
RACING INDUSTRY TRAINING PROGRAMMES

AND

QUALIFICATIONS

A GUIDE FOR TRAINERS

(February 2005)

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1. INTRODUCTION

The British Horseracing Board (BHB) is responsible for identifying and sourcing training to meet the needs of the industry. The British Horseracing Education and Standards Trust (BHEST) is the Awarding Body for the National Vocational Qualifications (NVQ's) in the racing and thoroughbred breeding industry.

The industry's Stable Staff Training Programme, is implemented by the British Racing School (BRS) in Newmarket and the Northern Racing College (NRC) in Doncaster. The Programme makes a major contribution to higher standards among staff and is well supported by trainers.

Over 70% of the funding for operating the Stable Staff Training Programme comes from government schemes and this is supplemented by a financial contribution of about 30% from the racing industry. Trainers, by means of deductions under Order 194, provide a significant share of racing's contribution

The aim of this guide is to inform trainers of the workings of this and other training programmes available for staff.

2. REGISTRATION PROCEDURE

It is mandatory for all stable staff under the age of 19 working for licensed trainers to be registered on the Stable Staff Training Programme and to attend a course at one of the two Schools. This applies to full-time staff who work 40 hours or more per week. Participation in the Programme will also be offered to part-time staff but is not mandatory and may also be offered to full-time staff employed by Permit holders upon request and subject to availability.

These courses are based on Apprenticeship Training Schemes which have recently been rebranded as Apprenticeships and Advanced Apprenticeships.

Stable employee training is detailed in the following extract from the Rules of Racing and Instructions of the Jockey Club.

The Stewards of the Jockey Club direct that all stable employees under 19 years of age must join the industry's Stable Staff Training Programme as Trainees and attend a course at either the British Racing School or the Northern Racing College.

Trainers are advised that the application form for the registration of a stable employee under Rule 54(ii) contains a section in which the employee is required to state a preference to attend either the British Racing School or the Northern Racing College.

3. THE TRAINING PROGRAMME

Entry

Young people enter the Stable Staff Training Programme in one of the following ways:-

- a. By applying directly to a trainer - If a trainer receives enquiries/applications from young people and they subsequently graduate from a Racing School, the trainer has first option to take them on as employees, provided the trainee is agreeable.
- b. By applying directly to the BRS or NRC.

Registration

For those young people who enter the industry via a trainer, registration of trainees under the age of 19 will be undertaken as part of the registration of stable employees under Rule 54. The stable employee registration form includes a section asking which School the applicant would prefer to attend. Where possible, the preference will be accommodated and the BRS or NRC will discuss this with the trainer and administer the training programme for that particular employee.

Delivery of the Training Programme

The training programme consists of four phases:-

Phase 1 – Foundation Programme

Foundation training takes place at one of the two racing schools. The training provided at the British Racing School is normally of 9 weeks duration and takes the form of an Apprenticeship based around NVQ Level 2 in Racehorse Care.

Training provided at the Northern Racing College is normally of a 12 week duration and leads to the achievement of NVQ Level 1 after which the learner will be placed on an Apprenticeship programme .

The mandatory elements of the Apprenticeship are NVQ Level 2 in Racehorse Care and the Key Skills of Communication, Application of Number and Working With Others.

This foundation training ensures that learners have a sound basis for employment in a racing yard and skills which will help them maintain lifelong employment.

Phase 2 – Apprenticeship ‘On-the-Job’ Training

Once a trainee has successfully completed Phase 1 of the programme, or been fast-tracked (see paragraph 5 below), he/she will be placed with a trainer (or by mutual consent, return to the trainer who recruited him/her) to continue his/her training towards NVQ Level 2. Each trainee will continue to be assessed by a ‘yard-based’ or ‘roving’ assessor from one of the two Schools. This is a vital phase of the training, which requires the trainer to appoint a mentor to help and support the trainee. Support at this stage will reduce wastage and increase the likelihood of success.

Phase 3 – Completion of NVQ Level 2

Once all assessments and assignments are completed and the Internal Verifier has confirmed that the assessment process has met the Awarding Body requirements, relevant certificates (NVQ and Key Skills) will be applied for and sent to the trainee. If all elements of the Apprenticeship framework have been completed, a certificate will be issued by LANTRA, the Skills Council for the land-based sector, after the training provider has submitted the application and fee.

Phase 4 – Advanced Apprenticeship

Once the NVQ Level 2 Training Programme has been completed, advice will be given about the prospect of suitable candidates registering to join the Advanced Apprenticeship Scheme. The mandatory elements of an Advanced Apprenticeship are NVQ Level 3 in Racehorse Care and Management, Key Skills in Information Technology (Level 1), Communication, Application of Number and Working With Others (all at Level 2) and the Advanced Technical Certificate in Horse Care.

Government supports Apprenticeships strongly because they encourage ambition and competence through a training progression, provide a managed progression and encourage lifelong learning. If racing wishes to maintain its share of government funding it will be beneficial to do more to support this scheme. An Advanced Apprenticeship usually takes a minimum of two years in the racing industry. It is an agreement between the trainee, employer and training provider to commit themselves to training and there may be a requirement to spend time completing off-the-job training at a Racing School.

4. NATIONAL VOCATIONAL QUALIFICATIONS (NVQs)

Training leads towards NVQs, which are qualifications specially developed for those working in the racing industry. The NVQs currently available are:-

NVQ Level 1 in Horse Care

Aimed at the trainee who can undertake a range of basic stable management tasks under supervision.

NVQ Level 2 in Racehorse Care

Aimed at a good junior member of staff who is competent in a range of stable management tasks and rides a variety of straightforward racehorses during routine exercise at the canter. Once qualified, staff will require only the minimum of supervision in their work. However, they will of course only achieve this qualification if they have been properly supervised during their training.

NVQ Level 3 in Racehorse Care and Management

Aimed at a competent member of staff who can work unsupervised and take a degree of responsibility. A wider range of horsemanship, riding skills and supervisory skills are required at this level.

Transporting horses: The Welfare of Animals (Transport) Order 1977 (WATO '97) has introduced legislation which requires all unregistered horses, undertaking journeys of over 50km to have an Animal Transport Certificate and be accompanied by a person holding the WATO '97 Certificate of Competence. As all racehorses are registered, this regulation will not normally affect racehorse trainers. However, if a trainer is required to transport unregistered horses, the BHEST has agreed with Defra that the new Level 3 NVQ unit 'Maintain the health and well being of horse during transportation' is recognised as an equivalent qualification to the WATO Certificate of Competence. Individuals can be assessed for this unit at either of the two Racing Schools.

NVQ Level 4

This qualification is currently under development and, when available, will be aimed at the trainer/assistant trainer who is able to run a small business.

Specialist Racehorse Care

A non-riding racing option at NVQ Level 2 is in place for yardmen and there is also a non-riding variant of NVQ Level 3, sometimes taken by applicants for licences or permits to train racehorses.

5. TRAINING PROGRAMME POLICY

It is important that the industry's training regime is fair to staff and trainers but the overriding aim of providing quality training to stable staff must not be sacrificed.

The following principles therefore underpin the procedure for 'off-the-job' training courses at the two Racing Schools:

- i) Within 24 hours of the commencement of employment, trainers are required under Rule 54 (ii) of the orders and Rules of Racing to register the name of an employee with the Registry Office of the Jockey Club.
- ii) All trainees recruited directly by the Schools shall undertake the full training course at the particular School unless an accelerated option is granted by BHEST following a recommendation from the School that the individual has sufficient experience and competence to be fast-tracked. Such trainees will still be registered on the Training Programme and pursue an Apprenticeship after undergoing a short, tailored induction.
- iii) For trainees recruited directly by racehorse trainers, the following applies, unless they undertake an accelerated programme in accordance with paragraph 'b' below:-
 - a) Within one month of becoming employed, a guaranteed training place shall be offered and taken up within three months unless there are exceptional circumstances agreed by BHEST.
 - b) If the racehorse trainer/employer of a trainee considers that he/she has sufficient experience and vocational competence not to need off-the-job training at a School, a request is to be made to the School to have the individual assessed by a qualified Assessor. The assessment, which will take place at a Racing School, must prove, without doubt, that the candidate can ride to a standard achieved by the average trainee graduating from that Racing School and is capable of achieving a Level 2 NVQ and the Key Skills. If a learner/trainer disagrees with this assessment the British Horseracing Education and Standards Trust will arbitrate and make a final decision. Trainers should note that even if permission is granted, trainees may have to attend a Racing School to complete their Key Skills and that he/she will be registered for an Apprenticeship with one of the Schools, following a short tailored induction to ensure that the trainee fully understands the aims and purposes of the racing industry's vocational training scheme for stable staff.

6. ADULT TRAINING CANDIDATES

The qualifications are also open to older members of the workforce (25 and over). The Schools may be able to help such candidates by offering short courses. Arrangements will be made by the Schools for these older candidates to be assessed and verified by trained staff.

7. OVERSEAS CANDIDATES

If a trainer employs staff from overseas who are below the age of 19 they should apply to the BRS or NRC to ascertain whether funding is available for them to attend a training course. If funding is not available advice should be sought from the Recruitment and Development Department of the British Horseracing Board.

8. HEALTH & SAFETY

Health and Safety continues to be of major importance. Statutory requirements increase and breaches of the Law carry severe penalties. Employers are required to meet their obligations under the Law and government funding for training is conditional on them doing so. The industry cannot afford to prejudice the training scheme and tarnish its name as a quality employer by failing to meet Health and Safety standards.

No staff registered on the Stable Staff Training Programme will be allowed to commence or continue their training in a yard known to be in breach of Health & Safety Regulations. Trainers' attention is drawn to BHB's red book '*Health & Safety in the Racing Industry*' which explains trainers' responsibilities.

9. ACTION REQUIRED BY TRAINERS

The following list summarises actions trainers are required to take to support the industry's staff training scheme:-

- Register all eligible Stable Staff Training Programme candidates via the Jockey Club by completing the Stable Employee Registration form;
 - Sign appropriate Stable Staff Training Programme contract documentation required by Schools;
 - Appoint a mentor to supervise trainees on arrival in the yard;
 - Allow Head Lads/Assistant Trainers or other nominated members of staff to attend Assessor courses;
 - Permit staff from the Schools to visit trainees to review their progress, talk to any yard-based Assessors and carry out assessments and verification;
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- Allow candidates to return to the Schools for short periods of ‘off-the-job’ training, if required.

In addition to the marketing and recruiting activities undertaken by the BHB and the two Schools, trainers continue to have an important role to play in the recruitment of suitable staff. This can be achieved by:-

- Maintaining regular contact with local secondary schools.
- Encouraging interested pupils to undertake work experience at their yards.
- Organising annual open days.
- Supporting the Racing Schools when they run Careers Days.

If a trainer receives enquiries/applications from young people and they subsequently graduate from a Racing School, the trainer has first option to take them on as employers, provided the trainee is agreeable.

Where a trainer is unable to offer employment, applications should be referred to the BHB, BRS or NRC.

10. OTHER TRAINING COURSES

In addition to the Apprenticeship system outlined above, the following training is also available:

i) Introduction to Racing for Equine College Students

A short course (one or two weeks) is run by the racing schools to give equine college students an introduction to working in the racing industry. The aims of the course include:

- providing an insight into what the racing industry has to offer people as a career
- developing the riding skills required for racehorses
- portraying the industry in a positive manner which will be passed on to fellow students

Work experience placements are arranged for students after the course if they are at a suitable standard and some register to undertake the full Apprenticeship. Trainers interested in offering work experience or employment to attendees of this course should contact the BRS or NRC.

ii) Jockeys' Training

Apprentice/Conditional Licence Course: this 5 day residential course runs throughout the year for individuals identified and referred by their trainer via the Licensing Department of the Jockey Club as having potential to become jockeys. The course includes:

- riding daily including stalls/jumping work and controlling horses at speed
- equicisor training on whip use
- lectures on interference rules, conditions of a licence, integrity, diet and motivation
- fitness assessment and training

Apprentice/Conditional Continuation Course: trainers will be notified by the Licensing Department of the Jockey Club when their Apprentice or Conditional is required to attend this 4 day course, or they may nominate their Apprentice or Conditional for attendance. This is a progression from the Licence Course for 7lb claimers and covers the same elements but in greater depth, plus a mock stewards' inquiry and lectures on agents, finance and personal development.

Advanced Course; application for this 5 day course is via the Licensing Department. Course content is similar to that of the Continuation Course, however, all aspects are covered in greater depth and a higher level of riding performance is expected. The course includes media training and a mock press conference.

iii) Management skills for senior stable staff

The course, "Managing Staff," is run over four half-days and offers an introduction to management skills for those in supervisory roles in a yard. The syllabus covers Communication, Motivation and Team Building, Performance Management and Handling Conflict, Basics of Employment Legislation and Leadership Styles.

iv) Racing Secretaries' Course

A 2 day course aimed at providing newly appointed or aspiring racing secretaries with key information and advice on the administration of racing on a day to day basis from a racehorse trainer's perspective. Topics include Weatherbys and their involvement with racing administration, NTF and the Employment Guide, Health and Safety, the structure of racing and sending horses abroad.

The dates for these courses are published in the Racing Calendar.

PAY ARRANGEMENTS WHILST TRAINING

The arrangements for paying trainees registered on the Stable Staff Training Programme are as follows:-

- **Phase 1: 'Off-the-Job' Training**

All training and lodging expenses and the trainee's allowance will be met by the BRS, NRC or Scottish Racing Academy during their initial residential course. Those attending a course at either the BRS or the NRC under the instruction A5 of the Rules of Racing, are entitled to benefits under the Racing Industry Accident Benefit Scheme (RIABS), unless they have previously not been employees within the industry, in which case the Weekly Injury Benefit does not apply

- **Phase 2: 'On-the-Job' Training**

Upon completion of the residential course, the trainer becomes responsible for the trainee's allowance/wage, even if the trainee returns to attend a racing school for training purposes. Such training time should be treated as paid time and not deducted from pay or holiday entitlement. Trainers should continue to pay wages for trainees in full time employment whilst they attend training at the Racing Schools.

RIABS provides for benefits to eligible persons following accidental injury, disablement or death arising out of and in the course of employment. The purpose of the scheme is to up statutory benefits to the claimant's pre accident net wage (subject to an overall maximum) and to provide a capital lump sum in the event of serious injury or death.

Trainers should continue to pay RIABS premiums whilst trainees are undergoing training at the Racing Schools.

For more information on RIABS please contact the National Trainers Federation (01488 71719).