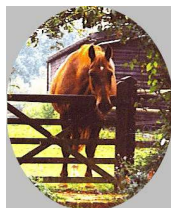


Lingfield Correspondence
Established 1994

'The Lingfield Instructor Group'

Est 2008

Lingfield Equine Certificates
BHS Certificated Courses



HOME STUDY COURSES
EQUINE CARE & MANAGEMENT
Specialist Intermediate Diplomas
Specialist Short Courses

Information Booklet
2011

Optional entry to home based
The British Horse Society
Horse Owner's Certificates Levels 1 - 3



www.horse-care.co.uk

Listed Learning Provider with: Lantra
The National Learning Directory
Learndirect England, Scotland & Sufi.
Trade Member of The British Horse Society
Member of the Institute of Animal Care Education
Member of the British Equestrian Trade Association

Lingfield Correspondence
College Office - Leigh Farm Cottage
Exton
Dulverton
Somerset - TA22 9LD



BHS Register of Instructors Course Tutors: Paula Clements, Hannah Haskew, Liz McIlwraith, Fiona Dent, Hazel Reed
lingfieldcourses@horse-care.co.uk 01398 - 37 11 77 www.horse-care.co.uk



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ABOUT THE COURSES

These courses are not for the 'Text Book' rider, they are for people who genuinely care about horses. People from all over the world join us to achieve personal goals and certificates, broaden their knowledge or succeed in their chosen career. You do not need to be a horse owner or ride regularly to join us, some access to horses however, will aid your learning.

Our aims: To provide informal, friendly advice to help people care for & manage horses and ponies in a healthy and more natural way. To provide horses in general with a better way of life. To provide value for money courses to those who 'care' for, and about horses. To assist those aiming for a career change who are unable to train full time.

Courses in equine care and management have been running from Lingfield for 16 years and by distance learning for 14 years. The informal and friendly approach to learning is the reason for their popularity over the years. No rush / no hassle is the aim. It's a little like belonging to a community of pen friends. Our horse-care web site has a message board on which you can leave messages, ask questions and get help from each other with coursework & horses - it's free. Our long courses have been professionally developed from lectures prepared for professional British Horse Society Stages students. Topics cover everything from basic care, behaviour & psychology, to pasture management & fitting event horses. Optional assessment/evaluation is available by written assignments on completion.

BHS Horse Owner's Certificates (HOC's): With Lingfield, you do not need to take a separate course to sit the BHS Horse Owner's Certificates. Lingfield Levels 1, 2 & 3 courses are more comprehensive than and incorporate the syllabus for the BHS HOCertificate exams. You may therefore sit a BHS HOC exam with us on completion of individual long courses or Intermediate programmes. For details of professional qualifications see page 3.

Current Courses:

3 x Long Courses on Equine Care & Management - elementary to advanced.

Options to gain Lingfield Equine Certificates and BHS Horse Owner's Certificates. The material is more comprehensive than the BHS HOC's syllabi. Our BHS pass rate is 100% to date. In UK, students may sit BHS exams at home under the jurisdiction of area invigilators subject to the information given in the terms and conditions.

4 x Short Courses include Lingfield Equine Certificates

Equine Psychology & Behaviour : Practical Psychology & Behaviour : Livery Yard Management (guide to business & legal requirements / licensing) : Feeding & Nutrition : & in production : 1st Aid for Horse Owners : Junior Course.

4 x e.learning Intermediate Diploma Programmes - some with a specialist topic. Best Value !

Provide professionals/more experienced people with the opportunity to update, and broaden their knowledge and to include a specialist subject if they wish. We offer 2 or 3 element programmes all of which include Levels 1 & 2 courses.

- These programmes include exactly the same syllabus as in the individual courses but allow students to fast track through the Level 1 element in a shorter time than normal. They offer the option to achieve individual LEC Certificates on completion of each element and an Intermediate Diploma on programme completion. The ELYM Diploma Programme is ideally suited to those venturing into farm diversification projects & commercial enterprises. The programme includes equine management as well as the business side of yard management, legal requirements, approvals systems, regulations, facilities, marketing etc. Students may opt to sit Level 2 of the BHS Horse Owner's Certificates on completion if they wish.

Presentation:

Long course material is not sent to you in one large file - this would be like selling you a rather expensive book! Instead we send you between 7 & 10 Study Packs over a minimum period of 12 weeks. These bite sized chunks are sent as and when you are ready for them.

Short course material is sent in 2 or 3 sections over a minimum period of 12 weeks.

Intermediate Diplomas - A combination of the above.

Duration Entirely flexible. As a guide people who work, have a family and horse work on 1 Pack/Section a month. Contact us every 18 months to 2 years or we will assume course terminated by you.

Free Tutor support Each student has a course tutor on whom they may call at any time for help and advice, or just for a chat. We try to be on first name terms with all our students. It is not uncommon for instance for students to ring or e.mail to tell their tutor about their new horse or to ask how to overcome a particular feeding or behaviour problem.

Course material is written in informal every day language rather than in text book fashion and avoids technical language and jargon used in many courses today. We aim to help those who may not have studied for many years. People tell us this plain English approach makes it much easier to take in and retain the information.

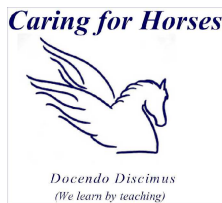
Mature students are welcomed and often use our courses alongside part time training at their local BHS or Assoc. of British Riding Schools stables for the BHS/ABRS professional INSTRUCTORS qualifications.

Age groups: Most of our students are over 30 - there are plenty in their early 20's, quite a number of teenagers and many over 50/60 too! In our opinion, you are never too old to learn or broaden your knowledge or to retrain. Plenty of our students are aiming for a career change and use our courses as a stepping stone to gaining professional exams via a part time route. (You don't have to go to college to gain professional qualifications!). Shared course available.

Overseas students: Must be English speaking. May opt for Lingfield Certificates & sit HOC's at their nearest office of the "British Council".

MORE ABOUT THE COURSES

Caring For Horses is our motto : www.horse-care.co.uk is our web site.



The Lingfield Instructor Group is made up of several experienced trainers all working under the banner of Lingfield Correspondence. We 'care' about horses and ponies and aim to impart this same 'caring' knowledge to others. We all realise that qualifications are important to some, we should also however, be aware that it is easy to lose sight of the actual issue which is the welfare of horses.

Lingfield Level 1-3 courses cover the theory of equine care & management very comprehensively and include the syllabus for the BHS HOC's. Lingfield can therefore offer the BHS written HOC test at each level. The BHS HOC's however, are not part of, nor do they count towards a professional qualification which are all tested practically at BHS exam centres (colleges and equestrian centres). The candidates theory knowledge is questioned orally during the day of each professional exam. No part of the Stages exams may be gained by distance learning from any source whatsoever. Often called 'long' courses.

Professional qualifications: Lingfield Long courses in fact cover the majority of the theory required by those taking professional qualifications such as the Stages exams or the ABRS Levels. Many people therefore, use our long courses to gain that theory knowledge for their professional exams. Others use them to update and/or broaden their knowledge. Short courses are topic specific and provide in depth knowledge. Intermediate programmes include Levels 1 & 2 (and some include a short course too) and allow more experienced owner/groom to fast track through the Levels.

Courses are sent by post or by e.mail. E.mail is of course much faster.

If you enrol on line on a working day, your course will be running in minutes!

You'll see from comments on Page 5 that these courses are used and enjoyed by people of all sorts of ages & abilities and by people with a variety of aims. Many have gone on to gain professional BHS Stages qualifications and Teaching certificates or even degrees at college. Some have achieved the BHSAI or alternative ABRS Instructors certificates. They trained part time at riding/equestrian centres. Some are teaching or employed in some way in the industry, whilst others are now running successful businesses. These vary from DIY Yards, to full blown Riding Schools and Holiday centres. Running a livery yard requires at least Level 2 standard. In more ways than one you'll find that the courses can be a big stepping stone.

Plenty of our students just want to learn to care for their first horse. Others are not yet horse owners but aim to widen their knowledge. Many would have liked to have trained properly when they were younger, but only now have the time, and would finally like to achieve a Certificate to confirm to themselves they have indeed reached a good and even high standard in equine management. Others use the courses as a first step on the ladder to professional qualifications.

Apart from providing the professional students with the theory knowledge for their Stages or ABRS exams, our courses, provide further options for gaining the following certificates:

1. Lingfield Equine Certificates are awarded to those who successfully complete the required Set Work/Assignments in any of our courses or elements of a programme. In the Long courses, the last assignment is set as though it were an exam, but without an invigilator to oversee it. This is the option to take if you are not an 'exam' person! Rather than add the cost of marking and p & p to the course fees, we have introduced a certification fee to all courses / e.learning elements from 2008. This fee is not payable until you have nearly completed your course. Certification fee is currently: £15 UK / £17.00 for overseas students.

2. BHS Horse Owner's Certificates (HOC's) Levels 1 - 3 are a further option available at the end of the individual Long courses subject to the location of a suitable invigilator. UK students sit these in their own home - no exam centre nerves! You do not have to own a horse to take the courses or sit the exams, nor do you have to belong to the BHS. The BHS Horse Owner's Certificates are part of and integral to our long courses - they are not run as separate courses.

3. Intermediate Equine Management Diplomas are awarded on successful completion of the ID & ELYM programmes. These programmes contain more than one element or course. They offer the option to sit the BHS HOC Lev 2.

Length / Duration:

If paying by instalments, minimum time restrictions apply to sending of course material - see web site or email for details.

We allow 2 years plus for course/programme completion - or much longer if you wish. We require contact 18 monthly. (We have a mandatory minimum time for delivery of all courses. Completion restrictions may apply with funding)

Short Courses: Provide from 7-10 hours of lecture material. 35+ hrs study time, delivered over a minimum of 14 days. As a guide, these courses are often completed in 2 months.

Long Courses: Provide from 150-250 hours Study Time delivered over a minimum of 12 weeks. As a guide, those who work part time, have a family and horse often find they can work at a rate of one Study Pack a month. (Level 1 & 2 contain 7 Study Packs each)

Intermediate Equine Management Diploma programmes: 250-500+ Hrs. These combine 2 or 3 courses (elements) into one programme / enrolment. As a guide those who work part time, have a family and horse often find they can complete a 2 or 3 element programme within 12-14/15 months.

HOW THE COURSES OPERATE

The 'Lingfield Instructor Group' aims to help people care better for horses and ponies, to promote learning, encourage new entrepreneurs in the industry and membership of professional bodies such as the BHS. The group operates under the banner of Lingfield Correspondence.

Course Tutors and authors of the courses are all members of the Lingfield Instructor Group:

Mrs Paula Clements BHSAI : Hannah Haskew BSc Hons BHSAI : Liz McIlwraith BHSIT/ABRS Executive Member :
Fiona Dent BHSIT SM : Hazel Reed BHSAI. Most Lingfield Course tutors are members of the BHS Register of Instructors/ABRS/IACE. Short course tutors are mature & experienced with Eq Science degrees and / or BHS qualifications / McTimony and EBW and include a respected author of professional text books for career students. Lingfield Correspondence is a Trade Member of the British Horse Society & member of BETA (British Equestrian Trade Association); Lingfield is also a Learning Provider listed with The National Learning Directory, Learndirect Scotland/England, Hotcourses Sufi, & Lantra.

Minimum ages & language:

Long courses = 12 Yrs (less if sharing)

Short courses and most Intermediate programmes = 16 Yrs.

We currently have students from 10 - 68.

Students may be UK or overseas based, but must be English speaking & writing to a reasonable standard.

Free Help Your personal tutor is available for help and advice by telephone, e.mail or letter throughout your course.

Tutors help with anything equine related. You have as much or as little contact with your tutor as you wish.

How do the courses work?

Long course material is divided between 7 Study Packs (10 in Level 3) & Short courses are usually in 2 Sections.

- Work through the course/combined programme at your own speed and in your own time.
- There is no timetable to work to after the required initial 10 day gap. You can work quickly through subjects with which you are familiar, and take your time over other sections. If other commitments - family / horses / work etc. need your time, simply put the coursework away until life is more settled. Take a break when you need to but to avoid a reinstatement fee, we do ask that you contact us if it is longer than 18 months after 2 years we assume you have terminated the course.
- Work through the first Pack or Section. Making your own notes as you work. When you are ready, send for your next Section or Study Pack.
- Set Work/Assignments are at the end of each Pack/Section. Complete these and hold on file until the end. There are usually about 8 questions to answer in the long courses. Answers will generally be found in the Study Pack itself. Sometimes we ask you to do some research, in Level 1 & 2 this is quite easy & is an aid to learning.
- Every course Study Pack or Section, contains an answer guidance sheet (AGS) on the questions in the previous Pack/Section, so it is easy to gauge your own progress as you work through the course. Your tutor however, is always available for advice and help.
- On course /element completion, send in your final Set Work answers / Assignment for checking by your tutor. Tutors may request previous work if the final assignment is borderline. If on an Intermediate Diploma programme, when you receive your checked set work and Certificate you may request set up the next element. Those on Int Dip programmes with 3 elements may work on the short course at any time during the programme.
- Level 1 - Study Pack 4 contains a short practical assignment. If aiming for Certificates, this must be undertaken with a local qualified instructor. This is quite simple to arrange. It is helpful to have a horse available for this - but not imperative.
- BHS HOC exam (for Long course & the combined Intermediate Diploma programme students): To qualify for entry, students must successfully complete the Set Work on completion of each of the last 3/4 Study Packs.

What if I need extra help? Full Tutor Support (FTS) is available if you need help with reading and writing. Your tutor will check answers from each Pack. These are returned with feedback. The AGS on the long courses means that few require this extra help though. If you have problems with writing or spelling we don't mind at all. We are here to help!!

HOW TO ENROL Here is what you do: Pay by Cheque/Postal order or On line.

Pay on line by credit or debit card, and start your course within 1- 2 days.

To pay by cheque: Send in your enrolment form with cheques for all the course fee and within 4 -10 working days you will receive your first Study Pack in the post.

- Postal Course: There's no need to wait in for the postman, no signature is required.
E.mail students : E.mail courses are often up & running within 2 hours of payment providing you mailed us directly. **When enrolling** to set the course running you must also e-mail lingcors@horse-care.co.uk directly from your own email address giving your name, address and course on which you are enrolling.

Our Guarantee of Good Business Practice

Lingfield Correspondence is a learning provider listed with Learndirect England, Learn direct Scotland and with Sufi. Lingfield is also Trade Members of the BHS & the British Equestrian Trade Association. We agree to abide by the code of conduct for the above mentioned organisations. Course tutors who are members of the BHS Register of Instructors adhere strictly to the code of conduct for Instructors.

Funding and Grants: We are unable to provide assistance but there are various places you can try:

Your Local Job Centre + - e.g. New Deal scheme.

The Citizens Advice Bureau may know of funding via local charitable groups.

As a groom or sole trader look out for business grants too.

Check the Chamber of Commerce, Lantra, Business Link, Training & Enterprise Council, Learndirect or Business groups, www.lifelonglearning.co.uk might be able to suggest a source of funding, and the Rural Enterprise Gateway / Rural Development Agency.

Courses by e.mail To enable us to complete our legal obligation relating to online selling, students MUST be available within 24 hours of the course enrolment being set up to confirm by email, receipt of the first course file.

What people say about Lingfield Correspondence courses

Some of the comments we have received from our students :

Jenny Barthwaite Notts. Jenny is a long term owner and aims to set up her own Livery Yard soon.

"Without formal qualifications I decided that I would benefit from achieving something which would identify to my livery clients that I had gained a thorough grounding in the theory of horse care. I aim to adapt my research and own work on this course to train my staff and perhaps offer NVQ & eventually Stages training too"

Dawn Figg, Hatfield Horse Owner for over 20 yrs. BHS Levels 2 & 3 and Dawn then gained her BHS Stages.

"I found the Level 2 course very interesting and informative. The course materials are abreast with current developments and include relevant references to alternative treatments and further in depth reading. A lot of previous instruction I have received has been limited strictly to the prescribed manner of doing things without giving consideration to owners or horses as individuals.

I also particularly like the tone of the advice in placing the interests of the horse first, before the needs of competition or one upmanship. The advice on considering many varied approaches on their merits, and finding the safest and most suitable for each individual case was also heartening and more enlightened than I have come across elsewhere"

Wendy Jellings, Walsall Wendy had a thoroughbred on loan for 1 yr at the time of taking our first course and had owned a native pony for just 6 months. *"Since beginning the course I have become much more confident. I let everyone else get on with it because I now know I am doing things right ! I'm looking forward to completing Level 1 & will then feel ready to tackle Level 2."* Wendy is currently doing just that.

Sarah Gilliver. East Grinstead Sarah took courses 1 - 3 & went on to do a Degree Course at Agricultural College.

"I thoroughly enjoyed the courses and would highly recommend them to anyone. I had the practical experience, but not the theoretical underpinning. This certainly did assist towards my degree in Equine Studies and I still refer to my notes now"

Bev Howie, Bradford Bev is not a horse owner but is a weekly rider at a riding school. *"I am enjoying this course and learning a great deal. I always look forward to receiving my next Pack. I aim to take the exam and definitely would like to do the next Level.*

Jane Scott, Doncaster, S.Yorkshire. *" I am very pleased with the content of the Level 1 course and find it very useful even though I took the BHS Horse Owner's Certificates Level 1 at evening classes in Spring 2005"*

Katie Paris, South Africa: *"The combined Intermediate Diploma programme is ideal. I have worked with horses for over 30 years but needed to brush up and get more up to date. Fast tracking Level 1 suited me admirably".*

BHS Horse Owner's Certificates: Remember that you do not need to take a specific course just for the BHS Horse Owner's Certificates because the Lingfield Levels 1, 2 & 3 courses incorporate the BHS syllabus. They are in fact far more comprehensive than is required for the BHS HOC exam. You may therefore, sit the BHS exam on completion of specific long courses.

Professional qualifications: Although the courses (and the BHS HOC's) do not count towards any professional exams, the Lingfield long courses are often used by those aiming for Stages exams. They use them to gain the theory of equine care & management on which professional students are questioned orally during the day of their exams.

SYLLABI

- Lingfield LEVEL 1 - Elementary to Intermediate 150-200 Hrs study.
- The fee charged for Level 1 does not reflect the length or content

- This course offers exceptional value for money and is considered to be the most comprehensive course of its' type available. If any student can show us a more comprehensive course of this type at entry level, we are prepared to refund the full course fee.

- Level 1 suits all standards. It is ideal for updating if you are experienced or run a livery yard, or are looking at farm diversification projects. It also has free tutor support so even non owners and parents looking to buy a child's pony find they have support during the course which provides them with plenty of confidence to achieve their goal.

Course no HC 1

A small amount of very basic research is required at this level.*

- Psychology and Behaviour. General care relating to stress
- Care and Requirements of the stabled horse. Modern bedding materials & their uses
- Importance of Routine in connection with management of a yard & stabled horse.
- Safety in stable, yard and when handling, riding and caring for equines. Health & Safety.
- Points of the Horse* Breeds and Types* Colours and Markings*
- Buying a new horse/pony - aimed at average rider buying first or second horse/pony.
- Passports for horses. Approved Livery Yards. Livery Yard guidance. Sample contracts.
- Reasons for shoeing & regular farrier visits. Problems caused by irregular attention to feet
- Grooming - Reasons and principles. Strapping and quartering
- Signs of Health and Ill Health. When to call the vet
- 1st Aid. Know the Norm. Minor injuries and ailments - modern products for injuries*
- Feeding and Watering - Rules. Types of Feed and their uses
- Feeding for Light Work, Manufacturers advertising leaflets*
- Hay, Haylage, Horsehage etc - use and storage
- Care of the horse at grass. Fields and Paddocks suitable for horses and ponies
- Worming - modern approaches, lab tests. 3 Year Worming programme
- Tack & tack fitting - nosebands/martingales etc. Rugs and rugging - fitting of rugs
- Bits & biting basics. Types and reasons for use. Importance of fit.
- Care of tack. Problems cause by ill fitting tack.
- Saddles & saddle fitting*. Practical: 30 minute Tack Session required. (This is not a test)
- Road Safety* courtesy. Preparation for road riding. Towing Trailers.
- Returning from a ride - Care of the hot horse - modern approaches

** these topics require a small amount of research. Some * covered in the Manual of Horsemanship.*

The Practical Tack Session: Required for Lingfield Level 1 & BHS Horse Owner's Certs Level 1

We follow the BHS syllabus very strictly for BHS exam students, thus ensuring exam papers are acceptable to the BHS. You must find a local BHS qualified instructor to oversee the practical session.

Any course being run without this qualified supervision would not be according to the syllabus and leaves the exam or Certificate awarded open to withdrawal.

Detailed information and paperwork/form for signature by the instructor will be sent with your Study Pack 4. When you reach this stage, we can provide names of instructors if you have had difficulty finding one.

Overseas Students must also undertake this with a similarly qualified instructor. International Instructors Level 1 Qualification is equivalent to BHSAI.

Lingfield LEVEL 2 Course - Elementary to Advanced 100 - 175 hrs

Excludes those elementary topics already covered in Level 1. Tops up Level 1 in more depth.

Completion of Levels 1 & 2 are considered to be the minimum required for professional livery yard management.

Course No HC 2

Some research skills required at this level.

Psychology further to Level 1

Farriers and Registration. Shoeing : Structure of the foot and lower leg.

Effects of hard ground, heavy going and careless riding

Treating minor wounds. Isolating problems : Common injuries & ailments further to Level 1

Bandages and boots for protection

Grassland Management for equines. Maintenance of pasture. Grasses*

Making Hay on small parcels of land

Worms and Worming in brief

Watering and Feeding further to Level 1

Feed Charts and Weights. Guides* to Light, Moderate, Medium, Hard and Fast work

Teeth - brief information only.

Bits & Biting, Tack & Care of Saddlery. First aid & Rider apparel - all further to Level 1.

Bedding in relation to dust and allergies - COPD / RAO

Importance of Daily Routine when caring for horses : Guide to routines for small Yards

Daily, weekly, periodical and annual treatments, tasks and maintenance jobs

Insurance for horse and rider : Highway and Country Code

Etiquette for : Indoor and Outdoor Schools and for Parking Horse Boxes and Trailers.

Lingfield LEVEL 3 Course - Advanced / Professional 150-250 Hrs

This is not a stand alone course but a top up for those working at professional level who have already taken Levels 1 & 2.

A must for those running a commercial yard. We expect Level 3 students to be up to date, competent and experienced in equine management to a standard well beyond that of the average pleasure rider.

Course No. HC 3

Good research skills are required at this level.

Sick Nursing and Isolation Procedures.

Respiratory problems.

Ailments and Injuries - further to Level 1 & 2.

Vices - stress is covered in Levels 1 & 2

Roughing off and Bringing up from grass.

Fittening & maintenance of same for various disciplines.

Clipping, Trimming, Plaiting.

Presentation Correct Tack and Dress.

Competition Horse - Feeding

Preparation & Equipment for travel - further to Levels 1 & 2.

Care of Transport.

Legal Requirements for Transport & Towing*

Stable & Yard Construction.

Muck Heaps.

Planning.

Environments.

Costs* involved when keeping horses at home, livery etc.

BHS & Riding Clubs.

Convert your course to an Intermediate Diploma:

- Students may enrol on any of our individual courses and at any time during their course may convert to an Intermediate Diploma programme just by paying the difference in fee.
- Current students are also now offered the opportunity to convert their courses to any of the Intermediate Diploma programmes.

Short Courses and Intermediate Diploma Programmes

Syllabi

Short Course Study Time depends on individual student input and could be anything from 35 - 150 hrs

Equine Psychology & Behaviour - SC3 *Some research skills required*

Study Guides
 Recommended Reading
 Introduction to horse behaviour
 The behaviour of the wild herd
 The horse's reaction to stress
 Senses and Body Language
 The horse's mind :
 How horses learn
 Reinforcement - positive & negative
 Communicating with horses
 "Problem" Horses
 Care/Safety
 relating to psychology & stress
 What are :
 'Horse Training' &
 'Natural Horsemanship'

Research assignments throughout the course
 Final Assignment for Certification

SC4: Available only on completion of the SC3 course. This is a more practical course providing a more hands on approach to psychology, behaviours and in depth coverage of the language of the horse.

Livery Yard Management - SC8 *Some research skills required*

Study Guides
 Livery - what is it?
 What it means
 What is available
 Qualities for success
 Finding and using suitable premises
 Facilities - suitability for your clients
 Setting up a Business
 Business Management
 Financial planning, accounts etc
 Legal matters, insurance etc.
 Planning and Layout
 Marketing
 Advertising
 Management of Staff & Clients
 Routines & equine requirements
 Bulk buying and storage
 Pasture Management

Research assignments throughout
 Final Assignment for Certification

Feeding & Nutrition - SC5 *Some research skills required*

Wild horses : feeding routines
 Feeding the domesticated horse
 Feeding naturally
 Rules of Feeding and Watering
 Types of feed
 Hay & haylage
 Nutrients / Nutrition explained
 Digestive system
 Feed Tables & Charts
 Feeding by weight
 Keeping it simple
 Calculating weights
 Summaries
 Age specific diets
 Seasonal changes in feeding
 Supplements & Additives
 Balancers
 Condition Scoring
 Fibre Types
 Feeding relating to allergies
 Teeth
 Worming
 Common problems associated with feeding

Research assignments throughout
 Final Assignment for Certification

Intermediate Diplomas

Intermediate Equine Management Diploma programmes
 Available by email only. Combine 2/3 courses into one enrolment.

These programmes have either two or three elements. The course files are sent by email attachment thus providing students with the option to print the course files themselves if they wish.

- **ID** covers the syllabus in Level 1 & 2
- **ID3 (Psychology)** covers the syllabus in Lev 1, 2 & SC3
- **ID5 (Feeding)** covers the syllabus in Lev 1, 2 & SC5
- **ID8 (L Yard Mgmt)** covers the syllabus in Lev 1, 2 & SC8

All the above allow the more experienced student the opportunity to fast track through the Level 1 element in 5-7 weeks instead of 12.

- LEC Certification is available on completion of each element.
- An Intermediate Diploma is awarded on successful completion of the programme.
- The option to sit the BHS Level 2 HOC exam is available on completion.
- Existing students may convert their course to any of these programmes at any time during

Advanced Diploma

Available as conversion from Level 2, or any ID programme

Prices on application

- Advanced Diploma Equine Care & Management
 (Avail as conversion from HC2 / ID. Contains HC3)
- Advanced Diploma Eq C & M - with speciality course
 (Avail as conversion from HC2 or any ID, Contains HC3)
- Advanced Diploma Eq C & M (Psych)
 (Avail as conversion from Int Dip (Psych Contains HC3 & SC4)

HOW MUCH WILL A COURSE COST

PAY: **on line** with Paypal / Credit/Debit Card. By post with S.Order, Postal Orders or **UK** Cheques

You can pay instalments in various ways:

- **Instalments 1:** To start the next working day, pay first instalment by telephone or by Paypal to lingfieldcourses@horse-care.co.uk & email the office with details. If the office is open, by telephone to 01398-371177. Scan & email signed standing order form at same time as emailing information on what the payment is for and full name and address etc. Complete an online registration form - do not continue to payment page.
- **Instalments 2:** Pay 1st instalment and email details as above, send the form by post the same day with a signed enrolment form.
- **Instalments 3:** Send the signed standing order form or post dated cheques for all payments with a signed enrolment form.
- **Cheques : in same day monthly instalments to PClements** This is the title of the working account for the equine courses: Insert card number & students name on reverse - omitting this may delay your course by 10 days.
- Note that: Time restrictions apply to sending of course material. The 1st instalment is non refundable in the event of cancellation.

Course No	Course Title	Email Fee	Postal Fee in full only
	Equine Care & Management Include the option to sit BHS Horse Owner's Certificates	Available in 3 or 6 instalments	
HC 1	Lingfield Level 1 Long Course	£297 (3/6 x £99/49.50)	£420
HC 2	Lingfield Level 2 Long Course	£372 (3/6 x £123/62)	£420
HC 3 **	Lingfield Level 3 Long Course	£300 (3/6 x £25/50)	£400
	Short Courses Topic Specific - Minimum age 16	Available in 3 instalments	
SC3	Equine Psychology & Behaviour	£177 (3 x £59)	on request
SC4**	Practical Eq Psychology & Behaviour (avail soon)	£177 (3 x £59)	on request
SC5	Feeding & Nutrition	£165 (3 x £55)	on request
SC8	Livery Yard Management	£177 (3 x £59)	on request
	Intermediate Diploma Programmes Minimum age 16	Available in 3 or 6 instalments	
ID	Intermediate Equine Mg/ment Diploma (2 elements: Combines Level 1 & 2)	£348 (3/6 x £116/58)	N/A
ID3	Intermediate Equine Mg/ment Diploma (3 elements: Combines Lev 1, 2 & SC3)	£384 (3/6 x £128/64)	N/A
ID5	Intermediate Equine Mg/ment Diploma (3 elements: Combines Lev 1, 2 & SC5)	£384 (3/6 x £128/64)	N/A
ID8	Equine Livery Yard Mg/ment (Int Dipl) (3 elements: Combines Lev 1, 2 & SC8)	£420 (3/6 x £140/70)	N/A
	Advanced Diploma - available as conversions after enrolment Available as conversion from Level 2, or ID programmes		
AD1	Advanced Diploma Equine Care & Management Avail as conv from Level 2 or ID. Contains HC3	£150	2 x £75
AD 3/4/5/8	Advanced Diploma with Speciality course Contains HC3, and SC3,5 or 8 Advanced Dip (Psych) convert from ID3 contains HC3 & SC4	£255	2 x £127.50 or 3 x 85

Intermediate Diplomas: for professional development. Some Intermediate Diplomas include specialist Short 3, 5 or 8. **Best Value**

Minimum age 16. Ideal for experienced owners & those wishing to update or brush up.

We recommend the Intermediate Diploma programmes as the best value of all options. They all combine Levels 1 & 2 into one programme. Allows fast track through Level 1 in 6/7 weeks. All offer the option to sit the BHS Horse Owner's Certificates Level 2.

- **ID8** is business specific suitable for commercial livery enterprises (& farm diversification).
- ****Entry** for Level 3: Send copy of Certs for LEC2 / BHS HOC 2. ****Entry** for SC4: completion of SC3
- All Lingfield Equine Certificates/Diplomas = £15 admin fee.
- **Full Tutor Support (FTS):** We also offer extra help to those who need help with writing answers or with reading and homework. Assignments from each Long course Pack will be checked.
- **Shared Long Courses:** *Two students using the same address may share. One must pay the full fee. Both are eligible to sit the BHS exam with Lingfield Correspondence. FTS for one only. Sharing is normally only suitable for the Level 1 course/element - but please ask.

FTS = Full Tutor Support - Level 1	Payable on enrolment	£46
SHARED COURSES = Level 1, ID3 or ID5	Payable on enrolment	£40 per course

- **Overseas students:** Pay on line. See enrolment form & web site for cost of postage.
- **Overseas BHS HOC Exams:** held only at offices of The British Council

Recommended Long Course Book List: Available directly from lingfieldcourses@horse-care.co.uk

Available from our on line Shop are the following: **Riding & Stable Management Stage 1-3 by Hazel Reed.** From £13

"How to Get Qualified" UK £4.75 - Details all the UK equestrian related qualification. Ideal if aiming to work with horses.

"Lingfield Wall Charts" 'Lumps and Bumps' (Ailments) & 'Points of the Horse' UK= £10.00 : Overseas= £15.00 inc p&p

BHS TEST/EXAM INFORMATION

You do not need to take a specific course just for the BHS Horse Owner's Certificates because Lingfield Levels 1 2 & 3 courses incorporate the syllabus for the BHS. You may therefore sit the BHS exam with Lingfield on completion of individual long courses.

The written BHS HOC exams are entirely optional as are the 'on trust' course completion Lingfield exams. BHS exams are supervised. The BHS exams offered, are for the BHS Horse Owner's Certificates. You apply for entry, & pay the exam fee towards the end of the long course.

When can I sit the BHS Horse Owner's Certificates?

We can arrange for our students to sit these BHS exams with Lingfield Correspondence as follows:

Level 1: On successful completion of the course & required Tack Form, Set Work 5-7 at required time.

Levels 2 & 3: on successful completion of the relevant course assignments.

Intermediate Diplomas:

Successful completion of required assignments allow entry to the BHS Level 2 BHS HOC with Lingfield Correspondence.

Advanced Diplomas: Available on completion of HC 2 or ID3,4,5 or 8.

Where can I sit the exam?

If possible we will arrange for you to sit the exam in your own home.

What is the BHS Horse Owner's Certificates (HOC) exam like?

All Levels are of 90 minute duration and are run in the same manner as a national school or college examination. They are all theory - there is no practical section. They have 30 short questions and 4 long questions which must be answered within the allotted time. The long questions require essay answers which must be an absolute minimum of half an A4 page in length. No books or diagrams etc. are available during the exam. The BHS have allowed us to set up these exams for our students in their own homes providing the exams are overseen by a suitable invigilator. We generally appoint invigilators via professional educational facilities, they will bring the exam paper to your home and oversee your exam. It is against guidelines to send the exam paper directly to the student or for students to have any involvement in the invigilation appointment.

Students cannot, under the above guidelines, use their own invigilator, nor should you attempt to find, or provide us with a contact for invigilation. Any such attempt might leave the examination open to disqualification. Our strict adherence to procedures means that at no time has any Lingfield student had their BHS Horse Owner's Certificate (HOC) withdrawn. Your BHS certificate gained with us is a worthwhile achievement.

Please read the Terms and Conditions on next page relating to BHS exam invigilation.

BHS Exam Fees and appointment of invigilator.

BHS HOC entry form and fees are due on reaching Study Pack 5 (or 8 in Levels 3 & 4). At this stage we instigate a search for a local invigilator to oversee the exam for you. We ask you at this stage for a non returnable fee of £50 (£60 for Level 3) to locate an invigilator, set up the exam, mark the paper and send it off with the relevant paperwork and fee to the BHS. If however, we are unable to locate a suitable person, we will refund the exam fee less £10. (At this stage there is an alternative, see page 11).

Our fee includes the BHS exam fee and P & P = £17.50

You pay the invigilator between £25 & £35 for their time on the day of the exam.

Overseas Exams: Students sit the BHS at the offices of The British Council. Students may only sit these exams if The British Council has an office in their country of residence, and only if that office provides exam facilities for distance learning students. Ask about your nearest office personally via www.britishcouncil.org.uk. All fees & courier charges for this service, must be paid by the student.

Professional Qualifications

The Lingfield Levels 1-3 courses provide the majority of the theory knowledge on which students are questioned during the Stages exams. The BHS professional Stages exams themselves however, cannot be gained by post from any source whatsoever. The BHS exams offered by Lingfield Correspondence are for BHS Horse Owner's Certificates, they are not the BHS Stages exams in themselves, nor are they any part of the Stages exam. Neither do the HOC's count towards any part of the Stages exams. The Stages exams are held only by the BHS at exam centres (Equestrian Centres and Colleges), are all practical based with the theory on equine knowledge being questioned orally during the day of the exams. There are other qualifications for teaching and professional grooms via the ABRS - we suggest these should also be considered especially by those who are working outside the industry and cannot find time to train full time.

"How To Get Qualified" A Guide to: Professional Equestrian Qualifications A VERY USEFUL BOOKLET

This is an extremely useful booklet for those aiming to work with horses, particularly if hoping to train part time. It gives information on easy routes to gaining various qualifications.

It is the only place where you will find all the information about the many different equestrian qualifications in one spot.

£4.75 including P & P Payable via Paypal to lingfieldcourses@horse-care.co or cheque/postal order to PClements.

PLEASE READ & NOTE THE FOLLOWING TERMS AND CONDITIONS:

- Refunds and Cancellations: Should you decide after receiving your first course Section and/or Study Pack that you do not wish to continue with the course/s or programmes, we will, within the timescale stated below, refund your fee/s less any on-line charges - or we will refund the balance of the fee/s if you paid by cheque, both less an administration charge of £10 for setting up the enrolment. All courses or programmes on which you are enrolled will be cancelled at this time, your ownership of the course is relinquished. All courses / programmes will be terminated by us in the event of cancelled, referred cheques or stopped payments.
- If instalments are to be paid by standing order and we do not receive proof of this having been set up within 8 days, the course or programme will be terminated by us. There will be no refund of any initial payment.
- Postal courses/programmes: We will refund the amount stated without quibble on receipt of written cancellation together with the undamaged course material within 14 days of the registration date / payment receipt / posting date for long courses & programmes or 8 days for Short Courses. (Copyright is still binding after cancellation)
- E-mail courses/programmes: We will refund the amount stated without quibble on receipt of written cancellation together with the hard copy of the e.mail on which the download codes were provided within 14 days of it being sent to you or 8 days for Short Courses. (Copyright is still binding after cancellation)
- Study Packs/course material cannot be sent in bulk. Receipt of the first Study Pack/Section is accepted as ownership of a course or programme in its entirety. Course material however, will be sent only on receipt of individual requests. Students must work through the course in the prescribed manner with the required gap (usually 10 days) between confirmation of receipt of one piece of course material and posting/emailing the request for the next. No exceptions are made to this rule. Requests for course material are the responsibility of the student.
- Course material is only available as part of a complete course. Packs or Sections are not available on an individual basis - expect for replacements in exceptional circumstances. A complete Level 1 or 2 long course will not be sent in less than 3 months, Level 3 in five months. Minimum timescales may be extended if instalments deem it necessary. 'Request' procedures must be adhered to. Further timescale restrictions apply to those paying fees by instalments. See web site for full details.
- If wishing to sit the BHS HOC exams the required Tack Form & Set Work must be completed as per the course procedures (in own handwriting unless circumstances are exceptional). Don't worry if your spelling and grammar aren't that good - no one's perfect!
- BHS HOC exams: Fees paid to Lingfield Correspondence for setting up BHS HOC exams are not refundable. We aim, via local educational facilities, to find an invigilator near you to oversee your exam in your own home. If however, we are unable to find someone suitable within a reasonable time frame we will be unable to set up the BHS exam, and the fee paid, less £10 for administration, will be returned. At this stage only, if we are unable to find someone, prior to refund, the student may provide a local instructor from the BHS web site list who is prepared to invigilate. The BHS portion of our exam fee (£15) is refundable if work is considered below standard. BHS Exam & Lingfield Certification fees are due to be paid to Lingfield towards the end of the course.
- If after two years, course completion is not accomplished, and/or if we receive no contact from a student for a period of 18 months, enrolment on Lingfield Correspondence Courses will be deemed to have been terminated by the student. If there has been no contact, the course and records are archived and there is a charge of £38 for re-instating the enrolment after 2 yrs up to a maximum of 3 years. However, it is easy enough to drop us a note, within that 18 month/2 year timescale, to let us know that you are busy but are still keen to continue eventually.
- Course completion restrictions apply to DEFRA /subsidised/funded students. A mandatory 10 day gap is required after enrolment between confirmation of receipt of the first module of any course to request for the second.
- Information given in the courses or in connection with the courses, should be accepted as educated views and opinions, not as absolute truths. Students enrolling on any course with us are deemed to have accepted, and agree to abide by legally binding copyright laws, the procedures, criteria, requests and details as laid out in this and any more recent copy of the Enrolment form, Prospectus, welcome mails, Study Packs and/or any other related documentation provided by Lingfield Correspondence or associated course providers.
- On enrolment, students accept that any or all procedures, criteria etc. cost of exam, course fees, tutor support and postage etc., may alter without notice.
- Students must read & understand the following information:
Any information given in the course material or in connection with the courses, should be accepted as educated views and opinions, not as absolute truths. When dealing with unpredictable animals such as horses and ponies, students should carry out further independent research, and independent expert advice should be sought at all times. The foregoing applies particularly with regard to the practical handling, riding and caring for horses and ponies.

From Level 1:

- Name the joint at the top of the hind leg. (The hip is incorrect)
- Products with names which include cool mix, cooling, non heating, oat-free, are invariably said to be unsuitable for the average pleasure riders horse - why?
- A Flash noseband - what is its purpose apart from preventing the horse evading use of the bit?
- A gaping cheek piece is not a gauge of incorrect bit height, but what is?
- Historically correct bit fitting refers to 1 / 2 wrinkles at the corners of the mouth. This doesn't always work so how *do* you check correct height?
- Why is it unsafe to secure the cheek straps to the top hole of the headpiece?
- Did you know that like humans, horses get ulcers? How can you prevent this?
- Did you know that colic is a common cause of death?
- Equine vets do not recommend wound powder these days. Why?
- It is better to groom thoroughly AFTER exercise - but why?
- A running martingale is not to "keep the head down" - so what *is* its' purpose?
- How much weight of food would a 15hh cob require daily.
- What % of their body weight in food, would the average horse require daily.
- Do you know all the different straight foods and their uses?

If you don't know the answer to even one of the above, Level 1 is definitely for you.

From Level 2:

- What do the following mean NPK and COPD & what is COPD now called.
- Farriers prefer the horses they shoe to have clean, dry legs and feet - why? (The answer has little to do with not getting their hands dirty)
- The use of saline was covered in Level 1 - explain the benefits?
- Provide a feed chart to keep the following combination safe and happy:
A fully stabled, TB horse in light work, ridden by very nervous person.

N.B. Feeds, their uses, weight tables etc are all provided in Level 1 - not in Level 2.

From SC3 - Psychology & Nutrition:

- What are Positive & Negative reinforcement?

From SC5 - Feeding & Nutrition:

- What are the 5 basic nutrients?

Our office will not provide answers to any of the above - the course material will though!

What course is best for me?

Level 1 Our most popular and valued course.

- Is a course of exceptional value providing an enormous amount of good all round information on a great number of equine care & management topics. We recommend this one to those who are looking for a good all round yet very comprehensive course.
- Although the language is clear and non technical, this is not just a basic novice course but is very full and detailed and suitable for experienced people wishing to update just as much as it is for those just about to embark on horse ownership.
- Level 1 provides many professional students with most of the theory information they need for their BHS Stage 2 or ABRS Level 2 exam

Intermediate Diploma programmes These are by far the best value & offer immediate conversion to Advanced Dips

- Combine two or more courses into one enrolment (all include Level 1 & 2). This means less administration for us so we are able to reduce the fee quite considerably. Some of these programmes are nearly half the cost of the courses if you pay for them individually.

There are a number of frequently asked questions (FAQ) on www.horse-care.co.uk

Help and Advice

- We are here to help so please feel free to take advantage of our friendly approach. Help and advice on training for professional Stages or ABRS exams is available from Paula in the Somerset office, 01398-371177 / lingcors@horse-care.co.uk or from the BHS on 01926-707700 or the ABRS on 01746-365777

Professional Qualifications:

We produced the following guide because although all the organisations and qualifying bodies offer information on their own particular system of qualification. Nowhere however is there detailed information on all the available qualifications in the equestrian industry today.

- "How to Get Qualified" £4.75 inc p & p
A Guide to: Gaining Professional Equestrian Qualifications The Lingfield Instructor Group have produced a detailed & informative booklet about gaining professional qualifications.