



**PONY CLUB**  
AUSTRALIA

National Coach Accreditation Scheme

**Preliminary Coach  
Course Outline  
2021**

## Section A: Copyright and course classification information

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## Section B: Course information

1. Nomenclature		
1.1	<b>Name of the qualification</b>	PCANCAS Preliminary Coach
1.2	<b>Nominal duration of the course</b>	<p>The course is designed to be flexible. The candidate can work at their own pace. However, the practical examination should be undertaken within two years of course registration.</p> <p>Any candidate deemed not yet competent (NYC) in any section of the assessment must be reassessed within 12 months.</p> <p>Unsupervised: Estimated 34 hours Supervised: Minimum 12 hours Volume of learning: Approximately 46 hours.</p>
2. Vocational or educational outcomes		
2.1	<b>Purpose of the course</b>	<p>This course is intended to provide candidates with the following general and vocational education outcomes:</p> <ul style="list-style-type: none"> <li>• Coach Pony Club riders working through E, D and D* proficiency certificates</li> </ul>
3. Development of the course		
3.1	<b>Industry / enterprise / community needs</b>	<p>The outcomes of this course meet:</p> <ul style="list-style-type: none"> <li>• The community need for coaches who can introduce riders to owning and riding horses safely and responsibly whilst upholding equine welfare.</li> <li>• The social need for horse owners to have an evidence-based foundation for horse ownership and management.</li> <li>• The PCA Club need to have qualified coaches coaching PCA Club members at rallies/musters.</li> <li>• The PCA Centre need to have qualified coaches coaching PCA Centre Member riders.</li> <li>• The need for social, economic and environmental sustainability for horse sport in Australia.</li> </ul>

## 4. Course outcomes

<p><b>4.1</b></p>	<p><b>Foundation skills</b></p>	<p>Foundation skills applicable to the outcomes of this course are identified in the units of competency (ie. learning, reading, writing, oral communication, numeracy and employability).</p> <p>Candidates will need a good understanding of the English language as course material is only available in English. They must be able to read, write and interpret documents as they will be required to complete assessment tasks such as short/long answer questions, as well as forms.</p> <p>Candidates can make application for alternative forms of assessment (for example, oral assessment instead of written assessment).</p>
<p><b>4.2</b></p>	<p><b>Recognition given to the course</b></p>	<p>The course will be recognised as sufficient to teach E, D and D* Pony PCA members without supervision.</p>

## 5. Course procedures

<p><b>5.1</b></p>	<p><b>Course structure</b></p>	<p>To achieve a PCANCAS Preliminary coach qualification, the candidate must complete the following seven core units.</p> <p>There are no electives or specialisations in this course.</p> <p>Units are grouped into the following seven national units:</p> <ol style="list-style-type: none"> <li>1. Sport Australia Online Community Coaching General Principles</li> <li>2. Coaching Pony Club Riders</li> <li>3. Horse Care</li> <li>4. Horse Behaviour and Training</li> <li>5. Riding Skills (the teaching of)</li> <li>6. Mentored Coaching Practice</li> <li>7. Practical Coaching Assessment</li> </ol> <p>Unit 1 is conducted online. Units 2-6 will be completed/recorded in the official workbook and signed off by a mentor prior to the practical assessment.</p> <p>The content of each unit is listed below.</p> <p>Please note that the hours are provided as a guide only. More experienced and knowledgeable candidates may take less time to complete the workbook-based assessments.</p>
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Unit #	Unit title	Unsupervised hours	Nominal (supervised) hours
<b>1</b>	<b>Sport Australia Online Community Coaching General Principles</b>		
1.1	Snapshot of a good coach	1	
1.2	Preparing to Coach	1	
1.3	Working with others	1	
1.4	Coach in Action	1	
<b>2</b>	<b>Coaching Pony Club Riders</b>		
2.1	The history of Pony Club in Australia	1	
2.2	The role of the coach	1	
2.3	Safety and risk management	1	
2.4	Coaching children	1	
2.5	Inclusive coaching	1	
2.6	Teaching commands, terminology and arena figures	1	
2.7	Planning	1	
2.8	Control of a group	1	
<b>3</b>	<b>Horse Care</b>		
3.1	Basic horse management and handling	1	
3.2	Points, colours, markings and measuring	1	
3.3	Grooming, washing and hosing	1	
3.4	Care of the hooves	1	
3.5	Health, condition and routine health care	2	
3.6	Saddlery, tack and equipment	1	
3.7	Rugs and Rugging	1	
3.8	Feed and Feeding	1	
3.9	How Horses Move	1	
3.10	Transporting horses	1	
<b>4</b>	<b>Horse behaviour and training</b>		
4.1	Introducing Equitation Science	1	
4.2	The Rider's Tool kit	1	
4.3	Ground work	1	
4.4	The Equitation Science Training Scale	1	
<b>5</b>	<b>Riding Skills</b>		
5.1	Gear Checking	1	
5.2	Mounting, Dismounting and Holding the Reins	1	
5.3	Rider Position	1	
5.4	Control of the horse	1	
5.5	Poles and small jumps	1	
5.6	Simple mounted games	1	
5.7	Road rules	1	
<b>6</b>	<b>Mentored Coaching Practice</b>		Min. 10 or RPL
<b>7</b>	<b>Practical Coaching Assessment</b>		
7.1	Practical coaching assessment of riding on the flat		0.5
7.2	Practical coaching assessment of poles and small obstacles		0.5
7.3	Practical coaching assessment of mounted games		0.5
7.4	Practical coaching assessment of ground work		0.5
	<b>Total unsupervised hours (guide only)</b>	34	
	<b>Total nominal (supervised) hours (guide only)</b>		Min. 12
	<b>Total hours (guide only)</b>		<b>46</b>

5.2	Entry requirements	<p><b>1. Essential entry requirements</b></p> <p>Candidates must:</p> <ul style="list-style-type: none"> <li>• Be at least 16 years of age to register for the course</li> <li>• Be at least 18 years of age to receive the PCANCAS Preliminary Coaching Qualification</li> <li>• Meet the requirements for working with children in the relevant Australian State/Territory</li> <li>• Read, understand and sign the Coach's Code of Conduct</li> <li>• Be a financial member of Pony Club Australia.</li> </ul>	
<p><b>6. Assessment</b></p>			
6.1	Assessment strategy	<p><b>Method</b></p> <p>Direct observation</p> <p>Written</p> <p>Questioning</p> <p>Third-party evidence</p>	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Assessment by mentors during coaching practice</li> <li>• Assessment by assessors during practical coaching assessment</li> <li>• Assessment of worksheets and related activities in the Preliminary Coaching Workbook</li> <li>• Mentors are encouraged to use questions when checking and signing off workbooks</li> <li>• Evidence of completion of Sport Australia online Community Coaching General Principles</li> </ul> <p>All assessment must be completed in accordance with human/equine health and safety standards, and biosecurity and infection control policies and procedures.</p>
6.2	Recognition of Prior Learning	<p>Recognition of Prior Learning will be considered for Unit 6 upon written application documenting the candidate's experience coaching riders at - or comparable to, E, D and D* riders, or on the basis of holding another formal horse riding coaching qualification or having worked at a riding school for a period of time. If RPL is granted for Unit 6, the candidate will still need to be assessed as competent in all other units, including Unit 7.</p>	
6.3	Assessor competencies	<p>Two assessors will be present at the practical assessment of Unit 7 with a minimum of one viewing the candidate during their practical assessment.</p> <p>The option of video assessment will only be considered in circumstances which make face-to-face assessments extremely difficult to organise.</p> <p>Assessors are members of the State Coaching Panel or their appointees. Pony Club undertakes to develop training for assessors. Assessors will be provided with information on acceptable standards and the conduct of fair, valid, reliable and flexible assessments. Assessors must declare any conflict of interest prior to assessment so that it can be managed. Conflicts might include a family relationship, a close personal friendship, a business partnership (including sponsorship, horse ownership/leasing or competing the other's horse, direct or indirect financial gain or a coaching arrangement).</p>	

6.4	<b>Mentor competencies</b>	<p>A mentor must have an accreditation at least one level higher than the candidate (ie. PCANCAS Level 1) and be familiar with the current Pony Club Australia Coaching Syllabus and Code of Conduct.</p> <p>A list of mentors is available from the Chief Coach in each state. Chief Coaches will also be able to provide an indication of any costs involved for mentoring, depending on your location and level of experience.</p>
6.5	<b>Presenters</b>	<p>From time to time, clubs, zones/regions, states and PCA may provide specialist training workshops or presentations to supplement coach learning and updates.</p> <p>Where workshops are conducted, presenters must:</p> <ul style="list-style-type: none"> <li>• Be an accredited coach at the same level (or higher) as the course being presented and be approved by the State/Territory Coaching Panel; and</li> <li>• Have excellent presentation skills and preferably have also completed a presenter training course</li> <li>• Believe in and uphold the PCA Aims and Objectives</li> </ul> <p>Specialist presenters must have qualifications in their area of expertise (eg farrier, veterinarian, horse training).</p>
<b>7. Delivery</b>		
7.1	<b>Delivery modes</b>	<p>This course is delivered via a combination of online, written and face-to-face formats. Candidates with special needs or who are from rural/remote areas and have difficulty in undertaking any of the assessment tasks should consult with their State Chief Coaches' Panel.</p> <p>Examples of flexible delivery and assessment modes include:</p> <ul style="list-style-type: none"> <li>• Using oral questioning instead of written worksheets where appropriate.</li> <li>• Video assessment of the practical coaching tasks for assessment purposes where necessary (eg. for a coach in a remote area).</li> </ul>
7.2	<b>Resources</b>	<p><b>Pony Club Australia Preliminary Coaching Manual</b></p> <p>The PCANCAS Preliminary Coaching Manual is the primary reference for the PCANCAS Preliminary Coaching qualification.</p> <p><b>Pony Club Australia Preliminary Coaching Workbook</b></p> <p>Candidates will need to obtain, complete and submit a PCANCAS preliminary coaching workbook. The workbook correlates with the table of contents for the manual.</p> <p><b>Pony Club Australia Rider Manuals (E, D and D*)</b></p> <p>Candidates should be familiar with the rider manuals that their students will be using.</p>

<p><b>7.2 Resources</b> <i>(continued)</i></p>		<p><b>Sport Australia online Community Coaching General Principles</b></p> <p>The Community Coaching General Principles (CCGP) course has been developed by Sport Australia to assist coaches to learn the basic skills of coaching, particularly those coaches working with children.</p> <p>The course contains four units, covering a range of general coaching topics including; the role and responsibilities expected of a coach, planning, safety, working with parents, communication, group management and inclusive coaching practices. It takes approximately four hours to complete, and there is assessment included at the end of each unit.</p> <p>The course is free of charge to Australian coaches and can be accessed at <a href="https://www.sportaus.gov.au/coaches_and_officials/coaches">https://www.sportaus.gov.au/coaches_and_officials/coaches</a></p>
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## 8. Pathways and articulation

<p><b>8.1 Pathways and articulation</b></p>		<p>Completion of the PCANCAS Preliminary Coaching qualification is a prerequisite for the PCANCAS Level 1 Coaching qualification.</p>
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## 9. Ongoing monitoring and evaluation

<p><b>9.1 Ongoing monitoring and evaluation</b></p>		<p>The Pony Club Australia Coaching Advisory Council (CAC) will formally review the course content, structure and process at least every four years or as required, after which an update will be released.</p> <p>The monitoring and review of the Course Outline, Manual and Workbook will be undertaken in consultation with coach leaders in each state and territory.</p> <p>Requests for review of any or all of the content can be made in writing to the Chair of the CAC at any time.</p> <p>The CAC may update content more frequently where considered necessary, such as when progress in scientific understanding or practical application has been made. In those cases, materials may be updated and any enrolled candidates will be informed of any changes. Updates will be clearly marked on materials.</p>
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## Units of competency

<b>UNIT CODE</b>	<b>1</b>
<b>UNIT TITLE</b>	<b>Sport Australia online Community Coaching General Principles</b>
<b>APPLICATION</b>	This unit describes the general performance outcomes, skills and knowledge required for sports coaching. It requires the ability to understand general coaching principles. The unit applies to all coaches.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>1.1</b> <b>Snapshot of a good coach</b>	<ol style="list-style-type: none"> <li>1. Know what a coach does</li> <li>2. Know what a coach needs to know</li> <li>3. Know how a coach should behave</li> <li>4. Know where coaches can go for more information</li> </ol>
<b>1.2</b> <b>Preparing to Coach</b>	<ol style="list-style-type: none"> <li>1. Know why a coach needs to plan</li> <li>2. Know the needs of sports participants</li> <li>3. Know what you want to achieve</li> <li>4. Know what a plan should include</li> <li>5. Know different coaching approaches</li> <li>6. Know how to keep people safe</li> </ol>
<b>1.3</b> <b>Working with others</b>	<ol style="list-style-type: none"> <li>1. Know the communication skills that coaches need</li> <li>2. Know how to choose the right coaching style</li> <li>3. Know how to deal with issues and problems that might arise</li> </ol>
<b>1.4</b> <b>Coach in Action</b>	<ol style="list-style-type: none"> <li>1. Know what to organise</li> <li>2. Know how to choose the right coaching approach</li> <li>3. Know how to enhance learning</li> <li>4. Know how to make learning fun</li> <li>5. Know how to deal with misbehaviour</li> <li>6. Know how to be a better coach</li> </ol>
<b>PERFORMANCE EVIDENCE</b>	The candidate must be able to apply their knowledge of community coaching principles to the scenarios with which they are presented in the online training.
<b>KNOWLEDGE EVIDENCE</b>	The candidate must show evidence of their knowledge of community coaching principles through their completion of the Sport Australia online course as well as their performance at the practical coaching assessment.
<b>ASSESSMENT CONDITIONS</b>	Assessment will be in the form of a certificate of completion of the course, provided by Sport Australia.

<b>UNIT CODE</b>	<b>2</b>
<b>UNIT TITLE</b>	<b>Coaching Pony Club Riders</b>
<b>APPLICATION</b>	This unit describes the skills, knowledge and approach necessary to coach E, D and D* riders. It requires the ability to plan lessons, identify and manage risks and control a group of riders.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>2.1</b> <b>Coaching in Equestrian Sports</b>	<ol style="list-style-type: none"> <li>1. Explain the history and current structure of Pony Club in Australia</li> <li>2. Explain the benefits of PCANCAS coach accreditation</li> <li>3. Demonstrate an understanding of the various equestrian disciplines in which Pony Club riders participate</li> </ol>
<b>2.2</b> <b>The Role of the Coach</b>	<ol style="list-style-type: none"> <li>1. State the priorities of a Pony Club coach</li> <li>2. State legal responsibilities of the Pony Club coach</li> <li>3. Demonstrate behaviour appropriate to the PCA Code of Conduct</li> <li>4. Implement practices to ensure the welfare of riders and horses</li> </ol>
<b>2.3</b> <b>Safety and Risk Management</b>	<ol style="list-style-type: none"> <li>1. Identify safe riding facilities and equipment at Pony Club activities</li> <li>2. Identify precautions to prevent injury to riders and horses</li> <li>3. Know how to use some basic risk management tools to estimate and mitigate risk</li> <li>4. Describe what to do in case of an accident</li> <li>5. Outline basic first aid procedures in the case of injury</li> <li>6. Know the basic steps to accident reporting</li> </ol>
<b>2.4</b> <b>Coaching Children</b>	<ol style="list-style-type: none"> <li>1. Know why children come to Pony Club and their motivation to learn</li> <li>2. Identify important physical growth and social and emotional development characteristics of children and how these characteristics influence the way children learn and the implications this has on planning activities</li> <li>3. Know how to motivate young people</li> <li>4. Identify the stages involved in learning a skill</li> </ol>
<b>2.5</b> <b>Inclusive coaching</b>	<ol style="list-style-type: none"> <li>1. Identify the general principles of inclusive coaching for fun, participation and variety with reference to learning styles</li> <li>2. Know practical strategies and personal qualities for inclusive coaching</li> <li>3. Explain the Pygmalion effect</li> <li>4. Identify the needs of different groups, including: <ul style="list-style-type: none"> <li>• older riders</li> <li>• Indigenous riders</li> </ul> </li> </ol>
<b>2.6</b> <b>Teaching commands, terminology and arena figures</b>	<ol style="list-style-type: none"> <li>1. Know how to give clear commands for safe and effective teaching</li> <li>2. Know how to position oneself in relation to riders for maximum supervision</li> <li>3. Know arena tracks and figures to direct riders</li> </ol>

<p><b>2.7</b> <b>Planning</b></p>	<ol style="list-style-type: none"> <li>1. Plan a riding lesson appropriate to develop E, D and D* riding and ground work skills</li> <li>2. Know the most important elements of a warm up and cool down</li> <li>3. Demonstrate the ability to use lesson planning templates and diagrams</li> </ol>
<p><b>2.8</b> <b>Control of a Group</b></p>	<ol style="list-style-type: none"> <li>1. Know how to brief riders on safety practices, procedures and appropriate behaviour</li> <li>2. Explain group forms of riding including single file, open order and independent riding</li> <li>3. Use standard teaching commands and terminology to control the movements of a group</li> <li>4. Know how to manage a situation in which a horse is exhibiting the flight response</li> <li>5. Describe a loose horse protocol</li> </ol>
<p><b>PERFORMANCE EVIDENCE</b></p>	<p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit through their responses to the questions and activities in the PCANCAS Preliminary Coaching Workbook as well as during interactions with their mentor.</p>
<p><b>KNOWLEDGE EVIDENCE</b></p>	<p>The candidate must be able to demonstrate essential knowledge required to effectively and safely plan and deliver lessons to E, D and D* riders, including groups with specific needs.</p>
<p><b>ASSESSMENT CONDITIONS</b></p>	<p>Assessment must be in the form of written responses in the PCANCAS Preliminary Coaching workbook or as otherwise negotiated. Mentors will sign-off each unit in the workbook.</p>

<b>UNIT CODE</b>	<b>3</b>
<b>UNIT TITLE</b>	<b>Horse Care</b>
<b>APPLICATION</b>	This unit describes the horse care knowledge that coaches are required to teach to E, D and D* riders. It requires the ability to understand and explain basic horse care and management with an emphasis on human safety and horse welfare. The unit applies to all coaches of E, D and D* riders who may be coaching children, beginners, special groups and people new to or considering horse ownership.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>3.1 Basic Horse Management and Handline</b>	<ol style="list-style-type: none"> <li>1. Know the key elements of suitable housing for a horse or pony, including paddocking and stabling</li> <li>2. Know how to approach, catch, lead and tie up a horse, using a quick release knot, correctly and safely</li> <li>3. Know how to turn out a horse alone and/or in company</li> <li>4. Know how to control a horse for the vet or farrier</li> <li>5. Recognise and interpret horse body language</li> </ol>
<b>3.2 Points, colours and markings</b>	<ol style="list-style-type: none"> <li>1. Identify the points of the horse, colours and markings to D* level Pony Club</li> </ol>
<b>3.3 Grooming, washing and hosing</b>	<ol style="list-style-type: none"> <li>1. Identify and use grooming equipment</li> <li>2. Safely hose, wash and cool a horse</li> </ol>
<b>3.4 Care of the hooves</b>	<ol style="list-style-type: none"> <li>1. Explain the importance of daily foot care</li> <li>2. Know how to safely pick up the feet of a quiet horse</li> <li>3. Name the parts of the hoof</li> <li>4. Name the farrier's tools</li> <li>5. Know reasons for trimming and/or (re)shoeing</li> </ol>
<b>3.5 Health, condition and routine health care</b>	<ol style="list-style-type: none"> <li>1. Recognise a healthy horse in good condition</li> <li>2. Know how to use the six point body scoring chart to evaluate a horse's condition</li> <li>3. Recognise signs of pain in horses</li> <li>4. Recognise lameness/musculoskeletal pain</li> <li>5. Recognise the following common health conditions: girth galls, cold, colic and laminitis (founder)</li> <li>6. Know how to recognize and prevent botfly infestation, common internal parasites, tetanus, strangles and Hendra virus</li> <li>7. Understand the importance of routine equine dental care</li> <li>8. Identify situations requiring veterinary attention and know how to take the horse's vital signs</li> <li>9. Explain the five freedoms</li> </ol>

<p><b>3.6</b> <b>Saddlery, tack and equipment</b></p>	<ol style="list-style-type: none"> <li>1. Know the parts and fit of a saddle and snaffle bridle, including how to use a taper gauge to check noseband fit</li> <li>2. Explain procedure for cleaning, caring for and storing saddlery safely</li> <li>3. Know the steps to saddle/unsaddle and bridle/unbridle a quiet horse/pony</li> </ol>
<p><b>3.7</b> <b>Rugs and rugging</b></p>	<ol style="list-style-type: none"> <li>1. Know how to make scientifically informed decisions about rugging horses</li> <li>2. Safely rug and unrug a quiet horse</li> <li>3. Fit, storage, maintenance and care of rugs</li> <li>4. Describe how to measure a horse for a rug</li> </ol>
<p><b>3.8</b> <b>Feed and feeding</b></p>	<ol style="list-style-type: none"> <li>1. Understand the importance of horses as grazing animals</li> <li>2. Know the rules of good feeding practices</li> <li>3. Identify good and poor-quality hay, chaff and pasture</li> <li>4. Identify basic feed ingredients</li> <li>5. Explain the effects of under-feeding and over-feeding on the wellbeing of the horse</li> <li>6. Recognise common poisonous plants in the locality</li> <li>7. Demonstrate how to safely tie a hay net</li> <li>8. Explain the importance of an ample supply of fresh, clean water for the horse</li> <li>9. Identify and prevent dehydration</li> </ol>
<p><b>3.9</b> <b>How horses move</b></p>	<ol style="list-style-type: none"> <li>1. Identify the horse's footfalls at the walk, trot and canter, including beat, sequence of steps</li> </ol>
<p><b>3.10</b> <b>Transporting horses</b></p>	<ol style="list-style-type: none"> <li>1. Identify the basic care and maintenance requirements of a float</li> <li>2. Identify safety precautions when loading and unloading a horse</li> <li>3. Identify the road rules and safety aspects of towing a horse float</li> </ol>
<p><b>PERFORMANCE EVIDENCE</b></p>	<p>The candidate must show evidence of their horse care knowledge through their responses to the questions and activities in the PCANCAS Preliminary Coaching Workbook and interactions with their mentor.</p>
<p><b>KNOWLEDGE EVIDENCE</b></p>	<p>The candidate must be able to demonstrate essential knowledge required to effectively teach horse care and handling to E, D and D* riders.</p>
<p><b>ASSESSMENT CONDITIONS</b></p>	<p>Assessment must be in the form of written responses in the PCANCAS Preliminary Coaching workbook or as otherwise negotiated. Mentors will sign-off each unit in the workbook.</p>

<b>UNIT CODE</b>	<b>4</b>
<b>UNIT TITLE</b>	<b>Horse Behaviour and Training</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to teach the basic theory and application of horse behaviour and training to E, D and D* riders, with a focus ground work.</p> <p>It requires the ability to understand and communicate the principles of horse behaviour and training to E, D and D* riders.</p>
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>4.1</b> <b>Introducing Equitation Science</b>	<ol style="list-style-type: none"> <li>1. Give a basic description of Equitation Science</li> <li>2. Know the main traits of horses and explain and identify their flight response</li> <li>3. Know the 10 Equitation Science principles of training</li> </ol>
<b>4.2</b> <b>The rider's toolkit</b>	<ol style="list-style-type: none"> <li>1. Explain pressure-release training (negative reinforcement)</li> <li>2. Explain reward training (positive reinforcement)</li> <li>3. Explain punishment and why it should be avoided</li> <li>4. Explain habituation</li> </ol>
<b>4.3</b> <b>Ground work</b>	<ol style="list-style-type: none"> <li>1. Explain the importance of safe ground work and what that entails</li> <li>2. Know Positions 1 and 2 for conducting ground work</li> </ol>
<b>4.4</b> <b>Foundation responses</b>	<ol style="list-style-type: none"> <li>1. Know the aids for the first 3 foundation responses on the ground</li> <li>2. Know some exercises for teaching the first three foundation responses on the ground</li> <li>3. Understand why 'following' should be discouraged</li> <li>4. Explain how to use the whip as a training tool and not as a form of punishment</li> </ol>
<b>4.5</b> <b>The Equitation Science training scale</b>	<ol style="list-style-type: none"> <li>1. Be familiar with the Equitation Science training scale</li> </ol>
<b>PERFORMANCE EVIDENCE</b>	The candidate must show evidence of the ability to understand and apply horse behaviour and training principles to their coaching of E, D and D* riders through their responses to the questions and activities in the PCANCAS Preliminary Coaching Workbook and interactions with their mentor.
<b>KNOWLEDGE EVIDENCE</b>	The candidate must be able to demonstrate essential knowledge required to explain and show evidence-based horse behaviour and training to E, D and D* riders.
<b>ASSESSMENT CONDITIONS</b>	Assessment must be in the form of written responses in the PCANCAS Preliminary Coaching workbook or as otherwise negotiated. Mentors will sign-off each unit in the workbook.

<b>UNIT CODE</b>	<b>5</b>
<b>UNIT TITLE</b>	<b>Riding Skills</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to teach basic arena riding and road riding to E, D and D* riders. Arena riding includes small jumps and simple mounted games.</p> <p>It requires the ability to check gear and equipment, teach basic riding and horse control and structure a riding session appropriately.</p>
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>5.1 Gear Checking</b>	<ol style="list-style-type: none"> <li>1. Know how to safely conduct a gear check at the start of a lesson</li> <li>2. Check the fit of the saddle and bridle for comfort and safety</li> <li>3. Recognise when gear is safe to use</li> </ol>
<b>5.2 Mounting, dismounting and holding the reins</b>	<ol style="list-style-type: none"> <li>1. Teach correct procedure for mounting and dismounting</li> <li>2. Lead a ridden horse from either side</li> <li>3. Teach the rider to hold the reins in two hands and shorten/lengthen the reins</li> <li>4. Teach the rider how to hold the reins in one hand</li> </ol>
<b>5.3 Rider Position</b>	<ol style="list-style-type: none"> <li>1. Identify the correct position of the rider in the saddle</li> <li>2. Recognise common faults in rider position</li> <li>3. Communicate position corrections to riders in an effective manner</li> </ol>
<b>5.4 Control of the horse, aids, warming up and cooling down, rider exercises.</b>	<ol style="list-style-type: none"> <li>1. Know the natural and artificial aids and when and how they should be used</li> <li>2. Teach riders the aids to stop, slow, go forward and turn under saddle</li> <li>3. Teach riders to walk, trot and canter</li> <li>4. Teach riders to change their rising diagonal at trot</li> <li>5. Teach rider to walk and trot on a long rein</li> <li>6. Teach riders to identify the correct leading leg at canter</li> <li>7. Teach a rider to increase and decrease the speed within a pace</li> <li>8. Understand and explain the concept of self-carriage</li> </ol>
<b>5.5 Poles and small jumps</b>	<ol style="list-style-type: none"> <li>1. Know the general principles of using trot poles safely and effectively</li> <li>2. Know how to introduce small fences and crossrails</li> <li>3. Know strategies for a horse who stops or runs out</li> <li>4. Teach the rider the jumping position, including two and three point seat</li> <li>5. Teach the rider crest release and the correct use of the neck strap</li> </ol>
<b>5.6 Simple mounted games</b>	<ol style="list-style-type: none"> <li>1. Know where to locate the rules for Mounted Games and Novelties</li> <li>2. Know some simple mounted games</li> </ol>
<b>5.7 Road rules</b>	<ol style="list-style-type: none"> <li>1. Know the rules for riding a horse on the road as an individual or in a group</li> <li>2. Know hand signals for riding on the road</li> </ol>

<b>PERFORMANCE EVIDENCE</b>	The candidate must show evidence of the ability to teach riding skills to E, D and D* through their responses to the questions and activities in the PCANCAS Preliminary Coaching Workbook and interactions with their mentor.
<b>KNOWLEDGE EVIDENCE</b>	The candidate must be able to demonstrate the essential knowledge required to teach basic skills in arena and road riding to E, D and D* riders.
<b>ASSESSMENT CONDITIONS</b>	Assessment must be in the form of written responses in the PCANCAS Preliminary Coaching workbook or as otherwise negotiated. Mentors will sign-off each unit in the workbook.

<b>UNIT CODE</b>	<b>6</b>
<b>UNIT TITLE</b>	<b>Mentored coaching practice</b>
<b>APPLICATION</b>	This unit provides the practical experience necessary to consolidate the knowledge and skills gained through units 1-5.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>6.1</b>	Undertake at least 10 hours of coaching under the supervision of a mentor or similarly qualified person such as a Chief Instructor.
<b>PERFORMANCE EVIDENCE</b>	The candidate must show evidence of at least 10 hours of coaching through their log of hours in the PCANCAS Preliminary Coaching Workbook, signed by their mentor, another suitably qualified supervisor or in the case of a riding school, their employer.
<b>KNOWLEDGE EVIDENCE</b>	The candidate must be able to demonstrate sufficient knowledge of coaching to be considered to have met the minimum amount of mentored/supervised coaching to satisfy the mentor/supervisor that they can effectively and confidently coach E, D and D* riders, especially in a group setting.
<b>ASSESSMENT CONDITIONS</b>	Assessment must be in the form of at least 10 hours of mentored coaching, supervised and signed-off by a mentor or similarly qualified supervisor. Practical assessment for Unit 7 will not occur until a mentor is satisfied that the candidate has demonstrated sufficient practical coaching skills to be expected to pass Unit 7, Practical Coaching Assessment.



<b>UNIT CODE</b>	<b>7</b>
<b>UNIT TITLE</b>	<b>Practical Coaching Assessment</b>
<b>APPLICATION</b>	This unit describes the performance outcomes, skills and knowledge required to safely and effectively coach E, D and D* riders without supervision. It requires the ability to plan and teach a variety of lessons (flat work, jumping, mounted games and ground work) to a small group of D and D* riders. The unit applies to coaches of E, D and D* riders.
<b>PRE-REQUISITE UNIT</b>	The candidate must be deemed competent in Units 1-6 prior to commencing this unit.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<b>7.1</b> <b>Practical coaching assessment of a flatwork lesson</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain conditions for safe practice</li> <li>2. Conduct satisfactory lesson introduction, demonstration &amp; warm-Up</li> <li>3. Deliver appropriate lesson content showing satisfactory general coaching skills</li> <li>4. Provide constructive feedback to riders</li> </ol>
<b>7.2</b> <b>Practical coaching assessment of a poles and small obstacles lesson</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain conditions for safe practice</li> <li>2. Conduct satisfactory lesson introduction, demonstration &amp; warm-Up</li> <li>3. Deliver appropriate lesson content showing satisfactory general coaching skills</li> <li>4. Provide constructive feedback to riders</li> </ol>
<b>7.3</b> <b>Practical coaching assessment of a mounted games lesson</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain conditions for safe practice</li> <li>2. Conduct satisfactory lesson introduction, demonstration &amp; warm-Up</li> <li>3. Deliver appropriate lesson content showing satisfactory general coaching skills</li> <li>4. Provide constructive feedback to riders</li> </ol>
<b>7.4</b> <b>Practical coaching assessment of a ground work lesson</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain conditions for safe practice</li> <li>2. Conduct satisfactory lesson introduction, demonstration &amp; warm-Up</li> <li>3. Deliver appropriate lesson content showing satisfactory general coaching skills</li> <li>4. Provide constructive feedback to riders</li> </ol>
<b>PERFORMANCE EVIDENCE</b>	The candidate must show evidence of the ability to independently coach four x 30-minute lessons with a small group of D/D* riders under practical assessment conditions.
<b>KNOWLEDGE EVIDENCE</b>	The candidate must be able to demonstrate the application of essential knowledge required to safely and effectively conduct four lessons suitable for D/D* riders (ie. knowledge gained through Units 1-5).

## ASSESSMENT CONDITIONS

On the day of assessment, the candidate must present their workbook with all exercise pages initialled by their mentor. This includes the pages in Unit 2.3 where the candidate has placed their own initials against each item in the PCA Coaches' Code of Conduct, as well as the Mentor Statement to the Practical Assessor with the mentor's full signature (found in Unit 6 of the workbook).

Assessment must be in the form of:

- Four written lesson plans, recorded in the candidate's PCANCAS Preliminary Coaching Workbook, with copies supplied to the assessor/s on the day of assessment.
- Observation of four practical coaching sessions and assessment against the standard criteria.

Training and assessment venue minimum requirements:

- Access to three to six D/D\* level Pony Club riders
- A marked 20 x 60m area with a level, non-slip riding surface for conducting the flatwork lesson
- A minimum of 40 m x 70m area with a level, non-slip riding surface for conducting the jumping lesson
- A minimum of 40 x 60m area with a level, non-slip riding surface for conducting the Mounted Games lesson
- Jumping equipment (a min of six sets of wings and sufficient poles)
- Mounted games/novelty/ sporting equipment
- A quiet area suitable for confidential discussions to take place
- All assessment must be completed in accordance with human/equine health and safety, and biosecurity and infection control policies and procedures.





**PONY CLUB**  
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