

The Pony Club Accreditation Pathway for Test Assessors

D Test to A Test

Pathway	D and D+ Test Accredited Assessor
Prior Learning/Qualification Requirements	<p>Individuals should be Fully Accredited Pony Club Coaches*.</p> <p>New D and D+ Assessors must attend a D/D+ Assessor CPD Workshop. This can be attended in person or online. If this is completed online, they must then complete a probation period and be signed off by at least an Accredited C Test Assessor when they have demonstrated the required knowledge and skillset to assess the level.</p> <p>Existing and experienced D and D+ Assessors who have not attended a face-to-face D/D+ Test Assessor CPD Workshop in the past three years, must attend a face-to-face update training to continue to be an Accredited D/D+ Test Assessor.</p> <p>They must meet the requirements as outlined below for new D/D+ Test Assessors attending a face to face Workshop.</p>
Application Process	No formal application process.
Mentorship	It is strongly advised that new D and D+ Assessors work alongside a more experienced Assessor until they are comfortable assessing the level.
Probation Period	New D and D+ Assessors should undertake a probation period of at least one D and D+ Test with more experienced Assessors before assessing independently. Those who attend a face-to-face D/D+ Assessor Workshop and demonstrate the required knowledge and skillset to assess at D/D+ may not have to complete a probation period if the Course Tutors are satisfied with their competence to assess the level. Those who attend a face-to-face workshop and are not ready to assess independently will be offered further supportive training via a probation period and will require to be signed off by at least an Accredited C Test Assessor when appropriate.
Verification	This may take place at a face-to-face D/D+ Assessor CPD Workshop or following completion of a probation period as above.
CPD Requirements	D/D+ Test Assessors must attend a refresher CPD Workshop or Standard Setting every two years.

Pathway	C Test Accredited Assessor
Prior Learning/Qualification Requirements	<p>Individuals should be Fully Accredited Pony Club Coaches* and already Accredited D and D+ Assessors having met the requirements outlined above in the D and D+ Assessor Pathway.</p> <p>New C Test Assessors must attend a C Test Assessor CPD Workshop. This can be attended in person or online. If this is completed online, they must then complete a probation period and be signed off by at least an Accredited C+ Test Assessor when they have demonstrated the required knowledge and skillset to assess the level.</p> <p>Existing and experienced C Test Assessors who have not attended a face-to-face C Test Assessor Workshop in the past three years, must attend a face-to-face update training to continue to be an Accredited C Test Assessor. They must meet the requirements as outlined below for new C Test Assessors attending face to face training.</p>
Application Process	No formal application process.
Mentorship	It is strongly advised that new C Test Assessors work alongside a more experienced Assessor until they are comfortable assessing the level.
Probation Period	<p>New C Test Assessors should undertake a probation period of at least one C Test with more experienced Assessors before assessing independently.</p> <p>Those who attend a face-to-face C Test Assessor CPD Workshop and demonstrate the required knowledge and skillset to assess at C Test may not have to complete a probation period if the Course Tutors are satisfied with their competence to assess the level.</p> <p>Those who attend a face-to-face workshop and are not ready to assess independently will be offered further supportive training via a probation period and will require to be signed off by at least an Accredited C+ Test Assessor when appropriate.</p>
Verification	This may take place at a face-to-face C Test Assessor CPD Workshop or following completion of a probation period as above.
CPD Requirements	C Test Assessors must attend a refresher CPD Workshop or Standard Setting every two years.

Upgrading of Assessors at C+, B, B+ and AH Test:

Assessors may be upgraded by presenting themselves for upgrading, recommendation by Lead Assessors or following invitation by the Area Representative. For an Assessor to be eligible for upgrading they must meet the requirements as stated below in addition to being recommended/ supported by at least two Assessors at the level to which they are upgrading to - one of which must be a Lead Assessor at the level.

Assessors must also have shown commitment to assessing and an ability to work within a team of Assessors and other Pony Club Officials with no concerns over conduct or professionalism currently or in the past. Assessors will only be appointed based on a local, Area or national requirement.

Pathway	C+ Test Accredited Assessor
Prior Learning/ Qualification Requirements	Applicants must be a Pony Club C Test Assessor and Fully Accredited Pony Club Coach. They should be suitably qualified and experienced to assess this level. They should complete a face to face C+ Test Assessor CPD Workshop.
Application Process	Local appointment in consultation with the Area Representative.
Mentorship	All probationary C+ Test Assessors should be assigned a Mentor Assessor who is either an experienced Accredited C+ Test Assessor or B Test Assessor or above. The role of the Mentor Assessor is to be a point of contact for the Probationer to seek advice during their training.
Probation Period	Recommended to probation at a minimum of two complete C+ Tests with the probationer being verified at the second Test. Probationary Assessors with sufficient previous assessing experience may reduce the probationary period to one Test, however, this must be agreed in advance with the Area Representative.
Verification	Probationary C+ Test Assessors should be observed assessing by a B Test Assessor as part of their probation. This should take the form of the Probationary Assessor assessing a component of the riding and care supervised by the B Test Assessor. The B Test Assessor who verifies the Probationer should not be their Mentor Assessor. In addition to the probationary period, satisfactory completion of a C+ Test Assessor Workshop.
CPD Requirements	C+ Test Assessors should attend a refresher CPD Workshop or Standard Setting every two years.
Award on Completion	Successful completion of this Pathway will qualify the individual as a Pony Club Accredited C+ Test Assessor and their name added to the Area List of C+ Test Accredited Assessors.
Pathway	B Test Accredited Assessor
Prior Learning/ Qualifications Requirements	Applicants must be a Pony Club C+ Test Assessor and an Accredited Pony Club Coach. Applicants should be sufficiently experienced and qualified – recommended a minimum of BHS Stage 3 Coach, PCCC Level 2 or equivalent.

Application Process	Local appointment in consultation with the Area Representative. The Pony Club Training Development Officer should be informed of any new probationary assessors.
Mentorship	All probationary B Test Assessors should be assigned a Mentor Assessor who is either an experienced B Test Assessor or B Test Lead Assessor or above. The role of the Mentor Assessor is to be a point of contact for the Probationer to seek advice during their training.
Probation Period	Probationers should attend a minimum of two complete B Tests with the probationer being verified at their last probation test. Probationary Assessors with sufficient previous assessing experience may reduce the probationary period to one Test, however, this must be agreed in advance with the Area Representative and the Pony Club Training Chairperson who will also discuss the request with the Pony Club Training Committee. Accepted prior experience would be individuals who are assessing at an equivalent level such a BHS Stage 3 or NVQ level 3.
Verification	Probationary B Test Assessors should be observed assessing by a B Test Lead Assessor as part of their probation. This should take the form of the Probationary Assessor assessing a component of the riding and care supervised by a B Test Assessor. The B Test Lead Assessor who verifies the Probationer should not be their Mentor Assessor. In addition to the probationary period, a B Test Assessor Workshop should be completed.
Required Documentation	During the probationary period, The Pony Club B Test Assessor Feedback document must be completed. A copy of these should be emailed to The Pony Club Training Development Officer. No Assessor will be admitted to the B Test list until this paperwork has been received and approved.
CPD Requirements	B Test Assessors must attend a refresher CPD Workshop every two years. It is recommended that B Test Assessors attend C+ Standardisation as required as they will be assessing at this level.
Award on Completion	Successful completion of this Pathway will qualify the individual as a Pony Club B Test Assessor and entry of their name to the Pony Club National List of B Test Assessors.

Pathway	AH Test Accredited Assessor
Prior Learning/Qualifications Requirements	Applicants must be a Pony Club B Test Assessor and Fully Accredited Pony Club Coach. Applicants should be sufficiently experienced and qualified - recommended a minimum of Pony Club AH Test, BHS Stage 4 Care or equivalent.
Application Process	Local appointment in consultation with the Area Representative. The Pony Club Training Development Officer should be informed of any new probationary assessors.
Mentorship	All probationary AH Test Assessors should be assigned a Mentor Assessor who is either an experienced AH Test Assessor or AH Test Lead Assessor or above. The role of the Mentor Assessor is to be a point of contact for the Probationer to seek advice during their training.

Probation Period	Probationers should attend a minimum of two AH Tests however this probation period may be extended if required. Probationary Assessors with sufficient previous assessing experience may reduce the probationary period to one Test, however, this must be agreed in advance with The Pony Club Training Chairperson who will also discuss the request with the Training Committee. Accepted prior experience would be Probationers who are assessing at an equivalent level such a BHS Stage 4 or NVQ level 4.
Verification	Probationary AH Test Assessors should be observed assessing by an AH Test Lead Assessor as part of their probation. This should take the form of the Probationary Assessor assessing a component of the riding and care supervised by an AH Test Assessor. The AH Test Lead Assessor who verifies the Probationer should not be their Mentor Assessor.
Required Documentation	During the probationary period, The Pony Club AH Test Assessor Feedback document must be completed. A copy of these should be emailed to The Pony Club Training Development Officer. No Assessor will be admitted to the AH Test list until this paperwork has been received and approved.
CPD Requirements	AH Test Assessors should attend a refresher Workshop every two years. These will be organised by The Pony Club Office.
Award on Completion	Successful completion of this Pathway will qualify the individual as a Pony Club AH Test Assessor and entry of their name to The Pony Club National List of AH Test Assessors.
Pathway	B+ Test Accredited Assessor
Prior Learning/Qualifications Requirements	<p>Applicants should be a Pony Club B Test Lead Assessor or above and a Fully Accredited Pony Club Coach who has sufficient knowledge to assess this level. They should demonstrate commitment to Pony Club Assessing and have a thorough understanding of the Training System. They must also possess the relevant teamworking and interpersonal skills on a background of sufficient technical knowledge to assess candidates fairly and correctly against the criteria.</p> <p>In circumstances where there is limited access to B Test Lead Assessors, an Area can recommend a Senior B Test Assessor or AH Assessor who is not a B Test Lead Assessor to undertake the training to become a B+ Test Assessor. This must be done by emailing the Training Development Officer and Training Chairman. In such circumstances, the applicant should also provide a full curriculum vitae and record of assessing experience. Their application must be supported with a reference by a current B+ Test or A Test Assessor.</p>
Application Process	Local appointment in consultation with the Area Representative. The Pony Club Training Development Officer should be informed of any new probationary assessors
Mentorship	All probationary B+ Test Assessors should be assigned a Mentor Assessor who is a current Pony Club A Test Assessor. The role of the Mentor Assessor is to be a point of contact for the Probationer to seek advice during their training
Probation Period	Probationers should attend a minimum of one B+ Test Day or complete a Pony Club B+ Test Standard Setting CPD. Only when Assessors feel

	confident with the standard should they be added to the Area and National B+ Test Assessor Panel.
Verification	If a probationer is attended at a B+ Test, they should be verified by the Lead Assessor on the Test Day. When probationers attend a B+ Test Standard Setting CPD, they should discuss the standard with an A Test Assessor afterwards to ensure that they are confident with the standard. The Area Representative must be satisfied of this also.
Required Documentation	Either completion of The Pony Club B+ Test Probationary Assessor Form or a formal email from the Area recommending the probationer joins the panel outlining the CPD which they attended and who the A Test Assessor was that they discussed the standard with afterwards.
CPD Requirements	B+ Test Assessors should attend a refresher workshop every two years.
Award on Completion	Successful completion of this Pathway will qualify the individual as a Pony Club B+ Test Assessor and entry of their name to the Pony Club Area and National List of B+ Test Assessors.

Pathway	A Test Accredited Assessor
Prior Learning/Qualifications Requirements	Applicants must be a Pony Club AH Test Assessor and Fully Accredited Pony Club Coach who has suitable experience and knowledge to assess this level. They should demonstrate commitment to Pony Club Assessing and have a thorough understanding of the Training System. They must also possess the relevant teamworking and interpersonal skills on a background of sufficient technical knowledge to assess candidates fairly and correctly against the criteria.
Application Process	National recruitment organised by The Pony Club Office. This will normally involve an open, written application process (with submission of a CV). Shortlisted applicants will be invited to interview.
Mentorship	All probationary A Test Assessors should be assigned a Mentor Assessor who is a current Pony Club A Test Assessor. The role of the Mentor Assessor is to be a point of contact for the Probationer to seek advice during their training.
Probation Period	Probationers should attend a minimum of two A Test Days and one A Test Training Day. Assessors with experience assessing above A Test level equivalent (i.e. BHS Stage 5) or who hold the FBHS qualification or equivalent may reduce their probationary period to one A Test Day and one A Test Training Day. However, this must be agreed in advance by the Pony Club Training Chairman who will also discuss this with the Training Committee.

Verification	Probationary A Test Assessors should be observed assessing by an A Test Lead Assessor as part of their probation. This should take the form of the Probationary Assessor assessing a component of the riding and care supervised by an A Test Assessor. The A Test Lead Assessor who verifies the Probationer should not be their Mentor Assessor.
Required Documentation	During the probationary period, the Pony Club A Test Assessor Feedback document must be completed. A copy of these should be emailed to the Pony Club Training Development Officer. No Assessor will be admitted to the A Test list until this paperwork has been received and approved.
CPD Requirements	A Test Assessors should attend a refresher Workshop every two years. These will be organised by the Pony Club Training Office.
Award on Completion	Successful completion of this Pathway will qualify the individual as a Pony Club A Test Assessor and entry of their name to the Pony Club National List of A Test Assessors.

Important Notes:

*Individuals who are not coaches but meet all the Pony Club Fully Accredited Coach requirements and possess the sufficient knowledge and experience can also be Accredited to Assess at this level.

Assessor Code of Conduct:

All Assessors must abide by The Pony Club Code of Conduct for Assessors. Any Assessor who breaches the Code of Conduct will be referred to the Training Committee and may be demoted, delisted or in some circumstances offered remedial training which will be decided on an individual basis.

CPD Requirements:

Assessors must undertake a CPD refresher for any level which they assess every two years. They may alternate this with face to face and online updates on the proviso that every second update is face to face.

Assessor CPD Workshops:

This refers to any Pony Club approved CPD event which delivers both standard setting and assessing skills training. Assessors must have undertaken an Assessor CPD Workshop training for any level that they assess (i.e. D/D+, C, C+, B, B+, AH or A). Standard setting days alone will be accepted for CPD Update purposes and for B+ Test Assessors.

Lead Assessor Status

The requirements and regulation of Lead Assessors is outlined in the current Pony Club Code of Conduct for Assessors.