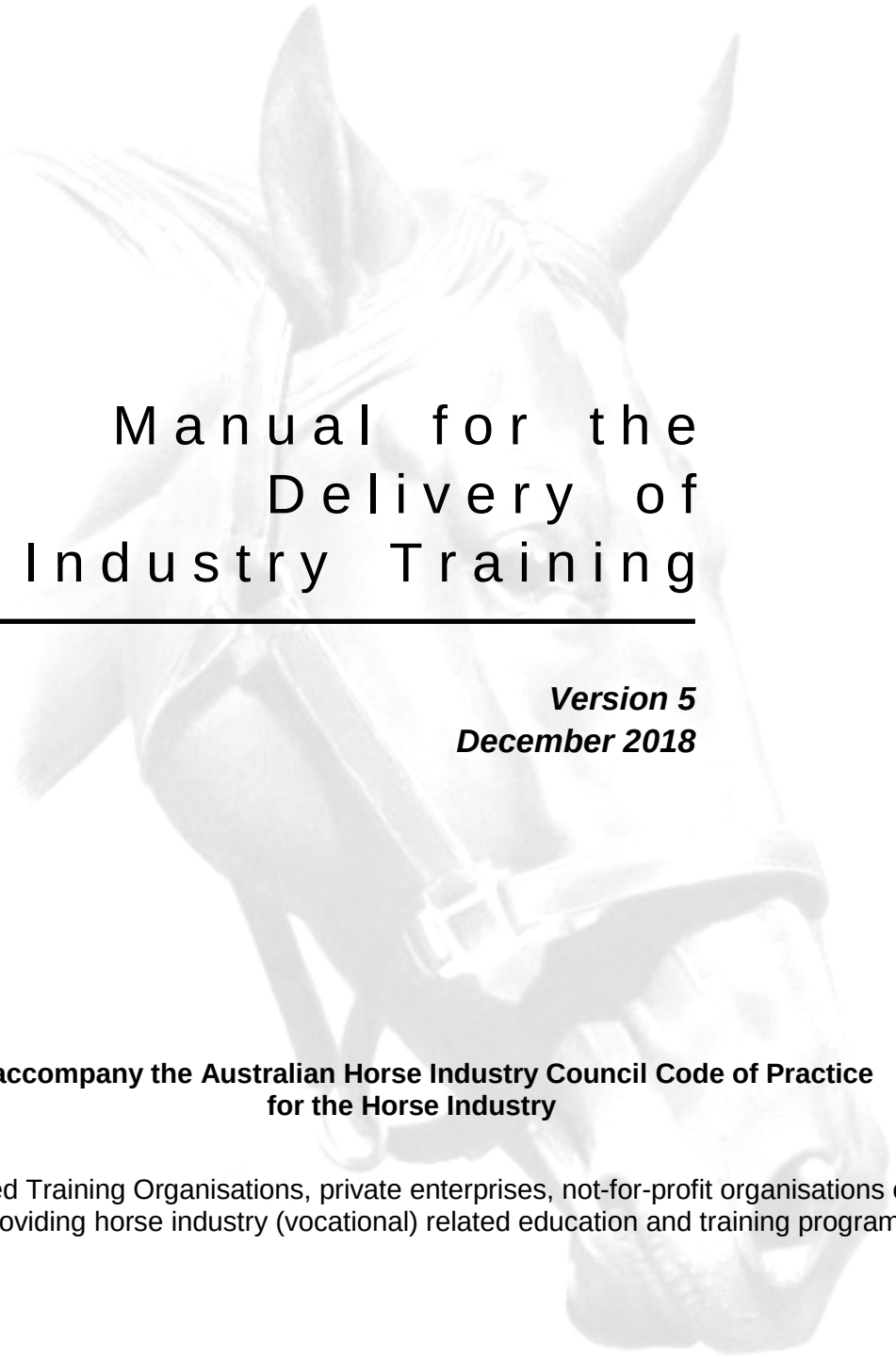


Manual for the Delivery of Horse Industry Training

Version 5
December 2018

To accompany the Australian Horse Industry Council Code of Practice for the Horse Industry

For Registered Training Organisations, private enterprises, not-for-profit organisations or other entity providing horse industry (vocational) related education and training programs.

Adapted from the
"TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 5.0
December 2018

This document *Manual for the Delivery of Horse Industry Training* has been adapted from the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training*"* Version 5.0 December 2018.

The *"*TAFE NSW Safety and Training Manual for the Delivery of Equine Training" was developed in consultation with industry to promote safety and consistency of delivery of educational programs that require the use of horses.

This document provides guidelines and procedures to ensure best practice in risk management in the conduct of horse courses - to implement the intent of the "Code of Practice for the Horse Industry" developed in 2003 by the Australian Horse Industry Council (revised 2009).

The Australian Horse Industry Council Code of Practice for the Horse Industry must be reviewed in conjunction with this document - and can be accessed at www.horsecouncil.org.au

TAFE NSW acknowledges the following individuals and their organisations for their review and input into the development of the "TAFE NSW Procedures for the Delivery of Equine Training":

Mr John Baker	Managing Director, Optimum Training Solutions
Dr Dianne Orr	Commissioner Compliance, Australian Skills Quality Authority
Ms Julie Fiedler	Executive officer, Horse SA (The Horse federation of SA Inc.)
Ms Gaye Gauci-Marchant	National Centre for Equine Education, Goulburn Ovens Institute of TAFE VIC
Mr Arthur Blewitt	Chief Executive officer, AgriFood Skills Australia
Ms Jeannie Cotterell	Training Package Development Manager, AgriFood Skills Australia
Mr John Arnold	Instructor Horsemanship, Australian Agricultural College QLD
Ms Judi Tainsh	Secretary, Australian Horse Industry Council
Ms Nina Arnott	Executive Officer, Horse Safety Australia
Ms Rhonda McCallum	GoTAFE
Ms Julie Morgan	Pony Club Association of NSW
TAFE NSW	Equine Community of Practice

Review

The *Manual for the Delivery of Horse Industry Training* will be reviewed and updated according to the following:

- Every twelve (12) months by an independent group representative of the industry OR
- In response to a review of the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training".

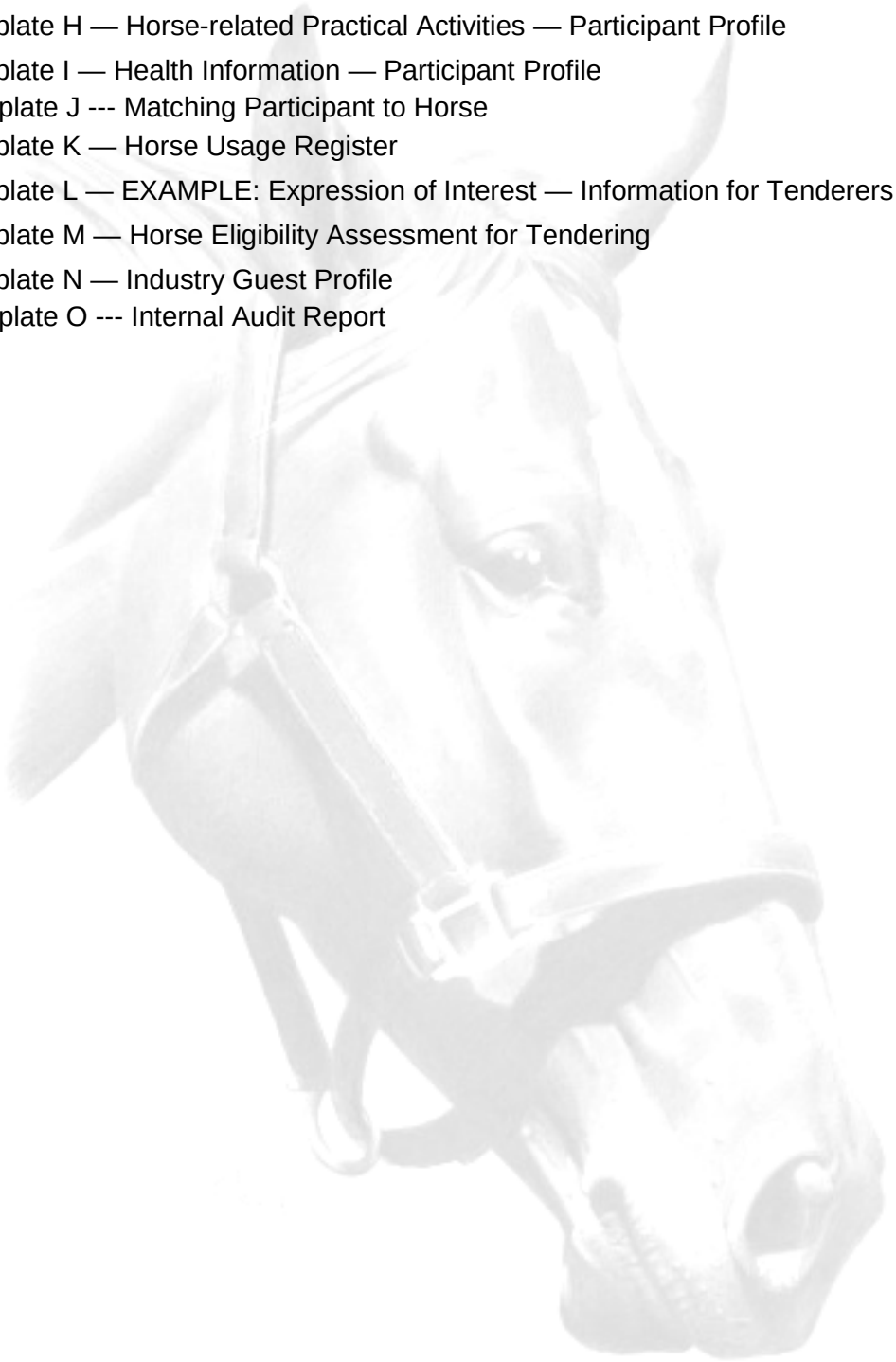
In the event of changes to relevant legislation or industry best practice, amendments will be made upon advice being received and information disseminated to organisations immediately.

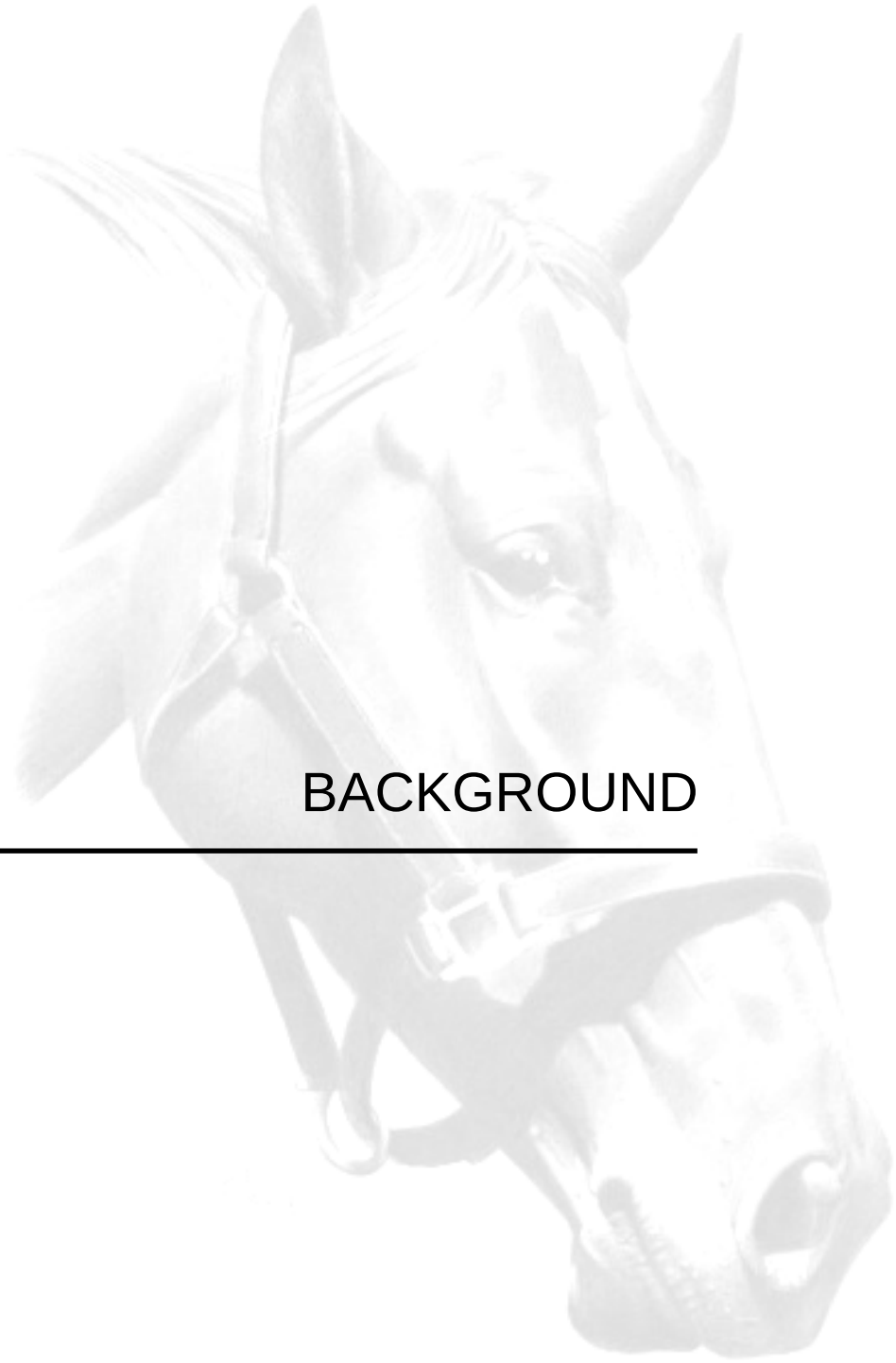
This document is Version 5 of *the Manual for the Delivery of Horse Industry Training.*

Contents

1. BACKGROUND 5
2. RATIONALE 7
2.1 Objectives 8
2.2 Scope 8
3. STATUTORY & OTHER REQUIREMENTS 10
4. SAFETY — RISK MANAGEMENT 12
4.1 Risk assessment 13
4.2 First Aid and emergencies 14
4.3 Riding, driving or handling activities 14
4.4 Incident Reporting 20
5. EDUCATOR EXPERIENCE & QUALIFICATIONS 21
5.1 Employment (Registered Training Organisations) or Engagement for Services (Contract, casual, volunteer) 22
5.2 Additional requirements and responsibilities 25
5.3 Induction 25
5.4 Professional development 25
6. HORSE SUITABILITY & ASSESSMENT 26
6.1 Selection and Suitability 27
6.1.1 Procurement 27
6.1.2 Suitability Audit 30
6.1.3 Horse Suitability Assessment Matrix 31
6.2 Record keeping 31
6.3 Summary for the processes for the Procurement of horses for horse-related training 32
7. PARTICIPANT — SAFETY, RISK, RESPONSIBILITIES 33
7.1 Awareness of risks 34
7.2 Participant Profile 34
7.3 Participant conduct 34
7.4 Standard Operating Procedures 35
7.5 Participant medical history 35
7.6 Matching Participant to Horse 35
7.7 Animal welfare 35
8. EQUIPMENT 36
9. PREMISES 39
10. MISCELLANEOUS 41
10.1 Animal welfare 42
10.2 Biosecurity 42
10.3 Document and record management 42
10.4 Quality Assurance 42
10.5 Review of the Procedures for the Delivery of Horse Industry Training 42
11. EXAMPLE STANDARD OPERATING PROCEDURES AND TEMPLATES 44
11.1 SOP 1 - Ride Horses
11.2 SOP 2 - Safety with Horses
11.3 SOP 3 - Using Horses for Horse-related Training
11.4 Template A — Horse Program Induction Checklist
11.5 Template B — Participant Induction Checklist

11.6 Template C — Horse-Related Practical Activities — Pre-activity Risk Assessment
11.7 Template D — Horse Suitability Audit and Biosecurity Declaration
11.8 Template E --- Horse Suitability Assessment Matrix
11.9 Template F --- Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days
11.10 Template G — Participant Acknowledgement of Risk
11.11 Template H — Horse-related Practical Activities — Participant Profile
11.12 Template I — Health Information — Participant Profile
11.13 Template J --- Matching Participant to Horse
11.14 Template K — Horse Usage Register
11.15 Template L — EXAMPLE: Expression of Interest — Information for Tenderers
11.16 Template M — Horse Eligibility Assessment for Tendering
11.17 Template N — Industry Guest Profile
11.18 Template O --- Internal Audit Report





BACKGROUND

1

Horse industry education programs (vocational) delivered by public, private and not-for-profit organisations cover wide and diverse sectors of the horse industry including racing, breeding, equestrian and sport horse sectors.

The industry continues to grow in size, has a high profile both nationally and internationally and it provides employment in many varied roles. Although employment in the horse industry is popular, many facets of the industry involve jobs or tasks that are high risk.

The *Manual for the Delivery of Horse Industry Training* has been developed to address the risks associated with handling and riding/driving horses to ensure that best practice is used by those delivering programs. They have been designed to put in place a hierarchy of controls to manage the risks associated with equine training delivery.

The *Manual for the Delivery of Horse Industry Training* provides managers, educators and associated staff and volunteers involved with delivery of horse-related programs with information, guidelines and procedures to minimise risk and maximise the safety of all participants.

Adapted from the extensive work undertaken to develop the "TAFE NSW Safety and Training Manual for the Delivery of Equine Training" Version 5.0 December 2018, this document provides guidelines which may be adopted (and adapted to suit context) by the wider horse industry to support procedures associated with the delivery of horse-related educational and training programs.

Terminology:

Organisation:	A Registered Training Organisation (RTO), private enterprise, not-for-profit organisation or other entity providing horse industry (vocational) related education and training programs.
Manager:	A senior staff person within an RTO, business owner or manager, President, Chair or Executive Officer of an Organisation.
Head Educator:	A person who has responsibility for one or more people in charge of delivering horse-related education and training programs. This person may be paid staff, a contractor or volunteer.
Educator:	A person who has the responsibility for delivering a horse-related program. Job titles may include Coach, Instructor, Lecturer or Teacher.
Assistant (Educator):	A person who supports the delivery of the horse program, under the direct supervision of the Educator. This person may also be known as Technical Support, Assistant Coach or Assistant Instructor.
Supervisor:	For the purpose of inducting persons into the horse industry program, the Supervisor is most likely the Head Educator or the Manager (Refer to Template A: Horse Program Induction Checklist).
Participant:	A person who is receiving the education and training services. Participants include riders, drivers and horse handlers.
Premises:	The location where education and training takes place, either owned or managed by the organisation or owned or managed by a third party.

RATIONALE

The *Manual for the Delivery of Horse Industry Training* has been developed to promote safety and consistency of delivery of education and training programs that require the use of horses. It references as its source document the *Code of Practice for the Horse Industry* developed in 2003 by the Australian Horse Industry Council (revised 2009).

The strategies and documents can be used (and adapted to suit context and local conditions) to minimise risk of the delivery of horse-related training and education programs across the broad spectrum of the horse industry.

If your organisation (or your job role) is audited or reviewed for any purpose, these guidelines and the accompanying documentation *may* support this process.

The *Manual for the Delivery of Horse Industry Training* address:

- safety
- risk assessment
- first aid and emergencies
- riding, handling and driving activities
- incident reporting
- staff (paid or voluntary), participants and horses
- equipment
- premises
- animal welfare
- records management, and
- biosecurity.

2.1 *Objectives*

The *Manual for the Delivery of Horse Industry Training* will:

- support consistency of information and procedure to promote safe work practices in the delivery of horse industry training
- support promotion of a consistent and high standard of risk management in horse industry training activities
- contribute to improvements in safety standards for the horse industry
- facilitate compliance with relevant legislation, and
- promote a culture of continuous improvement by participants involved in the horse industry training sector.

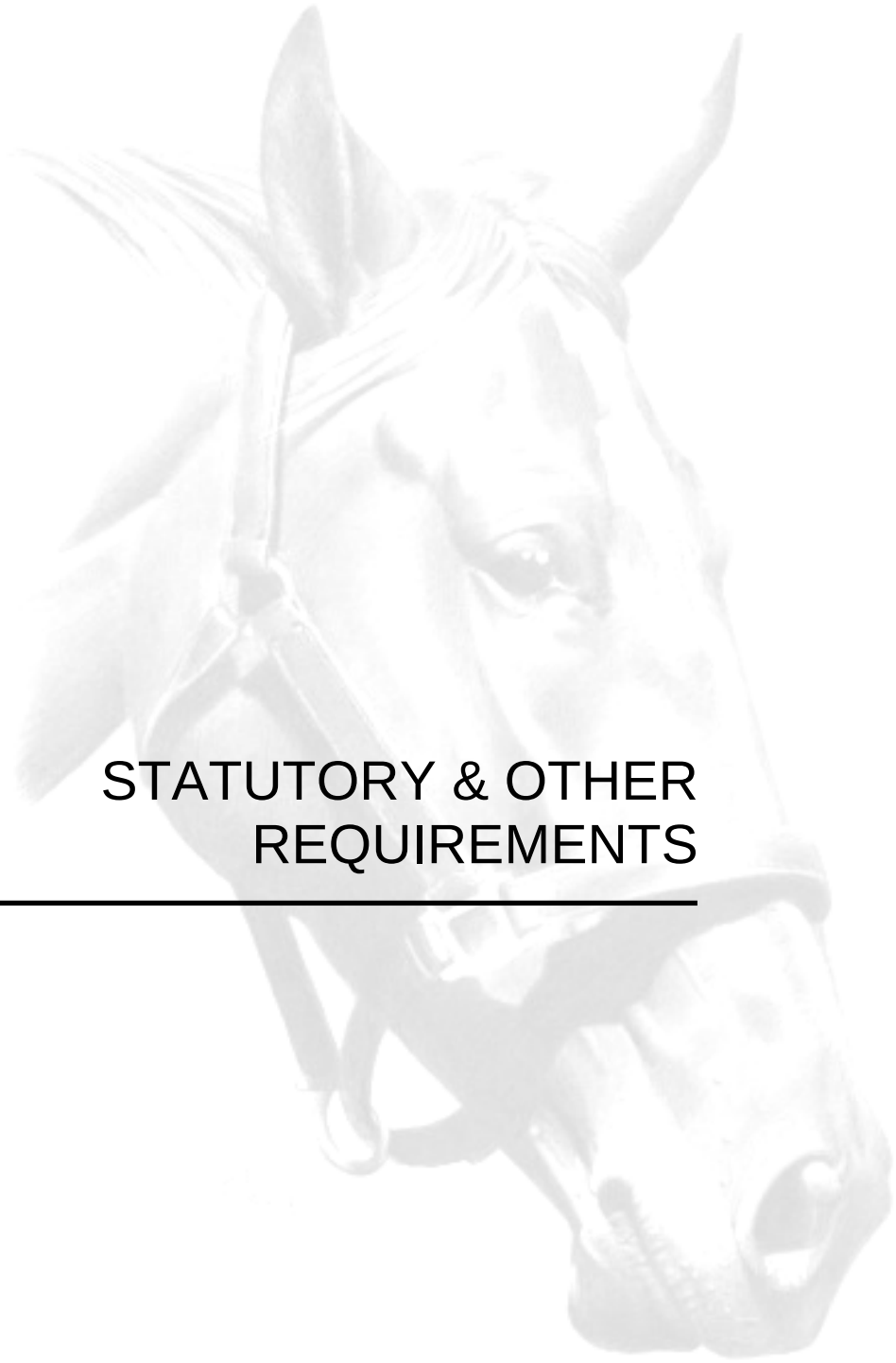
2.2 *Scope*

All organisations delivering horse-related programs are encouraged to adopt (and adapt as required) *The Manual for the Delivery of Horse Industry Training*. This document provides guidance on the minimum standards for the delivery of horse-related activities in the following areas:

- health and safety procedures
- educator qualifications, training and experience
- facilities and equipment
- horse selection and assessment
- participant responsibilities
- staff responsibilities, and
- planning, conducting and reviewing of delivery of horse-related activities.

The *Manual for the Delivery of Horse Industry Training* can be adapted to apply to a broad range of education and training programs including:

- racing (harness and thoroughbred)
- performance horse
- veterinary/equine nursing
- horse breeding
- equine massage
- stock work
- recreational riding programs,
- farriery and
- equine dentistry



STATUTORY & OTHER REQUIREMENTS

The *Manual for the Delivery of Horse Industry Training* do not replace statutory requirements or legislation related to educational delivery, rulebooks and industry requirements.

Users of these Procedures will need to familiarise themselves with relevant laws, regulations, Codes of Practice or other guidelines in the State in which the horse program operates. As a guide, the following should be considered:

Acts relating to:

- Work Health and Safety
- Trade Practice
- Animal Research
- Prevention of Cruelty to Animals
- Child Protection
- First aid in the workplace
- Managing the work environment and facilities.

Codes include:

- Australian code for the care and use of animals for scientific purposes 2013 https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ea28_code_care_use_animals_131209.pdf

- The Australian Horse Welfare Protocol http://www.australiananimalwelfare.com.au/content/horse-welfare-protocol

- SafeWork NSW Code of Practice – Managing risks when new or inexperienced riders or handlers interact with horses in the workplace (Feb 2017) http://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/79160/horse-code-practice-gazetted-SW08262.pdf

Guides:

- Safe Work Australia - Guide to managing risks when new and inexperienced persons interact with horses https://www.safeworkaustralia.gov.au/system/files/documents/1702/horse-guide.pdf

In addition:

Organisations delivering horse-related programs will also have policies and procedures which include:

- Incident Reporting
- Workplace Safety
- Standard Operating Procedures (for animal and/or horse use)
- Codes of Conduct.

SAFETY — RISK MANAGEMENT

The *Manual for the Delivery of Horse Industry Training* provide a guideline for best practice in minimising risks associated with horse-related activities through providing documentation and with clear guidance for safe working practices before, during and following the horse-related activity. These documents can be adopted and adapted according to the context of the program and local conditions.

Activities involving horses are widely regarded as high risk. How horses react to an activity, to human presence and/or to environmental factors can be unpredictable. Likewise the ability of a driver, rider or handler to prevent, manage or react to the unpredictable movements of a horse will have a direct impact on their own safety and that of others in the same learning/teaching environment.

Educators have a duty of care to provide a safe working environment for participants and visitors.

For the purposes of this document, all positions in direct charge of delivering a program involving horses will be known as “Educators”.

4.1 *Risk assessment*

Prior to any practical horse activity commencing, Educators are required to undertake a complete pre-activity risk assessment and, where there is a direct line of reporting, have this approved and documented by the Head Educator or Manager.

A ***Horse Practical Activities — Pre-Activity Risk Assessment*** is at **Template C**.

It considers:

- level of ability of participants
- type of educational activity
- suitability of horses
- equipment e.g. level of wear and tear, suitability
- premises and facilities e.g. structure and design of buildings, arenas, vehicle access, egress
- environmental factors e.g. weather, terrain, geographical locations
- duty-of-care e.g. overnight arrangements, gender balance of supervising staff, medical consideration, appropriate behaviour
- the welfare and wellbeing of horses e.g. rest periods, access to water and shade
- record keeping, and
- visitor policy.

Activities must not proceed if identified risks have not been eliminated or controlled. Organisational policies and procedures will provide supporting information and guidelines.

4.2 *First Aid and emergencies*

1. All Educators must hold a current First Aid Certificate and have the contact number for emergency services with them during the activity. All Educators must be familiar with emergency procedures for the organisation's on-premises and off-premises training activities.

2. Appropriate first aid and/or medical facilities must be available at each activity. A comprehensive first aid kit is the minimum requirement for horse-related activities and events.

3. The kit must be as close as practical to the activity areas. Educators and participants are to be made aware of the location of the kit before commencing activities. Portable first aid kits are to be carried when riding/working away from where the main first aid kit is located, including trail rides, cross-country coaching or other activities.

4. An effective means of communicating with emergency services must be available at all times. This must be as close as practical to the activity areas. Educators are to be made aware of the location of the communications link by the Head Educator/Manager. Educators must have a phone with them when participants are around horses. The phone must be turned off or on silent during the activity.

5. In the case of remote locations or where telephone reception may be poor, a satellite phone, spot device or EPIRB must be available.

4.3 *Riding, driving or handling activities*

There are a number of considerations prior to commencement of delivering the horse program. These are outlined on the following pages and relate to:

1. Determining participant ratios
2. Pre-assessment for practical sessions (before)
3. Undertaking practical sessions (during), and
4. Post-training (after).

Actions and responsibilities are outlined below for each.

1. Determining participant ratios

The **ratio** of staff to participants must be at a level that:

- allows adequate supervision of all participants
- minimises potential risks to members of the public, and
- allows for rapid and adequate response to emergency situations.

When conducting riding or driving training, ratios must allow for an Educator to participant ratio of 1:6 with a minimum of two Educators (or Educator and assistant) present when riding out. Both Educators must hold a current First Aid Certificate.

For other practical horse activities requiring the handling of horses the ratio may vary depending on the results of the risk assessment and considering:

- the experience and ability of the participants
- the nature of the activities
- the facilities and environmental factors, and
- the accessibility of emergency assistance.

The Educator involved must have a current First Aid Certificate and be supported by another adult responsible person (e.g. another Educator, trained volunteer) who has a current First Aid Certificate and who is located within the immediate activity location. Activities held away from the organisation's site (primary place for delivery of horse programs) require at least one Educator and one other current First Aid Certificate holder to be present.

2. Pre-assessment for practical sessions

To be carried out before a practical session begins.

Area	Action	Responsibility	Checked
Educator qualifications and responsibilities	Obtain and record evidence that the Educator is appropriately qualified and experienced for the specific activities.	• Head Educator /Manager	
	Document training and assessment plans for the riding/driving programs/Units to be delivered.	• Head Educator /Manager	
	Complete a pre-activity risk assessment of the activities and have it approved (see **Template C**).	• Head Educator /Manager	
	Devise a delivery plan for the practical session, to include timetabling items such as horse usage periods, participant breaks. Consider supplementary options to achieve learning outcomes e.g. mechanical horse.	• Educator	
	Undertake a Horse Suitability Audit (**Template D**) for each horse and review existing records on horses.	• Educator	
	Ensure that any horses coming to the facilities have had suitable time to acclimatise and familiarise with the surrounds. This will also provide further time for observation of horse behavior. A suitable acclimatisation period depends on • previous training, education and use of the horse; • health and body condition; • individual horse temperament, age and breed. Educators will determine if a horse has been acclimatised successfully by conducting a Horse Suitability Audit for each horse and reviewing the existing records of the horse. If after initial audit the horse is deemed unsuitable, remove the horse from premises or allow further time for acclimatisation and reassessment.	• Educator	
	Assess the participants' capacity to undertake the activity.	• Educator	
	Allocate participant(s) to suitable horse(s) using relevant templates such as Horse Suitability Audit (**Template D**), Horse Suitability Assessment Matrix (**Template E**), Horse Usage Register (**Template K**), Participant Profile (**Template H**) and Matching Participant to Horse (**Template J**).	• Educator	
	Provide participants with required documentation for them to read and complete e.g. Standard Operating Procedures, Safety with Horses (**SOP 2**), Acknowledgement of Risk (**Template G**), participant obligations.	• Educator	

	Advise participants of their responsibilities relating to the activity they are undertaking - including their obligations to their own safety, the safety of others (including obeying rules and instructions) and the welfare of the horse.	• Educator	
	Establish and check that First Aid and emergency procedures are in place.	• Educator • Head Educator /Manager	
	Disseminate safety and emergency procedures to all participants.	• Educator • Head Educator /Manager	

Area	Action	Responsibility	Checked
Horses	Ensure that horses have been assessed for the specific activity and rider. Complete a Horse Suitability Audit (see **Template D**).	• Educator	
	Check that the horse is of suitable size for the weight of the learner. The well-being of the horse must be also considered when matching the participant to the horse.	• Educator	
Facilities / Activity Areas	Ensure the physical environment in which the training session is to take place is safe for participants, horses, staff and visitors by completing a risk assessment.	• Head Educator /Manager • Educator	
	Ensure the physical environment is safe and appropriate for the specific training session.	• Head Educator /Manager • Educator	
Participant responsibilities	Complete and sign an Acknowledgement of Risk form (see **Template G**).	• Educator • Participant	
	Undertake Horse Suitability Audit (**Template D**) for own horse in conjunction with Educator.	• Educator • Participant	
	Receive and sign acceptance of Standard Operating Procedures (SOPs) and Participant. Assessment Guides and other documents relevant to activities in the training session.	• Educator • Participant	
	Complete a participant profile of participant's riding/driving/handling skills (see **Template H**).	• Educator • Participant	
	Understand and acknowledge their responsibilities and obligations.	• Educator • Participant	
Equipment (tack and saddlery)	Ensure all equipment including that brought in by participants is appropriate for the activity, the skill level of the participant, is in good order, correctly fitted and complies with relevant Australian standards.	• Educator	
	Apply appropriate Personal Protective Equipment (PPE) and ensure it is properly adjusted.	• Educator • Participant	

3. Undertaking practical sessions

During a practical horse training session, the person in charge must ensure that all the following actions are carried out:

Area	Action	Responsibility	Checked
Educator responsibilities	Monitor environmental, weather conditions (e.g. extremes of weather, heat, storm, rain) and other external factors e.g. presence of vehicles, dogs and halt/after the activity as required.	• Educator	
	Monitor horse behavior.	• Educator	
	Isolate or take other suitable action if a horse shows dangerous or aberrant behavior.	• Educator	
	Monitor participant behaviour and take action if inappropriate.	• Educator	
	Ensure that participants follow all instructions.	• Educator	
	Alter delivery plan for the practical session if circumstances change e.g.: weather, horse health/injury, participant illness/tiredness/injury.	• Educator	
	Continue to monitor that horse-participant matches are appropriate. Take immediate action where it is apparent that the horse-participant combination is inappropriate and where there is risk of injury to participant or horse. In the instance of inappropriate matching, review the Horse Suitability Audit (**Template D**), Horse Suitability Assessment Matrix (**Template E**) and re-match the learner to a suitable horse. Re-assess incompatible horse if required after the practical session.	• Educator	
	Ensure horses are cared for in accordance with animal welfare guidelines.	• Educator	
	Ensure no participant handles a horse unless directed to do so by an Educator. Participants to be under Educator supervision at all times.	• Educator	
	If guest educators are used to provide specialist industry knowledge they remain under the direct supervision of the qualified Educator. Refer to **Template N**.	• Educator	
Facilities / Activity Areas	Monitor physical environment in which training activity takes place and cease/amend the activity should potential problems be identified.	• Educator	
Participants	Participants to follow all instructions. Participants must not work with horses unsupervised. Participants must wear sun protection and comply with dress code for practical activities. Participants must comply with safety requirements. Participants must comply with animal welfare	• Participants	

Area	Action	Responsibility	Checked
	guidelines.		
Equipment	Ensure PPE is properly fitted and remains in place for duration of the session.	• Educator • Participant	
	Monitor all equipment being used and take appropriate action if required e.g. breakages or equipment not suited to the horse.	• Educator	

4. Post training

Following a practical horse training session, persons in charge must ensure that all the following actions are carried out:

Area	Action	Responsibility	Checked
Educator responsibilities	Provide feedback to participants on the activity. Consider additional handling, riding or driving training if required. Document feedback where appropriate.	• Educator	
	Review participant's ability if there has been an inappropriate horse-participant combination. Update Matching Participant to Horse (**Template J**).	• Educator	
	Provide feedback to support staff (Head Educators, Assistant Educators, technical staff etc.) on the activity. Document feedback where appropriate.	• Educator	
	Report immediately any participant or horse incidents or matters requiring attention to the Head Educator or Manager. Complete incident report and follow up with a serious incident report if appropriate.	• Educator • Head Educator • Manager	
Equipment	Check all equipment for faults, cleanliness and store appropriately.	• Educator • Assistant Educator • Participant	
	Ensure all equipment are checked and stored appropriately.		
Horses	Educators should monitor the status of a horse when it is being worked to ensure that the horse is not physically tired or tired of an activity. A horse must be given a period of appropriate rest after each activity before being worked again. 'Work' is defined as riding or lungeing. It is the responsibility of an Educator to ensure that a horse must: • Work no longer than 6 hours in the arena per day with adequate rest periods. • Work no longer than 8 hours on the trail per day with adequate rest periods. • Have at least one day per week with no work.	• Educator	

	• Be given at least a minimum of 2 by two-week periods of turn-out annually. • Be properly conditioned and acclimatized for the expected work load. (*Dot points adopted from Horse Safety Australia Standards for Riding Programs*)		
	Educator should ensure that a horse is sufficiently cooled after work.	• Educator	
	Update Horse Suitability Audit (**Template D**), Horse Suitability Assessment Matrix (**Template E**) where necessary. Update Horse Usage Register. See **Template K** for sample Horse Usage Register.	• Educator	
	Update stable records - usage, work, health, medication administration.	• Educator	

4.4 *Incident Reporting*

In the event of an accident or incident, persons in charge must take appropriate action as identified in workplace policies and procedures.

In particular:

1. Head Educators/Managers and Educators must review incident reports as soon as practicable after the incident and appropriate action must be taken to rectify the cause. Incidents may include: a horse shying when being ridden; pulling back; toes being trodden on and bruised/broken; a horse responding inappropriately to cues (e.g. bucking, bolting, rearing).

2. All incidents involving horses are to be reviewed for trends and appropriate corrective action taken to reduce the likelihood of similar incidents recurring. Reviews and actions taken are to be recorded. Incident reports are to be dealt with in accordance with workplace policies and procedures and timelines.

3. In NSW: Notification to SafeWork NSW is required if there is a notifiable incident. A notifiable incident involves death, serious injury or illness, or a dangerous incident. For example if someone:

    - is killed when interacting with a horse
    - falls off a horse and requires immediate treatment as an in-patient in a hospital
    - is struck by a horse and requires immediate treatment for a serious head injury
    - is crushed by a horse and requires immediate treatment for a spinal injury
    - contracts a zoonosis and requires immediate treatment as an in-patient in a hospital
    - receives an electric shock while clipping a horse

    SafeWork NSW can be contacted on 13 10 50.

4. Refer to the Safe Work Australia Incident Notification Fact Sheet: https://www.safeworkaustralia.gov.au/system/files/documents/1702/incident-notification-fact-sheet-2015.pdf

EDUCATOR EXPERIENCE & QUALIFICATIONS

All persons involved in the delivery of horse programs must be appropriately experienced and qualified.

5.1 *Employment (Registered Training Organisations) or Engagement for Services (Contract, casual, volunteer)*

5.1.1 As required under the **Standards for Registered Training Organisations (RTOs) 2015, Standard 1, Clauses 1.13 to 1.16**

Trainers and assessors

- 1.13. In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

  a) vocational competencies at least to the level being delivered and assessed;

  b) current industry skills directly relevant to the training and assessment being provided; and

  c) current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

- 1.14. The RTO's training and assessment is delivered only by persons who have:

  a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 (TAE40110 Certificate IV in Training and Assessment or its successor) or Item 2 (a diploma or higher level qualification in adult education) of Schedule 1, or demonstrated equivalence of competencies; and

  b) from 1 January 2016, the training and assessment qualification specified in Item 1 (TAE40110 Certificate IV in Training and Assessment or its successor) or Item 2 (a diploma or higher level qualification in adult education) of Schedule 1.

- 1.15. Where a person conducts assessment only, the RTO ensures that the person has:

  a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 (TAE40110 Certificate IV in Training and Assessment or its successor) or Item 2 (a diploma or higher level qualification in adult education) or Item 3 (TAESS00001 Assessor Skill Set or its successor) of Schedule 1, or demonstrated equivalence of competencies; and

  b) from 1 January 2016, Item 1 or Item 2 (a diploma or higher level qualification in adult education) or Item 3 (TAESS00001 Assessor Skill Set or its successor) of Schedule 1.

- 1.16. The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

Refer to: https://www.comlaw.gov.au/Details/F2014L01377

5.1.2 In addition,

5.1.2.1 Educators involved in teaching all riding and carriage driving programs (RTO, for profit, not for profit) must consider:

- achieving a current Equestrian Australia Level 1 Coaching Accreditation or higher, OR National Coaching Accreditation Scheme Level 1 (Equestrian Stream) or higher (see note* below), AND the units of competency *SISOEQO414A Instruct Horse Riding and Handling Skills* and *SISOEQO317 Supervise Horse Handling*, *OR* the units SISOEQU007 – *Instruct Horse Handling Skills* and *SISOEQU008 – Instruct fundamental riding skills OR* SISOEQU009 - *Instruct the advancement of recreational horse riding skills* where relevant to the industry sector OR equivalent accepted by the organisation;

  * As the National Coaching Accreditation Scheme (Equestrian Stream) is under review, this requirement will be updated when new accreditation programs are developed.

  OR

  - achieving the *Horse Riding Instructor – Skill Set (National Code SISSS00061)* AND the unit of competency *SISOEQO414A Instruct Horse Riding and Handling Skills,* OR the unit of competency *SISOEQU008 - Instruct fundamental riding skills* OR SISOEQ009 - *Instruct the advancement of recreational horse riding skills* where relevant to the industry sector OR equivalent accepted by the organisation;

  OR

- achieving the Horse Safety Australia Senior Instructor qualifications which include a Statement of Attainment from a RTO for the following units of competency:
  - *SISXOHS101A Follow occupational health and safety policies*
  - *SISOEQO317 Supervise horse handling*
  - *SISOEQO303A Conduct horse riding sessions in an arena*
  - *SISOEQO414A Instruct horse riding and handling skills* OR SISEQU008 – *Instruct fundamental riding skills* or SISOEQU009 - *Instruct the advancement of recreational horse riding skills* where relevant to the industry sector
  - *SISOEQO306A Guide day horse trail rides in tracked areas*

  and internal assessments of all other units in the skill set by Horse Safety Australia.

5.1.2.2 Educators involved in teaching harness racing must consider:

- achieving a current Harness Racing NSW A or B Grade driving licence AND the *Certificate III Racing (Advanced Stablehand) (Harness)* including all 14 units from TAFE SoA Racing (NSW Harness Race Trainer/Driver) AND the unit of competency *SISOEQO317 Supervise Horse Handling*, *OR SISOEQU007 – Instruct Horse Handling Skills*, OR equivalent accepted by the organisation;

  - *5.1.2.3* Educators of equine and related courses (e.g. farriery, agriculture, animal care, animal technology, veterinary nursing etc.), who handle and/or teach handling of horses in their delivery, must consider achieving the unit *SISOEQO317 Supervise Horse Handling OR SISOEQU007 – Instruct Horse Handling Skills*

5.1.2.4 Educators who conduct Horse Suitability Audits or Horse Suitability Assessment Matrix must consider achieving the Standards for RTOs (section 5.1 above)

AND

- where assessing suitability for riding/carriage driving AND handling activities, the qualifications of an equine Educator of riding/carriage driving (subsection *5.1.2.1*) as above;
- where assessing suitability for harness racing AND handling activities, the qualifications of an equine Educator of harness racing (subsection *5.1.2.2*) as above;
- where assessing suitability for handling activities only, a minimum of the unit of competency *SISOEQO317 Supervise Horse Handling* OR *SISOEQU007 – Instruct Horse Handling Skills*

5.1.2.5 Assistant Educators and teaching support staff who assist in any Horse Suitability Audit or Horse Suitability Assessment Matrix, or handle horses around participants e.g. in demonstration of equine skills, must consider achieving the unit *SISOEQO317 Supervise Horse Handling OR SISOEQU007 – Instruct Horse Handling Skills*

All Educators must:

- complete the Horse Program Induction Checklist in addition to a general section induction (see **Template A)**
- have a current First Aid Certificate, and
- demonstrate experience in the safe management of groups of people around horse activities, to the standard and level of the activity being taught (Standard Operating Procedures - see **SOP 1** and **SOP 2**).

Note: The National Skills Standards Council defines vocational competency as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry-by-industry basis and with reference to the guidance provided in the relevant Training Package or Accredited Course.

5.2 *Additional requirements and responsibilities*

1. Where guest contractors/specialists are used for a teaching activity, the Head Educator must ensure that the guest contractors/specialists are appropriately qualified/experienced; have been appropriately contracted; and have been advised of the organisation's minimum safety requirements including induction and working with children requirements.

2. A Head Educator or Educator must be in attendance when contractors are being used and should be included as a requirement in the contract.

   The Industry Guest Profile template is at **Template N**.

   Note: Anyone working with participants under the age of 18 years, including contractors or other personnel (e.g. farriers, equine dentists) must have current police checks as per the requirements of the State in which the training is delivered.

3. Head Educators and Managers must ensure that Educators and assistants involved with horses are able to carry out their duties competently and manage interactions between horses and people so that the potential for accidents, either to themselves, participants or other persons, is minimised.

4. Educators responsible for the allocation of horses must have knowledge of all available horses, specifically in relation to their suitability for participants. These Educators must conduct horse/rider/handler suitability assessments and review existing records to ensure appropriate records management. The Horse Suitability Audit and Biosecurity Declaration template is at **Template D,** and the Horse Suitability Assessment Matrix is at **Template E.**

5.3 *Induction*

In addition to standard organisational induction programs, all persons involved in the delivery of horse-related activities must be made aware of, understand, and use the *Manual for the Delivery of Horse Industry Training* and its templates.

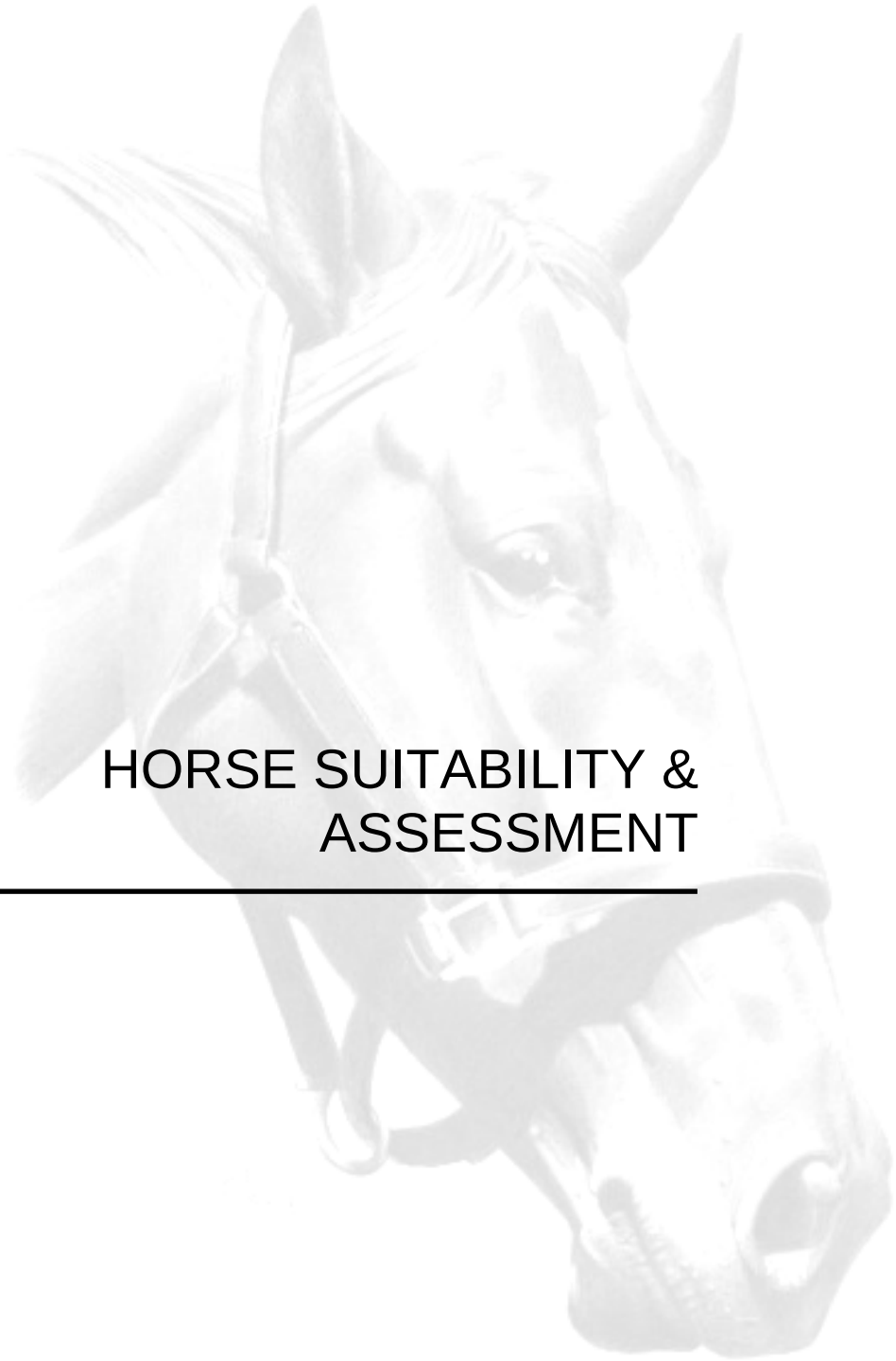
Managers and Head Educators are responsible for ensuring that all relevant staff complete a horse specific induction program prior to undertaking any practical horse activity.

The Horse Program Induction Checklist template is at **Template A.**

5.4 *Professional development*

Continuing professional development to maintain and enhance their professional skills, knowledge, qualifications and industry currency is a requirement of all persons delivering horse programs.

Managers are responsible for monitoring on-going training in operational, safety and emergency procedures; and identify, where appropriate, opportunities for Educators to attend relevant skills development programs.



HORSE SUITABILITY & ASSESSMENT

Prior to the activity commencing, all horses used for practical activities must be assessed for suitability for the proposed activity and suitability for the identified horse program participant.

6.1 Selection and Suitability

The selection of horses for use in educational delivery involves two separate processes, initial procurement and on-going suitability audit.

6.1.1 Procurement

Organisations that procure horses for the purpose of delivery of horse-related training must follow the following process for selection of horses. Sample templates are in Section 11.

Please note: Organisations may customise the templates to local use but must maintain the context of this document and must meet the standards and criteria specified, as a minimum requirement. Additional criteria may be added if it further strengthens the assessment process.

Overview of the process for the procurement of horses for delivery of horse-related training:

1. Identify need for procurement - subject to the requirements of the qualification and access to current suitable horses.
2. Establish an Evaluation Panel which includes relevant staff and a horse specialist.
3. Establish requirements for an Expression of Interest (EOI) (**Template L**).
4. Prepare and lodge advertisement for EOI tender (if applicable).
5. Forward information package to tenderers/suppliers responding to EOI.
6. Process tenders received following organisation's procurement process.
7. Assess tenders observing organisation's procedures. Note: Evaluation Panel must include a horse specialist.
8. Assess the horse: A Horse Eligibility Assessment (**Template M**) is conducted by relevant staff in the presence of the contractor and using the form submitted by contractor(s).
9. Prepare a contract in line with the organisation's financial/legal requirements.
10. Conduct a Horse Suitability Audit (**Template D**) on the horse(s) supplied.
11. Confirm the horse(s) as suitable for use for educational purposes – following successful outcome of the horse suitability audit.
12. Update appropriate records (Horse Suitability Audit (**Template D**) and Horse Usage Register (**Template K**)).

The procurement and selection processes are explained in further detail below.

Scope

Procurement of horses for educational purposes applies to horses that are:

- hired/leased
- purchased
- borrowed at no cost, or
- donated.

Procurement does not apply to horses owned by participants for their personal use.
Note: Horses owned by participants are still subject to the Horse Suitability Audit (**Template D**) process.

Organisations should not assess a horse for the purpose of procurement or use in teaching delivery if it is in poor body condition and/or poor welfare condition.

Refer to the following guides for body condition scoring of horses:

- NSW Department of Primary Industries
  https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0008/299402/Estimating-a-horses-condition-and-weight.pdf

- Agriculture Victoria
  http://agriculture.vic.gov.au/agriculture/livestock/horses/condition-scoring-and-weight-estimation

Procedures and associated forms vary according to the transaction that takes place between the organisation and the horse owner. The table below outlines the respective forms required:

Procurement Method	Documentation
Hired/Leased	• EOI – Information for Tenderers - **Template L** • Horse Eligibility Assessment for Tendering – **Template M** • Contract (Organisation Specific) • Horse Suitability Assessment and Biosecurity Declaration — **Template D**
Purchased	
Borrowed at no cost e.g. educator-owned	
Donated	

Responsibilities

Procurement practices and the staff involved in the process will vary between organisations. You will need to follow government/organisation procurement and legal processes for all transactions that involve financial exchange or personal benefit.

Note: While staff involved in the process may vary, all organisations **must** include a horse specialist in their Tender Evaluation Process and for the Horse Eligibility Assessment (**Template M**). This will usually be a Head Educator, supported by an Educator or Assistant Educator.

The Contractor must be the owner of the horse and be over the age of 18. A contractor may not sub-contract their responsibilities as the provider of the horse.

An Evaluation Panel will be formed to oversee the procurement process. Composition of the panel is at the discretion of the specific organisation, but must include at least three people, including at least one horse specialist. The horse specialist must be involved in the Horse Eligibility Assessment (**Template M**). It is likely that the panel will be convened by the Head Educator of the section, and includes a member of the Finance Unit, as well as horse specialist(s).

Criteria for Selection

Selection Criteria for the procurement of horses requires tenderers for lease or purchase of horses to respond to two sets of criteria:

- business and finance, and
- horse eligibility (suitability).

An individual organisation's procurement processes will specify generic requirements for financial and contract/legal purposes. This is included in the sample provided Expression of Interest — Information for Tenderers and is located at **Template L.**

Specific criteria relating to the horses and their proposed use is detailed in the Horse Eligibility Assessment for Tendering is provided to the tenderer and is located at **Template M**. A summary of information required is included within the Expression of Interest.

The following criteria in relation to horse selection are mandatory for inclusion in the Expression of Interest:

- microchip number
- level of education for use relevant to the intended course delivery
- For horses to be used by beginner participants, the level of education must be suitable for beginner participants and the horse must have recent experience with beginner participants
- age, breed and height of horse
- current owner
- health and temperament, including vaccination history
- horse history
- whether the horse has ever been trained for racing (regardless of whether it has raced) and if so, date and when such training concluded.

Please note: where a horse leaves the control of the organisation's staff during the period of the contract, e.g.: agisted during vacation break, the horse must again be assessed for suitability upon its return, with particular emphasis on its activities and location during the period of absence.

Please see Horse Eligibility Assessment for Tendering at **Template M** for comprehensive requirements.

See Section 11 for the following templates:

Template L — Expression of Interest - Information for Tenderers
Template M — Horse Eligibility Assessment for Tendering

6.1.2 *Suitability Audit*

1. Staff must undertake a documented Horse Suitability Audit (**Template D**) prior to a horse being used for the following:

- When a horse enters the organisation's premises for the first time.
- At the start of all practical horse handling/riding/driving programs.
- When a horse leaves the control or supervision of the organisation or its staff for more than 7 days.

This applies to:

- organisation owned horses
- participant owned horses
- loaned horses
- hired horses, and
- industry owned/third party owned horses.

2. Suitability of the horse for use in a practical activity will require assessment of its:

- History — horses showing dangerous behaviour must be removed from the activity site immediately
- health, age and condition
- temperament
- education and experience, and
- appropriateness for the specific activity.

The Horse Suitability Audit and Biosecurity Declaration template is at **Template D.**

6.1.3 Horse Suitability Assessment Matrix

The Horse Suitability Assessment Matrix (**Template E**) summarises the relevant content of the Horse Suitability Audit (**Template D**). The Horse Suitability Assessment Matrix should be used as a 'live' daily management tool for teaching staff to assess the suitability of horses for activities to be conducted that day. Organisations should keep records of the Horse Suitability Assessment Matrix when data from the Horse Suitability Audit is transferred to the Matrix. Changes to the Matrix during ongoing assessment of horses should also be recorded.

The Horse Suitability Assessment Matrix is to be used in conjunction with the Horse Suitability Audit and Matching Participant to Horse (**Template J**) to assign individual participants to suitable horses.

6.2 Record keeping

Records of horses and horse activities must be completed and maintained.

These must include:

1. Horse suitability checks

2. Horse use, including:
   - when the horse was used
   - by whom
   - for how long
   - for what activity
   - whether it has raced, and if so where and when last raced
   - any incidents relating to the use of the horse, and
   - horse behaviour.

The Horse Usage Register template is at **Template K**.

3. Stable and health records – including entry and exit from the premises (biosecurity). An Equine Biosecurity Declaration is to be completed by all people bringing a horse to an activity conducted by the organisation. A declaration is included in the Horse Suitability Audit and Biosecurity Declaration template at **Template D.**

4. Legal status of the horse and appropriate associated documentation e.g. lease forms, contract and insurance.

A summary of the process and appropriate document to be used in the procurement of horses for horse-related training in an organisation follows.

6.3 *Summary for the processes for the Procurement of horses for horse-related training*

Process	Relevant Forms/Templates
Identify need for procurement ↓ Establish Evaluation Panel ↓ Requirements established for EOI tender document and advertisement prepared and lodged (if applicable) ↓ Information package sent to tenderers/ suppliers ↓ Tenders received ↓ Tenders Assessed ↓ Horse(s) Assessed ↓ Contract prepared ↓ Horse(s) supplied ↓ Horses used for educational purposes ↓ Audits and usage records updated	Course Unit documentation ↓ Expression of Interest — Information for Tenderers (**Template L**); Organisation's Tender/Procurement procedures ↓ Expression of Interest — Information for Tenderers — (**Template L**); Horse Eligibility Assessment for Tendering (**Template M**) ↓ Organisation's Tender/Procurement procedures ↓ *Procedures for the delivery of horse industry training* Completed EOI and Suitability Assessment ↓ Horse Eligibility Assessment for Tendering (**Template M**) ↓ Contract document ↓ Horse Suitability Audit (*Procedures for the delivery of horse industry training* — **Template D**) ↓ Forms and actions as prescribed in *Procedures for the delivery of Horse industry training*: Horse Suitability Audit — **Template D** Horse Usage Register — **Template K**

PARTICIPANT — SAFETY, RISK, RESPONSIBILITIES

Horse program Educators will need to assume that all new participants in horse riding/driving units of competency/programs are at beginner level, i.e. they have little or no previous riding/driving/horse handling experience unless they can provide relevant evidence of their level of proficiency. A participant's ability can be rated using the Matching Participant to Horse at **Template J** so that he/she can be matched to a suitable horse.

Where a participant is unable to provide sufficient evidence of their level of proficiency, the participant must be placed on a horse assessed to be suitable for a beginner level participant. All beginner rider participants must start their rider training in an enclosed arena.

Participants in horse-related activities must complete a horse-specific induction prior to undertaking any practical activity which will include:

7.1 Awareness of risks

Participants are to be made aware of the potential risks and injuries that can occur with horse-related activities. Participants are to complete and sign an Acknowledgement of Risk form provided by the organisation delivering the training. The organisation is to maintain these documents for all participants.

The Participant Acknowledgement of Risk template is at **Template G.**

As part of the training delivery, or as part of induction, students should be made aware of:

- Horse behaviour including their instincts and response to fear
- Body language of horses
- Herd behaviour of horses
- How to behave around horses
- Safely approaching and moving around a horse
- Using the reins, legs and body position when riding a horse
- How to use peripheral vision when handling horses
- How to recognise and assess a horse's individual characteristics
- Importance for handlers and riders to wear correct clothing and Personal Protective Equipment (PPE)
- Determining an escape route
- Requirement to listen and obey instructions
- Workplace rules and safe work procedures that all students are expected to follow
- First aid and emergency procedures

7.2 Participant Profile

Participants must complete a profile of their experience and confidence in undertaking practical horse activities. This information is used by Educators to assist in the information gathering and planning processes. All first-time participants in a horse programme are deemed to be beginner riders.

The Horse Practical Activities — Participant Profile template is at **Template H**.

7.3 Participant conduct

Educators are to ensure that participants are made aware of their obligations in relation to horse-related activities, such as: the safety of self and others, the welfare of horses, dress codes for practical activities, using suitable sun protection, following directives, and not working with horses when unsupervised.

7.4 Standard Operating Procedures

Prior to starting practical activities, in each horse-related activity they undertake, participants are to be provided with the Organisation's Standard Operating Procedures e.g. Ride Horses (**SOP 1**) and Safety with Horses (**SOP 2**). Educators are required to review and be familiar with the Guidelines for

Using Horses in Horse-Related Training (**SOP 3**).

All Standard Operating Procedures (SOPs) for the organisation providing the training are to be readily available to Educators and participants.

Participants must acknowledge in writing their receipt, and understanding of, each relevant Standard Operating Procedure for the activity they are undertaking. Organisations must retain these acknowledgements in an appropriate location.

7.5 Participant medical history

Participants are required to provide details of relevant existing medical conditions or disabilities to allow Educators and any other relevant staff to make reasonable adjustments or to take appropriate action, if required. Educators must be aware of a participant's medical history and take action, if and where appropriate.

The participant medical history is to be kept with the participant's records. The Health Information — Participant Profile template is at **Template I**.

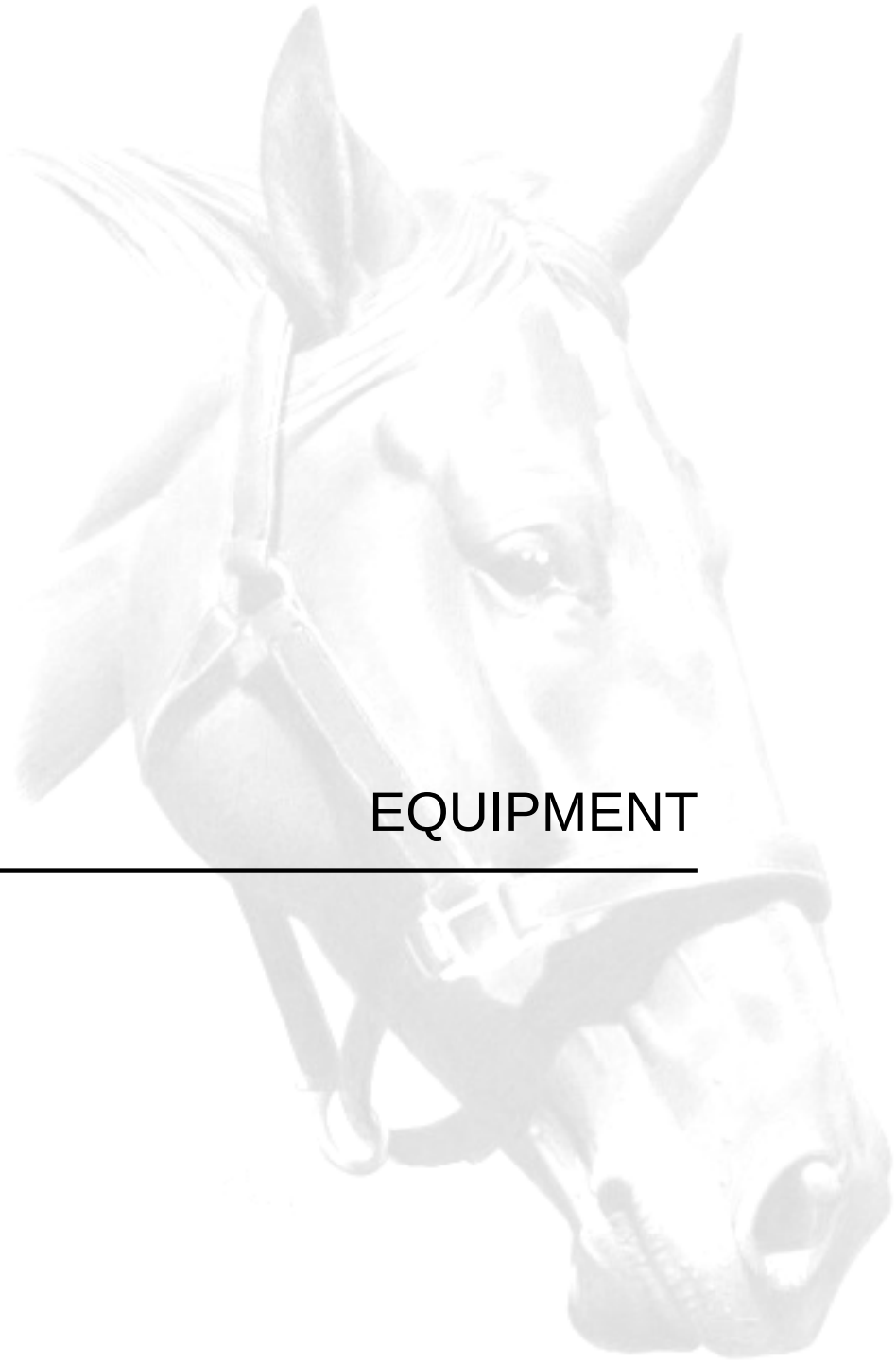
7.6 Matching Participant to Horse

Educators are to match learners to horses based on the Student Profile (**Templates H** and **I**), their ability rating in Matching Participant to Horse (**Template J**), and the horse assessment in the Horse Suitability Audit (**Template D**) in conjunction with the Horse Suitability Assessment Matrix (**Template E**).

Educators must monitor that horse-participant matches are appropriate during practical sessions. Educators must take immediate action where it is apparent that the horse-participant combination is inappropriate and where there is risk of injury to participant or horse. In the instance of inappropriate matching, Educators must review the Horse Suitability Assessment Matrix (**Template E**) and re-match the participant to a suitable horse. Re-assess the incompatible horse if required after the practical session.

7.7 Animal welfare

Participants are to be made aware of their requirement to maintain the well-being and safety of horses used.



EQUIPMENT

Information provided below reflects the C*ode of Practice for the Horse Industry* (Australian Horse Industry Council 2003, revised 2009) *Section 5.5.1: Horse and Rider Equipment*, and identifies specific requirements for a learning environment.

Any Personal Protective Equipment or other equipment used must be appropriate to the activity being conducted.

1. Properly fitted helmets that provide an adequate level of protection against physical trauma to the head must be worn by all riders, drivers and passengers.

   The following helmet standards, which are accepted by the Australian Racing Board, Equestrian Australia and Pony Club NSW, can be used by participants in equine training activities:

   - AS/NZS 3838 (2006 onwards) with SAI Global mark
   - ASTM F1163 (2004a or 04A onwards) with SEI mark
   - PAS 015 (1998 or 2011) with BSI Kitemark
   - VGI (01.040: 2014-12) with or without BSI Kitemark

   Helmets less than five years old from the date of manufacture are deemed to provide an adequate level of protection to the wearer in all circumstances. Helmets that are greater than five years of age from the date of manufacture are deemed unsafe and must not be used. Helmets that have had impacts (i.e. where the strength and integrity of the shell is likely to have been compromised), have been stored in the sunshine for long periods, or have been otherwise structurally damaged, must not be used.

   Educators must check the currency, fit, condition and adjustment of the helmet before each activity.

   If training or assessment is being conducted on licensed racing premises, the helmet must comply with the racing code regulations applicable to helmets.

   Helmets worn for other specific equine activities, e.g. harness racing, must comply with the relevant specific industry or legislative requirements.

2. Appropriate footwear must be worn at all times when riding. Footwear must be in good condition and fit the driver/rider. Where stirrups are used they must be safe and fit for purpose. This footwear must enable the uninhibited removal of the foot from the stirrup iron, especially in the event of a fall from a horse. The footwear must also prevent the foot sliding forward and through the stirrup iron, which may result in a rider's foot or leg being caught in the stirrup.

   Additions to stirrups that achieve the same purpose are an acceptable alternative, such as toe stoppers or breakaway stirrups or equivalent equipment. Toe stoppers or equivalent equipment, where available, should be available for use by beginner riders where appropriate at all locations where riding training is undertaken. Organisations should have at least two sets of toe stoppers or equivalent equipment available for the use of beginner riders where appropriate.

3. When handling horses (i.e. not riding) solid, non-slip, fully covered footwear must be worn that provides protection to the top of the foot in the event of a horse stepping on the foot.

4. Gloves must be worn where applicable e.g. lungeing, long-reining, as determined in the pre-activity risk assessment. Spurs should not be worn whilst lungeing.

5. Minimum clothing requirements are full-length trousers and a sleeved shirt with a collar to offer protection from physical injuries or distress to the rider (e.g. sunburn, rubbing and grazes). Educators are responsible for ensuring that all participants engaged in riding and other horse-related activities have adequate protection from the environment taking into account reasonably

foreseeable weather conditions and the distance from shelter. Long hair must be tied back.

6. Body protectors (vests) must be appropriate to the level of skill of the participant, the type of activity, and worn when it is an industry or legislative requirement e.g. trackwork riders.

7. Saddles must be correctly fitted to the horse in a manner that is comfortable to the horse and keeps the saddle properly and securely in place. Saddles must be matched for the activity and in good condition. A saddle must be secured by at least two points of attachment (e.g. double-buckle girth, girth and surcingle) or by a double-wrapped latigo.

8. Only essential items authorised by an Educator may be carried or worn while undertaking horse activities. Examples of items that should **not** be carried or worn include mobile phones, loose jewellery, cameras. Educators will carry mobile phones, but these must be turned off during the activity.

9. High visibility reflective clothing must be worn on all road-related areas, on racecourses and other areas identified in the Pre-Activity Risk Assessment (**Template C**) e.g. public premises.

10. All equipment should be maintained, cleaned, checked and stored appropriately. Appropriate equipment maintenance records should be completed and filed.

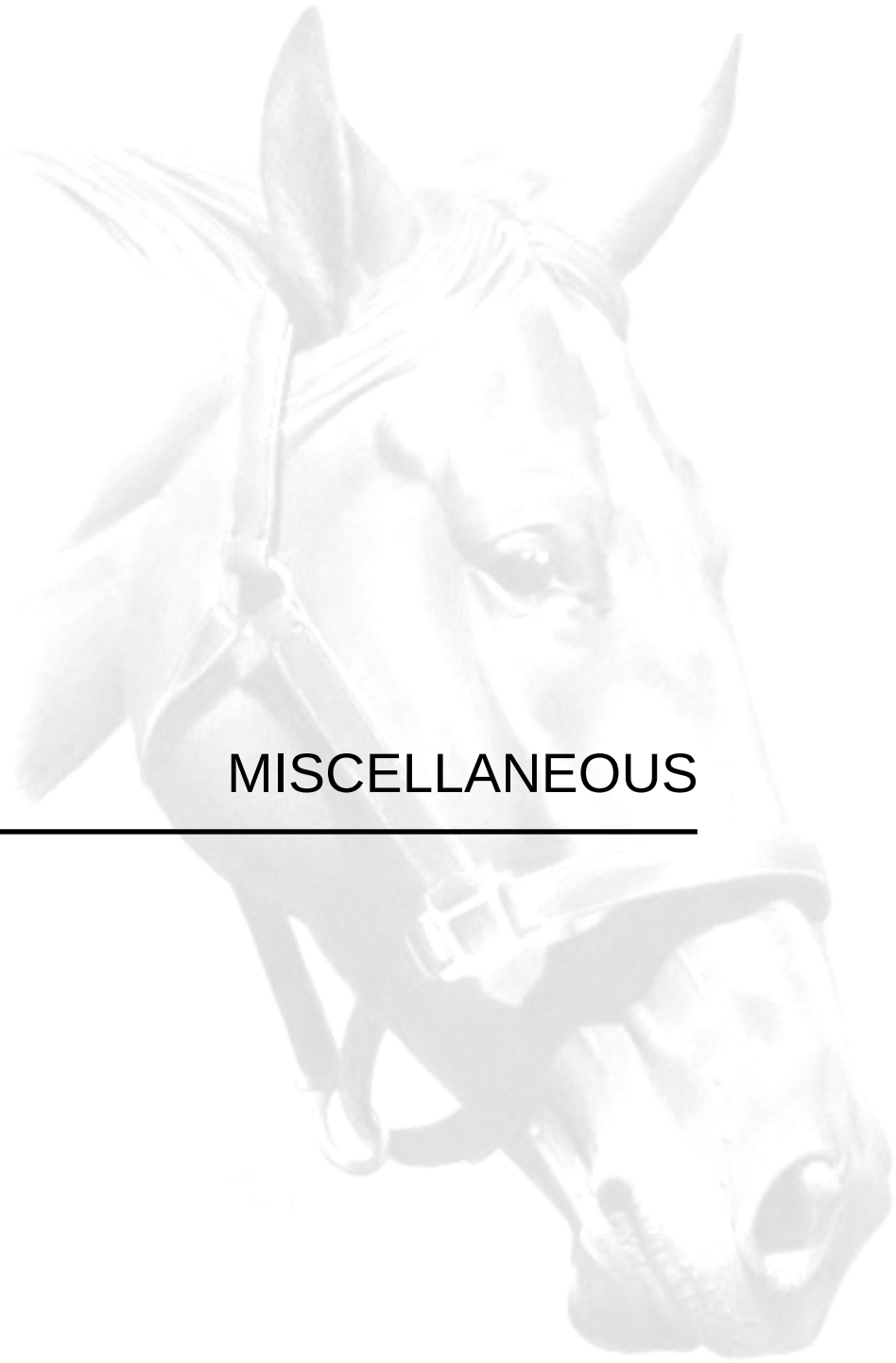
PREMISES

1. Managers and Educators responsible for the day-to-day operation of premises must ensure that those premises comply with relevant state and local government safety regulations before allowing activities and events to take place on the premises. Information that identifies hazards must be clear and available to all users of the site (e.g. signs, barriers or other warnings).

2. Prior to activities being conducted at a premises managed by a third party, the Manager/Head Educator of those activities must determine whether the premises comply with relevant state and local government safety regulations and undertake a risk assessment of the premises and activities before allowing the activities or events to proceed. Provision for ongoing monitoring of compliance should be included in the agreements with third party horse facilities.

3. Head Educators must ensure that a documented risk assessment of the premises and activities to be undertaken has been completed before commencement of the activity.

4. There must be suitable barriers and appropriate signage displayed at entry and exit points to premises and enclosed areas where horses are used. This signage should contain warnings or information on unauthorised entry, rules and contact information of key personnel.



MISCELLANEOUS

10.1 *Animal welfare*

While not the key focus of the *Procedures for the Delivery of Horse Industry Training*, the welfare and treatment of horses nonetheless remains integral to the delivery of horse-related training. All Educators must comply with policies and procedures for addressing (e.g. controlling or preventing) the inhumane treatment of horses and ensuring their general well-being.

Daily horse usage must be recorded. The Horse Usage Register template is at **Template K.**

All Educators and participants must have access to the organisation's information, policies and procedures relating to the welfare and well-being of horses.

10.2 *Biosecurity*

In order to minimise the transfer of disease, organisations must monitor and document the health of all horses brought onto premises used for teaching horse programs, either owned or third-party.

A *Horse Biosecurity Declaration* must be completed for each horse prior to the horse being brought onto premises or used in a program.

The declaration is included with the Horse Suitability Audit and Biosecurity Declaration template at **Template D.**

For further information refer to the relevant government department (e.g. Department of Primary Industries) in your state.

An independent 24 hour Emergency Animal Disease Hotline exists to report suspected animal disease or symptoms and can be accessed by calling: **1800 675 888** (current as at December 2018).

10.3 *Document and record management*

Organisations must comply with relevant laws for the privacy, maintenance and storage of records and documents.

10.4 *Quality Assurance*

An audit template has been developed for organisations to audit the implementation of the *Procedures for the Delivery of Horse Industry Training*. This internal audit template will assist organisations in monitoring their compliance with the Procedures and other relevant statutory requirements on all areas of equine training and assessment.

Audits should be conducted regularly by all organisations which deliver and assess equine related activities.

The audit template is at **Template O**.

10.5 *Review of the Procedures for the Delivery of Horse Industry Training*

The *Manual for the Delivery of Horse Industry Training* will be reviewed periodically in consultation with horse industry representatives to ensure currency with industry standards and Work Health and

Safety Legislation.

In the event of changes to relevant legislation or industry best practice, amendments will be made upon advice being received and information disseminated to organisations immediately.

EXAMPLE STANDARD OPERATING PROCEDURES AND TEMPLATES

This Section contains the following EXAMPLE Standard Operating Procedures and Templates:

Title	Number of Pages
SOP 1 - Ride Horses	2
SOP 2 – Safety with Horses	2
SOP 3 – Using Horses for Horse-related Training	4
Template A Horse Program Induction Checklist	8
Template B Participant Induction Checklist	2
Template C Horse Practical Activities — Pre-activity Risk Assessment	2
Template D Horse Suitability Audit and Biosecurity Declaration	30
Template E Horse Suitability Assessment Matrix	10
Template F Checklist for horses which have left the control or supervision of the organisation or its staff for less than or equal to 7 days	2
Template G Participant Acknowledgement of Risk	2
Template H Horse-Related Practical Activities — Participant Profile	6
Template I Health Information — Participant Profile	2
Template J Matching Participant to Horse	4
Template K Horse Usage Register	2
Template L Expression of Interest — Information for Tenderers	8
Template M Horse Eligibility Assessment for Tendering	26
Template N Industry Guest Profile	4
Template O Internal Audit Report	12