



## Commonly asked questions

Below are a few of the most frequently asked questions about being involved with EquineSkillsCV's.

**Q. How much does it cost me?**

**A.** It costs you nothing. Each workbook will cost your grooms £25.00 to purchase. Some employers will choose to purchase the workbooks for their staff to motivate them and to encourage them to gain new skills, but this is up to you.

**Q. Where can I find out what skills are listed in each level?**

**A.** Visit [www.britishgrooms.org.uk](http://www.britishgrooms.org.uk) and you will be able to see all the skills that make up the **Foundation**, **Intermediate**, **Advanced** and **Elite** workbooks.

**Q. How will the ESCV be quality assured?**

**A.** The ESCV is not a qualification and so does not require independent assessment by someone who is not known by the groom. We were advised very early on in the development of the ESCV that it should be employers, or elite grooms, who sign off a groom when they can perform at the level described in the skills statements. In this way, the quality is 'self regulating' as endorser's are acting in good faith, upon their good reputation and experience, to ensure that the process has credibility.

**Q. How can the ESCV manage to be of use to grooms from all disciplines?**

**A.** Within each level there are skill statements that are mandatory and then some extra ones where the groom has a choice. This has enabled the ESCV to simply recognise the different levels of skill and experience achieved whilst on the job.

**Q. Will I be checked up on or will anyone need to visit my business?**

**A.** To maintain high standards, the BGA might contact you at some point to discover how the ESCV is working for you and how we can improve. As the ESCV is not a qualification there is no requirement for outsider verification.

**Q. How often should I check my staffs' workbook progress?**

**A.** Regular 'appraisals' with your staff are good business practice and can lead to a good working relationship with your staff. These can occur on a 3-6 monthly basis and can be simply done during a tea break; however it is recommended that they are more beneficial when done on a 1-1 basis.

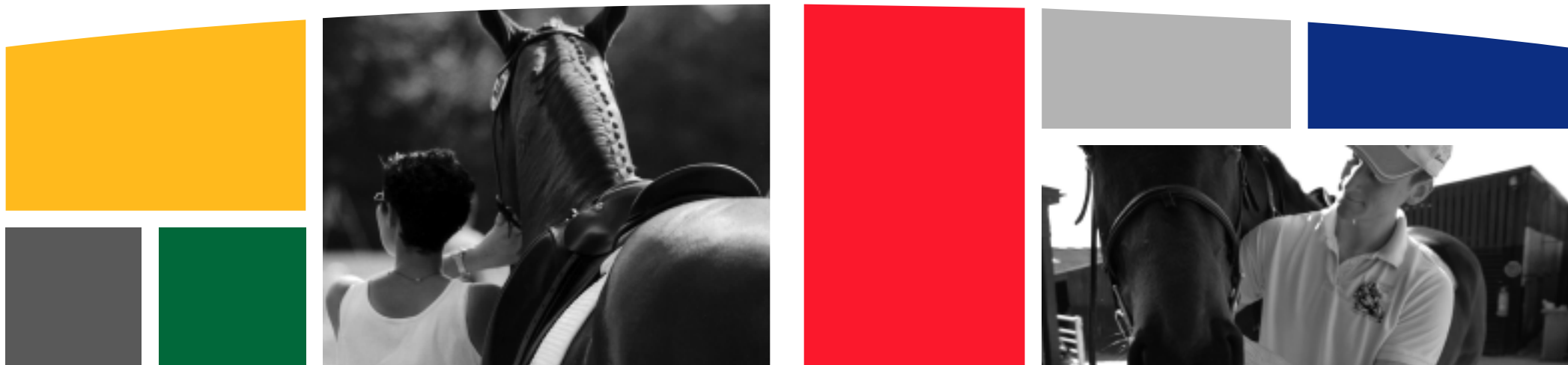
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# EquineSkillsCV

Endorser's Guide to how it works





# Welcome to the EquineSkillsCV Endorser's Guide

This has been written to help guide you through how the EquineSkillsCV scheme works for you and your employees.

## How does it work?

Skill statements are based upon recognised standards and describe what your groom has to know, understand and be able to do on the job in order to achieve ESCV recognition. The skills statements are presented in a workbook that your groom will have purchased.

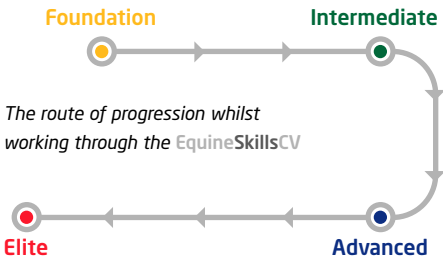
Your groom can compare their own abilities against the skills statements and it is recommended that they review this with you on a regular basis. This will enable you to identify the strengths and weakness of your staff's skills, helping you to focus on developing their experience in the areas that you need. When they feel ready, your groom can ask you, as the endorser, to sign off the skills statements when they have proved that they can perform tasks to the level described.



Skills level workbook sheets from the EquineSkillsCV

As the skills get signed off, your grooms can build up a comprehensive record of their achievements. Once all of the skills statements within a level have been confirmed by you, the groom needs to return the completion slip and they will then receive a Record of Achievement for the job level that they have reached.

The workbooks provide a clear route for career progression, and identify which skills are needed to achieve a level and the next level. Knowing what is possible can be highly motivating and can increase the aspiration of your groom and raise their potential to acquire new skills or further experience.



The route of progression whilst working through the EquineSkillsCV

Using the workbook you can, with your groom, assess their development on a regular basis and identify any gaps in skills or experience and any necessary training needs can be worked on, to the benefit of all.



Next level workbook sheet, highlighting the required skills for completing next level of the EquineSkillsCV

In addition, the skills statements in the workbook can be a useful aid when compiling job adverts, job roles or descriptions and contracts of employment.