



STUBBING COURT TRAINING LTD.

Ashgate Cottage, Ashgate Road, Chesterfield S42 7JE

www.stubbingcourtraining.com email : info@stubbingcourtraining.com

Chief Executive: Miss F C Belinda Turner MBE

Tel: 07894 049 647

APPLICANT AGREEMENT 1.8.2024 – 31.7.2025

These notes can be translated into other languages, if requested.

MISSION: To prepare people for effective employment in the horse industry by developing competencies and transferable skills; and effective working relationships with partners. To meet the skills needs of employers in the horse industry through a variety of programmes and qualifications.

Stubbing Court Training Ltd. is an approved provider for the Education and Skills Funding Agency. Ofsted has reported that the quality of training is 'outstanding'.

These notes provide you with information for you and your parents. Please read carefully, then complete and return the Application Form and Applicant Agreement slip by email or post to the address above. We will contact you by telephone within five days of receipt of the completed forms to discuss your needs in more detail. We strongly recommend that applicants should complete work experience in a suitable yard prior to starting to ensure suitability for work in the horse industry.

AIMS OF THE PROGRAMME

At the end of your training you should be employable as a competent, educated worker in the horse industry, with specialist knowledge and skills that will give you an advantage in your chosen career. You will also gain Functional Skills if applicable relevant to your training programme. At the start of your training we will agree with you and your employer an individual Apprentice Agreement and Training Plan that identifies your targets for learning and achievement towards the qualifications. You will work towards an Apprenticeship or Level 1 Study Programme. You will be given a Skillscheck that identifies the areas in which you will need to gain competence to achieve the programme. You will also be issued with relevant Health and Safety and Safeguarding information and given an Induction programme and placement induction that will cover all aspects of your training. Any updates on training matters, health and safety, off the job training etc. will be forwarded to you when agreed.

TERMS AND CONDITIONS

Apprentices must be employed for a minimum of 12 months, followed by the End Point Assessment. Prior to starting training your wages, hours and all other aspects of your working arrangements will be agreed with your employer. Terms of employment will comply with legislation. You should work a minimum of 30 and maximum of 40 hours per week (for 16 and 17 year olds, maximum of 48 hours per week if over 18). You are entitled to a minimum of pro-rata 28 days paid holiday per year if working 5 days per week. You may be required to work Bank Holidays and weekends due to the nature of work with horses. You will receive at least the Apprentice Minimum Wage of £6.40 per hour for the first year of an Apprenticeship or up to your 19th birthday, whichever is the later date. For 19 or over and after the first year, NMW rates will apply. Learners on the Level 1 Study Programme are not employed and will be on placement 25-30 hours per week.

HEALTH AND SAFETY

We aim to ensure that all learners work in a safe, healthy and supportive environment. All learners will be given SCT's 'Guide to Safety for the Horse Industry' containing our Health and Safety information and given guidance at induction and during training. You will not be allowed to ride any

horse without wearing a riding hat (minimum standard PAS015 2011), with suitable and safe footwear. Suitable clothing must be worn at all times when riding/working with horses and no jewellery is acceptable. Working with horses, because of their size and unpredictable nature, is a high risk activity and must be recognised as such by all involved. It is the responsibility of the employer to ensure that everything reasonably practicable is done to ensure safety. It is the responsibility of the learner to ensure that all instructions are followed and that your safety and that of those you work with is your first priority.

EXPECTATIONS OF STUBBING COURT TRAINING LTD.

Joining an SCT Apprenticeship or Level 1 Study programme is a serious commitment, achieving the qualifications is not just about doing a job with horses. To be successful in the horse industry you will need to make extra effort and commitment. We will do everything we can to help you achieve, but we also expect some things from you, to:

- ✓ **Always try your best**
- ✓ **Adhere to the Prevent Duty – promote British values: the rule of law, democracy and tolerance and mutual respect for others at all times, and keep yourself safe from extremism**
- ✓ **Be committed to improving your English and Maths skills and using them at work**
- ✓ **Complete the SCT Online Learning by the target dates**
- ✓ **Attend work and off-the-job training sessions punctually, reliably and be organised**
- ✓ **Be polite, tidy, professional and cheerful**
- ✓ **Keep your Skillscheck at work and updated - allow time every week for this**
- ✓ **Complete work set in your Action Plans by the target dates**
- ✓ **Follow instructions and safety rules**
- ✓ **Work safely, including on the internet**
- ✓ **Always ask if you are not sure about anything**

LEGAL DUTIES OF AN EMPLOYEE / APPRENTICE

As an SCT learner you must:

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or omit to do at work
- Co-operate with your employer on Health and Safety matters
- Not interfere with, or misuse, anything provided in the interests of Health, Safety and Welfare
- Inform your employer/SCT staff of any shortcomings in Health and Safety arrangements
- Report anything needing repair to your employer immediately
- Follow correct procedures set by your employer at all times

DISABILITY STATEMENT

1. INTRODUCTION

SCT is committed to equality, diversity and inclusion, including people with learning difficulties and/or disabilities. In particular, SCT is committed to:

- encouraging the participation of learners of all levels of ability
- providing a learning environment which is safe and welcoming to all
- continuing to develop the facilities used for training to improve access
- providing additional support to meet individual learner needs.

2. APPLYING FOR A PLACE WITH STUBBING COURT TRAINING LTD.

If you have learning difficulties and/or disabilities, or think you may have, you should ask your parent/guardian to telephone SCT to decide on suitable arrangements for your application. During the interview, you will be asked if you require any additional support to meet your particular needs. You are encouraged to make your requirements known at the earliest opportunity, this will help those responsible for your training to arrange any support from the beginning of your programme.

3. LEARNING SUPPORT

If it has been agreed with you that you require learning support, a training plan will be drawn up detailing your requirements and the support SCT will provide. This support could include:

- Individual one to one support in Maths and English

- Access to specialist equipment designed to assist with your particular learning needs.
- Course materials and learning packages specially developed to meet your particular learning needs.
- Special arrangements to help you in examinations and assessment, for example extra time, large print question papers, a reader or writer, printing on different coloured paper

4. PHYSICAL ACCESS TO FACILITIES

Many of the facilities which learners use are easily accessible to those with physical disabilities. A number of our yards have been specifically adapted to provide access for all and have taken the lead in providing riding facilities for the disabled. SCT always work closely with employers so that the widest opportunities possible are made available to learners. If you think that physical access will be difficult for you, contact us at once so that we can see how your concerns can be overcome.

5. COMPLAINTS AND APPEALS

SCT has a simple and straightforward complaints procedure for learners, described in 'Guidance for New Learners' booklet given to all learners at Induction. If you make a complaint, SCT will make sure that:

- Your complaint is treated seriously
- You are kept fully informed of how your complaint is being progressed
- Your complaint is dealt with as quickly as possible
- Appropriate action is taken as a result of your complaint

Don't Forget!.....

You can get specialist advice and guidance via www.direct.gov.uk/youngpeople on a range of training and disability matters, including the kind of help available and all the different opportunities open to you. Please also see the Apprentice Essentials page on our website.

The SCT Office is open from 9.30am to 4pm – Monday to Friday. Please ring 07894 049 647 if you have any queries regarding your application. Please complete and return the slip below with your Application Form by email to info@stubbingcourtraining.com as soon as possible. We look forward to hearing from you.

STUBBING COURT TRAINING LTD. - APPLICANT AGREEMENT

Ashgate Cottage, Old Brampton, Chesterfield, Derbyshire S42 7JE Tel: 07894 049 647

Applicant name: Date of Birth:

Tel no:

I have read, understood and accept the terms and conditions as stated in this 'Applicant Agreement 2024–2025' and wish to be considered for a place on the programme. I agree that Stubbing Court Training Ltd. are permitted by me to use quotes, photographs, or film of me which may be produced at any time during the programme to promote Stubbing Court Training Ltd.

Signed:(applicant) Date:

Parent / Guardian details: I am the parent / guardian of(applicant name), have read the training conditions and agree to them joining the course.

Signed: (parent/guardian) Date:

Name (in capitals):

Contact numbers in case of emergency 1) 2)

Address: