

British   
Dressage



# Apprenticeships

Supporting your personal development  
in partnership with Sport Structures



## Who we are

British Dressage is the National Governing Body for the Olympic and Paralympic sport of dressage in the UK. If you're passionate about dressage, at whatever level, British Dressage is here to help further your enjoyment and ensure the sport continues to grow from strength to strength.

## Our apprenticeship programme

The BD apprenticeship programme covers the learning of practical equestrian skills, as well as providing a range of qualification pathways delivered in an equestrian setting. Routes can be chosen in a range of equestrian and business areas, from leadership and digital marketing to senior equine groom.

All six nationally recognised apprenticeships are either Intermediate, Advanced or Higher, to ensure inclusivity of learning abilities. Each programme is a unique blend of practical and theoretical learning, with the chance to take advantage of existing BD qualifications. Opportunities for added value experiences are available throughout the year, such as attending high value shows (home internationals) and yard visits.

This apprenticeship is unlike traditional programmes. We want to support your aspirations within equestrianism in whichever area you choose. During the programme, if you discover a specific aptitude or interest in an area of your course, you can undertake wrap around supplementary activities to help explore your passion and develop your own bespoke learning experience.

Training is delivered by a carefully selected team of qualified tutors using high-quality resources and innovative interactive technology to document and evidence your progress throughout the programme.



# BD Apprenticeships

There are three elements to each programme; the core apprenticeship, added value activities and additional qualifications. In addition, you will receive a British Dressage Apprenticeship Certificate of Employability on the successful completion of all three elements of the course.

## Core apprenticeship

The core apprenticeship is the main part of your qualification, covering the key competencies required to successfully work within your chosen equestrian career. You can select the core qualification which is right for you. There will also be modules covering personal development and employability skills, such as teamwork, communication and safe working practices.

## Additional qualifications

Subject to the level and type of core apprenticeship you choose, you will be able to complete up to two additional qualifications or formalised training activities. These will help to tailor the overall programme to meet your individual development needs and aspirations.

## Added value activities

During the programme, there will be a range of extra activities, trips and experience days to choose from. These will all be supported by a course tutor and key members of BD personnel to provide unique opportunities and training to grow your knowledge and experience.





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**Doing a workplace based apprenticeship has opened up my eyes to how the business works and functions, from product buying and finance to other areas that I've not experienced.**

Katharine, Level 5 Operations Management apprentice

# Meet the team

We partner with Sport Structures, our training provider, to deliver the apprenticeships, with British Dressage being the lead organisation as the National Governing Body.

Sports Structures work with both the employers and our apprentices to deliver the apprenticeships standards and frameworks, which lead to a nationally recognised qualification. This training is designed to help you as the apprentice develop the required skills and gain essential work experience.

## British Dressage

Professional Programmes Officer

The Professional Programmes Officer is responsible for leading on the development of the apprenticeship programmes and additional qualifications at BD.

They are also the key point of contact for organising the added value activities that form part of the apprenticeship.

## Sport Structures

Apprenticeship Programme Manager

The Apprenticeship Programme Manager is responsible for supporting the administration of the apprenticeship and pre-apprenticeship programmes at Sport Structures.

They will regularly liaise with tutors, employers and apprentices to assist in ensuring all apprenticeship compliance regulations are met.

You will also be allocated a subject specific tutor once you have enrolled on the course.



# Becoming an apprentice

What is an Apprenticeship? In short, it's a real job, with hands-on experience, a salary and the chance to train while you work. Earn and learn at the same time, with at least 20% of your time spent in off-the-job training with a training provider. Train to be fully competent in your chosen occupation, funded through contributions from the government and your employer.

## Your job role as an apprentice

### Job description and title

As an apprentice you must have an assigned job description and title. You should have a list of your duties, including your start date, details of any probationary period and the duration of the contract. If you are employed on a fixed term contract, it must exceed the duration of the apprenticeship (including your End Point Assessment (EPA)) that you are working towards.

### Contract of employment

It is a legal requirement that all apprentices have a contract of employment.

### Hours of work

The employer will set the hours of work that you will be contracted to complete. Apprentices are subject to the Working Time Regulations and as such apprentices aged 16-18 should not exceed 40 hours per week. Apprentices aged 19+ should not be contracted to work more than 48 hours per week. Where any apprentice works less than 30 hours a week, the programme will be extended proportionately from our standard durations to comply with government rules. This includes temporary periods but excludes holidays and other occasions under your legal rights to time off.

### Training

Part of the training is 'off-the-job training', which means training that is done separately to your normal role. This will be completed on your premises, online or using a combination of these options with an assigned equine tutor. At least 20% of your normal working hours must be used for off-the-job training, to ensure you will have the knowledge, skills and behaviours needed for your chosen occupation. You may also need to study for Maths and English qualifications as part of your apprenticeship. Your employer must allow you time to study and take part in apprenticeship training within your normal working hours.

Off-the-job training examples include:

- Self-study that includes reading or watching videos
- Training in new working practices or new equipment
- Industry visits or conferences relevant to apprenticeships
- Writing assessments, assignments and completing projects or activities
- Practical training or training in the workplace relevant to the apprenticeship.



## **Pay**

Your level of pay will be decided by your employer and should be detailed in your contract of employment. It is a legal requirement that your employer complies with the Minimum Wage Act. All employees should be given itemised pay statements and must be paid for the time spent at work and training as part of the apprenticeship.

## **Annual leave**

As an apprentice you are subject to the same working regulations as all other staff members and minimum annual leave entitlements should be set out in your contract of employment. Apprentices should accrue their annual leave from the first day of employment.

## **Disciplinary, grievance procedures and sickness**

Apprentices are entitled to be treated in the same way as all other employees. Therefore, you should be made aware of your disciplinary and grievance procedures at the start of your employment.

# Find your level

The level of apprenticeship you can undertake depends on your current qualifications and experience, as outlined below:

## Level 2

- You must be over the age of 16
- Have proof of UK residency
- Not be in full-time education

## Level 3

- Have at least three or more GCSEs (grades 4 - 9)  
OR
- Completed a Level 2 apprenticeship

## Level 4

- Completed a Level 3 apprenticeship  
OR
- Level 3 NVQ/SVQ qualification  
OR
- BTEC National qualification  
OR
- Two passes at A Level

## Level 5

- Have a minimum of a Level 3 qualification, such as a Level 3 (advanced) apprenticeship, A Levels, BTEC or NVQ  
OR
- If you have considerable and demonstrable experience in the area you wish to study, applications will be considered on an individual basis.

## Insider tip

Are you a current, active competitor with British Dressage? Here's how you can put your skills gathered inside the white boards to great use on your apprenticeship application!

Those applying to apprenticeships who have competition scores meeting entry requirements may be eligible for additional added value activity. If you're competing at medium level or above with scores over 68%, be sure to include this on your application!



## Apprenticeship levels

### Intermediate

- Level 2
- 12 - 18 months
- Equivalent to 5 GCSEs (grades 4 - 9)

### Advanced

- Level 3
- 18 - 48 months
- Two A levels

### Higher & degree

- Levels 4, 5, 6 and 7
- 24 months
- Equivalent to foundation and degree level

**\*Plus, knowledge, competence, performance scores and employability skills\***



## BD Apprenticeship qualifications

Level	Qualification	BD Certificate
Level 2	<b>Equine Groom (Level 2)</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 2 Foundation Certificate
Level 3	<b>Senior Equine Groom (Level 3)</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 3 Foundation Certificate
Level 3	<b>Business Administrator</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 3 Foundation Certificate
Level 3	<b>Multi-Channel Marketer</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 3 Advanced Certificate
Level 3	<b>Team Leader/Supervisor</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 3 Advanced Certificate
Level 5	<b>Operations/Departmental Manager</b> BD Funded Additional Qualification BD Funded Added Value Activities*	BD Employability Certificate Level 5 Advanced Certificate

\*Riders with competition scores meeting entry requirements may be eligible for additional added value activity



# Apprenticeship courses

## Level 2 Equine Groom

General horse care and management

**Duration: 13 months**

The Level 2 Equine Groom apprenticeship is a practical, hands-on programme where apprentices will work under supervision, individually or as part of a team.

This would be a suitable route for those wishing to develop and learn new skills. As an equine groom you will be committed to the safety and welfare of the horses under your supervision, providing essential day-to-day care, including feeding, grooming, cleaning equipment, handling, preparing, exercising the horses and carrying out routine yard duties.

You will use your theoretical knowledge and understanding, practical experience and empathy to maintain the horses' physical and psychological well-being within a safe working environment.



## Level 3 Senior Equine Groom

Advanced horse management and knowledge

**Duration: 18 months**

The Level 3 Senior Equine Groom is a practical, hands-on programme where you will provide and coordinate the day-to-day care of the horses in the workplace. This would be a suitable route for those wishing to develop existing skills in these areas.

As a Senior Equine Groom you will be capable of looking after a small to medium sized equine yard and supervising a diverse team of workers. Committed to the safety and welfare of the horses in your care, you will use your theoretical knowledge and understanding, practical experience and empathy to maintain the horses' physical and psychological well-being within a safe working environment.

You 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. You will be capable of organising and monitoring the quality of work as well as ordering and maintaining supplies.





## Level 3 Business Administrator

Business administration, communication & IT

**Duration: 13-15 months**

This apprenticeship provides the opportunity to gain the skills and experience needed to work in any business administration role and builds a solid foundation for future employment within the sector. It helps to develop skills in planning and organisation, communication and understanding the role of a project manager.

The Level 3 Business Administrator covers the key competencies required to successfully support an organisation's administrative services. Some of the topics covered include IT systems, communication with customers and clients, creation of documents, and organisation of information. The topics you will learn include elements from both business and IT apprenticeships and these transferable skills can be utilised in various roles within an organisation.

This apprenticeship will enable you to develop the skills and experience needed to work in any equine business administration role and build a solid foundation for future employment within the equine sector. It helps to develop skills in planning and organisation, communication and understanding the role of a project manager.



## Level 3 Multi-Channel Marketer

Social media, marketing & digital technology for business

**Duration: 16 months**

The Level 3 Multi-Channel Marketer apprenticeship gives you the tools required to support customer-focused marketing activities that drive the demand for a product or service through awareness raising and/or perception building to generate results to the bottom line.

The Multi-Channel Marketer will contribute to the implementation of the marketing strategy and plans. You will be responsible for delivering day-to-day marketing activities across a multitude of platforms, channels and systems that are essential to the marketing function and activities of the company.

The primary roles of a Multi-Channel Marketing apprentice are:

- To define, design, build and implement digital campaigns across a variety of online and social media platforms
- Drive customer acquisition, engagement and retention
- Work on marketing briefs and instructions to support the overall marketing plan or campaign.

## Level 3 Team Leader/Supervisor

Developing future leaders

**Duration: 13-16 months**

Equipping emerging leaders and managers with the necessary skills, knowledge and behaviours to effectively manage teams and projects. This apprenticeship will provide training in project management with leadership training embedded to ensure individuals are qualified for future roles.

The Level 3 Team Leader/ Supervisor apprenticeship covers a variety of topics allowing managers to effectively support, develop and manage both themselves and their teams. You will learn how to manage projects, plan and monitor workloads and resources, deliver business plans, resolve problems and make decisions. Some of the topics covered include: managing people, developing relationships, operational management, project management and finance. The programme also includes an added value management qualification.

The aspects of management and leadership training you will receive will provide you with a solid understanding for any team leader and supervisor role. This would be a suitable route for those supervising yard teams, or for those who have oversight of day-to-day management of some of the business functions within their company.



## Level 5 Operations/Departmental Manager

Training for the top

**Duration: 18-22 months**

This apprenticeship will equip leaders and senior managers with the key competencies required to successfully manage teams and projects, in line with an organisation's operational or departmental strategy.

The Level 5 Operations/Departmental Manager apprenticeship includes both leadership training and project management training, which are designed to enhance your skills in preparation for management roles. You will cover a variety of topics allowing you to contribute to, develop and create both strategic and business plans, which are integral to the performance of any organisation.

Some of the topics covered include: managing people, developing relationships, operational management, project management and finance, which are all fundamental to a management trainee role. Communication, decision making and organisational skills are a few of the tools you will develop throughout this apprenticeship to help you succeed in future management roles.

The programme includes an added value management qualification, as well as the opportunity to achieve Chartered Manager Status as part of the End Point Assessment (EPA) process.





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**Apprenticeships allow us to pass on experience and opportunity to the next generation, not only learning about day-to-day work, but also about marketing, event management and all the aspects that are needed in today's industry.**

Rob, active BD Apprenticeships employer

## The next steps

- Register your interest with British Dressage
- Discuss the options with British Dressage
- Introduction to your training provider
- Apprentice onboarding with digital information pack and tasks
- Complete the self-assessment with Skills Scan
- Book onboard meetings with BD and training representatives
- Introduction to your course tutor
- Begin your learning plan (available in onboard pack)

## Frequently asked questions

### What if I'm already in employment?

The programme is open to both new and current employees. Whether you are already employed or are looking to start your career, there are many benefits to starting an apprenticeship.

### Do I need to be a BD member?

No, we don't require apprentices to be members of BD.

### Do I have to pay for additional qualifications?

No, your only cost will be contribution to fuel expenses.

### Is riding part of your course?

You can select either a ride or non-riding option.

### What is a Skills Scan?

As part of the apprenticeship application process, every candidate completes an online self-assessment, called a Skills Scan. The Skills Scan ensures that the knowledge, skills and behaviours of the chosen apprenticeship standard will be beneficial to your development and meet the relevant business needs.

### I have not passed GCSE Maths or English, can I still join?

If you don't have any GCSEs in English, Maths and IT, you will normally need to undertake Functional Skills which will be completed alongside your apprenticeship. You will be able to do this with Sports Structures, our training provider.

### How do I know if I'm eligible to apply?

All applicants must be over the age of 16, have proof of UK residency and not be in full-time education.

Unsure if you're eligible? Get in touch to discuss your options.





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**The benefits of a BD apprenticeship are the range and flexibility of qualifications and levels available, offering the opportunity to progress and develop both equine and business skills.**

Charlotte Osborne, BD Training & Education Manager

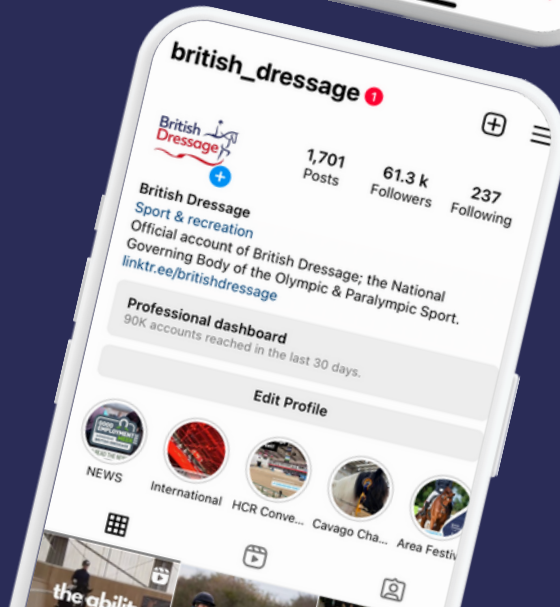
# Continue your journey

Contact British Dressage or Sport Structures to find out more about the BD Apprenticeship programme and how you can achieve qualifications with us.

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