



Developed in Partnership with
The British Horseracing Authority

1st4sport Level 1 Award in Equestrian Coaching (Racing)

Learner Portfolio

Version 2: 1 December 2021

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Developing and awarding qualifications for the active learning and leisure industry

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1st4sport Qualifications is recognised as an awarding organisation by the UK regulators Ofqual, Qualifications Wales, CCEA and SQA Accreditation. 1st4sport is brand of **Coachwise Ltd**, the trading arm of The National Coaching Foundation (known as UK Coaching), the UK-registered charity leading the national development of coaches and the coaching system. Any proceeds go directly back to UK Coaching to help them develop and advance sport nationwide.



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Horseracing Authority

Qualification Number:

603/2707/8

Resource Version Date: V2:

01 December 2021

Welcome

Welcome to your *1st4sport Level 1 Award in Equestrian Coaching (Racing) Learner Portfolio*. During your time on your training and assessment programme, you will develop the skills and knowledge required to successfully complete the *Learner Portfolio* and achieve the qualification.

What will this qualification qualify me to do?

This qualification will qualify you to operate as an equestrian coaching assistant in the Racing environment. You will be able to support other coaches to deliver and evaluate coaching sessions. You will be qualified to work alongside other coaches in an assistant role and will form part of a larger coaching team.

What will I learn?

As you complete your qualification, you will learn what the role of a coaching assistant is, what will be expected of you in this role and what the boundaries of this role are. You will also develop your coaching skills and learn how to deliver pre-planned coaching activities that are safe and effective.

What will I be assessed on?

Your assessment for this qualification will involve a number of written tasks to test your knowledge of the role of a coaching assistant operating at this level including multiple choice and short answer questions. You will be observed delivering pre-planned coaching activities to a group of riders. Your observation will last a minimum of 20 minutes. Following your delivery you will reflect on your coaching practice and complete a self-evaluation to identify areas for improvement in the future.

All of your assessments are contained within the *1st4sport Level 1 Award in Equestrian Coaching (Racing) Learner Portfolio*. Your assessor will assess tasks as you complete them, recording your progress on the Record of Achievement. Once your Record of Achievement is complete, your recognised centre will contact 1st4sport to request your certificate. You should keep your learner portfolio intact, in case your coach educator/assessor or a quality assurer needs to refer to it. Your portfolio may be quality assured before you receive your certificate.

What can I do next?

This qualification sits within a suite of other coaching qualifications and as you develop as a coach, you may choose to complete other coaching qualifications at higher levels such as the *1st4sport Level 2 Certificate in Equestrian Coaching* or another sport-specific alternative, both of which would allow you to plan your own coaching sessions and to deliver these independently. You may also choose to progress to other industry-relevant qualifications in coaching sport, physical activity, activity leadership, supporting PE in school sport and sports development or other qualifications within the leisure industry such as activity leadership or fitness instructing.

Learner Induction

Your recognised centre (the organisation that is delivering your learning programme) will provide you with an induction into the qualification. The induction should provide you with a variety of documents and information, including:

- who will be your coach educator/assessor and internal quality assurer for this qualification
- the centre's policies and procedures which as a minimum must cover:
 - health and safety
 - equality and diversity
 - data protection
 - malpractice/maladministration
 - appeals
 - complaints
 - child/vulnerable adult safeguarding.
- your Unique Learner Number (ULN) (for centres in England only at this time).
- the learning outcomes and the assessment criteria of the qualification
- the training and assessment programme you will follow
- individual learning plans
- links to National Occupational Standards and functional skills (where these exist)
- the position of the qualification in relation to others and any progression opportunities
- any scheduled internal or external quality assurance activities.

You may also be provided with a Learning Agreement. These documents describe your rights to receive an appropriate learning programme and, if you feel you have been unfairly assessed, an opportunity to seek redress via an appeal.

If you have any questions concerning the qualification, the Learning Agreement or your training and assessment programme, please discuss them with your coach educator/assessor or recognised centre.

If, having followed the recognised centre's appeals procedure fully, you still feel you have reason to appeal against the way your assessment was handled, you may appeal to 1st4sport. Our appeals and/or complaints procedures are available by contacting the following address:

Contacting 1st4sport Qualifications

Tel: 0113-290 7610
Email: cst@1st4sportqualifications.com
Website: www.1st4sportqualifications.com

Contacting UK Coaching, the UK's technical agency for coaching

Tel: 0113-274 4802
Email: coaching@ukcoaching.org
Website: www.ukcoaching.org

Learner Record of Achievement

Learner name:		Unique learner number (ULN):	
Address:			
		Postcode:	
Date of birth:		Tel no:	
Event authorisation number		1st4sport learner registration no:	

Recognised Centre's Details

Centre name:	
Centre staff:	Coach Educator(s)/Internal Assessor(s)
	Independent Assessor
	Internal Quality Assurer

Achievement of Course Prerequisites

Prior to registration , learners are required to:	Date	Checked by (coach educator/assessor)
be aged 16 years or over		
confirm their identity by showing an accepted form of government issued identification		
Prior to certification , learners are required to:	Date	Checked by (coach educator/assessor)
attend and have a valid and in date certificate for a recognised safeguarding workshop		
attend and hold a valid and in date certificate for a recognised first/emergency aid workshop		

Task Achievement Summary

The Task Achievement Summary should be updated after each assessment to record your progression through the qualification.

Task	Learner Signature	Assessor Signature	Quality Assurer Signature
1 The Role and Responsibilities of the Coaching Assistant	Racing2Learn certificate to be included in portfolio		
CPD Plan (downloaded from Task 1)	Racing2Learn certificate to be included in portfolio		
2 Identify the Responsibilities of the Coaching Assistant in relation to Industry Rules, Regulations and Protocols	Racing2Learn certificate to be included in portfolio		
3 Inclusive Coaching Practice	Racing2Learn certificate to be included in portfolio		
4 Safe Coaching Practice	Racing2Learn certificate to be included in portfolio		
5 Developing Rider Feedback	Racing2Learn certificate to be included in portfolio		
6 Deliver and Evaluate Coaching Activities			

Unit Record of Achievement

To be completed by the assessor to confirm that all aspects of the assessment specification have been appropriately evidenced and each component of the qualification has been achieved.

Achievement	Assessor Signature	Date	QA Signature	Date
The role of the equestrian coaching assistant				
The equestrian coaching assistant in practice				
Technical coaching requirements for Racing (All tasks)				

Code of Conduct

Adherence to the British Horseracing Authority Code of Conduct <i>To be completed by the learner.</i>			
<i>I can confirm that as a Racing coach I agree to abide by the British Horseracing Authority (BHA) Code of Conduct and Ethics for Coaches</i>			
Learner name:		Date:	
Learner signature:			

Personal Statement

Personal Statement <i>To be completed by the learner and confirmed by the assessor at the conclusion of the programme of assessment.</i>			
<i>I can confirm that the work contained within this Learner Portfolio and all evidence and products associated with the achievement of this qualification are my own work. I can also confirm that my assessment took place as described in the Learner Portfolio Assessment Specification.</i>			
Learner name:		Date:	
Learner signature:			
I, the undersigned, confirm that I have checked the above to be accurate.			
Assessor name:			
Assessor signature:			

Notes

Task 1: The Role and Responsibilities of the Coaching Assistant

For this task you should complete Task 1 on the Level 1 Coaching Course on Racing2Learn. Please follow the link below.

<https://racing2learn.com/course/view.php?id=100>



The task also requires you to complete a Continuing Professional Development (CPD) plan which be downloaded in Task 1 (above). This should also be placed in this portfolio

When you have completed the task, download the certificate and place it in this portfolio:

This Task covers LO1, AC 1.1 in the Unit: The role of the equestrian coaching assistant

Insert Task 1
Certificate and CPD
Plan Here

Task 2: Identify the responsibilities of a coaching assistant in relation to industry rules, regulations and protocols.

For this task you should complete Task 2 on the Level 1 Coaching Course on Racing2Learn. Please follow the link below.

<https://racing2learn.com/course/view.php?id=100>



When you have completed the task, download the certificate and place it in this portfolio:

This Task covers LO2, AC 2.1 in the Unit: The role of the equestrian coaching assistant

Insert Task 2
Certificate Here

Task 3: Safe coaching practice

For this task you should complete Task 3 on the Level 1 Coaching Course on Racing2Learn. Please follow the link below.

<https://racing2learn.com/course/view.php?id=100>



When you have completed the task, download the certificate and place it in this portfolio:

This Task covers LO2, AC 2.3 in the Unit: The role of the equestrian coaching assistant

Insert Task 3
Certificate Here

Task 4: Inclusive coaching practice

For this task you should complete Task 4 on the Level 1 Coaching Course on Racing2Learn. Please follow the link below.

<https://racing2learn.com/course/view.php?id=100>



When you have completed the task, download the certificate and place it in this portfolio:

This Task covers LO2, AC 2.4 in the Unit: The role of the equestrian coaching assistant

Insert Task 4
Certificate Here

For this task you should complete Task 5 on the Level 1 Coaching Course on Racing2Learn. Please follow the link below.

<https://racing2learn.com/course/view.php?id=100>



When you have completed the task, download the certificate and place it in this portfolio:

This Task covers LO1, AC 1.1 and 1.2 in the Unit: Technical coaching requirements for racing

Insert Task 5
Certificate Here

Please ensure you have completed the following courses and have placed the certificates in this portfolio:

- Emergency First Aid
- Introduction to Safeguarding in the Horseracing Industry **This Task covers LO2, AC 2.2 in the Unit: The role of the equestrian coaching assistant**
- LGBT+ awareness and inclusion for the British Horseracing Industry
- Basic Principles of Racehorse Welfare

Place Additional
Certificates Here

Unit: The equestrian coaching assistant in practice**This Task covers LO1, AC 1.1****This Task covers LO2, AC 2.1, 2.2, 2.3, 2.4****This Task covers LO3, AC 3.1, 3.2**

The task requires you to **deliver and evaluate** two short equestrian coaching activities which will be observed by your coach educator/assessor. Templates are provided to support your recording of the task. This task involves the following:

- a Using the session planner provided for you as part of this task, use the specific Racing activities given to you by your Coach Educator within the session planner to deliver to an individual or a group of riders. The selected activities must last a minimum of 20 minutes.
- b Prepare the coaching environment for the delivery of your allocated activities. You should consider health and safety of the environment, riders and equipment. A health and safety checklist has been provided for you.
- c **Deliver** the activity/activities to riders, incorporating appropriate skills and techniques. The assessor will observe you leading the activity/activities and assess you using the criteria listed on the Coaching an Activity: Competence Checklist.
- d **Evaluate** your coaching after delivering the activity/activities. You must share your evaluation with your assessor. Your assessor may ask you some questions based on your coaching delivery during the observation; these will be recorded by your assessor and included within your learner portfolio.

Pre-session Health and Safety Checklist

Learner's name:		Date:	
Venue:		Group:	
Location:			
Location of nearest telephone:			
Location of first-aid kit:			
Name of appointed first-aider:			
Evacuation procedures:			

Facility Checks -Please tick () to confirm that the following items have been checked:	
Temperature -appropriate to the activities being coached	
Fixtures and fittings -all secured appropriately	
Emergency exits -clear from obstructions	
Riders -Please tick () to confirm that the following items have been checked:	
Appropriate clothing	
Footwear	
Jewellery	
Hair	
Mobile phones -switched off/onto silent/carried in a safe place	
Eating/chewing -all chewing gum is removed	
Rider:coach ratio -ratio maintains rider safety	
Procedures -Please tick () to confirm that the following have been explained to riders:	
Health and safety procedures	
The rules of the facility/venue/session	
Any potential hazards	
The emergency procedures	

Date:	Rider(s):	Horse(s):	Equipment/resources:
Session Goal/s:			
Time	Task/exercise	Coaching points/	
	Warm-up		
	Main content		
	Cool-down		
Evaluation of session and action for next session:			
	Lea rner		Dat e:
	Asse ssor's		

Coaching an Activity: Coaching Session Planner

Coaching an Activity: Self-evaluation Form

You are required to complete this task after gathering feedback from riders once you have coached your 20-minute pre-planned activity. Use this form to review and evaluate your coaching session, ensuring that you include both positive and negative comments.

C o n t e n t	Comment on the activity content and the progress of the rider(s) - was the session	
C o a c h i n g P r a c t i c e	Comment on your communication skills, inclusive practice coaching style and safety management	
	Comment on your use of technical demonstrations and explanations	
S t r e n g t h s	What do you consider to be the main strengths of this session?	
F e e d b	What feedback did you receive from your riders on the content of your	
R e c o m m e n d a t i o n	Are there any areas you need to improve on? If so, what are they?	
F u t u r e	If you were to coach this session again, what might you change?	
	Future plan - what should be addressed during next/ future activities?	
	Next steps: what development do you need in your coaching?	

Coaching an Activity: Competence Checklist

(Assessor Use Only)

Learner:		Assessor	
Sport or Physical Activity:		Venue and Date:	

The learner has:		Evidence Ref. Obs/Q + No.	Outcome ² C / NYC
Planning and Organisation			
1	safely checked and organised facilities and equipment for the coaching activity		
Conducting the Coaching Session			
2	welcomed the rider(s) and checked dress and equipment		
3	outlined the objectives, rules and safety considerations, including emergency procedure		
4	provided clear and technically accurate demonstrations (if appropriate) or using a range of		
5	employed relevant and appropriate positioning of coach/activities in order to observe and analyse performance		
6	provided constructive and technically accurate feedback to rider(s) on performance		
7	communicated clearly and in an appropriate manner to the group and/or individual		
8	built a rapport and encouraged interaction with the group and/or individual using question and answer to facilitate development		
9	motivated the group or individual, empowering rider(s), praising positive behaviour when it is		
10	established and maintained control of the group or individual, ensuring safety		
11	asked for feedback from the group or individual on the content of the session		
12	demonstrated effective time management		
13	treated riders (if appropriate) equally and encouraged fair play during the session		
14	put equipment away correctly and safely following the session if appropriate		

Learner's signature:		Date :	
Assessor's signature:			
Internal quality assurer's signature:	(if seen)		

¹ Evidence Ref. column must contain one of the following codes to identify what assessment decision is based on: Obs - observation of session, Q - questioning after the session for clarification + number on the question sheet:

² Outcome column should contain a C (Competent) or NYC (Not Yet Competent) per criterion and should be based on the outcomes of the observation and any subsequent questioning (if required)

Coaching Activity: Question Sheet

For assessor use only

Learner name:		Dat	
To be completed by the assessor			
Q1:			
Answer 1 :			
Q2:			
Answer 2:			
Q3:			
Answer 3:			
I can confirm that the questions listed above were asked by my assessor and the answers are			
Learner signature		Nam	Dat
Assessor signature		Nam	Dat

Coaching an Activity: Notes and Feedback

For assessor use only

How to coach (coaching methodology)
What to coach (sports-specific knowledge)

Coaching an Activity: Assessment Outcomes

For assessor use only

Practical Coaching Demonstration:		Competent/Not Yet Competent (delete as			
Action Plan for Further Coaching Development			Timescale		
I agree to abide by the British Horseracing Authority Coaches <i>Code of Conduct</i>					
Learner signature		Name		Date	
Assessor signature		Name		Date	

Reassessment Record 1

If you are unsuccessful in achieving any of the assessments of the qualification, you will be presented with two opportunities for reassessment.

First			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan		Completed By:	
Learner's signature:		Date:	
Assessor's signature:			

Reassessment Record 2

If you are unsuccessful in achieving any of the assessments of the qualification, you will be presented with two opportunities for reassessment.

Second Reassessment			
Learner's name:			
Assessor's name:			
Reassessment date:		Venue:	
Outcome (please circle):	Competent	Not yet competent	
Feedback			
Learner's Action Plan		Completed By:	
Learner's signature:		Date :	
Assessor's signature:			

Notes