



International Pet Education and Training

# Level 3 Senior Equine Groom Apprenticeship Standard

## Training Provider and Employer Specification

### ST0167

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## 1. Introduction

This specification serves as a resource for employers and training providers overseeing apprentices enrolled in the ST0167 Level 3 Senior Equine Groom Apprenticeship Standard, specifically focusing on Assessment Plan Version 1.0. It outlines the procedures for engaging with iPET Network as both an End-Point Assessment Organisation (EPAO) and Independent End-Point Assessor (IEPA) for your apprentices.

The journey of your apprentice through the End-Point Assessment (EPA) process will be coordinated through the EPA platform ACE360. For additional information about iPET Network, please refer to our website: <https://www.ipetnetwork.co.uk>

This guide corresponds to Assessment Plan version ST0167/AP02. Comprehensive details about this Assessment Plan can be located on the IfATE website.

EPA will comprehensively evaluate the apprentice's proficiency in line with the knowledge, skills, and behaviours mandated by the Apprenticeship Standard. Grading decisions will adhere to the assessment criteria delineated in the Assessment Plan.

The EPA window for this assessment plan spans 3 months following the completion of the gateway phase.

### 1.1 Support for Training Providers and Employers

This manual is designed to assist training providers and employers throughout the End-Point Assessment (EPA) process. Furthermore, for any inquiries, feel free to reach out to the EPA Team via email at [epao@ipetnetwork.co.uk](mailto:epao@ipetnetwork.co.uk), and we will gladly provide the necessary support.

## 2. End Point Assessment Fees

<b>Apprenticeship Standard</b>	Senior Equine Groom
<b>Level</b>	3
<b>iPET Network EPA Fee</b>	£1095
<b>Duration</b>	18-24 months
<b>Resit/Retake Fees</b>	Knowledge Test: £135 Practical Observation: £ Professional Discussion informed by a Portfolio: £135

Where the EPA components are not completed within the three-month window of the gateway being approved, the EPA process must be started again and this will incur additional EPA fees.

All fees must be paid before the assessment. Providers and employers are advised to carefully review the payment terms and conditions outlined in the invoicing documentation. The EPA invoice will be generated at the point of Gateway submission.

### 3. Apprenticeship Standard Occupational Summary

The Senior Equine Groom will provide for and coordinate the day-to-day care of the horses in the workplace. They will possess all the necessary skills to lead by example and will have the knowledge required to implement effective systems relating to the running of the yard. They will be capable of organising and monitoring the quality of work and ordering and maintaining supplies.

They can expect to handle and provide exercise for a variety of horses in different working environments. They must adhere to safe working practices, be prepared to work in all weather conditions and often in 'out of hours' situations. They will be required to have dedication, commitment and the physical and mental toughness to cope with the rigours of the role. Living onsite for part or all of the duration of the apprenticeship may also be necessary. The occupation requires competent individuals committed to the safety and welfare of horses in their care.

The Senior Equine Groom will have a sound knowledge of horse anatomy and physiology and the ability to assess and promote health. They will be able to recognise and treat common minor injuries and ailments. They will be capable of presenting horses to a high standard and can demonstrate the skills required to groom, plait and clip horses. Senior Equine Grooms may have the opportunity to travel nationally and internationally, preparing and caring for horses at competitions, the races, sales, shows and other public appearances. The Senior Equine Groom apprentice will need to decide in which sector of the industry they wish to be progress and select the appropriate occupational route.

One of the following pathways will be selected on consultation with the appointment training provider to ensure the KSBs can be demonstrated, the optional pathways are –

- Riding
- Non-Riding
- Racing
- Breeding
- Driving

#### 3.1 Knowledge Skills and Behaviours

Throughout the apprenticeship programme, the apprentice will focus on acquiring the necessary knowledge, skills, and behaviours outlined in the Apprenticeship End Point Assessment Plan. This preparation aims to ready the apprentice for the EPA. The occupational competence required for successful completion of the apprenticeship involves ensuring progression to a level where the apprentice demonstrates proficiency in each KSB, with each having a designated method of assessment.

The apprentice will demonstrate proficiency in the following Core KSBs prior to the gateway:

Ref.	Core Knowledge to be assessed	Primary & Secondary Method of Assessment		
		KT		PDP
CK1	Current health, safety and security requirements, policies and procedures including Personal Protective Equipment (PPE).	KT		PDP
CK2	Current Rules and Codes of Practice and ethics relevant to the workplace.	KT		PDP
CK3	The principles of current employment rights and responsibilities.	KT		PDP
CK4	The organisation of yard and field duties, rotas and routines.	KT		PDP
CK5	Requirements for stocks and supplies of feed and bedding.	KT		PDP
CK6	The preparation and maintenance of different types of stabling and grassland.	KT		PDP
CK7	How to assess the risk of disease outbreak and the measures to prevent and control the spread of disease.	KT		PDP
CK8	The need for and how to work in an environmentally sustainable manner.	KT		PDP
CK9	Anatomy and physiology, to include conformation, main superficial muscles, structure of the lower leg and the respiratory and circulatory systems.	KT		PDP
CK10	How to assess welfare (including health), condition and fitness.	KT		PDP
CK11	Common minor ailments, injuries and administering first aid and treatments.	KT		PDP
CK12	Procedures for isolation and sick nursing.	KT		PDP
CK13	The importance of monitoring temperature, pulse and respiration rates.	KT		PDP
CK14	Medication control procedures and accepted protocol.	KT		PDP
CK15	Appropriate methods of handling and restraint and their use in different circumstances.	KT		PDP
CK16	Procedures for grooming, clipping, trimming, pulling and plaiting a range of horses in preparation for different types of work, competition, public appearance and veterinary procedures.	KT		PDP
CK17	The horse's foot, shoeing and different types of shoes and how to remove a loose or twisted shoe.	KT		PDP
CK18	Nutritional requirements including hydration for a variety of horses in different types of work.	KT		PDP
CK19	Fitness requirements and programmes for a variety of horses in different disciplines.	KT		PDP
CK20	Requirements when planning travel for horses including equipment, supplies and documentation.	KT		PDP

CK21	The current legislation and procedures relating to loading, unloading and travelling horses.	KT		PDP
CK22	The benefits and practice of various forms of non-ridden exercise including lungeing and long-reining. Different lungeing/ long-reining equipment and methods.	KT		PDP
	<b>Core Skills to be assessed</b>		<b>Primary &amp; Secondary Method of Assessment</b>	
CS1	Promote, monitor and maintain safe working practices at all times and comply with current health, safety and security policies and procedures (including PPE).		PO	PDP
CS2	Contribute to risk assessments.		PO	PDP
CS3	Organise, supervise and carry out all yard and field duties, day-to-day rotas and routines including liaising with vet, farrier and other visiting specialists.		PO	PDP
CS4	Maintain and organise basic yard-based records including farrier, worming, vaccinations, etc.		PO	PDP
CS5	Monitor, maintain and assess quality of stocks and supplies of feed and bedding.		PO	PDP
CS6	Evaluate, prepare and maintain stabling and grassland for horses.		PO	PDP
CS7	Manage horses stabled and at grass.		PO	PDP
CS8	Implement measures to prevent and control the spread of disease.		PO	PDP
CS9	Coordinate waste minimisation, environmental and sustainable working practices.		PO	PDP
CS10	Supervise admission of a new horse and carry out an initial assessment, to include record keeping and health status.		PO	PDP
CS11	Identify and discuss main superficial muscles and structure of the lower leg and foot.		PO	PDP
CS12	Assess and evaluate a horse including conformation, action, condition and fitness.		PO	PDP
CS13	Assess welfare (including health), recognise and treat common minor ailments and injuries.		PO	PDP
CS14	Administer first aid and treatments under veterinary advice to include poultices, dressings and bandages.		PO	PDP
CS15	Administer permitted oral and topical treatments under direction.		PO	PDP
CS16	Take temperature, pulse and respiration rates of the horse.		PO	PDP

CS17	Identify and use appropriate methods to handle or restrain a horse.		PO	PDP
CS18	Prepare a range of horses for different types of work or competition to include grooming, clipping, trimming, pulling and plaiting.		PO	PDP
CS19	Recognise and discuss hoof balance. Demonstrate the correct procedure for removal of a shoe in line with current legislation.		PO	PDP
CS20	Plan and implement diets and feeding regimes.		PO	PDP
CS21	Organise the feed room and stock rotation.		PO	PDP
CS22	Coordinate the preparation for travelling horses including supplies, equipment, etc.		PO	PDP
CS23	Plan the transportation of horses by road taking into account current guidelines, documentation requirements and procedures.		PO	PDP
CS24	Prepare a horse for transport, load and unload safely following current health and safety protocol.		PO	PDP
CS25	Supervise and care for horses during and after transportation.		PO	PDP
CS26	Prepare and lunge a horse for exercise using various types of equipment appropriately.		PO	PDP
	<b>Core Behaviours to be assessed</b>		<b>Primary &amp; Secondary Method of Assessment</b>	
CB1	<b>Safe Working</b> Promote, monitor and enhance safe working practices, which must be adhered to at all times with constant situational awareness and adaptability to ensure safety of the horse, themselves and others.		PO	PDP
CB2 (*)	<b>Work Ethic</b> Have a strong work ethic, be a good role model and mentor for others. Be respectful, punctual, reliable, trustworthy and diligent and be prepared to work irregular hours, in all weather conditions. Work effectively and encourage efficiency to meet time deadlines and organisational requirements. Take a pride in their work showing commitment and loyalty whilst conducting themselves in a professional manner.		PO	PDP
CB3 (*)	<b>Responsibility</b> Assume a role of responsibility in the workplace. Organise themselves, delegate tasks, supervise and monitor others and the equines in their care. Show respect, empathy, patience and tolerance in all situations. Work with methods that reduce risk of injury to the horse, themselves or others.		PO	PDP

<b>CB4 (*)</b>	<b>Team Work</b> Have the ability to work in, lead, support and motivate a diverse team. Understand their role within the team and their impact on others. Promote good working relationships, reduce, manage and report conflict within the team when necessary. Contribute to and support the training and development of others.		<b>PO</b>	<b>PDP</b>
<b>CB5 (*)</b>	<b>Communication</b> Respect the need for confidentiality and adhere to data protection policies. Confidently and respectfully communicate with all colleagues, visitors, clients and industry specialists. Show good interpersonal skills and accurately report any concerns, incidents and abnormalities. Know when to ask for, offer and give advice and guidance. Use social media responsibly.		<b>PO</b>	<b>PDP</b>
<b>Route Specific Knowledge (K) and Skills (S) to be assessed (The Apprentice will select one of the five specialised routes)</b>				
	<b>Breeding Specific Knowledge to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
<b>BK1</b>	Pedigrees, stud contracts, Codes of Practice, veterinary certificates and the importance of accurate, confidential recording in a global industry.	<b>KT</b>		<b>PDP</b>
<b>BK2</b>	Reproductive anatomy and physiology of both sexes; gestation and parturition processes.	<b>KT</b>		<b>PDP</b>
<b>BK3</b>	Artificial manipulation of the reproductive processes and common veterinary and studwork techniques.	<b>KT</b>		<b>PDP</b>
<b>BK4</b>	The benefits and drawbacks of natural and non-natural covering methods including artificial insemination techniques, embryo transfer and semen collection, evaluation and freezing.	<b>KT</b>		<b>PDP</b>
<b>BK5</b>	Routine management of all breeding and youngstock at grass or stabled throughout the year to include weaning methods and issues.	<b>KT</b>		<b>PDP</b>
<b>BK6</b>	Foaling and the care of mares and neonates to include the management of emergency foaling situations and fostering.	<b>KT</b>		<b>PDP</b>
<b>BK7</b>	Common developmental issues in foals and growing youngstock.	<b>KT</b>		<b>PDP</b>
	<b>Breeding Specific Skills to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
<b>BS1</b>	Use correct terminology, paperwork, pedigree knowledge and hygiene practices within regular studwork.		<b>PO</b>	<b>PDP</b>
<b>BS2</b>	Assist with recording breeding information as appropriate.		<b>PO</b>	<b>PDP</b>



BS3	Be able to tease and make recommendations on subsequent actions. Assist with the preparation for coverings.		PO	PDP
BS4 (*)	Prepare a foaling environment and assist during normal foaling, to include examination of the placenta. Recognise non-normal foaling events and the actions to be taken.		PO	PDP
BS5	Manage, monitor and maintain routine care, well-being and handling of breeding and youngstock.		PO	PDP
BS6 (*)	Assist with successful weaning processes and implement fostering programmes and care of orphan foals.		PO	PDP
BS7	Monitor, maintain and manage the health and well-being of breeding and youngstock.		PO	PDP
BS8	Present a male horse correctly for inspection.		PO	PDP
	<b>Driving Specific Knowledge to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
DK1	The correct use of full, breast and empathy collars, open and quick release tugs and a variety of driving bits.	KT		PDP
DK2	All parts of a single set of modern composite competition harness including modern adaptations for specific competition vehicles.	KT		PDP
DK3	The fit of a variety of single harness to two and four wheeled vehicles and correct fit of pairs harness.	KT		PDP
DK4	The cleaning of competition harness including patent leather and brass furniture (buckles) to show/ presentation standard.	KT		PDP
DK5	The cleaning and presentation of vehicles for competition to show/ presentation standard including appropriate storage.	KT		PDP
DK6	The extensive requirements of equipment for a show/ turn out including listing all necessary equipment for drivers, horses, carriages and portable stabling.	KT		PDP
DK7	The clothing requirements for both driver and groom for showing/ driving/ trials/ pleasure driving.	KT		PDP
	<b>Driving Specific Skills to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
DS1	Prepare a turnout for exercise and competition.		PO	PDP
DS2	Harness up and put to with an assistant a pair turnout.		PO	PDP
DS3	Drive a single turnout in a training area and on the highway demonstrating safe rein handling and whip use. School the turnout in basic correct way of going.		PO	PDP

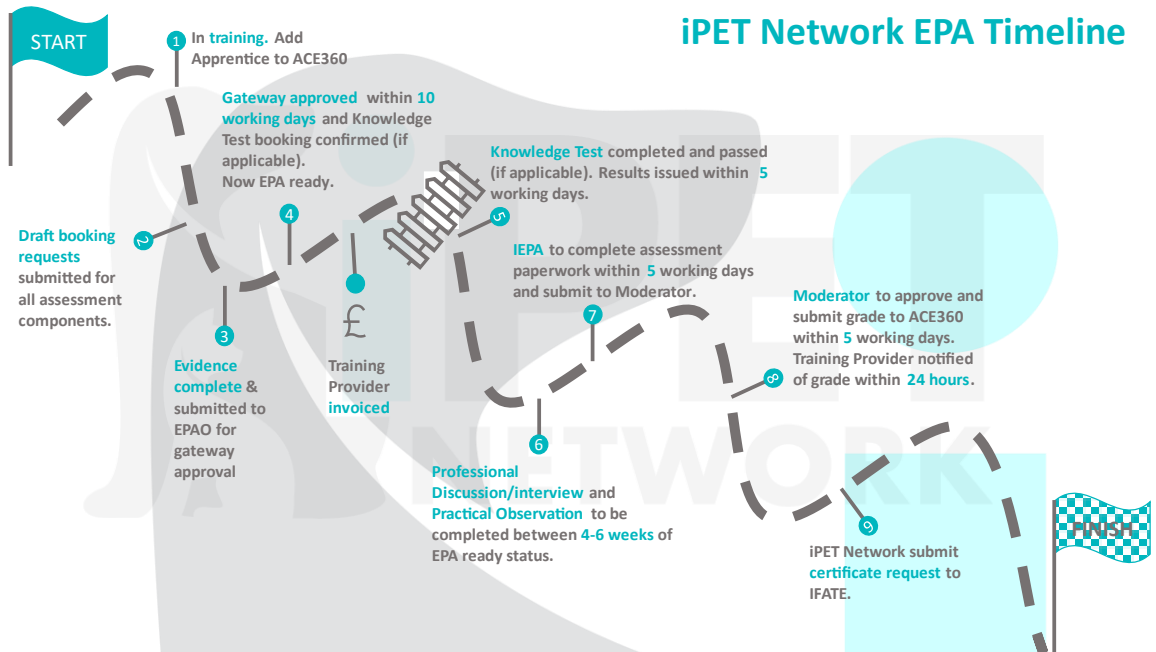
DS4	Exercise horses/ponies in a non driving environment, including being able to lunge or long-rein in an enclosed area to improve the horse and to maintain and embed the horse in correct way of going, using a variety of equipment.		PO	PDP
DS5	Prepare comprehensive equipment lists for shows and events for drivers, horses, carriages and portable stabling.		PO	PDP
DS6	Discuss and initiate methods of loading and transportation of equipment.		PO	PDP
DS7 (*)	Design, coordinate and review a fittening and feeding programme for competition turnout including physiotherapy where necessary.		PO	PDP
DS8	Evaluate the use of specialist equipment in the fittening and training of driving horses.		PO	PDP
	<b>Racing Specific Knowledge to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
RAK1	The supervision of the Thoroughbred racehorse as a high performance equine athlete and the specific exercise regimes used in the racing industry to prepare and train horses to race.	KT		PDP
RAK2	The early education of the racehorse including the breaking and training process.	KT		PDP
RAK3	The effective supervision of horses and staff in the racing yard, on the gallops, at the races and at public sales venues.	KT		PDP
RAK4	The Orders and Rules of Racing, technical racing terms and vocabulary, racing industry structure and organisation.	KT		PDP
RAK5	Racecourse procedures including saddling up and parade ring protocol	KT		PDP
	<b>Racing Specific Skills to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
RAS1	Handle Thoroughbred racehorses in and out of full training including young horses and those with training problems.		PO	PDP
RAS2 (*)	Contribute to the early education and effective training of the horse to prepare for, and improve racecourse performance.		PO	PDP
RAS3	Assist in introducing young horses to equipment and tack.		PO	PDP
RAS4 (*)	Ensure compliance with all industry regulatory requirements at the races or sales.		PO	PDP
RAS5 (*)	Prepare horses at the race and assist with saddling up and the parade ring procedures.		PO	PDP
	In addition to the above specialist Racing Knowledge and Skills, Equine Groom Apprentices taking the Racing Route will be required to select One of the two racing pathways as follows:			

<b>RAS6 (i)</b> (* )	<p>i)Senior Racing Exercise Grooms: Ride racehorses effectively to improve performance including riding at speed, on all types of surface or any type of horse including young horses, unfit and race-fit horses and those with training problems. Ride alone, in groups and in a string. Ride fast work and school horses through the stalls or over obstacles. Provide accurate feedback on horse performance. Maintain own health and fitness to adhere to industry weight requirements and physical demands of riding for up to six hours a day.</p>		<b>PO</b>	<b>PDP</b>
<b>RAS6 (ii)</b> (* )	<p>ii)Senior Yard Based Grooms: Contribute to the design, implementation, evaluation and modification of individual training programmes for racehorses. Assist with preparing a horse to race fitness through careful consideration of correct work, feeding and healthcare. Assess a horse's current condition, fitness and educational needs prior to planning an appropriate work programme. Assist with the implementation of training programmes. Supervise the effective organisation and maintenance of facilities and resources used to train horses in the commercial racing premises.</p>		<b>PO</b>	<b>PDP</b>
	<b>Riding specific Knowledge to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
<b>RIK1</b>	The cleaning and preparation of saddlery and equipment for work and competition to the appropriate standard required.	<b>KT</b>		<b>PDP</b>
<b>RIK2</b>	Different saddlery and equipment requirements for work and competition.	<b>KT</b>		<b>PDP</b>
<b>RIK3</b>	The influence of rider position. The principles of equitation theory.	<b>KT</b>		<b>PDP</b>
<b>RIK4</b>	The principles of training to include rhythm, balance, suppleness, straightness and impulsion, the reasons for them and how they influence and develop the horse's way of going.	<b>KT</b>		<b>PDP</b>
<b>RIK5</b>	The use of exercises such as transitions, variation of pace and lateral movements to improve, develop and enhance performance.	<b>KT</b>		<b>PDP</b>
<b>RIK6</b>	The use of exercises over ground poles, understanding related distances/striding to improve, develop and enhance performance.	<b>KT</b>		<b>PDP</b>
<b>RIK7</b>	The different types of jumps and courses for show jumping and cross- country.	<b>KT</b>		<b>PDP</b>
<b>RIK8</b>	The importance of following owner's, employer's and manager's instructions for schooling or exercising.	<b>KT</b>		<b>PDP</b>
	<b>Riding Specific Skills to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		

RIS1	Clean and prepare equipment for work and competition to the appropriate standard.		PO	PDP
RIS2	Prepare horses for work and competition including selecting and fitting correct discipline-specific saddlery and equipment.		PO	PDP
RIS3	Exercise a variety of horses in all paces with and without stirrups maintaining an established position showing balance, independence and a supple seat.		PO	PDP
RIS4	Ride horses of varying levels of fitness and training for exercise, understanding the type of work needed to maintain fitness.		PO	PDP
RS5	School a variety of fit horses with refined and coordinated aids showing feel, respect and an understanding of the horse's way of going to develop the horse appropriately and according to instruction.		PO	PDP
RS6	Ride appropriate exercises including transitions, variation of pace, and lateral movements to improve and develop work.		PO	PDP
RS7	Ride a variety of exercises over ground poles at canter, to enable progression to ride, where practical, over a course of show jumps and cross country fences, showing confidence and control, in a balanced and secure position.		PO	PDP
RS8 (*)	Design, implement and review work and fitness programmes.		PO	PDP
	<b>Non-Riding Specific Knowledge to be assessed</b>		<b>Primary &amp; Secondary Method of Assessment</b>	
NRK1	The cleaning and preparation of saddlery and equipment for work and competition to the appropriate standard required.	KT		PDP
NRK2	Different saddlery and equipment requirements for work and competition.	KT		PDP
NRK3	The importance and requirements of maintenance programmes and how to action and implement them.	KT		PDP
NRK4	The importance of tendering and checking quality of supplies and suppliers.	KT		PDP
NRK5	The significance and benefits of promoting the business through various channels.	KT		PDP
NRK6	The need for, and methods of diversification and the on-going impact on the business.	KT		PDP
NRK7	What is involved in, and how to plan and organise an event, show or activity.	KT		PDP
NRK8	The need for, and methods of delivering and monitoring customer care and satisfaction.	KT		PDP
NRK9	IT skills and use of current workplace software and databases.	KT		PDP
NRK10	Office duties including simple record keeping such as budgets and staff records.	KT		PDP

<b>NRK11</b>	The need for, design of and implementation of programmes for recovery, recuperation and rehabilitation.	<b>KT</b>		<b>PDP</b>
<b>NRK12</b>	The principles of equitation theory.	<b>KT</b>		<b>PDP</b>
	<b>Non-Riding Specific Skills to be assessed</b>	<b>Primary &amp; Secondary Method of Assessment</b>		
<b>NRS1</b>	Clean and prepare equipment for work and competition to the appropriate standard.		<b>PO</b>	<b>PDP</b>
<b>NRS2</b>	Prepare horses for work and competition including selecting and fitting correct discipline-specific saddlery and equipment.		<b>PO</b>	<b>PDP</b>
<b>NRS3 (*)</b>	Coordinate and supervise maintenance programmes for the establishment. Monitor the choice and quality of supplies and suppliers.		<b>PO</b>	<b>PDP</b>
<b>NRS4 (*)</b>	Promote the business through word of mouth, advertising, social media and the internet.		<b>PO</b>	<b>PDP</b>
<b>NRS5 (*)</b>	Plan, organise and implement a variety of events/ shows or activities, whilst constantly looking for ways to diversify and improve the business.		<b>PO</b>	<b>PDP</b>
<b>NRS6</b>	Deliver, monitor, review and improve customer care and satisfaction.		<b>PO</b>	<b>PDP</b>
<b>NRS7</b>	Carry out office duties including using IT for budgets and record keeping.		<b>PO</b>	<b>PDP</b>
<b>NRS8 (*)</b>	Implement, record and review a programme for recovery, recuperation or rehabilitation.		<b>PO</b>	<b>PDP</b>
<b>NRS9 (*)</b>	Design and review work and fitness programmes and implement non- ridden exercise regimes.		<b>PO</b>	<b>PDP</b>
<b>NRS10</b>	Prepare and long-rein a horse for exercise.		<b>PO</b>	<b>PDP</b>

## 4. End Point Assessment Process



## 5. Gateway

The gateway milestone is reached when the employer, training provider, and apprentice collectively confirm that the apprentice has showcased the requisite knowledge, skills, and behaviours (KSBs) expected of a proficient Equine Groom, as outlined in the Occupational Standard End Point Assessment Plan.

The commencement of the End-Point Assessment (EPA) process should only occur once the apprentice's employer is content that the EPA requirements have been fulfilled and can be substantiated to an End-point Assessment Organisation (EPAO). Additionally, the employer should ensure that the apprentice consistently operates at, or above, the proficiency level specified in the Apprenticeship Standard ST0166. Employers may consider seeking guidance from or consulting with the training provider for additional insights.

### 5.1 Gateway Requirements

To pass through Gateway in preparation for the EPA the apprentice must produce evidence that they have:

- completed a minimum of 12 months of on programme-training
- undertaken a minimum of 6 hours per week off-the-job training. Part-time apprentices' OTJ training hours may vary but should make up at least 20% of their working hours. OTJ training should take

place during your regular working hours. (Dependent on apprenticeship start date. Refer to the apprenticeship funding rules for further details.)

- collated a portfolio of evidence.
- achieved Level 2 English and mathematics.
- The training provider will select the relevant pathway the apprentice has worked towards when registering the apprentice on the EPA management platform.

## 5.2 Portfolio Submission

As part of the Gateway process, the apprentice will need to present a portfolio of evidence. The recommended approach to ensuring that progress is tracked throughout the apprenticeship is to use an Equine Groom Skills Passport as a learning record. There is a mandatory Portfolio (that is separate to the Skills Passport) that the Apprentice will, during the course of their apprenticeship, create and maintain in order to provide supporting evidence that will be needed to supplement the Knowledge, Skills and Behaviours observed by the Independent Assessor at the End-Point Assessment.

In the Portfolio the Apprentice will document evidence collected from written work, small projects, progress review information, earlier workplace observations, videos, photographs and customer comments. The portfolio will contain core and route specific evidence, which will vary according to the route taken.

Requirements for the portfolio are set out below:

### Portfolio of Evidence Requirements:

- apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship
- it must contain evidence related to the KSBs that will be assessed by the Professional Discussion
- the portfolio of evidence will be agreed dictated by the EPAO, as a minimum the Skills and Behaviours marked with an asterisk (\*) in Annex 1 in the End Point Assessment Plan will be a minimum requirement for the portfolio
- evidence must be mapped against the KSBs assessed in the interview
- evidence sources may include:
  - written work and small projects
  - progress reviews
  - workplace observations
  - videos and photographs
  - customer service comments

This is not a definitive list; other evidence sources are possible.

- the portfolio of evidence must be submitted to the EPAO at the gateway one month before the agreed EPA date, for apprentices taking the riding pathway, the portfolio must state if they are jumping in the End Point Assessment.

The assessment does not involve a direct evaluation of the portfolio; instead, it serves as a foundation for the professional discussion and will not receive a mark from the EPAO. The IEPA will examine the showcase portfolio before the interview but will not offer portfolio feedback following the review.

To facilitate answering questions during the interview, your apprentice must have a readily accessible portfolio for reference. Consequently, it is crucial to meticulously organise the portfolio to provide clear support for their assessment.

### 5.3 Uploading Gateway Evidence

The training provider is responsible for enrolling the apprentice for the End-Point Assessment (EPA) via ACE360 with iPET Network. Complete details of the apprentice are essential for registration, encompassing the apprentice's full name, email address and contact telephone number, Unique Learner Number, employer particulars, as well as the start and end dates of the apprenticeship.

The training provider will upload all of the required gateway evidence, including a gateway declaration form, to ACE360.

### 5.4 Independent End Point Assessor Allocation

Upon approval of the gateway submission, we will designate one of our Independent End-Point Assessors (IEPAs) to conduct the End-Point Assessment (EPA) for your apprentice. Subsequently, we will validate the EPA booking details through the ACE360 platform.

## 6. End Point Assessment Components

The End Point Assessment components for the Level 3 Senior Equine Groom apprenticeship standard consist of the following:

- Knowledge test
- Practical observation
- Professional discussion informed by a portfolio

The assessment methods will be taken in the above order.

### 6.1 Knowledge Test

- 90 minutes
- Any suitable location as per iPET Network's **Remote Invigilation Policy**
- Graded Fail / Pass / Distinction



The knowledge test is a controlled assessment comprising a set of multiple-choice questions. It will include a total of 45 multiple-choice questions with each question presenting four options, only one of which is correct. Each correctly answered question earns one mark, while incorrect or unanswered questions receive a zero mark. The test also consists of 5 extended answer questions, each extended answer question is allocated 5 marks with a total mark out of 70 being awarded.

These questions are formulated based on the knowledge descriptors aligned with the Apprenticeship Standard for this assessment.

The apprentice must take the knowledge test in a suitably controlled environment that is a quiet space and free from distractions and influence. Access to reference books or materials is not allowed.

The knowledge test is taken online and remotely invigilated using Rogo. Remote invigilation software also allows for the test to be taken at other locations that suit the apprentice. Paper copies are also available on demand.

The Knowledge Test will be carried out prior to the Practical Observation and Professional Discussion, the IEPA will review the Knowledge Test results when preparing for the Professional Discussion. The apprentice must achieve a minimum of 70% in order to proceed to the Practical Observation and Professional Discussion informed by the Portfolio.

**It is important that the requirements for taking the knowledge test including the room / desk layout and pre-test checks are met. Where these requirements are not met the test could be voided.**

## 6.2 Practical Observation

- 6 hours
- Conducted in the workplace or simulated working environment.
- Graded Fail / Pass / Distinction

The Practical Observation will take place once the apprentice has successfully achieved the Knowledge Test. The IEPA will observe the apprentice for a duration 6 hours carrying out their day-to-day role in the workplace while they engage in tasks that allow them to showcase their practical skills to meet the KSBs within a standard.

The Practical Observation serves as a platform for the apprentice to demonstrate the KSBs outlined in the apprenticeship standard within a realistic work environment. This provides an opportunity for the apprentice to integrate and apply their acquired knowledge. Furthermore, the assessment evaluates the apprentice's ability to safely execute operational tasks using their KSBs.

The Assessor will observe the synoptic application of the Knowledge, Skills and Behaviours contained in the Standard and as the role of a Senior Equine Groom is at times to supervise, organise and manage others, the Assessor will use role-play and questioning based assessment in sections where necessary. It is expected that this will cover the majority of the Standard.

It is expected that this will cover the majority of the Standard as set out in Annex 1, however it may not be practical to cover every area due to seasonal or other reasons (e.g. foaling is not occurring at the time, there is no racing or transport activity on that day). Any Skill that cannot potentially be observed in the Practical Observation is marked with an \* in Annex 1 and must be evidenced in the Portfolio to inform the Professional

Discussion, allowing a cumulative approach and the opportunity for the Apprentice to demonstrate full competency.

### 6.3 Professional Discussion Informed by a Portfolio

- 75-90 minutes
- Conducted in the workplace or simulated working environment following the Practical Observation
- Graded Fail / Pass / Distinction

The Professional Discussion is a structured interview between the Apprentice and the EPAO's Assessor. It takes place after the Knowledge Test and Practical Observation and will explore evidence for areas of the Knowledge, Skills and behaviours from the Standard that have not been assessed in the Knowledge Test or Practical Observation or areas that require further clarification. This will include areas of the Standard that have not been observed due to seasonal or other reasons such as foaling and trimming and will provide the opportunity for the Apprentice to use the evidence from their Portfolio to illustrate their professional competence.

The Professional Discussion must be conducted by the same EPAO'S Assessor that has reviewed the results of the Knowledge Test, the Portfolio and carried out the Practical Observation.

## 7. Preparation for End Point Assessment

Being aware of what to anticipate in each assessment can boost the apprentice's confidence when facing an EPA. As the training provider or employer, you possess knowledge about your apprentice and are in an ideal position to assist and guide them in their preparation for the end-point assessment.

### 7.1 Preparing the Apprentice for the Knowledge Test

Fully utilise sample papers or assessments to enable the apprentice to practice answering multiple-choice questions at the suitable level.

Ensure you are well-informed about the software requirements and access to the IT platform ROGO. Familiarise yourself with the ***Examination and Invigilation End Point Assessment Policy***.

Check that the apprentice will be taking the test in a suitable environment.

### 7.2 Preparing the Apprentice for the Practical Observation

Regular assessments by the apprentice's work-based supervisor are crucial to verify that the apprentice consistently performs tasks up to the required standard. These checks serve to prevent the development of detrimental habits that could jeopardise the apprentice's success in the EPA.

To enhance readiness for the assessment, the apprentice should practice designated tasks in controlled settings with an assessor, adhering to specified time constraints. This practice helps familiarise the apprentice with the tasks and contributes to reducing stress on the assessment day.

In anticipation of the assessment, the employer must ensure that the apprentice has access to the necessary facilities and equipment as outlined in the assessment plan. If the IEPA determines that the facilities and/or equipment are insufficient for the apprentice to complete the assessment, they reserve the right to cancel the EPA. Therefore, meeting all requirements is crucial. Any concerns before the assessment day should be directed to the EPA Team for advice.

It is also advisable to inform the apprentice about the considerations they should take into account when selecting a dog to work with during the assessment.

### **7.3 Preparing the Apprentice for the Professional Discussion Informed by a Portfolio of Evidence**

Before reaching the gateway, the apprentice should have fulfilled all the requirements outlined in the apprenticeship standard, ensuring they possess the necessary knowledge, skills, and behaviours to effectively respond to questions during this assessment.

Within a 60-75 minute timeframe, the apprentice is tasked with answering all the questions. It is advisable to provide support by engaging in mock question sessions beforehand, allowing them to practice delivering concise responses. It's also beneficial for them to practice answering questions from individuals they may be less familiar with. The key to feeling at ease in an assessment environment is through consistent practice.

It is essential to confirm that the apprentice is acquainted with the structure of their portfolio and the mapping of each Knowledge, Skills, and Behaviours (KSB). This familiarity enables them to effortlessly locate relevant evidence when responding to questions.

## **8. What to Expect on the Day of End Point Assessment**

Please be aware that as part of iPET Network's quality assurance procedures, there might be the presence of a Lead Independent End Point Assessor or Internal Quality Assurer for one or more components of your apprentice's End Point Assessment. In such instances, there is no need for concern; their role will be discreet, and they will neither speak nor participate in the assessment of your apprentice in any manner.

The apprentice must attend adequately prepared for their End-Point Assessment (EPA). It is the responsibility of the employer and training provider to clearly communicate the specifics of when and where the assessments will occur to the apprentice. Providing the apprentice with access to pertinent support resources and opportunities to ask questions will ensure they have a clear understanding of what to anticipate on the assessment day.

### **8.1 Authenticating the Apprentice's Identification**

At the commencement of each assessment component, the apprentice's photographic identification, such as a current passport or driving license, will be verified to ensure authenticity and compliance with the General Data Protection Regulations 2018 (GDPR). In the event that the apprentice does not possess these forms of photographic ID, please contact iPET Network ahead of the scheduled End Point Assessment date.

### **8.2 Apprentice Instruction and Conduct**

Mobile devices must be turned off and left outside the designated room/area for the assessment, except when used to access the portfolio during the interview.

Apprentices are prohibited from possessing unauthorised materials or equipment, such as notes and bags, as their presence will be regarded as a breach of assessment rules.

Compliance with instructions for each assessment, including adhering to exam conditions outlined in the assessment plan, is expected from apprentices. Failure to comply may result in the assessment being halted or deemed invalid.

Given the controlled environment of the assessments, the Independent End-Point Assessor (IEPA) will oversee the supervision of apprentices during breaks to uphold the security of the assessment.

### **8.3 Unexpected Situation or Emergencies**

In an emergency, such as the fire alarm sounding, the assessment will be paused and the apprentice will be given the chance to answer the remaining questions or complete the practical tasks when the assessment is able to restart (this may not be on the same day, depending on the nature of the emergency). Any questions asked up to that point will be marked and the apprentice will not be able to return to those questions.

When the assessment resumes, the apprentice will be allowed the remaining time to complete the remaining questions or practical tasks.

If the apprentice feels unwell at any time during the assessment, the Independent End Point Assessor should be notified immediately.

If the apprentice is unable to continue with the apprenticeship assessment the Independent End Point Assessor will pause the assessment and notify iPET Network.

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If the apprentice feels unwell at any time during the assessment, the Independent End Point Assessor should be notified immediately.

If the apprentice is unable to continue with the apprenticeship assessment the Independent End Point Assessor will pause the assessment and notify IPET Network.

## 9. Independent End Point Assessors (IEPAs)

IEPAs are recruited and trained to conduct and mark the End Point Assessment. All IEPAs will hold a minimum of 5 years recent industry experience to include the occupational route they are approved to assess, they will also hold or work towards an assessor qualification and they will hold experience at a higher level than the role being assessed.

All IEPAs will participate in standardisation activities at least annually.

## 10. End Point Assessment Marking and Results

The observation and professional discussion underpinned by a portfolio have pre-determined standardised grading criteria as set out in the Assessment Plan. The IEPA can use only these grading criteria to make their judgement.

The multiple-choice test will be automatically marked by iPET Network's secure online e-assessment platform.

All elements of the EPA are subject to internal quality assurance once the assessments have been completed.

### 10.1 Overall Grading

This apprenticeship includes fail, pass, and distinction grades. To achieve a pass grade, apprentices will competently perform their role, demonstrating the application of the KSBs against the standard.

A final grade will be awarded as per the criteria in Table 1.

**Table 1**

Overall Grade	Knowledge Test	Practical Observation	Professional Discussion (informed by portfolio)
Distinction	90%	Distinction	Distinction
Pass	70%	Pass	Pass
Fail	The apprentice has not achieved a minimum of 70% in the Knowledge Test or a pass in the Practical Observation or Professional Discussion		

The final grade decision, subject to Internal Quality Assurance, it is recommended by the IEPA using the grading criteria above and guidance and documentation provided by iPET Network. Once internal quality assurance processes have been completed iPET Network will confirm the final grade.

### 10.2 Publishing Results

Once iPET Network has received the results of each element of the EPA and internal quality assurance processes have been followed, results will be provided to the training provider to disseminate to the employer and apprentice. Results are provided within 10 working days to the training provider following the apprentice's completion of each component of the EPA.

#### For successful apprentices:

- Confirmation of the element grade i.e. Pass or Distinction will be entered onto ACE 360 for each component of the EPA.

#### For unsuccessful apprentices:

- For the element that the apprentice has been unsuccessful in a Fail grade will be entered on ACE 360 and feedback will be uploaded to assist the apprentice in preparing for a resit or retake. For the observation with questions and the interview underpinned by portfolio this will consist of assessor feedback on the areas not achieved and for the multiple choice test this will consist of a breakdown of how many questions were passed or failed against each of the 6 knowledge test criteria

## 11. Re-sits and Re-takes

If an apprentice does not succeed in one or more assessment methods, they may have the opportunity to re-sit or re-take. The timescales for a re-sit or re-take is agreed between the employer and EPAO. A resit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification.

The EPAO's Assessor will make the decision on the grade to be awarded to the apprentice based on their performance in the assessment methods used. It is possible for an Apprentice to achieve a Distinction if they have previously failed one or more of the Assessment methods on their first attempt but have met the higher set of assessment criteria when reassessed. No one is permitted to pass the End-Point Assessment and then retake in an attempt to gain a Distinction. In the event of an appeal against the grade awarded, the End-Point Assessment Organisation will carry out a further review of the evidence to confirm or modify the grade in line with their standard procedures. The EPAO's Assessor will fail an apprentice that displays any lack of awareness of health and safety that they consider to be dangerous to themselves, the horse or others. The Equestrian industry does not currently have a body that offers professional recognition, however, the apprentice will be awarded with an apprenticeship certificate indicating the level achieved.

## 12. Certification

iPET Network will apply for the Apprenticeship Certificate on the day of disclosing the apprentice's overall result in the End-point Assessment. The DFE will then dispatch the Apprenticeship Certificate to the employer of the apprentice via recorded delivery. This process may take an additional 20 days from the date of application by iPET Network.

## 13. End Point Assessment Cancellation

There may be instances where it becomes necessary to cancel or reschedule an EPA booking. Depending on the time remaining between the cancellation and the scheduled EPA event, relevant fees for cancellation or amendment may apply. Please refer to the ***End Point Assessment Lead Training Provider / Employer Centre Pack***.

## 14. End Point Assessment Enquiry or Appeal

The apprentice has the right to make an assessment appeal for part or all of their end-point assessment; please refer to the iPET Network ***EPA Enquiries and Appeals Policy***. Appeals must be submitted using the iPET Network ***Appeals Form***.

**Document Control**

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