

City & Guilds Level 3 Diploma in Saddlery (0084-31)



Qualification handbook for centres

600/0269/4

www.cityandguilds.com
March 2022
Version 1.1

City & Guilds Level 3 Diploma in Saddlery (Bridle)
City & Guilds Level 3 Diploma in Saddlery (Harness)
City & Guilds Level 3 Diploma in Saddlery (Saddle)

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Qualification title	Number	QAN
City & Guilds Level 3 Diploma in Saddlery (Bridle)	0084-31	600/0269/4
City & Guilds Level 3 Diploma in Saddlery (Harness)	0084-31	600/0269/4
City & Guilds Level 3 Diploma in Saddlery (Saddle)	0084-31	600/0269/4

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)
Level 3 Diploma in Saddlery (Bridle)	0084-31	600/0269/4	53	340
Level 3 Diploma in Saddlery (Harness)	0084-31	600/0269/4	65	420
Level 3 Diploma in Saddlery (Saddle)	0084-31	600/0269/4	56	360

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 4744-03 Level 3 Certificate in Saddlery – Saddle Making (100/3519/9), 4744-13 Level 3 Certificate in Saddlery – Harness Making (100/3519/9), 4744-23 Level 3 Certificate in Saddlery – Bridle Making (100/3519/9) 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 3 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 3 Diploma in Saddlery (Bridle)	340	530
City & Guilds Level 3 Diploma in Saddlery (Harness)	420	650
City & Guilds Level 3 Diploma in Saddlery (Saddle)	360	560

1.1 Qualification structure

Level 3 Diploma in Saddlery (Bridle)

To achieve the **Level 3 Diploma in Saddlery (Bridle)**, learners must achieve 53 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)
J/601/7833	301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	Mandatory	7	
R/502/8212	302	Develop Patterns for Bespoke Bridle and Girth Manufacture	Mandatory	14	
Y/502/8213	303	Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths	Mandatory	17	
D/502/8214	304	Managing Quality Standards with Bridle and Girth Production	Mandatory	15	

Level 3 Diploma in Saddlery (Harness)

To achieve the **Level 3 Diploma in Saddlery (Harness)**, learners must achieve 65 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)
J/601/7833	301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	Mandatory	7	
H/502/8215	305	Develop Patterns for Bespoke Harness Manufacture	Mandatory	20	
K/502/821	306	Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses	Mandatory	23	
M/502/8217	307	Managing Quality Standards within Driving Harness Production	Mandatory	15	

Level 3 Diploma in Saddlery (Saddle)

To achieve the **Level 3 Diploma in Saddlery (Saddle)**, learners must achieve 56 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)
J/601/7833	301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	Mandatory	7	
T/502/8218	308	Develop Patterns for bespoke saddle Manufacture	Mandatory	17	
M/502/8220	309	Understand the Principles and Practices of Manufacturing Bespoke saddles	Mandatory	17	
T/502/8221	310	Managing Quality Standards within Saddle Production	Mandatory	15	

1.2 Opportunities for progression

On completion of these qualifications candidates may progress into employment or to a relevant Level 4 programme of learning, higher or professional levels such as Foundation Degrees, Higher National Diplomas / Certificates, BA Honours Degrees or related professional courses.

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
302-310	Hartley Edwards, Elwyn, 1994, <i>Training aids, in theory and practice</i> , J A Allen	Any book retailer
	Hasluck, Paul H, 2008, <i>Saddlery and harness making</i> , Brooks Press	Any book retailer
	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
	Norris, Anne/Pethick, Nancy, 1979, <i>Harnessing up</i> , J A Allen	Any book retailer
	Office of Saddlery and Harness , 1907, <i>The Harness Makers Guide</i> , Walsall	Any book retailer
	Stohlman, A, 1977 <i>Hand Stitching</i> , Tandy Leather Co Stohlman, A, 1984 <i>Leather Working Tools</i> , Tandy Leather Co	Any book retailer
	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 3 Certificate in Saddlery – Saddle Making (4744-03), Level 3 Certificate in Saddlery – Harness Making (4744-13), Level 3 Certificate in Saddlery – Bridle Making (4744-23) may apply for approval for the new Level 3 Diploma in Saddlery (0084-31) 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 4 or above in saddlery or have sufficient and current experience of working in the industry, or a related 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 coordinators must be occupationally competent or qualified to at least level 4 in saddlery or have sufficient 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 301
- Assessment of specified pre-made items for mandatory units 302-304, 305-307 and 308-310
- Observational and oral assessment during time-limited manufacture of specified items for mandatory units 302-304, 305-307 and 308-310
- Written examination for the mandatory units 302-304, 305-307 and 308-310

Unit No.	Title	Assessment Method	Where to obtain assessment materials
301	Managing Health & Safety and Employer Rights and Responsibilities within the Apparel, Footwear, Leather Industry	Written examination of underpinning knowledge (1 hour) Observation of safe working practices during practical assessment	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk
302	Develop patterns for bespoke bridle and girth manufacture	Written examination of underpinning knowledge for Units 302-304 (45 minutes) Candidates will be required to make three items: a In-hand Bridle, a Double Show Bridle and Atherstone Girth to specification. The In-hand Bridle and the Double Show Bridle are to be made prior to the assessment and brought to the Assessment Centre for assessment. The Atherstone Girth is to be made during the assessment within 3 hours so that candidate's work can be observed and marked by an assessor.	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk

303	Understand the principles and practices of manufacturing bespoke bridles and girths	<p>Written examination of underpinning knowledge for Units 302-304 (45 minutes)</p> <p>Candidates will be required to make three items: a In-hand Bridle, a Double Show Bridle and Atherstone Girth to specification.</p> <p>The In-hand Bridle and the Double Show Bridle are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Atherstone Girth is to be made during the assessment within 3 hours so that candidate's work can be observed and marked by an assessor.</p>	<p>Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk</p>
304	Managing quality standards within Bridle and Girth production	<p>Written examination of underpinning knowledge for Units 302-304 (45 minutes)</p> <p>Candidates will be required to make three items: a In-hand Bridle, a Double Show Bridle and Atherstone Girth to specification.</p> <p>The In-hand Bridle and the Double Show Bridle are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>The Atherstone Girth is to be made during the assessment within 3 hours so that candidate's work can be observed and marked by an assessor.</p>	<p>Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk</p>

305	Develop patterns for bespoke harness manufacture	<p>Written examination of underpinning knowledge for Units 305-307 (45 minutes)</p> <p>Candidates will be required to make a patent leather Private Driving Show Set of harness and prepare a wooden gig tree as specified.</p> <p>The completed patent leather Private Driving Show Set of harness are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>Candidates will be required to bring a wooden gig tree with metal/ synthetic seat already fitted in position and leather seat blocked on. The skirts should also be made and have the welts attached. Candidates will be expected to mark off the seat, seam the seat to the skirts and fit to the tree, finishing off around the cantle, fitting the pedestal and terrets within 4 hours.</p>	<p>Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk</p>
306	Understand the principles and practices of manufacturing bespoke harness	<p>Written examination of underpinning knowledge for Units 305-307 (45 minutes)</p> <p>Candidates will be required to make a patent leather Private Driving Show Set of harness and prepare a wooden gig tree as specified.</p> <p>The completed patent leather Private Driving Show Set of harness are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p>Candidates will be required to bring a wooden gig tree with metal/ synthetic seat already fitted in position and leather seat blocked on. The skirts should also be made and have the welts attached. Candidates will be expected to mark off the seat, seam the seat to the skirts and fit to the tree, finishing off around the cantle, fitting the pedestal and terrets within 4 hours.</p>	<p>Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk</p>

307	Managing quality standards within harness production	<p data-bbox="667 91 1066 192">Written examination of underpinning knowledge for Units 305-307 (45 minutes)</p> <p data-bbox="667 226 1066 387">Candidates will be required to make a patent leather Private Driving Show Set of harness and prepare a wooden gig tree as specified.</p> <p data-bbox="667 421 1066 618">The completed patent leather Private Driving Show Set of harness are to be made prior to the assessment and brought to the Assessment Centre for assessment.</p> <p data-bbox="667 651 1066 1046">Candidates will be required to bring a wooden gig tree with metal/ synthetic seat already fitted in position and leather seat blocked on. The skirts should also be made and have the welts attached. Candidates will be expected to mark off the seat, seam the seat to the skirts and fit to the tree, finishing off around the cantle, fitting the pedestal and terrets within 4 hours.</p>	<p data-bbox="1107 98 1458 226">Assessment specifications can be downloaded from the from the Society of Master Saddlers</p> <p data-bbox="1107 230 1458 259">www.mastersaddlers.co.uk</p>
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308	Develop patterns for bespoke saddle manufacture	Written examination of underpinning knowledge for Units 308-310 (45 minutes)	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk
		Candidates will be required to make two saddles.	
		One saddle should be made to the specification provided and brought to the assessment centre. Candidates will also be required to sit two separate assessments:	
		1. Bring to the centre a saddle tree webbed with bellies and foam seat already attached, with leather seat and skirts already seamed and ready to fit onto the tree. Candidates must cut out one skirt, skirt shave and make backing holes in preparation to attach the backs. You should bring a sample of hand-seaming ready to stitch (3" minimum). Candidates must fit the pre-prepared saddle seat and skirts to the tree.	
		2. Bring to the centre the same saddle already used in test (1) fitted with flaps, forepiece and girth straps. Additionally, bring the panel flocked in thigh and knee rolls areas only. Candidates will be required to demonstrate pattern making, producing patterns for the panel, lining gussets and sweat flaps, clearly showing point pocket positions. Candidates must flock and fit the panel and complete the saddle within 4 hours.	

309	Understand the principles and practices of manufacturing bespoke saddle	<p>Written examination of underpinning knowledge for Units 308-310 (45 minutes)</p> <p>Candidates will be required to make two saddles.</p> <p>One saddle should be made to the specification provided and brought to the assessment centre. Candidates will also be required to sit two separate assessments:</p> <ol style="list-style-type: none"> 1. Bring to the centre a saddle tree webbed with bellies and foam seat already attached, with leather seat and skirts already seamed and ready to fit onto the tree. Candidates must cut out one skirt, skirt shave and make backing holes in preparation to attach the backs. You should bring a sample of hand-seaming ready to stitch (3" minimum). Candidates must fit the pre-prepared saddle seat and skirts to the tree. 2. Bring to the centre the same saddle already used in test (1) fitted with flaps, forepiece and girth straps. Additionally, bring the panel flocked in thigh and knee rolls areas only. Candidates will be required to demonstrate pattern making, producing patterns for the panel, lining gussets and sweat flaps, clearly showing point pocket positions. Candidates must flock and fit the panel and complete the saddle within 4 hours. 	<p>Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk</p>
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310	Managing quality standards within Saddle production	Written examination of underpinning knowledge for Units 308-310 (45 minutes)	Assessment specifications can be downloaded from the from the Society of Master Saddlers www.mastersaddlers.co.uk
		Candidates will be required to make two saddles.	
		One saddle should be made to the specification provided and brought to the assessment centre. Candidates will also be required to sit two separate assessments:	
		<ol style="list-style-type: none"> 1. Bring to the centre a saddle tree webbed with bellies and foam seat already attached, with leather seat and skirts already seamed and ready to fit onto the tree. Candidates must cut out one skirt, skirt shave and make backing holes in preparation to attach the backs. You should bring a sample of hand-seaming ready to stitch (3" minimum). Candidates must fit the pre-prepared saddle seat and skirts to the tree. 2. Bring to the centre the same saddle already used in test (1) fitted with flaps, forepiece and girth straps. Additionally, bring the panel flocked in thigh and knee rolls areas only. Candidates will be required to demonstrate pattern making, producing patterns for the panel, lining gussets and sweat flaps, clearly showing point pocket positions. Candidates must flock and fit the panel and complete the saddle within 4 hours. 	

Time constraints

The following time constraints must be applied to the assessment of this [these] qualification[s]:

- All assignments 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 assignments.

4.2 Test specifications

The pass marks for the following examinations is 70%

Paper title: Level 3 Diploma in Saddlery				
Written paper for unit 301				
Test duration 1 hours				
Unit	Unit title	No. of questions	No. of marks	%
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	11	110	100
	Totals	11	110	100

Paper title: Level 3 Diploma in Saddlery (Bridle)				
Written paper for unit 302-304				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
302	Develop Patterns for Bespoke Bridle and Girth Manufacture	5	50	33.3
303	Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths	5	50	33.3
304	Managing Quality Standards with Bridle and Girth Production	5	50	33.3
	Totals	15	150	100

Paper title: Level 3 Diploma in Saddlery (Harness)				
Written paper for unit 305-307				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
305	Develop Patterns for Bespoke Harness Manufacture	5	50	33.3
306	Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses	5	50	33.3
307	Managing Quality Standards within Driving Harness Production	5	50	33.3
	Totals	15	150	100

Paper title: Level 3 Diploma in Saddlery (Saddle)				
Written paper for unit 308-310				
Test duration 45 minutes				
Unit	Unit title	No. of questions	No. of marks	%
308	Develop Patterns for bespoke saddle Manufacture	5	50	33.3
309	Understand the principles and Practices of Manufacturing Bespoke saddles	5	50	33.3
310	Managing Quality Standards within Saddle Production	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
301	Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear or Leather Industry	7
302	Develop Patterns for Bespoke Bridle and Girth Manufacture	14
303	Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths	17
304	Managing Quality Standards with Bridle and Girth Production	15
305	Develop Patterns for Bespoke Harness Manufacture	20
306	Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses	23
307	Managing Quality Standards within Driving Harness Production	15
308	Develop Patterns for bespoke saddle Manufacture	17
309	Understand the principles and Practices of Manufacturing Bespoke saddles	17
310	Managing Quality Standards within Saddle Production	15

6 Registration and Certification

The Level 3 Diploma in Saddlery qualifications have been grouped into one programme for registration.

Tutors and Examination Officers should ensure that learners are registered onto 0084-31 and that all 0084-31 documentation for teaching and administration with City & Guilds is used.

Level 3 Diploma in Saddlery (Bridle) QAN 600/0269/4	
Rules for achievement of qualification	53 credits from 301 – 304

Level 3 Diploma in Saddlery (Harness) QAN 600/0269/4	
Rules for achievement of qualification	65 credits from 301 and 305-307

Level 3 Diploma in Saddlery (Saddle) QAN 600/0269/4	
Rules for achievement of qualification	56 credits from 301 and 308-310

- Learners must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under scheme/complex 0084-31.
- 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 301

Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear, Leather Industry

LEVEL	3
CREDIT LEVEL	7 Credits

Learner Outcomes		Assessment Criteria	Assessment Method
The learner will:		The learner can	
1	Understand the health and safety requirements for a business in their chosen sector	1.1 For a business in their chosen sector, state the health and safety requirements of employers, as required by law 1.2 State the health and safety responsibilities of employees at each level within the business as required by law 1.3 Report how the business manages its obligations to meet current health and safety legislation	Written examination of underpinning knowledge
2	Be able to carry out a risk assessment	2.1 Carry out a risk assessment <ul style="list-style-type: none"> • using appropriate documentation • identifying and recording hazards • ranking hazards identified • making recommendations to remove or minimize risk 2.2 Carry out an assessment for COSHH purposes <ul style="list-style-type: none"> • using appropriate documentation • making recommendations to remove or minimize risk 	Written examination of underpinning knowledge
3	Understand the career progression routes available within a business in their chosen sector	3.1 Describe <ul style="list-style-type: none"> • the structure and organisation of the business • the main job roles in the business • career paths available 	Written examination of underpinning knowledge Observation of safe working practices during practical assessment

Unit 301

Managing Health and Safety and Employment Rights and Responsibilities within the Apparel, Footwear, Leather Industry

4	Know about their statutory rights in employment	4.1	Describe their statutory rights in relation to <ul style="list-style-type: none">• Employment Law• Contracts of employment• Sick pay• Work Time regulations• Holiday entitlement• Maternal and Paternal leave• Data Protection	Written examination of underpinning knowledge
5	Know about the expectations and relevant procedures in a business in their chosen sector	5.1	Describe the standards of acceptable behaviour in the business	Written examination of underpinning knowledge
		5.2	Explain the consequences of not meeting that standard	
		5.3	Describe relevant procedures within the business to include <ul style="list-style-type: none">• Performance management• Disciplinary procedures• Grievance procedures	
6	Know how to obtain further information about employment issues	6.1	Know where to access information and advice concerning employment	Written examination of underpinning knowledge
		6.2	Describe the role of the Trade Unions in the work place, supporting and advising employees	

Unit 302

Develop Patterns for Bespoke Bridle and Girth Manufacture

LEVEL	3
CREDIT LEVEL	14 Credits

Learner Outcomes		Assessment Criteria		Assessment Method
The learner will:		The learner can		
1	Understand how to draft basic patterns and produce individual measurements	1.1	Describe how bridles and girths are put together	Practical assessment, observation and written question paper.
		1.2	Explain the potential problems encountered in the procedures used to manufacture bridles	
		1.3	Analyse the procedures in pattern making to individual measurements in relation to size variation in horses	
		1.4	Analyse the procedures in pattern making to individual measurements in relation to the construction of bridles and girths	
2	Understand pattern drafting process to bespoke bridle and girth specification	2.1	Examine common pattern drafting techniques	Observation of candidate producing patterns
		2.2	Differentiate appropriate tools to cut the pattern	
3	Be able to produce sample patterns for bridles and girths	3.1	Produce sample patterns for bridles and girths	Observation of candidate producing patterns
4	Understand the principles of marking patterns and measurement to leather	4.1	Explain the principles of marking on to leather	Practical assessment, observation and written question paper.
		4.2	Estimate the quantity of leather used for bridle and girth manufacture based on size, style and pattern	
5	Be able to demonstrate lay marking for leather	5.1	Demonstrate lay marking for leather addressing <ul style="list-style-type: none"> • thickness • scars and defects • quality • cost 	Practical assessment, observation and written question paper.

Unit 303

Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths

LEVEL	3
CREDIT LEVEL	17 Credits

Learner Outcomes		Assessment Criteria	Assessment Method
The learner will:		The learner can	
1	Know the tools and equipment needed for bridle and girth production	1.1 State the different tools used in the stitching process 1.2 Explain the difference in the production process when using hand and machine stitching	Practical assessment, observation and written questions.
2	Understand the order of assembly of bridles and girths	2.1 Justify how the components fit together in the production process	Practical assessment and observation. Assessment of pre made work.
3	Understand the methods and requirements of stitching bridle and girth components	3.1 Explain the different stitching requirements for a bridle and girth to include <ul style="list-style-type: none"> • product quality • pricking • thread type • hand stitching • machine stitching 	Practical assessment and observation. Assessment of pre made work and written questions.
4	Be able to stitch bridle and girth components	4.1 Carry out activities to produce a bridle and girth	Practical assessment.
5	Know the different types of buckles and fittings used in the bridle and girth specification	5.1 Describe the use of types of buckles, hook studs and other fittings in bridle and girth manufacture 5.2 Outline the advantages of each	Assessment of pre made work, practical assessment, observation and written questions.

Unit 303

Understand the Principles and Practices of Manufacturing Bespoke Bridles and Girths

6	Understand faults in the stitching of bridle and girth components	6.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 Diagnose a range of defects and identify the cause in <ul style="list-style-type: none">• cutting• edge, stain and creasing• skiving• stitching• punching• finishing• overall product quality 6.3 Critically compare quality defects that have affected bridle and girth products	Assessment of pre made work, practical assessment, observation and written questions.
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Unit 304

Managing Quality Standards within Bridle and Girth Production

LEVEL	3
CREDIT LEVEL	15 Credits

Learner Outcomes		Assessment Criteria	Assessment Method
The learner will:		The learner can	
1	Know the different processes and functions involved in bridle and girth construction	1.1 Analyse products within bridle and girth construction	Practical assessment and observation. Written questions.
2	Be able to produce a process chart for bridles and a girth	2.1 Produce a process chart of functions that go into the manufacturing process of <ul style="list-style-type: none"> • bridles • a girth 	Assessment of pre made work and practical assessment. Written questions.
3	Know the different tools and equipment used in bridle and girth production	3.1 Identify the tools, equipment and stitch types used in the production of bridles and a girth 3.2 Analyse the use of tools, equipment and stitch types in the production of bridles and a girth	Practical assessment and observation.
4	Understand the use of different materials in bridle and girth production	4.1 Identify types of leather, fittings and stitching used in the production of bridles and a girth 4.2 Analyse the use of leather, fittings and stitch types in the production of bridles and a girth	Assessment of pre made work and practical assessment. Written questions
5	Understand the relationship between all the components used in bridle and girth production and quality assurance	5.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 Diagnose a range of defects and identify the cause 5.3 Critically compare quality defects that have affected bridle and girth products	Practical assessment, observation and written questions.

Unit 305

Develop Patterns for Bespoke Harness Manufacture

LEVEL	3
CREDIT LEVEL	20 Credits

Learner Outcomes		Assessment Criteria		Assessment Method
The learner will:		The learner can		
1	Understand how to draft basic patterns and produce individual measurements	1.1	Describe how driving harnesses are put together	Practical assessment, observation and written question paper.
		1.2	Explain the potential problems encountered in the procedures used to manufacture harnesses	
		1.3	Analyse the procedures in pattern making to individual measurements in relation to size variation in horses	
		1.4	Analyse the procedures in pattern making to individual measurements in relation to the construction of driving harnesses	
2	Understand pattern drafting process to bespoke harness specification	2.1	Examine common pattern drafting techniques	Observation of candidate producing patterns
		2.2	Differentiate appropriate tools to cut the pattern	
3	Be able to produce sample patterns for driving harnesses	3.1	Produce sample patterns for driving harnesses	Observation of candidate producing patterns and written question paper.
4	Understand the principles of marking patterns and measurement to leather	4.1	Explain the principles of marking on to leather	Practical assessment, observation and written question paper.
		4.2	Estimate the quantity of leather used for harness manufacture based on size, style and pattern	
5	Be able to demonstrate lay marking for leather	5.1	Demonstrate lay marking for leather addressing: <ul style="list-style-type: none"> • thickness • scars and defects • quality • cost 	Practical assessment, observation.

Unit 306

Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses

LEVEL	3
CREDIT LEVEL	23 Credits

Learner Outcomes		Assessment Criteria	Assessment Method
The learner will:		The learner can	
1	Know the tools and equipment needed for driving harness production	1.1 State the different tools used in the stitching process 1.2 Explain the difference in the production process when using hand and machine stitching	Practical assessment, observation and written question paper.
2	Understand the order of assemble of a driving harness	2.1 Justify how the components fit together in the production process	Observation of candidate producing patterns
3	Understand the methods and requirements of stitching driving harness components	3.1 Explain the different stitching requirements for a driving harness to include: <ul style="list-style-type: none"> • product quality • pricking • thread type • hand stitching • machine stitching 	Observation of candidate producing patterns and written question paper.
4	Be able to stitch driving harness components	4.1 Carry out activities to produce a driving harness	Practical assessment, observation and written question paper.
5	Know the different types of buckles and fittings used in the driving harness specification	5.1 Describe the use of types of buckles, dees and other fittings in driving harness manufacture 5.2 Outline the advantages of each	Practical assessment, observation.

Unit 306

Understand the Principles and Practices of Manufacturing Bespoke Driving Harnesses

6	Understand faults in the stitching of driving harness components	6.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 Diagnose a range of defects and identify the cause in : <ul style="list-style-type: none">• cutting• edge, stain and creasing• skiving• stitching• punching• finishing• overall product quality 6.3 Critically compare quality defects that have affected driving harness products	Assessment of pre made work, practical assessment, observation and written questions.
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Unit 307

Managing Quality Standards within Driving Harness Production

LEVEL	3
CREDIT LEVEL	15 Credits

Learner Outcomes		Assessment Criteria		Assessment Method
The learner will:		The learner can		
1	Know the different processes and functions involved in driving harness construction	1.1	Analyse products within driving harness construction	Assessment of pre made work, practical assessment and observation.
2	Be able to produce a process chart for a single set of Presentation Show Driving Harness	2.1	Produce a process chart of functions that go into the manufacturing process of a single set of Presentation Show Driving Harness	Assessment of pre made work and practical assessment. Written questions.
3	Know the different tools and equipment used in driving harness production	3.1	Identify the tools, equipment and stitch types used in the production of a single set of Presentation Show Driving Harness	Practical assessment and observation.
		3.2	Analyse the use of tools, equipment and stitch types in the production of a single set of Presentation Show Driving Harness	
4	Understand the use of different materials in driving harness production	4.1	Identify types of leather, fittings and stitching used in the production of a Single Set of Presentation Show Driving Harness	Assessment of pre made work and practical assessment and written questions.
		4.2	Analyse the use of leather, fittings and stitch types in the production of a Single Set of Presentation Show Driving Harness	

Unit 307

Managing Quality Standards within Driving Harness Production

5	Understand the relationship between all the components used in driving harness production and quality assurance	5.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 Diagnose a range of defects and identify the cause 5.3 Critically compare quality defects that have affected driving harness products	Practical assessment, observation and written questions.
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Unit 308

Develop Patterns for Bespoke Saddle Manufacture

LEVEL	3
CREDIT LEVEL	17 Credits

Learner Outcomes		Assessment Criteria		Assessment Method
The learner will:		The learner can		
1	Understand how to draft basic patterns and produce individual measurements	1.1	Describe how saddles are put together	Practical assessment, observation and written question paper.
		1.2	Explain the potential problems encountered in the procedures used to manufacture saddles	
		1.3	Analyse the procedures in pattern making to individual measurements in relation to size variation in horse and the rider	
		1.4	Analyse the procedures in pattern making to individual measurements in relation to the construction of saddles	
2	Understand pattern drafting process to bespoke saddle specification	2.1	Examine common pattern drafting techniques	Observation of candidate producing patterns
		2.2	Differentiate appropriate tools to cut the pattern	
3	Be able to produce sample patterns for saddles	3.1	Produce sample patterns for saddles	Observation of candidate producing patterns and written question paper.
4	Understand the principles of marking patterns and measurement to leather	4.1	Explain the principles of marking on to leather	Practical assessment, observation.
		4.2	Estimate the quantity of leather used for saddle manufacture based on size, style and pattern	
5	Be able to demonstrate lay marking for leather	5.1	Demonstrate lay marking for leather addressing <ul style="list-style-type: none"> • thickness • scars and defects • quality • cost 	Practical assessment, observation.

Unit 309

Understand the Principles and Practices of Manufacturing Bespoke Saddles

LEVEL	3
CREDIT LEVEL	17 Credits

Learner Outcomes		Assessment Criteria		Assessment Method
The learner will:		The learner can		
1	Know the tools and equipment needed for saddle production	1.1	State the different tools used in the stitching process	Practical assessment, observation and written questions.
		1.2	Explain the difference in the production process when using hand machine stitching	
2	Understand the order of assembly of saddles	2.1	Justify how the components fit together in the production process	Practical assessment and observation. Assessment of pre made work.
3	Understand the methods and requirements of stitching saddle components	3.1	Explain the different stitching requirements for a saddle to include : <ul style="list-style-type: none"> • product quality • pricking • thread type • hand stitching • machine stitching 	Practical assessment and observation. Assessment of pre made work and written questions.
4	Be able to stitch saddle components	4.1	Carry out activities to produce a saddle	Practical assessment.
5	Know the different types of fittings used in the saddle specification	5.1	Describe the use of types of saddle trees other fittings in saddle manufacture	Assessment of pre made work, practical assessment, observation and written questions.
		5.2	Outline the advantages of each	

Unit 309

Understand the Principles and Practices of Manufacturing Bespoke Saddles

6 Understand faults in the stitching of saddle components	6.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 6.2 Diagnose a range of defects and identify the cause in : <ul style="list-style-type: none">• cutting• edge, stain and creasing• skiving• stitching• punching• finishing• overall product quality 6.3 Critically compare quality defects that have affected saddle products	Assessment of pre made work, practical assessment, observation and written questions.
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Unit 310

Managing Quality Standards within Saddle Production

LEVEL	3
CREDIT LEVEL	15 Credits

Learner Outcomes		Assessment Criteria	Assessment Method
The learner will:		The learner can	
1	Know the different processes and functions involved in saddle construction	1.1 Analyse products within saddle construction	Practical assessment, observation and written questions.
2	Be able to produce a process chart for saddles	2.1 Produce a process chart of functions that go into the manufacturing process of two different types of saddles	Assessment of pre made work and practical assessment. Written questions.
3	Know the different tools and equipment used in saddle production	3.1 Identify the tools, equipment and stitch types used in the production of saddles 3.2 Analyse the use of tools, equipment and stitch types in the production of saddles	Practical assessment and observation.
4	Understand the use of different materials in saddle production	4.1 Identify types of leather, fittings and stitching used in the production of saddles 4.2 Analyse the use of leather, fittings and stitch types in the production of saddles	Assessment of pre made work and practical assessment.

Unit 310

Managing Quality Standards within Saddle Production

5	Understand the relationship between all the components used in saddle production and quality assurance	5.1 Explain the relationship between tools, equipment and materials used in the production process and the effect on quality 5.2 Diagnose a range of defects and identify the cause 5.3 Critically compare quality defects that have affected saddle products	Practical assessment, observation and written questions.
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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 you 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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