



MODULAR TRAINING PROGRAMME FOR APPLICANTS FOR LICENCES AND PERMITS TO TRAIN

INTRODUCTION

In order to ensure that professional standards in the racing industry are of the highest possible level, a range of mandatory criteria must be met by applicants for licences and permits to train racehorses before their applications will be considered by the British Horseracing Authority (“BHA”). The Modular Training Programme has been designed with the aim of giving the participants improved knowledge and skills in a range of areas. The programme outlined below must be completed satisfactorily before an application will be considered by the BHA’s Licensing Team.

A number of courses are held [throughout the year](#) at the British Racing School (“BRS”) in Newmarket and National Horse Racing College (“NHC”) in Doncaster. The contact details for booking enquiries can be found at [Annex C](#) of this guidance document.

CONTENT OF THE MODULAR TRAINING PROGRAMME

The format of the programme is as follows:

Module 1 – Racehorse Management

To achieve Module 1, applicants for licences and permits to train must complete the following in the order outlined:

1. Attainment of Level 3 Diploma in Work Based Racehorse Care and Management (WBD), via one of the following pathways:
 - a. Exercise Riding Pathway (C)
 - b. Specialist Racehorse Care Pathway (D)
 - c. Race Riding Pathway (H)

This has been designed specifically for the racing industry and is a nationally recognised, skill-based qualification. The awarding body for the WBD Level 3 qualification is 1ST4SPORT, who are an recognised awarding organisation in England and Wales. The WBD can only be taken through one of their Accredited Centres, which are the British Racing School (BRS) and the National Horse Racing College (NHC).

The procedure for obtaining a Level 3 WBD is detailed at [Annex A](#). You are advised to plan well ahead (ideally six months) and contact the British Racing School or National Horse Racing College as soon as possible regarding your assessment.

2. Attendance on and completion of one-week course in Racehorse Management (Module 1).

The relevant racing school must have received confirmation of your achievement of the Level 3 WBD before you can attend this course, the content of which is outlined at [Annex B](#).

The course will give you an insight into horse health, feeding and nutrition, training and fitness and licensing/racecourse procedures, with expert speakers on each topic. Past attendees have made the following comments after completing the course:

“A very varied and informative week and well worth attending”

"I really enjoyed this Module and found out everything related to training horses. Could not fault it at all."

"...this course has exceeded all my expectations. Well organised, with people who are enthusiastic and interested in their particular field which they imparted with great skill."

3. Attendance at a one-day seminar at Weatherbys in Wellingborough.

Module 2 – Business Skills for Racehorse Trainers

Attendance at the Module 2 (and Module 3) only applies to applicants for licences and not those seeking permits. However, potential permit holders may attend either Module 2 or 3 if spaces are available. These will be offered after the 30 day pre-payment deadline for potential licensed trainers has passed.

The week long, Module 2 course, focuses on the general business skills you will need to run a successful racehorse training establishment, with the content including business planning, obtaining finance, accounting principles, business law, marketing and media skills. You will have the opportunity to learn about these subjects from specialists in the racing industry. As a recent attendee commented:

"This course was essential to gain an understanding of accounts. I would like to add that the speaker from Ross Brooke Chartered Accountant was fantastic in their approach and coaching."

Full course content can be found at [Annex B](#),

Module 3 – Staff Management

The five day, Module 3 course, concentrates on the other vital factor in a successful business – the people. With the increasing competition for staff and the complexity of employment regulations, this Module will equip you with important information on, and skills in, recruiting, employing and managing people. You will also receive guidance about your Health and Safety obligations as an employer. In evaluating the week, attendees have reported:

"Everything that was provided and taught exceeded that required and made learning easier and more enjoyable than I had expected prior to the course."

"Some excellent information. Very good delivery brought to life by participation."

Full course content can be found at [Annex B](#).

EXEMPTIONS

No exemptions from undergoing Module 1, as outlined above, will be considered unless the applicant has trained 50 runners and 5 winners under the Rules of a Recognised Racing Authority.

In exceptional circumstances, the BHA may grant exemptions from Module 2 or 3 to those who can demonstrate substantial experience and/or qualifications in the relevant areas gained in a relevant industry.

To request an exemption application form for any module, please contact the BHA Licensing Team.

Email: licensing@britishhorseracing.com

Phone: 020 7152 0280

APPLICATIONS FOR ATTENDANCE AT MODULES

To make an application for a place on the Courses please contact the relevant Racing School ([Annex C](#)). Applications must be received at least 30 days prior to the commencement of the Module.

The Racing Schools reserve the right to cancel a Module if there are insufficient applicants to make it viable 30 days before the Module is due to start.

Detailed programmes and joining instructions are sent out two weeks before each Module starts.

Individuals who complete the Modular Training Programme should not presume that any subsequent application will be granted. Applicants must also meet all requirements as set out in the Applications for a Licence/Permit to Train Guidance Notes, in order for the BHA to consider an application.

Course eligibility: To be eligible to attend the Module 1, all candidates must have completed the L3 Diploma in full, at least 30 Days prior to the start date.

Late assessment: Up to 14 days before the start of the course, candidates with only final practical assessments remaining may request a late assessment. All late assessments (those requested within 30 days of the start date) will be on a date of the schools choice and will incur a late fee. No assessment will be held within 7 days of the start date.

No requests for late assessment will be considered within 14 days of the Module 1 start date.

COURSE ATTENDANCE

All delegates must satisfactorily complete the full Module. Modules commence at 9.00am on Monday morning. The Racing Schools have no authority to grant leave of absence and non-attendance will be reported to the BHA's Licensing Team. Certificates of attendance will be issued on satisfactory completion of the Module and details forwarded to the Licensing Team.

Those who complete Training Module(s) in excess of 10 years before making an application to the Licensing Team may be required to complete these courses again before an application will be considered.

COURSE FEES AND DATES

Course fee rates are available from the BRS and NHC and will be published periodically in the Racing Calendar. All course fees are to be paid to the relevant Racing School concerned. Please visit their websites or contact them directly for the latest fees.

It is a strict requirement that the full payment of fees is received by the Racing School concerned **at least 30 days prior to the commencement of each Module** and can be made by cheque or credit/debit card. Refunds will only be made in circumstances of sickness or injury, certified by a medical practitioner.

Accommodation is available at the BRS for a fee. No accommodation is provided at the NHC.

Due to the close proximity to Doncaster Racecourse and Doncaster Bloodstock Sales accommodation is in plentiful supply. Details of hotels, bed and breakfasts and guest houses will be supplied by the school.

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MODULE DATES

Latest dates for the modules can be found via the BHA Licensing Team website, [found here](#).

WBD LEVEL 3 FOR POTENTIAL RACEHORSE TRAINERS AND PERMIT HOLDERS

WBD Level 3 — Racehorse Care and Management

1. Attainment of WBD Level 3 will be a different exercise for each applicant as individuals will have widely different previous experience. Many may be above the Level 3 standard and simply need advice on the precise requirement and formal assessment, while those with little previous experience may have to embark on a significant learning programme. To this end the process starts with a telephone conversation with the Racing School staff who will agree the candidate's training and assessment plans.
2. The WBD Level 3 in Racehorse Care and Management can only be taken through one of the 1st 4 Sport Accredited Centres, which are the British Racing School and Northern Horse Racing College.
3. The candidate should contact the Racing School of their choice to arrange individual training and assessment.
4. There is a distinct separation between assessment and training. If a candidate does not reach the required standard, further training will be needed. This should be discussed with the Racing School concerned. Methods of assessment include:
 - Observation of practical performance;
 - Portfolio preparation: the candidate puts together a range of employer references, witness testimonies, details of previous experience etc. This provides the assessor with solid evidence to make a judgement on competence. The responsibility for providing the evidence rests with the candidate.
 - Combination of above two, including some written questions.
5. Costs and Current Fee Levels

Fees are laid out on the relevant racing school websites.

Additional training and assessment: As agreed with the training provider.

Applicants who wish to be assessed within 30 days of attending a course will attract a surcharge.

The Racing Schools will not confirm assessment or training bookings until they receive a completed registration form accompanied by the required fee. The fees are not refundable.

TRAINING RACEHORSES UNDER A LICENCE OR PERMIT TO TRAIN

OUTLINE OF COURSE CONTENT

Module 1: Racehorse Management

HORSE HEALTH, including:

- Lameness, modern treatments and therapy
- Diagnostic testing
- Respiratory problems
- Viral conditions
- Ailments: cause, prevention and treatment

PURCHASE AND SELECTION OF BLOODSTOCK, including:

- Conformation

FEEDING AND NUTRITION

- Nutritional requirements of racehorses
- Anatomy and physiology of the digestive system
- Rationing

TRAINING AND FITNESS

- Horse behaviour
- Early training and education of the racehorse
- Fitness programmes
- Interval training

LICENSING AND RACECOURSE PROCEDURES, including:

- Licensing & Stable Inspection requirements
- Rules of Racing
- Integrity
- Racing administration
- British Horseracing Authority disciplinary procedures
- Role of National Trainers Federation
- Handicapping
- Role of the British Horseracing Authority Senior Veterinary Adviser

Module 2: Business Skills for Racehorse Trainers

TYPES OF BUSINESS including:

- Different forms of business
- Advantages and disadvantages of being a sole trader
- Business partnerships
- Private limited companies

LAW RELATING TO BUSINESS including:

- Specialist legal advisers in racing
- Basic knowledge of British legal system
- Contracts
- Liability
- Property ownership
- Legal implications of different forms of training

INSURANCE including:

- Employer's liability insurance
- Public liability insurance
- Role of specialist insurance broker

BUSINESS ADMINISTRATION including:

- Financial records
- Role of accountants
- Accounting systems
- Effect of VAT on business
- Taxation

FINANCE including:

- Role of banks and other lending institutions
- Banking services
- Lease and hire purchase agreements
- Funding for suitable premises
- Fixed and variable rates and interest rate protection
- Understand balance sheets

BUSINESS PLANNING including:

- Understand business planning
- Preparation of a business plan
- Capital expenditure and liquidity
- Annual budgets and cash flow forecasts

MARKETING

- Benefits of marketing
- Marketing plans
- Principles of acquiring and retaining owners

MEDIA SKILLS

- Dealing with the media

Module 3: Staff Management

LEADERSHIP, including:

- Leadership, the essential components
- Personal time management
- Management by objectives

EMPLOYING PEOPLE, including:

- Wage agreements
- Employment costs
- Statutory responsibilities
- Redundancy
- Maternity leave
- Disability
- Equal Opportunities
- Pensions
- Working hours
- Salaries and benefits
- Staff appraisals
- PAYE and National Insurance
- Notification of tax benefit to Inland Revenue
- Provision of P60s
- Racing Industry Accident Benefit Scheme
- NTF Employment Guide

SELECTION AND RECRUITMENT OF STAFF, including:

- Criteria for staff selection
- Preparation of advertisements for staff
- Preparation of job description
- Conducting an interview
- Requirements and implications of a contract of employment
- Rights and duties of employer and employee

HEALTH AND SAFETY, including:

- Principles of the Health and Safety at Work Act
- RIDDOR
- COSHH
- Risk assessment

STAFF TRAINING, including:

- Role and responsibilities of 1st4sport and BHA
- Training and qualification opportunities for staff
- Importance of staff development and measurement of performance
- National Vocational Qualifications in the Racing and Breeding Industry
- Apprentice and Conditional Training

BOOKING COURSES - CONTACT DETAILS

THE BRITISH RACING SCHOOL, NEWMARKET

Elizabeth Sullivan
The British Racing School
Snailwell Road
Newmarket
Suffolk
CB8 7NU

Tel: 01638 675907

Email: Elizabeth.Sullivan@brs.org.uk

THE NATIONAL HORSERACING COLLEGE, DONCASTER

Sarah Beattie
The National Horse Racing College
The Stables Rossington Hall
Doncaster
South Yorkshire
DN11 0HN

Tel: 01302 861000

Email: S.Beattie@thenhc.co.uk