

The British Horse Society Instructors Development Scholarship – Guidance Document

Introduction

As the largest provider of equestrian education and qualifications in the UK, we believe that it is our duty to ensure that we reach and inspire those individuals who will truly make a difference to the future of our sector. As we raise the standards of our Approved Centres, it is vital that we support their needs by developing a workforce that delivers quality and leadership. We know our centres often find it difficult to recruit for certain roles due to the lack of high calibre candidates in the employment market. Our experience has shown us that to reach the level of qualification necessary to aspire to a constructive equestrian career can cost a considerable amount, which can often be a stumbling block for many talented individuals.

Objective

One of the BHS's charitable objectives is to promote and advance the education, training and safety of the public in all matters relating to the horse. The scholarship scheme will play a pivotal role in driving forward this objective through our approved centres. Through the scholarships we will:

- Ensure the leading equestrian educational provider is supplying our sector with well qualified and inspirational people
- Provide support to talented, driven individuals enabling them to have a meaningful equestrian career
- Work, support and enhance BHS Approved Centres
- Endorse and promote BHS training and examinations and encourage lifelong learning
- To celebrate the legacy of Margot Tiffany BHSI

Structure of funds

Assistant Instructor Scholarship - the fund will initially be aimed at providing support for those working towards their Assistant Instructor Qualification (AI). This scholarship is targeted at promising individuals who, for whatever reason, are struggling to progress up the BHS educational ladder to gain the AI qualification. We hope that by supporting these talented individuals with this Scholarship, the BHS will further strengthen the equestrian industry by creating additional qualified individuals with a valuable, industry-recognised qualification.

On average it costs a student between £2000 and £3000 to progress from BHS Stage 2 to the Assistant Instructor.

Students wishing to apply for this scholarship must be 17 years or over and have already achieved their Stage 2 or equivalent (Pony Club B Test, NVQ/SVQ. They must also hold the BHS Riding and Road Safety certificate):

Each candidate will be eligible to apply for the following:

- Scholarship Amount – up to **£3,000**

- Cost of First Aid Course – up to **£111**
- Safe Guarding Course – up to **£35.50**
- DBS Check – up to **£54**
- Cost of Stage 3 Exam when booked in full (Any retakes will be at the cost of the candidate) – up to **£255**
- Cost of PTT Exam when booked in full (Any retakes will be at the cost of the candidate) – up to **£255**
- First year on the BHS Register of Instructors (via Direct Debit) – up to **£156**

Maximum scholarship on offer - £3,867.50

We are honoured to have received a wonderful legacy in Margot Tiffany's name. This has been created by many donations in her memory. Together with our own fundraising efforts, we are aiming to fund a minimum of ten scholarships in the first year, with an ambition of growing this opportunity over the years to come. We will have two application windows, one in the Spring and one in the Autumn. All applications must be received by Friday 29th April 2016 for the Spring Scholarship and Friday 28th October 2016 for the Autumn Scholarship.

A selection panel of BHS Centre Proprietors, Staff Members and leading relevant industry experts will review all applications and the top applications for each period will be awarded a scholarship.

If you have a talented individual working at your centre, who would truly benefit from this Scholarship, please fill in the attached application with as much information as possible and return it by the deadline.

Applying for scholarship

Any BHS Approved Centre may apply on behalf of a suitable candidate who fulfils the required criteria for the scholarship.

The application form must be submitted by the Approved Centre and must include an in-depth training programme and timeline of activity for the candidate, detailing how and where the training will take place and who the students mentor will be. In addition please provide a detailed curriculum vitae for the candidate which includes any examinations and work experience.

The centre and the candidate are encouraged to contribute towards the cost of the training, however where the appropriate rationale is provided full scholarship will be considered.

Approved centre criteria

- Scholarship only to be used on BHS qualifications, training for the qualification and initial membership of the BHS Register (including DBS, Safeguarding and First Aid qualifications)
- Approved Centre must nominate a named candidate and any funds allocated will be provided directly to that Approved Centre
- The Approved Centre must clearly state the financial contributions required and produce an in-depth training programme and timeline of activity for the student

- Approved Centres must remain 'Approved' for the duration of the training
- Approved Centres must secure the employment of the Student Instructor for at least two years or they will be required to pay a percentage of the scholarship back to the BHS

Scholarship Repayment Plan - If Scholar/Centre fails to adhered to Terms & Conditions		
Proportional period plan completed (if not a 2 year period)	Period completed	Repayment percentage
Less than 1/10th	1 week - 1 Month	100%
1/10th	1 Month plus - 3 Months	95%
2/10th	3 Months plus - 6 Months	90%
3/10th	6 Months plus - 12 Months	70%
4/10th	1 Year plus - 13 Month	50%
5/10th	13 Months plus - 15 Months	40%
6/10th	15 Months plus - 1 Year 6 Months	30%
7/10th	1 Year 8 Months plus - 1 Year 10 Months	20%
8/10th	1 Year 10 Months plus - 1 Year 11 Months	10%
9/10th	1 Year 11 Months - Under 2 Years	5%

- Mentors must be provided for the candidate, ideally at a BHS Approved Training Centre. Mentors must be a BHS Registered Instructor who is above the level of the Student Instructor. Ideally the mentor should be based at the centre, however the BHS will find a suitable mentor for the student if required.
- The Approved Centre must submit a training report every six months on the point of invoice/receipt submission detailing the progress of the student. Once the BHS has received both the training report and invoices/receipts then that payment of the scholarship will be released.
- The Approved Centre must continue to uphold the employment contract of the candidate, including the safeguarding of their current wage.
- All training must be completed within a two-year timeframe from the point of application.
- The candidate must have an attachment to, or be employed by the centre (minimum 20 hours contract) applying for the scholarship, or at least provide a contract showing that they are self-employed working a minimum of 20 hours at the centre

Candidate criteria

- Approved BHS Training Centres to be used at all times
- Scholarship only to be used on BHS qualifications and training programmes
- Approved Centre must nominate a named candidate and the funds will only pass to that Approved Centre
- All candidates will be visited on their training journey by a BHS Assessor or member of the BHS education team, the BHS will allocate a BHS representative to each candidate
- Candidates must agree to be employed at the BHS Approved Centre that nominated them for at least two years and if they leave earlier, they must pay a percentage of the scholarship back to the Centre

(Please Note: The BHS would claim this money back from the centre – it is the responsibility of Centre to ensure that they build in a drawback agreement into their contract with the candidate to ensure they are not out of pocket should the candidate leave).

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9/10th	1 Year 11 Months - Under 2 Years	5%

- The Approved Centre must continue to uphold the employment contract of the candidate, including safeguarding their current wage
- All training must be completed within a two year timeframe from the point of application
- If a candidate is unable to complete through no personal fault e.g. illness, injury, pregnancy etc. then the scholarship will be frozen for a maximum period of two years until the candidate is able to restart their training (*evidence may be requested*).
- The candidate must have an attachment to, or be employed by the centre (minimum 20 hours) applying for the scholarship, or at least provide a contract showing that they are self-employed working a minimum of 20 hours at the centre
- The candidate must declare any other bursaries or scholarships they have received or applied for
- If successful, the candidate must be willing to participate in promotional activities

The BHS retains the power to withhold payment of funds or seek to retrieve funds from the centre - if:

- The candidate is under a disciplinary or performs misconduct. Including but not limited to:
 - Deliberate falsification of records

- Assault on another person
- Incapability through alcohol and/or illegal drugs
- Negligence that causes unacceptable loss, damage or injury
- Unauthorised disclosure of information
- Committing a criminal offence, other than a parking or minor motoring offence
- Behaving in a way that has brought the The British Horse Society into disrepute
- Leaving the employment during the two years
- Not attending the training or the examinations that has been claimed for