

## Training Provider Code of Practice

The Equine Fitters Council through the Equine Fitters Directory seeks to set a benchmark of quality assured vocational practice and vocational training. All those responsible for training delivery must be suitably qualified and tutors, assessors and quality assurers must hold the relevant qualifications suitable for those roles.

Training Providers support the equine fitting industry by producing properly trained and qualified individuals (professionals) whose practice is sufficiently grounded and developed such that it increases confidence amongst those seeking training and those who employ equine fitters.

A Training Provider (TP) must have an overriding commitment to the welfare of the horse and due regard to the safety of the rider or driver. These must be underpinned by a manifest adherence to minimum standards of practice. The Equine Fitters Council will list those TPs who have demonstrated compliance with these standards.

Listing in the Equine Fitters Directory is open to accredited vocational training providers in the equine fitting training sector and to manufacturers in the saddle, bridle, and harness-making industry.

All those responsible for the creation as well as the delivery of the training programme must be suitably qualified. Tutors, assessors, and internal quality assurers must hold the relevant qualifications or acceptable alternatives. All training must be underpinned by current, valid research and be evidence based. Training that includes practical skills is required to include a practical assessment. Practical assessments should be conducted in a face-to-face setting. Knowledge-based training requires a suitable theory assessment e.g., multiple choice theory paper or case study.

Training providers are required to conduct their own internal quality assurance process to ensure that the standard of training and assessment that learners are receiving is of a consistently high standard. Evidence of this must be provided to the Registrar on request.

## **ACCREDITED VOCATIONAL TRAINING PROVIDERS**

Training providers delivering qualifications via an Awarding Organisation which have mandatory assessments and are externally quality assured by that Awarding Organisation. An assessed training programme must have a mandatory assessment linked to the programme learning aims and outcomes.

## **INDUSTRY AWARD TRAINING PROVIDERS**

An Industry Award is training that has been developed by a manufacturer in-house or by a private training provider but which is not accredited by an Awarding Organisation. Industry Awards must fully map to the relevant Occupational Standards (OS) to ensure an industry benchmark is met.

An industry award must include a minimum of 16 hours face to face practical delivery. In addition, students must undertake a minimum of 24 hours practicum as part of their training, evidenced by a logbook and signed off by the training provider.

The provider must make available a full set of learning resources mapped to stated Occupational Standards.

Training that includes practical skills is required to include a practical assessment. Practical assessments should, where possible, be conducted in a face-to-face setting. Video assessments may be used. Knowledge-based training requires a suitable theory assessment e.g., multiple choice theory paper or case study.

Case study assessments must reflect the course learning outcomes and adhere to fair and reasonable assessment principles. Case study assessments may be completed online.

A non-assessed programme must have formative learning checks (for example, scenarios, questions, group work) that are linked to the learning aims and outcomes. Non-assessed training programmes that are of a practical nature may be delivered online, however face to face delivery is encouraged.

# Code of Practice for Training providers

## INTRODUCTION

This Code of Practice is intended to support individuals and organisations deliver high quality vocational training and course content. The Code sets out the minimum requirements for equine fitting training providers.

Training is the foundation of professional equine fitting practice. It is essential that training is delivered to a consistently high standard and with reference to the relevant Occupational Standards.

Trainers who commit to this Code do so because it is a recognised benchmark of quality for the learners, equine professionals, and the riding public.

## AIM

This Code is intended to:

- protect and inform individuals receiving equine fitting training and those involved in the delivery of such training and related services.
- set out the minimum standards for training providers.

## USE OF THIS CODE

- The EFC will not admit any training provider to its Directory who has not confirmed their adherence to this Code.
- This Code may be used by equine professionals, course participants and the public to understand the requirements of training providers who are listed in the Directory.
- The EFC will not award its kitemark to any training provider who is unable to demonstrate adherence to this Code.
- The EFC may request further information to verify that an applicant meets the requirements of this Code before an application for listing in the Directory is accepted.

## DEFINITIONS

For the purposes of this Code 'trainers' shall mean individuals and organisations providing vocational training in the field of equine fitting.

It shall equally apply to manufacturers who seek listing in the Directory as training providers.

## CODE REQUIREMENTS

The following requirements apply to all EFC registered trainers:

- I. Trainers must demonstrate a good working knowledge of equine fitting practice.

**Guidance:** Trainers are expected to understand the principles of equine fitting, demonstrating knowledge of theory and practice. They must be able to apply this knowledge in a practical setting. They should have practiced as an equine fitter for at least 5 years.

- II. Trainers must not deliver training on any subject outside of their professional skill, knowledge and understanding.

**Guidance:** A trainer must only deliver training in an area where she or he has relevant knowledge, skills and understanding and experience.

- III. Trainers must ensure and evidence that their knowledge and professional development is kept up to date by undertaking relevant CPD.

**Guidance:** CPD may be undertaken in a variety of ways, including seminars, conferences, training courses, lectures, peer evaluation and private study of relevant materials such as academic journals and articles. Those delivering training for or with Listed Training Providers must undertake at least 12 hours of relevant CPD each year.

- IV. Trainers must provide evidence they have Professional Indemnity (PI) and Public Liability (PL) insurance in place for the period during which they are offering and delivering training services.

**Guidance:** The EFC does not endorse particular insurance providers. It is important to obtain appropriate advice on the level of cover required. Training should not be delivered until the required insurance is fully in place.

- V. Trainers must ensure that they co-deliver training with at least one other trainer where the number of participants exceeds 10.

**Guidance:** Training groups must have a trainer/learner ratio sufficient to ensure that each learner is given the opportunity to fully contribute and take part. This is particularly important for practical training exercises.

- VI. In advertising training services to potential clients, trainers must make references and evaluations from previous courses available on request.

**Guidance:** Trainers should ensure that in the provision of feedback or evaluation to a potential client, they have either anonymised the personal details of the evaluator or obtained consent for the disclosure of the evaluation.

- VII. Trainers must ensure that course outcomes are clearly set out in training materials.

**Guidance:** Course outcomes should clearly link to identified learner needs which will have been established during the application process. The intended course outcome should be explicit in all promotional material.

- VIII. Trainers must complete the following steps before delivery of training:

- a. Conduct a training needs assessment to establish the learning needs of the participants.

**Guidance:** The training needs assessment will seek to ascertain the level of understanding of the learning group so that materials can be tailored accordingly.

- b. Provide each learner with a training plan summary detailing:

- course length
- method of training delivery
- method of learner assessment (if any)
- any access requirements if needed

**Guidance:** Trainers should ensure that clients are provided with information regarding the length of the course, how it will be delivered and how learners will be assessed (for example trainer observation of learners during course). Trainers should ensure that they identify any learner access needs prior to delivery of the session.

- c. Provide advice on accessing professional support following the training

**Guidance:** Such support may include mentoring, supervision, professional body membership and further training and development opportunities.

- d. Provide pre-reading materials for participants covering the proposed syllabus and relevant occupational standards

- IX. Trainers must make themselves available to learners during training to answer questions and provide feedback and advice.

- X. Trainers must ensure that information shared by participants during a training session is kept private and confidential, subject to any overriding legal requirement, and that written records relating to a participant are provided on request by that participant.

- XI. Following delivery of a training session, trainers must provide feedback if requested or mandated by the training programme (i.e., an assessment has taken place)
- XII. Feedback from training participants, covering training content and delivery, must be obtained by the trainer following delivery of a training session.
- XIII. Trainers must ensure that courses are reviewed on a regular basis to ensure content is kept up to date and is relevant to each learner group.
- XIV. Trainers must ensure all learners are treated fairly and without discrimination.

Guidance: In this context 'without discrimination' means without discrimination on the basis of the characteristics set out in the Equality Act 2010 (age, gender, disability, ethnicity, sexual orientation, gender re-assignment, marital or civil partnership status, or religion or belief). Trainers should ensure that there is equality of access to training and that training methods are respectful to all participants, their opinions and views.

- XV. Trainers must comply with reasonable requests for information from the EFC

Guidance: Such requests may be made by the EFC in order to support exercises aimed at monitoring Code compliance or to support the proper investigation of complaints and appeals. Compliance with an EFC request for information includes responding to requests within a reasonable timeframe and providing information requested.

## Breach

- Evidence of breach of this Code by trainers or training organisation may result in the suspension or permanent removal from the EFC Directory or other sanction as the EFC sees fit.
- The Equine Fitters Council Complaints Policy and associated Complaints Procedure set out the ways in which evidence of breach may be submitted to the Council, how the Council will investigate any alleged breaches and what sanctions may be applied.

## Review

This Code of Practice will be reviewed every three years through a process of consultation and amendment with the relevant Equine Fitters Council advisory group. The next review date for this Code is December 2025.