

EQUINE MANAGEMENT CERTIFICATE

Equine Management Certificate – Level 1

Equine Management Certificate – Level 2

Equine Management Certificate – Level 3

1. Equine Management Certificate – Level 1

Level 1 enables the candidate to understand the basic principles of horse care and to work safely and efficiently in the stable and in the yard. The candidate will learn to undertake daily routine tasks in the stable under supervision. With this qualification, the candidate will gain the necessary base to enter into employment with horses.

a) Entry Requirements

Minimum age for the Level 1 qualification is 14 years. At least one month of work experience in a stable is required. The candidate must participate in a two week preparation course and pass the ensuing exam.

b) Contents

Level 1 is split into four parts.

Part 1

Understanding Principles of Horse Behavior (one mark)

Purpose of this part is to give the candidates the knowledge to work safely in the stables and around horses. They will learn to understand why the horse will react in a certain way in certain situations. Understanding horse behavior will enable the candidates to maintain health and safety of self, others and horses. Candidates will also learn to recognize potentially dangerous situations and how to avoid them.

Part 2

Understanding Principles of Horse Welfare and Health, Identify Diseases (one mark)

Purpose is to give the candidates the knowledge and skills to recognize a horse's health and welfare. They will be able to identify signs of good and ill health in a horse. Further, the candidates will get to know how to hold and lead a horse for vet inspection and/or treatment.

Part 3

Routine Stable Duties, Preparation of Horses for Riding (one mark)

Purpose is to be able to work safely and efficiently, whilst undertaking daily routine tasks in the stable and around the yard. The candidates will learn to use safe handling and working procedures. The candidates gain the knowledge to maintain a clean working environment and use time efficiently. Also, the candidates will be able to groom and tack a horse and gain basic knowledge about tack and equipment.

Part 4

Basic Horse Feeding (one mark)

Purpose is to gain basic knowledge about watering and feeding horses. The candidates will be able to identify basic feed and forage and be able to outline a daily feeding regime for a horse in light work.

c) Course and Exam Location

The course and the test will take place at training locations recognized by “Horse Competence Center Germany (HCCG)”.

d) Fees and Expenses

Fees and expenses must be paid directly to the organizer.

e) Examination Board

The qualification is assessed through external and independent assessors. At least one member of the examination board must be a representative of the Osnabrück University of Applied Sciences.

f) Examination Performance

The exam will include theoretical and practical components. The results of the single parts are assigned as follows:

Excellent	= Mark 1.0; 1.3
Good	= Mark 1.7; 2.0; 2.3
Satisfying	= Mark 2.7; 3.0; 3.3
Passed	= Mark 3.7; 4.0
Failed	= Mark 5

Candidates have passed the exam if they have at least achieved the “passed” mark. Candidates, who received the mark “failed” in more than one part, have not passed the exam. The total exam result is calculated from the average mark of the four parts. The exam result is defined as follows

Average up to 1.50	Excellent
Average above 1.50 till 2.50	Good
Average above 2.50 till 3.50	Satisfying
Average above 3.50 till 4.00	Passed
Average above 4.00	Failed

By calculating the average, only the two first decimal places are used, all further places are discarded without rounding.

g) Withdrawal and Exclusion

If a candidate misses to complete the exam or misses the whole exam, the exam will be considered failed. A candidate can be excluded from the exam if his or her behavior is considered improper. Single passed units can be accepted, if the Board of Examination has sufficient evidence for the missed exam. In this case, the remaining test can be continued at a later date.

h) Repetition of the Exam

A candidate, who missed to pass the exam, can repeat it. The Board of Examination will decide on the earliest date for a possible repetition. Single parts can be credited up to two years. After that, the whole test has to be repeated.

i) Certificate and Qualification

After having passed the test, “Horse Competence Center Germany (HCCG)” and the Osnabrück University of Applied Sciences will issue a certificate that authorizes the candidate to carry the title “Certified Equine Manager – Level 1”.

2. Equine Management Certificate – Level 2

Level 2 enables the candidate to work safely and efficiently with a minimum of supervision. Candidates will learn about the anatomy and physiology of the horse. Based on this, they will be able to take care of all kinds of horses, especially sport horses. Further, they will be able to feed a horse based on its (performance) needs, work it from the ground if necessary and apply first aid in emergency situations. Level 2 equips the candidate with the base qualification to successfully work in the equestrian sector, e.g. as a Head Groom.

a) Entry Requirements

Minimum age for the Level 2 qualification is 16 years of age. Minimum one year of experience in working with horses is required. Further, the candidate is required to have obtained the Equine Management Certificate – Level 1 or equivalent qualifications. The candidate must participate in a two week preparation course and pass the ensuing exam.

b) Contents

Level 2 is split into four parts.

Part 1

Horse Anatomy and Physiology

Purpose of this part is to develop the candidates' skills and knowledge to make sound evaluations on the horse's health and welfare. The candidates will be able to recognize the main muscles and the anatomical structures in order to identify diseases. Based on this, they will know the treatment of minor injuries and first aid. Also, they will learn about problems arising to poor hoof statement as well as remedial shoes and pads.

Part 2

Sport Horse Management

Purpose is to equip the candidates with the skills to take care of all horses, but especially sport horses. Candidates will know and understand how to take care of a horse before and after a competition, including the principles of safe loading and transportation. The candidates will acquire the skills to fit, store and maintain tack and equipment. Further, they will understand the composition of feed and its value for health and performance. A focus will be on the evaluation of the nutritional condition of the horse. In addition, the candidates will be able to identify issues that might cause problems due to improper feeding. Based on knowledge about different nutrients, candidates will be able to calculate feeding programs for different performance levels.

Part 3

Stable Design

Purpose is to gain basic knowledge about different kinds of stabling, stable designs, their purpose and advantages. Candidates will be able to compare different designs and construction materials and know about advantages/disadvantages. They will understand how to organize a stable, including tack room and feed room with regard to labor savings' fixtures, cleanliness, ventilation and maintenance. Maintenance of the outdoor arena is also a part of this unit. Candidates will understand about storage and maintenance of other material, e.g. material used for show jumping or dressage arena.

Part 4

Work Horses from the Ground

Purpose is to be able to work horses from the ground (light work) in order to support the rider and/or for rehabilitation purposes. Candidates will understand how to work a horse safely and efficiently based on the German Scale of Education.

c) Course and Exam Location

The course and the test will take place at training locations recognized by "Horse Competence Center Germany (HCCG)".

d) Fees and Expenses

Fees and expenses must be paid directly to the organizer.

e) Examination Board

The qualification is assessed through external and independent assessors. At least one member of the examination board must be a representative of the Osnabrück University of Applied Sciences.

f) Examination Performance

The exam will include theoretical and practical components. The results of the single parts are assigned as follows:

Excellent	= Mark 1.0; 1.3
Good	= Mark 1.7; 2.0; 2.3
Satisfying	= Mark 2.7; 3.0; 3.3
Passed	= Mark 3.7; 4.0
Failed	= Mark 5

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Average above 1.50 till 2.50	Good
Average above 2.50 till 3.50	Satisfying

Average above 3.50 till 4.00	Passed
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i) Certificate and Qualification

After having passed the test, "Horse Competence Center Germany (HCCG)" and the Osnabrück University of Applied Sciences will issue a certificate that authorizes the candidate to carry the title "Certified Equine Manager – Level 2".

3. Equine Management Certificate – Level 3

The Level 3 qualification enables candidates to work with little or no supervision. Through workshops, the candidate will gain knowhow about communication in an international context and develop an intercultural sensitivity. The candidate will get to know different management tools and their utilization. Further, candidates will obtain an understanding of how to manage equestrian yards and facilities with an international team. The candidate will be able to analyze different horses' condition with regard to performance. Based on this, the candidate can create feeding programs for different horses. In addition, candidates will have an excellent understanding of veterinary treatments and of shoeing horses.

Level 3 equips the candidate with the base qualification to work in an international team, e.g. in the area of Stable Management.

a) Entry Requirements

Minimum age for the Level 3 qualification is 20 years of age. A minimum of two years of experience in working with horses (e.g. groom, apprenticeship, internship) is required. Furthermore, the candidate is required to have obtained the Equine Management Certificate Level 2 or equivalent qualifications. The candidate must participate in a two week preparation course and pass the ensuing exam.

b) Contents

Level 3 is split into four parts.

Part 1

Intercultural Competence and Communication Skills

Purpose is to gain insight into different major regions of the world to improve one's understanding of different local values and perspectives. Through workshops and exercises, candidates will gain knowhow and develop a higher intercultural sensitivity and skills to manage expectations and to bridge cultural differences. Candidates will learn the rules for a first approach (phone, email or letter) in order to avoid early misunderstandings. In the field of customer care, candidates will learn the do's and don'ts as well as token gestures. Further, a focus will be put on different styles of leadership and its advantages and disadvantages to develop an understanding of the principles of supervising international staff.

Part 2

International Management

Purpose is to get to know and understand different business management methods and tools. The candidates will be able to develop a budget and understand basic accounting. The candidates will learn about different marketing tools to position the stable, such as advertising, internet and event management. An understanding of staff management is a part of this unit. To enable efficient communication, the candidates will practice specific English equestrian business terminology. As a part of the exam performance, the candidates are to hold a short presentation in English.

Part 3

Management of Equestrian Yards and Facilities

Purpose is to gain an outstanding knowledge about different yard designs for different uses and be able to critically compare those in terms of safety and efficiency. The candidates will get an understanding of management and maintenance of facilities, including storage and purchase. Further, candidates will be able to develop and implement organization lists in order to effectively instruct staff. With regard to the management of the horses, the candidates will be able to recognize different levels of fitness of horses. In addition, candidates will learn how to classify nutritional components and their value for different horses and their specialized needs. Based on this they can develop programs to maintain or develop a higher performance level and to save costs.

Part 4

Veterinarian and Farrier Management

Purpose is to equip the candidates with an excellent abstract understanding combined with “hands-on”-experiences of veterinary treatments and of shoeing horses. Candidates will understand treatments of essential ailments, e.g. the treatment of colic in case of emergency. Further, candidates will learn the procedure of assessing horses for purchase, including the determination of a horses’ age and the assessment of the static and dynamic confirmation of horses. In the area of shoeing horses, the candidates will attend a one-day workshop, where they will learn about the hoof structure. They will learn how to take of the shoe in case of emergency. Candidates will know about different shoe materials, how to work with it and what kind of tools the stable should have on hand to handle emergencies.

Home Work Assignment

Candidates will be given topics within the range of business management or management of yard and facilities, such as office practice and administration, health and safety regulations, business planning and development, purchase of goods and yard management. The assignment page length should be ca. 10 - 15 pages, not including the list of works cited and photos/graphics. Further, the candidates are to deliver a 10 minute presentation in English, using Microsoft Office Power Point as a presentation tool. Subject of the presentation will be the approach of the home work.

The paper is to be handed in within four weeks after the final practical examination day by email and will count towards 30% of the final test result.

c) Course and Exam Location

The course and the test will take place at training locations recognized by “Horse Competence Center Germany (HCCG)”.

d) Fees and Expenses

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e) Examination Board

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f) Examination Performance

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i) Certificate and qualification

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