



Inspire. Support. Achieve.



ENGLAND EMPLOYER PROSPECTUS

EQUINE TRAINEESHIPS & APPRENTICESHIPS: AN EMPLOYER'S GUIDE





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WELCOME

We began in 1997 with the aim to offer young people the opportunity to gain qualifications to improve their employability, whilst also raising the levels of training and professionalism within the equine industry.

When you choose to employ a trainee or apprentice with us we recognise that you are investing in your company. As an employer, you are giving someone the opportunity to learn, train and develop. Our aim is to support you to achieve your goals and guide you and your member of staff on this journey.

WHAT WE CAN OFFER

As a leading provider of equine work-based training we provide a range of qualifications to develop people in the workplace.

We provide traineeships to support those with little or no experience around horses but a strong desire to begin in the industry.

Our apprenticeships are tailored to train people wishing to begin or advance their equine career and can be shaped around specialisms, including breeding, riding and racing.

We also offer apprenticeships to develop skills including learning mentor, administration and management .

In addition, for those transporting horses we deliver the UK certificate of competence.



INDUSTRY EXPERTS

All our Trainer Coaches have proven life experience in their area of specialism and we are delighted that so many continue to engage in the industry through their involvement in competitions, commentating and breeding.

WHEN IT COMES TO
YOUR BUSINESS WE
WANT YOU TO
SUCCEED AND WILL
SUPPORT WHAT YOU
ARE BUILDING FOR
THE FUTURE.



AWARDS & ACCREDITATION

We are proud to have earned some incredible achievements.

TRAINEESHIPS



TRAINEESHIPS



Can you offer practical experience to someone just starting out? Would you like to try working with a learner before they begin an apprenticeship?

If so, then recruiting a trainee is a brilliant step towards developing the future of the industry.

Not only will your trainee gain valuable experience, but they will benefit from a vocational qualification and essential maths and English development.

Duration: 8-16 weeks

Recruitment: Free recruitment and advertising provided by Haddon Training. You have the choice to choose a trainee from the selection we provide, or you can nominate your own.

Progression: You can progress your trainee onto an equine groom apprenticeship if appropriate.

Support: Assigned Trainer Coach and regular scheduled sessions, frequent contact and information, advice and guidance.

HOW DO THEY WORK?

Traineeships are a fully structured, educational work experience programme designed for young people, to allow them to start developing valuable workplace skills and gain qualifications.

You and your trainee will have full support and guidance from your assigned Trainer Coach, who will assist you with teaching your trainee.

APPRENTICESHIPS



APPRENTICESHIPS



HOW DO THEY WORK?

Apprenticeships work through a process of on the job training and accompanying study.

They are employed as an apprentice, with all the rights of an employee. They are trained by you with the regular support and guidance from an assigned Trainer Coach.

Are you looking for a new employee? Do you want to develop staff specifically for your business needs?

We think you will agree that recruiting an apprentice is an amazing investment in the future of your company.

Your existing staff can also complete an apprenticeship to develop their skills when progressing into more senior roles.

Recruitment: Free recruitment and advertising provided by Haddon Training. You will be able to choose a new member of staff from the selection we provide, or you may already have identified someone that you wish to employ and train.

Progression: Choice for apprentice and employer of progressing into permanent employment or onto an advanced apprenticeship.

Support: Assigned Trainer Coach and regular scheduled sessions, frequent contact and information, advice and guidance.

THE APPRENTICESHIP JOURNEY

Exploring the key parts of an apprenticeship.

Key Parts

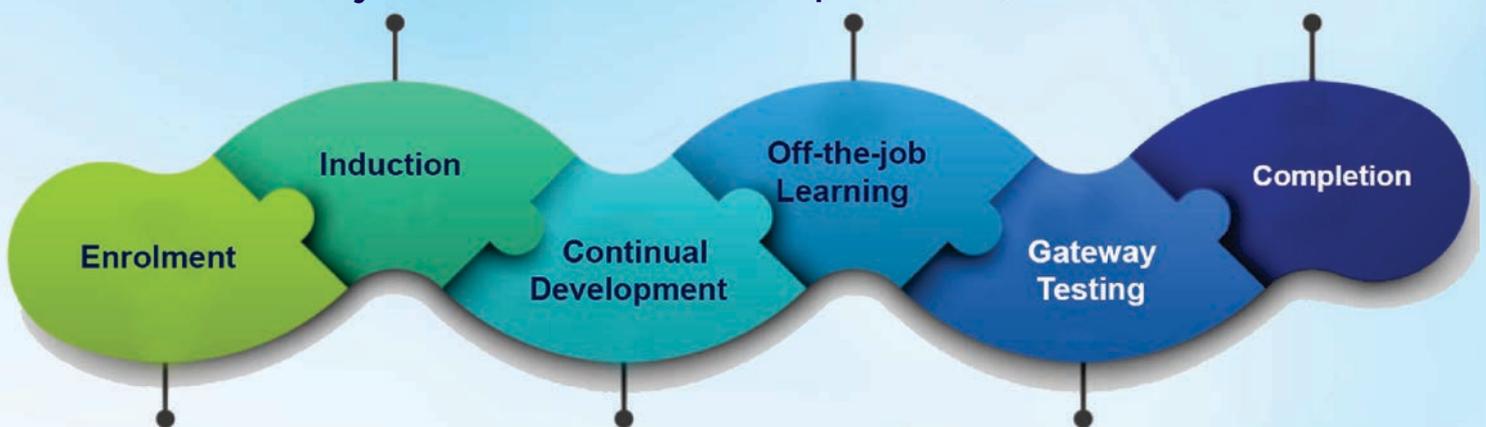
The apprentice will study core apprenticeship components, begin their work-based learning and access different learning systems.

Key Parts

The employer must give the apprentice 20% of their working week to develop knowledge and expertise.

Key Parts

Once the apprentice is ready for End Point Assessment they will sit a knowledge test, be observed at work and take part in a professional discussion.



Key Parts

We will identify the apprentice's prior knowledge and agree their goals alongside the employer, to create the apprenticeship plan.

Key Parts

The employer will deliver on-the-job training, supported by the Trainer Coach to develop the apprentice's expertise and improve their maths and English.

Key Parts

Every four months the apprentice will sit practice tests and assessments in preparation for the End Point Assessment (EPA).

FREQUENTLY ASKED QUESTIONS

Answering employer's common queries.



Q: How much supervision on the yard do I need to give an apprentice?

A: An apprentice is learning on the job and therefore should not be left on the yard on their own at any point. They should also be closely monitored and supervised where tasks are associated with risk, for example clipping or riding.

Q: How often does a Trainer Coach come to the yard?

A: Typically a Trainer Coach will be at your yard every month for up to 3 hours, however we aim to deliver every other visit remotely. This will be agreed with yourself and your apprentice at enrolment, and can be adapted throughout the programme depending on progress and the apprentice's needs. These visits include teaching, assessment and a detailed review with you to reflect on how everything is going.

Q: How does the apprentice pass their apprenticeship?

A: Throughout the apprenticeship we carry out a series of assessments to identify progress being made. You are involved in this and play an important role in agreeing when your apprentice is ready. At the end of the apprenticeship all parties will agree that the apprentice is ready to sit the end point assessment. The assessment comprises of a theory test, practical test and professional discussion, similar to a BHS exam.

TRAINING AN APPRENTICE

What is expected of you as an employer.



All our employers need to be available from the very start of the apprenticeship to support their employee and commit to their training.

We require you to be present at their enrolment as we create the apprenticeship plan, as well as at our regular visits where the plan will be reviewed and adapted.

Apprentices must be given time during work hours for 'off-the-job' training. This covers 20% of the overall apprenticeship duration to develop the skills, knowledge and behaviours they require to complete. It can include additional riding lessons, training with a Trainer Coach, theory work, anything associated with the care of horses, or new learning with an experienced colleague and equates to around eight hours a week.

If your employee requires maths and/or English support, this will be provided by us as part of their apprenticeship, but extra time during working hours must be allowed for them to complete this additional work.

Alongside the employment rights that are compulsory for all apprentices, health and safety, safeguarding and other applicable policies must also be adhered to by everyone involved.

APPRENTICE'S EMPLOYMENT RIGHTS

As a member of staff, your apprentice has legal employment rights that must be adhered to.



Duration

Their contract of employment must last at least the duration of their apprenticeship, up to and including the end point assessment.



Days

Under 18: They must have two consecutive days off every week.

Over 18: They must have one day off per week or two days off per fortnight.



Hours

Under 18: They cannot work more than 40 hours per week.

Over 18: They cannot work more than 48 hours per week.



Rate of Pay

They must be paid at least the government minimum for apprentices. This changes in their second year if they are 19 years or older.



Pay Date

They must be paid through the PAYE system and know when and how they are being paid, with receipt of regular payslips.



Time-Off

Their contract must include details of annual leave, sick pay, maternity/paternity and other statutory requirements.

APPRENTICESHIPS: EQUINE GROOM



SPECIALIST SECTORS

This apprenticeship can be tailored around the following sectors:

Racing: This route focuses on providing care for racehorses both at home and at the races, whilst gaining a greater understanding of the racing industry. Within this option there is also a choice of focusing on riding or non-riding.

This apprenticeship is designed to develop someone who is entering the industry. They may have previous experience with horses but still require the skills and knowledge to become fully competent in their work.

Duration: Typically 15-18 months dependent on the apprentice's prior experience.

Riding: This pathway is designed for those who will be riding as part of the apprenticeship and can be across any discipline.

Non-riding: This option will develop knowledge of horse care alongside the skills to assist in the organisation of the yard.

Breeding: This route is designed for competition or thoroughbred horse studs, enabling apprentices to learn about equine reproduction and the care of broodmares and foals.

APPRENTICESHIPS: SENIOR EQUINE GROOM



This apprenticeship is for someone with experience of working with horses in an equine business, who now wishes to acquire an advanced level of horse care alongside developing the ability to coordinate the day-to-day care of horses and the skills to manage a team.

Duration: Typically 18-21 months dependent on the apprentice's prior experience.

Riding: This pathway is designed for those who will be riding as part of the apprenticeship across any discipline and covers a range of advanced level skills.

Non-riding: This option will progress skills in implementing equine maintenance programmes, promoting the business and organising events and activities.

Breeding: This route is designed for competition or thoroughbred horse studs, enabling apprentices to learn about preparing and assisting with foaling and the management of youngstock.

SPECIALIST SECTORS

This apprenticeship can be tailored around the following sectors:

Racing: This route focuses on supervising racehorses and understanding the specific exercise regimes used in the racing industry to prepare and train horses to race. Within this option there is also a choice of focusing on riding or non-riding.

APPRENTICESHIPS: SADDLERY



This apprenticeship is for those who wish to learn the traditional craft skills of saddlery making, whilst also embracing innovation and technology.

Led by Mark Romain MBE, Director of The Saddlery Training Centre under an exclusive sub-contract with Haddon Training, Mark holds a wealth of experience and has been a member of the Executive Committee of The Society of Master Saddlers since the 1990s.

OPTIONS

Leather Craftsperson: This is designed to give an overarching range of skills, knowledge and behaviours appropriate to both the production of leather and the manufacture of leather goods. The former involving taking raw skin and hides and converting them through chemical and mechanical processing, to produce leather ready for a variety of applications.

Bespoke Saddler: This next level is to develop the practical skills and knowledge needed in the manufacture of equestrian products including measurement and pattern construction.

This covers a wide area of expertise that includes craft, technical, creative and design.

Duration: Typically 15-21 months dependent on the apprentice's prior experience and level of apprenticeship.

The Saddlery Training Centre

APPRENTICESHIPS: LEARNING MENTOR



This apprenticeship is designed for individuals who are mentoring or supporting other people who require guidance.

The programme focuses on developing mentor skills and knowledge in the workplace, including guiding, advising and supervising learners.

Duration: Typically 18-21 months dependent on the apprentice's prior experience.

OTHER OPTIONS

We also offer apprenticeships to support business specific skills within your organisation, including:

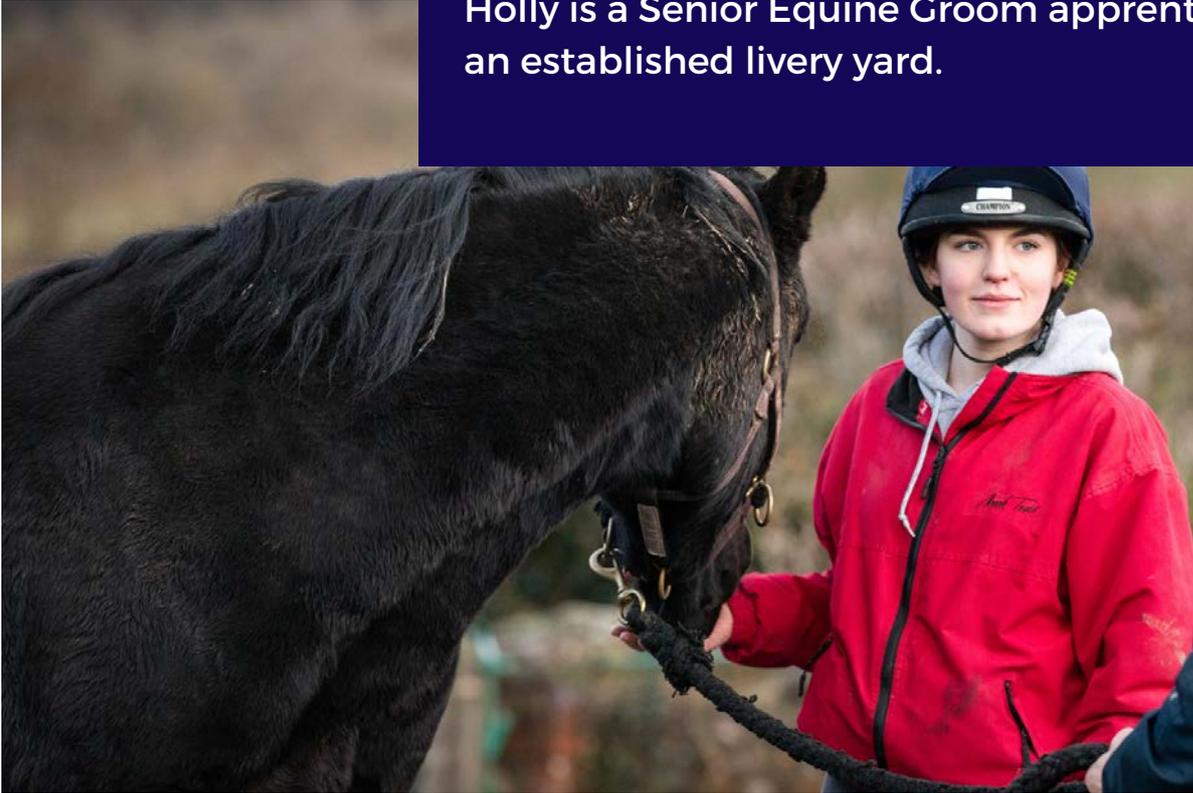
Business Administration: This course involves developing, implementing, maintaining and improving administrative services.

Customer Service: This focuses on enhancing your customer's experience and satisfaction by developing the skills needed to produce excellent service.

Management: An advanced apprenticeship designed for those who manage teams or projects to achieve operational or departmental goals and objectives.

APPRENTICESHIPS

Holly is a Senior Equine Groom apprentice based at an established livery yard.



Holly says, "I knew from a young age that I wanted my job to involve working with animals. I began horse riding and from there my love for horses grew, which led me to where I am today. Working with horses is a rewarding job which provides learning opportunities and responsibilities that aren't available in other careers; it allows every day to be very different to the last.

My apprenticeship allows me to have greater responsibility and more practical learning within the workplace in comparison to learning at college. It allows you to work more independently and find your key strengths and weaknesses which you can focus on with your employer.

On my apprenticeship I have been taught a wide variety of new skills which I will carry forward with me in my career, including how to handle young horses correctly, feeding horses and the importance of time management, efficiency and planning when managing a yard.

I have been given a lot of opportunities throughout my time working in the industry and I have found that each one has provided me with a valuable learning experience to take away with me."



ADVANCED APPRENTICESHIP IN SPORTING EXCELLENCE



This apprenticeship is designed for equestrian athletes who have the potential to excel in their chosen discipline.

AASE is tailored around the equestrian Olympic disciplines ensuring that the apprentices are starting on the right path to exceed and excel in their chosen career.



advanced apprenticeship
in sporting excellence

EQUESTRIAN ATHLETE

In partnership with



**WE'VE FORMED STRONG
AND VALUED
PARTNERSHIPS IN THE
EQUINE INDUSTRY, THAT
ENABLE US TO DELIVER
AN EXCEPTIONAL
SERVICE TO OUR
LEARNERS AND
EMPLOYERS.**



GROOMS MINDS

LET'S DO THIS TOGETHER



careersinracing

VALUED PARTNERS

We work closely with a selection of established organisations in the industry.

TRANSPORTING HORSES



We are proud to be a leading supplier and recognised centre for delivery of the 1st4sport Level 3 Awards in the Principles of Transporting Horses. These accredited qualifications ensure the welfare of horses during transport on either short journeys (65km+ and less than 8 hours) or long journeys (over 8 hours) in the UK.

THE LAW

Animal welfare legislation requires anybody who transports horses for the purpose of economic activity (which is for any business purpose, regardless of whether the business makes a profit) to hold a Certificate of Competence* for the handling and transporting of horses.

Both drivers and handlers ('attendants') are required to ensure they understand all the elements of animal welfare whilst transporting horses.



NEXT STEPS

If you don't already have a potential employee in mind, we have a dedicated team to help you find your ideal trainee or apprentice! The team will work with you to understand your needs before getting to work on finding the right candidates.

Your vacancy will be advertised by us and we will also contact all applicants to check suitability before directing the approved candidates to call you.

You can then interview your preferred applicants and select who you would like for the role.

Let us know your decision and then we can schedule an enrolment and begin the journey with you!

TOP TIPS

When looking for a new member for your team, please provide us with as much information as possible. This ensures that your expectations and requirements are seen and understood by applicants.

Plan for interviews and know what you want to ask those who have applied. Some may ask for feedback too, so preparation is key.

Make sure you understand what is expected of you as an employer and that you can fulfill these responsibilities before recruiting.

Know that we are here to support you should you have any questions or queries at any point in the journey.



EMPLOYER PROSPECTUS

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