

**Certificate in Flocking and Flocking
Adjustment (4751-13)
(in association with The Society of
Master Saddlers)**

March 2019-v01

Candidate Assessment Guidance

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Candidate instructions



About this document

This Assessment Pack contains all of the practical assessment tasks for 4751-13 Certificate in Flocking and Flocking Adjustment

Practical assessment tasks

These assessment tasks let you show your practical skills and are graded pass only. Your assessor will observe you carrying out the tasks and will check your finished work.

Before you carry out the task you will be told how it will be assessed and you should read the assessment criteria checklist for each task so you know what you need to do to achieve a pass grade.

You can ask your assessor for help in understanding the task instructions, but all of the work during the assessment must be your own.

Your assessor may ask supplementary questions during the observation to fill gaps where your knowledge is not explicit.

Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you do not meet all of the Health and Safety requirements, the assessor will stop the assessment. Your assessor will not be able to let you try the task again until they are sure you can work safely.

Time considerations

Each task shows how long it is likely to take. If you have a good reason for needing additional time to complete the tasks you should contact the administrator at the Society of Master Saddlers prior to the assessment day.

Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

Opportunities to repeat tasks

The assessment tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be required to undertake the whole unit again, at a later date, if you do not pass.

Feedback

You will receive feedback with details of what you could do to improve and where you did well. This will help you to prepare for other assessments or to retake the assessment if you need to.

Resources

You are required to provide all tools and materials required for the flocking assessment. Please contact the assessment centre for further guidance

Saddle specifications unit 405

For the reflocking assessment, learning outcome 3, you are required to provide a used saddle that is at least 17"/43cms with the panel and all of the flocking removed. The saddle should not be new but should be in good condition and suitable for use. It should preferably not have any felt or synthetic lining between the flocking and leather, this is to ensure that the assessor can feel the smoothness of the flocking.

For the flocking adjustment assessment, learning outcome 4, you are required to provide a saddle that is at least 17"/43cms. The saddle should not be new but should be in good condition and suitable for adjustment. The assessor will give you specific instructions regarding the adjustments required e.g. you may be required to add a little flocking behind the points or through the entire panel.

Tree must be a

- saddle with a full tree i.e. not treeless or half tree

Seat must be a

- pigskin or hide seat

Skirts must be

- solid or covered skirts

Flaps must be

- solid or covered (preferably with knee insets)

Panel must:

- be all leather, wool flocked, preferably no linings in the panel
- be stitched in at front and back (for learning outcome 3 only)
- have knee rolls
- have sweat flaps

Practical Assessment Tasks

Unit 405 Saddle flocking and flocking adjustments

Task coversheet

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|--------------------------------|--|
| Expected time | The assessment will take 4 hours and 30 minutes |
| Task instructions | <p>Candidates will:</p> <ul style="list-style-type: none">• Carry out a full re-flock to a saddle• Carry out a flocking adjustment to a second saddle• Assess the saddles for safety <p>The assessor will observe the candidate carrying out the procedures and will ask relevant questions about the tools, materials, equipment and techniques throughout the assessment</p> |
| Supplementary questions | Your assessor may ask supplementary questions during the observation to fill gaps where your knowledge is not explicit. They will record the supplementary questions asked at the end of each assessment |

Observation checklist

| LO | AC | The candidate has | Pass |
|----|-----|--|--|
| 1 | 1.1 | Identified tools and equipment used in saddle flocking <i>Flocking iron, de-flocking iron, masher, straight and curved stitching awls, seat awl, pliers, hand knife, needles</i> | <input type="checkbox"/> |
| | 1.2 | Named the different materials that are used to manufacture saddle panels Materials <i>Flock types, leathers, serge, synthetics, foam, felt, webbings, thread types</i> Saddle panels <i>Full panel, standard flocked panel with solid sweat flaps, drop, continental, close contact</i> | <input type="checkbox"/> <input type="checkbox"/> |
| | 1.3 | Described the reasons for selection of materials Reasons <i>Compatibility with existing material, strength, durability, appearance, ability to mould to the required shape</i> Materials <i>Flock types, leathers, serge, synthetics, foam, felt, webbings, thread types</i> | <input type="checkbox"/> |
| | 1.4 | Explained the component parts of different types of saddles Component parts <i>Tree, flaps (including knee pads), skirt, seat, fore piece, panel (including knee blocks, sweat flaps and gussets), girth straps</i> Types of saddles <i>General purpose, dressage, jumping, event, polo, endurance, showing, cross country</i> | <input type="checkbox"/> |
| | 1.5 | Described saddle and panel design features of finished products Design features <i>Skirts, seat design, flap length and design, knee pads, fore piece, panel design, knee blocks, point pockets, sweat flaps, gussets, length of girth straps, balance and point straps, position of stirrup bar</i> | <input type="checkbox"/> |

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|---|-----|---|--------------------------|
| 2 | 2.1 | Maintained safe positioning in regard to others | <input type="checkbox"/> |
| | 2.2 | Maintained a clean and tidy working surface | <input type="checkbox"/> |
| | 2.3 | Provided a suitable surface on the work bench to protect the saddle | <input type="checkbox"/> |
| | 2.4 | Used equipment and materials in accordance with manufacturers' instructions and any organisational training | <input type="checkbox"/> |
| | 2.5 | Maintained health and safety standards throughout <i>PPE, correct lifting and handling methods, maintain security of work area</i> | <input type="checkbox"/> |
| | 2.6 | Maintained tools in good condition The assessor will observe the condition of tools before the assessment begins and ongoing throughout the assessment | <input type="checkbox"/> |
| | 2.7 | Stored tools safely | <input type="checkbox"/> |
| 3 | 3.1 | Ensured the saddle used for flocking is in good condition and conforms to the required specification <i>Saddle should be a used saddle and at least 17"/43cms with the panel and all flocking removed</i> The assessor will check the saddle before the assessment begins | <input type="checkbox"/> |
| | 3.2 | Assessed the overall condition of the saddle <i>Check for faults in seat, skirts, backs and welting, flaps and bar covers, knee pads, stitching, girth straps and webs</i> | <input type="checkbox"/> |

| | | |
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| 3.3 | Carried out safety checks to identify faults on the following component parts to ensure that the saddle is fit for purpose prior to flocking <i>Asymmetry, worn stitching, worn/damaged leather, damaged components</i> You must include all safety checks (A-F) | |
| | a) Skirts and seat | <input type="checkbox"/> |
| | b) Flaps | <input type="checkbox"/> |
| | c) Girth straps | <input type="checkbox"/> |
| | d) Saddle tree including gullet and head plate, tree / waist of tree, rivets, stirrup bars | <input type="checkbox"/> |
| | e) Flexible points | <input type="checkbox"/> |
| | f) Panel | <input type="checkbox"/> |
| 3.4 | Carried out a full reflock of the saddle including the following (a-d) | |
| | a) Laced in panel <i>The panel is stitched securely and symmetrically into the saddle</i> | <input type="checkbox"/> |
| | b) Flocking <i>Flocking is smooth, even, symmetrical and supportive, not over flocked</i> | <input type="checkbox"/> |
| | c) Stitching | <input type="checkbox"/> |
| | d) Finishing | <input type="checkbox"/> |
| 3.5 | Carried out a quality check of the finished product <i>Correct type and quality of materials and thread have been used, saddle conforms to specification, saddle is safe, finished saddle is fit for purpose and comfortable for the horse i.e. no lumps or hollows in the flocking and the correct amount of flocking</i> | <input type="checkbox"/> |

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| 4 | 4.1 | Described occasions when it would not be appropriate to add flocking to a panel <i>If the saddle has airbags, is too lumpy, over flocked, hard, panel not symmetrical, if saddle is damaged, or in poor condition, broken tree</i> | <input type="checkbox"/> |
| | 4.2 | Described techniques to balance a saddle <i>Point straps, balance straps, shims, flocking</i> | <input type="checkbox"/> |
| | 4.3 | Discussed the purpose, location and use of flocking slots <i>During manufacture for original flocking, to add/remove flock, location may not be accessible, hazards of adding new slots, size and position, distortion of panel, hollows in the flocking</i> | <input type="checkbox"/> |
| | 4.4 | Described flocking / panel solutions to accommodate a horse's conformation or movement Solutions <i>Size of front and rear gussets, conversion to drop panel, addition or removal of flock providing panel size allows, addition of wedge to tree, widening gullet, quilt stitching behind knee roll, soft flocking</i> Conformation <i>Broad dorsal spinous processes, atrophy, high wither, uphill conformation, roach back, sway back</i> | <input type="checkbox"/> |
| | 4.5 | Ensured that the saddle used for flocking adjustments conforms to the required specification <i>Saddle should be a used saddle larger than 17" with a flocked panel which is suitable for carrying out flocking adjustments</i> | <input type="checkbox"/> |
| | 4.6 | Assessed the overall condition of the saddle <i>Checked for faults in seat, skirts, backs and welting, flaps and bar covers, knee pads, stitching, girth straps and webs</i> | <input type="checkbox"/> |

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|-----|--|--------------------------|
| 4.7 | Carried out safety checks to identify faults on the following component parts to ensure that the saddle is fit for purpose prior to flocking <i>Asymmetry, worn stitching, worn/damaged leather, damaged components</i> You must include all safety checks (A-F) | |
| | a) Skirts and seat | <input type="checkbox"/> |
| | b) Flaps | <input type="checkbox"/> |
| | c) Girth straps | <input type="checkbox"/> |
| | d) Saddle tree including gullet and head plate, tree / waist of tree, rivets, stirrup bars | <input type="checkbox"/> |
| | e) Flexible points | <input type="checkbox"/> |
| | f) Panel | <input type="checkbox"/> |
| 4.8 | Carried out flocking adjustments of the saddle ensuring the original flocking is not disturbed including (a-d) | |
| | a) Panel <i>The panel is stitched securely and symmetrically into the saddle</i> | <input type="checkbox"/> |
| | b) Flocking <i>Flocking is smooth, even, symmetrical and supportive, not over flocked, flocking is graduated</i> | <input type="checkbox"/> |
| | c) Stitching | <input type="checkbox"/> |
| | d) Finishing | <input type="checkbox"/> |
| 4.9 | Carried out a quality check of the finished product <i>Correct type and quality of materials and thread have been used, saddle conforms to specification, saddle is safe, finished saddle is fit for purpose and comfortable for the horse i.e. no lumps or hollows in the flocking and the correct amount of flocking</i> | <input type="checkbox"/> |

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