

Mentor Guide to Work-Based Training



An Overview of the Northern Racing College

Situated within one of the finest landscapes in South Yorkshire, the Northern Racing College has played a key role in the development of a huge number of stable staff, assistant trainers and trainers, work riders and jockeys since opening in 1984.

In recent years we have developed a series of short specialist training courses which allow staff already employed in the sport to brush up their existing skills and develop a range of competencies that employers value in their team. These short courses complement the 12-week residential Foundation Course we offer, which caters for those looking to gain the necessary practical skills and experience before commencing employment in the industry, many for the first time, as a junior member of the stable staff team.

The Foundation Course is funded by the Government. Put another way tuition is free for European Economic Area (EEA) residents. The Foundation Course is 12 week in duration where learners achieve Level 1 Diploma in Work Based Racehorse Care and Riding qualification this is followed by an Induction onto the Intermediate Apprenticeship programme, which includes a Level 2 Diploma in Work Based Racehorse Care, Functional Skills, Personal Learning and Thinking Skills and a Technical Certificate.

The majority of the Intermediate Apprenticeship is completed at the learner's place of work, with a member of our assessor team visiting the learner on a regular basis to complete assessments, to set SMART targets and to deliver training. The achievement of an Intermediate Apprenticeship usually takes 12 – 18 months. Students completing the Intermediate Apprenticeship will be guided by their assessor as to their suitability to enrol onto an Advanced Apprenticeship, including a Level 3 Diploma in Work Based Racehorse Care and Management. It is not uncommon for a short period of time to pass before a learner is enrolled onto this programme. This delay allows the learner the opportunity to further develop existing skills and to learn new competencies. An Advanced Apprenticeship usually takes 18 – 24 months to achieve. Learners on an Intermediate Apprenticeship and Advanced Apprenticeship programme are invited to return to the Northern Racing College for intensive training when necessary, at a time which is convenient for their employer. An element of self-study is required from learners who are on an Intermediate Apprenticeship or Advanced Apprenticeship programme.

The Northern Racing College welcomes the chance to discuss with employers the training programmes we deliver. All our training programmes are tailored to meet the needs of the individual learner. To this end please share with us your thoughts and together we will create a learning environment which is both workable for you as an employer and one in which the learner will thrive and develop.

Introduction

The time when a new member of staff (learner) begins his/her career in a racing yard can be a daunting experience; remember your initiation! In most places, they will be a long way from home and have no friends or acquaintances in the yard they are going to. As you will appreciate, this can be rather intimidating for them which sometimes can result in the learner leaving racing prematurely. Reduced staffing levels in the industry are a cause of concern for everybody and we all need to do what we can to retain new blood. The mentor scheme will complement the support and training already provided by the Northern Racing College.

In line with the government's work-based training strategy and BHA requirements, learners receive training aimed at achieving nationally recognised Diplomas.

Diploma in Work Based Racehorse Care

The Diploma is a work-based qualification that will help staff to become more competent in their role. A trained assessor carries out the assessment of the qualification. However all learners require training and support to help them to achieve their qualification and the mentor has an invaluable role to play. The assessor may not be able to make a practical assessment in all circumstances, e.g. taking horses racing, so witness testimony/advice from a competent person will help to establish the competence of the learner.

The Role of the Mentor

The Northern Racing College has asked trainers to nominate a key member of their staff to undertake the role of mentor. The mentor's duties could be carried out by the trainer, but they are more likely to be delegated to the head groom or another senior member of staff. This will mean that mentors will help

to train, support and monitor the progress of learner. They will also be required to discuss the learner's development with the NRC's visiting staff. It is essential that a close working relationship is established between mentors and NRC staff so that we are both aware of the training required to bring the learner up to the required standard.

Mentor Responsibilities

- To induct the learner onto the yard within the first two weeks of employment. **'Induction'** is required to ensure that the learner understands his/her own responsibilities and how the yard operates. Learners should be made aware of health & safety issues, fire drills etc on your yard. We have enclosed an example form in this document to assist you to fill in the induction paperwork.
- To provide training and support throughout the learner's programme and coaching towards their Diploma. The learner is assessed over a period of time, usually every 8 weeks, to ensure that a proper level of understanding and competence is consistently demonstrated.
- To assist the learner to collect various evidence e.g. witness testimonies for their portfolio, pictures and videos. A portfolio of evidence is required to assist the assessor in evaluating the learner's experience and competency. A portfolio is required to enable the learner to achieve the Diploma.

NRC Roving Instructors (RI's)

The RI's will support you in your mentor role as well as assessing learners during their monitoring visit. They will give you guidance on what underpinning knowledge the learners will need to back up the practical tasks that you have trained them in.

They will visit learners usually every eight weeks to assess their training and discuss with the Mentor the assistance they require for subsequent visits. The following notes describe the job role and responsibilities for each level of Diploma.

Level 1 Diploma

Yard workers that need constant supervision. They should have an understanding of basic stable management but are likely to be slower than would be considered acceptable by the industry. They haven't the confidence, knowledge or experience to deal with horses that have problems or vices. If you relate level 1 candidates to a horse think of a yearling that has been introduced to tack. Some days they remember what you have taught them and others you are back to square one! Patience is a virtue and it will pay off!!!!

Level 2 Diploma

Members of staff that are able to work with a minimum of supervision. They should be capable of undertaking a range of stable duties, showing an awareness and ability to identify problems and seeking help where appropriate. Their duties should be carried out efficiently whilst working at a speed acceptable to the industry. They should be capable of riding or exercising straightforward fit horses. Relate them to the two-year-old that is going nicely. It will canter in a straight line but is very green and 'has a leg in every county when asked to gallop!' The potential is there; it just needs educating a bit more before seeing the track.

Level 3 Diploma

Senior staff that are able to assume responsibility if the Head groom is away for a limited period of time. They can take horses racing, make the travelling arrangements and take the relevant equipment. They should be capable of feeding horses at different levels of training and be able to alter feeds as appropriate. At this level they should have a good knowledge of the industry as well as high standards of horse care. This person should have good people skills and be able to offer help and guidance to level 1 and 2 staff. They should be capable of riding a wide range of horses (if they are doing the riding option) including difficult/unpredictable rides. They should be able to assess the horse's performance and give feedback to the Trainer/Head groom. Non-riders at level 3 should be able to assist with implementing a wider training/fitness programme for a range of different horses. Acting under instruction/supervision, they should be able to show improvement in the horse. They are like the good old handicapper that when all the seasons flying machines have been beaten, can be relied on to bring home the bacon!

2. The employees' responsibilities	To take care of the health and safety of themselves and other people who may be affected by their actions. To co-operate with the employer to minimise the risk of an accident	<input type="checkbox"/>	<input type="checkbox"/>
3. Risk assessments (ie potential hazards)	Explain the risk assessments (including COSHH) which have been prepared on the activities carried out and the equipment used on the yard.	Displayed on notice board – Explained controls in place	<input type="checkbox"/>
4. Control measures and H&S policy	Explain the measures that have been put in place following the risk assessments	<input type="checkbox"/>	<input type="checkbox"/>
4a. Safe working procedures	Explain yard practices	<input type="checkbox"/>	<input type="checkbox"/>
4b. Safe use of equipment	Explain yard practices	<input type="checkbox"/>	<input type="checkbox"/>
4c. Fire drill, evacuation procedures, location and use of fire fighting equipment	Explain yard practices	Assemble by car park – Alarm =Triangle next to office	<input type="checkbox"/>
4d. Notices	Read policy on notice board	<input type="checkbox"/>	<input type="checkbox"/>
4e. Personal behaviour	Explain yard rule on smoking, drink, drugs	<input type="checkbox"/>	<input type="checkbox"/>
4f. Reporting of faulty equipment	Explain yard practices	Inform head groom Label – DO NOT USE	<input type="checkbox"/>
4g Disciplinary matters	Explain yard practices	<input type="checkbox"/>	<input type="checkbox"/>
5. Accidents	Where to record an accident or injury, who to inform, what forms to fill in (eg. Yard accident book)	Book in office – Sue Jones Inform Tom Jones	<input type="checkbox"/>
6. First Aid	Location of first aid equipment, identity qualified First Aiders	Tack Room + office +Horse Box – Sue	<input type="checkbox"/>
7. Supervisor	Identify their supervisor while at work	Tom Smith / Sue Jones	<input type="checkbox"/>
8. Manual handling	Explain the importance of and demonstrate safe lifting techniques	<input type="checkbox"/>	<input type="checkbox"/>
9. Personal protective clothing	Skull cap, footwear etc	To be worn when mounted.	<input type="checkbox"/>
10. Terms and conditions	Contract of employment	<input type="checkbox"/>	<input type="checkbox"/>
11. Complaints procedure	Both in relation to employment and training	<input type="checkbox"/>	<input type="checkbox"/>
12. Equality & Diversity	Explain yard policy	<input type="checkbox"/>	<input type="checkbox"/>
13. Safeguarding	Explain yard policy	<input type="checkbox"/>	<input type="checkbox"/>
14. Restricted areas and/or operations and/or machinery	Identify any areas they are not allowed to enter, tasks they must not do or machinery they must not operate	Quad Bike Oat Crusher Clippers (unless supervised)	<input type="checkbox"/>
Personal & Work Issues			
15. Key personnel and line manager	Identify key members of staff, what they do and who is their supervisor	Tom Jones – Head Lad Mary Jane -THL	<input type="checkbox"/>
16. House rules	Explain yard practices	<input type="checkbox"/>	<input type="checkbox"/>
17. Where to go to for support or counselling	Explain yard policy	Sue Jones	<input type="checkbox"/>
18. Job specification	Issue job specification and go through it, explaining hours of work and typical day	Issued	<input type="checkbox"/>
19. Pay	How often paid, how paid (bank details), pay rate, pay review	Monthly into your bank account	<input type="checkbox"/>
20. Accommodation	House rules	See notice board	<input type="checkbox"/>
21. Own responsibilities	Drugs, drink, smoking, language	Smoking only in the designated area	<input type="checkbox"/>
22. Holidays	Holiday entitlement How much notice needed	4 weeks per year / booked 3wk in Adv.	<input type="checkbox"/>
23. Travel allowance/ Pool money	According to yard policy	Pool money shared as agreed by yard staff	<input type="checkbox"/>
24. Health	Doctor's address	Register @ Central Surgery, Market Place,Leyburn	<input type="checkbox"/>
25. Dress	Safety and tidiness	Sponsored Jackets / Black Trousers	<input type="checkbox"/>

All accidents must be reported to NRC by telephone immediately. Any serious accident causing an absence from work of more than 7 days must be reported to the local office of the Health & Safety Executive by telephone initially, and then in writing. ALL accidents should be entered into the Accident Book.