



E Proficiency Certificate

PCV Assessor Marking Sheet

The E Certificate can be assessed by an assessor/coach within the Club.

Candidates must pass each section of the assessment in order to qualify for the E Certificate.

RIDER		DATE OF BIRTH	
CLUB/CENTRE		VENUE	
EXAMINER		DATE	

OVERALL RESULT		
	COMPETENT (Y/N)	COMMENT
<i>RIDER'S TOOL KIT</i>		
<i>ON THE GROUND</i>		
<i>IN THE SADDLE</i>		
<i>HORSE MANAGEMENT</i>		
<i>RESULT OVERALL</i>		

PRESENTATION		
	(YES/NO)	COMMENT
Rider in full Pony Club uniform; <i>boots must be clean, uniform clean and tidy.</i>		
Horse to be tidy; <i>no mud/sweat, saddlery clean & well fitting.</i>		
Rider on lead line (permitted)		
Punctuality, courtesy, overall impression		

RIDER'S TOOL KIT		
REQUIREMENTS (per page 5 of Syllabus)	(YES/NO)	COMMENT
Rider understands the importance of pressure-release; <i>the horse learns not by the pressure of an aid (eg, squeeze of reins) but by the release of the aid (softening of hand when horse comes to halt).</i>		
Rider knows two ways to reward the horse; <i>scratching, food, riders to know where their horse likes to be scratched</i>		
GENERAL IMPRESSION		

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ON THE GROUND (GROUND WORK)		
REQUIREMENTS (per page 5 of Syllabus)	(YES/NO)	COMMENT
Rider understands the importance of correct safety equipment for ridden and groundwork <i>correctly fitted helmet, gloves, boots, long pants, safe area, gear.</i>		
Explain why we use gloves, helmet, long pants, hair tied back <i>safety, comfort.</i>		
Correctly catch and let a horse go safely <i>approach from side towards shoulder, use voice, halter in one hand, provide treat or scratch. Lead pony into paddock and shut gate, walk a few strides to paddock and turn him back to face the gate, place lead around neck, unbuckle halter. Help may be given.</i>		
Correctly lead a horse <i>When leading, candidate to be at horses left (near) shoulder, hold lead or rein below chin with hand closest to horse, excess gathered in other hand. Help may be given.</i>		
Safely tie up a horse <i>use baling twine, tie to solid object, use quick release knot, understand safe length. Help may be given.</i>		
Demonstrate stop and go responses while leading. <i>Stop; apply pressure on lead towards the horse's chest. Go; apply pressure on the lead in a forward direction. Always release pressure as soon as horse gives correct response.</i>		
GENERAL IMPRESSION		

IN THE SADDLE (RIDDEN COMPONENT)		
REQUIREMENTS (per page 5 of Syllabus)	(YES/NO)	COMMENT
Mount and dismount correctly <i>candidate to show knowledge of how to mount ie where to stand and how to hold reins. Mounting block can be used. Helper permitted to hold horse.</i>		
Understand basics of correct position <i>arms hanging down relaxed, elbows slightly bent, feet pointing forward, relaxed legs, stirrup under ball of foot, heels level or slightly lower than toes.</i>		
Hold the reins correctly <i>wrists slightly rounded, left thumb points at right ear of horse, right thumb points to left ear. Thumbs on top.</i>		
Show good or developing rising trot <i>Neck strap or monkey grip can be used.</i>		
Stop/slow, go forward and turn the horse <i>Rider to understand aids using pressure release method. Rider to understand pulling on reins causes pain. Turning, rider to look in direction of travel, use an opening rein, release as soon as turn has occurred.</i>		

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GENERAL IMPRESSION		
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HORSE MANAGEMENT		
REQUIREMENTS (per page 5 of Syllabus)	(YES/NO)	COMMENT
Know the 9 parts of the horse <i>Mane, Wither, Ears, Forelock, Forehead, Nostril, Knee, Fetlock, Flank.</i>		
Know at least four horse colours: <i>Bay, brown, grey, chestnut.</i>		
Know at least three horse markings <i>Star, Blaze, Sock.</i>		
Know basic grooming tools and how to use them <i>Dandy brush, body brush, rubber curry comb, plastic curry comb, hoof pick.</i>		
Understand the five needs for horses to be healthy <i>access to roughage inc grass, water, safe fencing, friends, shelter.</i>		
Know how to wipe the mud or dust off the saddle and bridle and clean the bit <i>candidate to be able to wipe the mud or dust off the saddle and bridle and understand the importance of having a clean bit.</i>		
Know the 6 items of saddlery <i>Bridle, bit, reins, saddle, girth, stirrups.</i>		
GENERAL IMPRESSION Candidate's safety, knowledge and proficiency)		

ASSESSMENT DETAILS	
EXAMINER (PRINT NAME)	
EXAMINER (SIGNATURE)	

NEXT:

- This sheet is to be handed in to the Club Secretary and will be given to the candidate in due course.
- The results are to be filled in on the separate PCA Summary Assessment Report (download from <https://ponyclubaustralia.com.au/certificate-assessments/>) and emailed to State Office membership@ponyclubvic.org.au and Pony Club Australia info@ponyclubaustralia.com.au (Put 'Certificate Assessments' in the Subject)
- Pony Club Australia certificates and disks are available from the Pony Club Victoria Shop <https://pony-club-victoria.myshopify.com/>