



BDS TRAINING CENTRES

Please fill in as much detail as you can on this form. All details will be kept confidential to the BDS and will not be passed on to any other person or organisation without your consent. If you wish to join Lantra's Training Providers Club, details of your name, address, telephone/e-mail plus the fact that you provide teaching and training for BDS Qualifications will be passed on if you signify your consent.

You can fill in this form on-line and e-mail it to : email@britishdrivingsociety.co.uk , or print it out, fill in and post to BDS Training Board, 83, New Road, Helmingham, Stowmarket, Suffolk, IP14 6EA. Please use block capitals.

NAME OF TRAINING CENTRE/YARD	
NAME OF HEAD OF CENTRE (PERSON IN CHARGE OF CENTRE)	
DEPUTY CENTRE HEAD (ALTERNATIVE CONTACT)	
ADDRESS, INCLUDING POSTCODE	
DAYTIME TELEPHONE NO.	
MOBILE TELEPHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	

BDS Membership Number (NB: You MUST be a current BDS Member in order to be eligible for BDS Approval as a Training Centre)	
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TEACHERS

Please tell us about your Teachers. You and/or your partner and/or staff may teach students, or you may arrange for Teachers to come into your Yard to provide teaching with your own or using student's driving turnouts. The owner of the Yard does not personally have to have BDS Teaching qualifications, but teaching of students must be under the overall supervision of a BDS qualified and Approved Teacher, or LHHI, who must be a BDS Member and currently on the BDS List of Approved Teachers or LHHIs.

Please confirm any BDS Qualifications or Units of qualifications which **are already held by each of the people who are responsible for teaching. (delete qualifications which are NOT held)**

NAME OF TEACHER		WATOS / ROAD DRIVING TEST / PRELIMINARY / INTERMEDIATE / ADVANCED / PRELIMINARY TEACHER / LHHI
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BRITISH DRIVING SOCIETY

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Please give us details of any other equestrian qualifications which are held by anyone responsible for teaching (ie: BHSAI; BHEST horse care/stable management)

NAME OF TEACHER	NON-BDS QUALIFICATION(S)

Please tell us if you, or any of your staff, are currently working towards any BDS Qualification

Please tick as appropriate :

I/we are **already** a BDS-Approved Teaching/Training Centre

I/we are **NOT** currently a BDS-Approved Teaching/Training Centre, but wish to apply for BDS Approval



WE HAVE THE FOLLOWING IN PLACE (please tick boxes as applicable):

Fire Certificate		Health & Safety Policy	
Fire Evacuation Procedure		Risk Assessment of Yard and teaching area(s)	
First Aid equipment		Third Party Insurance for learners & candidates	
First Aider on site		Employers Liability Insurance (if appropriate)	
Accident Report book		BDS Child Protection Course attendance Certificate	

NB: help is available from the BDS with writing your Health & Safety Policy and Risk Assessment

We offer the following teaching/training facilities (please fill in box as appropriate) :
 (NB: ' horse' means ' horse, pony, donkey or mule', unless otherwise specified)

FACILITIES AVAILABLE

(NB: CENTRES DO NOT NEED TO HAVE ALL THE FACILITIES LISTED IN ORDER TO OBTAIN BDS APPROVAL, AND MAY HAVE DIFFERENT OR OTHER FACILITIES. PLEASE ANSWER ' YES' OR ' NO' TO AS MANY ITEMS AS APPLICABLE TO YOUR CENTRE, PLUS A BRIEF DESCRIPTION WHERE APPLICABLE. PLEASE GIVE US A BRIEF DESCRIPTION OF OTHER OR DIFFERENT FACILITIES TO THOSE LISTED.)

FACILITY	YES/NO/ BRIEF INFORMATION
ENCLOSED AREA SUITABLE FOR DRIVING LESSONS (1) FIELD (ROUGH SIZE) (2) OUTDOOR ménage (3) other/different, please give brief description	(1) (2) (3)
INDOOR AREA SUITABLE FOR DRIVING LESSONS	
DRESSAGE AREA	
CONES COURSE AREA	
CROSS COUNTRY FACILITIES (INCL. OBSTACLES, WATER CROSSING, ETC)	
OFF-ROAD FACILITIES (TRACKS; COMMON LAND; NATIONAL PARK/FORESTRY COMMISSION; ETC)	
ROAD DRIVING FACILITIES (INDICATE: ' QUIET LANES'; ' MODERATE TRAFFIC'; ETC)	
HARNESS ROOM	
INDOOR HARNESS CLEANING AREA & FACILITIES	
COACH/CARRIAGE HOUSE	
HARNESS MAKING /REPAIR WORKSHOP	
CARRIAGE BUILDING/MAINTENANCE/RESTORATION WORKSHOP	
TUITION ROOM OR INDOOR AREA (WHERE LEARNERS CAN FILL IN HARNESS CHARTS, WATCH TEACHING VIDEOS, ETC)	
CHAIRS, TABLES FOR LEARNERS TO SIT AT WHILST WORKING	
CATERING FACILITIES (TEA/COFFEE MAKING; MICROWAVE; SOMEWHERE FOR LEARNERS TO EAT LUNCH, ETC)	
IS THERE ANY HEATING IN TUITION / REFRESHMENT ROOM ?	YES / NO
(1) TOILETS (2) DISABLED TOILET FACILITIES (3) WASHING FACILITIES/SHOWER(S) (4) OTHER (PLEASE DESCRIBE)	(1) (2) (3) (4)
STUDENT ACCOMMODATION (1) ON-SITE (2) OFF-SITE, WITHIN REASONABLE TRAVELLING DISTANCE (3) DORMITORY (4) PRIVATE ROOM (5) SHARED ROOM (6) OTHER (PLEASE DESCRIBE)	(1) (2) (3) (4) (5) (6)
IS THERE ANY HEATING IN STUDENT ACCOMMODATION ?	YES / NO



ARE STUDENTS SUPERVISED OR CHECKED UPON: (1) WHEN NOT BEING TAUGHT, IE LUNCHTIME ? (2) AT NIGHT, WHEN IN ON-SITE ACCOMMODATION ?	YES / NO YES / NO
DISABLED ACCESS TO CENTRE	
CAR PARKING FACILITIES (1) ROUGHLY HOW MANY CARS CAN PARK (2) ROUGHLY HOW MANY HORSEBOXES/TRAILERS CAN PARK	(1) (2)
DISABLED DRIVING (1) EQUIPMENT (2) HORSES (3) VEHICLES (4) OTHER, PLEASE DESCRIBE	(1) (2) (3) (4)
RESIDENTIAL COURSE YOUNG DRIVER'S CAMP FACILITIES (1)PERMANENT ACCOMMODATION (COTTAGE/DORMITORY, ETC) (2)CAMPING(TENT/CARAVAN) AREA (3) MOBILE HOME (4) TOILETS (5)WASHING FACILITIES (6) SHOWERS (7) BATHS (8) OTHER, PLEASE LIST	(1) (2) (3) (4) (5) (6) (7) (8)
IS YOUR STUDENT/RESIDENTIAL COURSE ACCOMMODATION SUITABLE FOR : (1) SUMMER USE (MAY – SEPTEMBER) (2) AUTUMN/WINTER USE (OCTOBER – FEBRUARY) (3) SPRING USE (FEBRUARY – APRIL)	(1) YES / NO (2) YES / NO (3) YES / NO

EQUIPMENT/EQUINES AVAILABLE

NB: INCLUDES HORSE DRAWN VEHICLES, HARNESS, OTHER TEACHING AIDS AND EQUIPMENT

EQUIPMENT/EQUINE	QUANTITY	TYPE/SUITABILITY
HORSES – 14.2 AND OVER PLEASE GIVE BRIEF DESCRIPTION (IE: (1) 16.2HH SINGLE SUITABLE FOR BEGINNERS (2) 15.2HH PAIR HORSE SUITABLE FOR EXPERIENCED DRIVERS	(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)	PLEASE USE ANOTHER SHEET IF YOU HAVE MORE HORSES
PONIES – 14.2 AND UNDER PLEASE GIVE BRIEF DESCRIPTION (IE: (1) SHETLAND SUITABLE FOR BEGINNERS	(1) (2) (3) (4) (5) (6)	



<p>(2) WELSH SEC. A, EXPERIENCED DRIVERS</p>		<p>(7) (8) (9) (10) PLEASE USE ANOTHER SHEET IF YOU HAVE MORE PONIES</p>
<p>DONKEYS PLEASE GIVE BRIEF DESCRIPTION (IE: (1) SUITABLE FOR BEGINNERS (2) EXPERIENCED DRIVERS</p>		<p>(1) (2) (3) (4) (5) PLEASE USE ANOTHER SHEET IF YOU HAVE MORE DONKEYS</p>
<p>MULES PLEASE GIVE BRIEF DESCRIPTION (IE: (1) SUITABLE FOR BEGINNERS (2) EXPERIENCED DRIVERS</p>		<p>(1) (2) (3) (4) (5) PLEASE USE ANOTHER SHEET IF YOU HAVE MORE MULES</p>
<p>HORSE DRAWN VEHICLES PLEASE GIVE BRIEF DESCRIPTION (IE: (1) TRADITIONAL 2 WHEELED SINGLE, 12.2 – 13HH (2) MODERN PAIR VEHICLE, 15.2 – 16HH</p>		<p>(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) PLEASE USE ANOTHER SHEET IF YOU HAVE MORE VEHICLES</p>
<p>HARNESS NUMBER OF SETS IN EACH CATEGORY. YOU MAY INCLUDE SETS YOU MAKE UP FROM OTHER SETS/EQUIPMENT, IE: ONE TEAM SET = 2 PAIR SETS. PLEASE GIVE BRIEF DESCRIPTION(IE: (1) TRADITIONAL ENGLISH LEATHER SINGLE SET, 13.2 (2) MODERN, SYNTHETIC PAIR SET, BREAST COLLAR 15.2</p>		<p>(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) PLEASE USE ANOTHER SHEET IF YOU HAVE MORE HARNESS</p>
<p>OTHER, EQUINES, HARNESS AND/OR VEHICLES AND OTHER TEACHING AIDS PLEASE LIST WITH BRIEF DESCRIPTION, (IE: CONES; DRESSAGE BOARDS AND MARKERS; REIN HANDLING MACHINE; ETC)</p>		



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Please give brief details of your horses, harness and vehicles in the boxes below, to help us understand what horses and equipment you use for teaching.

Equines

Are your horses suitable for : (*you may tick more than one box, as appropriate*)

Complete beginners with no previous equestrian experience / 14 -19 year olds	
Students with some equestrian experience, but not necessarily any driving experience	
Students experienced in horse care, management and handling, but with little or no driving experience (ie: may have ' had a go' at driving, or a few previous lessons)	
Students with a reasonable level of driving experience (ie: can drive a Single to BDS Preliminary Road Driving Test level or working towards BDS Preliminary Level)	
Students with a good level of driving experience (ie: can drive a Single to BDS Preliminary level, and/or Pair driving experience, working towards BDS Intermediate Level)	
Students with an enhanced level of driving experience (ie: BDS Preliminary Level, BDS Intermediate Level, working towards BDS Advanced Level)	

Other : please specify

Please give us any other (brief) details about your horses which you think relevant:
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Please give us any other (brief) details about the harness you use for teaching which you think relevant
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Please give us any (brief) details about your vehicles which you think relevant :



Please give us any brief details about yourself, your Yard, and your Teachers which you think relevant

Please indicate if you would like details of your name, address, telephone number and e-mail address, plus an indication of the type and level of teaching you offer to be included on Lantra's Training Provider's Club website. This is a free service, provided by Lantra (which are the Sector Skills Council for landbased, environment and equine studies), which is available to schools and colleges. (NB: we will NOT include the full details of your horses, harness and vehicles, which you have provided on this form, as this information remains confidential between you and the BDS. You may, obviously, pass on any information you wish to enquirers, and may authorise the BDS to pass on such information to schools and colleges who contact us to find teaching providers.

I confirm I wish my name, address, telephone number and e-mail address to be made available to Lantra Training Providers Club. I understand that Lantra will contact me to ask me to sign a Code of Practice form, which confirms that I and my staff will behave in a fair, reasonable and responsible manner to any learners.

Signed: _____ Date: _____

Please print name : _____

I confirm I agree to the BDS Office and/or BDS Awards Board and/or BDS Training Board passing on details of my teaching facilities to bona fide enquirers from schools, colleges and students for the purpose of helping them to choose a teaching provider for BDS qualifications.

Signed: _____ Date: _____

Please print name: _____

If you are NOT already a BDS approved Training Centre, but would like more details about becoming a BDS Training Centre, or would like to apply for an inspection, please confirm this below:

I would like more information about becoming a BDS Approved Training Centre

I would like to apply to become a BDS Approved Training Centre