

Recognition of Prior Learning

Information for Assessors

April 2023



This guidance is a follow up to the generic guidance on our website. Please ensure you are familiar with this guidance and our Recognition of Prior Learning Policy before continuing to read this document.

[BHS Direct Entry Guidance and Policy](#)

Checklist:

- Do you know the difference between Recognition of Prior Certified Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL)?
- Do you know which qualifications we accept for RPCL?
- Do you know the process to apply for RPEL via the three routes we have?

If the answer to any of the above is no, please read the guidance on our website.

It is important to note that direct entry does not award BHS or BHSQ qualifications, or units towards BHS or BHSQ qualifications. To be awarded a BHS or BHSQ qualification the learner must achieve all required units of the qualification via BHS assessments. **Please do not advise learners they will be awarded qualifications or equivalency of a qualification based on a direct entry application.**

Before anyone considers applying via direct entry or before they begin gathering evidence for an RPEL application, the information we provide advises the learner contacts the BHS Education team to talk through the process, discuss the learner's experience, the qualifications they want to achieve and the options available.

As much as the information we provide advises learners to contact us, there will be occasions when this doesn't happen, and we are not aware of learners gathering evidence for their RPEL application. We ask learners to confirm with us the assessor they will use for the Assessor Endorsement. This is so we can contact you to discuss this before the observations take place. If you haven't heard from a member of the Education team before you carry out an endorsement, please contact us. We will be able to confirm the observations that are required and provide you with any necessary templates to use.

Recognition of Prior Experiential Learning (RPEL)

Route One: RPEL applications for direct entry to Stage 2, Stage 3 or Stage 4 assessments for achievement of Groom, Groom with Riding, Coaching or Ride Leader qualifications

This is a two step process and the Assessor Endorsement (previously called assessor reference) is required for step two. Once the learner's CV and APC reference is reviewed (part one), we will advise the learner on the skills which should be checked/covered as part of the Assessor Endorsement. We will also provide guidance to the assessor so if you are asked to provide an Assessor Endorsement please get in touch with the Education Team. Contact details at the end of this document. We can provide a specific template for you to complete depending on the skills required to be covered.

The Endorsement is to confirm the learner's knowledge and skills **meet the entry requirements** for the assessment they want to enter. The learner will have already provided a detailed reference from their coach covering their care, lunge, ride and/or coaching skills (as applicable), the purpose of the Assessor Endorsement is for you to carry out a spot check on specific skills to confirm the applicant is at the standard required.

Route two: RPEL applications for direct entry to Performance assessments for achievement of Performance Centre Manager, Performance Centre Manager with Riding or Performance Coach BHSI qualifications

The learner should complete practical training with a BHS assessor (who assesses at Performance level) or a Performance Coach BHSI or a Fellow FBHS within a BHS Approved Riding Centre. Instead of references, the assessor or coach is asked to complete a training record. The training record templates are [on our website](#).

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Route three: RPEL applications for direct entry to Stage 2 Coaching unit for achievement of 'Coaching Riders' qualifications

This route has been made available since April 2023.

BHS and BHSQ qualifications are developed in conjunction with the equine industry. BHS and BHSQ are committed to making sure their qualifications are accessible to all. To work in the industry, current best practice is for individuals to have skills, knowledge and understanding of the day to day care, exercise and training of horses and coaching of riders to become complete equestrians.

Where the learner is unable to fulfil the specific pre-requisite entry requirements they can use the BHS RPEL coaching route to gain entry into BHSQ Level 2 Unit 4: Stage 2 Coaching. Where the achievement of a particular skill (within Stage 1 and Stage 2 Care, Lunge and Riding requirements) cannot be evidenced the alternative route is applicable.

This route is also applicable for learners who want to progress to Stage 3 Ride Dressage but are unable to fulfil Stage 2 Jump.

This route allows learners to evidence skills via alternative methods such as directing an assistant to carry out the task for them. For riding evidence, the learner can observe and comment on a horse and rider combination working at the appropriate level.

This route requires an Evidence Log to be completed by the learner's trainer. Once completed, the learner will arrange for an Assessor Verification – which is a sampling of topics by the assessor to confirm the sign off is valid, authentic, reliable and sufficient to meet the specified outcomes.

If you are asked to provide an Assessor Verification, the Evidence Log contains guidance for how to complete this. If we are aware of a candidate wanting to approach an assessor for a verification we will also do our best to contact you beforehand. A sample Evidence Log is available to view on the Assessor Hub.

Completing an Assessor Endorsement or Assessor Verification

We recommend you use the templates provided so all the necessary information is collected.

It is recommended that learners have their observations at a BHS Approved Centre, where they can work with horses similar to those they would get in an assessment situation. However, learners can be assessed at their own yard.

Occasionally due to location learners may request to submit video evidence for observations, this is acceptable, but you must give clear guidance to the learner to ensure the evidence they provide to you is suitable.

References should be given to the learner to submit. They should not be submitted directly to the BHS Education Team unless requested by a member of the Education Team.

Your feedback should be discussed with the learner at the time of your observations, especially if the learner is not at the level required.

How much should I charge?

Learners are advised that fees for an Assessor Endorsements or Assessor Verification will vary depending on what they need. All fees should be discussed and agreed with the learner beforehand. The learner will pay you directly for this service.

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What if the learner isn't at the standard required?

If the learner isn't at the required level, you should discuss with them why they haven't met the criteria and if it would be beneficial for them to apply to enter at a lower level to gain more experience and confidence.

Learners have up to one year from the initial submission of their RPEL application to complete their application.

Contacts

RPEL applications are managed by the Education Development Team:

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