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## GUIDELINES FOR THE BDS PORTFOLIO AND LOG BOOK

*Guidelines for Assessors, Mentors and Candidates*

A portfolio of evidence should be submitted either in a bound folder or a hard backed loose-leaf file.

The first page should contain all the candidates' details, name, address, contact numbers registration number and a brief C.V. relevant to the syllabus.

Page 2 should contain copy of the syllabus and details of the Level and unit being submitted.

Page 3 should display the official assessor mark sheet

Page 4 Should have a precise index of the contents of the portfolio. This should be designed in such a way that the Assessor and the Verifier can easily find the relevant evidence contained in the portfolio.

N.B It is important when compiling a portfolio that the material submitted contains sound evidence recording the candidate's previous knowledge, experience and achievements, at the Level required by the contents of the syllabus. This must cross match directly with those requirements and should also contain observation certificates, witness statements and previously achieved certificates.

A portfolio is a collection of evidence not a scrapbook or photograph album.

All candidates may have a mentor to guide them when putting together their evidence. This may include handwritten documents relevant certificates e.g. B.H.S., B.D.S., Further education achievements from colleges etc any other relevant equestrian qualifications or certificates.

Evidence may be presented in a variety of formats; handwritten, typed, videos, D.V.D. and CD's, photographs and aural.

Any candidate with learning or any other difficulties may have help with writing and the layout but all evidence submitted must be their own.

Observation certificates and Assessors mark sheets are available from the B.D.S. Office

# The Portfolio

A portfolio is a collection of evidence of a candidate's knowledge, experience and achievements. It may be required for part of an assessment or examination syllabus in which case the evidence presented must be at the relevant level and match directly with the requirements of the syllabus.

## What is evidence?

Evidence presented may be any medium including video, CD photographs, results sheets rosettes, recorded spoken word (tape or DVD), hand-written or typed description or essay, diary or existing qualifications with relevant certificates either from college or equestrian bases. Press cuttings and witness statements from acceptable sources such as official judges or chief stewards at any show or competition are also acceptable.

Active Evidence may be gathered as the candidate works for the assessment, for example, collecting details of driving experience of a few months as the portfolio is built.

Retrospective evidence is acceptable as long as it is very obviously genuine. In both cases any photographs and other media must be clearly signed and dated.

Background knowledge: Evidence is not only a record of practical driving, depth of knowledge must also be shown.

For example, a series of picture may look like a part of a photograph album or scrap book but not tell the assessor much about the candidate's background knowledge; two photographs, one of a good and the other of a bad performance with some text explaining what makes them so, gives more depth and range of information.

The portfolio gives the candidate the opportunity to embark on study and enquiry based around the syllabus, to take responsibility for their own learning and development and to develop and show a genuine interest in horses, carriages, harness and the art, craft and science of driving.

It gives a permanent proof of the candidate's practical experience, theoretical knowledge and safety awareness. It's part of the candidate's CV and therefore particularly important in the commercial sector.

Assessor mark sheets, witness statements and any relevant BDS or other Observation sheets suitable filled in, dated and signed will also be required.

## Who provides the evidence?

The content must be the candidate's own work although assistance may be given with the writing and layout in the case of any learning difficulty. If this type of help is given, the person helping must make known their involvement.

A mentor may help to guide the candidate in the building of the portfolio.

## How should the portfolio be presented?

The completed portfolio should be submitted in either a bound folder or a hard backed loose-leaf file. The content should be neatly ordered and easily accessible rather than a random pile of bits of paper.

Content should be sufficient to satisfy the requirements of the syllabus but not excessive. Any non-paper evidence such as DVD or tape must be of a type generally in use with mainstream IT equipment and must accompany the folder

The layout of the portfolio should be:

Page 1: Candidates details:

Name, address, contact numbers

Candidate Registration number

Brief background details relevant to the syllabus.

Page 2: The Syllabus

Copy of the syllabus:

Details of Level and Unity being submitted

Page 3: Assessment

The Official Assessor mark sheet (Please see attached document)

Page 4: Content index

A precise index of the contents of the portfolio designed to make relevant parts of the evidence easy for the assessor to locate.

Subsequent pages may be arranged according to the evidence provided but must be clearly marked for easy identification.

## The Log Book

The log book is a record of all your driving experience, achievements and learning. Some drivers like to keep a record or diary of their driving successes, the new BDS Test system takes this idea further and will require candidates to keep a log of their driving related activities including any special projects. This starts at Entry Level and carries through the system to give not just a record, but a useful resource, for assessors, potential employers and for you to use, for example, towards building a portfolio.

Presentation: The log book should be contained in a hard-backed, loose-leaf file with the main details written or types as should be any signed observation forms or certificates. Any other media may be used but must be generally accessible since

the log book will be used as part of your assessment. As with the portfolio, the information should be provided in a tidy, easily accessible state.

## The Format

### Part 1 : Candidate's details

Name and BDS Candidate number

Any existing relevant qualifications, certificates such as First Aid, child protection is ISA.

History: Details of experience with horse and driving, any tuition received and any driving activities attended.

### Part 2: Contents Index

### Part 3: Record of Learning

An ongoing list giving details of individual tuition which includes topic, date time taken and is signed by the tutor.

A record of group tuition, lectures and demonstrations attended by you with proof of attendance e.g. certificate or tutor signature.

### Part 4: Record of experience

In driving activities: your own driving, helping others to drive, helping with organisation of activities or commercial driving.

Attendance in any capacity at any driving related competitive, commercial or leisure activity. Look at the full range of work done by horses in harness, not only the area in which you work or are interested.

### Part 5: Special projects

Details of any project you may undertake such as restoring a vehicle, a study of driving bits, training a horse, collecting the reminiscences of people who worked with horses or designing cone driving courses. Projects can be simple and at any level.

### Part 6: Compulsory preparatory work for tests

Details and a record of any targets, worksheets or tasks you must achieve before taking a BDS Test. An example would be that you must have been observed to have dismantles and re-assembles a set of harness on a least three occasions before attempting the chosen test. Any proof provided to have been signed and dated by trainer, employer or appointed person.

The log book is your record and reference book of experience and knowledge gained. It gives Assessors and employers useful background information on you as a driver. It must be sufficient for the purpose but not crammed with useless information to make it look good or to compete with fellow drivers.

All records presented in a portfolio or log book must be genuine and provable as such. Assistance and advice may be given by a mentor and in the case of learning difficulties