



Alternative Education Course Guide





Contents

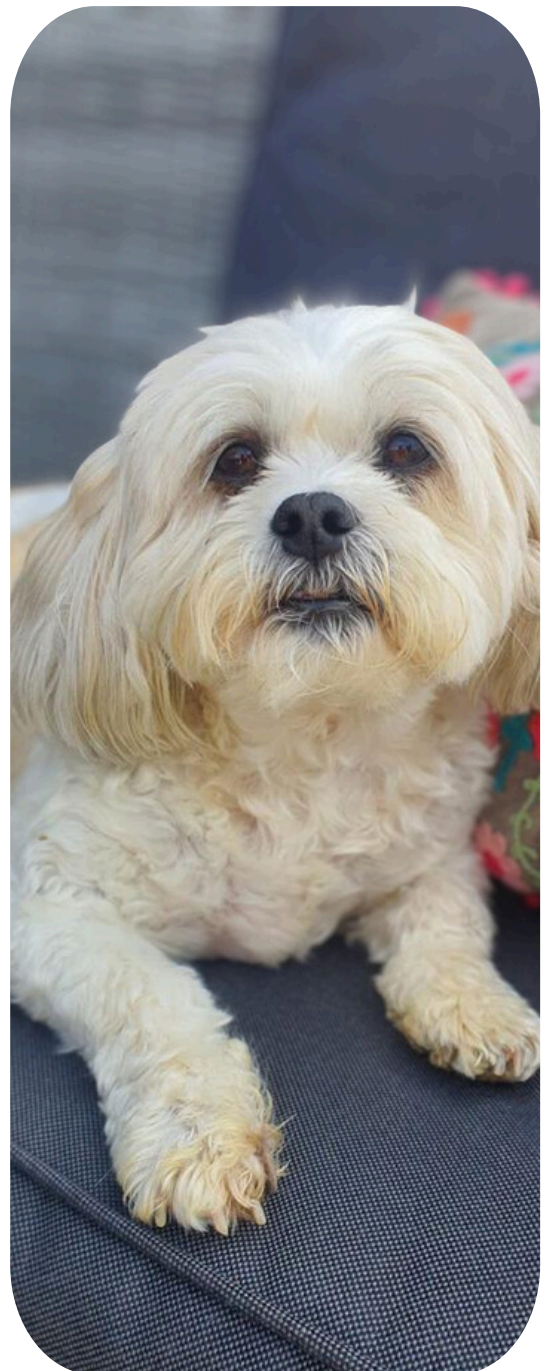
- 1** Introduction
- 2** What is Alternative Education?
- 3** An inclusive approach
- 4** Well-being and Safeguarding
- 6** About this guide

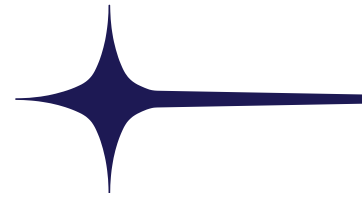
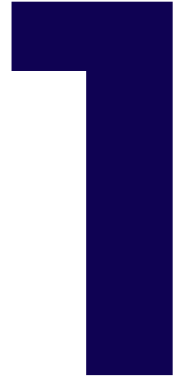
Qualifications

- 7** Animal Care
- 13** Horse Care
- 19** Functional Skills
- 21** Employability Skills
- 23** Personal Progress

Support and Guidance

- 26** Funding and Locations
- 28** Teaching
- 29** Achievement
- 30** Next Steps
- 32** Contact Details





Introduction

Haddon Training was established in 1997 with the vision of enabling more people access to the professional training needed to care for horses and other animals, and to raise standards in these industries.

We remain dedicated to offering people the chance to gain valuable qualifications for their future careers. Our Alternative Education courses create a pathway to employability and independence with individualised practical learning experiences and recognised qualifications.

This guide outlines the qualifications we offer in collaboration with our amazing partners.



What is Alternative Education?

These courses give people a more flexible, hands-on learning experience away from traditional classrooms. Our qualifications provide the opportunity to learn skills to work with animals, whilst developing the knowledge and experience to become more independent.

All our qualifications focus on practical training, with close supervision and individualised plans to help people thrive and achieve. Our amazing partners provide placements across England and these can be found by scanning the code below, or visiting our website.



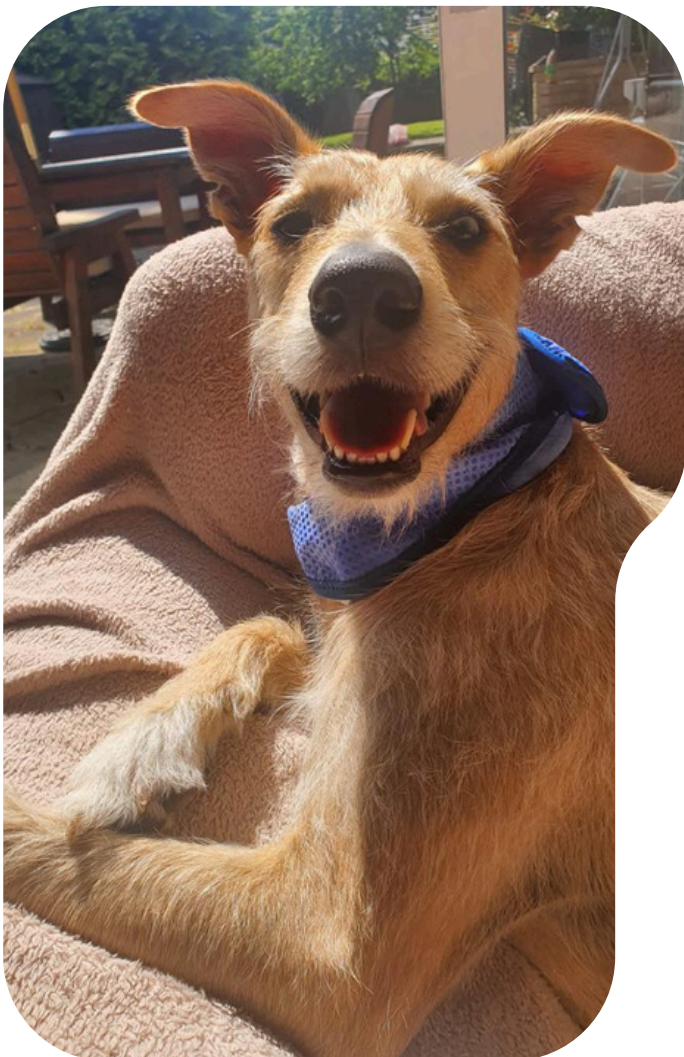
2

An inclusive approach

Equity, Diversity, and Inclusion are essential at Haddon Training. We recognise and respect everyone's unique needs, backgrounds, and potential, ensuring fair access and celebrating diversity.

Education should be accessible to all, regardless of background or circumstances, and we strive to create positive workplaces where everyone feels valued and heard.

We recognise the importance of providing accessible opportunities for individuals with Additional Learning Needs (ALN) and Education, Health and Care Plans (EHCPs).



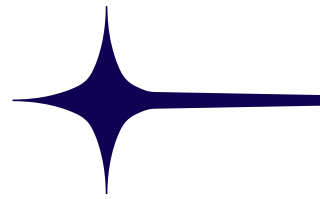
Our qualifications can accommodate diverse learning styles, supporting every learner to reach their full potential.

With our partners, we offer assistance to those with additional learning needs, including, but not limited to, ASD, Dyslexia, ADHD, and behavioural challenges.

3



4



Well-being and Safeguarding

Safeguarding means protecting people from harm, abuse, or neglect and keeping them safe. We support learners to feel safe and happy, so that they can have a brilliant educational experience with us.

All our staff have Safeguarding training and we can help identify support services for referral if required. We also provide check-ins with those who require support on a regular basis until they no longer need it.

Our Designated Safeguarding Lead is available to provide specialist support to learners when needed. The support can be personalised to meet each individual's needs, providing both practical and emotional assistance.

Safeguarding telephone: 07745 647524

Email: safeguarding@haddontraining.co.uk





About this guide

This guide has a lot of information on the courses we offer. Where possible we repeat the wording to help. Below we have outlined some of the wording and it's meaning that you will come across.

Qualifications levels - we offer different levels of qualifications based on a person's experience and current abilities. Often our learners progress through the qualification levels as they gain more skills. We can help explain these in more detail should you wish.

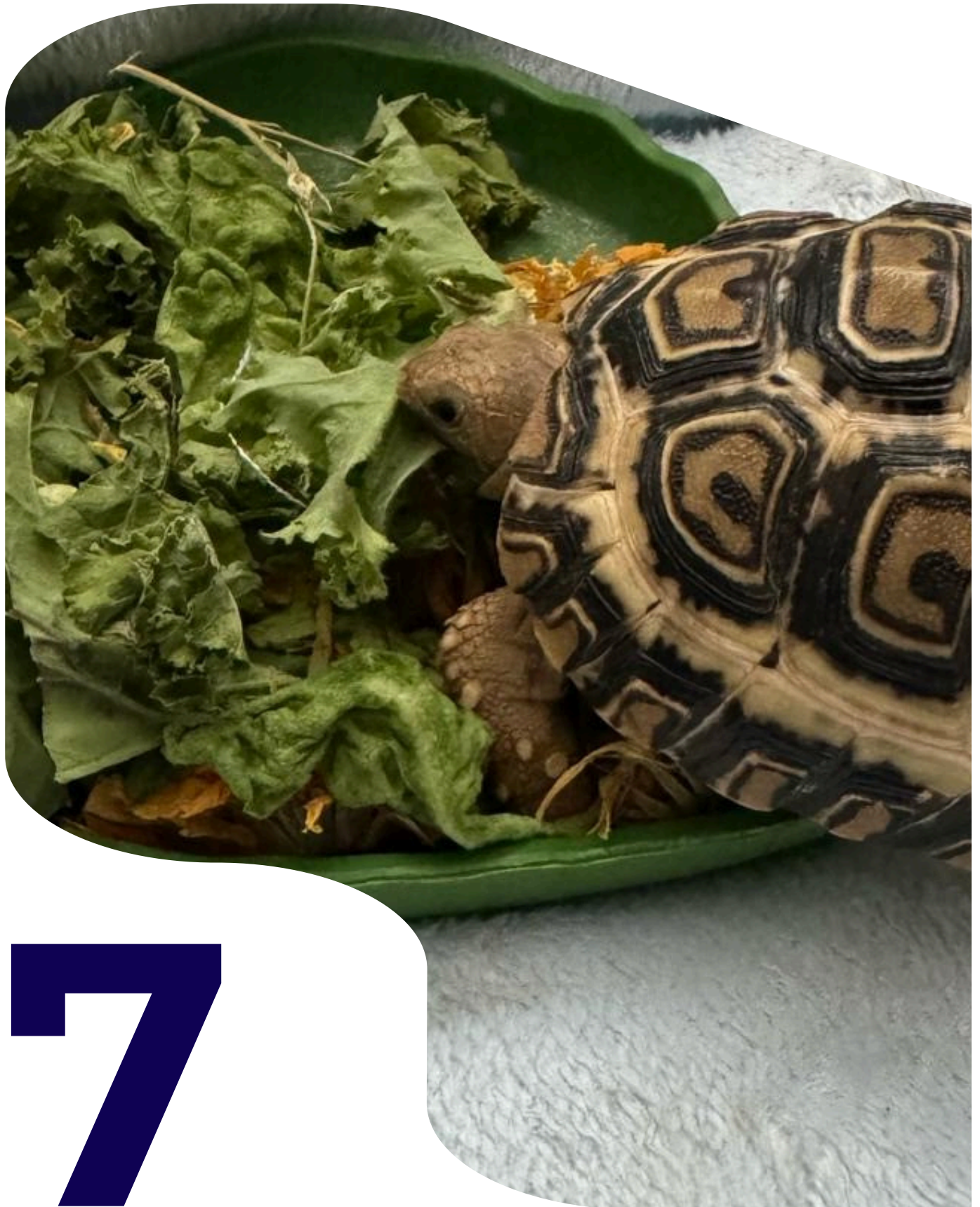
Guided Learning Hours (GLH) - this is the suggested number of hours that a learner would be training at their placement in order to complete the qualification and can vary based on experience.

City and Guilds - this is an organisation that we use for the qualifications and the name you see on our certificates. They check that we uphold the standards required for a recognised qualification (also known as accredited qualifications).

Mandatory and optional units - mandatory units have to be completed as part of the qualifications. With guidance from the placement, the learner can choose from a selection of optional units to tailor the qualification to their desired career path.

6

Animal Care



7

8



Qualifications: Animal Care

City & Guilds: Level 1 Work-based Animal Care

Guided Learning Hours (GLH) represents the number of hours that a learner would need to fulfil at their placement in order to complete the qualification.

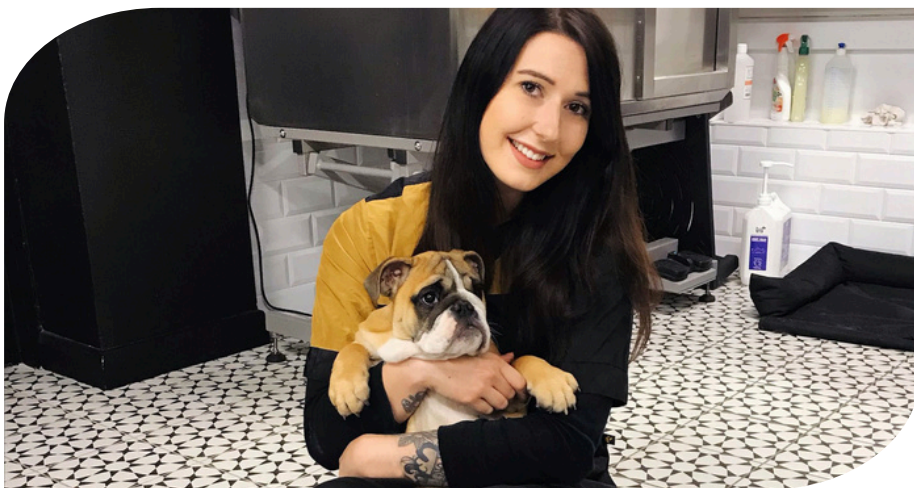
The GLH for this qualification are:
90 (Award), 162 (Certificate), 342 (Diploma)

The level 1 is suitable for someone just starting out in animal care. The individual will want to show that they have the knowledge and skills to work in a supervised role.

As part of this qualification these mandatory areas will be covered:

Health and Safety	Handling of animals	Biosecurity
Daily care for animals	Animal accommodation	Feeding of animals
Maintenance of equipment	Movement of animals	Controlled exercise of animals

9



Qualifications: **Animal Care**

City & Guilds: Level 2 Work-based Animal Care

GLH – 72-76 (Award), 158 (Certificate), 330-440 (Diploma)

The level 2 is suitable for someone who already has a basic level of knowledge and skill with working with animals. The individual will want to prove competence within their role, perhaps moving from a junior / supervised role to a more senior position.

As part of the qualification, these mandatory areas will be covered:

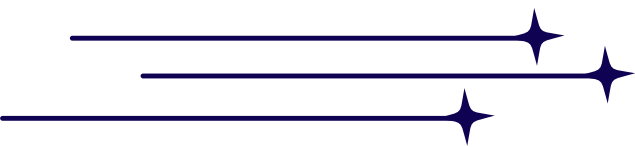
Health and Safety	Effective working relationships	Restraint of animals
Maintaining of accommodation	Movement of animals	Preparing of accommodation
Biosecurity	Delivering basic treatments	Promoting animal health



City & Guilds: Level 2 Work-based Animal Care - Continued

There is also opportunity to cover optional specialist training including:

Providing exercise to animals	Basic training techniques	Welcoming and caring for visitors
Reception duties	Feeding	Handling of animals
Care after exercise	Communicating and maintaining records	Loading and unloading animals



10



11



Qualifications: Animal Care

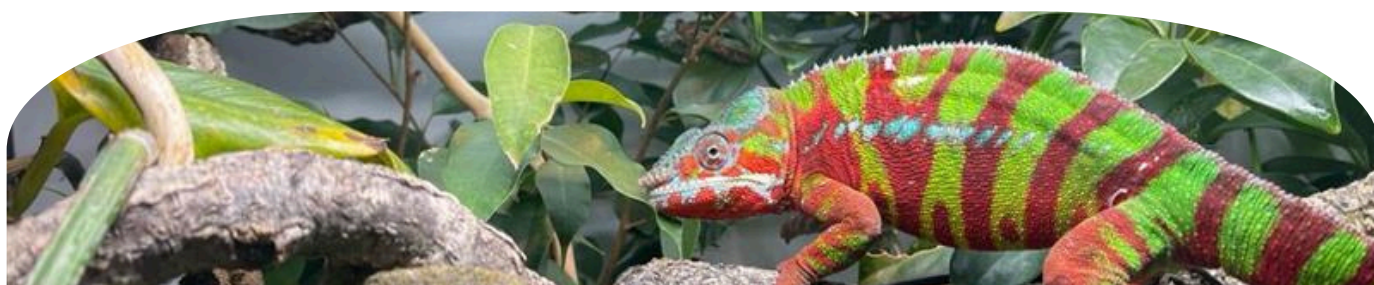
City & Guilds: Level 3 Work-based Animal Care

GLH – 151-219 (Certificate), 346-497 (Diploma)

The level 3 is suitable for someone who has been working with animals for a while already, who would like to upskill and progress within their career, or move into the training of others. The individual will be at a level where they are able to competently supervise other staff members within their role.

As part of the qualification, these mandatory areas will be covered:

Feeding plans	Supervision of movement	Monitoring of Health and Safety
Planning of accommodation	Handling and movement	Evaluating accommodation

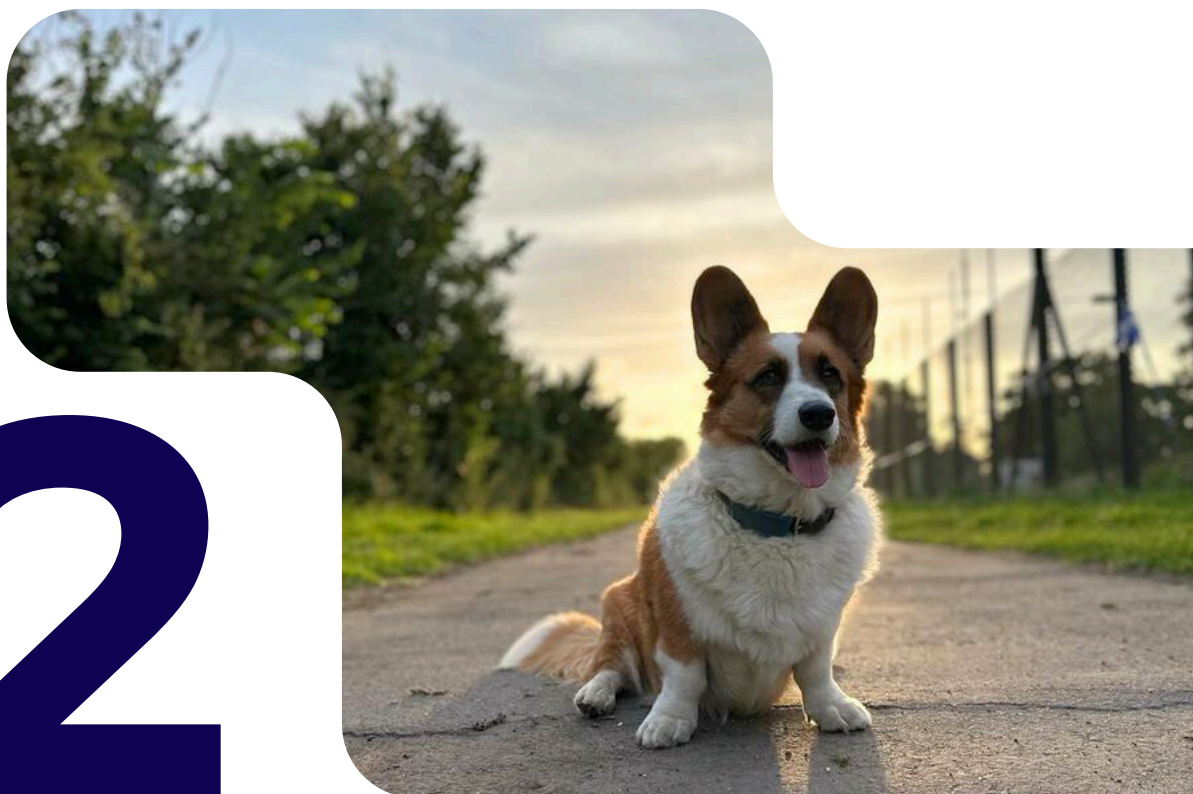


City & Guilds: Level 3 Work-based Animal Care - Continued

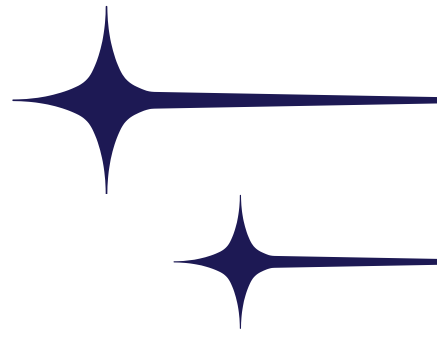
There is also opportunity to cover optional specialist training including:

Welcome and care for visitors	Provide advice and guidance to other staff	Assess new environments
Introduce new animals to environments	Monitor and report on animal behaviour	Monitor and evaluate animal management policies
Maintain facilities	Provide IAG to clients	Managing volunteers
Provide information, advice and guidance on animal health and behaviour	Maintain and evaluate health of animals and transportation whilst moving	Design, implement and monitor training programmes

12



Horse Care



13

14



Qualifications: Horse Care

City & Guilds: Level 1 Work-based Horse Care

Guided Learning Hours (GLH) represents the number of hours that a learner would need to fulfil at their placement in order to complete the qualification.

The GLH for this qualification are:
90 (Award), 252 (Certificate), 369-441 (Diploma)

The level 1 is suitable for someone just starting out in horse care. The individual will want to show that they have the knowledge and skills to work in a supervised role.

As part of this qualification, these mandatory areas will be covered:

Health and Safety	Feeding and watering	Turn out and catching in
Washing	Mucking out	Tacking up
Rugging up	Grooming	Leading

There is also a riding option for this qualification.

15



Qualifications: **Horse Care**

City & Guilds: Level 2 Work-based Horse Care

GLH – 645 (Diploma option)

The level 2 is suitable for someone who already has a basic level of knowledge and skill with working with horses. The individual will want to prove competence within their role, perhaps moving from a junior / supervised role to a more senior position.

As part of the qualification, these mandatory areas will be covered:

Clean and maintain stables	Routine care and health monitoring	Professional development
Restraints	Provide feed and water	Health and Safety

There is also opportunity to cover optional specialist training including:

Tacking up	Plaiting	Trimming
Assess and maintain grazing	Long rein and lunge	Care of performance horses

There is also a riding option for this qualification.



16



17

Qualifications: Horse Care

City & Guilds: Level 3 Work-based Horse Care

GLH – 442-565 (Diploma option)

The level 3 is designed for people who are experienced working with horses already, who wish to upskill and progress within their career, or move into the training of others. They will be at a level where they are able to competently supervise other staff members within their role.

As part of the qualification, these mandatory areas will be covered:

Initial assessment of a horse	Basic treatments and horse welfare	Stock take, order, delivery
Feeding plans	Managing resources	Health and Safety

There is also opportunity to cover optional specialist training including:

Manage grazing	Preparing and leading treks	Clipping
Tacking up for specialist work	Preparing horses for public appearance	Long rein and lunge for improvement
Care of performance horses	Plan, monitor and evaluate the transporting of horses	Manage horses when turned out

There is also a riding option for this qualification.

18



Functional Skills



19

20



Qualifications: **Functional Skills**

City & Guilds: Maths and English

Functional Skills qualifications are designed for individuals looking to enhance their maths and English abilities. They focus on both the basic skills and the ability to use maths and English in real-life situations.

They can be taken separately from our other courses, or taken alongside them. Each person will be assessed to decide what level to undertake and the exams can be taken at their placement. Upon completion of a level, progression is also encouraged to keep enhancing skills.

All of the following levels can be taught remotely or face-to-face:

Entry Level 1	Entry Level 2	Entry Level 3	Level 1	Level 2
---------------	---------------	---------------	---------	---------

Level 2 is GCSE pass equivalent (Grade 4).



Employability Skills



21

22



Qualifications: **Employability Skills**

City & Guilds: Level 1 Extended Award

This qualification is intended to help individuals secure employment, advance in their chosen career, prepare for further education, and develop the skills needed for successful self-sufficient living. The course will empower learners to achieve greater independence.

As part of this qualification, the following areas will be covered:

Effective communication	Career planning	Making job applications
Building working relationships in the workplace	Dealing with problems	Interview skills

You can also choose to complete individual Employability Skills units whilst completing a horse care or animal care course. Further units are available for this and can be tailored to the individual.



Personal Progress



23

24



Qualifications: Personal Progress

City & Guilds: Entry Level 1 Personal Progress

GLH – 80 (Award), 140 (Certificate), 370 (Diploma option)

This is ideal for those who would like to participate more fully in the community and need additional support in doing so. This qualification is suitable for working in any type of job and can help an individual become more independent and effective.

As part of the qualification, units include:

Communication skills	Reading skills	Writing skills
Personal enrichment	Maths skills	Keeping safe
Looking after a home	Being healthy	Looking after yourself
Getting things done	Following instructions	Health and Safety
Local health services	Rights and responsibilities	Getting on with people
Self-awareness	Engaging with the world	Dealing with problems
Using money	Having your say	Learning to learn

Here to help



25



26

Support & Guidance: **Funding and Locations**

Courses are typically funded by Local Authorities for anyone from 14 – 25 years old with an Educational Health Care Plan (EHCP) within the relevant catchment area, and are also available to those who may wish to consider paying privately.

Local Authority catchment areas vary and our partners can provide more information on which applies to them. Please see our website for the most up-to-date information on our current partners and their placement locations.

Haddon Training work closely with our partners to arrange placements and liaise with the relevant Local Authorities to create a proposed learner education package which includes an individual learning plan and costings.

Please don't hesitate to get in touch if you have any queries on this, our team are happy to help.



27



Support & Guidance: Teaching

Our placements all have specialist SEND support tailored to our learners to help them gain recognised qualifications and practical skills whilst building confidence and discovering what they enjoy doing.

All resources and facilities are set within the chosen placement, which offers an ideal working environment, promoting independence and encouraging learning.

Teaching is led by our partners with their qualified and experienced staff who also have experience working with the animals on site where applicable.

In addition, a Trainer Coach from Haddon Training will visit regularly to work with learners on specific units, assessments and assistance with collecting evidence for their portfolio.

This portfolio forms the basis for the final qualification assessment.

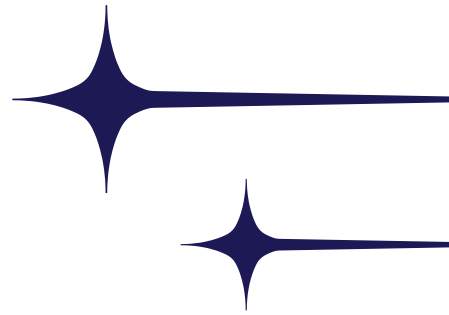


We also have robust Quality Assurance measures in place to assist our partners in ensuring that the portfolio evidence is sufficient to give the learner the best chance at successful completion.

28



29



Support & Guidance: **Achievement**

Qualification delivery is adapted to suit each learner's individual needs, incorporating both practical and theoretical learning, aligned with EHCP targets.

Throughout the programme, a Trainer Coach from Haddon Training will collect evidence for the learner's portfolio, for assessment and certification. The evidence-gathering process is flexible and tailored to the learner. It might include worksheets, discussions, recordings, or Q&A sessions, while skills-based evidence could involve photos, videos, diary entries, observations, case studies, or witness statements.

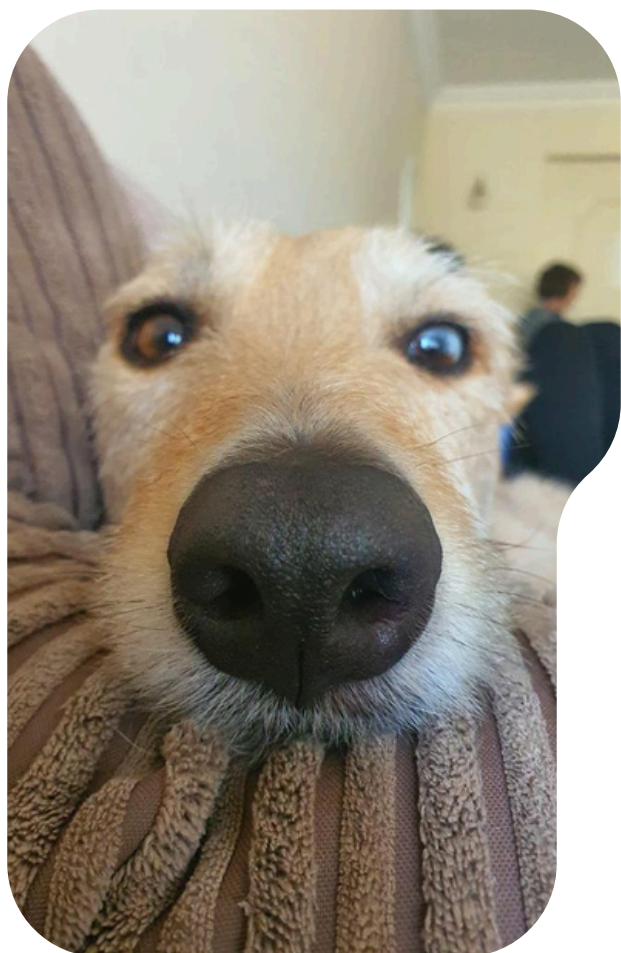
Once all required evidence is in place, the portfolio is reviewed by Haddon Training's Internal Quality Assessor (IQA). When it meets the required standards, the learner will be put forward for certification. City and Guilds are the awarding body that issue these certificates.

Support & Guidance: **Next Steps**

For individuals with an interest in these qualifications, you can contact our team to find out more or speak with one of our partners directly. Information for our partners can be found on our website. They will be able to assess whether their course is suitable for meeting the learner's educational needs.

The learner or their parent/carer will then need to contact the Local Authority and their Education, Health and Care (EHC) Co-ordinator to express a preference for their placement and Haddon Training as their chosen education provider.

The Local Authority will request consultation documents and costings from both our partner and Haddon Training. Once received, these will be reviewed by the Local Authority panel. If approved, the learner will be provided with further information, including their start date.



Discussions and visits to placements can also be arranged through our partners. Enquiries and visits from schools, educational institutes and Local Authorities are also welcome.

30



31

32



Support & Guidance: Contact Details

Frankie Roberts

Alternative Education Operations Lead



francesca.roberts@haddontraining.co.uk

Michelle Jackson

Alternative Education Customer Relationship Manager



alternative-education@haddontraining.co.uk



01672 519977



www.haddontraining.co.uk/alternative-education



Haddon Training can be found on social media:





Copyright

© Haddon Training Limited
Version 1, November 2025.
All rights reserved.