

1st4sport Level 1 Diploma in Work Based Horse Care

This Record of Achievement (RofA) should be completed with the learner's details and signed-off by the learners' assessor/IV on completion of one or more components/units of the qualification.

Following submission for certification, this RofA should be retained by the recognised centre for 5 years and may be reviewed by the 1st4sport External Quality Assurer. The learner should be supplied with a copy of the accompanying Data Statement and Your Communication Preferences and complete the Personal Statement.

Learner's Details

Learner name:		ULN:	
Address:			
		Postcode:	
Date of birth:		Tel no:	
Course no:		1st4sport Learner Registration no:	

Recognised Centre Details

Name of the recognised centre:	
Assessor's names:	
Internal Quality Assurer's name:	

Achievement of Prerequisites

The following prerequisites must be signed-off prior to submission for certification.

Learner's:	Signed off by? Name:	Signature:	Date:
• identity confirmed:			
Identity checked via (driving licence, etc):			
• able to communicate effectively in English			
Quality Assured by:			

Personal Statement

<i>To be completed by the learner at the conclusion of the programme of assessment.</i>			
<i>I confirm that all evidence and products associated with the achievement of this qualification are my own work.</i>			
Learner's signature:		Date:	

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Learner Achievement

This record should be signed-off by the learner’s assessor to confirm achievement of the components/units of the qualification.

To qualify for the *1st4sport Level 1 Diploma in Work Based Horse Care*, learners must successfully complete all 20 units.

Achievement	Signed off by? <i>Name:</i>	<i>Signature:</i>	Date:
Principles of putting on and taking off tack			
Assist with putting on and taking off tack			
Principles of cleaning tack and horse clothing			
Assist with cleaning tack and horse clothing			
Principles of putting on and taking off horse rugs			
Assist with putting on and taking off horse rugs			
Principles of leading and controlling a horse for inspection under direction			
Lead and control a horse for inspection under direction			
Principles of catching and moving horses under direction			
Catch and move horses under direction			
Principles of feeding and watering horses			
Assist with feeding and watering horses			
Principles of cleaning the stables and yard			
Assist with cleaning the stables and yard			
Principles of grooming and washing horses under direction			
Groom and wash horses under direction			
Principles of Maintaining Health and Safety in the Workplace			
Maintain Health and Safety in the Workplace			
Principles of maintaining good working relations with others			
Maintain good working relations with others			

Confirmation of Eligibility for Certification

I, the undersigned, confirm that the above-named learner is eligible to be certificated by 1st4sport for the specified qualification. To be signed by an assessor (A) or internal quality assurer (IQA).

Signed off by? <i>Name:</i>	Role (A or IQA)?	<i>Signature:</i>	Date:

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Data Statement and Your Communication Preferences

1st4sport Qualifications is an awarding body recognised and regulated by the Office of the Qualifications and Examinations Regulator (Ofqual) and created with the aim of offering vocational qualifications in areas of sport, recreation and allied occupations. **1st4sport Qualifications** is a division of **Coachwise** Ltd.

As you have registered for a qualification that is awarded by us, we may choose to send you information on other qualifications or related products offered by **Coachwise 1st4sport** mail order catalogue.

This qualification has been developed in partnership with the British Horseracing Authority (BHA) and we will be sharing the information on your qualification status with them. They may wish to communicate with you on issues relating to the qualification and other similar industry-specific products and services. If you **do not** wish to receive communications from either **Coachwise** Ltd or the BHA, please return the form overleaf to the address specified.

Privacy Notice – Your Personal Learner Record (PLR)

A personal learning record (PLR) is an online compilation of a person's learning and achievement records collected by UK education bodies, held by the Learning Records Service (LRS). The information stored in your PLR is provided by the Skills Funding Agency in partnership with other educational organisations that you have agreed can collect and share information on your behalf.

The PLR allows you to access a government-backed record of what you have learned and achieved through education and employment. The PLR will be a lifelong record of your learning and qualifications, which will be accessible to you and to organisations where you have permitted viewing.

The PLR service supports 1st4sport and other awarding organisations in their ability to make awards of qualifications based on units awarded by other awarding organisations. The PLR service may obtain personal information that has been obtained by third parties to supplement your PLR.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998 and will use your personal information in accordance with requirements of the Act. At no time will your personal information be passed to organisations for marketing or sales purposes.

For further details of how your data is shared and used by the Learner Registration Service and how to change who has access to your record, please use this [link](#).

The [National Careers Service](#) provides access to your PLR, information, advice and guidance tools to help you make decisions on learning, training and work opportunities.

Links:

LRS: <https://gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

NCS: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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If you **do not** wish to receive communications from either **Coachwise** Ltd or the British Horseracing Authority, please return this slip to the address below.



1st4sport Qualifications Communication Preferences Reply Slip

Please return to: 1st4sport Qualifications, Coachwise Ltd, Chelsea Close, off Amberley Road, Armley, Leeds LS12 4HP

Your full name:				
Your address:			Postcode:	
Your date of birth or learner number:				

Please tick this box if you do not wish to receive communications from 1st4sport Qualifications and Coachwise Ltd.

Please tick this box if you do not wish to receive communications from British Horseracing Authority, with whom this qualification was developed.

Signed:		Date:	
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