



BRITISH
DRIVING SOCIETY

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2022

Unit of Competence for Carriage Driving
The Preliminary Syllabus

Unit of Competence for Carriage Driving :

The Preliminary Assessment Syllabus

British Driving Society Preliminary Assessment is a Unit based competence. Candidates may take all Units together or separately. Candidates will receive a record of Units achieved but Certificates will only be received when all Units are in place.

Note - For a Unit to be achieved the candidate must complete all the Elements in that Unit successfully.

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ASSESSOR GUIDANCE : Preliminary Assessment

The successful candidate will be capable of harnessing up and putting to safely (with an assistant) in approximately 30 minutes, driving a single turnout safely, using the English coaching style of driving for practical driving Element 2.1 and any safe style of driving for Element 2.2.

The candidate will be capable of making simple transitions from walk to trot, trot to walk, simple turns and progressive halts and must be in control of the Equine at all times throughout the performance.

The Equine knowledge and care Elements will be examined in line with BHS Stage 1 requirements.

UNIT OF COMPETENCE FOR CARRIAGE DRIVING

Recommended for participants in private driving, pleasure driving and driving trials at club level.

A certificate in human first aid is highly recommended.

INTRODUCTION : BDS Preliminary Assessment

Objective:

To be capable of harnessing up, putting to and driving a single turnout to a safe standard, using candidate's own turnout or one borrowed or hired for the occasion.

Unit 1 Driving - Prepare to Drive Elements 1.1 and 1.2

Unit 2 Driving - Practical Driving Elements 2.1 and 2.3

Unit 3 Equine Knowledge and Care Unit

Section 1 Practical Performance
Elements 3.1, 3.2 and 3.3

Section 2 General Knowledge and Understanding
Elements 3.4 to 3.10

CANDIDATES:

Assessment Application Forms

These may be obtained from the BDS office to which the completed form and appropriate fee should be returned prior to the assessment day.

Assessment Days

These are publicised in the BDS newsletters and on the website and candidates should book their assessment with the centre of their choice. This Assessment Centre will notify the candidate of the time to attend and may make arrangements for hire of a turnout if the candidate does not intend to use their own.

Results

On Completion of the assessment, the Examiner will give the candidate the provisional result, subject to ratification. If successful, the certificate will be sent to the candidate in due course. It is regretted that due to the volume of administration generated by the assessment scheme it is not possible to notify the candidate in writing of the success or failure.

Re-takes

Any candidate who is successful in the Unit for Equine Knowledge and Care but not in the Driving Units, or the reverse, may retake only the complete Unit at which he/she has not reached the required level. Individual Elements of the Units may not be taken in isolation. The full assessment fee is payable for all re-takes.

Equine Knowledge and Care

Candidates who have passed BHS Stage 1, Riding Club Preliminary Equine Care or Pony Club C Test within the last 10 years are exempt for the Equine Knowledge and Care Unit.

Photocopies of certificates must be sent with the Candidates assessment application form.



UNIT 1 : Driving : Prepare to Drive

ELEMENT 1.1 : Clean Some Items from a set of Single Leather Harness

Equipment

- A set of traditional leather harness with full and breast collars.
- Harness cleaning equipment.

Performance Criteria:

- A. Selected items from a single set of harness are cleaned.
- B. A set of harness is correctly assembled.

Knowledge and Understanding:

1. Reason for cleaning and inspecting is discussed.
2. Range of cleaning materials is identified.
3. Drying procedure is discussed.
4. Storage is discussed.
5. All parts of a set of single harness are named.

ELEMENT 1.2 : Harness up and Put To

Harness up and put to with an assistant, using planned procedure

Equipment:

Single Harness:

A traditional leather or competition harness.

Vehicle:

2 wheeled traditional vehicle - availability of a 2 wheel vehicle from the assessment centre if a 4 wheel vehicle is being used for the assessment.

Performance Criteria:

1. Control of Equine is maintained at all times.
2. Harness is selected and fitted to the Equine.
3. Adjustments are made where necessary.
4. Equine is safely put to the vehicle.
5. Areas of potential weakness on vehicle are identified.
6. Health and Safety of Equine, self and others is maintained at all times.
7. Spare equipment is discussed and identified.

Knowledge and Understanding:

1. Safe fitting of harness demonstrated and discussed.
2. Dangers of inappropriate procedures when making adjustments discussed.
3. Balancing a vehicle demonstrated and discussed.
4. Mounting and dismounting procedure. The pros and cons of the different methods are discussed.
5. The importance of adopting a safe driving position is discussed.
6. The role of the groom/passenger is discussed in broad terms.
 - a. During a cross country competition
 - b. General safety aspects during pleasure/private driving.



UNIT 2 : Driving : Practical Driving

ELEMENT 2.1 : Carry out Road Driving Manoeuvres

Carry out Road Driving Manoeuvres using any suitable turnout from the list below and the English Coaching Style of Driving (Reins held in the left hand with right hand supporting)

Equipment and Location:

Location

Simulated road conditions - see page 8

Single Harness:

A traditional leather or competition harness.

Vehicle:

A two wheel or 4 wheeled vehicle suitable for a single equine. (A two wheeler will be available from the assessment centre to demonstrate balancing). No single seater vehicles are acceptable as the assessor MUST be able to sit beside the candidate.

Performance Criteria:

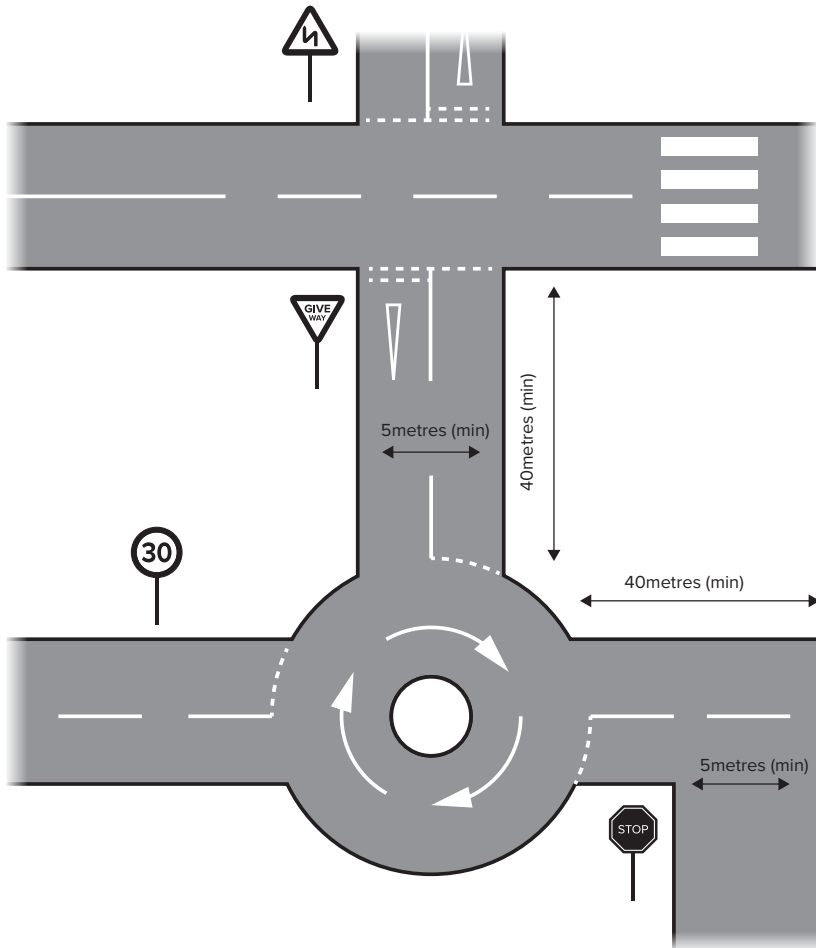
- A. Reins and whip are taken up appropriately.
- B. Equine and vehicle are driven safely and smoothly at an appropriate speed to road conditions.
- C. Simulated road hazards and signs etc are negotiated safely.
- D. A correct position on the simulated road is maintained.
- E. Road safety procedure is followed.
- F. Appropriate hand signals are used.
- G. Health and Safety of Equine, self and others is maintained throughout.

Knowledge and Understanding:

- A. Equine's reaction to working alone or in company is discussed.
- B. Application of the Highway Code and Road Traffic Act are discussed.
- C. Use and identification of the aids including the use of the whip is discussed.
- D. Procedure to be undertaken in the event of a road traffic accident is discussed.
- E. Methods of general accident prevention are discussed.
- F. The range of hand signals is discussed and demonstrated.
- G. Some do's and don'ts of driving are identified.



ELEMENT 2.1 : Carry Out Road Driving Manoeuvres



Road Plan:

The Road plan may be varied slightly to suit location needs but should incorporate:

- A Roundabout
- Pedestrian Crossing
- Road Junctions
- Simulated Traffic Signs and Signals

Road Junctions and crossings should be indicated using sawdust (not black/white paint or belting).

ELEMENT 2.2 : Drive a simple Test

Drive a simple test using any safe style of driving using any turnout from the list below.

Equipment and Location:

Location:

An enclosed arena approximately 60 x 40m, menage or level fenced field.

Equipment:

Road cones and markers.

Vehicle:

Single vehicles, 2 or 4 wheeled, traditional, exercise or competition.

Performance Criteria:

- A. Carry out a series of movements on both reins including:
 - i. 20 metre circles.
 - ii. A serpentine.
 - iii. A halt.
- B. A halt is maintained and an appropriate salute is given.
- C. Three sets of cones or markers are negotiated.
- D. The Health and Safety of Equine, self and others is maintained at all times.
- E. Agreed cooling down procedures is followed on completion.

Knowledge and Understanding:

- 1. The use of the aids is discussed.
- 2. The working trot is discussed.
- 3. Lengthening and shortening strides, correct bends and a progressive halt are discussed.



ELEMENT 2.3 : Take Out and Attend

Take out and attend to Equine and vehicle after use.

Equipment:

Vehicle:

Single vehicles, 2 or 4 wheeled, traditional, exercise or competition

Harness:

Single harness, traditional or competition.

Performance Criteria:

- A. Vehicle is halted in an appropriate location for taking out.
- B. Safe dismounting procedure is followed.
- C. Equine is taken out of the vehicle and led away.
- D. Harness is removed using safe procedure.
- E. Control of the Equine is maintained at all times.
- F. Health and Safety of the Equine, self and others is maintained at all times.

Knowledge and Understanding:

- 1. Safety procedure when taking out is identified.
- 2. Inspecting vehicle for wear and tear is discussed.
- 3. Care of vehicle after use is discussed.
- 4. Storage of vehicle after use is discussed.
- 5. Storage and care of whip after use is discussed.
- 6. Care of the Equine after work is discussed.



UNIT 3 : Equine Knowledge and Care

SECTION 1 : Practical Performance

ELEMENT 3.1 : Groom the Stabled Equine

Equipment and Location:

All items of grooming equipment, head collar, rope and loose box

Performance Criteria:

- A. A head collar is put on using safe practise.
- B. The Equine is tied up using safe procedure.
- C. Use of each item of grooming equipment is demonstrated.
- D. Control of the Equine is maintained throughout.
- E. Health and Safety of Equine, self and others is maintained at all times.

Knowledge and Understanding:

1. All items of a grooming kit are named.
2. Use of grooming kit identified.
3. The reasons for grooming is discussed.
4. Care of the grooming equipment is discussed.

ELEMENT 3.2 : Lead a Equine in-hand from an Open Bridle

Equipment and Location

Open bridle, enclosed environment

Performance Criteria:

- A. A bridle is fitted on the Equine.
- B. Equine is led away and returned at the walk.
- C. Control of the Equine is maintained at all times.
- D. Health and Safety of Equine, self and others is maintained at all times.
- E. Bridle is removed using safe practice.

Knowledge and Understanding:

1. Fitting and adjustment of the bridle is discussed.
2. The importance of using sound equipment is recognised.
3. The importance of an alert handler is recognised.



4. Appropriate procedure for changing direction is discussed.
5. Safety footwear is discussed.

ELEMENT 3.3 Fill and Tie Up a Haynet

Equipment:

Bale of hay, spring balance for weighing, hay net, tie ring.

Performance Criteria:

- A. Select hay for use.
- B. Fill and weigh hay net.
- C. Tie up using safe practise.

Knowledge and Understanding:

1. When and how to soak hay is discussed and the reason for doing so.
2. Reason for selecting hay is discussed.
3. How and why to weigh hay is discussed.
4. Position and height of net when tied is identified.
5. Method of securing hay net is discussed.
6. The use of dust masks is discussed.

UNIT 3 : Equine Knowledge and Care

SECTION 2 : General knowledge and understanding

ELEMENT 3.4 : Feeding and Watering the Stabled Equine

- A. At least 4 common feed samples are identified.
- B. Storage of hard feed is discussed.
- C. Taint, mould and foreign bodies are discussed.
- D. Different samples of hay and haylage are identified and discussed.
- E. The quantity and type of feed to be given related to size of animal and workload is discussed in broad terms.
- F. Different methods of providing water to the stabled Equine and its importance are discussed.

ELEMENT 3.5 : The Equine at Grass

- A. How and when to supplement the Equine's food at grass are discussed.
- B. Feeding several Equines turned out together is discussed.
- C. The reason for checking water supply is discussed.
- D. The different methods of providing water to the grass kept Equine, the merits or otherwise are discussed.
- E. The reason for frequent checks on Equines at grass are identified.
 - i. In summer
 - ii. In winter
- F. The different types of fencing available are discussed suggesting orders of preference.
- G. Some poisonous plants are identified.
- H. Grooming the Equine at grass is discussed.

ELEMENT 3.6 : Stable Care

- A. Items of stable tools and their use are identified.
- B. The importance of well-managed beds is discussed.
- C. Three types of bedding materials and their management is discussed.
- D. The functions of 'bankings' are discussed.



ELEMENT 3.7 : The Equine's Health

- A. Some points in the conformation of the Equine are named.
- B. What to look for when inspecting a Equine first thing in the morning and last thing at night is discussed.
- C. The detection of heat and swelling in the Equine's leg is discussed and possible reasons and treatment are discussed.
- D. How to recognise colic and when to call the vet is discussed.
- E. Some common causes of lameness/ailments in the harness Equine are suggested and their possible treatment discussed.
- F. Equine flu and tetanus prevention and vaccinations are discussed.
- G. Internal parasites, a programme for prevention, what to use and how often is discussed.
- H. At least 4 items in an equine first aid cupboard are discussed.

ELEMENT 3.8 : Foot Care

- A. How to recognise a worn shoe and when to call the farrier is explained.
- B. Signs to look for in a well shod foot are described.
- C. The stages of shoeing are explained.
- D. The farriers tools are identified.

ELEMENT 3.9 : The Competition Equine

- A. The requirement for a fit Equine is discussed in general terms including the dangers of using overweight, unfit Equines in competitions.
- B. Some basic ways to achieve fitness are suggested.
- C. Why have a rest period during a marathon or long distance drive is discussed.
- D. The care of a Equine during a rest period is discussed.
- E. The reasons why water should always be available are discussed.
- F. Signs of distress are recognised.
- G. The need to call a vet is discussed.

ELEMENT 3.10 : Health and Safety

- A. Some items of protective clothing are suggested for:
 - i). The whip
 - ii). The groom/passenger
 - iii). The stable hand
 - iv). The Equine
- B. How to make an emergency services call is discussed in detail.
- C. The planned procedure in the event of a stable fire is identified.
- D. At least 2 different types of fire fighting equipment and their use are identified.



GUIDELINE NOTES :

For use with British Driving Society's Assessment Programme

PRELIMINARY LEVEL 1

ASSESSMENT LOCATION

Requirements for Preliminary Level 1

1. An enclosed arena 40 metres x 60 metres (minimum).
A level field free from debris and holes may be used.
2. Simulated road conditions. Farm tracks may be used or preferable a level area laid out as per the BDS Simulated Road Plan, incorporating road signs, roundabouts and traffic signals. Road junctions should be indicated using sawdust (not black and white paint or belting).
3. Proven carriage Equines of 6 years or over with a minimum of 2 years driving experience. Candidates must be notified if the Equine has any unusual habits or quirks prior to the assessment day.

Driving Equipment

1. Harness
A single set of leather English harness with both full and breast collar, together with a good set of sound competition/exercise harness.
2. Vehicle
A two or four wheeled vehicle. If candidates do not provide their own vehicle and leather harness, the Assessment Centre will provide these for use with Unit 1.
3. All items required for the Equine Knowledge and Care Unit.

Personnel

The Assessment Organiser may be the person who provides the location or the Area Commissioner and will be responsible for the organisation and smooth running of the Assessment Day. He/she should have proven organising ability, be a competent administrator and must understand the procedure appertaining to the paperwork.



There may be 2 Assessors/Examiners for the assessment day:

- One for the Equine Knowledge and Care Unit
- One for Driving Unit's 1 and 2.

For Preliminary Assessment, the same person may examine all Units if the time and organisation permits.

Assessors/Examiners

All Assessors should arrive at the Assessment Location in plenty of time, familiarise themselves with the location, check the equipment and driving surfaces prior to commencement of the Assessment.

Preliminary Assessment divides naturally into Section 3 for the purpose of assessment:

Unit 1 : Driving : Preparing to Drive

Unit 2 : Driving : Practical Driving

Unit 3 : Equine Knowledge and Care

NOTE:

An assessor/examiner may not at any time assess a candidate to whom they have given individual instruction.

An Assessor/Examiner may not at any time assess any candidate who has attended a group training seminar or clinic for 12 people or less given by that examiner until a minimum of 6 months has elapsed from the group training day. A group training day, seminar/clinic for more than 12 people does not constitute individual tuition so does not prevent or restrict the examiner who spoke at it from assessing any candidate who attends.

The Practical Driving

At least 40 minutes should be given to Driving Unit 2 for Preliminary Level 1. The Equine Knowledge and Care Unit and the Driving Units may take place on separate days but should be completed within 6 months of each other but in most instances they will take place on the same day. Assessors should have with them a carefully compiled folder containing a list of pre-determined questions appertaining to the level being assessed and line drawings or photographs of vehicles, etc. suitable for assessing the under-pinning knowledge.



CANDIDATES

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Equine Knowledge and Care

Candidates who have passed BHS Stage 1, Riding Club or Pony Club C Test within the last 10 years are exempt for the Equine Knowledge and Care Unit. Photocopies of certificates must be sent with the candidates assessment application form.



Organisation and Administration Procedure (All Levels)

The Organiser of the Assessment Day has overall responsibility for both the smooth running of the day and the correct handling of the paperwork. To make the day financially viable at least five candidates should be forward on that date and Organisers must ensure that expenses of the day are at least covered by entry fees received by candidates.

1. Candidate completes assessment application form and sends off together with fee (see entry form) to the BDS office.
2. BDS Office forwards copies of the assessment application form to the assessment day Organiser.
3. Assessment Day Organiser notifies candidates of any potential local hazards at the assessment location eg. Railways, irrigation canals, low flying aircraft, crow scarers, etc.
4. Assessment Organiser orders examiners mark sheets from the BDS Office, in relevant numbers for levels to be taken.
5. Assessment Organiser plans day and arranges timetable.
6. The Organiser arranges the required number of stewards and ensures smooth timing and running of the day. The Organiser gathers together all completed assessor mark sheets, clip them to the copy of the assessment application form and sends to the BDS Office for certification.
7. Organisers must make sure that the expenses for the days are at least covered by any entry fees received from the candidates for that day.

NOTE:

Occasionally an Organiser may have late entries and there may not be time to send applications in advance. This is quite acceptable provided assessment application forms are clipped to the mark sheets and sent with the appropriate fee. All application forms must be signed and fees paid before assessment takes place. It is important to make sure that all names and addresses are clear and easily deciphered in order to ensure accurate certificates. In cases where the Organiser is different from the provider of the location, there must be close liaison between the 2 people but the Organiser should take over all responsibility for the administration of the test day.



Develop your driving skills with the comprehensive BDS training programme



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