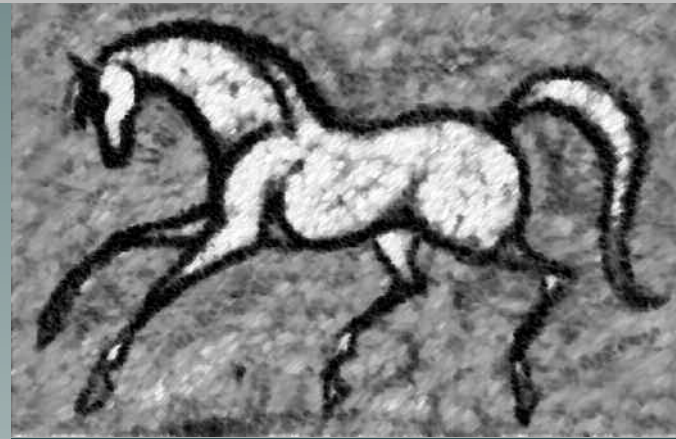




PROSPECTUS

Leading International Equine
Distance Learning College

The Open College *of* Equine Studies



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Introduction

Founded in 1988, The Open College of Equine Studies (TOCES) has gained a reputation for providing high quality flexible courses to students all over the world. In addition to catering for the complete newcomer to horses, we have been innovative with the development of specialist equine diplomas and higher education distance learning programmes to meet the needs of both students and the equine industry.



Our course material is written by a team of highly qualified experts, including specialist equine veterinary surgeons, and the calibre of course tutors is second to none. In addition to a wealth of experience, our tutors hold Honours and Masters Degrees, and doctorates in equine subjects; some are world-renowned experts in their field. Whichever course you choose, our tutors are here to support you throughout your studies.

If your chosen course includes Study Weeks you can stay on-site at Boxted Hall and attend a variety of lectures and practical sessions presented by our enthusiastic teaching team which includes veterinary and professional staff from the Animal Health Trust, The Royal Veterinary College, Rossdales Equine Hospital, Cambridge University Veterinary School and The National Stud. Some Study weeks include visits to these centres. As well as learning a lot you will also have fun and make many new friends!

The small friendly team at TOCES is dedicated to providing you with the best levels of advice and support; office and tutorial staff are available to assist you via telephone, fax or e-mail. However long you have been involved with horses, whether you wish to study purely for your own pleasure, to complete professional examinations or academic qualifications, we have a course for you.

We hope you choose to join us.



Julie Brega

Julie Brega
Director of Studies

TOCES is approved by:



Edexcel (Formerly BTEC and London Examinations Board). TOCES offers BTEC qualifications via distance learning.



The Royal College of Veterinary Surgeons (RCVS). TOCES offers RCVS Equine Veterinary Nursing courses.



The British Horse Society (BHS). Students can complete BHS Horse Owner's Certificate courses and BHS Stage 1 to 4 Horse Knowledge and Care preparation courses with TOCES.

TOCES is currently in the process of seeking institutional approval from the Open University which will enable it to offer Open University validated programmes. This process is likely to take place during the academic year 2009/10. The programmes for which TOCES are seeking validation are:

- BA (Hons) Equine Business Management
- BSc (Hons) Equine Science
- BSc (Hons) Equine Behaviour, Welfare and Rehabilitation
- DipHE Equine Business Management
- DipHE Equine Behaviour, Welfare and Rehabilitation
- DipHE Equine Science
- CertHE Equine Business Management
- CertHE Equine Behaviour, Welfare and Rehabilitation
- CertHE Equine Science

The programmes are subject to validation and if you enrol on one of the programmes at present you will be registered as a student on an Edexcel programme for which TOCES have approval.

About the Courses

Where is TOCES?

Situated in the heart of rural East Anglia, on the Boxted Estate in the Glem Valley, near Bury St Edmunds, Suffolk, TOCES is based in a traditional Victorian stable yard in the grounds of Boxted Hall, a 14th century moated baronial hall. We have an all-weather arena within a walled garden, parkland grazing and excellent hacking. Period buildings have been converted to offices, library and classrooms. On Study Weeks students can stay on-site in Boxted Hall.

Although TOCES is in a rural location it is within 20 minutes of the A14 dual carriageway and 25 minutes of the M11 motorway. We are a one-hour drive from Stansted Airport.



Boxted Hall



On a Study Week

What is distance learning?

Distance learning allows students to study away from the college in their own time and submit work assignments through the post or on-line for marking and assessment. The tutor provides feedback, additional information and guidance throughout the course.

Distance learning is also referred to as, 'home study', 'correspondence courses' and 'flexible learning'. It frees people who want to study from the restrictions and limitations found in many areas of traditional education and training, and is an ideal method of learning for people whose work and family commitments prevent them from attending college on a regular, full-time or part-time basis. When combined with attendance at Study Weeks it is often described as 'open learning' and when e-learning forms part of the teaching mode, it may be called 'blended learning'. Some of TOCES courses do include an element of e-learning.

The courses

TOCES' courses are divided into five categories:

1. TOCES Certificate Courses
2. British Horse Society (BHS) Courses
3. BTEC (Edexcel) Courses
4. Degree Programmes
5. Royal College of Veterinary Surgeons (RCVS) Courses

These categories are divided into levels:

1. Foundation level - equivalent to stage / NVQ level 1
(See pages 15 to 17)
2. Novice level - equivalent to stage / NVQ level 2
(See pages 18 to 22)
3. Intermediate level - equivalent to stage / NVQ level 3
(See pages 23 to 29)
4. Advanced level - equivalent to stage 4 / A level
(See pages 30 to 32)
5. Higher education - equivalent to degree level study starting with year (level) 1, then level 2 and final year 3.
(See pages 32 to 40)

Throughout this prospectus the course information is divided by level.

TOCES Course Summary

Courses	Level	No. Units	Study Hours per Unit	Total Hours	Compulsory Study Week?	Validated Certificate?	See Page
Basic Stable Management	1	10	10	100	No - optional 3 day study week	TOCES cert	15
BHS Horse Knowledge and Care Stage 1	1	9	10	90	No - optional 3 day study week & mock exam	TOCES cert and take BHS Stage exam at BHS exam centre	16
BHS Horse Owner's Certificate Level 1	1	6	10	60	No - optional 3 day study week	Yes - BHS HOC	16
BTEC Foundation Certificate in Horse Management	1	5	30	150	Yes – 3 day study week	Yes – Edexcel	17
BHS Horse Knowledge and Care Stage 2	2	10	10	100	No - optional 3 day study week & mock exam	TOCES cert and take BHS Stage exam at BHS exam centre	18
BHS Horse Owner's Certificate Level 2	2	6	10	60	No - optional 3 day study week	Yes – BHS HOC	18
BTEC Intermediate Certificate in Horse Management	2	5	30	150	Yes – 3 day study week	Yes – Edexcel	19
BTEC First Diploma: Equine Nursing Technician	2	6	60	360	Yes – 18 days in 4 x 4.5 day blocks	Yes - Edexcel	20
TOCES Novice Short Courses	2	3	15	45	No – optional 3 day study week	TOCES cert	22
Senior Horsemaster's Course 1	2/3	10	10	100	No - optional 3 day study week	TOCES cert	23
BHS Horse Knowledge and Care Stage 3	3	9	10	90	No - optional 3 day study week & mock exam	TOCES cert and take BHS Stage exam at BHS exam centre	24
BHS Horse Owner's Certificate Level 3	3	6	10	60	No - optional 3 day study week	Yes – BHS HOC	24
BTEC Advanced Certificate in Horse Management	3	5	30	150	Yes – 3 day study week	Yes – Edexcel	25
BTEC National Certificate in Equine Studies	3	12	60	720	Yes – 2 x 5 day study weeks	Yes – Edexcel	26
Instructional Techniques	3	10	10	100	No	TOCES cert	27
BTEC National Certificate: Equine Nursing Technician	3	12	60	720	Yes – 18 days in 4 x 4.5 day study weeks	Yes – Edexcel	28
Senior Horsemaster's Course 2	4	6	130	780	No - optional 3 day study week	TOCES cert	30
BHS Horse Knowledge and Care Stage 4	4	8	150	1290	No - optional 3 day study week & mock exam	TOCES cert and take BHS Stage exam at BHS exam centre	30
BHS Horse Owner's Certificate Level 4	4	9	15	135	No - optional 5 day study week	Yes – BHS HOC	31
BTEC Professional Diplomas	HE Ls	5	150	750	Yes – 2 x 4 day study weeks	Yes – Edexcel	32
BTEC Higher National Certificate	HE Ls 1, 2, 3	10	150	1500	Yes – 2 x 5 day study weeks	Yes – Edexcel	32
BTEC Higher National Diplomas	HE Ls 1, 2, 3	16	150	2400	Yes – 3 x 5 day study weeks	Yes – Edexcel	32
BTEC Higher National Units	HE Ls 1, 2, 3	1	150	150	Some units involve approx 3 days attendance	Yes – Edexcel	38
Short Courses	HE Ls 1, 2, 3	1	130	130	Optional 2 day courses for some SCs	TOCES cert	38

HE = Higher Education

The Courses

TOCES Certificate Courses

On completion of the distance learning module assignments, an optional examination paper is completed (at home). A certificate is awarded, graded according to performance throughout the course and in the end of course examination. TOCES' certificate courses use the same high quality course material as the BHS and BTEC courses but the courses are not validated. This means you gain a graded certificate but it is not accredited by an external awarding body.

TOCES Certificate courses include:

- Basic Stable Management – Foundation Level
- Senior Horsemaster's Course 1 – Novice/Intermediate Level
- Senior Horsemaster's Course 2 – Advanced Level
- Instructional Techniques – Intermediate Level (covers BHS Preliminary Teaching Test [PTT], not BHS Intermediate Teaching Test)
- Short Courses – Novice and Advanced Levels

British Horse Society (BHS) Courses

BHS Horse Owner's Certificates Levels 1 – 4

These BHS certificated courses cover the theoretical aspects of stable management and horse care. There are four levels of certificate, all of which can be studied at home using course material specifically developed for distance learning. Courses include at least six modules providing all of the information required to pass the Horse Owner's examination at the end of the course.

Course material includes in-text questions to help you learn and a number of work assignments to complete and send in for assessment. Your tutor will provide detailed feedback for each assignment. At the end of the course you complete the Horse Owner's Examination Paper in the presence of an invigilator at a time and place to suit you. The invigilator will be a BHS registered instructor, of whom there are many in every county. To ensure total flexibility and convenience, you appoint your own invigilator and arrange the time and venue for the examination. The BHS provides a list of BHS registered instructors and contact details on their website. Note the invigilator fee is normally around £15 per hour and is not included within the course fee as you pay this directly to the invigilator. The examination paper is sent to your invigilator, who will return the paper to TOCES for marking by the course tutor. The marked paper is then sent to the BHS for verification and the appropriate level BHS Horse Owner's Certificate is awarded to successful candidates.

BHS Horse Owner's Courses include:

- BHS Horse Owner's Certificate 1 – Foundation Level
- BHS Horse Owner's Certificate 2 – Novice Level
- BHS Horse Owner's Certificate 3 – Intermediate Level
- BHS Horse Owner's Certificate 4 – Advanced Level

BHS Horse Knowledge and Care Stages 1 to 4

These courses prepare you for the theoretical elements of the BHS stages examinations, allowing those unable to attend traditional training courses or train as a working pupil, to complete BHS Stage 1 to 4 Horse Knowledge and Care examination preparation through distance learning. The distance learning can be supplemented by an optional five-day intensive Study Week during which you will practice the skills needed and at which a mock BHS examination is taken. You will receive detailed feedback about your performance in the mock examination with confirmation of strong points and advice on improving areas of weakness.

Specially developed course material provides all of the information required for students to pass the relevant HKC stage examination. A work assignment is completed at the end of each course module and submitted for assessment and tutor feedback. In-text activities and in-text questions are supplemented by a Practical Skills Workbook, which details the practical skills needed to pass the BHS examinations. Students record satisfactory attainment of each skill listed in the Skills Workbook and seek verification of the achievement by a colleague or friend.

Please note that you cannot train for the riding section of the Stage 1 to 4 examinations through distance learning and that in order to attain a BHS HK and C qualification you must take the examination at a BHS Examination Centre.

Will I be awarded a BHS Stage examination certificate at the end of the BHS Study Week?

No – you must join the BHS and book in to a BHS exam centre to take the actual BHS stage exam.

BHS Horse Knowledge and Care courses include:

- BHS Horse Knowledge and Care Stage 1 – Foundation Level
- BHS Horse Knowledge and Care Stage 2 – Novice Level
- BHS Horse Knowledge and Care Stage 3 – Intermediate Level
- BHS Horse Knowledge and Care Stage 4 – Advanced Level

Further information about the BHS examination system and membership can be obtained from the BHS:

The British Horse Society, Stoneleigh Deer Park, Kenilworth, Warwickshire, CV8 2XZ

Tel: 01926 707700

Fax: 01926 707800

Web: www.bhs.org.uk

BTEC (Edexcel) Courses

What is Edexcel?

Edexcel is a leading UK examination awarding body, formed in 1996 by the merger of the Business and Technology Education Council (BTEC), the country's leading provider of vocational qualifications, and the University of London Examinations and Assessment Council (ULEAC). Edexcel is one of the major exam boards in the UK for GCSEs and A levels and its qualifications are recognised around the world.

TOCES' BTEC courses are modular in design, consisting of a set number of core and optional modules.

There are normally two work assignments per module. In addition there are numerous in-text questions and activities designed to help you learn. The first assignments in each module are formative - tutors assess your work and provide constructive feedback. An indication of the grade at which you are working is given but this does not count towards your qualification.

Subsequent assignments for each module are summative - tutors assess and provide feedback and award a grade for the assignment. This grade is taken into account when assessing your overall course grade. As with BHS courses, students on BTEC and Degree Programmes are provided with a Practical Skills Workbook to work through and record attainment of practical skill levels.

As part of each BTEC Programme you must attend a specified number of five-day residential Study Weeks at TOCES.

You will be kept up to date with developments at TOCES via periodic newsletters. Newsletters include the latest information regarding Study Weeks, details of new tutors, study guidance and other items of interest.

BTEC Certificates in Horse Management

These are five module courses involving one three-day Study Week and include:

- BTEC Foundation Certificate in Horse Management – Foundation Level
- BTEC Intermediate Certificate in Horse Management – Intermediate Level
- BTEC Advanced Certificate in Horse Management – Advanced Level

BTEC Professional Diplomas

These are advanced five-module courses involving two four-day Study Weeks and include:

- Professional Diploma in Equine Stud Management – Advanced Level
- Professional Diploma in Equine Therapy and Rehabilitation – Advanced Level
- Professional Diploma in Equine Nutrition – Advanced Level
- Professional Diploma in Equine Behaviour and Welfare – Advanced Level
- Professional Diploma in Equine Business Management – Advanced Level
- Professional Diploma in Equine Health – Advanced Level

BTEC Full Certificates and Diploma Courses

The **National Certificates (NCs)** consist of 12 modules, the **Higher National Certificates (HNCs)** include 10 modules and **Higher National Diplomas (HNDs)** are 16-module programmes. All involve compulsory Study Week attendance.

- First Diploma: Equine Nursing Technician – Novice Level
- National Certificate: Equine Nursing Technician – Intermediate Level
- National Certificate in Equine Studies – Intermediate Level
- Higher National Certificate/Diploma in Equine Business Management - Advanced Level
- Higher National Certificate/Diploma in Equine Science - Advanced Level
- Higher National Certificate/Diploma in Equine Behaviour, Welfare and Rehabilitation - Advanced Level

Degree Programmes

Contact TOCES and request the degree information pack.

Royal College of Veterinary Surgeons Courses

TOCES is a Royal College of Veterinary Surgeons (RCVS) Veterinary Nursing Approved Course Provider (VNCP) and Veterinary Nursing Approved Centre (VNAC). Working in conjunction with some of the best equine hospitals and veterinary teaching faculties in Europe, TOCES delivers Equine Veterinary Nursing (EVN) training programmes.

TOCES offers the RCVS Veterinary Nursing and Certificate in Veterinary Nursing Theory (Equine Route). This qualification comprises National Vocational Qualifications (NVQs) at levels 2 and 3 and Vocational Related Qualifications (VRQs) at levels 1 and 2.

Students must be employed full or part-time in a veterinary practice with approved Equine Training Practice status in order to be eligible to train as an RCVS Equine Veterinary Nurse.

Contact TOCES for further information about the RCVS EVN programmes.

Frequently Asked Questions

How do the courses work?

Each course is divided into modules covering different aspects of horse care and stable management and consists of:

- Detailed illustrated text.
- In-text questions for you to answer and in-text activities to complete as you work through the material. Separate answer booklets are provided at the end of each module.
- One or more work assignments.

Referring to the course material, you complete the work assignments at your own pace and submit each in turn for marking and assessment. Your work is carefully checked by qualified tutors, graded where appropriate and returned to you with detailed feedback.

Is there any e-learning involved?

The majority of the course material is in hard copy but some courses have elements delivered on-line through e-learning. Full tutorial support is given to help with the on-line learning.

How much will it cost?

Please refer to the list of fees enclosed with this prospectus for all course fees.

Are any discounts available?

If you enrol on more than one course you may claim a discount of 5 per cent per course. If paying in full, deduct from the total fee sent. If paying by instalments, deduct from the cumulative initial fee sent.

Is funding available?

Regrettably, distance learning courses are not designated under regulation 85 of the Education (Student Support) Regulations 2006 and so do not automatically qualify for government funding or student loans. For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning and www.dfes.gov.uk/studentssupport or contact 0800 100 900.

Young people, single parents, the disabled and the over 50s may be eligible for funding of training courses under the New Deal programme. Ask your local Employment Office or go to www.jobcentreplus.gov.uk/JCP/Customers/New_Deal/ for details.

Can anyone become a student?

...Yes!

The only requirements are that you are:

- English speaking
- aged 14 or more - there is no upper age limit
- interested in learning more about horse care and management

Is there an upper age limit? I'm worried I'm going to be the oldest on the course!

There is no upper age limit – we believe no one is ever too old to learn! The majority of our students are mature (i.e. over 21) with some being considerably more mature than this. TOCES' students currently range in age from 16 – 69. 70 years plus most welcome!

Can I study from overseas?

... Yes! You can study from anywhere in the world. There may be additional overseas postage fees – please contact the office for details.

Are there any time limits?

The notional study hours for each course are listed on page 3 "TOCES Course Summary". The time taken to complete courses will depend on how many hours you spend on your studies each week. For many of the courses the rate at which work assignments are sent in is flexible, enabling you to take a break from studying whenever you wish and start again when it is convenient for you. Some of the validated higher education programmes do have a more structured time frame.

If you take longer than two years for TOCES Certificate or BHS courses or five years for BTEC courses, you may incur a small additional tuition fee. As rough guidance, students tend to send in one work assignment every five weeks. BTEC registration also has to be renewed after five years.

“The majority of the course material is in hard copy but some courses have elements delivered on-line through e-learning.”

Frequently Asked Questions *continued*

What if I change my mind?

1. In the unlikely event that you are dissatisfied with your course, simply return it, complete, in good condition and securely packaged, within seven days of receipt and we will refund all fees paid, less an administration fee of £8.00 per course plus postage and packing charges. The cost of postage and packing is £12.00 in the UK; overseas fees vary.
2. Once you have retained the material beyond the seven-day period you are deemed to have checked its contents, accepted it and all conditions of payment fully. The Open College of Equine Studies is unable to refund any fees after the seven-day period.
3. When enrolling on a BTEC or Degree Programme you will be sent a Withdrawal Policy to sign before your course material is despatched. This allows you to return your course and get a refund within seven days of receipt. Subsequent cancellation is subject to a sliding scale of charges.

Are there any exams?

TOCES Certificate students are sent an optional End of Course Examination paper on completion of the final work assignment. This is completed at home, without the use of study books or course material. The objectives of the final examination paper are to evaluate the level of knowledge acquired, to demonstrate your understanding of the subject and to test your study skills.

BHS Horse Knowledge and Care Stage 1 to 4 students have the option of taking a mock HK and C examination at the end of the Study Week.

BHS Horse Owner's Certificate students will take the final written examination at home or at a centre close to home.

BTEC courses - grades attained throughout the course and practical assessments performed during Study Weeks will be combined when assessing the overall qualification award.

Degree programmes involve a range of assessment methods which include examinations at Study Weeks.

Would I gain a recognised qualification?

It's up to you. We offer BTEC approved courses, BHS courses and Degree programmes leading to recognised qualifications. Alternatively, TOCES' Certificate courses may be used in preparation for professional exams or for your own personal sense of achievement.

A summary of certificate validation is given on page 3 "TOCES Course Summary".

Will I get a certificate?

Upon completion of a TOCES Certificate or BHS Horse Knowledge and Care Preparation Course you will be awarded a graded TOCES certificate. This will be of value to prospective employers as well as to you personally as it reflects your commitment to study. Please note that although TOCES Certificate courses do not result in a validated qualification, the course material is of the same high standard as the BTEC and BHS courses.

To achieve a BHS HK and C qualification you must take the examination at a BHS Examination Centre. On completion of a BHS Horse Owners Course you will be awarded a BHS Horse Owners Certificate by the BHS.

BTEC certificates are awarded upon completion of each module of a BTEC Course, culminating in the final award.

When can I enrol?

Enrolments for all courses are taken throughout the year. There are no term times as such.

How do I enrol?

The course fees quoted on the list of fees apply between the dates shown. If enrolling after this date, please contact us for the updated fees. Fees listed include UK postage and packing. There is no VAT payable.

- If paying the full fee or initial instalment by cheque, bank draft, or postal order, complete the Enrolment Form and post to TOCES. Cheques should be made payable to 'The Open College of Equine Studies'.
- If paying by credit or debit card, complete the authorisation section of the Enrolment Form and send or fax the Enrolment Form to TOCES. If paying by credit/debit card you may enrol by telephone.
- If approved for a Career Development Loan please attach a copy of the bank's approval letter to your Enrolment Form.
- If paying in instalments complete the Enrolment Form and Standing Order Mandate. Please do not include the initial payment on your Standing Order Mandate. We will fill in the date of the first and last payment (1st of the next month or the second month following enrolment dependant on the date the enrolment is received). A copy of the mandate will be sent to you with your course.
- The instalment payment plan can only operate through banks within the United Kingdom and the Channel Islands.
- Monthly instalments payments can be taken from a credit or debit card.

Frequently Asked Questions *continued*

On-line enrolment

You can enrol on-line using secure payment facilities at www.equinestudies.co.uk

Invoiced payments

Payment can be made against an invoice for colleges and training organisations. If your employer is paying for the course, a letter to this effect must be sent with your Enrolment Form. All invoices must be paid within 30 days.

We can accept the following credit/debit cards:
Switch, Visa, MasterCard.

Please refer to the Degree Programme Information for Degree Programme Enrolment Information.

What will I receive as a student?

Course modules - fully illustrated with line drawings and photographs, printed on A4 bound within TOCES ring binders. The modules contain all of the information needed to gain a pass grade in the course. Additional study books are not necessary except for the higher level courses where evidence of additional research is required.

Study guide - this explains how to start studying and gives advice on the presentation of work assignments.

Work assignments - a number of work assignments are provided for you to complete and submit for assessment.

Tutor support - all work assignments are marked by one of the team of highly qualified tutors. Assignments are returned to you, graded (as applicable) with assessments sheets containing detailed tutor feedback.

Practical skills workbooks - skills workbooks are provided for you to work through.

Study weeks – for BHS Stage 1 to 4 courses, BTEC and Degree courses, students attend a specified number of Study Weeks. A summary of Study Week attendance is given on page 3 “TOCES Course Summary”.

Library membership – you will be able to visit us to use TOCES’ library and/or borrow books from the library via the postal service.

Do I need to buy lots of books?

You will receive a lot of information within your course material. For TOCES’ Certificate and BHS Courses lots of extra books are

not essential, although they are very useful. Higher education students are expected to use a range of information sources in addition to the course material. Students are provided with a reading list and books may be borrowed from TOCES’ Library Service.

“Enrolments for all courses are taken throughout the year. There are no term times as such.”

Are any elements taught via e-learning?

TOCES is developing online access to your learning materials using a Virtual Learning Environment (VLE).

What is a Virtual Learning Environment (VLE)?

A VLE is a computer system that supports teaching and learning in an educational setting. Our VLE will work over the internet so that your computer can access it, providing your computer has an internet connection. The VLE enables you to access the standard learning materials and you will also have the opportunity to take part in group tasks, discuss things with tutors and other students using the discussion boards and other tools. There are also tools that you can use such as online tests that you can take which will provide you with instant feedback about your level of knowledge; these are very useful for you to monitor your own progress.

You don’t need to be a computer expert to use the VLE. If you use applications like email or you browse the web then you should have no problems accessing the VLE.

There will be an introductory ‘mini’ module that is designed to help you find your way around the VLE so that you are familiar with using it prior to starting your course.

Recommended computer requirements for accessing the VLE:

Platform: Windows 98, XP, vista; MacOS

Hardware: 128MB of RAM

Software: Adobe Acrobat Reader*, Microsoft PowerPoint*

Browser: Internet Explorer

Network: 56K modem (OK), Broadband (better)

* Links are provided in the VLE so that you can download this software if you do not already have it on your computer.

Frequently Asked Questions *continued*

When will I receive my course material?

- If paying by credit card your enrolment is processed on the day it is received or, if received after 3pm, on the next working day. Course material is despatched within 2 working days of receipt. If payment is made by cheque we allow 5 working days for the cheque to clear before despatching the course material.
- Courses are normally sent by Parcelforce. A signature is required upon delivery; if no one is available to accept and sign for the parcel, the driver will leave a card and take the parcel to the local Parcelforce depot or Royal Mail Sorting Office. You should ring them to arrange to collect the parcel.
- If you do not collect the parcel within the time specified on the card it will be returned to us. You will then have to pay us the cost of sending the parcel to you for a second time (£12.00 for UK parcels. Overseas costs vary).
- Alternatively, you can leave a signed note for the driver, explaining where to leave the parcel, e.g. in a garage, with a neighbour, etc. The place must be secure – neither Parcelforce nor TOCES accept responsibility for parcels that are damaged or go missing if you ask the driver to leave the parcel. The driver must be able to take the note with him as proof of delivery and it must be signed by you.
- If the material cannot be delivered to you because you have moved or given us an incorrect or incomplete address, a charge will be made for the second delivery as above.

What happens about practical training?

There are many very practical 'hands-on' aspects to horse management which need to be mastered and practiced. You are expected to take responsibility for acquiring the various practical skills. To assist you in this you will receive a Practical Skills Booklet to help you identify the areas you need to work on.

BTEC and degree students must attend a number of five-day residential Study Weeks to supplement the theoretical knowledge with practical training and assessment. BHS HKC Stage 1 to 4 students can opt to attend Study Weeks.

Are Study Weeks compulsory?

Study Weeks are compulsory for the BTEC First Diploma, Certificates in Horse Management, Professional Diplomas, NCs, HNCs and HNDs, and for the BSc and BA programmes. Study Weeks are optional for some courses. Subject to availability of places, anyone may attend a TOCES Study Week.

Further details on Study Week attendance is given on page 3 "TOCES Course Summary".



Students at Study Week



Anatomy Lecture



Learning to Lunge

Frequently Asked Questions *continued*

Why are the Study Weeks important?

For students working towards the BHS stages the practical skills are essential as they form part of the BHS examination syllabus. Whilst the BTEC courses and the degree programmes are of a high academic content, we feel very strongly that anyone holding a TOCES qualification must be able to handle and work with horses in a proficient and safe way.

Whilst academic qualifications are essential to prove a level of knowledge, in the horse industry we believe they must be backed up by sound practical ability (and common sense!). On the Study Weeks practical skills are taught and assessed. For those with a good level of practical experience it provides an opportunity to brush up and update. For those who have little experience, TOCES staff are happy to provide extra instruction and the chance to practice.

In addition to practical skills, lectures are given by highly qualified and, in some instances, world-renowned, lecturers. The lectures aid understanding of the subject and back up the distance learning material studied.

What is it like at a Study Week?

The Study Weeks are held at TOCES. We enjoy meeting our students and students always say they enjoy meeting TOCES' team. Most importantly, students enjoy meeting each other – it is helpful to realise you are not the only person worrying about how much (or how little) work you have done! As well as learning a lot, you will make new friends!

We do know however that some students find the Study Week element daunting – the 'college' environment sounds stuffy and some students worry that everyone else will be far more knowledgeable. Please do not worry - the atmosphere is always friendly and not at all regimented - Study Weeks are hard work but great fun!

You will meet a mixed and interesting group of people, mostly with the same apprehensions as yourself. Our students' ages range from 16 to 69 and all are from different types of background – not everyone works with horses. Everyone is however friendly and keen to learn; we always find that our students soon get to know each other. 'Horsey' people always seem to have lots to talk about! So please bear in mind - although you will work hard, the atmosphere is friendly and informal!

What happens at a Study Week?

Study Weeks are intensive but relatively informal and include lectures and practical sessions covering the relevant modules of the course and may include visits to, and lectures by professional staff of, the Animal Health Trust, The Royal Veterinary College, Rossdales Equine Hospital, Cambridge University Veterinary School, The British Racing School and The National Stud.

On the first evening of the study week we combine welcome drinks with a tutorial and discussion about the distance learning side of the programme. This is a great way to get to know everyone else, how they are getting on with their studies and to ask questions.

Some lectures are class-room based, whereas others are of a practical 'hands-on' nature. Veterinary surgeons give practical lectures which include a demonstration of anatomical dissection. All of the lecturers are experts in their fields and welcome your participation in the sessions through asking questions - don't miss this opportunity to broaden your knowledge.

When not in lectures or taking part in assessments you will be able to practice relevant skills on the yard or use the library and study area. During the week, specially designated tutorials provide the opportunity to discuss any aspects of the course with a member of TOCES' team.

Study Weeks include assessment of practical skills, written assessments and assessment of key skills through teamwork exercises. The grades awarded count towards the final grade awarded for the course. Study Weeks are held throughout the year – the number of courses run at each level depends upon student numbers.

Accommodation is provided on-site in Boxted Hall, although you may choose to stay locally in a hotel or bed and breakfast if you would prefer. Breakfast is a self-service meal taken in the hall kitchen whilst lunch and dinner are served in the Stables Flat dining room. Course fees are fully inclusive of lectures and exam fees (where applicable), lunches and refreshments. The fee for dinner, bed and breakfast is shown separately.

Having studied high quality distance learning materials, completed the Practical Skills Workbook and attended the Study Weeks, TOCES students and graduates will possess the skills and knowledge needed to make a valuable contribution to the equine industry.

Frequently Asked Questions *continued*

Please note that:

- You can attend the Study Week and take the mock BHS Horse Knowledge and Care Stage examination without completing the distance learning course if you wish. You must however ensure that you have the necessary theoretical knowledge and practical experience before attending.
- Non-BHS members can attend the Study Week. The mock BHS Horse Knowledge and Care Stage examination is optional.
- These courses are designed to cover all aspects of stable management for the Horse Knowledge and Care examinations.
- Riding is not included within the courses.



Fitting a Heart Rate Monitor



Fitness Testing Exercise

Summary of Study Week requirements:

Course	No. Study Weeks
First Diploma: Equine Nursing Technician	4 x 4½ days
National Certificate in Equine Studies	2 x 5½ days
National Certificate: Equine Nursing Technician	4 x 4½ days
Higher National Certificates	2 x 5½ days
Higher National Diplomas	3 x 5½ days
BSc and BA	5 x 5½ days
Higher National Units	Approximately 2½ days
BHS Horse Knowledge and Care Stages	1 x 3 days (Optional)
BTEC Professional Diplomas	2 x 3½ days
BTEC Certificates in Horse Management	1 x 3 days

“it is helpful to realise you are not the only person worrying about how much (or how little) work you have done!”



Fitness Testing Exercise

Frequently Asked Questions *continued*

The list of Study Week dates is enclosed with this prospectus.

Will an Open College course help my career prospects?

Many students study with TOCES to improve career prospects.

TOCES courses

- develop practical skills and academic knowledge that can be used straight away in an equestrian career
- can provide a stepping stone to gaining professional qualifications

BTEC qualifications

- can provide a recognised route to related degree courses, often straight into the third year
- are highly regarded by employers throughout the UK and overseas

Why should I choose to study with TOCES?

- TOCES offers a unique learning experience to students of all ages, all abilities and from all walks of life.
- Which ever course you enrol onto, as a TOCES student you are treated as an individual and will be supported and encouraged throughout your studies.
- TOCES' team of writers, lecturers and course tutors are highly qualified experts, including world-renowned professionals.
- Course material, delivery methods and quality systems are of the highest standard. TOCES is consistently awarded the highest grades in Edexcel Quality and Systems External Verification Inspections.
- Since 1988 TOCES has worked successfully with thousands of students through distance learning.
- Courses follow a structured, yet flexible study programme with the full support of highly qualified course tutors. The level of tutor support and feedback ensures that a thorough understanding and depth of knowledge are gained.
- TOCES courses enable you to gain professionally recognised qualifications whilst continuing with work, family and horse commitments.
- Competitive fees and easy payment methods ensure that high quality tuition is affordable to all.

- TOCES is approved by the Royal College of Veterinary Surgeons, Edexcel and the British Horse Society. The degree top-up programmes are validated by The Royal Agricultural College, Cirencester.
- TOCES hosts an annual Equine Science Conference featuring world-renowned speakers, which is open to all. As a TOCES student you are invited to attend at a reduced fee.
- Whilst TOCES offers a greater range of courses, is highly professional and is associated with more world-renowned equine organisations than any other equine distance learning college, we are proud of our reputation of having a friendly and personal approach with our students.

“Some lectures are class-room based, whereas others are of a practical ‘hands-on’ nature.”



Anatomy Lecture at a Study Week

What some TOCES students think...

My first study week

“ Thank you very much to everyone on my study week! We had such a laugh. The lectures were so interesting and really brought the theory work to life. During the week you realise that no one is miles ahead of you with the work and everyone mingles together to discuss everything, not just our 4-legged friends. The grounds, food, wine and company are all so great I really didn't want to return home. ”

Study Week 1

“ A huge thank you to all the tutors, staff and fellow students for making my first study week so enjoyable. The food was lovely, the calibre of teaching was first class and the location was so peaceful that despite studying for long hours each day, I feel relatively relaxed. If there are any students out there who are worried about attending a study week, then I guarantee that you have nothing to be concerned about as everyone is very welcoming – even the horses, dogs, cats and younger members of the Brega family! In the last six days I have met international lecturers, visited the Animal Health Trust and Rosssdales Equine Hospital, learnt how to fit and use heart rate monitors, seen a horse gallop on a treadmill, as well as seeing a horse's leg dissected before my very eyes! A great week – learnt lots and had a lot of fun doing it. Thank you! ”

“ I think I can safely say that we all had a terrific time. I'm now looking forward to the second study week. I would like to say to anyone out there who is of more 'mature' years and perhaps a little apprehensive – don't worry! Everyone is great – we're all in the same boat, we all have at least one thing in common, and age truly doesn't matter – even if I am the same age as Michelle's mum! ”

“ I have thoroughly enjoyed myself this week. It has been very hard work but also stimulating. The visits to the AHT and Rosssdales provided us with experiences that we couldn't otherwise have had. ”

Study Week 2

“ Study week two offered students the chance to see, experience and discuss topics which your average 'horsey' person would never get – how many people get to see a uterus dissected, which as it turned out had a foetus in utero? World class teachers, brilliant visits to a variety of places and made all the better by wonderful surroundings and TOCES staff, not to mention a nice bunch of students. ”

“ The course was superb – all teaching was excellent. ”

National Certificate Student about her first Study Week

“ I found the course material to be informative and interesting and studying it very rewarding. ”

Senior Horsemaster's Course 1 student

“ I have been pleasantly surprised with the speed in which the tutor assessments have been returned to me. ”

Higher National Diploma student

“ The tutors' comments on my work were particularly helpful. ”

Basic Stable Management student

“ Being able to speak to a tutor about a specific assignment question helped me enormously. ”

Higher National Certificate student

“ Attending this course has been invaluable for preparing for my Stage 4 exam. ”

Student attending a Study Week before the BHS Stage 4 exam

“ The newsletters are really interesting and quite reassuring – it's nice to know how you're doing on the course in relation to others. ”

Higher National Certificate student

the courses

FOUNDATION LEVEL COURSES

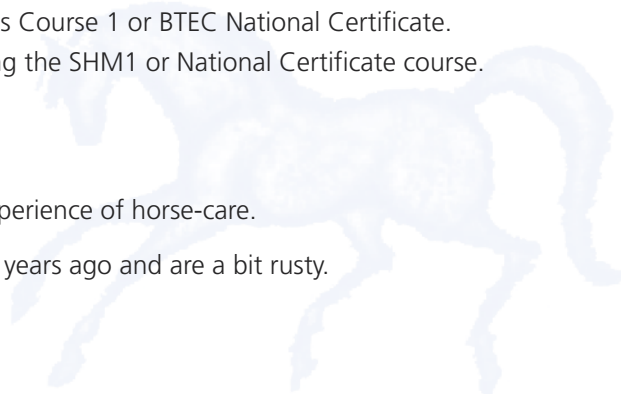
Basic Stable Management (COURSE REFERENCE: BSM)

Aims of the course:

- To provide a straightforward introductory course suitable for anyone wishing to establish the foundation of stable management principles.
- To provide preparation for the Senior Horsemaster's Course 1 or BTEC National Certificate. It is not mandatory to complete BSM before starting the SHM1 or National Certificate course.

BSM is ideal for:

- Inexperienced students from the age of 14 years.
- Students at the start of training with little or no experience of horse-care.
- A 'returning to horses' student - perhaps you rode years ago and are a bit rusty.
- 'Non-horsey' parents of pony-mad children.
- Preparation for BHS and RC Stages 1 and 2.



M1 Basic Anatomy and Physiology

Colours, markings. Basic physiology including the skeleton, joints, muscles, tendons and ligaments, conformation, points of the horse, teeth and ageing.

M2 Care of the Stabled Horse

Care of the stabled horse, stable construction, routine, bedding, mucking out, handling, grooming, bandaging, plaiting, trimming, clipping.

M3 Care of the Grass Kept Horse

Keeping a horse at grass, the paddock, fencing, watering, poisonous plants, shelter, general care, laminitis, sweet itch, cracked heels, mud fever.

M4 Feeding

The digestive tract, basic digestion, rules of feeding, types of feedstuffs, food preparation, hay, how much to feed, sample feed charts, colic, internal parasites.

M5 Saddlery

Care and fitting of various items of tack, bits and biting, martingales, tacking up and untacking. Health problems associated with ill-fitting tack.

M6 The Foot, Shoeing and Lameness

Structure of the foot, shoeing procedure, a well shod foot, types of shoe, studs, causes and treatment of lameness.

M7 Horse Health

Signs of good and ill health, preventative medicine, vaccinations, sick nursing, isolation procedure, hygiene, equine first aid kit, administration of medicine, poultices, hot and cold treatments, when to call the vet.

M8 Equine Veterinary Care

Wound treatment, dealing with bleeding. Circulatory and respiratory systems, functions and disorders. Ailments affecting the skin, eyes and mouth. Azoturia, strangles, influenza and tetanus.

M9 Fitting the Horse

Movement and action, exercise, schooling, lungeing, fitness work, preparation for competition, travelling and care of the competition horse. Roughing off at the end of the season. Types of competition.

M10 Safety

Accident prevention. Safety in the stable, yard, field, when loading, travelling and whilst riding. Basic road safety. Fire prevention, action to take in the event of fire. Manual handling - safe lifting techniques. Personal protective equipment and clothing.

Optional End of Course Examination

This is sent out with the Module 10 marked work and assessment sheet, and is completed at home without the use of course material or books.

BSM is a TOCES Certificate Course and is a good 'all-round' starter course. Each module has its own work assignment.

British Horse Society Horse Knowledge and Care Stage 1 (COURSE REFERENCE: BHS HKC 1)

<p>M1 Introduction to Equine Anatomy Colours, markings, and basic physiology of the horse. Points of the horse.</p>	<p>M5 Saddlery Care and fitting of items of tack including saddle, bridle and martingales. Parts of the saddle and bridle. Tacking up and untacking. Effects of worn, ill-fitting or dirty tack.</p>	<p>M9 General Knowledge Safety rules and fire precautions. Accident procedure. Riding or leading on the road. Aims of the British Horse Society.</p>
<p>M2 Principles of Equine Behaviour The nature, instincts and behaviour of horses in the wild and in captivity, in the field, stable and when ridden.</p>	<p>M6 The Foot, Shoeing and Lameness Structure of the foot. Day to day care of the foot, including recognising the need for shoeing. Lameness.</p>	<p>Optional Study Week Practical application of the knowledge gained through studying the course modules and completing the work assignments will be demonstrated and assessed. A mock BHS Stage 1 Horse Knowledge and Care examination will be taken on the final day.</p>
<p>M3 The Stabled Horse Yard routine, mucking-out, skipping-out, bedding and setting the stable fair. Building and maintaining a muck heap. Grooming. Selecting and fitting rugs.</p>	<p>M7 Watering and Feeding Rules of feeding and watering. Types and quality of forage and hay. Feeding stabled and grass-kept horses and ponies in light work.</p>	
<p>M4 The Grass Kept Horse The paddock - fencing, watering, poisonous plants and shelter. Turning out and catching the horse. Care of the grass kept horse. Pasture management.</p>	<p>M8 Horse Health Signs of good and ill health.</p>	

British Horse Society Horse Owner's Certificate Level 1 (COURSE REFERENCE: BHS HOC 1)

<p>M1 Identification of Horses Types, uses, colours and markings. Points of the horse. Gender. Height.</p>	<p>M3 Basic Stable Management Advantages and disadvantages of keeping horses stabled. Stable management – bedding, routine. Grooming – the kit and method. Tack, cleaning and maintenance, assembling the bridle.</p>	<p>M5 Feeding Types of feedstuff. Basic structure of the digestive tract. Rules of feeding.</p>
<p>M2 Safety with Horses Safety with horses on the yard, in the stable, field and whilst riding. Checking tack for safety. Safe handling of horses, Control of Substances Hazardous to Health (COSHH), manual handling. Personal protective equipment, riding wear, riding on the roads.</p>	<p>M4 Horse Health Horse health, signs of health, preventative medicine, vaccination, worming, TPR, shoeing, foot care. When to call the vet.</p>	<p>M6 Buying a Horse Buying a horse, points to look for, the vetting procedure.</p>
		<p>There are three work assignments and one final examination paper within this course.</p>

BTEC Foundation Certificate in Horse Management (COURSE REFERENCE: FCHM)

Aims of the course

- To provide a straightforward introductory course suitable for anyone wishing to establish the foundation of stable management principles.
- To provide preparation for the BTEC Intermediate Certificate in Horse Management (ICHM). It is not mandatory to complete FCHM before starting the ICHM course.

Entry requirements:

- Students must be at least 16 years old upon enrolment.
- There are no formal academic entry requirements.
- Students must try to gain some experience with horses. This can be in the form of owning a horse, working with horses and/or riding regularly and helping at a yard.

FCHM is ideal for:

- Inexperienced students from the age of 16 years.
- Students at the start of training with little or no experience of horse-care.
- A 'returning to horses' student - perhaps you rode years ago and are a bit rusty.
- 'Non-horsey' parents of pony-mad children.
- Students preparing for the BHS Stage 1 HKC examination.
- Anyone wanting an alternative validated qualification.

This course is set at a level comparable to BHS Stage 1 and includes one 3-day Study Week.

M1

Equine Anatomy and Physiology (1)

This module introduces the colours, markings and basic anatomy of the horse including the structure of the respiratory and circulatory systems, structure of the foot, points of the horse and basic conformation.

M2

Horse Knowledge and Care (1)

Handling the horse safely – leading, tying up, safety around horses. Accident prevention. Care of the stabled horse: bedding types, mucking out, grooming, rugging, applying a tail bandage. Keeping a horse at grass, the paddock, fencing, watering, poisonous plants, shelter, general care. Fitting of snaffle bridle and general purpose saddle, bits and biting, martingales, tacking up and untacking. Health problems associated with ill-fitting tack.

M3

Feeding

The digestive tract, basic digestion, types of feedstuffs, hay, haylage, rules of feeding, food preparation, use of haynets, how much to feed, sample feed charts for different types of horse or pony.

M4

The Healthy Horse

Creating the optimum environment for good health. The physical and psychological well being of the horse. Understanding the behaviour of horses. Preventative medicine, vaccinations, worming, dental care. Footcare - shoeing procedure, a well shod foot, types of shoe, studs, causes of lameness, disorders of the foot.

M5

Equine Veterinary Care (1)

Hygiene and disease prevention. Signs of good health. Recognising poor health. When to call the vet. The equine first aid kit. Types of wound, wound treatment, dealing with bleeding and inflammation - hot and cold treatments, hosing. Signs, causes and course of action for: coughing, laminitis, thrush, colic, cracked heels and mud fever.



NOVICE LEVEL COURSES

British Horse Society Horse Knowledge and Care Stage 2 (COURSE REFERENCE: BHS HKC 2)

<p>M1 Anatomy and Physiology Skeleton. Digestive system. Position and function of main internal organs. Structure and function of the foot. The teeth and ageing.</p>	<p>M4 Equine Nutrition Nutritional values of feed stuffs. Calculating rations, sample feed plans, rules of feeding, hay, watering.</p>	<p>M8 Fittening the Horse Lungeing. Fittening. Effects of ground type and conditions. Care after work. Roughing off. Travelling.</p>
<p>M2 Horse Psychology Horses' natural lifestyle, instincts, actions and reactions. Sympathetic handling and management.</p>	<p>M5 General Horse Management Grooming, care of the horse following exercise. Clipping, plaiting, trimming. Rugging and bandaging.</p>	<p>M9 Stable Design and Pasture Management Stable design and construction. Poisonous plants. Maintaining good pasture. Paddock maintenance.</p>
<p>M3 Horse Health Signs of good and ill health. Preventative treatments. When to call the vet. Treatment of minor wounds. Basic nursing. Lameness. Care of the teeth.</p>	<p>M6 Saddlery Biting. Care of tack. Fitting lunge equipment, boots, breastplates and martingales. Tack related injuries.</p>	<p>M10 General Knowledge Country Code. Road safety. Accident procedure. Aims of the BHS and benefits of membership.</p>
	<p>M7 Shoeing The farrier's tools. Shoeing procedure. Hoof care. Removing a shoe.</p>	<p>Optional Study Week The course will cover practical skills required for the Stage 2 HK and C examination. A mock HK and C examination will be taken on the final day.</p>

British Horse Society Horse Owner's Certificate Level 2 (COURSE REFERENCE: BHS HOC 2)

<p>M1 Stable Management Yard routine and maintenance. Bedding types and management. Stable construction.</p>	<p>M3 Grassland Management Care of grassland. Fences, gates, shelter, watering. Weed control.</p>	<p>M6 Tack and Equipment Fitting, uses and care of a range of tack and equipment.</p>
<p>M2 Feeding Feeding stabled and grass-kept horses, feeding for light work, feeding in all seasons.</p>	<p>M4 Equine Veterinary Care Common injuries and basic first aid. Arresting bleeding. Wound treatment.</p>	<p>M7 Responsible Riding The Highway Code, The Country Code. Insurance.</p>
	<p>M5 The Foot and Shoeing Shoeing, when to re-shoe. Structure of the foot. Farrier's tools and uses. Removing a shoe safely in an emergency.</p>	<p>There are three work assignments and one final examination paper within this course.</p>

BTEC Intermediate Certificate in Horse Management (COURSE REFERENCE: ICHM)

Aims of the course

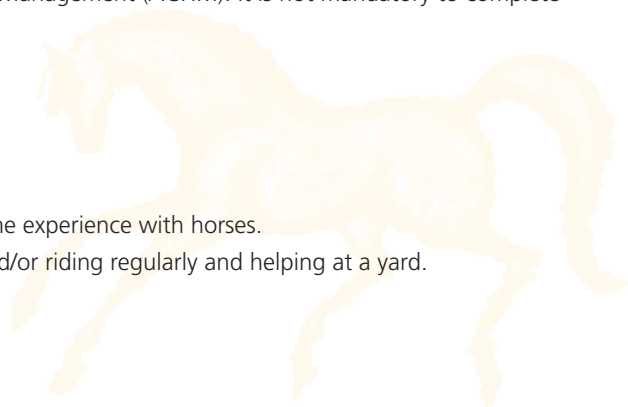
- To provide a broad base of theoretical and practical knowledge to students with some experience of horses.
- To provide preparation for the BTEC Advanced Certificate in Horse Management (ACHM). It is not mandatory to complete ICHM before starting the ACHM course.

Entry requirements:

- Students must be at least 16 years old upon enrolment.
- There are no formal academic entry requirements.
- Extensive experience is not necessary but students should have some experience with horses. This can be in the form of owning a horse, working with horses and/or riding regularly and helping at a yard.

ICHM is ideal for:

- Students preparing for the BHS Stage 2 HKC examination.
- Anyone wanting an alternative validated qualification.



This course is set at a level comparable to BHS Stage 2 and builds upon topics studied in FCHM. It includes one 3-day Study Week.

<p>M1 Equine Anatomy and Physiology (2) Skeletal structure, joints, muscles, tendons and ligaments. Circulatory and respiratory systems. Sensory organs and nervous system. Conformation and action.</p>	<p>M3 Horse Knowledge and Care (3) Lungeing. Fitting. Roughing off. Footcare and shoeing – care of the hooves, role of the farrier, remedial shoeing, removing a loose shoe. Preparing the horse to travel, vehicle checks, transportation, loading and unloading.</p>	<p>M5 Equine Veterinary Care (2) Wound management and healing. Applying a foot poultice and support bandages. Lameness: signs, causes and course of action. Trotting up to identify lameness. Signs, causes and course of action for: tetanus, recurrent airway obstruction, colic, equine influenza.</p>
<p>M2 Horse Knowledge and Care (2) Stable construction, planning. Yard routine. Maintaining optimum grazing. Health and Safety. Grooming, care after exercise. Stable and support bandages. Tack fitting: lunge equipment, boots, breastplates, pelhams, gags. Clipping, trimming and plaiting.</p>	<p>M4 The Healthy Horse (2) Feeding: digestive tract, nutrients, feedstuffs: forages and concentrates, preparation of feedstuffs, basic rationing, rules of feeding. Equine behaviour and how the horse's environment affects the horse. Monitoring health, obtaining temperature, pulse and respiratory rates. Preventative medicine.</p>	

BTEC First Diploma: Equine Nursing Technician (COURSE REFERENCE: FD: ENT)

This programme is designed for:

- Students in the early stage of their equine training aspiring to work, or already working, with horses either in a veterinary practice, welfare organisation or equestrian establishment.
- Students involved in supporting and assisting qualified staff.
- Students who may currently be ineligible to train towards the RCVS qualification in Equine Veterinary Nursing e.g. school leavers with no or insufficient GCSEs to register as a student veterinary nurse or a holder of sufficient GCSEs but under 17 years of age.
- Whilst the majority of students are likely to be of school-leaving age, this qualification is open to mature students seeking a new career opportunity.
- Non-qualified veterinary staff.

It will provide the foundation knowledge required for those interested in progression to:

- A career in Equine Veterinary Nursing.
- Admission on to the RCVS EVN training programme.

Entry requirements:

- 16 years or older.
- No formal qualifications are required.
- Must either work full or part-time in a veterinary practice or undertake a minimum of 80 hours paid or unpaid work experience across the duration of the programme within a veterinary practice with equine provision.

M1

Safe Horse Handling and Yard Practices

Basic human first aid. Accident and fire prevention and procedure. Manual handling. Control of Substances Hazardous to Health Regulations (COSHH) 2002. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Environmental Protection Act 1992. Types of waste and disposal. Electricity at Work Regulations 1989. Restraining horses. Control headcollars, bridles, Chifney, skin pinch, stocks, twitch, sedation. Lungeing technique, lungeing for lameness assessment.

M2

Introduction to the Anatomy and Physiology of the Horse

Skeletal structure. Structures of the foot. Anatomical landmarks. Joints. Composition, location and functions of the main muscles. Tendons and ligaments of the lower leg. Anatomy and functions of the circulatory, respiratory,

nervous, sensory, digestive, urinary and reproductive systems. Anatomical and physiological terminology in relation to veterinary nursing practice, directional terms, pre-fixes and suffixes.

M3

Introduction to Horse Care

Stable construction. Paddock size, soil types, fertility, drainage, fencing, gates, shelter, water supply. Paddock management: maintaining good grasses, removing toxic plants and weeds. Seasonal care of the grass kept horse. Grooming and clipping. Rugging and bandaging. Bedding and mucking out. Fitting saddlery. Preparing the horse for travelling. Loading and unloading. Care of the horse during transit: problems when travelling. Digestive physiology of the horse and digestive processes. Feedstuffs: and factors affecting ration formulation.

M4

Horse Health Management

Signs of good and ill health. Measuring respiration, pulse and temperature, recording rates and understanding variations. Maintaining health: observation, shoeing, teeth, vaccinations, worming, exercise and hygiene. Management of the horse's hooves. Reasons for shoeing. Shoeing procedure. Condition of horse's hooves and shoes. Preventing disease. Causative agents and routes of transmission for a number of common diseases. Immunology. Equine breeding and reproduction: breeding cycles, natural breeding vs artificial insemination, foetal development and hormonal controls, parturition.

BTEC First Diploma: Equine Nursing Technician continued

M5 Nursing the Sick and Injured Horse

The nursing process, application of care plans, veterinary and nursing roles. Housing for hospitalised horses. Preparation of clinical areas and equipment. Cleaning and storage of instruments, removal of clinical waste. Assisting in providing fluid therapy. Assisting in the positioning of patients for radiography. Principles of first aid. Wounds and wound treatment.

Equine health disorders: colic, laminitis, recurrent airway obstruction. Daily management of the sick horse. Assessing health status. Clinical observations. Clinical and behavioural indicators. Recognition of pain, distress and deterioration in horses. In-patient needs, minimising stress in inpatient care. Nursing plans that take into account grooming, nutrition, fluids and feeding patterns, mobility, hygiene.

Safe administration of medication. Records – sale, supply, use and legally required. Methods and routes of administration to horses. Disposal of unused medicines and equipment / materials. Preparation and dispensing medications to clients.

M6 Reception and Administrative Skills (Optional module)

Practice policies and professional ethics when communicating with clients. Veterinary reception duties. The use of consent forms when admitting patients. Time management, organisation and study skills strategies. Principles of clinical record keeping. Legal and professional regulatory frameworks within which veterinary nurses work: Veterinary Surgeons Act 1966, Schedule 3.

M7 Preparing and Maintaining the Clinical Environment (Optional module)

Sterilisation, disinfection, asepsis and antisepsis. Infection, contagion, colonisation and contamination. Risk of methicillin resistant *Staphylococcus aureus* (MRSA) and salmonella and the role of personal hygiene in their prevention. Equipment commonly used in veterinary practice and its maintenance. Maintenance of specific areas of the veterinary surgery.

Handling pathological samples prior to testing. Bacteriology/virology/fungal culture and handling of samples to prevent contamination, use of formal saline for histology samples and how to handle safely, safe packaging of samples for submission to an external laboratory, importance of correctly completed documentation to accompany samples.

For an additional fee it is acceptable to complete both optional modules.



Photographs courtesy of Rossdales Equine Hospital

FOUNDATION / NOVICE SHORT COURSES

Equine Anatomy and Physiology (COURSE REFERENCE: F/N SC 1)

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|---|--|---|
| <p>M1
Equine Musculo-skeletal Structure
Anatomical points of the horse, position and function of the main internal organs. Skeletal structure. Joints. Structure and function of the foot. Connective tissue – muscles, tendons, ligaments.</p> | <p>M2
The Circulatory and Respiratory Systems
Structure and functions of the heart, blood vessels and blood. Structure and function of the upper and lower respiratory tracts.</p> | <p>M3
The Nervous and Sensory Systems
Structure and function of the eyes, ears, nostrils, skin. Structure and function of the central nervous system.</p> |
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Equine Health and Nutrition (COURSE REFERENCE: F/N SC 2)

- | | | |
|--|--|---|
| <p>M1
Maintaining Health
Creating the optimum environment for good health. The physical and psychological well being of the horse. Understanding the behaviour of horses. Preventative medicine, vaccinations, worming, dental care. Footcare and shoeing procedure.</p> | <p>M2
Veterinary Care
Hygiene and disease prevention. Signs of good health. Recognising poor health. When to call the vet. The equine first aid kit. Types of wound, wound treatment, dealing with bleeding and inflammation. Signs, causes and course of action for: coughing, laminitis, thrush, colic, cracked heels and mud fever.</p> | <p>M3
Feeding
The digestive tract, basic digestion, types of feedstuffs, hay, haylage, rules of feeding, food preparation, use of haynets, how much to feed, sample feed charts for different types of horse or pony.</p> |
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Care and Management of Horses (COURSE REFERENCE: F/N SC 3)

- | | | |
|--|--|---|
| <p>M1
Routine Care of the Horse
Handling horses safely – leading, tying up, safety around horses. Accident prevention. Care of the stabled horse: bedding types, mucking out, grooming, rugging, applying a tail bandage. Stable construction and yard planning. Yard routine.</p> | <p>M2
Care of the Grass Kept Horse
Keeping a horse at grass, the paddock, fencing, watering, poisonous plants, shelter, general care. Maintaining optimum grazing.</p> | <p>M3
Tack and Equipment
Tack fitting: fitting of snaffle bridle and general purpose saddle, bits and biting, martingales, tacking up and untacking. Lunge equipment, boots, breastplates, pelhams, gags. Health problems associated with ill-fitting tack.</p> |
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Each short course consists of one assignment per module (i.e three per course).

INTERMEDIATE LEVEL COURSES

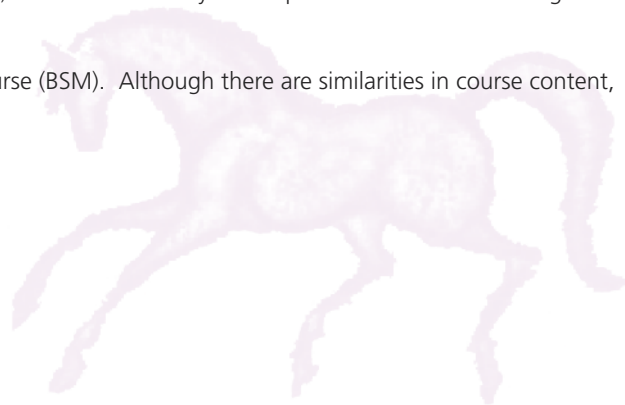
Senior Horsemaster's Course 1 (COURSE REFERENCE: SHM 1)

Aims of the course:

- To expand upon the subjects covered in BSM. It is not mandatory to complete BSM before starting SHM1.
- To provide the preparation for Senior Horsemaster's Course 2 (SHM2). It is not mandatory to complete SHM 1 before starting SHM2.

SHM 1 is ideal for:

- Any student upon completion of the Basic Stable Management course (BSM). Although there are similarities in course content, SHM1 goes into greater depth than BSM.
- Any student with at least one year's experience with horses.
- Preparation for BHS and RC Stages 2 and 3, and NVQ Levels 2/3.



<p>M1 The Stabled Horse Yard routine, stable construction, bedding, grooming, clipping, trimming, clothing, boots, bandages, behavioural abnormalities. Conformation.</p>	<p>M5 Saddlery Fitting, care and uses of different items of tack. Bits, biting. Problems caused by ill-fitting saddlery.</p>	<p>M9 Fittening the Horse Fittening programmes, interval training. Lungeing. Care before, during and after a competition. Travelling, loading, unloading.</p>
<p>M2 The Grass Kept Horse Care at grass, fencing, shelter, watering arrangements, grasses, fertilisation, pasture management. Ailments affecting the horse at grass: laminitis, mud fever, cracked heels, sweet itch.</p>	<p>M6 The Foot, Shoeing and Lameness Anatomy of the lower leg and foot, reasons for shoeing, procedure. Recognising lameness, identifying and treating the cause.</p>	<p>M10 Safety Accident prevention in the stable, yard, field, when loading, travelling, whilst riding. Fire prevention and action. Manual handling. Personal protective equipment and clothing. Accident Report Book. Health and Safety at Work Act 1994.</p>
<p>M3 Equine Nutrition The digestive system, digestion, constituents of feedstuffs, calculating feed rations, rules of feeding, hay. Internal parasites. Colic.</p>	<p>M7 Anatomy and Physiology Skeletal structure - bones, joints, tendons, ligaments. Muscular structure and function. Cardiovascular, respiratory systems, structure and function. Urinary, nervous, sensory systems.</p>	
<p>M4 Horse Health Signs of good and ill health, vaccinations, maintaining health, hygiene, inherent behaviour. Teeth, ageing and care of the teeth.</p>	<p>M8 Equine Veterinary Care Sick nursing procedures, isolation, when to call the vet, types and treatment of wounds, administration of medicines. Ailments and their treatment.</p>	

SHM 1 covers novice and intermediate level material and is a good 'all-round' course. Each module has its own assignment. The optional End of Course Examination is sent out with the marked Module 10 work and assessment sheet, and is completed at home without the use of course material or books.

British Horse Society Knowledge and Care Stage 3 (COURSE REFERENCE: BHS HKC 3)

<p>M1 Anatomy and Physiology Muscular structure. Circulatory and respiratory systems. Structure of the lower leg and foot. Conformation. The gaits, good and faulty action.</p>	<p>M4 Feeding and Nutrition Nutrients. Feed values. Rationing for size, type and work level.</p> <p>M5 Fitting and Competition Managing fit horses. Preparation for competitions. Care at and after a competition. Competition types and rules.</p> <p>M6 Saddlery The tack room. Care of tack. Fitting and use of saddlery and bits for young horses, 'problem' and competition horses. Double bridle. Exercise bandages. Clothing.</p> <p>M7 Shoeing The well shod foot. Faulty shoeing. Remedial shoeing, pads and studs.</p>	<p>M8 Yard Design and Grazing Management Yard planning. Advantages and disadvantages of types of stabling and stable fittings. Maintaining grazing for daily, year-round use.</p> <p>M9 General Knowledge Yard safety rules and fire precautions. Road safety. Accident procedure. BHS – aims and objectives, benefits of membership, BHS departments.</p> <p>The optional Study Week covers practical skills required for the Stage 3 HK and C examination. A mock BHS HK and C Stage 3 examination will be taken on the final day.</p>
<p>M2 Horse Health Prevention, minor injuries, sickness and ailments, lameness. Temperature, pulse and respiration. When to call the vet. Administering medicines. Worming.</p> <p>M3 Management and General Handling Yard routines. Handling young, highly-strung and problem horses. Abnormal behaviour. Travelling. Lungeing.</p>		

British Horse Society Horse Owner's Certificate Level 3 (COURSE REFERENCE: HOC 3)

<p>M1 Stable Management Changes in management from stabled to grass kept and vice-versa. Clothing, bandaging. Clipping, trimming, plaiting. Recognition of good and bad forage. Different grasses in forage – weeds and poor grasses.</p> <p>M2 Equine Veterinary Care Recognition, treatment and care of common injuries and ailments.</p>	<p>M3 Transporting Horses Maintenance of lorries and trailers. Law regarding the transit of horses. Weight ratios for trailers and legal requirement with regard to towing. Preparation of horses to travel. Care on long journeys. Stress of travelling.</p> <p>M4 Fitting the Horse Fitness and condition. Care of the horse for trekking and competing.</p>	<p>M5 Stable Construction Stable construction, different types of stabling. Basic requirements of planning regulations. Layout of the stable yard. Siting and disposal of muck heap. Forage storage.</p> <p>M6 Riding Organisations Structure and organisation of the British Horse Society, Riding Clubs and the Pony Club.</p> <p>There are three work assignments and one final examination paper within this course.</p>
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BTEC Advanced Certificate in Horse Management (COURSE REFERENCE: ACHM)

Aims of the course:

- To provide a broad base of theoretical knowledge to students with some experience of horses.
- To provide a nationally recognised qualification which also gives access to the Higher National Certificate programmes.

Entry requirements:

- Students must be at least 16 years old upon enrolment.
- There are no formal academic entry requirements.
- Students must have some experience with horses. This can be in the form of owning a horse, working with horses and/or riding regularly and helping at a yard.

ACHM is ideal for:

- Students preparing for the BHS Stage 3 HK and C examination.
- Anyone wanting an alternative validated qualification.

This course is set at a level comparable to BHS Stage 3 and builds upon topics studied in ICHM. It involves one 3-day Study Week.

M1

Equine Anatomy and Physiology (3)

Nomenclature. Bones, muscles, tendons and ligaments. Major organs. Cell structure and function. Functions of tendons and ligaments. Anatomy and function of the skeleton, cardiovascular, respiratory, lymphatic, nervous, sensory, urinary, endocrine, reproductive and mammary systems. Conformation.

M2

Horse Knowledge and Care (4)

Daily routines yard layout, stable construction. Soil types, drainage, weed control, fertilisers, grasses, grassland management, worm control, taking a grass crop, machinery, fencing. Evolution of the horse. Development of different breeds and types. Inherent and acquired behaviour. Normal and abnormal equine behaviour, preventing and managing stereotypic behaviour. Tack fitting for different disciplines including double bridle and exercise bandages.

M3

Equine Veterinary Care (3)

Disease prevention and control. Wound management. Therapies to reduce inflammation. Recognising lameness. Locating the seat of lameness. Trotting up, flexion tests, nerve blocking, radiography, ultrasound scanning. Disorders affecting soundness: disorders of the foot, joint and bone, synovial effusions. Exertional rhabdomyolysis, choke, colic. Infectious and non-infectious diseases.

M4

Fitness and Training

Interval training and traditional fittening programmes in preparation for hard work. Using a heart rate monitor. Care of the horse at a competition. Problems affecting the competition horse - dehydration, heat stress, fatigue, soundness problems. Lungeing to work the horse.

M5

Equine Reproduction

Oestrus cycle, swabbing, teasing, covering. Artificial insemination, embryo transfer. Pregnancy diagnosis, twinning, foaling, post-natal care of the mare, management of the neonate, colostrum, handling the foal, management of foals and yearlings, weaning. Stallion management. Feeding breeding and youngstock.

BTEC National Certificate in Equine Studies (COURSE REFERENCE: NCES)

Aims of the course:

- To provide a broad base of theoretical knowledge to students with some experience of horses.
- To provide a nationally recognised qualification which also gives access to the Higher National Certificate programmes.

Entry requirements:

- Students must be at least 16 years old upon enrolment.
- There are no formal academic entry requirements.
- Students must have some experience with horses. This can be in the form of owning a horse, working with horses and/or riding regularly and helping at a yard.

This course is set at a level comparable to BHS Stage 3 and comprises twelve core modules and two Study Weeks.

Ms 1 and 2 (combined)

Equine Anatomy and Physiology (1 and 2)

Basic mammalian cell. Bones, muscles, tendons and ligaments. Location and function of major organs, tendons and ligaments. Anatomy and function of the skeleton, cardiovascular, respiratory, lymphatic, nervous, sensory, urinary, endocrine, reproductive and mammary systems. Conformation.

M3

Equine Nutrition

Structure and functions of nutrients. Digestive tract and digestive process. Calculate nutrient requirements, develop and monitor feed rations. Dietary related disorders.

M4

Health and Disease

Accident, injury and disease prevention. Routine care, preventative medicine - vaccinations, teeth care and worming. Shoeing. Signs of good and ill health. When to call the vet. Infectious and non-infectious diseases.

M5

Equine Veterinary Care

Principles of first aid, types of wound and their management - stemming bleeding, cleaning and dressing the wound. Equine first aid kit. Care of the

sick or injured horse. Application of dressings. Administration of medication. Isolation procedure. Box rest.

M6

Equine Lameness

Recognising lameness. Locating the seat of lameness - flexion tests, nerve blocking, radiography, ultrasound scanning. Signs, causes and treatments of disorders causing lameness.

M7

Competition Horse Management

Preparation for fittening. Methods of exercising - lungeing, ride and lead. Tack fitting and uses. Double bridle. Interval training and traditional fittening programmes. Evaluating fitness programmes. Transportation of horses. Care of the horse at a competition. Problems affecting the competition horse - dehydration, heat stress, fatigue, soundness problems.

M8

Business Management

Introduction to financial management. Responsibilities of employers and employees. Health and Safety.

M9

Behavioural Science

Evolution of the horse. Development of different breeds and types. Inherent and

acquired behaviour. Normal and abnormal equine behaviour.

M10

Equine Reproduction

Oestrus cycle, swabbing procedures, teasing and covering. Pregnancy diagnosis, twinning, stages of pregnancy, foaling, post-natal care of the mare, management of the neonate, neonatal disorders.

M11

Management of Youngstock

Handling and management of foals and yearlings. Weaning, castration. Long-reining and lungeing. Backing and riding away. Feeding youngstock. Problems and disorders of foals and youngstock.

M12

Sward and Estate Management

Planning yard layout. Stable construction, ventilation. Soil types, drainage, weed control, fertilisers, grasses, grassland management, worm control, taking a grass crop, machinery, fencing.

Instructional Techniques (COURSE REFERENCE: IT)

IT is ideal for:

- Any student interested in the theory of teaching.
- Students preparing for the BHS Preliminary Teaching Test.
- Qualified instructors wishing to update and refresh their teaching technique.

M1

An Introduction to Teaching

Qualities of an effective teacher. Teaching children, teenagers, adults, the older rider and riders with special needs. Producing a lesson plan.

M2

Approaches to Learning

Levels of learning. Influences on the ability to learn. Stages of skill acquisition. ABRS Initial Teaching Certificate. BHS Preliminary Teaching Test.

M3

Basic Safety

Preparing a safe lesson. Safe procedure for conducting a hack. Basic road safety. Basic accident procedure. The accident/incident book. Health and Safety at Work Act 1974. Risk Assessment. Insurance.

M4

Rider Position and Application of the Aids

Mounting, dismounting, correct seat. The aids. Basic gaits, variations within gaits. Half-halt, riding a turn, rein-back, leg yield, turn on the forehand. Terms explained.

M5

Use of Poles and Jumping Technique

How the horse jumps. Position of the rider. Poles and distances. Grids and distances. Types of fence. Jumping a simple course.

M6

Recognition of Common Faults and their Corrections

Common positional faults in the rider. Consequences of an incorrect position. Rider faults when jumping. Potential faults in the horse's way of going.

M7

School Movements

Arena layout and use of markers. Commands used. School movements. Correct protocol for safe use of the arena. Drill rides.

M8

The Private Lesson

Establishing a rapport, assessing the client. The lead rein lesson. The lunge lesson.

M9

The Class Lesson

Selection of horses. Balancing of mixed ability classes. Organisation and execution of the class lesson. Lesson plans.

M10

The Lecture

Planning a classroom based lecture. Delivery and presentation skills. Use of props and cue cards.

The optional End of Course Examination is sent out with the module 10 work assignment and assessment and is completed at home without using course material or books.

BTEC National Certificate: Equine Nursing Technician (COURSE REFERENCE: NC ENT)

The BTEC programme is designed for:

- Students with a base level of equine husbandry but still in the formative stage of their equine training, aspiring to work, or already working with, horses either in a veterinary practice, welfare organisation or equestrian establishment.
- Students who have achieved TOCES' BTEC First Diploma: Equine Nursing Technician at level 2.
- Students who are ready to be trained in the application of knowledge and skills in a range of activities associated with assisting with the nursing of sick and injured horses.
- Whilst many of the students are likely to be of school-leaving age, this qualification will also be of interest to mature students seeking a new career opportunity.

Entry requirements:

- 16 years or older.
- Four GCSE grades A* - C or merit or distinction at BTEC First Diploma.
- Whilst prior attainment of TOCES' BTEC First Diploma: Equine Nursing Technician at level 2 is not compulsory, it is highly recommended.
- Mature students (21 yrs and above) may apply without the requisite GCSEs or First Diploma.

Programme aims:

The programme focuses on providing the skills needed for those with responsibility for the care of sick, injured and/or neglected horses and aims to:

- Provide a programme for those responsible for the care of horses, and will be suitable for those aspiring to, or already working with horses whether in a veterinary practice, welfare organisation or equestrian establishment.
- Provide a recognised qualification for equine veterinary support staff.
- Expand upon and develop the skills introduced in the BTEC First Diploma: Equine Nursing Technician.

It will provide progression to:

- A career as an Equine Nursing Technician/Assistant.
- Admission on to the Royal College of Veterinary Surgeons' Equine Veterinary Nursing training programme.
- TOCES' BTEC Higher National Certificate or Diploma in Equine Science or Equine Behaviour, Welfare and Rehabilitation.

There are two assignments per module and four 4½ day Study Weeks within this course.

M1

Laboratory Diagnostics for the Equine Nursing Technician

Maintenance of microscope, diagnostic aids and analysers. Centrifuge and microhaematocrit tubes. Collection, preservation and processing of pathological samples and specimens. Effects of storage and preserving samples over time. Common laboratory tests. Processing samples using centrifuge, microscope and refractometers. Commercial test kits. Microbiology and parasitology. Reproductive swabbing in mares. Referral of samples post abortion.

M2

Equine Veterinary Nursing Care

Nursing process and models, assessing patients' needs, history taking and patient observation. Care planning. Role of the veterinary nursing technician in supporting diagnostic tests and procedures.

M3

Diagnostic Imaging in Equine Practice

Radiographic examination, digital imaging, computer processing. Contrast imaging. Ultrasonic examination. Scintigraphy. Endoscopic examination. Electro cardiogram, magnetic resonance imaging, computer aided tomography.

M4

Surgical Theatre Practice for the Equine Nursing Technician

Creating and maintaining a safe surgical theatre environment suitable for aseptic procedures. Behaviour protocol in theatres. Use of ancillary equipment. Procedures for equipment cleaning and maintenance.

Scrubbing up. Drapes and gowns. Measures to maintain sterility and asepsis of equipment, materials and personnel during surgical procedures. Commonly used instruments, ancillary equipment, their care and maintenance. Preparation of newly acquired instruments, methods

of sharpening. Significance of dry heat, ethylene oxide or irradiative sterilisation to edge sharpness. Peri and intraoperative patient care. Nursing principles for specific post-operative situations. Pain relief.

M5

Supporting Anaesthesia in Equine Veterinary Practice

Physiology of anaesthesia. Preparation of the patient for anaesthesia. Premedication agents and their side effects. Principles of analgesia. Anaesthetic circuits. Sedative drugs / drug combinations. Local anaesthetic techniques. Effects of patient positioning on respiratory and cardiovascular function. Monitoring during anaesthesia. Recovery. Anaesthetic emergencies and complications. Euthanasia of anaesthetised patients and the implications for carcass disposal.

M6

Pharmacology for the Equine Nursing Technician

Stock management in a veterinary pharmacy. Prescribing and dispensing veterinary medicines. The role of a Suitably Qualified Person (SQP). Legislation and guidance. Basic pharmacology of commonly used veterinary medicines. Selection and administration of medicine. Different administration routes. Equipment used for administration of injections, safe handling and disposal. Commonly used injection sites. Nursing observation following administration of medication.

M7

Equine Anatomy and Physiology

Fundamentals of physiology and biochemistry. Organic molecules. Cell membrane structure and function. Movement of substances. Concepts of homeostasis and how they apply to the principal body systems. Mammalian cells and tissues. Tissue types - epithelium, connective tissue, nerves and muscle. Adaptation to function and distribution in the body.

Skeletal anatomy, function of bone and joints. Bone formation. Muscles, tendons and ligaments. Structure and function of the foot. Nervous, endocrine,

cardiovascular, respiratory, digestive, urogenital and sensory systems. Conformation. Evolution of Hyracotherium to Equus caballus. Conformation in a range of different horses. Ageing by dentition.

M8

Equine Reproductive Physiology and Technology

Genetic information, heritability, genotype, phenotype, qualitative inheritance, quantitative inheritance, monohybrid inheritance, dihybrid inheritance, gender determination and linkage.

Reproductive anatomy and physiology. Covering procedure, stud fees and associated terms, health checks, nutrition, swabbing, documentation, nomination agreement, passport, EVA certificate, clitoral swab, endometrial swab, Coggins test, mare/stallion certificates, laboratory certificate. Stages and care of mare during pregnancy. Foaling and post-natal care. Care of the neonate. Record keeping.

M9

Equine Lameness and Rehabilitation

Causes and treatment of lameness. Reducing inflammation: cold therapy/hydrotherapy, heat therapy, therapy machines, magnetic field therapy, ultrasound, laser, massage, support, anti-inflammatory drugs, topical anti-inflammatory preparations. Recovery and rehabilitation. Equipment used during rehabilitation – swimming pools, treadmills, water treadmills, spas. Measuring success of rehabilitation programmes.

M10

Equine Nutrition

Major dietary components including carbohydrates, proteins, lipids, vitamins, minerals and water. Structure of the digestive tract, digestion and metabolism of major dietary components. Nutritional values of concentrates and forage. Development and monitoring of feed rations. Budgeting and planning feed rations for yards managing a variety of horses.

M11

Infectious Diseases: Therapy and Immunology

Infectious respiratory diseases. Equine influenza, equine herpes virus, equine rhinovirus. Strangles, inflammatory airway disease. Equine sarcoid. Nematode and cestode parasites of the horse. Clostridial diseases: tetanus, botulism. Salmonellosis. Cutaneous dermatophytosis. Lyme disease. Notifiable and exotic diseases. Exotic disease likely to cause disease threats to the UK. Vaccination. Principles of control of infectious disease. Antimicrobial therapy, agents used, their use and restrictions. Principles of immunity: innate and adaptive immunity, systems of cellular defence. Principles of epidemiology as applied to equine disease outbreaks. Antibody/antigen reactions.

M12

Important Medical Disorders: Management and Treatment

Non-infectious diseases: diagnosis, management and treatment: recurrent airway obstruction, exercise-induced pulmonary haemorrhage, equine myopathies: exertional rhabdomyolysis, polysaccharide storage myopathy, laminitis, equine dysautonomia (grass sickness), head shaking, sweet itch, colic, gastric ulcers, oesophageal obstruction (choke), liver disease, equine Cushing's disease, recurrent laryngeal hemiplegia, osteochondrosis. Hyperlipaemia, lymphangitis, enteritis, skin disease.

Development of disease: predisposing factors, age, diet, exercise, management, stress, neurology, allergy, toxins, poisoning, hormonal imbalance, frequency of occurrence, environmental factors. Heritability: the principles of heritability of disease and predisposition to disease. Genetic basis of common equine diseases.

ADVANCED LEVEL COURSES

Senior Horsemaster's Course 2 (COURSE REFERENCE: SHM 2)

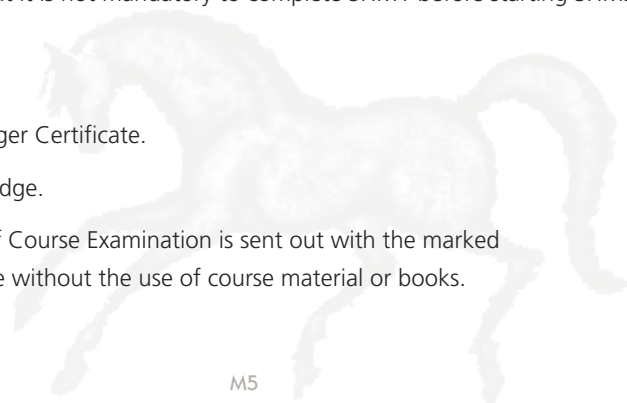
Aims of the course:

- This course covers much of the BHS Stable Manager Certificate (BHSSM)
- To build upon the knowledge gained during SHM1. Please note that it is not mandatory to complete SHM1 before starting SHM2.

SHM 2 is ideal for:

- Any student upon completion of Senior Horsemaster's Course 1.
- Preparation for BHS Stage 4 or equivalent, or for BHS Stable Manager Certificate.
- The experienced student wishing to improve their depth of knowledge.

There are 17 work assignments in this course and the optional End of Course Examination is sent out with the marked Assignment 17 work and assessment sheet and is completed at home without the use of course material or books.



<p>M1 Anatomy and Physiology</p> <p>Skeletal structure, musculature, circulatory, respiratory, nervous, sensory, endocrine and urinary systems.</p>	<p>M3 Equine Nutrition</p> <p>The nutrients and digestion, feedstuffs and rationing.</p>	<p>M5 Equine Reproduction</p> <p>Selection of breeding stock, reproductive anatomy, covering procedure, pregnancy, foaling and management of youngstock.</p>
<p>M2 Horse Management</p> <p>Inherent behaviour, grassland management and conformation.</p>	<p>M4 Health and Fitness</p> <p>Equine first aid, health and disease, fittening for performance, lameness.</p>	<p>M6 Equestrian Business Management</p> <p>Business planning, financial management, business and the law, health and safety at work.</p>

British Horse Society Knowledge and Care Stage 4 (COURSE REFERENCE: BHS HKC 4)

<p>M1 Anatomy and Physiology</p> <p>Skeletal structure. Formation and functions of bone, tendons and ligaments. Circulatory, respiratory, nervous, sensory, endocrine, urinary and reproductive systems.</p>	<p>M4 Health Management</p> <p>Equine first aid – accident and illness prevention, bandaging and splinting, wound treatment. Health and disease, signs of ill health, bacterial, viral and fungal infections. Managing the sick horse. Treatment of miscellaneous ailments.</p>	<p>M7 Breeding</p> <p>Selection, care and management of breeding stock. The reproductive systems. Covering. Pregnancy. Foaling. Care of youngstock.</p>
<p>M2 Horse Management</p> <p>Normal and abnormal behaviour and instincts. Minimising stress. Grassland management. Conformation.</p>	<p>M5 Lameness</p> <p>Diagnosing lameness. Causes and treatments of lameness.</p>	<p>M8 Yard Management</p> <p>Design, construction and maintenance of facilities. Business planning. Financial management. Business and the law. Staff relations. Organisation of the yard and office. The BHS.</p>
<p>M3 Nutrition</p> <p>The nutrients and digestion. Feed stuffs and rationing. The digestive system.</p>	<p>M6 Fitness and Competition</p> <p>Exercise physiology. Fittening programmes. Appraising the fitness of a horse. Tack and equipment for competition.</p>	<p>Intensive preparation for the BHS Stage 4 Horse Knowledge and Care examination is included within the optional Study Week. A mock HK and C Stage 4 examination is taken on the final day.</p>

British Horse Society Horse Owner's Certificate Level 4 (COURSE REFERENCE: HOC 4)

M1
Anatomy and Physiology
Structure and functions of the systems of the horse.

M2
Grassland Management
Grasses, soil, fertilisers, re-seeding, drainage. Pasture management. Hay-making – types and methods.

M3
Equine Nutrition
Nutrients. Constituents of feedstuffs. Rationing – riding school horses, hunters, competition horses.

M4
Equine Veterinary Care
Sick nursing – feeding and management of the horse on box rest. Isolation procedure. Disorders and diseases – colic, equine rhabdomyolysis (azoturia), recurrent airway obstruction, tetanus, equine influenza. Remedial shoeing - types of remedial shoe and their uses.

M5
The Teeth and Ageing
Structure of teeth. Ageing characteristics. Structure of the mouth. Problems associated with poor dentition and oral conformation.

M6
Tack and Equipment
Fitting saddles, (dressage, jumping, cross-country, general purpose) and bridles (snaffle, double bridle). Uses of specific bits and gadgets (draw reins, balancing reins, Market Harborough, De Gogue) and the ways in which they work.

M7
Equine Behaviour
Psychology and instinctive behaviour. Causes of stress in the horse. Abnormal behaviours.

M8
The British Horse Society
BHS and its departments and structure. BHS qualification system. Register of Instructors.

M9
Accident Procedure
Accident procedure. Legal obligations of an instructor. Health and Safety at Work Act 1974. Fire prevention, action to take in the event of fire. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

There are four work assignments and one final examination paper within this course.



HIGHER EDUCATION COURSES

Professional Diplomas, Higher National Diplomas (HNDs) and Higher National Certificates (HNCs)

What is a Professional Diploma?

The Professional Diplomas (Pro Dips) are vocational higher education (HE) qualifications consisting of five modules. The academic level is identical to that of the full HNC/HND/BSc/BA. With the exception of the Equine Business Management Pro Dip, each programme has two three-day study weeks.

Upon successful completion of a Pro Dip you can opt to top-up to a full HNC/HND or Honours Degree – the choice is yours.

What is a Higher National Diploma/Certificate?

The Higher National Diploma (HND) is a 16-module higher education qualification equivalent to the first two-thirds of a full degree. The academic level of the level 1 and 2 modules of the HND is identical to level 1 and 2 of the full BSc/BA. There is the option to attain credit for work-based learning.

Upon successful completion of an HND you can opt to top-up to a full Honours Degree. The Higher National Certificate (HNC) involves studying 10 units of an HND.

What are the entry requirements?

For all programmes you must be:

- enthusiastic
- prepared to work hard
- disciplined enough to set aside time to study
- prepared to undertake independent study

You also need the support of your immediate family to allow you to have regular undisturbed study time.

Applicants must be at least 16 years old.

Applicants under the age of 21 should hold one of the following:

- BTEC National Certificate or Diploma in Horse Management or a related area
- AVCE/Advanced GNVQ in an appropriate vocational area
- GCE Advanced level profile which demonstrates strong performance in a relevant subject
- or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C
- Other related Level 3 qualifications
- Access to Higher Education Certificate awarded by an approved further education institution

Mature learners (21 yrs and above) may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.

Overseas students whose first language is not English must hold a minimum of level 7 International English Language Testing System (IELTS). Further information can be gained from <http://www.ielts.org>

Alternatively English language skills can be demonstrated by the successful completion of one of TOCES' Access to Equine Higher Education modules.

What if I hold the BHSII or BHSI?

As a holder of the BHSII or BHSI you still have to enrol on the full programme but you will be exempt from certain practical assessments and Summative Assignment questions.

Please note that because of the high academic content of the HE programmes, the BHSII and BHSI cover only a very small proportion of the learning outcomes.

Request the Accreditation of Prior Certificated Learning Information Pack from TOCES.

As a mature student I do not have any equine or academic qualifications, but I would like to study for an HE qualification. Will I be able to cope with the workload and level of study?

As distance learning offers flexibility and is open to all, there is no reason why you should not be able to gain an HE qualification with TOCES. If you are prepared to work hard, with our guidance and support, you should be able to achieve your goal.

However, the workload and level must not be under-estimated. You can enrol onto any level 1 module from the HE programmes as a “taster” module to see how you manage in terms of academic level and workload.

Completing a taster module will help you make the important decision about entering HE. Completion of this path of study is a cost effective way to experience HE study and you will receive constructive feedback on your current study skills, which will allow you to move forward into HE with confidence.

Having completed the taster module, if you decide degree level study isn't for you, you will be awarded a BTEC Certificate of Achievement.

How do I enrol onto a taster module?

Use the normal TOCES enrolment form and enrol onto one of the HE modules. Some involve attendance for two days at a Study Week – the List of Fees differentiates between those which involve Study Week attendance and those which do not.

You will be awarded credit for the work completed and will not be asked to repeat anything covered in the taster module.

Do I have to work with horses?

No. However, working in the equine industry can (but does not have to) contribute a total of 60 credits towards an HND if you choose the Work Based Learning Modules as an option. Further guidance can be obtained from TOCES.

Can I change programmes at any time?

Following discussion with the Director of Studies you may transfer from one HE programme to another. There is a transfer administration fee based on the individual transfer.

What provision is made for dyslexic students?

It is TOCES' policy to recognise and support dyslexic students. Whilst the academic standards are the same for all students, special consideration is given to the assessment methods used when assessing the work of dyslexic students.

When do I choose my optional modules?

You choose:

- level 1 optional modules upon enrolment
- level 2 optional modules when you have one level 1 module left to complete

What is a credit?

Under the Credit Accumulation and Transfer System (CATS), credits are awarded upon successful completion of a module. Each module represents a combination of self-directed study using the course material as guidance, independent research, Study Week contact (lectures and practicals) and assessments.

15 credits are awarded for a module requiring a total of 150 hours of student work.

How much work is involved?

It is estimated that, including attendance at Study Weeks, each module involves an average of 150 hours study. To calculate how long a programme will take to complete multiply the number of modules by 150 and divide by the number of hours you feel you can spare each week.

Although distance learning is a very flexible mode of study there are certain time constraints – for HE modules you will be sent a Study Planner based on 90 days per module and you will be encouraged to adhere to this. The more time you spend on additional research, the more likely you will be to attain high grades.

Each module consists of one Formative and one Summative Work Assignment. Project work and independent research are integral to most modules.

You will receive detailed tutor feedback for each Formative Assignment. Each Summative Assignment is graded and counts towards your overall qualification. Formative Assignments do not count towards the qualification grade and in some instances are optional.

You are also required to undertake independent research and read around the subject areas to increase your depth of knowledge and demonstrate the ability to analyse, disseminate and evaluate information.

We do not specify how many hours each assignment will take - this is included within the 150 hours and is individual to each student.

Professional Diplomas, Higher National Diplomas (HNDs) and Higher National Certificates (HNCs) continued

How long do the courses take?

We appreciate that our students have work, family and equine commitments so do not set rigid time limits. However, guidance is given to ensure students work through the programme consistently.

Time taken depends on:

- How much you know already – you will find some modules easier and more interesting than others
- Work commitments
- Family commitments
- Equine commitments
- Your dedication and motivation

As the programme is studied part-time, working at a rate of approximately ten hours per week, it is likely to take three to four years to study the HND. To maintain a steady rate of work through an HE programme you should allocate at least ten hours per week to your studies. If you cannot find ten hours in a week you must appreciate that it will take longer than four years to complete the full degree and extra costs will be incurred after five years.

Can I work through the programmes in less time?

You can work through the programme at a faster rate than estimated here if you are able to devote more time to your studies. However, we do not encourage students to work through quickly at the expense of the quality of their work.

You will also need to attend the correct number of study weeks and your payment status must reflect the rate at which you work through the programme.

How do the Work Based Learning modules in the HNDs work?

If you choose the optional Work Based Learning modules you will be expected to be in employment, in a work placement or working in a self-employed capacity within the equine industry.

You are responsible for compiling a work-place portfolio which is used as the basis of assessment of the employability skills. The host organisation/employer will be required to give a detailed evaluation of your performance.

The seminar presentation to be undertaken during a Study Week will be based on your equine work.

Upon graduation, what employment opportunities will be available to me?

There is no straightforward, right or wrong answer to this question as there are many factors other than your qualification to consider. If you have a career/profession in mind at this stage, contact the relevant governing/awarding bodies and organisations before you enrol onto an HE programme. In addition to finding out what educational and professional qualifications are needed, find out what the job involves and what other qualities and skills are desirable. This can help you choose the most appropriate course of study.

The type of job you will be able to apply for upon graduation will depend upon:

- Your equine/industry interests
- Where you live and your ability/desire to relocate or travel
- The job market when you graduate

The type of job you may be offered is likely to depend on how you compare to other applicants. The increase in equine HE programmes will result in many graduates applying for posts. What will make you stand out from the others?

You must think about:

- The quality of your qualification. Aim to gain the highest grades – do not think it will be enough to scrape through and pass. You need to stand out from the others.
- Your other personal skills and qualities such as experience with horses, reliability and common-sense. The ability to plan workloads, work independently, to meet deadlines and cope when under pressure are vital skills, all of which will develop as a distance learning student.

Having studied with TOCES, you will demonstrate many qualities that are highly valued by employers. In addition to academic success these include commitment, time-management, enthusiasm and dedication.

As there are many equine graduates in the 'job market', we stress the importance of gaining the highest qualification possible to maximise career prospects; this philosophy is reinforced throughout the course.



Qualities affecting your career choice

These qualifications will allow you to seek employment in a range of specialist equine-related jobs and enterprises within the industry. The following list of career pathways is not exhaustive - it is designed to give you an idea of the sort of jobs you could consider.

Career Pathways

Yard management

Manager, assistant manager, head girl/lad, secretary in stud, competition: showjumping, eventing, endurance, showing, livery, racing/point to point, polo, private family, rehabilitation, horse sanctuary/rescue centre, riding school, hunting, backing and schooling, transit – quarantine, dealing.

Associations

Various admin and PA posts within organisations such as Weatherbys, Breed Societies, British Horse Society, etc.

Nutrition

Equine nutritionist (very few posts in the UK). Feed and supplement manufacturer representative.

Leisure and tourism

Trekking, riding instruction. (Teaching qualifications would be useful), bed and breakfast for horse and rider, residential courses, carriage driving.

Education

College lecturing. (Teaching and assessor qualifications also needed), distance learning tutor, examiner (other qualifications also needed), author.

Therapies and veterinary

Note that regulations and legislation applies and further training and qualifications may be needed. Equine rehabilitation, chiropractor, complementary/alternative therapist, behaviourist, research assistant, assistant to equine veterinary nurse, veterinary hospital yard person, rehabilitation, farriery.

Manufacturers and retailers

Tack shop, feed store, bedding, stabling, art, clothing and footwear, supplements, equipment, mail order, gifts, books, sales representative.

Associated agencies/trades

Insurance, advertising, public relations, marketing, freeze marking, property consultant, equestrian business consultant, equine employment agency, rural diversification, planning, event management, racecourse management, land management, course building, judging, commentating, arena construction, indoor school construction, mounted police, Health and Safety officer/consultant.

Transport

Horse transportation, horsebox/trailer hire, horsebox construction, air transport.

Journalism

Magazines, newspapers, articles and sports correspondent.

Are there any extra fees to pay?

- Study Week accommodation fee if staying at TOCES, Boxted Hall for the duration of your Study Week.
This includes breakfast, evening meal and accommodation.
- Re-marking fee for referred (failed) BTEC Summative Assignment and practical work.
- You may choose to buy additional books.
- Postage charges when borrowing and returning books from and to TOCES' library and sending assignments in to TOCES.
- British Library copyright fees when papers and journals are obtained.
- If studying from overseas you will pay the cost of posting materials and assignments to your part of the world.
- Travel expenses to and from Study Weeks.
- If still studying three years after enrolment on an HNC or five years after enrolment on an HND there will be an additional fee for each work assignment marked to cover the increase in tutor fees and a fee to cover increased Study Week costs.

Pro Dip, HNC and HND Module List

Professional Diplomas

Equine Behaviour and Welfare

- M16 Behavioural Science
M19 Initial Training of Young Horses
M24 Theory of Learning and Application to the Training of Horses
M25 Equine Welfare
M26 Behaviour, Welfare and Rehabilitation Investigative Project

Equine Health

- M1 Equine Anatomy
M2 Equine Physiology
M3 Equine Husbandry
M4 Equine Exercise Physiology, Fitness and Training
M5 Equine Health Management

Equine Business Management

- M7 Equestrian Business Planning
M14 Equestrian Business Management
M34 International Equine Industry
M46 Equine Business Performance
M22 °Sport Horse Industry
M23 °Thoroughbred and Racing Industry

Equine Nutrition

- M0 Equine Anatomy, Physiology and Nutritional Biochemistry
M8 Sward Management
M21 Equine Nutrition
M31 Advances in Equine Nutrition
M42 Equine Sports Nutrition

Stud Management

- M1 Equine Anatomy
M8 Sward Management
M17 Equine Reproductive Physiology and Technology
M18 Equine Stud Management
M22 °Sport Horse Industry
M23 °Thoroughbred and Racing Industry

Equine Therapy and Rehabilitation

- M1 Equine Anatomy
M2 Equine Physiology
M6 Equine Lameness and Rehabilitation
M15 Equine Veterinary Nursing
M20 °Equine Biomechanics
M26 °Behaviour, Welfare and Rehabilitation Investigative Project
M30 °Equine Therapeutics

Higher National Certificates and Higher National Diplomas

HNC Equine Business Management

5 x L1 Modules

- M1 Equine Anatomy
M2 Equine Physiology
M3 Equine Husbandry

- M4 °Equine Exercise Physiology
M5 °Equine Health Management
M6 °Equine Lameness and Rehabilitation
M7 °Equestrian Business Planning
M8 Sward Management

5 x L2 Modules

- M14 °Equestrian Business Management
M15 Equine Veterinary Nursing
M16 °Behavioural Science
M17 °Equine Reproductive Physiology and Technology
M18 °Equine Stud Management
M19 Initial Training of Young Horses
M22 °Sport Horse Industry
M23 °Thoroughbred and Racing Industry

HND Equine Business Management

8 x L1 Modules

- M1 Equine Anatomy
M2 Equine Physiology
M3 Equine Husbandry
M4 Equine Exercise Physiology, Fitness and Training
M5 °Equine Health Management
M6 °Equine Lameness and Rehabilitation
M7 Equestrian Business Planning
M8 Sward Management
WBL1 °Work Based Learning (Double module)

8 x L2 Modules

- M14 Equestrian Business Management
- M15 °Equine Veterinary Nursing
- M16 °Behavioural Science
- M17 °Equine Reproductive Physiology and Technology
- M18 Equine Stud Management
- M19 °Initial Training of Young Horses
- M20 °Equine Biomechanics
- M21 °Equine Nutrition
- M22 °Sport Horse Industry
- M23 °Thoroughbred and Racing Industry
- WBL1 °Work Based Learning (Double module)

HNC Equine Science

5 x L1 Modules

- M1 Equine Anatomy
- M2 Equine Physiology
- M3 Equine Husbandry
- M4 °Equine Exercise Physiology, Fitness and Training
- M5 °Equine Health Management
- M6 °Equine Lameness and Rehabilitation
- M8 °Sward Management

5 x L2 Modules

- M15 Equine Veterinary Nursing
- M16 °Behavioural Science
- M17 °Equine Reproductive Physiology and Technology
- M27 Equine Science Investigative Project
- M28 °Infectious Disease, Therapy and Immunity
- M29 °Important Medical Disorders of the Horse: Management and Treatment

HND Equine Science

8 x L1 Modules

- M1 Equine Anatomy
- M2 Equine Physiology
- M3 Equine Husbandry
- M4 Equine Exercise Physiology, Fitness and Training
- M5 Equine Health Management
- M6 Equine Lameness and Rehabilitation
- M7 °Equestrian Business Planning
- M8 °Sward Management
- WBL1 °Work Based Learning (Double module)

8 x L2 Modules

- M15 Equine Veterinary Nursing
- M16 °Behavioural Science
- M17 Equine Reproductive Physiology and Technology
- M20 °Equine Biomechanics
- M21 Equine Nutrition
- M27 Equine Science Investigative Project
- M28 Infectious Disease, Therapy and Immunity
- M29 Important Medical Disorders of the Horse: Management and Treatment
- WBL2 °Work Based Learning (Double module)

HNC Equine Behaviour, Welfare and Rehabilitation

5 x L1 Modules

- M1 Equine Anatomy
- M2 Equine Physiology
- M3 Equine Husbandry
- M4 °Equine Exercise Physiology, Fitness and Training
- M5 °Equine Health Management
- M6 °Equine Lameness and Rehabilitation
- M8 °Sward Management

5 x L2 Modules

- M15 Equine Veterinary Nursing
- M16 °Behavioural Science
- M19 °Initial Training of Young Horses
- M24 °Theory of Learning and Application to the Training of Horses
- M25 °Equine Welfare
- M26 Equine Behaviour and Welfare Investigative Project

HND Equine Behaviour, Welfare and Rehabilitation

8 x L1 Modules

- M1 Equine Anatomy
- M2 Equine Physiology
- M3 Equine Husbandry
- M4 Equine Exercise Physiology, Fitness and Training
- M5 Equine Health Management
- M6 Equine Lameness and Rehabilitation
- M7 °Equestrian Business Planning

- M8 °Sward Management
- WBL1 °Work Based Learning (Double module)

8 x L2 Modules

- M15 Equine Veterinary Nursing
- M16 Behavioural Science
- M19 Initial Training of Young Horses
- M20 °Equine Biomechanics
- M21 °Equine Nutrition
- M24 Theory of Learning and Application to the Training of Horses
- M25 Equine Welfare
- M26 Equine Behaviour and Welfare Investigative Project
- WBL2 °Work Based Learning (Double module)

Table 1 summarises the module content from all of the Pro Dips, HNCs and HNDs.

Higher National Units

(COURSE REFERENCE: HNU followed by ref number listed in Table 1)

Every module listed in Table 1 can be studied individually as a BTEC Higher National Unit (HNU). There are two assignments per HNU and each involves approximately 2½ days attendance during a Study Week. A BTEC Certificate is awarded upon successful completion of the HNU.

An HNU can be used as a taster module if you are considering enrolling on a full programme such as an HND or Degree programme. Credit gained and fees paid in respect of the HNU will be taken into account if you subsequently enrol onto a full programme, provided the HNU studied is part of the full programme.

Short Courses

(COURSE REFERENCE: SC followed by ref number listed in Table 1)

Every module listed in Table 1 can be studied as a TOCES Short Course (SC). There are two assignments per Short Course. Short courses do not involve Study Week attendance. A TOCES certificate is awarded upon successful completion of a short course.

A short course can be used as a taster module if you are considering enrolling on a full programme such as an HND or Degree programme. Subject to the payment of additional fees, credit gained and fees paid in respect of the short course will be taken into account if you subsequently enrol onto a full programme, provided the course studied is part of the full programme.

Table 1 HE MODULES / SHORT COURSES Module Number / SC Ref Module / SC Title	HND			HNC			Professional Diplomas					
	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Nutrition	Health	Therapy & Rehabilitation	Stud Management	Business Management	Behaviour & Welfare
M1 Equine Anatomy: Structure and function of mammalian cells and tissues. Structural anatomy. Body systems. Equine conformation.	√	√	√	√	√	√		√	√	√		
M2 Equine Physiology: Physiological principles. Systems of maintenance, Information and control. Metabolic pathways.	√	√	√	√	√	√		√	√			
M3 Equine Husbandry: Routine care. Nutrients and metabolism. Feed rations for specific horses/workloads.	√	√	√	√	√	√		√				
M4 Equine Exercise Physiology, Fitness and Training: Physiological responses to exercise. Preparation of horses for specific disciplines. Effectiveness of fitness programmes	√	√	√	○√	○√	○√		√				
M5 Equine Health Management: Causative agents, routes of disease transmission. Accident, injury, disease prevention. Equine first aid. Management of the sick horse.	○√	√	√	○√	○√	○√		√				
M6 Equine Lameness and Rehabilitation: Lameness and treatments. Therapies to reduce inflammation. Rehabilitation programmes.	○√	√	√	○√	○√	○√			√			
M7 Equine Business Planning: Business planning. Financial recording. Annual financial statements.	√	○√	○√	○√							√	
M8 Sward Management: Soils. Grassland for equine pasture. Pasture management in relation to the equine establishment.	√	○√	○√	√	○√	○√	√			√@ L2		
WBL1 Work Based Learning 1: If working with horses, credits can be achieved through portfolio completion.	○√	○√	○√									

Table 1 continued HE MODULES / SHORT COURSES Module Number / SC Ref Module / SC Title	HND			HNC			Professional Diplomas					
	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Nutrition	Health	Therapy & Rehabilitation	Stud Management	Business Management	Behaviour & Welfare
Level 2												
M0 Equine Anatomy, Physiology and Nutritional Biochemistry: . Cell structure, function, tissue types and organs. Physiology of kidney, liver, respiratory, cardiovascular and urinary systems. Nutrient function and metabolism. Digestion and fermentation, how energy is obtained and utilized.							√					
M14 Equine Business Management: Employment law. Implications of employing staff in the equestrian workplace. Managing health and safety in the equestrian workplace.	√										√	
M15 Equine Veterinary Nursing: Diagnostic techniques. Radiography. Management of serious wounds and injuries. Equine anaesthesia.	◦√	√	√	√	√	√			√@ L2			
M16 Behavioural Science: Evolution of modern equidae. Theories in behavioural science. Normal behaviour in feral and domesticated horses. Abnormal behaviour in domesticated horses.	◦√	◦√	√	◦√	◦√	◦√						√
M17 Equine Reproductive Physiology and Technology: Heredity at organism, population and species level. Reproductive physiology of the mare and stallion. Covering procedures. Stages of pregnancy.	◦√	√		◦√	◦√					√		
M18 Equine Stud Management: Foaling. Post-natal care of the mare. Management of the neonate. Management of stallions and youngstock.	√			◦√						√		
M19 Initial Training of Young Horses: Daily handling of the yearling. Long-reining. Lungeing. Methods of backing. Training programmes.	◦√		√	√		◦√						√
M20 Equine Biomechanics: Biomechanics of equine locomotion. Gait analysis. Biomechanical effects of exercise and exercise-induced injuries.	◦√	◦√	◦√						◦√			
M21 Equine Nutrition: Energy sources in the equine diet. Digestive physiology of the horse. Nutrient requirements of the horse. Nature and production of horse feeds.	◦√	√	◦√				√					
M22 Sports Horse Industry: Development of the sport horse. Sport horse breeds. Effects of British and European policies on sport horse breeding. Marketing the sport horse	◦√			◦√						◦√	◦√	
M23 Thoroughbred and Racing Industry: Development of the Thoroughbred horse. Structure of the racing industry. Financial structure of UK racing industry. Administrative implications of training racehorses.	◦√			◦√						◦√	◦√	
M24 Theory of Learning and Application to the Training of Horses: Modern training techniques, classical, traditional European horsemanship. Correlation between techniques and how horses learn. "Natural Horsemanship".			√			◦√						√

Table 1 continued HE MODULES / SHORT COURSES Module Number / SC Ref Module / SC Title	HND			HNC			Professional Diplomas					
	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Equine Business	Equine Science	Behaviour, Welfare & Rehab	Nutrition	Health	Therapy & Rehabilitation	Stud Management	Business Management	Behaviour & Welfare
M25 Equine Welfare: Equine welfare/ethical concerns and issues. Demands, risks and welfare issues associated with equestrian sports. Influence of organisations and legislation on equine welfare.			√			◦√						√
M26 Behaviour, Welfare and Rehabilitation Investigative Project: Independent project.			√			√			◦√			√
M27 Equine Science Investigative Project: Independent project.		√			√							
M28 Infectious Diseases, Therapy and Immunology: Infectious diseases in the United Kingdom. Notifiable and exotic diseases of the horse. Management of infectious diseases. Immunology.		√			◦√							
M29 Important Medical Disorders: Management and Treatment: Non - infectious diseases in the United Kingdom. Factors involved in the development of disease. Heredity of disease in the horse.		√			◦√							
M30 Equine Therapeutics: Ethical and legal principals of the application of equine therapy. Therapeutic modalities for the restoration and maintenance of mobility, therapeutic medicines. Complementary and alternative therapies.		√			◦√							
M31 Advances in Equine Nutrition: Chemical profile of plants, impact on digestion and metabolism. Nutrient requirements of breeding equids. Nutritional research, impact on feeding practices. Nutrition related metabolic disorders in the horse.							√					
M34 International Equine Industry: Structure and economic importance of equine industry in different countries. Overview of the global equine industry.							√					
M42 Equine Sports Nutrition: Impact of research on feed analyses and nutrient requirements of horses. Nutritional research techniques and developments. Feeding regimes for range of equestrian disciplines.							√					
M46 Equine Business Performance: Performance analysis of a small business enterprise. Improve business performance. Introducing change in business. Staff recruitment and retention.											√	
WBL2 Work Based Learning 2: If working with horses, credits can be achieved through portfolio completion.		◦√	◦√									

◦√ optional

Selecting the Right Course

With so many courses to choose from it can be tricky choosing the best one for you. We offer the following advice:

Step 1

Start by deciding which level you need to study at.

Level	Description	You may have...
1	Foundation level - equivalent to stage/NVQ level 1	Just started riding and/or handling horses No previous significant training with horses No, or very little horse knowledge
2	Novice level - equivalent to stage/NVQ level 2	Some riding and/or horse handling experience Some previous tuition/training with horses A small amount of horse knowledge
3	Intermediate level - equivalent to stage/NVQ level 3	Riding and/or horse handling experience to a competent level Some previous tuition/training with horses A reasonable level of horse knowledge
4	Advanced level - equivalent to stage 4/A level	A lot of riding and/or horse handling experience Significant previous tuition/training with horses A good level of horse knowledge
5	Higher education - equivalent to degree level study	Significant riding and/or horse handling experience Significant previous tuition/training with horses A good level of horse knowledge

If you are unsure which level you need to study at, look at the detailed contents of the lower level courses and ask yourself whether you have a good basic knowledge of 60 - 70% of the topics covered. If the answer is "No", we would suggest that you enrol on the lower level course - don't worry if you find that you have already covered some of the work; it is important to gain a sound foundation of knowledge to build upon. If the answer is "Yes", then the higher level course would be more suitable for you.

The courses are summarised in Table 1 and grouped together by level in the prospectus.

Step 2

Think about the subject areas you are interested in. Look at the detailed course contents of the courses at the level you have selected.

Step 3

Decide if you want to gain a recognised qualification as a result of your course. Refer to TOCES Course Summary on page 3 to see which courses lead to validated qualifications.

Step 4

Can you attend Study Weeks? Table 1 shows which programmes have compulsory Study Weeks.

Step 5

Have a look at the forums on TOCES' website - www.equinestudies.co.uk/chat – ask our existing students what it's like to be on a TOCES course.

If in any doubt as to which course is most suitable for you, please do not hesitate to contact us for assistance.

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