.5 Check if the horse has any signs of **pain, contagious or infectious diseases**
- 2.6 Check if the horse has any **behavioural issues**
- 2.7 Describe **responses** to issues identified with the horse
- 2.8 Explain current legislation in relation to **horse welfare**
- 2.9 Use equipment and materials in accordance with manufacturers' instructions and any organisational training

Range:

2.1 Risk assessment

This includes the work area, client's premises, self, client, horse, equipment

2.2 Safe and hygienic work practices

Use of impervious gloves for examining the mouth, safe positioning around the horse, touching the horse, positioning of equipment, transition between horses

2.4 Health and safety standards and biosecurity

PPE, correct lifting and handling methods, maintain security of work area, impervious gloves, antibacterial wash/wipes, check for infectious diseases, onward referral to vet

2.5 Pain, contagious or infectious diseases

Lesions, skin conditions, respiratory conditions, areas of inflammation/swelling or pain

2.6 Behavioural issues

Biting, kicking, stamping, control, learned evasion

2.7 Responses

Discuss with client, advise that veterinary consultation may be required, advise further training or change of tack, take suitable hygiene measures, cease fitting

2.8 Horse Welfare

Equestrian section of the Animal Welfare Act, The five freedoms

Learning outcome

The learner will:

3. Understand positive identification for horses

Assessment criteria

- 3.1 Identify **features** of horses and ponies
- 3.2 Describe **documentation** used as methods of ID
- 3.3 Identify the presented horse and record **information** to facilitate future recognition

Range:

3.1 Features

Colour, type/breed, sex, age, height, brands, head, body and limb markings, whorls, acquired markings

3.2 Documentation

Photographs, horse passports, veterinary records, silhouettes, breed society certificates, microchip

3.3 Information

Name, colour, type/breed, sex, age, height, brands, head, body and limb markings, whorls, acquired markings

Learning outcome

The learner will:

- 4 Understand the structure and anatomy of a horse's head and mouth and its impact on bridle fitting

Assessment criteria

- 4.1 Describe the **structure** and **anatomy** of a horse's head in relation to bridle fitting
- 4.2 Describe the **structure** and **anatomy** of a horse's mouth in relation to bridle fitting
- 4.3 Identify **abnormalities** and **injuries** of a horse's head and mouth
- 4.4 Describe the **impact** of abnormalities and injuries on bridle fitting

Range:

4.1 Structure and anatomy - head

Facial nerves, skull shape, bone structure, musculature

4.2 Structure and anatomy - mouth

Space in mouth, hard and soft palate, bars of the mouth, tongue size/fullness of the mouth, teeth, tongue groove, internal cheeks, lip thickness and length

4.3 Abnormalities and injuries

Asymmetry of head, jaw, teeth, tongue, acquired injuries/lesions, unusual conformations, non-contagious skin conditions, inflammation/swelling

4.4 Impact

Unbalanced horse and rider, difficulty achieving a good fit, unable to fit bit or bridle, selection of bit and bridle, discomfort for horse, requirement of veterinary advice

Learning outcome

The learner will:

- 5 Be able to assess a horse for bridle fitting

Assessment criteria

- 5.1 Ensure the horse is standing square for assessment
- 5.2 Check the horse's head and neck is straight
- 5.3 Explain to the client the **purpose** of assessing the horse's head conformation
- 5.4 Explain the reason for assessing the horse when stood square with head and neck straight
- 5.5 Assess the horse's **head** and **mouth** describing the characteristics and relevance of each part as listed below
 - a) Poll
 - b) Bridle groove/ space between ears, neck muscles and atlas
 - c) Ears
 - d) Temporo -Mandibular Joint (TMJ)
 - e) Eyes
 - f) Cheeks/ facial crest/projecting cheek bone
 - g) Jaw/Mandible
 - h) Nose
 - i) Chin groove
 - j) Lips
 - k) Bars
 - l) Tongue
 - m) Teeth
 - n) Palate
 - o) Length & width of mouth
 - p) Abnormalities of features
- 5.6 Explained to the client the **reasons** for assessing a horse's head
- 5.7 Inform the client of the assessment findings and its implications on bridle fitting

Range:

5.3 purpose of assessing the horse's head

Symmetry, make sure horse is not injured or have teething/mouth problems

5.5 Process for assessing horse's head

Feel for any pain/discomfort, lumps, swelling, lesions, determine strap width in relation to conformation of the head, identify abnormalities of features, check for asymmetry, how ears are positioned, space for bridle between back of ears and neck muscles, space between ears and TMJ, eyes and eyelashes level, nostrils level, prominence of facial crest, shape of chin groove, check for asymmetry, horse is fit/healthy to continue with the fitting

5.5 Process for assessing horse's mouth

Feel for any pain/discomfort, lumps, swelling, lesions, sharp edges on teeth – carefully without putting hand right inside mouth, assess space for bit

5.6 Reasons

Effect on the fit and type of bridle, type of bit, appearance, design of bridle

Learning outcome

The learner will:

6 Be able to fit a snaffle bridle and take measurements for adjustments to make bespoke bridle

Assessment criteria

- 6.1 Discuss with the client the **implications** of bit mouthpiece and ring size on the measurement process
- 6.2 Discuss with the client their **choice** of noseband, browband, strap widths, rein style and length
- 6.3 Achieve best fit noting measurements and required adjustments to component parts
- 6.4 Record required adjustments including the use of **photographic records**
- 6.5 Accurately completed a final measurement chart noting adjustment to size of component parts
 - a) Headpiece - total length
 - b) Headpiece - length of split
 - c) Headpiece – length between splits
 - d) Throat – length from split to buckle
 - e) Browband – total length
 - f) Cheek piece – length with billet closed
 - g) Noseband - total length
 - h) Noseband - length between head and cheek
 - i) Noseband - length of head
 - j) Noseband - length of cheek
 - k) Reins as per client requirements
 - l) Strap widths as per client requirements
- 6.6 Describe aspects of **poor fit** in bridles
- 6.7 Explain **reasons** for position and measurement of component parts.

Range:

6.1 Implications

Size of component parts, length of cheek pieces

6.2 Choice

Colour of leather, colour of stitching, style, type of fittings and buckles, safety issues

6.4 Photographs

Viewed from both sides, front and under chin

6.6 Poor fit

Component parts wrong size, fitted too tight/loose, components positioned incorrectly, design incompatible with anatomy

6.7 Reasons

Appearance, adjustability, comfort and safety, appropriate for breed / type and riding discipline

Learning outcome

The learner will:

7. Be able to close a sale with the client

Assessment criteria

7.1 Inform the client of the right to cancel and the implications with regard to bespoke products

7.2 Confirm the following information with the client

- Costs
- Specification
- Deposit
- Lead time

7.3 Explain **regulatory documentation**

7.4 Explain the documentation required for own records and **reasons** for record keeping

Range:

7.3 Regulatory documentation

Off premises sales, GDPR, current legislation

7.4 Reasons

Future reference, evidence of correct supply, future identification of horse

Unit 407

Bespoke bridle fitting and measuring (snaffle bridle)

Supporting Information

Guidance for tutors

In learning outcome 6 the learners are required to take photographs of the horse with the bridle on for reference purposes using a camera. During the assessment the examiners will provide the learners with suitable digital equipment to carry out this task.

Evidence requirements

Examples of evidence could include:

- Observation
- Photographs
- Measurement Chart(s)

Aim:	Bespoke bridles can improve a horse's comfort and appearance and enhance their ability to work to a higher level. The aim of this unit is to show that the bridle fitter can supply a well-fitting bridle from existing component parts, demonstrating the correct assembly and fit of a double bridle with bits.
Assessment:	Practical and synoptic written test

Learning outcome:

The learner will:

1. Be able to develop professional relationships with clients

Assessment criteria

The learner can:

- 1.1 Adopt a professional **standard of dress**
- 1.2 Behave in a courteous manner
- 1.3 Establish a rapport through good **communication** with the client
- 1.4 Ascertain appropriate information to achieve the **customer requirements**
- 1.5 Explain the following to the client
 - the purpose of collecting information
 - the purpose of assessing the horse's head conformation

Range:**1.1 Standard of dress**

Strong footwear, no flapping clothing, avoid unnecessary jewellery, long hair tied back, avoid use of strong scents

1.3 Communication

Verbal, non-verbal, listening skills

1.4 Customer requirements

Type of horse and discipline for which the bridle will be used, widths and styles, colour, implications of bit ring size

Learning outcome

The learner will:

2. Be able to work safely around the horse and handler

Assessment criteria

The learner can:

- 2.1 Carry out a visual **risk assessment**
- 2.2 Observe **safe and hygienic work practices** throughout
- 2.3 Establish a rapport with the horse
- 2.4 Demonstrate a working knowledge of **health and safety standards** and **biosecurity** relating to the examination of the horse's mouth
- 2.5 Check if the horse has any signs of **pain, contagious or infectious diseases**
- 2.6 Check if the horse has any **behavioural issues**
- 2.7 Describe **responses** to issues identified with the horse
- 2.8 Explain current legislation in relation to **horse welfare**
- 2.9 Use equipment and materials in accordance with manufacturers' instructions and any organisational training

Range:

2.1 Risk assessment

This includes the work area, client's premises, self, client, horse, equipment

2.2 Safe and hygienic work practices

Use of impervious gloves for examining the mouth, safe positioning around the horse, touching the horse, positioning of equipment, transition between horses

2.4 Health and safety standards and biosecurity

PPE, correct lifting and handling methods, maintain security of work area, impervious gloves, anti bacterial wash/wipes, check for infectious diseases, onward referral to vet

2.5 Pain contagious or infectious diseases

Lesions, skin conditions, respiratory conditions, areas of inflammation/swelling or pain

2.6 Behavioural issues

Biting, kicking, stamping, control

2.7 Responses

Discuss with client, advise that veterinary consultation may be required, advise further training or change of tack, take suitable hygienic measures, request that client puts bridle on horse, cease fitting

2.8 Horse Welfare

Equestrian section of the Animal Welfare Act, The five freedoms

Learning outcome

The learner will:

3. Understand positive identification for horses

Assessment criteria

- 3.1 Identify **features** of horses and ponies
- 3.2 Describe **documentation** used as methods of ID
- 3.3 Identify the presented horse and record **information** to facilitate future recognition

Range:

3.1 Features

Name, colour, type/breed, sex, age, height, brands, head, body and limb markings, whorls, acquired markings

3.2 Documentation

Photographs, horse passports, veterinary records, silhouettes, breed society certificates, microchip

3.3 Information

Name, colour, type/breed, sex, age, height, brands, head, body and limb markings, whorls, acquired markings

Learning outcome

The learner will:

4. Understand the structure and anatomy of a horse's head and mouth and its impact on bridle fitting

Assessment criteria

- 4.1 Describe the **structure** and **anatomy** of a horse's head in relation to bridle fitting
- 4.2 Describe the **structure** and **anatomy** of a horse's mouth in relation to bridle and bit fitting
- 4.3 Identify **abnormalities** and **injuries** of a horse's head and mouth
- 4.4 Describe the **impact** of abnormalities and injuries on bridle fitting

Range:

4.1 Structure and anatomy - head

Facial nerves, skull shape, bone structure, musculature

4.2 Structure and anatomy - mouth

Space in mouth, hard and soft palate, bars of the mouth, tongue size/fullness of the mouth, teeth, tongue groove, internal cheeks, lip thickness and length, chin groove

4.3 Abnormalities and injuries

Asymmetry of head, jaw, teeth, tongue, acquired injuries/lesions, unusual conformations, non-contagious skin conditions, inflammation/swelling

4.4 Impact

Unbalanced horse and rider, difficulty achieving a good fit, unable to fit bit or bridle, selection of bit and bridle, discomfort for horse, requirement of veterinary advice

Learning outcome

The learner will:

- 5 Be able to assess a horse for bridle fitting

Assessment criteria

- 5.1 Ensure the horse is standing square for assessment
- 5.2 Check the horse's head and neck is straight
- 5.3 Explain to the client the **purpose** of assessing the horse's head conformation
- 5.4 Explain the reason for assessing the horse when stood square with head and neck straight
- 5.5 Assess the horse's **head** and **mouth** describing the characteristics and relevance of each part as listed below
- a) Poll
 - b) Bridle groove/ space between ears, neck muscles and atlas
 - c) Ears
 - d) Temporo -Mandibular Joint (TMJ)
 - e) Eyes
 - f) Cheeks/ facial crest/projecting cheek bone
 - g) Jaw/Mandible
 - h) Nose
 - i) Chin groove
 - j) Lips
 - k) Bars
 - l) Tongue
 - m) Teeth
 - n) Palate
 - o) Length & width of mouth
 - p) Abnormalities of features
- 5.6 Explained to the client the **reasons** for assessing a horse's head
- 5.7 Inform the client of the assessment findings and its implications on bridle fitting

Range:

5.3 purpose of assessing the horse's head

Symmetry, make sure horse is not injured or have teething/mouth problems

5.5 Process for assessing horse's head

Feel for any pain/discomfort, lumps, swelling, lesions, determine strap width in relation to conformation of the head, identify abnormalities of features, check for asymmetry, how ears are positioned, space for bridle between back of ears and neck muscles, space between ears and TMJ, eyes and eyelashes level, nostrils level, prominence of facial crest, shape of chin groove, check for asymmetry, horse is fit/healthy to continue with the fitting

5.5 Process for assessing horse's mouth

Feel for any pain/discomfort, lumps, swelling, lesions, sharp edges on teeth – carefully without putting hand right inside mouth, assess space for bit

5.6 Reasons

Effect on the fit and type of bridle, type of bit, appearance, design of bridle

Learning outcome

The learner will:

6 Be able to assemble, fit and adjust a double bridle

Assessment criteria

6.1 Select appropriate **component parts** to create a double bridle

6.2 **Assemble** double bridle

6.3 Check **size** against horse

6.4 Put the bridle on the horse taking into consideration comfort and safety

6.5 Assess the **fit** of the component parts

- a) Headpiece
- b) Cheek pieces
- c) Slip head and cheek
- d) Browband / front
- e) Noseband
- f) Reins
- g) Bits

6.6 Adjust bridle or select alternative parts to achieve its best **fit**, including discussion with the client about **improvements and adjustments**

Range:

6.1 Component parts

Headpiece, cheek pieces, browband, noseband, sliphead and cheek, lip strap, reins, bits

6.2 Assemble

Bits attached to correct components, components assembled in correct positions, complete bridle safely assembled for use

6.3 Size

Bridle approximately measured against horse's head, keepers left out for ease/speed of adjustment,

6.5 & 6.6 Fit

Leather components - size, positioning of browband and noseband, buckle position, bits in correct order in mouth

6.6 Improvements and adjustments

Position of buckles, tightness of noseband, tightness of throatlash, tightness of browband, position of straps, size of bit, length of reins

Learning outcome

The learner will:

7 Be able to close a sale with the client

Assessment criteria

7.1 Inform the client of the right to cancel and the implications with regards bespoke products

7.2 Confirm the following information with the client

- Costs
- Specification
- Deposit
- Lead time

7.3 Explain **regulatory documentation**

7.4 Explain the documentation required for own records and **reasons** for record keeping

Range:

7.3 Regulatory documentation

Off premises sales, GDPR, current legislation

7.4 Reasons

Future reference, evidence of correct supply, future identification of horse

Unit 408

Bridle fitting (double bridle)

Supporting Information

Evidence requirements

Examples of evidence could include:

- Observation
- Photographs

Aim:	Good bridle fitters will be able to confidently show their customers that they have a comprehensive understanding of quality, design and uses of bridles appropriate to their horse's needs. By completing this unit they will demonstrate knowledge of specialist bridles and identify faults and viability of repairs.
Assessment type:	Practical and synoptic written test

Learning outcome:

The learner:

1. Understand specialist bridles and accessories

Assessment criteria

- 1.1 Identify a range of **specialist bridles**
- 1.2 Describe **perceived benefits** of specialist bridles
- 1.3 Identify a range of **bridle accessories**
- 1.4 Describe the **function** of bridle accessories

Range:**1.1 Specialist bridles**

Current popular brands and styles, comfort, humane, pressure reducing, bitless

1.2 Perceived benefits

Improved performance, appearance, design in relation to anatomy, comfort

1.3 Bridle accessories

Martingales, Breastplates, Training /schooling Aids

1.4 Function

Aid control, performance, safety, to attach other equipment, enable horse to work efficiently

Learning outcome

The learner:

2. Understand faults in bridles and bits

Assessment criteria

- 2.1 Carry out **checks** required on a new bridle
- 2.2 State the **reasons** for carrying out checks on a new bridle
- 2.3 Identify **faults** that occur with **bridles** and **bits** in relation to
 - a) fittings
 - b) leather and other materials
 - c) manufacture
 - d) stitching
- 2.4 Explain the **considerations** that determine the viability of carrying out bridle repairs
- 2.5 Explain the importance of **checking the condition** of bridles and bits

Range:

2.1 Checks

Matching components, correctly/safely assembled, correctly manufactured, correct for intended purpose

2.2 Reasons

Safety, appearance, function, comfort, to attain correct fit, welfare, correct specification

2.3 Faults in bridles

Missing/broken keepers, condition/ wear and tear of leather e.g. condition of holes, stretched, cracking, thin, condition/wear and tear of other materials e.g. rubber elastic, webbing and fittings, quality of materials and fittings, poor manufacture, condition of stitching, poor repairs, unsuitable design, poor care / maintenance.

2.3 Faults in bits

Quality of materials and manufacture / construction, wear and tear, metal fatigue, poor care / maintenance

2.4 Considerations

Cost of materials, cost of labour, lead time, safety, age

2.5 Checking condition

Safety, maintenance of product, welfare of horse and rider, appearance

Unit 409

Specialist bridles, accessories and fault finding

Supporting Information

Evidence requirements

Examples of evidence could include:

- Observation

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

City & Guilds Centre Manual contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of learners
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events.

Useful contacts

UK learners

General qualification information

E: learnersupport@cityandguilds.com

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions including, Employer Recognition: Endorsement, Accreditation and Quality Mark, Consultancy, Mapping and Specialist Training Delivery

E: business@cityandguilds.com

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City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

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