

LIC/665/1110

MODULAR TRAINING PROGRAMME FOR APPLICANTS FOR LICENCES AND PERMITS TO TRAIN RACEHORSES

INTRODUCTION

In order to ensure that professional standards in the racing industry are of the highest possible level, a range of mandatory criteria must be met by applicants for licences and permits to train racehorses before their applications will be considered by Authority. A modular training programme has been designed with the aim of giving the participants improved knowledge and skills in a range of areas. The programme outlined below must be completed satisfactorily before an application will be considered.

CONTENT OF THE MODULAR TRAINING PROGRAMME

The format of the programme is as follows:

Module 1 – Racehorse Management

To achieve Module 1, applicants for licences and permits to train must complete the following in the order outlined:

1. Attainment of Level 3 Diploma in Work Based Racehorse Care and Management (WBD), via one of the following pathways:
 - a. Exercise Riding Pathway (C)
 - b. Specialist Racehorse Care Pathway (D)
 - c. Race Riding Pathway (H)

This has been designed specifically for the racing industry and is a nationally recognised, skill-based qualification. The awarding body for the qualification is the British Horseracing Education and Standards Trust (BHEST) and the WBD can only be taken through one of their Accredited Centres, which are the British Racing School (BRS) and the Northern Racing College (NRC).

The procedure for obtaining a Level 3 WBD is detailed at Annex A. You are advised to plan well ahead (minimum two months) and contact the British Racing School or Northern Racing College as soon as possible regarding your assessment.

2. Attendance on and completion of one-week course in Racehorse Management

The BHEST must have received confirmation of your achievement of the Level 3 WBD before you can attend this course, the content of which is outlined at Annex B.

The course will give you an insight into horse health, feeding and nutrition, training and fitness and licensing/racecourse procedures, with expert speakers on each topic. Past attendees have made the following comments after completing the course:

“A very varied and informative week and well worth attending”

“I really enjoyed this Module and found out everything related to training horses. Could not fault it at all.”

“...this course has exceeded all my expectations. Well organised, with people who are enthusiastic and interested in their particular field which they imparted with great skill.”

3. Attendance at a one-day seminar at Weatherbys in Wellingborough.

Module 2 – Business Skills for Racehorse Trainers

Attendance at this Module (and Module 3) only applies to applicants for licences and not those seeking permits. However, potential permit holders may attend either Module 2 or 3 if spaces are available. These will be offered after the 30 day pre-payment deadline for potential licensed trainers has passed.

This one-week Module focuses on the general business skills you will need to run a successful racehorse training establishment, with the content including business planning, obtaining finance, accounting principles, business law, marketing and media skills. You will have the opportunity to learn about these subjects from specialists in the racing industry. As a recent attendee commented:

“This course was essential to gain an understanding of accounts. I would like to add that the speakers from Pricewaterhouse Coopers and Barclays Bank were fantastic in their approach and coaching.”

Module 3 – Staff Management

Having learnt about Racehorse and Business Management in the first two Modules, this final Module concentrates on the other vital factor in a successful business – the people. With the increasing competition for staff and the complexity of employment regulations, this Module will equip you with important information on, and skills in, recruiting, employing and managing people. You will also receive guidance about your Health and Safety obligations as an employer. In evaluating the week, attendees have reported:

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“Some excellent information. Very good delivery brought to life by participation.”

EXEMPTIONS

No exemptions from undergoing Module 1, as outlined above, will be considered unless the applicant has trained 50 runners and 5 winners under the Rules of a recognised Turf Authority.

In exceptional circumstances, the Authority may grant exemptions from Module 2 to those who can demonstrate substantial experience and/or qualifications in the relevant areas gained in a relevant industry.

To request an exemption application form for Module 2 contact Michelle Douglas, Industry Recruitment and Training Co-ordinator, The British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.

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To make an application for a place on the Courses please contact the relevant Racing School (refer Annex C). Applications must be received at least 30 days prior to the commencement of the Module.

The Racing Schools reserve the right to cancel a Module if there are insufficient applicants to make it viable 30 days before the Module is due to start.

Detailed programmes and joining instructions are sent out two weeks before each Module starts.

COURSE FEES

Course fee rates are available from the BRS and NRC and will be published periodically in the Racing Calendar. All course fees are to be paid to the relevant Racing School concerned. The course fee is discounted for those who are registered with the British Horseracing Authority.

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£875 -Includes tuition, course literature, 5 nights accommodation, meals and refreshments

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Northern Racing College

£750 - tuition, course literature, lunch and refreshments (No accommodation).

Due to the close proximity to Doncaster Racecourse and Doncaster Bloodstock Sales accommodation is in plentiful supply. Details of hotels, bed and breakfasts and guest houses will be supplied by the College.

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All delegates must satisfactorily complete the full Module. Modules commence at 9.00am on Monday morning. The Racing Schools have no authority to grant leave of absence and non-attendance will be reported to the Licensing Department of the British Horseracing Authority. Certificates of attendance will be issued on satisfactory completion of the Module and details forwarded to the Licensing Department.

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Module dates will be published in the Racing Calendar from time to time. Module dates currently scheduled:

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**WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS
AND PERMIT HOLDERS**

WBD Level 3 — Racehorse Care and Management

1. Attainment of WBD Level 3 will be a different exercise for each applicant as individuals will have widely different previous experience. Many may be above the Level 3 standard and simply need advice on the precise requirement and formal assessment, while those with little previous experience may have to embark on a significant learning programme. To this end the process starts with a telephone conversation with the Racing School staff who will agree the candidate's training and assessment plans.
2. The WBD Level 3 in Racehorse Care and Management can only be taken through one of the BHEST Accredited Centres, which are the British Racing School and Northern Racing College.
3. The candidate should contact the Racing School of their choice to arrange individual training and assessment.
4. There is a distinct separation between assessment and training. If a candidate does not reach the required standard, further training will be needed. This should be discussed with the Racing School concerned. Methods of assessment include:
 - Observation of practical performance;
 - Portfolio preparation: the candidate puts together a range of employer references, witness testimonies, details of previous experience etc. This provides the assessor with solid evidence to make a judgement on competence. The responsibility for providing the evidence rests with the candidate.
 - Combination of above two, including some written questions.

5. **Costs and Current Fee Levels**

Initial assessment and record of accredited prior learning - £125.00

WBD Level 3 Registration - £161.50

WBD Level 3 Manual - £ 16.50

Additional training and assessment: As agreed with the Racing School

Applicants who wish to be assessed within 30 days of wishing to attend a course will attract a surcharge of £100.

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TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

Module 1: Racehorse Management

HORSE HEALTH, including:

- Lameness, modern treatments and therapy
- Diagnostic testing
- Respiratory problems
- Viral conditions
- Ailments: cause, prevention and treatment

PURCHASE AND SELECTION OF BLOODSTOCK, including:

- Conformation

FEEDING AND NUTRITION

- Nutritional requirements of racehorses
- Anatomy and physiology of the digestive system
- Rationing

TRAINING AND FITNESS

- Horse behaviour
- Early training and education of the racehorse
- Fitness programmes
- Interval training

LICENSING AND RACECOURSE PROCEDURES, including:

- Rules of Racing
- Racing administration
- Licensing requirements
- British Horseracing Authority disciplinary procedures
- Role of National Trainers Federation
- Handicapping
- Role of the British Horseracing Authority Senior Veterinary Adviser

Module 2: Business Skills for Racehorse Trainers

TYPES OF BUSINESS including:

- Different forms of business
- Advantages and disadvantages of being a sole trader
- Business partnerships
- Private limited companies

LAW RELATING TO BUSINESS including:

- Specialist legal advisers in racing
- Basic knowledge of British legal system
- Contracts
- Liability
- Property ownership
- Legal implications of different forms of training

INSURANCE including:

- Employer's liability insurance
- Public liability insurance
- Role of specialist insurance broker

BUSINESS ADMINISTRATION including:

- Financial records
- Role of accountants
- Accounting systems
- Effect of VAT on business
- Taxation

FINANCE including:

- Role of banks and other lending institutions
- Banking services
- Lease and hire purchase agreements
- Funding for suitable premises
- Fixed and variable rates and interest rate protection
- Understand balance sheets

BUSINESS PLANNING including:

- Understand business planning
- Preparation of a business plan
- Capital expenditure and liquidity
- Annual budgets and cash flow forecasts

MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
- Management by objectives

EMPLOYING PEOPLE, including:

- Wage agreements
- Employment costs
- Statutory responsibilities
- Redundancy
- Maternity leave
- Disability
- Equal Opportunities
- Pensions
- Working hours
- Salaries and benefits
- Staff appraisals
- PAYE and National Insurance
- Notification of tax benefit to Inland Revenue
- Provision of P60s
- Racing Industry Accident Benefit Scheme
- NTF Employment Guide

SELECTION AND RECRUITMENT OF STAFF, including:

- Criteria for staff selection
- Preparation of advertisements for staff
- Preparation of job description
- Conducting an interview
- Requirements and implications of a contract of employment
- Rights and duties of employer and employee

HEALTH AND SAFETY, including:

- Principles of the Health and Safety at Work Act
- RIDDOR
- COSHH
- Risk assessment

STAFF TRAINING, including:

- Role and responsibilities of BHEST and BHB
- Training and qualification opportunities for staff
- Importance of staff development and measurement of performance
- National Vocational Qualifications in the Racing and Breeding Industry
- Apprentice and Conditional Training

CONTACT DETAILS

THE BRITISH RACING SCHOOL, NEWMARKET

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Email: michelle.bardsley@northernracingcollege.co.uk

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THE NORTHERN RACING COLLEGE, DONCASTER

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28 th February – 4 th March 2011	BRS
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**WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS
AND PERMIT HOLDERS**

WBD Level 3 — Racehorse Care and Management

1. Attainment of WBD Level 3 will be a different exercise for each applicant as individuals will have widely different previous experience. Many may be above the Level 3 standard and simply need advice on the precise requirement and formal assessment, while those with little previous experience may have to embark on a significant learning programme. To this end the process starts with a telephone conversation with the Racing School staff who will agree the candidate's training and assessment plans.
2. The WBD Level 3 in Racehorse Care and Management can only be taken through one of the BHEST Accredited Centres, which are the British Racing School and Northern Racing College.
3. The candidate should contact the Racing School of their choice to arrange individual training and assessment.
4. There is a distinct separation between assessment and training. If a candidate does not reach the required standard, further training will be needed. This should be discussed with the Racing School concerned. Methods of assessment include:
 - Observation of practical performance;
 - Portfolio preparation: the candidate puts together a range of employer references, witness testimonies, details of previous experience etc. This provides the assessor with solid evidence to make a judgement on competence. The responsibility for providing the evidence rests with the candidate.
 - Combination of above two, including some written questions.

5. **Costs and Current Fee Levels**

Initial assessment and record of accredited prior learning - £125.00

WBD Level 3 Registration - £161.50

WBD Level 3 Manual - £ 16.50

Additional training and assessment: As agreed with the Racing School

Applicants who wish to be assessed within 30 days of wishing to attend a course will attract a surcharge of £100.

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TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

Module 1: Racehorse Management

HORSE HEALTH, including:

- Lameness, modern treatments and therapy
- Diagnostic testing
- Respiratory problems
- Viral conditions
- Ailments: cause, prevention and treatment

PURCHASE AND SELECTION OF BLOODSTOCK, including:

- Conformation

FEEDING AND NUTRITION

- Nutritional requirements of racehorses
- Anatomy and physiology of the digestive system
- Rationing

TRAINING AND FITNESS

- Horse behaviour
- Early training and education of the racehorse
- Fitness programmes
- Interval training

LICENSING AND RACECOURSE PROCEDURES, including:

- Rules of Racing
- Racing administration
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- British Horseracing Authority disciplinary procedures
- Role of National Trainers Federation
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- Role of the British Horseracing Authority Senior Veterinary Adviser

Module 2: Business Skills for Racehorse Trainers

TYPES OF BUSINESS including:

- Different forms of business
- Advantages and disadvantages of being a sole trader
- Business partnerships
- Private limited companies

LAW RELATING TO BUSINESS including:

- Specialist legal advisers in racing
- Basic knowledge of British legal system
- Contracts
- Liability
- Property ownership
- Legal implications of different forms of training

INSURANCE including:

- Employer's liability insurance
- Public liability insurance
- Role of specialist insurance broker

BUSINESS ADMINISTRATION including:

- Financial records
- Role of accountants
- Accounting systems
- Effect of VAT on business
- Taxation

FINANCE including:

- Role of banks and other lending institutions
- Banking services
- Lease and hire purchase agreements
- Funding for suitable premises
- Fixed and variable rates and interest rate protection
- Understand balance sheets

BUSINESS PLANNING including:

- Understand business planning
- Preparation of a business plan
- Capital expenditure and liquidity
- Annual budgets and cash flow forecasts

MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
- Management by objectives

EMPLOYING PEOPLE, including:

- Wage agreements
- Employment costs
- Statutory responsibilities
- Redundancy
- Maternity leave
- Disability
- Equal Opportunities
- Pensions
- Working hours
- Salaries and benefits
- Staff appraisals
- PAYE and National Insurance
- Notification of tax benefit to Inland Revenue
- Provision of P60s
- Racing Industry Accident Benefit Scheme
- NTF Employment Guide

SELECTION AND RECRUITMENT OF STAFF, including:

- Criteria for staff selection
- Preparation of advertisements for staff
- Preparation of job description
- Conducting an interview
- Requirements and implications of a contract of employment
- Rights and duties of employer and employee

HEALTH AND SAFETY, including:

- Principles of the Health and Safety at Work Act
- RIDDOR
- COSHH
- Risk assessment

STAFF TRAINING, including:

- Role and responsibilities of BHEST and BHB
- Training and qualification opportunities for staff
- Importance of staff development and measurement of performance
- National Vocational Qualifications in the Racing and Breeding Industry
- Apprentice and Conditional Training

CONTACT DETAILS

THE BRITISH RACING SCHOOL, NEWMARKET

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Courses Coordinator
The British Racing School
Snailwell Road
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Suffolk
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Email: clare@brs.org.uk

THE NORTHERN RACING COLLEGE, DONCASTER

Michelle Bardsley
Training Coordinator
The Northern Racing College
The Stables Rossington Hall
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South Yorkshire
DN11 0HN

Tel: 01302 861009
Fax: 01302 864 151
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LIC/665/1110

MODULAR TRAINING PROGRAMME FOR APPLICANTS FOR LICENCES AND PERMITS TO TRAIN RACEHORSES

INTRODUCTION

In order to ensure that professional standards in the racing industry are of the highest possible level, a range of mandatory criteria must be met by applicants for licences and permits to train racehorses before their applications will be considered by Authority. A modular training programme has been designed with the aim of giving the participants improved knowledge and skills in a range of areas. The programme outlined below must be completed satisfactorily before an application will be considered.

CONTENT OF THE MODULAR TRAINING PROGRAMME

The format of the programme is as follows:

Module 1 – Racehorse Management

To achieve Module 1, applicants for licences and permits to train must complete the following in the order outlined:

1. Attainment of Level 3 Diploma in Work Based Racehorse Care and Management (WBD), via one of the following pathways:
 - a. Exercise Riding Pathway (C)
 - b. Specialist Racehorse Care Pathway (D)
 - c. Race Riding Pathway (H)

This has been designed specifically for the racing industry and is a nationally recognised, skill-based qualification. The awarding body for the qualification is the British Horseracing Education and Standards Trust (BHEST) and the WBD can only be taken through one of their Accredited Centres, which are the British Racing School (BRS) and the Northern Racing College (NRC).

The procedure for obtaining a Level 3 WBD is detailed at Annex A. You are advised to plan well ahead (minimum two months) and contact the British Racing School or Northern Racing College as soon as possible regarding your assessment.

2. Attendance on and completion of one-week course in Racehorse Management

The BHEST must have received confirmation of your achievement of the Level 3 WBD before you can attend this course, the content of which is outlined at Annex B.

The course will give you an insight into horse health, feeding and nutrition, training and fitness and licensing/racecourse procedures, with expert speakers on each topic. Past attendees have made the following comments after completing the course:

“A very varied and informative week and well worth attending”

“I really enjoyed this Module and found out everything related to training horses. Could not fault it at all.”

“...this course has exceeded all my expectations. Well organised, with people who are enthusiastic and interested in their particular field which they imparted with great skill.”

3. Attendance at a one-day seminar at Weatherbys in Wellingborough.

Module 2 – Business Skills for Racehorse Trainers

Attendance at this Module (and Module 3) only applies to applicants for licences and not those seeking permits. However, potential permit holders may attend either Module 2 or 3 if spaces are available. These will be offered after the 30 day pre-payment deadline for potential licensed trainers has passed.

This one-week Module focuses on the general business skills you will need to run a successful racehorse training establishment, with the content including business planning, obtaining finance, accounting principles, business law, marketing and media skills. You will have the opportunity to learn about these subjects from specialists in the racing industry. As a recent attendee commented:

“This course was essential to gain an understanding of accounts. I would like to add that the speakers from Pricewaterhouse Coopers and Barclays Bank were fantastic in their approach and coaching.”

Module 3 – Staff Management

Having learnt about Racehorse and Business Management in the first two Modules, this final Module concentrates on the other vital factor in a successful business – the people. With the increasing competition for staff and the complexity of employment regulations, this Module will equip you with important information on, and skills in, recruiting, employing and managing people. You will also receive guidance about your Health and Safety obligations as an employer. In evaluating the week, attendees have reported:

“Everything that was provided and taught exceeded that required and made learning easier and more enjoyable than I had expected prior to the course.”

“Some excellent information. Very good delivery brought to life by participation.”

EXEMPTIONS

No exemptions from undergoing Module 1, as outlined above, will be considered unless the applicant has trained 50 runners and 5 winners under the Rules of a recognised Turf Authority.

In exceptional circumstances, the Authority may grant exemptions from Module 2 to those who can demonstrate substantial experience and/or qualifications in the relevant areas gained in a relevant industry.

To request an exemption application form for Module 2 contact Michelle Douglas, Industry Recruitment and Training Co-ordinator, The British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.

APPLICATIONS FOR ATTENDANCE AT MODULES

To make an application for a place on the Courses please contact the relevant Racing School (refer Annex C). Applications must be received at least 30 days prior to the commencement of the Module.

The Racing Schools reserve the right to cancel a Module if there are insufficient applicants to make it viable 30 days before the Module is due to start.

Detailed programmes and joining instructions are sent out two weeks before each Module starts.

COURSE FEES

Course fee rates are available from the BRS and NRC and will be published periodically in the Racing Calendar. All course fees are to be paid to the relevant Racing School concerned. The course fee is discounted for those who are registered with the British Horseracing Authority.

It is a strict requirement that the full payment of fees is received by the Racing School concerned **at least 30 days prior to the commencement of each Module** and can be made by cheque or credit/debit card. Refunds will only be made in circumstances of sickness or injury, certified by a medical practitioner.

The current fees for these courses are:

British Racing School

£875 -Includes tuition, course literature, 5 nights accommodation, meals and refreshments

£850 - Includes tuition, course literature, 4 nights accommodation, meals and refreshments

£750 - Includes tuition, course literature, lunch and refreshments (No accommodation)

Northern Racing College

£750 - tuition, course literature, lunch and refreshments (No accommodation).

Due to the close proximity to Doncaster Racecourse and Doncaster Bloodstock Sales accommodation is in plentiful supply. Details of hotels, bed and breakfasts and guest houses will be supplied by the College.

COURSE ATTENDANCE

All delegates must satisfactorily complete the full Module. Modules commence at 9.00am on Monday morning. The Racing Schools have no authority to grant leave of absence and non-attendance will be reported to the Licensing Department of the British Horseracing Authority. Certificates of attendance will be issued on satisfactory completion of the Module and details forwarded to the Licensing Department.

MODULE DATES

Module dates will be published in the Racing Calendar from time to time. Module dates currently scheduled:

Module 1: Racehorse Management

14 th – 18 th February 2011	BRS
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**WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS
AND PERMIT HOLDERS**

WBD Level 3 — Racehorse Care and Management

1. Attainment of WBD Level 3 will be a different exercise for each applicant as individuals will have widely different previous experience. Many may be above the Level 3 standard and simply need advice on the precise requirement and formal assessment, while those with little previous experience may have to embark on a significant learning programme. To this end the process starts with a telephone conversation with the Racing School staff who will agree the candidate's training and assessment plans.
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TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

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HORSE HEALTH, including:

- Lameness, modern treatments and therapy
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PURCHASE AND SELECTION OF BLOODSTOCK, including:

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FEEDING AND NUTRITION

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Michelle Bardsley
Training Coordinator
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LIC/665/1110

MODULAR TRAINING PROGRAMME FOR APPLICANTS FOR LICENCES AND PERMITS TO TRAIN RACEHORSES

INTRODUCTION

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TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

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- Lameness, modern treatments and therapy
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- Specialist legal advisers in racing
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- Property ownership
- Legal implications of different forms of training

INSURANCE including:

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- Understand business planning
- Preparation of a business plan
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MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
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EMPLOYING PEOPLE, including:

- Wage agreements
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- Criteria for staff selection
- Preparation of advertisements for staff
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- Principles of the Health and Safety at Work Act
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THE NORTHERN RACING COLLEGE, DONCASTER

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LIC/665/1110

MODULAR TRAINING PROGRAMME FOR APPLICANTS FOR LICENCES AND PERMITS TO TRAIN RACEHORSES

INTRODUCTION

In order to ensure that professional standards in the racing industry are of the highest possible level, a range of mandatory criteria must be met by applicants for licences and permits to train racehorses before their applications will be considered by Authority. A modular training programme has been designed with the aim of giving the participants improved knowledge and skills in a range of areas. The programme outlined below must be completed satisfactorily before an application will be considered.

CONTENT OF THE MODULAR TRAINING PROGRAMME

The format of the programme is as follows:

Module 1 – Racehorse Management

To achieve Module 1, applicants for licences and permits to train must complete the following in the order outlined:

1. Attainment of Level 3 Diploma in Work Based Racehorse Care and Management (WBD), via one of the following pathways:
 - a. Exercise Riding Pathway (C)
 - b. Specialist Racehorse Care Pathway (D)
 - c. Race Riding Pathway (H)

This has been designed specifically for the racing industry and is a nationally recognised, skill-based qualification. The awarding body for the qualification is the British Horseracing Education and Standards Trust (BHEST) and the WBD can only be taken through one of their Accredited Centres, which are the British Racing School (BRS) and the Northern Racing College (NRC).

The procedure for obtaining a Level 3 WBD is detailed at Annex A. You are advised to plan well ahead (minimum two months) and contact the British Racing School or Northern Racing College as soon as possible regarding your assessment.

2. Attendance on and completion of one-week course in Racehorse Management

The BHEST must have received confirmation of your achievement of the Level 3 WBD before you can attend this course, the content of which is outlined at Annex B.

The course will give you an insight into horse health, feeding and nutrition, training and fitness and licensing/racecourse procedures, with expert speakers on each topic. Past attendees have made the following comments after completing the course:

“A very varied and informative week and well worth attending”

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3. Attendance at a one-day seminar at Weatherbys in Wellingborough.

Module 2 – Business Skills for Racehorse Trainers

Attendance at this Module (and Module 3) only applies to applicants for licences and not those seeking permits. However, potential permit holders may attend either Module 2 or 3 if spaces are available. These will be offered after the 30 day pre-payment deadline for potential licensed trainers has passed.

This one-week Module focuses on the general business skills you will need to run a successful racehorse training establishment, with the content including business planning, obtaining finance, accounting principles, business law, marketing and media skills. You will have the opportunity to learn about these subjects from specialists in the racing industry. As a recent attendee commented:

“This course was essential to gain an understanding of accounts. I would like to add that the speakers from Pricewaterhouse Coopers and Barclays Bank were fantastic in their approach and coaching.”

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**WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS
AND PERMIT HOLDERS**

WBD Level 3 — Racehorse Care and Management

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2. The WBD Level 3 in Racehorse Care and Management can only be taken through one of the BHEST Accredited Centres, which are the British Racing School and Northern Racing College.
3. The candidate should contact the Racing School of their choice to arrange individual training and assessment.
4. There is a distinct separation between assessment and training. If a candidate does not reach the required standard, further training will be needed. This should be discussed with the Racing School concerned. Methods of assessment include:
 - Observation of practical performance;
 - Portfolio preparation: the candidate puts together a range of employer references, witness testimonies, details of previous experience etc. This provides the assessor with solid evidence to make a judgement on competence. The responsibility for providing the evidence rests with the candidate.
 - Combination of above two, including some written questions.

5. **Costs and Current Fee Levels**

Initial assessment and record of accredited prior learning - £125.00

WBD Level 3 Registration - £161.50

WBD Level 3 Manual - £ 16.50

Additional training and assessment: As agreed with the Racing School

Applicants who wish to be assessed within 30 days of wishing to attend a course will attract a surcharge of £100.

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TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

Module 1: Racehorse Management

HORSE HEALTH, including:

- Lameness, modern treatments and therapy
- Diagnostic testing
- Respiratory problems
- Viral conditions
- Ailments: cause, prevention and treatment

PURCHASE AND SELECTION OF BLOODSTOCK, including:

- Conformation

FEEDING AND NUTRITION

- Nutritional requirements of racehorses
- Anatomy and physiology of the digestive system
- Rationing

TRAINING AND FITNESS

- Horse behaviour
- Early training and education of the racehorse
- Fitness programmes
- Interval training

LICENSING AND RACECOURSE PROCEDURES, including:

- Rules of Racing
- Racing administration
- Licensing requirements
- British Horseracing Authority disciplinary procedures
- Role of National Trainers Federation
- Handicapping
- Role of the British Horseracing Authority Senior Veterinary Adviser

Module 2: Business Skills for Racehorse Trainers

TYPES OF BUSINESS including:

- Different forms of business
- Advantages and disadvantages of being a sole trader
- Business partnerships
- Private limited companies

LAW RELATING TO BUSINESS including:

- Specialist legal advisers in racing
- Basic knowledge of British legal system
- Contracts
- Liability
- Property ownership
- Legal implications of different forms of training

INSURANCE including:

- Employer's liability insurance
- Public liability insurance
- Role of specialist insurance broker

BUSINESS ADMINISTRATION including:

- Financial records
- Role of accountants
- Accounting systems
- Effect of VAT on business
- Taxation

FINANCE including:

- Role of banks and other lending institutions
- Banking services
- Lease and hire purchase agreements
- Funding for suitable premises
- Fixed and variable rates and interest rate protection
- Understand balance sheets

BUSINESS PLANNING including:

- Understand business planning
- Preparation of a business plan
- Capital expenditure and liquidity
- Annual budgets and cash flow forecasts

MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
- Management by objectives

EMPLOYING PEOPLE, including:

- Wage agreements
- Employment costs
- Statutory responsibilities
- Redundancy
- Maternity leave
- Disability
- Equal Opportunities
- Pensions
- Working hours
- Salaries and benefits
- Staff appraisals
- PAYE and National Insurance
- Notification of tax benefit to Inland Revenue
- Provision of P60s
- Racing Industry Accident Benefit Scheme
- NTF Employment Guide

SELECTION AND RECRUITMENT OF STAFF, including:

- Criteria for staff selection
- Preparation of advertisements for staff
- Preparation of job description
- Conducting an interview
- Requirements and implications of a contract of employment
- Rights and duties of employer and employee

HEALTH AND SAFETY, including:

- Principles of the Health and Safety at Work Act
- RIDDOR
- COSHH
- Risk assessment

STAFF TRAINING, including:

- Role and responsibilities of BHEST and BHB
- Training and qualification opportunities for staff
- Importance of staff development and measurement of performance
- National Vocational Qualifications in the Racing and Breeding Industry
- Apprentice and Conditional Training

CONTACT DETAILS

THE BRITISH RACING SCHOOL, NEWMARKET

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LIC/665/1110

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Due to the close proximity to Doncaster Racecourse and Doncaster Bloodstock Sales accommodation is in plentiful supply. Details of hotels, bed and breakfasts and guest houses will be supplied by the College.

COURSE ATTENDANCE

All delegates must satisfactorily complete the full Module. Modules commence at 9.00am on Monday morning. The Racing Schools have no authority to grant leave of absence and non-attendance will be reported to the Licensing Department of the British Horseracing Authority. Certificates of attendance will be issued on satisfactory completion of the Module and details forwarded to the Licensing Department.

MODULE DATES

Module dates will be published in the Racing Calendar from time to time. Module dates currently scheduled:

Module 1: Racehorse Management

14 th – 18 th February 2011	BRS
20 th – 24 th June	BRS
19 th – 23 rd September	BRS
24 th – 28 th October	NRC
13 th – 17 th February 2012 (<i>Provisional</i>)	BRS

Module 2: Business Skills

21 st – 25 th March 2011	BRS
30 th May – 2 nd June	NRC
31 st October – 4 th November	BRS
26 th – 30 th March 2012 (<i>Provisional</i>)	BRS

Module 3: Staff Management

28 th February – 4 th March 2011	BRS
11 th – 14 th July	NRC
8 th – 12 th August	BRS
28 th November – 2 nd December	BRS
27 th February – 2 nd March 2012 (<i>Provisional</i>)	BRS

**WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS
AND PERMIT HOLDERS**

WBD Level 3 — Racehorse Care and Management

1. Attainment of WBD Level 3 will be a different exercise for each applicant as individuals will have widely different previous experience. Many may be above the Level 3 standard and simply need advice on the precise requirement and formal assessment, while those with little previous experience may have to embark on a significant learning programme. To this end the process starts with a telephone conversation with the Racing School staff who will agree the candidate's training and assessment plans.
2. The WBD Level 3 in Racehorse Care and Management can only be taken through one of the BHEST Accredited Centres, which are the British Racing School and Northern Racing College.
3. The candidate should contact the Racing School of their choice to arrange individual training and assessment.
4. There is a distinct separation between assessment and training. If a candidate does not reach the required standard, further training will be needed. This should be discussed with the Racing School concerned. Methods of assessment include:
 - Observation of practical performance;
 - Portfolio preparation: the candidate puts together a range of employer references, witness testimonies, details of previous experience etc. This provides the assessor with solid evidence to make a judgement on competence. The responsibility for providing the evidence rests with the candidate.
 - Combination of above two, including some written questions.

5. **Costs and Current Fee Levels**

Initial assessment and record of accredited prior learning - £125.00

WBD Level 3 Registration - £161.50

WBD Level 3 Manual - £ 16.50

Additional training and assessment: As agreed with the Racing School

Applicants who wish to be assessed within 30 days of wishing to attend a course will attract a surcharge of £100.

The Racing Schools will not confirm assessment or training bookings until they receive a completed registration form accompanied by the required fee. The fees are not refundable.

TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

Module 1: Racehorse Management

HORSE HEALTH, including:

- Lameness, modern treatments and therapy
- Diagnostic testing
- Respiratory problems
- Viral conditions
- Ailments: cause, prevention and treatment

PURCHASE AND SELECTION OF BLOODSTOCK, including:

- Conformation

FEEDING AND NUTRITION

- Nutritional requirements of racehorses
- Anatomy and physiology of the digestive system
- Rationing

TRAINING AND FITNESS

- Horse behaviour
- Early training and education of the racehorse
- Fitness programmes
- Interval training

LICENSING AND RACECOURSE PROCEDURES, including:

- Rules of Racing
- Racing administration
- Licensing requirements
- British Horseracing Authority disciplinary procedures
- Role of National Trainers Federation
- Handicapping
- Role of the British Horseracing Authority Senior Veterinary Adviser

Module 2: Business Skills for Racehorse Trainers

TYPES OF BUSINESS including:

- Different forms of business
- Advantages and disadvantages of being a sole trader
- Business partnerships
- Private limited companies

LAW RELATING TO BUSINESS including:

- Specialist legal advisers in racing
- Basic knowledge of British legal system
- Contracts
- Liability
- Property ownership
- Legal implications of different forms of training

INSURANCE including:

- Employer's liability insurance
- Public liability insurance
- Role of specialist insurance broker

BUSINESS ADMINISTRATION including:

- Financial records
- Role of accountants
- Accounting systems
- Effect of VAT on business
- Taxation

FINANCE including:

- Role of banks and other lending institutions
- Banking services
- Lease and hire purchase agreements
- Funding for suitable premises
- Fixed and variable rates and interest rate protection
- Understand balance sheets

BUSINESS PLANNING including:

- Understand business planning
- Preparation of a business plan
- Capital expenditure and liquidity
- Annual budgets and cash flow forecasts

MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
- Management by objectives

EMPLOYING PEOPLE, including:

- Wage agreements
- Employment costs
- Statutory responsibilities
- Redundancy
- Maternity leave
- Disability
- Equal Opportunities
- Pensions
- Working hours
- Salaries and benefits
- Staff appraisals
- PAYE and National Insurance
- Notification of tax benefit to Inland Revenue
- Provision of P60s
- Racing Industry Accident Benefit Scheme
- NTF Employment Guide

SELECTION AND RECRUITMENT OF STAFF, including:

- Criteria for staff selection
- Preparation of advertisements for staff
- Preparation of job description
- Conducting an interview
- Requirements and implications of a contract of employment
- Rights and duties of employer and employee

HEALTH AND SAFETY, including:

- Principles of the Health and Safety at Work Act
- RIDDOR
- COSHH
- Risk assessment

STAFF TRAINING, including:

- Role and responsibilities of BHEST and BHB
- Training and qualification opportunities for staff
- Importance of staff development and measurement of performance
- National Vocational Qualifications in the Racing and Breeding Industry
- Apprentice and Conditional Training

CONTACT DETAILS

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