

STABLE STAFF APPRENTICESHIP PROGRAMMES



Guidance notes for the delivery of Apprenticeship Programmes for Stable and Stud Staff

1. What are apprenticeship programmes?

The Government supports a wide range of apprenticeship programmes in England which includes funding, training, content and assessment. The racing industry is able to provide such apprenticeships, and access the significant Government funding available to subsidise its entry level training and create a structured training framework for those working in the sector.

2. What training is provided?

The apprenticeship is called a 'Standard'. The Standards (at Level 2 and 3) cover all the technical/equine related skills required by someone working in a racing yard. They also include vital employment skills including safe working practices, team work, responsibility, work ethic and communication. Workplace instructors from the Racing Schools will support the training process by making regular visits to the workplace during the working day. The employer is required to support the learner by giving them work experience across a range of horsemanship and horse care skills.

3. Are there any other elements to the apprenticeship?

Yes, to ensure the learners are properly prepared for working in the industry the learners will achieve the Equine Transport qualifications which are a legislative requirement for those involved in the commercial movement of horses. This is not a mandatory requirement of the apprenticeship programme but necessary for those working in racing.

Learners will receive relevant safeguarding education and must still work towards their Functional Skills (Maths and English).

4. Learner portfolios

Throughout the training programme learners will be required to create a portfolio of work, which evidences their knowledge and skills. Workplace instructors will support this activity and the portfolio will be presented to the assessor at the end of the training.

5. How are learners assessed?

The Learner will undertake one day of assessment at the end of the training period. The assessment (called End Point Assessment, EPA) will normally take place at one of the Racing Schools but in exceptional circumstances may take place in the workplace.

The learner will take a knowledge test, before the independent observation of horsemanship skills along with a professional discussion.

6. What will be assessed?

The learner must be given time off to attend the assessment day, which will cover a range of horsemanship and stable management skills. Some parts of the Standard, such as taking horses racing, will be assessed through discussion, based on employer/witness statements and portfolios of evidence.

7. Who will carry out the End Point Assessment?

The end point assessor will be someone who has worked in the racing industry at a senior level and is also trained in the assessment process.

8. How will employers be involved in the training and assessment?

As with the existing training, employers will provide the practical training required by an individual to achieve the required skills. Knowledge elements will be covered by workplace instructors attached to the racing schools, who will help the learner complete their portfolios. They will make regular visits to the workplace to provide this additional support.

9. Is the training all 'on the job'?

No, the employee must be able to spend a minimum of 20% of the training programme studying or developing new skills. This is called 'off the job' training. It may be possible for this to take place in the workplace or undertaking tasks for their employer elsewhere but the time and activity must be distinct from the normal working routine.

10. How long is the apprenticeship programme?

At Level 2, the Equine Groom Apprenticeship normally takes 12 - 18 months to complete, with a minimum duration of 12 months. The Level 3 Senior Equine Groom normally takes 18 - 24 months to complete, with a minimum duration of 12 months.

11. What happens when an employer thinks their learner is ready for the assessment?

When the learner, employer and workplace instructor agree that the learner has gained the required knowledge and skills, and completed the Functional Skills (if required) and Equine Transport qualification, they will sign a document to enable the learner to undertake their assessment. This stage is called the 'Gateway'.

The Racing Schools will then arrange for the learner to sit the knowledge test – either online or paper based. They will also submit the portfolio to the end point assessment organisation (EPAO). The EPAO will arrange for the learner to attend an assessment day at one of the Racing Schools.

12. What are the funding arrangements?

The apprenticeship requires mandatory employer contributions called “co-investment”. This is paid by employers for apprentices age 19 or over and apprentices aged 16 - 18 employed by an employer with a workforce of over 50. However, there is an employer incentive bonus, for those who retain 16-18 year-olds for three and 12 months, of up to £1000.

Age and Level of Apprentice	Large employer with wage bill >£3million	Employer contribution (Less than 50 employees)	Employer contribution (50 or more employees)	Employer bonus
16-18 Intermediate Apprenticeship Standard (Level 2)	Full cost paid from digital account	No charge	10% of delivery cost (£500 based on current funding band)	£1000 (£500 paid after 3 and 12 months)
16-18 Advanced Apprenticeship Standard (Level 3)	Full cost paid from digital account	No charge	10% of delivery cost (£600 based on current funding band)	£1000 (£500 paid after 3 and 12 months)
19 and over Intermediate Apprenticeship Standard (Level 2)	Full cost paid from digital account	10% of delivery cost (£500 based on current funding band)	10% of delivery cost (£500 based on current funding band)	Not offered
19 and over Advanced Apprenticeship Standard (Level 3)	Full cost paid from digital account	10% of delivery cost (£600 based on current funding band)	10% of delivery cost (£600 based on current funding band)	Not offered