



BRITISH  
DRIVING SOCIETY

*Driven by you!*



2022

Unit of Competence for Carriage Driving  
The Intermediate Syllabus

# Unit of Competence for Carriage Driving:

## The Intermediate Assessment Syllabus

### Notes to Candidates, Assessors and Training Establishments

This is a unit based competence. The entire certificate must be completed within 24 months of registration. In order to achieve the full certificate for Intermediate Assessment, a candidate must achieve all compulsory Units 1, 2, 3, 8 and 9 together with one Optional Unit of their choice. This can be achieved outside the time limit. However, each individual Unit will be accredited as it is achieved.



## Department for Transport

The British Driving Society are the official advisory body for Carriage Driving to the Department of Transport

### CONTENTS

Guidance Notes	Page 3	<b>Unit 4</b>	<b>Page 21</b>
Assessor Guidance	Page 3	<b>Unit 5</b>	<b>Page 22</b>
<b>Unit 1</b>	<b>Page 3</b>	<b>Unit 6</b>	<b>Page 23</b>
Element 1.1	Page 4	<b>Unit 7</b>	<b>Page 24</b>
Element 1.2	Page 5	<b>Unit 8</b>	<b>Page 26</b>
Element 1.3	Page 7	Element 8.1	Page 26
Element 1.4	Page 8	Element 8.2	Page 27
Element 1.5	Page 10	Element 8.3	Page 28
Element 1.6	Page 10	Element 8.4	Page 29
<b>Unit 2</b>	<b>Page 11</b>	<b>Unit 9</b>	<b>Page 30</b>
Element 2.1	Page 11	Element 9.1	Page 30
Element 2.2	Page 13	Element 9.2	Page 31
<b>Unit 3</b>	<b>Page 14</b>	Element 9.3	Page 33
Element 3.1	Page 15	Element 9.4	Page 34
Element 3.2	Page 17	Element 9.5	Page 36
Element 3.3	Page 18	Element 9.6	Page 37
Element 3.4	Page 19	Element 9.7	Page 38

Cover photograph: Paul Orchard

Date of issue: November 2021 • ©2021 British Driving Society



## UNIT 1: Prepare to drive the unknown Equine

### Candidate /Assessor Guidance

The successful candidates will be capable of assessing an Equine unknown to them and preparing the vehicle, harness and equipment provided. They will be able to select the appropriate harness from the range. They will show some depth of knowledge of harness, carriages, equipment and driving traditions. They will be capable of harnessing up the unknown single turnout and know how to achieve fit and balance of a two wheeled vehicle or the fit of a four wheel vehicle. They will show some depth of knowledge of harness, carriages and equipment as well as driving traditions. Candidates are expected to demonstrate safe procedures throughout.

*Note - Candidates are expected to present themselves suitably dressed relevant to the Performance Criteria.*

## **ELEMENT 1.1 : Prepare to drive the unknown Equine: Select Harness**

### **Equipment:**

#### **Harness:**

A range of harness (3 sets minimum) to include traditional leather, synthetic, exercise / competition, full and breast collar, open and Tilbury tugs, full and false breeching. (One set must be suitable for fitting on the Equine provided).

#### **Vehicle**

A two wheeled or four wheeled vehicle suitable for the Equine provided.

#### **Equine**

An Equine - minimum 6 years old with at least 2 years driving experience.

### **Performance Criteria**

Select a single set of harness suitable for the Equine to be driven.

### **Knowledge and Understanding**

1. Discuss the storage and care of harness.
2. Reasons for inspection for wear discussed.
3. All parts of single harness named. Candidates should be able to name all of the main parts of the harness and also points of detail. Discuss the importance of trace carriers and their correct fit.
4. Selecting suitable harness for a variety of driving activities with a single Equine is discussed - private driving, country carriage classes, pleasure driving, club activities, HDT presentation and marathon.
5. Collars - type and fit discussed. Fitting of hames and hame straps/chain.
6. Fit/adjustment of the harness parts is discussed.
7. A range of driving bits suitable for a single turnout are identified and their functions discussed.
8. The use of Tilbury/French/Quick Release tugs is discussed.



## **ELEMENT 1.2 : Prepare to drive the unknown Equine: Maintain the Vehicle for Driving**

### **Equipment and Location:**

#### **Vehicles:**

A two wheeled vehicle that fits the unknown Equine or a four wheeled vehicle with shafts that will adjust to fit the unknown Equine. Other traditional and non-traditional vehicles should be available to test the underpinning knowledge but should not be used in the practical performance.

#### **Equipment:**

A variety of equipment suitable for making up a spares kit.

A variety of whips.

Lamps - these do not need to be carried on the vehicle when driven.

Cleaning equipment for the vehicles.

#### **Location**

A dry clean area with good fencing.

### **Performance Criteria**

- A. Vehicle is identified, checked to be suitable and sound for the Equine to be driven.
- B. The main features of the carriage are identified and function discussed.
- C. Balance of the vehicle is discussed and methods of adjusting balance demonstrated.
- D. Correct length and width of shafts are discussed and methods and reasons for adjusting demonstrated. Correct height of shafts shown on four wheeled vehicles. Discuss independent shafts and the need for a fixed backband. Discuss pros and cons of traditional style shafts with tug stops and loop ended shafts.
- E. Part of the vehicle is cleaned.
- F. Suitable accessories - such as lamps and spares are identified and selected. (Lamps do not need to be carried when driving).
- G. Suitable whip is selected for a variety of uses.

### **Knowledge and Understanding**

- 1. Vehicles from a range of traditional two wheeled vehicles are identified (photographs and line drawings may be used).
- 2. Suitability of vehicles for a variety of tasks is discussed.



3. Discuss in detail storage and care of vehicles to include:
  - i). Standard of cleanliness required for presentation is discussed.
  - ii). Appropriate cleaning materials identified and their correct use discussed.
  - iii). Conditions affecting wood, leather, metals and upholstery are identified.
  - iv). How vehicles should be stored.
  - v). The importance of maintenance records discussed.
  - vi). How to examine a vehicle for wear and tear. (Reference - Code of Practice).
4. Demonstrate and discuss the care, fit, storage and use of driving equipment - to include holly whips, lamps and spares, etc.



## **ELEMENT 1.3 : Prepare to drive the Unknown Equine: Dress and Turnout**

### **Equipment:**

Smart, practical dress is expected - but suitable for driving an unknown Equine. The candidates are expected to provide their own hat, gloves, driving apron and whip.

### **Knowledge and Understanding**

1. Discuss the correct dress required for driving a variety of turnouts for both whip and groom/passenger of both sexes.
2. Discuss what constitutes a groom and a passenger and their different roles and turnout.
3. Discuss the role of the groom/passenger in Private Driving, dressage, marathon, cones/scurry competitions and pleasure driving.
4. Discuss the function of a driving apron, gloves and appropriate footwear.
5. Discuss the use of protective clothing - hats, back protectors, suitable footwear.
6. Discuss the law and rules of driving (BDS and British Carriagedriving) as appropriate to Junior whips, driving on the road and in competitions. (Note for assessors/candidates in Scotland, Scottish law differs).

## **ELEMENT 1.4 : Prepare to drive the Unknown Equine: Harness Up and Put To**

### **Equipment**

#### **Equine**

A suitable Equine provided by the centre, never to have been driven by the candidate prior to the assessment.

#### **Harness**

As selected by the candidate (Element 1.1)

#### **Vehicle**

Provided by the Test Centre (see Assessor Guidelines Unit 1)

#### **Assistant**

A competent assistant provided by the candidate or the Test Centre.

### **Performance Criteria**

- A. Assess the suitability of the Equine provided.
- B. Demonstrate fitting of:
  - i). Full collar
  - ii). Breast collar

Discuss their uses, advantages and disadvantages.
- C. Demonstrate fitting the harness selected.
- D. Make final adjustments to the harness fitted.
- E. Using the assistant, the Equine is safely put to the vehicle provided in an appropriate time- 10-15 minutes. Making sure the traces are the correct length and breeching is adjusted correctly.
- F. The vehicle is checked for balance or with a four wheeler the shafts are checked that they are adjusted correctly. Adjustments are made where necessary.
- G. Control of the Equine is maintained at all times.
- H. The assistant is used effectively throughout as directed by the candidate.
  - i. The Health and Safety of the Equine, self and others is maintained at all times.





## **Knowledge and Understanding**

1. The suitability of the Equine for a variety of driving activities is discussed. Activities to include private driving, pleasure driving, commercial work, Equine driving trials, driving for the disabled and long distance/ endurance work.
2. Safety precautions when driving an unknown Equine are identified and discussed.
3. The use of an assistant is identified for:
  - i). Putting to
  - ii). Driving



## **ELEMENT 1.5 : Drive The Unknown Equine: Driving Out**

### **Assessor Guidance**

The Assessor will accompany the Candidate on the drive. The vehicle will be mounted by the Candidate Driver, Groom and the Assessor. The successful candidate will be capable of driving the unknown Equine with confidence over a short drive lasting approximately 10 minutes, demonstrating an ability to make simple turns, progression from walk to trot and the ability to make the animal stand. The drive should be carried out at a park pace. The candidate should demonstrate an ability to be in control of the turnout at all times, using the English coaching style of driving. (Reins held in the left hand supported by the right hand).

### **Performance Criteria**

- A. The vehicle is mounted using laid down procedure.
- B. The reins are adjusted into the English coaching hand.
- C. A 10 minute drive is carried out.
- D. Health and Safety of Equine, self and others is maintained at all times.
- E. The turnout is returned to the yard and halted in the designated position for taking out.

## **ELEMENT 1.6 : Drive The Unknown Equine: Take out and attend to the Equine and Vehicle**

### **Performance Criteria**

- A. The vehicle is halted in an appropriate position for taking out.
- B. The “groom”/assistant is used effectively and safely throughout - as directed by the candidate.
- C. Safe dismounting procedure is followed.
- D. Equine is taken out following the correct procedure.
- E. Control of the Equine is maintained at all times.
- F. Health and Safety of Equine, self and others is maintained at all times.

### **Knowledge and Understanding**

- 1. Safety procedure when taking out is discussed.
- 2. Care of the Equine, harness, vehicle and equipment after use is discussed.



## UNIT 2 : Drive the Known Equine

### ELEMENT 2.1 : Drive the BDS intermediate Dressage Test Use the English coaching style of Driving

#### Assessor Guidance:

Candidates will present a single turnout of their own choice. The Equine may be their own or one hired or borrowed for the occasion. The Equine will be harnessed up and put to a suitable vehicle and be ready for use. This turnout will be inspected for safety and correctness by the assessor prior to driving. The successful candidate will drive the BDS Intermediate dressage test using the English Coaching style of driving (reins held in the left hand supported by the right hand). The dressage test is a test of driving competence and will not be marked as a dressage test. It will be driven from memory. The successful candidate will have knowledge of and the ability to demonstrate some competence of the required paces and be capable of reasonable accuracy when making upward and downwards transitions, turns and other required movements. They will have an understanding of the required bend and show some style when on the box seat. The successful candidate will be capable of carrying out a further driving test using any safe and appropriate style of driving. They will drive both tests accompanied. The dressage test will be driven accompanied by the assistant. Either the assistant or the Assessor will accompany the further test, at the discretion of the Assessor.

#### Equipment and Location

##### Equine

Provided by the Candidate - presented ready for driving.

##### Vehicle

Any sound and suitable vehicle to suit the Equine, 2 or 4 wheeled (single seat vehicles are not allowed). The Assessor must be able to sit beside the candidate if required).

##### Harness

Any appropriate harness for the Equine and vehicle. Must be sound and fit.

##### Assistant

A competent assistant/groom provided by the candidate.

## **ELEMENT 2.1 : Drive the BDS intermediate Dressage Test Use the English coaching style of Driving (Continued)**

### **Equipment and Location (continued)**

#### **Location**

Any suitably size driving arena or fenced field - must be level. Dressage markers and boards - corner boards minimum requirement.

#### **Time**

Approximately 10 minutes.

### **Performance Criteria**

- A. Drive the BDS Intermediate Dressage Test from memory using the English Coaching style of driving with some degree of style - reins held in the left hand supported by the right hand. This will be used as a test of driving competence and not as a dressage test.
- B. Control of the Equine is maintained at all times.
- C. Health and Safety of the Equine, self and others is maintained at all times.
- D. An appropriate level of style and accuracy is maintained throughout.
- E. The required pace is attempted and maintained.
- F. Transitions are executed correctly and with a degree of accuracy.
- G. Salutes are correctly performed - appropriate to the candidates gender.
- H. The reins and whip are correctly taken up and held/used appropriately throughout the test.

### **Knowledge and Understanding**

- 1. Identify strengths and weaknesses of performance.
- 2. Understand the definition of paces, as required in the test and how to achieve them.
- 3. How to achieve the correct bend is discussed (requirements and training methods).
- 4. The aids are identified and discussed.
- 5. The appropriate use of the whip is discussed.
- 6. The reasons for using the English coaching method is discussed.



## **ELEMENT 2.2 : Drive The known Equine: The Combined Test using any safe style of Driving**

### **Equipment and Location:**

#### **Equine and equipment**

Equine and equipment as in Element 2.1

#### **Assistant**

Competent Assistant provided by the candidate

#### **Location**

Driving area, menage, fenced field, any suitable driving area.

Minimum 8 sets of driving cones and a box construction - cone width 2 metres, box width 3 metres throughout. See plan.

#### **Time**

Approximately 10 to 15 minutes.

### **Performance Criteria**

- A. Drive in a suitable/safe driving location as directed by the assessor - this may include slopes, road layouts and driving in company.
- B. Control of the Equine is maintained at all times.
- C. Health and safety of the Equine, self and others is maintained at all times.
- d. An appropriate level of style and accuracy is maintained throughout.
- e. The required pace and transitions are demonstrated as directed.
- f. The reins and whip are correctly taken up and held/used correctly throughout.
- g. The cones course is completed using any safe and appropriate style of driving and an appropriate pace and speed is maintained throughout - canter is not allowed.

### **Knowledge and Understanding**

- 1. Control of Equine when negotiating slopes, up hill, downhill and turns discussed.
- 2. Different styles of driving and their use discussed.



## ELEMENT 2.2 : The Combined Test - Cone Course Requirements

Test centres can design their own course to suit their location. However, the elements shown and the dimensions are expected. The cones need not be numbered and Candidates can be asked to drive “cone gates” twice or in the opposite direction. They can cross the line of the serpentine if necessary to get from one section to another.

Special care must be made when building the “box”. Dressage boards on the ground are quite sufficient. Straw bales or jumping poles on stands are not to be used. Test Centres and Assessors must ensure that the boards meet and do not allow any gaps at the “break out points” as the turnout manoeuvres around the box. The box must be built to the dimensions shown. Driving cones are preferred but not essential.

This Element is a test of driving technique and style. The whip needs to drive manoeuvres with confidence at an active pace. Accuracy is a less important part of the test and Assessors may adjust the track width if the vehicles that are presented make the test unfair.

### **Box:**

see notes above. Gates A, B, C set at minimum 3 metres.

### **Serpentine:**

Cones set 10 metres apart.

### **Individual Gates:**

Minimum 2, maximum 4 individual gates set at two metres apart. These should not be set in straight lines nor be too complex to invite problems. Minimum gap between cones 20 metres.

### **20 metre Circle**

Cones set 2 metres apart - one metre either side of the 20 metre diameter track.



## UNIT 3 : Prepare and drive a pair of Equines

Candidates will drive their own turnout or one borrowed or hired for the occasion. A pair of Equines or ponies may be used.

### ELEMENT 3.1 : Prepare to drive a pair of Equines:

#### Candidate/Assessor Guidance

The successful candidate will be able to prepare the vehicle and harness for use. They will be capable of harnessing up and putting to a pair of Equines to a suitable vehicle. They will be able to fit and adjust the harness to enable the animals to run straight and to work as a pair with comfort. They will show some depth of knowledge of pairs harness, carriages and appropriate spare equipment. They will show effective use of an assistant and be able to demonstrate good driving technique. Candidates are expected to adopt safe procedures throughout the performance.

#### Equipment and Location:

##### **Harness**

A set of pairs harness in good, sound condition, suitable for the Equines to be driven, to include full and breast collars and full breeching.

##### **Vehicle**

Suitable for the animals to be driven and in good sound condition.

##### **Equines**

Minimum 6 years and have a minimum of 2 years driving experience. Should be well shod.

##### **Assistant**

Competent Assistant provided by the candidate.

##### **Location**

A safe enclosed environment (eg. Stable yard).



## **Performance Criteria**

- A. Secure Equines using a safe practise.
- B. Demonstrate fitting of
  - i. Breast collar
  - ii. Full collar
- C. Select harness and fit on the animals to be driven.
- D. Make adjustments where necessary.
- E. Using the assistant put the Equines into the vehicle in an appropriate time (15 mins approx) using laid down procedures.
- F. The turnout is checked and further adjustments made where necessary.
- G. Health and Safety of animals, self and others is maintained throughout.

## **Knowledge and Understanding**

- 1. Discuss fitting of full and breast collars.
- 2. Discuss coupling rein adjustments with reference to:
  - i. Differing head carriage or length of neck
  - ii. Moving the animals into draught on the reins
- 3. Discuss the use and adjustment of breeching with breast collar harness.
- 4. Discuss the correct adjustment of traces and pole straps when putting to.
- 5. Discuss the adjustment and function of the false martingales the using full collars without breeching.
- 6. Discuss and explain the height of the pole.
- 7. Discuss a pre-prepared safety check list for the vehicle to include lubrication and points of wear and tear. (This list to be prepared in advance and brought to the assessment day).
- 8. Discuss and explain the use of all essential items of equipment in the spares kit.



## ELEMENT 3.2 : Drive the pair of Equines

### Candidate/Assessor Guidance

The Assessor will accompany the candidate on the drive, which will take place either on the public highway or on suitable tracks. The successful candidate will be capable of driving a pair of Equines with confidence, showing an appropriate level of style over a short drive lasting between 15 and 20 minutes. They should demonstrate an ability to move off employing both animals evenly. They will be capable of negotiating differing terrain which will include gentle gradients up and down, bends both left and right. They will be capable of making adjustments to take note of slippery conditions (simulated) and to demonstrate appropriate use of signals to other road users. The candidate will be asked to do a few simple manoeuvres in an enclosed area before going on the drive.

### Equipment and Location:

#### Location

Public highway or suitable tracks

### Performance Criteria

- A. The vehicle is mounted by the Candidate and the Assessor using laid down procedures.
- B. The reins are adjusted into the English Coaching style of driving. A rein contact with both animals is achieved and maintained.
- C. The drive is carried out using safe procedure.
- D. The turnout is returned to the yard and halted in an appropriate manner.
- E. Health and Safety of animals, self and others is maintained throughout.

## **ELEMENT 3.3 : Drive the prepared Test with the pair of Equines**

### **Candidate/Assessor Guidance**

The successful candidate will be capable of driving the pair of Equines using any safe style of driving which is recognised by the disciplines, through a series of cones. The cones will be laid out to effect turns and circles of differing degrees and sizes as well as to simulate gateways and restricted passages (outline plan of course as in Unit 2.2 but may be varied at the discretion of the Assessor and/or the centre). The Assistant or the Assessor, at the Assessor's discretion will accompany the candidate.

### **Equipment and Location:**

#### **Location**

A controlled environment (eg a level field, driving arena, etc)

### **Performance Criteria**

- A. Drive to the designated area accompanied by the Assistant or the Assessor using any safe recognised style of driving.
- B. Control of Equines is maintained at all times.
- C. An appropriate level of style, pace and accuracy is maintained throughout.
- D. The reins and the whip are taken up, held and used correctly and appropriately at all times.
- E. The test course is completed using a safe and appropriate pace.
- F. The effective use of an assistant is demonstrated.
- G. The turnout is returned to the designated area and parked in the appropriate place.
- H. The Health and Safety of animals, self and others is maintained throughout.

## ELEMENT 3.4 : Take out and attend to Equines and Vehicle after use

### Performance Criteria

- A. The vehicle is halted in an appropriate position for taking out and secured.
- B. Use of the Assistant is effective and safe.
- C. Safe dismounting procedure is followed.
- D. Equines are taken out using laid down procedure.
- E. Control of the Equines is maintained at all times.
- F. Health and Safety of animals, self and others is maintained throughout.

### Knowledge and Understanding

- 1. Laid down procedure for taking out discussed.
- 2. Care of animals, harness, vehicles and equipment after use is discussed.

## OPTIONAL UNITS : Evidence of active participation

One optional unit is required to obtain the full Intermediate qualification:  
Evidence to be presented prior to the test day or at a later date

### Portfolio Building

The candidate is required to build a portfolio of evidence to cover all the areas listed. This is to show their active participation and depth of their knowledge in the optional unit they have chosen to complete. Observation Certificates for the Optional Units should be obtained from the BDS Office. Evidence could include evidence of the Candidates participation - programmes, results but substantive evidence is also required to show the candidates knowledge in the required areas. This could include brief 'essay' type work, photographs, diagrams and pictures, taped oral reports or videos. (Any media is acceptable). The portfolio is to be the Candidates own work but photographs and video footage of the candidates participation and photocopies of pictures are allowed. Text can be hand written or typed.

***Note - The BDS Training Committee is looking for active driving participation rather than literary skills. The portfolio should reflect this and this is the criteria for success in these modules.***

### **Knowledge and Understanding - Questioning**

If necessary, arrangements will be made by the BDS Training Committee for the candidate to sit a short written paper after the portfolio of evidence has been submitted. This must be completed under observation and without assistance. (If requested, arrangements will be made for any candidate who requires reader/writer). If the portfolio of evidence covers all the range of requirements and the Candidate is observed to be competent, this may not be necessary.

### **Accredited Prior Achievement**

Candidates who have a previous proven record in either Private Driving, Equine Driving Trials or working with Driving for the Disabled (or any other substantive evidence of active driving participation of any nature) can apply to the BDS Training Committee to have the Optional Unit accredited. It is up to the Candidate to produce the evidence to satisfy the committee of their competence and proven record. APA evidence should be forwarded to the BDS Office.

### **Enabling others to drive**

This section is to give candidates some understanding of the work required to enable driving activities to take place. Candidates are expected to make prior arrangements with the event organisers at least one month prior to the event and explain what they are required to do. This is NOT intended as a learning experience and candidates should make sure that they are competent BEFORE they undertake this part of the unit.

***Note - Candidates who are not seen as competent will be asked to repeat all or part of the optional unit.***



## OPTIONAL UNIT 4 : Horse Driving Trials

### Practical Driving

- A. Compete - and complete without disqualification - in 3 club (qualifying novice, intermediate or open but not beginners classes) or national events (novice or open classes - single or multiples).
- B. Observation certificate to be completed (within 2 successive years) and returned to the BDS office.
- C. From one of the observed events, the full set of dressage sheets and the full score sheet must also be enclosed - signed by the TD Judge.

### Enabling Others to Drive

- i. BDS Observation Certificate for Horse Driving Trials signed by the TD/ Judge of a national or club event showing that the candidate has assisted satisfactorily in the following roles:
  - Dressage writer - minimum 15 competitors (Judge must be a BC panel judge)
  - Obstacle judge - minimum 3 hours
  - Another role - administrative, stewarding, judging (or probationary), course building, etc.
- ii. Acting as groom for another competitor at one club or national driving trial in all 3 phases.

### Knowledge and Understanding

To be demonstrated by the Candidate building a portfolio of evidence and further questioning if necessary.

1. Demonstrate knowledge of the suitability of an Equine for a Horse Driving Trials singles class.
2. Demonstrate knowledge of the training of an Equine for competition.
3. Demonstrate understanding of a fitness programme and different methods of achieving fitness (This can be the fitness programme used in Element 9.4).
4. Demonstrate knowledge of the driving requirements of each section of the competition.
5. Show knowledge and understanding of the equipment required for each section of the competition.
6. Demonstrate some knowledge of the rules in all 3 phases.
7. Demonstrate knowledge of the marathon timing procedures.
8. Explain the Health and Safety issues related to running a Horse Driving Trials.



## OPTIONAL UNIT 5 : Private Driving

### Practical Driving

- A. Compete in 3 Private Driving classes (novice or open or junior whip) - to be judged by a BDS panel judge - at least one County show, one BDS National/Regional show.
- B. Observation certificate to be completed (within 2 successive years) and returned to the BDS Office.
- C. From one of the observed classes, the judge to complete a more detailed observation. A further inspection may take place after the class is over - at the discretion of the judge. At least one month before competing, candidates must forward to the BDS Office a list of the affiliated shows and classes they intend to attend, indicating the name of the judge(s). The BDS will make arrangements for this additional inspection with the judge concerned. (The Candidate must not contact the judge nor attempt to make these arrangements themselves).

### Enabling Others to Drive

- i. BDS Observation. Certificate for Private Driving signed by the judge(s) or show secretary/organiser showing that the candidate has assisted satisfactorily in the following roles in a Private Driving class (one of which must be a County show, or BDS National/Regional show):
  - Assistant steward - minimum one class
  - Steward - minimum 2 additional classes
  - Another role - administration, collecting ring steward, judging (or probationary), show organising, preparation of show field, etc.
- ii. Acting as groom for another competitor in one affiliated Private Driving (any kind) or Trade Class.

### Knowledge and Understanding

To be demonstrated by the Candidate building a portfolio of evidence and further questioning if necessary.

1. Demonstrate knowledge of the suitability of an Equine for Private Driving classes.
2. Demonstrate knowledge of the training of an Equine for competing in Private Driving classes.
3. Demonstrate understanding of a fitness programme and different methods of achieving fitness (This can be the fitness programme used in Element 9.4).
4. Demonstrate knowledge of a variety of carriages/turnouts suitable for Private Driving.



5. Demonstrate knowledge of harness suitable for Private Driving.
6. Show knowledge and understanding of the equipment required for Private Driving.
7. Demonstrate knowledge of 2 other show classes - Trade turnout, Junior whip, Pleasure Driving, etc.
8. Explain the Health and Safety issues related to running Private Driving classes.

## OPTIONAL UNIT 6 : Pleasure Driving

### Practical Driving

- A. Driving in - and completing - in 3 Pleasure Driving activities - BDS rallies, Hoof Miles, Pleasure Driving Classes, Driving Camps, Junior whip camps/ activities, Long Distance Drives, etc.
- B. Observation Certificate to be completed (within 2 successive years) and returned to the BDS Office.
- C. A retrospective report by the candidate on one of the Pleasure Driving activities they have taken part in (listed above in b). To be completed by the Candidate following the Pleasure Driving activity and signed as an accurate record by the organiser. (This report could be written - hand or typed - or could be a video or photographic record or a taped oral report or any combination of any media). This should also be returned to the BDS Office with the Observation certificate.

### Enabling Others to Drive

- i. BDS Observation Certificate for Pleasure Driving signed by the judge/ organiser showing that the candidate has assisted satisfactorily in the following roles:
  - Assisted in the organisation of one Pleasure Driving activity
  - Stewarded for 2 driving classes - any appropriate official driving activity - BDS, BHDTA, Driving Club, Driving for the Disabled, BDS Junior Whip activities.
  - Another role - administration, course building, stewarding, judging (or probationary), site preparation, etc.
- ii. Acting as groom for another turnout in any driving competition or Pleasure Driving activity.

### Knowledge and Understanding

To be demonstrated by the candidate building a portfolio of evidence and further questioning if necessary.

1. Demonstrate knowledge of the suitability of an Equine for Pleasure Driving activities.
2. Demonstrate knowledge of the training of an Equine for competition and/or Pleasure Driving activities.



3. Demonstrate understanding of a fitness programme and different methods of achieving fitness (This can be the fitness programme used in Element 9.4).
4. Demonstrate knowledge of a variety of carriages/turnouts suitable for Pleasure Driving activities.
5. Demonstrate knowledge of harness suitable for Pleasure Driving activities.
6. Show knowledge and understanding of the equipment required for Pleasure Driving activities.
7. Demonstrate knowledge of 2 other Pleasure Driving activities eg. Hoof Miles, Pleasure Driving classes, Long Distance Driving, etc.
8. Explain the Health and Safety issues related to running driving activities.

## OPTIONAL UNIT 7 : Assist Driving for the Disabled

***Note - The Candidate must hold the RDA Able-Bodied/Companion Whip Certificate prior to gathering evidence for this Unit.***

### Practical Driving

- A. Drive as a companion whip with a RDA recognise Driving Group for at least 12 hours.
- B. Observation Certificate to be completed (within 2 successive years) and returned to the BDS Office.
- C. A retrospective report by the candidate on at least 2 hours driving activities (as recorded in b) written by the candidate and signed by the Group Organiser.

### Enabling Others to Drive

- i. BDS Observation Certificate for Driving for the Disabled signed by the Group Organiser showing that the candidate has assisted satisfactorily in the following roles in the RDA driving:
  - Assisting in the organisation of a regular weekly session.
  - Working as a helper on the ground - at least 6 hours.
  - Another role administration, stewarding at a show, fund raising, devising group activities, participating during inspections, wheelchair handling, people 'handling', site preparation, etc.
- ii. Acting as groom for another turnout in any driving activity outside RDA on at least 3 occasions.





## Knowledge and Understanding

To be demonstrated by the candidate building a portfolio of evidence and further questioning if necessary.

1. Demonstrate knowledge of the suitability of an Equine for RDA driving.
2. Demonstrate knowledge of the training of an Equine for RDA driving.
3. Demonstrate understanding of:
  - i. The need for fitness for driving in the RDA driving Equine and ways of achieving and maintaining fitness.
  - ii. The need to prevent the RDA driving Equine from becoming mentally staleDiscuss methods of achieving this.
4. Demonstrate knowledge of a variety of carriages/turnouts suitable for driving for the disabled, including four-wheelers.
5. Demonstrate knowledge of harness suitable for an animal used for driving for the disabled.
6. Show knowledge and understanding of the equipment required for driving for the disabled.
7. Demonstrate knowledge of loading procedures.
8. Demonstrate knowledge of inspection procedures, activities for driving for disabled and who or where to go for advice on training.
9. Demonstrate knowledge of some of the sources of funding for Driving for the Disabled.
10. Explain the Health and Safety issues related to drivers with disabilities.

## UNIT 8 : Equine Knowledge and Care : Health and Safety

This Unit will be assessed by direct observation of the practical performance and by questioning of the knowledge required to underpin the performance. Some written evidence is required and should be prepared prior to the assessment day and brought by the Candidate - see Element 3.

### Accredited Prior Achievement

Candidates who have a current (in previous five years) qualification - NVQ Equine Care Level 3, National Diploma in Equine Studies, or BHS equivalent or who have an earlier qualification at this level and have worked in successive years in the Equine industry can apply to The BDS Training Committee to have the Equine Knowledge and Care Unit accredited. It is up to the Candidate to produce the evidence to satisfy the committee of their competence and proven record. APA evidence should be forwarded to the BDS Office.

## ELEMENT 8.1 : Health and Safety : Dangerous Substances

### Assessor Guidance

The successful candidate will show knowledge of the safety precautions to be taken when handling veterinary products and cleaning fluids. They must demonstrate the ability to follow manufacturers instructions including storage and use by dates. They should further show an understanding of the legal aspect surrounding the safe use and storage of dangerous or hazardous substances (COSH).

### Equipment:

At least 3 commonly used veterinary products  
3 brands of chemicals commonly used in stable yards eg. Jeyes fluid, detergents and vermin control substances.

### Performance Criteria

- A. Suggest at least 3 veterinary products and discuss their use, storage and method of application.
- B. Identify or suggest a variety of stable cleaning products in common use. Discuss how to use and store them and precautions to be taken by the user.
- C. Name at least 2 products used for vermin control. Discuss how to use and store them and precautions to be taken by the user.



## Knowledge and Understanding

1. Discuss the importance of secure storage and clear labelling of products.
2. Explain the need to follow manufacturers instructions regarding use by dates, storage, etc.

## ELEMENT 8.2 : Health and Safety : Hazards in the Stable Yard

### Assessor Guidance

Candidates should be able to discuss and identify risk areas within an equestrian establishment, to include machinery, chemicals, electricity, etc and to show knowledge of how to minimise the danger or manage their presence. This should include the availability and use of protective clothing, circuit breakers, etc.

### Equipment

The test centre

### Performance Criteria

- A. Identify potential hazards in the stable yard.
- B. Show and explain how to minimise danger.

## Knowledge and Understanding

1. Discuss in detail areas of risk which may be found in a stable yard in addition to the above. This should include all those in the assessor guidance.
2. Suggest methods of removing or managing risks in order to make the area safer for all.
3. Discuss the necessity and use of Health and Safety procedures in a private and commercial yards eg. Procedures in the event of fire, illness and accidents.
4. Show some knowledge of the principles of Health and Safety legislation - Health and Safety at Work etc Act - in respect of:
  - i. Reporting incidents/accidents
  - ii. Responsibilities for owners/managers, staff and users.
  - iii. Required information/training for staff and users.
5. Discuss problems caused by extreme weather conditions - cold, wind, heat, etc and preventative measures taken to maintain a safe and healthy working environment.

## ELEMENT 8.3 : Health and Safety : Handling Loads

### Assessor Guidance

Candidates should show a sound knowledge of the safe methods for lifting a variety of objects from the list including when and how to employ help or assistance and understand the consequences of using incorrect procedures.

### Equipment:

Objects including those frequently used when working with Equines eg bales of hay, sacks of feed, tools, harness/saddlery, buckets of water. Equipment to aid lifting and carrying.

### Performance Criteria

- A. Demonstrate/discuss the correct method of lifting and carrying various objects. Candidates will not be expected to actually lift heavy objects but should be prepared to demonstrate lifting technique using lightweight simulation.
- B. Health and Safety of self and others is maintained at all times.

### Knowledge and Understanding

- 1. Discuss what to do if an object is too heavy for safe, unaided lifting.
- 2. Discuss methods/equipment used to move heavy loads safely.
- 3. Discuss methods of incorrect handling and their probable consequences.

## **ELEMENT 8.4 : Health and Safety : The Security of the Equine and the Equine Environment & Equipment**

### **Assessor Guidance**

Candidates should be aware of the security risks in a stable yard and be aware of the methods of minimising the risk. Candidates should also be aware of procedures necessary to ensure a safe environment for Equines and people.

### **Knowledge and Understanding**

1. Discuss the problems of yard/field security - security of property, equipment, Equines, people.
2. Discuss methods of making a stable yard secure.
3. Discuss the necessity for Security Procedures in a private and commercial yards.
4. Discuss the methods of Equine identification including freeze branding, microchipping and passports.
5. Discuss the methods of making harness/tack/equipment secure.

### ***Note - Health And Safety - Human First Aid.***

***Although not a requirement for this qualification, candidates are recommended to complete a one day basic first aid course run by any of the recognised agencies.***

## UNIT 9 : Equine knowledge and care : Care of the Equine

### ELEMENT 9.1 : Handling Equines

#### Assessor Guidance

Candidates should be able to present an Equine for veterinary inspection and to discuss and demonstrate the use of a variety of restraints including the use of a twitch and holding up a front leg. They should be capable of identifying when to use a particular method as well as the consequences of incorrect use. They should understand the importance of a quiet manner in both the approach and during handling and know when to have assistance.

#### Equipment and Location:

##### Equipment

A quiet Equine with headcollar and rope  
Two different types of restraint

##### Location

Stable or an enclosed, secure environment

#### Performance Criteria

- A. Animal remains safely secure.
- B. Safety of animal, self and others is maintained throughout.
- C. Methods of restraint are demonstrated and discussed.

## ELEMENT 9.2 : Groom the Stabled Equine

### Assessor Guidance

The candidate should have a sound knowledge of the reasons and techniques of grooming. They should know about a thorough grooming and should be able to discuss the reasons for and know how to bath/wash and dry an Equine. The candidate will be able to pull and plait a mane and tail and to know when to plait a driving Equine.

### Equipment and Location:

#### Equipment

A quiet Equine  
All items of a grooming kit  
Washing equipment  
Plaiting equipment - bands and sewing  
A set of clippers  
Tail bandage  
Head collar and rope

#### Location

Stable or an enclosed, secure environment

### Performance Criteria

- A. Equine is secured safely using safe procedures.
- B. Health and safety of Equine, self and others is maintained at all times.
- C. Grooming equipment is selected and laid out ready.
- D. Use of selected items of equipment demonstrated using safe procedures.
- E. Part of the mane is plaited using either method.
- F. A tail bandage is put on safely.

### Knowledge and Understanding

- 1. Discuss what to do with an Equine returning sweating from exercise.
- 2. Identify the tools available for grooming and discuss their use.
- 3. Discuss the care and maintenance for grooming tools.
- 4. Discuss washing and bathing a stabled Equine.
- 5. Explain how to pull an Equine's mane - candidates will not be expected to pull but they will be expected to show how to do this.
- 6. Explain Presentation/Private Driving turnout of the driving Equine in respect of plaiting and trimming.



7. Discuss washing a geldings sheath.
8. Discuss use and care of clippers and safety precautions needed - candidates will not be expected to clip an Equine but will be expected to know how to use clippers correctly and safely.
9. The use of safety equipment/procedure when using clippers and grooming machines explained.





## ELEMENT 9.3 : Equine Clothing

### Assessor Guidance

The candidate should be capable of identifying and fitting a range of Equine clothing and bandages. They should know the purpose or function of each item.

### Equipment and Location:

#### Equipment

A quiet Equine with head collar and rope, etc

Rugs - turnout rug, stable/travel rug, cooler/sweat rug, summer sheet, etc - some with cross over surcingles.

Rollers - anti cast and simple, surcingle

Travelling equipment - poll guard, tail guard, boots, hock boots, leg wraps, knee boots, etc

Bandages - stable, exercise, travel, bandage pads (various)

Boots - over reach, tendon, brushing, Yorkshire, etc

#### Location

Stable or an enclosed, secure environment.

### Performance Criteria

- A. Equine is secured using safe procedure and remains secure.
- B. Health and Safety of Equine, self and others is maintained at all times.
- C. Fit and secure at least 2 different kinds of rug - one with cross over surcingles and one with roller.
- D. Put on 3 different bandages from the range.
- E. Put on 3 different boots from the range.

### Knowledge and Understanding

1. Identify at least 4 different types of rug from the range listed and discuss their fit and use.
2. Discuss the maintenance, care and storage of rugs.
3. Identify and discuss different methods of securing rugs.
4. Discuss the variety of protective boots available and identify their use.
5. Discuss the use of tail guards, poll guards, travel boots, and other protective clothing for travelling Equines.

### Assessor Guidance

The candidate should show a sound knowledge of prepared feeds and their uses as well as the more traditional feed stuffs. They should be able to design a feed chart for 3 different Equines of differing types, with completely different work programmes. The amount of and type of food given to each Equine and the number of feeds per day and the role of the hay content should be included. (These charts should be prepared in advance and sent to the BDS Office at least 14 days prior to the examination date). Candidates should be capable of identifying different types and qualities of hay and hay substitutes, know how to feed and how to store them. They should understand the significance of carbohydrates, protein, fats, oils, minerals, vitamins, and fibre in the Equine diet and know how and when to use additives. Candidates should understand about the term 'condition' in relation to the Equine and understand how to prepare a fitness programme for an Equine. They should be able to design a fitness programme for an Equine coming up from grass to being ready for competition, hunting or similar work. This should include feed required, exercise programme and any other preparation. (This chart should be prepared in advance and sent to the BDS Office at least 14 days prior to the examination date).

### Equipment and Location:

#### Equipment

Samples of feed, hay, haylage and hay substitute  
Any Equine but preferably a driving Equine working towards or at competition level in any sphere.

#### Location

Stable or an enclosed, secure environment.

### Performance Criteria

- A. Samples of feed are identified - modern feed stuff and traditional. Discuss their storage and use.
- B. Samples of hay, haylage and hay substitute are identified. Discuss their storage and use.
- C. Sugar beet, linseed, barley and three types of modern feed are identified and their preparation is discussed.
- D. Using a real Equine as reference, discuss the term 'condition' as applied to Equines.

## Knowledge and Understanding

1. Discuss the pre-prepared feed chart - including types and amounts of feed given to each animal and why.
2. Discuss rules of feeding.
3. Explain how colic may be related to feeding/watering. Discuss symptoms and the action to be taken if colic is suspected.
4. Discuss the storage of hay and its substitutes, the reasons for feeding and the quantities required.
5. Explain why hay is sometimes soaked and how to do this.
6. Discuss the importance of water in the Equine's diet with regard to quantity, quality and the different methods of provision available.
7. Explain about the positioning of receptacles for food and water.
8. Explain the significance of carbohydrates, proteins, fats and oils, minerals, vitamins and fibre and the role each plays in the Equines diet.
9. Discuss additives - how and when to use them.
10. Discuss the pre-prepared fitness programme for the Equine from coming up from grass to being ready for competition, etc.
11. Discuss the term "letting down an Equine" before turning out and also discuss "bringing up from grass".



### Assessor Guidance

Candidates should show a knowledge of routine prevention of disease eg. Worming and vaccination programmes and should understand isolation procedures. They should understand the important routine of daily inspection for abnormalities, etc and how to identify potential problems and changes. They should be able to recognise the signs of good health as well as knowing when an animal is “off colour”. They should be capable of making and keeping simple records including those referring to farriery as well as veterinary. They should understand the importance of general foot care and shoeing as part of overall Equine welfare. They should be able to identify a range of common ailments and injuries and know when to seek veterinary or other professional help.

### Performance Criteria

Demonstrate/discuss daily inspection of the Equine and its behaviour for abnormalities. Discuss the signs to look for in the well Equine and suggest reason for concern in the “off colour” Equine. Discuss how to act on the information gathered.

### Knowledge and Understanding

1. Discuss the pre-prepared worm control programme. To be prepared in advance and sent to the BDS Office at least 14 days prior to the examination date. The work, size, type, age and management (field - alone or in company or stabled) of the Equine must be clearly indicated.
2. Name some of the parasites present in the Equine and discuss some of the preventative products available and how to administer them.
3. Discuss precautionary vaccinations available and identify the ailments they are designed to control.
4. Discuss the benefits of keeping simple records.
5. Discuss routine care of the foot including signs to look for in the well-shod foot as well as when to call the farrier.
6. Discuss at least 3 possible signs of an unhealthy foot and discuss possible treatments or remedial shoeing.
7. Discuss assessing the Equine for soundness.
8. Suggest at least 3 common causes of lameness. Identify the seat of the lameness and discuss possible treatment.
9. Discuss poulticing and hosing as a treatment or damage limitation.
10. Discuss some methods in regular use for administering medicines.
11. Explain when the decision to call the vet (or other professional help) should be taken.

## ELEMENT 9.6 : Travelling Equines

### Assessor Guidance

The candidate should show knowledge of how to assist in the travelling of Equines. They should know the basics of the legal requirements for the safe transportation of Equines and be able to load and unload an Equine safely. They should know the basics of the legal requirements of the vehicle.

Candidates are strongly advised to study for and take the BDS Transport of Animals Unit, although this is not a requirement of qualification. Candidates who have completed the BDS Transport of Animals Unit can apply to the BDS Training Committee for Accredited Prior Achievement in this Element.

### Equipment and Location:

#### Equipment

Equine that loads easily

Trailer or Horse box

Equine clothing/equipment suitable for travelling Equine.

#### Location

A safe and secure loading area.

### Performance Criteria

- A. Health and safety of Equine, self and others is maintained at all times.
- B. Safe procedures are followed throughout.
- C. Check and discuss preparations of vehicle.
- D. Prepare the Equine for travel.
- E. Load and tie up the Equine for travelling.
- F. Unload the Equine.

### Knowledge and Understanding

1. Discuss the legal implications of the vehicle - weight, driver, space, head room.
2. Discuss the legal implications for the driver - age, qualifications, hours.
3. Discuss the paperwork required - travelling own Equine, travelling Equines for others.
4. Demonstrate knowledge of procedures when travelling Equines - ventilation, warmth, food, water, exercise.
5. Discuss the use of protective clothing for the travelling Equine.
6. Discuss the importance of inspecting and cleaning the interior of the Horse box.



## ELEMENT 9.7 : Intermediate Dressage Test

### Candidate / Assessor Guidance

The test is not marked as a standard dressage test. The Assessor is looking for driving competence rather than the perfect test. The Candidate is expected to drive the test from memory - only 2 errors will be allowed. (The Assessor will instruct the Candidate to go back to the beginning of the movement where any error was made). The Candidate is expected to give the correct aids and to ask the Equine to perform the test correctly. Candidates will not be penalised for not achieving perfect movements. Assessors are assessing the ability of the driver and not the ability of the Equine. Candidates are strongly advised to drive an Equine with sufficient ability/experience and to practise the dressage test prior to assessment.

		<b>Movement</b>	<b>To be judged</b>	<b>Competence Achieved</b>
1	A	Enter at Working Trot	Positive attempt is made to drive in on a straight line and at a correct pace.	
	X	Halt and Salute	Transition is positive and not rushed - can be progressive. Halt is approximately in correct position. Correct halt with immobility is positively attempted. Correct Salute.	
2	XCHE	Working Trot	Positive transition to trot - can be progressive. Positive attempt to maintain pace and rhythm and to achieve some degree of bend.	
3	EXE	Circle left 20 metres	Positive attempt to maintain pace and rhythm and to achieve some degree of bend. Movement should be reasonably accurate - size and shape.	
4	EKAF	Working Trot	Positive attempt to maintain pace and rhythm and to achieve some degree of bend.	
5	FXH	Trot showing a few lengthened strides	Positive attempt to get the horse/pony to lengthen. Movement should be reasonably accurate.	
6	HCMB	Working Trot	As movement 4	
7	BXB	Circle right 20 metres	As movement 3	
8	BFAK	Working Trot	As movement 4	



		<b>Movement</b>	<b>To be judged</b>	<b>Competence Achieved</b>
9	KXM	Trot showing a few lengthened strides	As movement 5	
10	MC C	Walking Trot Walk	Transition is positive, not rushed and reasonably accurate.	
11	CHEKAX	Walk	Positive attempt to maintain pace and rhythm.	
12	X	Halt Immobility 10 seconds Rein Back	Transition is positive, not rushed and reasonably accurate. A positive attempt is made to maintain immobility. Rein back is controlled and not rushed.	
13	XG	Walk	As movement 11	
14	G	Halt Salute	Transition is positive, not rushed and reasonably accurate.	
		Leave arena on either rein at working trot		
		Paces	The Candidate asks for the correct paces, bends, etc and shows a positive attempt to maintain rhythm.	
		Accuracy	The Candidate knows the test and a reasonable degree of accuracy is achieved.	
		Aids	The correct aids are given and the voice and whip used appropriately. The Candidate makes a positive attempt to achieve the requirements of the test.	
		Driver	English Coaching style of driving is maintained throughout the test. The Driver drives with an appropriate style for this level. The drivers position and the position of the whip are appropriate for this level.	





Develop your driving skills with the comprehensive BDS training programme



British Driving Society,  
Hoste House, Whiting Street, Bury St Edmunds, Suffolk, IP33 1NR

email@britishdrivingsociety.co.uk • tel: 01284 630591

[www.britishdrivingsociety.co.uk](http://www.britishdrivingsociety.co.uk)