

# YARD DUTIES INFORMATION & CONTRACT 2024-25



The Craven College Equine Yard houses horses on loan to the College and horses on livery who are owned by members of the public. In total, there are 22 stables, and we are currently at capacity. Horses require care 7 days a week and therefore, in line with industry practice, there is the expectation that equine students complete yard duties outside of the timetabled week. This is common practice among equine colleges and ensures that we are imparting positive skills, knowledge and behaviours required for success in the equine industry.

To pass the Level 2 & Level 3 Horse Management courses, students must complete yard duties. 75 of these hours can contribute towards the 150 hours of work experience required to complete your qualification.

Students will have the opportunity to select a weekend day which is most suitable for them. However, it should be noted that yard duties are not limited to the weekend, they also take place over half terms and Easter holidays (excluding bank holidays). The rota is created on a termly basis, this will be distributed to students via Teams with a printed version being visible to all students on the equine yard. This will also be sent to parents and carers via email.

On average, students are normally allocated one yard duty (full day) every 4 weeks. However, this is dependent upon horse and student numbers.

### **Expectations of students:**

- You must attend all scheduled yard duties
- You are responsible for looking at the rota to see what days you are on yard duties
- If there are any extenuating circumstances which means you cannot attend, you are to inform the Yard Technician on duty via the yard phone on 07725 676 946 by 7:30am on the morning of your yard duty. If there is no answer, you must leave a voicemail or text message with a reason as to why you cannot attend
- Once you have looked at the rota, if you cannot attend a scheduled yard duty, in the first instance, you must organise to swap with another student, this must be done via Teams message with Becky Rodgers (Yard Technician responsible for yard duties) copied in. If you are unable to find anyone to swap with, you must approach staff member, Becky Rodgers to find an alternative solution giving plenty of time to do so
- You must attend for full days (8:30am - 4:30pm)
- Once you have completed 75 hours of work experience on the College yard, you must still attend all scheduled duties
- You are to uphold the behavioural and professional expectations of a Craven College student whilst completing yard duties
- We pride ourselves on providing the best standards of care for all of our horses, of course, including the livery horses owned by paying members of the public. You are expected to uphold these standards whilst partaking in all yard duties

Failure to follow any of these expectations may result in disciplinary procedures in line with the College disciplinary process. Please be aware that this could lead to exclusion from the course. Furthermore, failure to provide a valid reason for non-attendance to yard duties will result in you being removed from the ride list for the following week. Ultimately, non-attendance to yard duties will affect your ability to pass the equine qualification.

## Yard Duty Contract:

I, (full name) .....have read, understood and agree to comply with the above expectations and if I do not meet these expectations, I understand the consequences.

### ***Students:***

Signature.....

Date.....

### ***Parent/Guardian:***

Signature.....

Date.....

Below, please make a request for a chosen weekend day so that you may be placed on the rota accordingly.

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# **Enriching lives through learning**

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