

British  
Dressage



# Apprenticeships

Supporting the development of your team  
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 support the equestrian workforce 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.

## The benefits of apprenticeships

- Apprenticeship training can be adapted according to the needs of your business.
- Sign your existing staff up to one of our apprenticeships as part of their development and they will gain additional knowledge, skills and qualifications whilst still working for you.
- Funding is available from the government to help pay for apprenticeship training.
- Apprentices are motivated to learn new skills to benefit you and your business.
- 92% of companies that have taken on apprentices believe this leads to a more motivated and satisfied workforce.



# BD Apprenticeships

All six nationally recognised apprenticeships are either Intermediate, Advanced or Higher and each programme is a unique blend of practical and theoretical learning, with the chance to take advantage of existing BD qualifications. Training is delivered by a carefully selected team of qualified tutors, using high-quality resources and innovative interactive technology to document and evidence progress throughout the programme.

There are three elements to each programme; the core apprenticeship, added value activities, and additional qualifications. In addition, each apprentice 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 the qualification, covering the key competencies required to successfully work within the apprentice's chosen equestrian career. They can select the core qualification that is right for them. 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 chosen, apprentices will be able to complete up to two additional qualifications or formalised training activities. These will help to tailor the overall programme to meet their 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 apprentice's knowledge and experience.







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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



# 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 apprenticeship standards and frameworks, which lead to a nationally recognised qualification. This training is designed to help your 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.



# Employer eligibility

For employers interested in offering an apprenticeship placement, the following information provides you with the key points you need to know.

## Checklist for employers

For apprentices to be eligible, they need to fit certain criteria, including but not limited to:

- The right to work in the UK.
- Being employed by you, a connected company, or connected charity as defined by HMRC.

The employer must be a paid member of British Dressage (any category).

## Contract of employment

You must provide and sign a contract of employment to your apprentice. This should give full details and terms of reference for the employee, including:

- Rates of pay
- Working hours
- Working conditions

## Training

As part of the apprenticeship programmes, your employee will need allocated time for 'off the job training' to be completed at your premises or online, using a combination of the options detailed below with an assigned equine tutor. At least 20% of the apprentice's standard working hours should be used for off the job training. They may also need to study for Maths and English qualifications as part of their apprenticeship. As this sits outside of their employed role, you must allow your apprentice time to study and take part in apprenticeship training within their normal working hours.

Examples of off the job training:

- 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.

## Terms, conditions and pay

Your apprentice should meet and/or fulfil the following conditions:

- Apprentices should be 16 years old or older by the end of the summer holidays.
- There is no upper age limit for apprentices.
- Apprentices should not be in full time education.
- Apprentices need to work in a role that is relevant to their apprenticeship.
- Paid working hours should amount to enough to allow sufficient training to achieve their apprenticeship.
- Apprentices can be new employees or current employees already working for you.
- The minimum duration of each apprenticeship is based on an apprentice working 30 paid hours a week or more. This includes any off the job training they will do.



## Commitment statement

Employers must sign a commitment statement with the apprentice and training provider. This sets out how you, your training provider, and the apprentice will support the successful achievement of the apprenticeship, including through experience gained on the job. You should make sure that the person in your organisation that is managing the apprentice on a day-to-day basis is aware of the commitments that have been made. The apprentice will only get their apprenticeship certificate after they have passed the assessments at the end of their study. This demonstrates they are occupationally competent.

## Financial implications

Depending on the age and circumstances of your apprentice, you could be eligible to receive up to a £1,000 incentive per apprentice. This applies for 16-18 year olds or those with educational healthcare plans. If your apprentice is over 18, or they are an existing employee you would like to upskill, you may be required to contribute up to 5% of the apprenticeship cost (if you are not using levy funds). More information regarding levy funds and incentive eligibility can be found on the UK government website.

Below are the funding values for the apprenticeships and the potential 5% employer contributions for reference:

Apprenticeship	Funding Value	5% Employer Contribution
Level 2 Equine Groom	£5,000	£250
Level 3 Senior Equine Groom	£6,000	£300
Level 3 Business Administrator	£5,000	£250
Level 3 Team Leader/ Supervisor	£4,500	£225
Level 3 Multi-Channel Marketer	£11,000	£550
Level 5 Operations/ Departmental Manager	£7,000	£350



# Which level is right for my apprentice?

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

## Level 2

- 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 they have considerable and demonstrable experience in the area they wish to study, applications will be considered on an individual basis.

## Insider tip

Is your apprentice a current, active competitor with British Dressage? Here's how you can put their skills gathered inside the white boards to great use to support their application.

Apprentices competing at BD Medium level or above with scores over 68% should include this information on their 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 they will be committed to the safety and welfare of the horses under their supervision, providing essential day-to-day care, including feeding, grooming, cleaning equipment, handling, preparing, exercising the horses and carrying out routine yard duties.

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

Specific criteria exists for Equine Yard placements, please see the BD website for more information.



## 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 the apprentice 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 they 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 their care, they will use their theoretical knowledge and understanding, practical experience and empathy to maintain the horses' physical and psychological well-being within a safe working environment.

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 as well as ordering and maintaining supplies.

Specific criteria exists for Equine Yard placements, please see the BD website for more information.







## 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 each apprentice 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 development of 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 Marketing

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. Each apprentice 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 received will provide 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 skills in preparation for management roles. The apprentice will cover a variety of topics allowing them to contribute to, develop and create both strategic and business plans.

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 individuals will develop throughout this apprenticeship to help them 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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**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



## Steps to becoming a BD apprentice employer

- Register your interest with British Dressage
- Receive your handbook and confirm the contents
- Introduction to our training provider
- Apprentice onboarding with digital information pack and tasks
- Book onboard meetings with BD and training representatives
- Introduction to your apprentice's course tutor
- Apprentice begins their learning plan (available in onboard pack)

## Frequently asked questions

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

Yes as an employer you will need to be a member of British Dressage.

### How much will this course cost?

Apprenticeships are funded through government and employer contributions. If apprentices are:

- 16-18 working for a small business (<50) - their training will be fully funded\*
- 19+ or working for a medium size business (50+) - an employer contribution may be required
- Working for a large business or organisation (payroll of £3m+) - training will be funded from your Digital Apprenticeship Service Account

\*Small businesses that employ an apprentice between 16-18 may be eligible to receive a financial government incentive.

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

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

### Is riding part of the course?

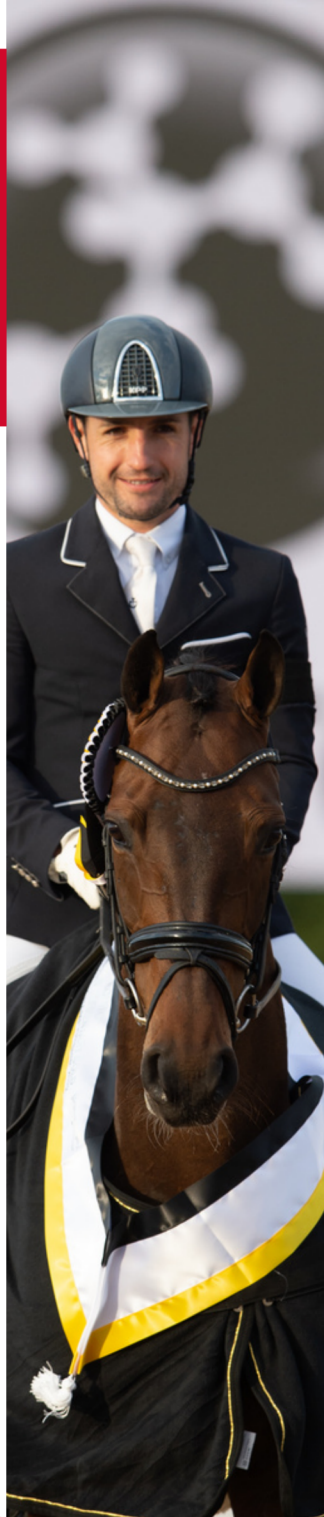
Apprentices can select either a ride or non-riding option.

### My employee has not passed Maths or English, can they still join?

If your apprentice doesn't have any GCSEs in English, Maths and IT, they will normally need to complete Functional Skills, which will be carried out alongside their apprenticeship. Our training provider Sports Structures, provides the opportunity to do these qualifications.

### How do I know if my employee is eligible to apply?

All applicants must be over the age of 16, have proof of UK residency and not be in full-time education. Please contact us for eligibility queries.





## Wider partnerships

British Dressage aspires to have all employers sign up to Equestrian Employers Association (EEA) 'Code of Good Employment'. The aim of the code is to support employers to offer high quality employment opportunities. The EEA provides access to extensive resources to aid and support employers to understand the benefits of good employment within the equine industry.

[equestrianemployers.org.uk](http://equestrianemployers.org.uk)

[britishgrooms.org.uk](http://britishgrooms.org.uk)

# Continue your journey

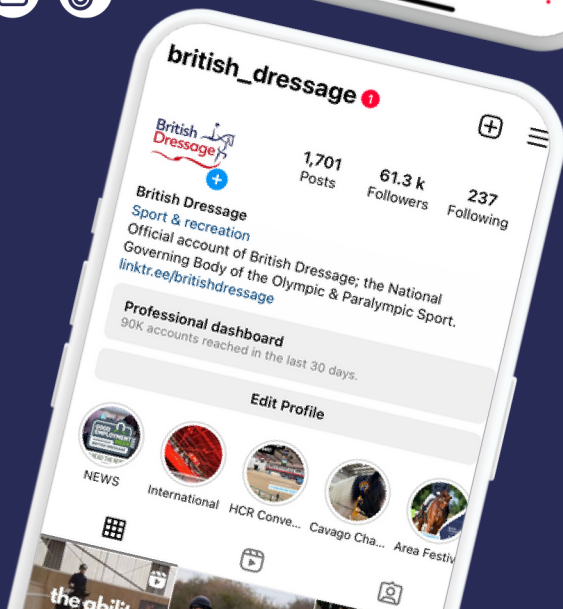
Contact British Dressage or Sport Structures to find out more about the BD Apprenticeship programme and the benefits of having apprentices in your business.

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