

City & Guilds Level 2 Diploma in Saddlery (0084-21)



Qualification handbook for centres

600/0256/6

City & Guilds Level 2 Diploma in Saddlery (Bridle)
City & Guilds Level 2 Diploma in Saddlery (Harness)
City & Guilds Level 2 Diploma in Saddlery (Saddle)

www.cityandguilds.com
March 2022
Version 1.1

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Qualification title	Number	QAN
City & Guilds Level 2 Diploma in Saddlery (Bridle)	0084-21	600/0256/6
City & Guilds Level 2 Diploma in Saddlery (Harness)	0084-21	600/0256/6
City & Guilds Level 2 Diploma in Saddlery (Saddle)	0084-21	600/0256/6

Version and date	Change detail	Section
1.1 March 2022	TQT and GLH clarified and highlighted Added 'City & Guilds' to front cover and qualification titles Deleted references to QCF Updated City & Guilds office address	1 Throughout

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1 Introduction to the qualifications

This document contains the information that centres need to offer the following qualifications:

Qualification title and level	City & Guilds qualification number	Qualification accreditation number	Credits	Guided Learning Hours (GLH)
City & Guilds Level 2 Diploma in Saddlery (Bridle)	0084-21	600/0256/6	39	305
City & Guilds Level 2 Diploma in Saddlery (Harness)	0084-21	600/0256/6	37	285
City & Guilds Level 2 Diploma in Saddlery (Saddle)	0084-21	600/0256/6	37	291

Qualification Summary

These qualifications are designed to assess the ability of candidates in saddlery craft skills at an intermediate level. It is anticipated that they will be used by students completing a course of training at an assessment centre or by those currently employed in the trade and seeking recognition of their abilities.

These qualifications replace the 4744-02 Level 2 Certificate in Saddlery – Saddle Making (100/3518/7), 4744-12 Level 2 Certificate in Saddlery – Harness Making (100/3518/7), 4744-22 Level 2 Certificate in Saddlery – Bridle Making (100/3518/7) which expire on 31/03/2011.

This qualification forms part of the Apprenticeship framework for Fashion and Textiles (Saddlery) via Skillset. The different routes available within this qualification are bridle, harness and saddle.

For further information about the Level 2 Intermediate Apprenticeship in Fashion and Textiles visit www.skillset.org

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
City & Guilds Level 2 Diploma in Saddlery (Bridle)	305	390
City & Guilds Level 2 Diploma in Saddlery (Harness)	285	370
City & Guilds Level 2 Diploma in Saddlery (Saddle)	291	370

1.1 Qualification structures

Level 2 Diploma in Saddlery (Bridle)

To achieve the **Level 2 Diploma in Saddlery (Bridle)**, learners must achieve 39 credits from the mandatory units in the table below.

Unit accreditation number	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value	Excluded combination of units (if any)
Mandatory Units					
K/600/1723	Unit 201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	Mandatory	3	
R/502/6671	Unit 202	Understand the principles and practices of stitching and making-up operations for bridles	Mandatory	14	
Y/502/6672	Unit 203	Understand the principles of bridle manufacturing techniques in the production process	Mandatory	12	
D/502/6673	Unit 204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	Mandatory	10	

Level 2 Diploma in Saddlery (Harness)

To achieve the **Level 2 Diploma in Saddlery (Harness)**, learners must achieve 37 credits from the mandatory units in the table below.

Unit accreditation number	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value	Excluded combination of units (if any)
Mandatory Units					
K/600/1723	Unit 201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	Mandatory	3	
H/502/6674	Unit 205	Understand the principles and practices of stitching and making-up operations for harnesses	Mandatory	12	
K/502/6675	Unit 206	Understand the principles of harness manufacturing techniques in the production process	Mandatory	12	
M/502/6676	Unit 207	Understand the principles and practices of using materials and fittings in the manufacture of harness components	Mandatory	10	

Level 2 Diploma in Saddlery (Saddle)

To achieve the **Level 2 Diploma in Saddlery (Saddle)**, learners must achieve 37 credits from the mandatory units in the table below.

Unit accreditation number	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value	Excluded combination of units (if any)
Mandatory Units					
K/600/1723	Unit 201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	Mandatory	3	
T/502/6677	Unit 208	Understand the principles and practices of stitching and making-up operations for saddles	Mandatory	12	
A/502/6678	Unit 209	Understand the principles of saddle manufacturing techniques in the production process	Mandatory	12	
F/502/6679	Unit 210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	Mandatory	10	

1.2 Opportunities for progression

On completion of these qualifications candidates may progress into employment or to the following City & Guilds qualifications:

- 0084-03 Level 3 Diploma in Saddlery

1.3 Qualification support materials

City & Guilds also provides the following publications and resources specifically for these qualifications:

Description	How to access
Sample test papers	www.mastersaddlers.co.uk
Assessment guide for centres	www.mastersaddlers.co.uk
Assessment guide for candidates	www.mastersaddlers.co.uk
Promotional materials	www.mastersaddlers.co.uk www.nptc.org.uk/qualifications www.capel.ac.uk www.saddlerytraining.com
fast track approval forms/generic fast track approval form	www.nptc.org.uk

The qualification specification includes suggested resources for each unit:

Unit	Resource	How to access
202-204	Hartley Edwards, Elwyn, 1994, <i>Training aids, in theory and practice</i> , J A Allen	Any book retailer
205-207	Hasluck, Paul H, 2008, <i>Saddlery and harness making</i> , Brooks Press	Any book retailer
202-207	Steinke, Robert H, 2003, <i>Bridle work</i> , J A Allen Steinke, Robert H, 2000, <i>Harness Making</i> , J A Allen	Any book retailer
205-207	Norris, Anne/Pethick, Nancy, 1979, <i>Harnessing up</i> , J A Allen	Any book retailer
205-207	Office of Saddlery and Harness , 1907, <i>The Harness Makers Guide</i> , Walsall	Any book retailer
202-210	Stohlman, A, 1977 <i>Hand Stitching</i> , Tandy Leather Co Stohlman, A, 1984 <i>Leather Working Tools</i> , Tandy Leather Co	Any book retailer
202-210	Savory, Keith, 2001. <i>The working saddlers handbook</i> , J A Allen	Any book retailer

2 Centre requirements

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualifications Level 2 Certificate in Saddlery – Saddle Making (4744-02), Level 2 Certificate in Saddlery – Harness Making (4744-12), Level 2 Certificate in Saddlery – Bridle Making (4744-22) may apply for approval for the new Level 2 Diploma in Saddlery (0084-21) using the **fast track approval form**, available from the website www.nptc.org.uk.

Centres may apply to offer the new qualifications using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

2.1 Resource requirements

Physical resources and site agreements

Candidates must have access to specialist saddlery workshop facilities when undertaking practical assessment equipped for machining and making-up operations appropriate to the assessment being undertaken. The equipment, systems and machinery must meet current industry standards and be capable of being used under normal working conditions.

Human resources

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the area for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Assessors should be occupationally competent, either qualified to level 3 or above in saddlery or have significant and current experience of working in the industry at this level. They should have had formal training in assessment, which may be A1, D32/33, TAQA or other training that allows the

assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency.

It would be envisaged that the training would encompass, but not be limited to

- Assessment planning
- Methods of assessment
- Feedback
- Recording of evidence.

Internal verifiers/qualification co-ordinators must be occupationally competent, either qualified to at least level 3 in saddlery or have significant and current experience of working in the industry at a supervisory level. They should have had formal training in assessment, as above and have experience of internal verification or training in the quality assurance systems required by the awarding organisation.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Candidate entry requirements

There are no formal entry requirements for candidates undertaking these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications have been approved and accredited for 16-18, and 19+ learners. However, there are no age limits attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment.

3 Course design and delivery

3.1 Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

3.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

4 Assessment

4.1 Summary of assessment methods

For these units, candidates will be required to complete the following assessments:

- Written examination for the common mandatory unit 201
- Assessment of specified pre-made items for mandatory units 202-204, 205-207 and 208-210
- Observational and oral assessment during time-limited manufacture of specified items for mandatory units 202-204, 205-207 and 208-210
- Written examination for the mandatory units 202-204, 205-207 and 208-210

Unit No.	Title	Assessment Method	Where to obtain assessment materials
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	<p>Written examination of underpinning knowledge (1 hour)</p> <p>Observation of safe working practices during practical assessment</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)
202	Understand the principles and practices of stitching and making-up operations for bridles	<p>Written examination of underpinning knowledge for Units 202-204 (45 minutes)</p> <p>Candidates will be required to make three items: a Snaffle Bridle, a Stable Head Collar and a Running Martingale to specification.</p> <p>The snaffle Bridle and the Stable Head Collar are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Running Martingale is to be made during the assessment within 4.5 hours so that Candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)

Unit No.	Title	Assessment Method	Where to obtain assessment materials
203	Understand the principles of bridle manufacturing techniques in the production process	<p>Written examination of underpinning knowledge for Units 202-204 (45 minutes)</p> <p>Candidates will be required to make three items: a Snaffle Bridle, a Stable Head Collar and a Running Martingale to specification.</p> <p>The snaffle Bridle and the Stable Head Collar are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Running Martingale is to be made during the assessment within 4.5 hours so that Candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	<p>Written examination of underpinning knowledge for Units 202-204 (45 minutes)</p> <p>Candidates will be required to make three items: a Snaffle Bridle, a Stable Head Collar and a Running Martingale to specification.</p> <p>The snaffle Bridle and the Stable Head Collar are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Running Martingale is to be made during the assessment within 4.5 hours so that Candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers www.mastersaddlers.co.uk

Unit No.	Title	Assessment Method	Where to obtain assessment materials
205	Understand the principles and practices of stitching and making-up operations for harnesses	<p>Written examination of underpinning knowledge for Units 205-207 (45 minutes)</p> <p>Candidates will be required to make three items: a Harness Breeching, a Crupper Dock and a Crupper Body to specification.</p> <p>The completed Harness Breeching and the Dock are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Crupper Body is to be made during the assessment within 3.5 hours so that Candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)
206	Understand the principles of harness manufacturing techniques in the production process	<p>Written examination of underpinning knowledge for Units 205-207 (45 minutes)</p> <p>Candidates will be required to make three items: a Harness Breeching, a Crupper Dock and a Crupper Body to specification.</p> <p>The completed Harness Breeching and the Dock are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Crupper Body is to be made during the assessment within 3.5 hours so that Candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)

Unit No.	Title	Assessment Method	Where to obtain assessment materials
207	Understand the principles and practices of using materials and fittings in the manufacture of harness components	<p>Written examination of underpinning knowledge for Units 205-207 (45 minutes)</p> <p>Candidates will be required to make three items: a Harness Breeching, a Crupper Dock and a Crupper Body to specification.</p> <p>The completed Harness Breeching and the Dock are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Crupper Body is to be made during the assessment within 3.5 hours so that candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)
208	Understand the principles and practices of stitching and making-up operations for saddles	<p>Written examination of underpinning knowledge for Units 208-210 (45 minutes)</p> <p>Candidates will be required to bring a completed pony saddle to the Assessment Centre made to the required specification.</p> <p>Candidates will be required to build and block a seat onto a saddle within 4 hours so that candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)
209	Understand the principles of saddle manufacturing techniques in the production process	<p>Written examination of underpinning knowledge for Units 208-210 (45 minutes)</p> <p>Candidates will be required to bring a completed pony saddle to the Assessment Centre made to the required specification.</p> <p>Candidates will be required to build and block a seat onto a saddle within 4 hours so that candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)

Unit No.	Title	Assessment Method	Where to obtain assessment materials
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	<p>Written examination of underpinning knowledge for Units 208-210 (45 minutes)</p> <p>Candidates will be required to bring a completed pony saddle to the Assessment Centre made to the required specification.</p> <p>Candidates will be required to build and block a seat onto a saddle within 4 hours so that candidate's work can be observed and marked by an assessor.</p>	Assessment specifications can be downloaded from the Society of Master Saddlers (www.mastersaddlers.co.uk)

Time constraints

The following time constraints must be applied to the assessment of these qualifications:

- All assessments must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assessments.

4.2 Test specifications

The pass marks for the following examinations is 70%

Paper title: Level 2 Diploma in Saddlery				
Written paper for unit 201				
Test duration 1 hours				
Unit	Unit title	No. of questions	No. of marks	%
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	11	110	100
	Totals	11	110	100

Paper title: Level 2 Diploma in Saddlery (Bridle)				
Written paper for unit 202-204				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
202	Understand the principles and practices of stitching and making-up operations for bridles	5	50	33.3
203	Understand the principles of bridle manufacturing techniques in the production process	5	50	33.3
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	5	50	33.3
	Totals	15	150	100

Paper title: Level 2 Diploma in Saddlery (Harness)				
Written paper for unit 205-207				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
205	Understand the principles and practices of stitching and making-up operations for harnesses	5	50	33.3
206	Understand the principles of harness manufacturing techniques in the production process	5	50	33.3
207	Understand the principles of harness manufacturing techniques in the production process	5	50	33.3
	Totals	15	150	100

Paper title: Level 2 Diploma in Saddlery (Saddle)				
Written paper for unit 208-210				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
208	Understand the principles and practices of stitching and making-up operations for saddles	5	50	33.3
209	Understand the principles of saddle manufacturing techniques in the production process	5	50	33.3
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	5	50	33.3
	Totals	15	150	100

4.3 Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) recognises the contribution a person's previous experience could contribute to a qualification. RPL is allowed and is also sector specific.

5 Units

Summary of units

City & Guilds unit number	Title	Credits
201	Understanding health and safety and associated employer rights and responsibilities within the apparel, footwear, leather or textile industry	3
202	Understand the principles and practices of stitching and making-up operations for bridles	14
203	Understand the principles of bridle manufacturing techniques in the production process	12
204	Understand the principles and practices of using materials and fittings in the manufacture of bridles	10
205	Understand the principles and practices of stitching and making-up operations for harnesses	12
206	Understand the principles of harness manufacturing techniques in the production process	12
207	Understand the principles and practices of using materials and fittings in the manufacture of harness components	10
208	Understand the principles and practices of stitching and making-up operations for saddles	12
209	Understand the principles of saddle manufacturing techniques in the production process	12
210	Understand the principles and practices of using materials and fittings in the manufacture of saddles	10

6 Registration and Certification

The Level 2 Diploma in Saddlery qualifications have been grouped into one programme for registration.

Tutors and Examination Officers should ensure that learners are registered onto 0084-21 and that all 0084-21 documentation for teaching and administration with City & Guilds is used.

Level 2 Diploma in Saddlery (Bridle) QAN 600/0256/6	
Rules for achievement of qualification	39 credits from 201 – 204

Level 2 Diploma in Saddlery (Harness) QAN 600/0256/6	
Rules for achievement of qualification	37 credits from 201 and 205-207

Level 2 Diploma in Saddlery (Saddle) QAN 600/0256/6	
Rules for achievement of qualification	37 credits from 201 and 208-210

- Learners must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under scheme/complex 0084-21.
- When assessments have been successfully completed results should be submitted on Walled Garden or Form S (Results submission). Centres should note that results will not be processed by City & Guilds until verification records are complete
- Learners achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Learners achieving the number and combination of assessment components required to meet a defined Rule of Combination will, in addition, be issued with a certificate.

Full details on the procedures for all City & Guilds qualifications can be found on the City & Guilds on-line catalogue.

Unit 201

Understanding Health and Safety and Associated Employer Rights and Responsibilities within the Apparel, Footwear, Leather or Textile Industry

LEVEL	2
CREDIT LEVEL	14 Credits

Learner Outcomes		Assessment Criteria		Assessment method
The learner will:		The learner can		
1.	Know about current Health and Safety at Work legislation	1.1	Identify the main principles and facts about the current Health and Safety at Work legislation	Written examination of underpinning knowledge
2.	Know about own responsibilities in the place of work relating to Health and Safety	2.1	Identify the responsibilities for health and safety in their job description	Written examination of underpinning knowledge
		2.2	Identify any risk assessment and supplier's instructions for the safe use of machines, tools, equipment and substances that may be used in their job role	
3.	Know how to use personal protective equipment	3.1	Identify the types of personal protective equipment available	Written examination of underpinning knowledge
		3.2	Select appropriate personal protective equipment for specific tasks	Observation of safe working practices during practical assessment
		3.3	Follow instructions for the correct use and maintenance of personal protective equipment	Observation of safe working practices during practical assessment
4.	Know how to lift and handle heavy loads	4.1	Identify and explain the correct methods for lifting and handling of heavy loads	Written examination of underpinning knowledge
5.	Know what action to take in the case of an emergency	5.1	Describe the action that needs to be taken in an emergency	Written examination of underpinning knowledge
		5.2	Identify the person to report to in the case of an emergency	
6.	Know the organisation's procedures for responding to accidents	6.1	Describe the organisation's procedures for recording and reporting accidents	Written examination of underpinning knowledge

Unit 201

Understanding Health and Safety and Associated Employer Rights and Responsibilities within the Apparel, Footwear, Leather or Textile Industry

7.	Know about statutory rights and responsibilities in employment	7.1 Identify their own statutory rights and responsibilities in employment 7.2 Explain the standards of behaviour expected within the business	Written examination of underpinning knowledge
8.	Know where to access information and advice concerning employment	8.1 Identify the procedures and documentation within the organisation and where it may be found	Written examination of underpinning knowledge
9.	Know about the function of Trade Unions	9.1 Explain the role of Trade Unions (where applicable), including the legal actions and training resources they can implement and advise on	Written examination of underpinning knowledge

Unit 202

Understand the Principles and Practices of Stitching and Making-Up Operations for Bridles

LEVEL	2
CREDIT LEVEL	14 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know the names and uses of the different tools needed to stitch a bridle	1.1 State the different tools used in the stitching process 1.2 Describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2. Know the parts of a bridle and their stitching requirements	2.1 Identify the different components that make up a bridle 2.2 Describe how the components fit together and their function	Pre-made items and observational assessment of making-up operations
3. Know about different types of threads	3.1 Describe the types of threads that may be used to stitch bridle components 3.2 Explain the consequences of using incorrect thread	Pre-made items and observational assessment of making-up operations
4. Understand the methods, practices and requirements of stitching bridle components	4.1 Describe the different stitching requirements for each bridle component that include <ul style="list-style-type: none"> • Product quality • Pricking • Thread type • Double hand stitching • Back stitching 	Pre-made items and observational assessment of making-up operations
5. Be able to stitch bridle components	5.1 Carry out activities to produce stitched bridle components	Pre-made items and observational assessment of making-up operations
6. Know the different types of buckles and fittings used in the bridle specification	6.1 Describe the different types of buckle and billets used in bridle components and the subsequent keeper requirements 6.2 State the methods of securing fixed and sliding keepers	Pre-made items and observational assessment of making-up operations

Unit 202

Understand the Principles and Practices of Stitching and Making-Up Operations for Bridles

7. Understand faults in the stitching of bridle components	7.1 State the common faults in thread 7.2 Describe the common faults that may be found in hand stitched bridle components	Written examination of underpinning knowledge
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Unit 203

Understand the Principles of Bridle Manufacturing Techniques in the Production Process

LEVEL	2
CREDIT LEVEL	12 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Be able to define Saddlery industry terminology	1.1 Apply the terminology used within the workplace	Pre-made items and observational assessment of making-up operations
2. Know about the stages of the bridle manufacturing process	2.1 Describe each part of the production and how it fits into the bridle manufacturing process 2.2 Describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
3. Understand the methods and practices of producing a bridle	3.1 Demonstrate the different skills and competence requirements for each manufacturing process that include <ul style="list-style-type: none"> • Product quality • Cutting • Edge stain and creasing • Skiving • Punching • Finishing 	Pre-made items and observational assessment of making-up operations
4. Understand the techniques for cut and made up measurements	4.1 Describe how a specification for cut and made up measurements is calculated	Pre-made items and observational assessment of making-up operations
5. Understand sizes relating to the bridle manufacturing process	5.1 Describe how the standard sizes of pony, cob and full size impact on the production process	Written examination of underpinning knowledge
6. Know about waste management and safe disposal of waste	6.1 Describe how to minimise waste in the bridle production process 6.2 State the procedure for the safe disposal of waste material	Written examination of underpinning knowledge

Unit 203

Understand the Principles of Bridle Manufacturing Techniques in the Production Process

7. Understand the methods and practices of maintaining tools and equipment used in the bridle production process	7.1 Describe how to sharpen knives and other tools used in the production process 7.2 Explain how to manage the work area in order to maintain a safe production area	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
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Unit 204

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Bridles

LEVEL	2
CREDIT LEVEL	10 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know about different types of leather, materials and fittings used in bridle manufacture	1.1 Describe the main type of leather used in the manufacture of bridles 1.2 State the suitability of different parts of the hide in the selection process 1.3 Describe different types of fittings used in the manufacture of bridles	Pre-made items and observational assessment of making-up operations
2. Be able to select suitable leather and produce a cutting strategy for a range of bridle components	2.1 Identify the best end and side of a suitable bridle butt 2.2 Describe the correct way to straighten a hide in preparation for cutting 2.3 Describe how to correctly cut out a range of component parts of the bridle	Pre-made items and observational assessment of making-up operations
3. Know about the sizes of different parts of the hide and their thicknesses	3.1 Differentiate hide sizes and thickness in both imperial and metric measurement 3.2 Describe the different parts of a hide	Pre-made items and observational assessment of making-up operations
4. Understand the reasons for using appropriate leather and materials	4.1 Describe the consequences of using the wrong leather or material 4.2 Describe where the various components would be cut from a bridle butt in order to achieve maximum strength and durability on a bridle	Written examination of underpinning knowledge
5. Know about common faults in leather	5.1 Describe the common faults found in leather 5.2 Describe the precautions that must be taken when handling/storing leather	Written examination of underpinning knowledge

Unit 204

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Bridles

6. Know about the common faults that may be found in a range of fittings used for bridle manufacture	6.1 Describe the common faults in a range of fittings used in bridle manufacture 6.2 Describe the likely consequences of using faulty fittings in the manufacture of a bridle	Written examination of underpinning knowledge
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Unit 205

Understand the Principles and Practices of Stitching and Making-Up Operations for Harnesses

LEVEL	2
CREDIT LEVEL	12 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know the names and uses of the different tools needed to stitch a harness breeching, crupper and dock.	1.1 State the different tools used in the stitching process 1.2 Describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2. Know the parts of a harness breeching, crupper and dock and their stitching requirements.	2.1 Identify the different components that make up a harness breeching, crupper and dock. 2.2 Describe how the components fit together and their function	Written examination of underpinning knowledge
3. Know about different types of threads	3.1 Describe the types of threads that may be used to stitch a harness breeching, crupper and dock. 3.2 Explain the consequences of using incorrect thread	Written examination of underpinning knowledge
4. Understand the methods, practices and requirements of stitching a harness breeching, crupper and dock.	4.1 Describe the different stitching requirements for a harness breeching, crupper and dock that include <ul style="list-style-type: none"> • Product quality • Pricking • Thread type • Double hand stitching • Back stitching 	Pre-made items and observational assessment of making-up operations
5. Be able to stitch a harness breeching, crupper and dock	5.1 Carry out activities to produce a stitched harness breeching, crupper and dock	Pre-made items and observational assessment of making-up operations

Unit 205

Understand the Principles and Practices of Stitching and Making-Up Operations for Harnesses

6. Know the different types of buckles and fittings used in the harness breeching, crupper and dock specification	6.1 Describe the different types of buckles and fittings used to produce a harness breeching, crupper and dock and the subsequent keeper requirements 6.2 State the methods of securing fixed and sliding keepers	Pre-made items and observational assessment of making-up operations
7. Understand faults in the stitching of a harness breeching, crupper and dock.	7.1 State the common faults in thread 7.2 Describe the common faults that may be found in a hand stitched harness breeching, crupper and dock.	Written examination of underpinning knowledge

Unit 206

Understand the Principles of Harness Manufacturing Techniques in the Production Process

LEVEL	2
CREDIT LEVEL	12 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Be able to define harness industry terminology	1.1 Apply the terminology used within the workplace	Pre-made items and observational assessment of making-up operations
2. Know about the stages of the harness breeching, crupper and dock manufacturing process	2.1 Describe each part of the production and how it fits into the harness breeching, crupper and dock manufacturing process 2.2 Describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
3. Understand the methods and practices of producing a harness breeching, crupper and dock.	3.1 Demonstrate the different skills and competence requirements for each manufacturing process that include <ul style="list-style-type: none"> • Product quality • Cutting • Edge stain and creasing • Skiving • Punching • Finishing 	Pre-made items and observational assessment of making-up operations
4. Understand the techniques for cut and made up measurements	4.1 Describe how a specification for cut and made up measurements is calculated	Pre-made items and observational assessment of making-up operations
5. Understand sizes relating to the harness breeching, crupper and dock manufacturing process	5.1 Describe how the standard sizes of pony, cob and full size impact on the production process	Written examination of underpinning knowledge
6. Know about waste management and safe disposal of waste	6.1 Describe how to minimise waste in the production process 6.2 State the procedure for the safe disposal of waste material	Written examination of underpinning knowledge

Unit 206

Understand the Principles of Harness Manufacturing Techniques in the Production Process

7. Understand the methods and practices of maintaining tools and equipment used in harness breeching, crupper and dock production process.	7.1 Describe how to sharpen knives and other tools used in the production process 7.2 Explain how to manage the work area in order to maintain a safe production area	Pre-made items and observational assessment of making-up operations
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Unit 207

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Harness Components

LEVEL	2
CREDIT LEVEL	10 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know about different types of leather, materials and fittings used in the manufacture of a harness breeching, crupper and dock.	1.1 Describe the main type of leather used in the manufacture of a harness breeching, crupper and dock. 1.2 State the suitability of different parts of the hide in the selection process 1.3 Describe different types of fittings used in the manufacture of a harness breeching, crupper and dock.	Written examination of underpinning knowledge
2. Be able to select suitable leather and produce a cutting strategy for a harness breeching, crupper and dock.	2.1 Identify the best end and side of a suitable harness back 2.2 Demonstrate the correct way to straighten a hide in preparation for cutting 2.3 Demonstrate how to correctly cut out a harness breeching, crupper and dock.	Written examination of underpinning knowledge Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations
3. Know about the sizes of different parts of the hide and their thicknesses	3.1 Differentiate hide sizes and thickness in both imperial and metric measurement 3.2 Describe the different parts of a hide	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
4. Understand the reasons for using appropriate leather and materials	4.1 Describe the consequences of using the wrong leather or material 4.2 Describe where the various components would be cut from a harness back in order to achieve maximum strength and durability	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge

Unit 207

Understand the Principles and Practices of Using Materials and Fittings in the Manufacture of Harness Components

5. Know about common faults in leather	5.1 Describe the common faults found in leather 5.2 Describe the precautions that must be taken when handling/storing leather	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
6. Know about the common faults that may be found in a range of fittings used for a harness breeching, crupper and dock.	6.1 Describe the common faults in a range of fittings used in a harness breeching, crupper and dock. 6.2 Describe the likely consequences of using faulty fittings in the manufacture of a harness breeching, crupper and dock.	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge

Unit 208

Understand the Principles and Practices of Stitching and Making-Up Operations for Saddles

LEVEL	2
CREDIT LEVEL	12 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know the names and uses of the different tools/machines needed to stitch a saddle	1.1 State the different tools/machines that may be used in the stitching process 1.2 Describe their use in the stitching process	Pre-made items and observational assessment of making-up operations
2. Know the parts of a saddle and their stitching requirements	2.1 Identify the different components that make up a saddle 2.2 Describe how the components fit together and their function	Pre-made items and observational assessment of making-up operations Written examination of underpinning knowledge
3. Understand the methods, practices and requirements of stitching saddle components	3.1 Describe the different stitching requirements for each saddle component that include <ul style="list-style-type: none"> • Product quality • Pricking • Thread type • Double hand stitching • Back stitching • Machine stitching 	Pre-made items and observational assessment of making-up operations
4. Be able to stitch saddle components	4.1 Carry out activities to produce a saddle	Pre-made items and observational assessment of making-up operations
5. Know about different types of threads	5.1 Describe the types of threads that may be used to stitch saddle components 5.2 Explain the consequences of using incorrect thread	Pre-made items and observational assessment of making-up operations
6. Know about the different methods of saddle construction and how they may be stitched	6.1 Describe different ways that the skirts, welt, backs and seat may be stitched together 6.2 State methods of securing girth straps	Pre-made items and observational assessment of making-up operations

Unit 208

Understand the Principles and Practices of Stitching and Making-Up Operations for Saddles

7. Understand faults in the stitching of saddle components	7.1 State the common faults in thread 7.2 Describe the common faults that may be found in hand/machine stitched saddle components	Written examination of underpinning knowledge Pre-made items and observational assessment of making-up operations
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Unit 209

Understand the Principles of Saddle Manufacturing Techniques in the Production Process

LEVEL	2
CREDIT LEVEL	12 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Be able to define saddle making industry terminology	1.1 Apply the terminology used within the workplace	Written examination of underpinning knowledge
2. Know about the British Standard BS6635/2003 relating to saddle trees	2.1 Describe the three main points of the British Standard BS6635/2003	Written examination of underpinning knowledge
3. Know about the stages of the saddle manufacturing process	3.1 Describe each part of the production and how it fits into the saddle manufacturing process 3.2 Describe the reasons for carrying out each separate part of the production process	Pre-made items and observational assessment of making-up operations
4. Understand the methods and practices of producing a saddle	4.1 Demonstrate the different skills and competence requirements for each manufacturing process that include <ul style="list-style-type: none"> • Product quality • Cutting • Edge stain and creasing • Skiving • Preparing the tree • Build and block seat • Flocking • Finishing 	Pre-made items and observational assessment of making-up operations
5. Understand the techniques for producing patterns	5.1 Describe how patterns for a known specification would be produced	Written examination of underpinning knowledge
6. Understand horse and rider requirements relating to the saddle manufacturing process	6.1 Describe how the standard sizes of narrow, medium and wide trees impact on the production process	Written examination of underpinning knowledge

Unit 209

Understand the Principles of Saddle Manufacturing Techniques in the Production Process

7. Know about waste management and safe disposal of waste	7.1 Describe how to minimise waste in the saddle production process 7.2 State the procedure for the safe disposal of waste material	Written examination of underpinning knowledge Written examination of underpinning knowledge
8. Understand the methods and practices of maintaining tools and equipment used in the saddle production process	8.1 Describe how to sharpen knives and other tools used in the production process 8.2 Explain how to manage the work area in order to maintain a safe production area	Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations

Unit 210

Understand the Principles and Practices of using Materials and Fittings in the Manufacture of Saddles

LEVEL	2
CREDIT LEVEL	10 Credits

Learner Outcomes	Assessment Criteria	Assessment method
The learner will:	The learner can	
1. Know about different types of leather, materials and fittings used in saddle manufacture	1.1 Describe the main type of leather used in the manufacture of saddles 1.2 State the suitability of different parts of the hide in the selection process 1.3 Describe different types of fittings used in the manufacture of saddles	Written examination of underpinning knowledge
2. Be able to select suitable leather and produce a cutting strategy for a range of saddle components	2.1 Identify the best end and side of a suitable saddle butt 2.2 Demonstrate the correct way to layout patterns for saddle components in preparation for cutting 2.3 Demonstrate how to correctly cut out a range of component parts of the saddle	Pre-made items and observational assessment of making-up operations Pre-made items and observational assessment of making-up operations
3. Know about the sizes of different parts of the hide and their thicknesses	3.1 Differentiate hide sizes and thickness in both imperial and metric measurements 3.2 Describe the different parts of a hide	Pre-made items and observational assessment of making-up operations
4. Understand the reasons for using appropriate leather and materials	4.1 Describe the consequences of using the wrong leather or material 4.2 Describe where the various components would be cut from a saddle butt in order to achieve maximum strength and durability	Written examination of underpinning knowledge

Unit 210

Understand the Principles and Practices of using Materials and Fittings in the Manufacture of Saddles

5. Know about common faults in leather	5.1 Describe the common faults found in leather 5.2 Describe the precautions that must be taken when handling/storing leather	Written examination of underpinning knowledge
6. Know about the common faults that may be found in a range of fittings including the tree used for saddle manufacture	6.1 Describe the common faults in a range of fittings including the saddle tree used in saddle manufacture 6.2 Describe the likely consequences of using faulty fittings including the saddle tree in the manufacture of a saddle	Written examination of underpinning knowledge

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Providing City & Guilds qualifications – a guide to centre and qualification approval

contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Ensuring quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:

- Management systems
- Maintaining records
- Assessment
- Internal verification and quality assurance
- External verification.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- ***Walled Garden***
Find out how to register and certificate candidates on line
- ***Events***
Contains dates and information on the latest Centre events
- ***Online assessment***
Contains information on how to register for GOLA assessments.

Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

E: intcg@cityandguilds.com

Centres

Exam entries, Registrations/enrolment, Certificates, Invoices, Missing or late exam materials, Nominal roll reports, Results

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, GOLLA, Navigation, User/menu option, Problems

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

E: business_unit@cityandguilds.com

Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

If Candidates have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

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