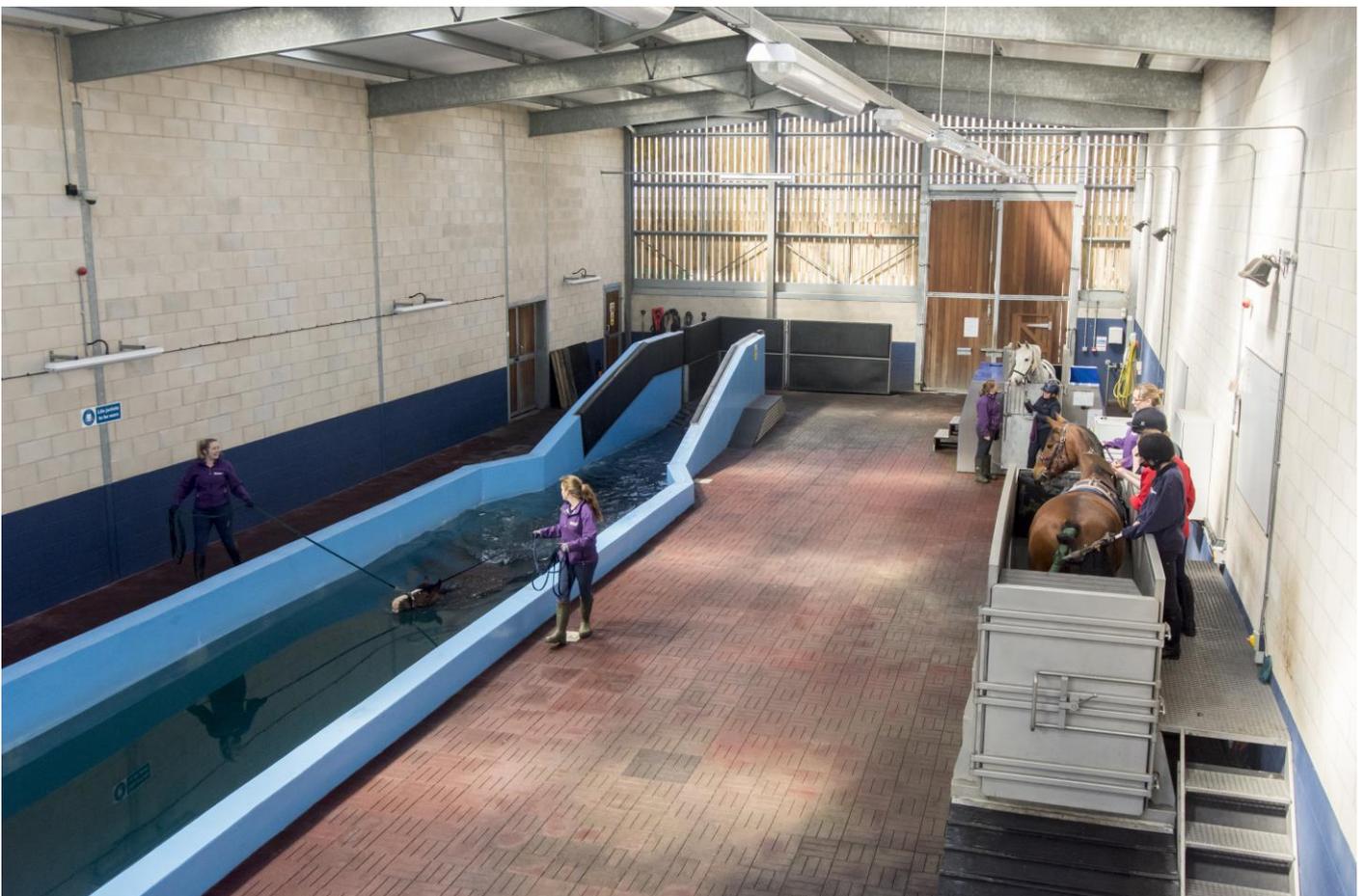


SEG Awards Level 2 Certificate for Equine Hydrotherapy Assistants

Qualification Guidance

Level 2 Certificate – 603/6737/4



About Us

At Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

Skills and Education Group Awards website www.skillsandeducationgroupawards.co.uk provides access to a wide variety of information.

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Specification Code, Date and Issue Number

The specification code is C9235-02.

Issue	Date	Details of change
1.0	October 2020	New qualification guide
1.1	August 2021	New review date set

This guide should be read in conjunction with the Indicative Content document **version 1.1** which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

This qualification has been developed due to a demand from the equine hydrotherapy industry for specialist training opportunities at an introductory level. This preparatory provision allows learners to gain knowledge and understanding of working within the equine hydrotherapy industry and enables them to develop the skills required to work as an Equine Hydrotherapy Assistant. The units within this qualification are all mandatory to ensure learners are well equipped to progress onto further training opportunities or to gain employment within an Equine Hydrotherapy centre. Alternatively, learners can gain accreditation for individual units achieved.

Pre-requisites

There are no formal entry requirements but prospective learners should be aware, either by interview or other suitable methods, that the course involves substantial practical 'hands on' with equine patients and interaction with others, to include colleagues, owners and other members of the team contributing to patient care.

Qualification Structure and Rules of Combination

Rules of Combination: Learners must achieve 32 credits by completing all of the mandatory units.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Units				
Introduction to Equine Hydrotherapy	L/618/5151	2	2	10
Introduction to Equine Health and Welfare	R/618/5152	2	3	16
Introduction to Equine Anatomy and Physiology	Y/618/5153	2	4	24
Introduction to Equine Evolution, Domestication and Behaviour	D/618/5154	2	2	10
Assist with the Application of Equine Hydrotherapy	H/618/5155	2	7	54
Introduction to Customer Care	K/618/5156	2	2	10
Equine Related Work Experience	M/618/5157	2	10	60
Introduction to Equine Hydrotherapy Plant and Equipment Maintenance	T/618/5158	2	2	10

Aims

The SEG Awards Level 2 Certificate for Equine Hydrotherapy Assistants aims to:

- Promote safe and effective equine hydrotherapy practice
- Enhance and improve support for the equine hydrotherapy team
- Expand knowledge and understanding linked to equine hydrotherapy, water management, health, welfare, handling, husbandry and care
- Improve patient care within the equine hydrotherapy industry
- Enrich the customer experience within equine hydrotherapy centres
- Encourage professionalism and ethical practice within the equine hydrotherapy industry
- Enhance and improve the written and verbal communication skills necessary to work within the equine hydrotherapy industry
- Prepare learners to progress onto appropriate further qualifications

Target Group

This qualification is designed as an introduction to equine hydrotherapy for those who have had no previous experience of, or training in, the field of equine hydrotherapy. Its versatility appeals to a wide range of potential learners and the target market includes those who are considering embarking on formal equine rehabilitation training. It has been designed to meet the needs of learners who are new to the industry as well as allowing those already experienced within the equine sector to further specialise their learning. It is appropriate for those who are:

- Returning to study
- Seeking a career change (subject to achievement of the pre-requisites above)
- Equine Hydrotherapy centre assistants
- Equine Hydrotherapy centre support staff
- Enhancing career prospects through extra qualifications
- Seeking development of enhanced clinical skills

Prospective learners should be made aware that this level of course will not lead to qualifying as an equine hydrotherapist and that they will not be qualified to practice as equine hydrotherapists on completion of this course, or even claim to be competent in the application of equine hydrotherapy treatments.

Skills and Education Group Awards expects approved centres to recruit with integrity based on a learner's ability to contribute to and successfully complete all the requirements of a unit/s or the full qualification.

Content Overview

The SEG Awards Level 2 Certificate for Equine Hydrotherapy Assistants qualification covers the following units:

L2EHAU01 Introduction to Equine Hydrotherapy - This unit aims to introduce learners to equine hydrotherapy and the modalities used within the industry. Learners will also understand how the basic properties of water can assist healing in equine patients.

L2EHAU02 Introduction to Equine Health and Welfare - This unit aims to progress learners underpinning knowledge and understanding of equine health and welfare. Learners will develop the practical skills necessary to monitor equine health and welfare and be able to recognise common ill health, common diseases and signs of lameness of the horse. This unit will also provide learners with an introduction to equine health management, first aid and emergency care.

L2EHAU03 Introduction to Equine Anatomy and Physiology – This unit aims to introduce learners to the gross anatomy of the horse including starting to understand cellular structure and identifying the major body systems. There is a focus on the equine distal limb as an area of anatomical importance. This unit is assessed via online multiple choice questions set by SEG Awards.

L2EHAU04 Introduction to Equine Evolution, Domestication and Behaviour – This unit aims to introduce learners to the evolution of the horse from eohippus to the modern domestic horse. Learners will identify the major stages of evolution and understand how factors have shaped the horse we know in today's society. Learners will start to develop an understanding of equine behavioural presentations and be able to respond appropriately.

L2EHAU05 Assist with the Application of Equine Hydrotherapy – This unit aims to introduce learners to the practical elements of safely assisting with equine hydrotherapy sessions. Learners will understand their role as a hydrotherapy assistant and be able to identify risks. Learners will understand and demonstrate effective communication.

L2EHAU06 Introduction to Customer Care - The aim of this unit is to provide learners with the knowledge and skills required to meet and welcome clients. This unit covers the important skills of welcoming and receiving people and dealing with members of the public in a polite manner. Learners will also understand organisational hierarchy and understand the importance of confidentiality.

L2EHAU07 Equine Related Work Experience – This unit aims to prepare learners for a career in an applied equine role or facility. It allows learners to develop an understanding of the knowledge, skills and qualifications required to assist in the application of hydrotherapy techniques to the horse. The unit should provide learners with opportunity to gain work experience within an equine facility, preferable including hydrotherapy applications, although this is not mandatory. Learners will be given the opportunity to use planning and reflection within this unit to develop life-long learning skills.

L2EHAU08 Introduction to Equine Hydrotherapy Plant and Equipment Maintenance – This unit aims to equip the learner with knowledge of how to safely and effectively maintain

equine hydrotherapy water and plant equipment. Learners will be able to conduct and record results of water tests and perform basic maintenance of plant and equipment.

Assessment

Internal assessment, external assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Practice Assessment Material

Skills and Education Group Awards confirm that there is practice material available for unit L2EHAU03 Introduction to Equine Anatomy and Physiology in the form of a sample multiple choice question paper. This can be accessed from our Online Registration System via the link in the 'About Us' section of this qualification guide. For unit L2EHAU07 Equine Related Work Experience, learners are required to complete a logbook of evidence, this can be found also on our Online Registration System.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

Successful completion of the SEG Awards Level 2 Certificate for Equine Hydrotherapy Assistants can lead to further education opportunities within the animal care sector. This qualification is also transferable into a range of other career and educational opportunities.

NB Progression from a Level 1 programme onto a Level 2 programme is not automatic. Learners are advised to check with the centres regarding selection procedures which may require further evidence of a learner's suitability to progress to this Level 2 qualification. This programme demands that learners can demonstrate understanding in extended written form.

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor/Assessor Requirements

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Institute of Registered Veterinary and Animal Physiotherapists

This qualification is currently endorsed by the Institute of Registered Veterinary and Animal Physiotherapists (IRVAP). The Institute of Equine Hydrotherapists (IEH) are a sub group to IRVAP. The IEH sets the standards for professionalism and clinical proficiency in therapeutic equine hydrotherapy. This qualification contributes to IEH membership criteria and where Skills and Education Group Awards have made reference to industry trade associations within this qualification guide, it refers to this professional association.

Qualification Summary

Qualification								
SEG Awards Level 2 Certificate for Equine Hydrotherapy Assistants – 603/6737/4								
Qualification Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area							
Age Range	Pre 16		16-18	✓	18+	✓	19+	✓
Regulation	The above qualifications are regulated by Ofqual							
Assessment	<ul style="list-style-type: none"> • Internal assessment • External assessment – Unit 3 • Internal and external moderation 							
Type of Funding Available	See FaLA (Find a Learning Aim)							
Qualification/Unit Fee	See Skills and Education Group Awards web site for current fees and charges							
Grading	Pass To achieve a Pass learners must complete all units as stated in the rule of combination (RoC)							
Operational Start Date	01/12/2020							
Review Date	31/08/2025							
Operational End Date								
Certification End Date								
Guided Learning (GL)	194 hours							
Total Qualification Time (TQT)	320 hours							
Credit Value	32							
Skills and Education Group Awards Sector	Animal Care							
Ofqual SSA Sector	3.3 Animal Care and Veterinary Science							
Support from Trade Associations	IRVAP, IEH							
Administering Office	See Skills and Education Group Awards web site							

Unit Details

L2EHAU01 – Introduction to Equine Hydrotherapy

Unit Reference	L/618/5151
Level	2
Credit Value	2
Guided Learning (GL)	10 hours
Unit Summary	This unit aims to introduce learners to equine hydrotherapy and the modalities used within the industry. Learners will also understand how the basic properties of water can assist healing in equine patients.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.5) <i>The learner can</i>
1. Understand the basic principles of equine hydrotherapy	1.1. Define equine hydrotherapy 1.2. List the key properties of water 1.3. Describe the key properties of water 1.4. Describe the physiological effects of differing water temperatures within equine hydrotherapy 1.5. Describe the effects of salt water within equine hydrotherapy
2. Understand the different equine hydrotherapy modalities	2.1. Identify the hydrotherapy modalities in the equine industry 2.2. Describe the intended beneficial effects of the equine saltwater cold spa 2.3. Describe the intended beneficial effects of the equine aqua treadmill 2.4. Describe the intended beneficial effects of the equine swimming pool 2.5. Describe the intended beneficial effects of the equine water walker

L2EHAU02 – Introduction to Equine Health and Welfare

Unit Reference	R/618/5152
Level	2
Credit Value	3
Guided Learning (GL)	16 hours
Unit Summary	This unit aims to progress learners underpinning knowledge and understanding of equine health and welfare. Learners will develop the practical skills necessary to monitor equine health and welfare and be able to recognise common ill health, common diseases and signs of lameness of the horse. This unit will also provide learners with an introduction to equine health management, first aid and emergency care.
Learning Outcomes (1 to 5) <i>The learner will</i>	Assessment Criteria (1.1 to 5.2) <i>The learner can</i>
1. Be able to differentiate between good and ill health in the horse	1.1. Identify signs of good health in the horse 1.2. Identify signs of ill health in the horse 1.3. Demonstrate how to take the temperature of a horse 1.4. Demonstrate how to take the pulse of a horse 1.5. Demonstrate how to take the respiratory rate of a horse 1.6. Recognise signs of lameness in a horse
2. Understand common ailments and diseases in the horse	2.1. Identify common equine ailments 2.2. Identify common equine diseases 2.3. Explain causes, treatment and prevention of common equine ailments 2.4. Explain causes, treatment and prevention of common equine diseases 2.5. Explain equine isolation and biosecurity procedures
3. Understand the safe practices and principles of	3.1 List the contents of an equine first aid kit

equine first aid	<p>3.2 Identify the main principles of equine first aid</p> <p>3.3 Identify common equine first aid situations</p> <p>3.4 Describe the procedures for common equine first aid situations</p> <p>3.5 Identify situations appropriate to seek veterinary advice and intervention</p> <p>3.6 Demonstrate appropriate methods of restraint and control of the horse</p>
4. Understand the relevant health and welfare legislation within the equine industry	<p>4.1. Identify current animal welfare legislation</p> <p>4.2. State the implications of current health and welfare legislation</p>
5. Know the methods of equine identification	<p>5.1. List the different methods of identification</p> <p>5.2. Identify the information included within an equine passport</p>

L2EHAU03 - Introduction to Equine Anatomy and Physiology

Unit Reference	Y/618/5153
Level	2
Credit Value	4
Guided Learning (GL)	24 hours
Unit Summary	This unit aims to introduce the learner to the gross anatomy of the horse including starting to understand cellular structure and identifying the major body systems. There is a focus on the equine distal limb as an area of anatomical importance. Learners are required to complete an online multiple-choice assessment set by SEG Awards for this unit.
Learning Outcomes (1 to 10) <i>The learner will</i>	Assessment Criteria (1.1 to 10.2) <i>The learner can</i>
1. Know the gross anatomy of the equine	1.1. Identify the points of the horse 1.2. Apply equine directional terminology 1.3. Identify key equine conformational traits 1.4. Identify the location of key equine organs
2. Understand equine cellular and tissue structure	2.1. Identify the components of an animal cell 2.2. State the functions of the major components of an animal cell 2.3. Classify equine body tissues 2.4. State the functions of equine body tissues
3. Know the equine digestive system	3.1. Identify key structures of the equine digestive system 3.2. State the functions of the key structures within the equine digestive system 3.3. List factors that can affect equine digestive function
4. Know the equine skeletal structure	4.1 Identify the location of key bones within the equine axial skeleton

	<p>4.2 Identify the location of key bones within the equine appendicular skeleton</p> <p>4.3 Identify different types of joints and their locations in the horse</p>
5. Know the respiratory system of the equine	<p>5.1. Identify key structures of the equine respiratory system</p> <p>5.2. State the functions of the key structures within the equine respiratory system</p> <p>5.3. List factors that can affect equine respiratory function</p>
6. Know the cardiovascular system of the equine	<p>6.1 Identify the major structures of the equine heart</p> <p>6.2 Outline the key differences between blood vessel types</p> <p>6.3 State the function of the key structures within the equine cardiovascular system</p> <p>6.4 List factors that can affect equine cardiovascular function</p>
7. Know the muscular system of the equine	<p>7.1 Identify the three muscle tissue types</p> <p>7.2 State the functions of the three muscle tissue types</p> <p>7.3 Identify the superficial muscles of the equine</p>
8. Know the structure of the equine distal limb	<p>8.1 Identify skeletal structures of the equine distal limb</p> <p>8.2 Identify soft tissue structures of the equine distal limb</p> <p>8.3 Identify the structures of the equine hoof</p>
9. Know the component parts of the equine nervous system	<p>9.1 List the main components of the central nervous system</p> <p>9.2 List the main components of the peripheral nervous system</p>
10. Know the component parts of the equine lymphatic system	<p>10.1 Identify the main components of the lymphatic system</p> <p>10.2 State the roles of the lymphatic system</p>

L2EHAU04 – Introduction to Equine Evolution, Domestication and Behaviour

Unit Reference	D/618/5154
Level	2
Credit Value	2
Guided Learning (GL)	10 hours
Unit Summary	This unit aims to introduce the learners to the evolution of the horse from eohippus to the modern domestic horse. Learners will identify the major stages of evolution and understand how factors have shaped the horse we know in today's society. Learners will start to develop an understanding of equine behavioural presentations and be able to respond appropriately.
Learning Outcomes (1 to 3) <i>The learner will</i>	Assessment Criteria (1.1 to 3.5) <i>The learner can</i>
1. Understand equine evolution and domestication	1.1. Identify the key stages of equine evolution 1.2. Describe factors that led to equine evolution 1.3. Explain domestication of the horse
2. Understand the roles of the horse in society	2.1. Explain the roles of horses throughout history 2.2. Explain the roles of the modern horse
3. Understand basic equine behavioural presentations	3.1 Identify the six senses of a horse 3.2 Identify characteristics of normal equine behaviour 3.3 Identify characteristics of aversive equine behaviour 3.4 Explain factors that can influence equine behaviour 3.5 Explain when it is safe to approach and handle horses

L2EHAU05 - Assist with the Application of Equine Hydrotherapy

Unit Reference	H/618/5155
Level	2
Credit Value	7
Guided Learning (GL)	54 hours
Unit Summary	This unit aims to introduce the learners to the practical elements of safely assisting with equine hydrotherapy sessions. Learners will understand their role as a hydrotherapy assistant and be able to identify risks. Learners will understand and demonstrate effective communication.
Learning Outcomes (1 to 9) <i>The learner will</i>	Assessment Criteria (1.1 to 9.3) <i>The learner can</i>
1. Understand the protocols for safe equine hydrotherapy practice	1.1. Describe the protocols prior to hydrotherapy 1.2. Describe the protocols during hydrotherapy 1.3. Describe the protocols following hydrotherapy
2. Be able to assist with the use of equipment with equine hydrotherapy	2.1. Select, prepare and check appropriate equipment used for hydrotherapy 2.2. Apply and fit equipment used for hydrotherapy 2.3. Demonstrate the maintenance of hydrotherapy equipment
3. Understand how to assist with equine hydrotherapy	3.1. Identify reasons for assisting during equine hydrotherapy 3.2. Describe how to provide assistance during equine hydrotherapy
4. Be able to assist with equine hydrotherapy	4.1. Assist with the preparation procedures for hydrotherapy sessions 4.2. Assist with hydrotherapy sessions 4.3. Assist with the procedures following hydrotherapy sessions
5. Know the relevant health	5.1. Identify current health and safety legislation

and safety legislation applicable to equine hydrotherapy	5.2. State the implications of current health and safety legislation
6. Know the risks associated with equine hydrotherapy	6.1. Outline potential risks to the horse when providing hydrotherapy 6.2. Outline potential risks to personnel involved when providing hydrotherapy
7. Be able to work safely and minimise risk associated with equine hydrotherapy	7.1. Carry out a risk assessment within an equine hydrotherapy setting 7.2. Record findings of a risk assessment within an equine hydrotherapy setting 7.3. Select and use appropriate PPE within an equine hydrotherapy setting
8. Understand importance of effective communication with colleagues within an equine hydrotherapy setting	8.1. Identify types of communication 8.2. Explain why following instruction and protocols are important 8.3. Explain why effective communication with colleagues is important
9. Be able to communicate with colleagues within an equine hydrotherapy setting	9.1. Demonstrate types of communication 9.2. Demonstrate effective communication with colleagues

L2EHAU06 – Introduction to Customer Care

Unit Reference	K/618/5156
Level	2
Credit Value	2
Guided Learning (GL)	10 hours
Unit Summary	The aim of this unit is to provide the learner with the knowledge and skills required to meet and welcome clients. This unit covers the important skills of welcoming and receiving people and dealing with members of the public in a polite manner. Learners will also understand organisational hierarchy and understand the importance of confidentiality.
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 2.5) <i>The learner can</i>
1. Understand procedures for meeting and welcoming clients	1.1. Explain the purpose of dealing with visitors promptly and courteously 1.2. Explain the purpose of presenting a positive image of self and the organisation 1.3. Explain the purpose of following health, safety and security procedures when dealing with visitors 1.4. Describe organisation structures and communication channels 1.5. Explain why data protection and confidentiality is important
2. Be able to meet and welcome visitors	2.1. Welcome visitors promptly and courteously 2.2. Present positive image of self and the organisation 2.3. Demonstrate effective health, safety and security procedures 2.4. Demonstrate professionalism when adhering to organisational procedures 2.5. Demonstrate organisational procedures for maintaining confidentiality

L2EHAU07 – Equine Related Work Experience

Unit Reference	M/618/5157
Level	2
Credit Value	10
Guided Learning (GL)	60 hours
Unit Summary	<p>This unit aims to prepare learners for a career in an applied equine role or facility. It allows learners to develop an understanding of the knowledge, skills and qualifications required to assist in the application of hydrotherapy techniques to the horse. The unit should provide the learner with opportunity to gain work experience within an equine facility, possibly including hydrotherapy applications. Learners will be given the opportunity to use planning and reflection within this unit to develop life-long learning skills.</p> <p>Learners will be required to complete a log book of evidence, which can be found on our Online Registration System.</p>
Learning Outcomes (1 to 2) <i>The learner will</i>	Assessment Criteria (1.1 to 3.2) <i>The learner can</i>
1. Be able to produce relevant documents and skills relating to work experience	<p>1.1. Locate advertisements for employment opportunities within equine establishments</p> <p>1.2. Produce an application for work experience within an applied equine setting</p> <p>1.3. Prepare for an interview for work experience within an applied equine setting</p>
2. Be able to undertake work experience	<p>2.1. Carry out work experience in an applied equine setting</p> <p>2.2. Prepare a self-development plan for work experience within an applied equine setting</p>
3. Be able to report and reflect on work experience	<p>3.1 Present evidence of work experience within an applied equine setting</p> <p>3.2 Reflect on work experience undertaken and produce an action plan to further develop skills</p>

L2EHAU08 – Introduction to Equine Hydrotherapy Plant and Equipment Maintenance

Unit Reference	T/618/5158
Level	2
Credit Value	2
Guided Learning (GL)	10 hours
Unit Summary	This unit aims to equip the learner with knowledge of how to safely and effectively maintain equine hydrotherapy water and plant equipment. Learners will be able to conduct and record results of water tests and perform basic maintenance of plant and equipment.
Learning Outcomes (1 to 4) <i>The learner will</i>	Assessment Criteria (1.1 to 4.2) <i>The learner can</i>
1. Understand the importance of effective water hygiene	1.1. Explain the importance of water management for health and welfare 1.2. Explain the objectives of water treatment 1.3. Describe the potential sources of water contamination
2. Be able to complete the water testing process	2.1. Identify methods used to test equine hydrotherapy water 2.2. Conduct water tests within an equine hydrotherapy setting 2.3. Record water test results within an equine hydrotherapy setting
3. Understand key concepts when maintaining equine hydrotherapy plant and equipment	3.1. Identify common components of equine hydrotherapy plant and equipment 3.2. Explain the purpose of the common components of equine hydrotherapy plant and equipment 3.3. Describe the basic maintenance requirements for common components of equine hydrotherapy plant and equipment
4. Be able to maintain equine hydrotherapy plant and equipment	4.1 Demonstrate basic maintenance of common components of equine hydrotherapy plant and equipment

	4.2 Record basic maintenance of common components of equine hydrotherapy plant and equipment
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Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence. Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards. It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge. Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - Original certificates OR
 - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Skills and Education Group Awards Qualifications' which can be downloaded from the website.

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards' policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.