

PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC



**QUICK**  
**REFERENCE**  
**GUIDE**

for

**C\* & K**  
**PONY CLUB**  
**CERTIFICATES**



## INTRODUCTION

The C\* is an alternative Certificate to the K Certificate which bridges the gap between C and B Certificates. The purpose of both is to provide an incentive for members, having gained their C, to continue to strive in Pony Club to improve their skills and knowledge, and to have fun while doing it.

The minimum age for C\* and K examination is 14 years. The pre-requisites are the D and C Efficiency Certificates.

Remember, the riders are in their early teenage years and need individual care and assistance in order to achieve success and then aim for B Certificate status or the Bronze, Silver and Gold endorsements.

Candidates who are unable or do not wish to cover Lungeing and/or Jumping should be encouraged to apply for the K Certificate.

The C\* and K Certificate requirements need to be worked together in Clubs and Zones to facilitate activity in an interim test between the C and B standards.

Both groups will complement one another as equine knowledge and training is shared at Club and Zone level. The Club and Zone C\*/K Co-ordinators are the candidates's mentor to achieving success at these levels.

Worksheet files for both C\* and K are available from the PCAWA office and are used to record a candidate's progress and work achievements at these levels.

The PCAV Workbooks for both C\* and K provide good research material, while the standards and general information for both of these Certificates can be found in the PCA `Syllabus of Instruction – Efficiency Standards`.

Since the introduction of the new Pony Club Australia `Syllabus of Instruction -Efficiency Standards`, C\* candidates are now required to submit a file, complete with worksheets, prior to their practical examination. This has always been, and still is, normal procedure for all K candidates.

The compulsory presentation of files is designed to facilitate examining and relieve pressure on the candidate on the day of the practical test.

Please consider the fact that three rallies per year is not sufficient to cover the requirements for the C\* and K Efficiency standards.

All Coaches (Club and visiting) need to be given a copy of the C\* and K Syllabus requirements. A PCAWA candidate Record Card should be held by the Club Chief Coach Co-ordinator in order to track areas that have not been covered by prospective candidates in order to facilitate them being well prepared for their Assessment, Written and Practical tests.

Workbook guidelines are available for K and C\* Certificates. Guidelines are also available for those who have completed their K Certificate workbook and wish to add to it for their C\* Certificate. Certificate worksheets are available from the State Office.

One point of interest for people to consider is the fact that Pony Club members 16 years and over must hold their C\* or K Efficiency Certificate, as a minimum standard, if they wish to be selected in a State team.

Zones and Clubs are encouraged to contact the Coaching Panel or State C\*/K Co-ordinators to advise them of the progress for probable future examinations. Arranging these exams can be a lengthy and time consuming process and it is important for candidates to be well prepared and confident of their equestrian ability at this efficiency standard. Examiners are often in short supply, so **preparation is most important.**

Please contact the State C\*/K Co-ordinators or Coaching Panel if unsure of anything and feel that you need assistance and guidance.

We would like to take this opportunity to thank all Zone Assistants, Zone C\*/K Co-ordinators and Club C\*/K Co-ordinators for accepting these positions in your Club and Zone. Without you the coaching and assessing of Pony Club riders for Efficiency Certificates would become difficult to implement. It is also good to remember that many of the world's Olympic competitors commenced their equestrian careers in Pony Club.

Jan Campbell & Rhonda Kobulniczky  
State C\*/K Co-ordinators

## **STEPS TO FOLLOW (in order) FOR C\* & K ACCREDITATION**

1. The candidates need to be aware of the work outlined in the 'Syllabus of Instruction'.
2. Candidates need to be assessed by recognised horse people/coaches (visiting or within a Zone) for competency in ***all practical and written*** areas. At the completion of assessment, weak areas should be outlined to the candidate in order to facilitate improvement (refer to Assessment sheet).
3. The Zone C\*/K Co-ordinator then notifies the State C\*/K Co-ordinator or State Coaching Panel of the intended candidates for the current year.
4. Candidates need to complete an Application form and send it in to their respective Zone.
5. The Zone C\*/K Co-ordinator arranges the date of the practical test, venue and names of examiners and dually notifies the State Coaching Panel of these arrangements.
6. Zone C\*/K Co-ordinators advise the date, venue and supervisor for the written paper to the State C\*/K Co-ordinator. Worksheets and files should be handed in with the completed written paper.

## **POINTS TO NOTE:**

- A minimum of 3 weeks notice is required between the date for the written paper and the practical.
- Supplementary testing must be completed within a minimum of 3 months and a maximum of 2 years from the date of the original examination.
- It is recommended that a Lungeing Workshop/Seminar be completed by the candidates before an Application form is sent.
- PCAWA grants are available for Lungeing Workshop/Seminars if required.
- One to three candidates will require a minimum of two examiners.
- Four to six candidates will require three to four examiners.
- Clubs or Zones with few candidates will need to combine to cover costs.
- Application can be made to DSR Regional office for grants to cover exam costs.

## C\* FILE

The new PCAWA file has been prepared to help candidates present their progress through this Efficiency Certificate, and will assist them if they decide to work towards their K or B Certificate.

The file consists of the following parts:

- Introduction:
- \* Application form for C\* examination.
  - \* Candidate details – can be expanded to show candidate's Pony Club experience, horses used etc. Add extra pages and photos to show this experience.
  - \* Please make sure that the date and name of assessor is added to page two.
- Part One:
- \* Copy of the C\* Syllabus and Guidelines for the examination.
  - \* Candidates should highlight or comment on any of the recommended books.
- Part Two:
- \* The Lungeing Assessment sheet – to be completed before the Practical test.
  - \* The Work Sheet File Checklist (see page 5).
  - \* The Marking sheets for the Practical exam.
- Part Three:
- \* The Worksheets for the Riding, Jumping and Lungeing – aim for at least one Pony Club year to show the sequence of knowledge and skills acquired.
  - \* Horse Care – candidates to show as much personal experience as possible in this section, as well as their knowledge from other sources.
  - \* Horse Handling sheets (not included) – candidates could keep a separate page or show details in the Worksheet Checklist.
- Part Four:
- \* Service to Pony Club – a very important section and could include more pages when necessary.

Remember the purpose of the C\* file is to assist candidates on the Practical test day. They should ask Instructors for assistance, where necessary, to complete the required worksheets and aim to set aside some time each month to check the progress of the file. As stated earlier, files should be handed in when candidates sit for their written paper, and will be returned to the candidate at the completion of the Practical test.



## **C\* GUIDELINES**

Candidates should be:

- Developing a correct and more effective seat, independent of the hands and reins when viewed from the front, back and side.
- Riding the horse/pony into a light, steady and even contact, working towards accepting the bridle (*this does not mean 'on the bit'*).
- Able to demonstrate active riding skills at a fast pace.
- Developing feel through the seat, and should not have to look when checking diagonals and the leading leg.
- Well established in the forward jumping position with a steady leg position and correct rein contact.

## **K GUIDELINES**

The K is designed for the active rider, and covers many equestrian aspects not included in other Certificates. The K comprises a compulsory section and a wide variety of optional subjects.

Objectives of the K Certificate are:

- To widen the candidate's experience in various aspects of horsemastership.
- To become an active, efficient rider who is thoughtful for the horse.
- To improve skills in horsemastership, and other horse related activities.

The K test is conducted in six sections:

1. Written paper – to be passed prior to practical testing.
2. Presentation of horse and rider.
3. Compulsory riding.
4. Horsemastership and general knowledge.
5. Practical tests.
6. Optional subjects not already examined.

A pass must be gained in all sections, even if some supplementary work is necessary.

## **ASSESSMENT & EXAMINATION**

C\* and K candidates must be assessed prior to submitting the Application for Examination (located in the Worksheet files) by appropriate coaches, presenters or knowledgeable equine people who are not their usual Club instructors. This is done in order to verify that the candidates have reached the required Certificate standard and are ready to be tested.

The examination for both C\* and K is organised by the Zone/Club C\* & K Co-ordinators, who notify the date, venue and examiners to the State C\* & K Co-ordinators or the State Coaching Panel.

The examination format for K is covered in the Syllabus pages 20 to 22. The examination format for C\* is covered in the Syllabus pages 33 to 36.

## **COMPETENCY BASED ASSESSMENT**

Under the Technical Criteria, the candidate must be deemed to be competent in each item of the Syllabus (rather than each section). The reason for this is that the examiner is signing a Certificate at the end of testing to say that the candidate is competent to do everything in the Syllabus for that Certificate. Certificates must not be signed unless the candidate is indeed competent.

Some people have misunderstood this and assumed that this means the candidate is required to be 'perfect'. There is a considerable difference between 'competent' and 'perfect'. To explain this in a non-horsey way, consider the following: You are doing a driver's licence test. In a driving test, the candidate is required to be competent in each item. They will not pass if they cannot do 'reverse parallel parking' – it does not matter how good they are at the rest of the skills – they must be competent in all skills.

In this example, 'competent' would be to reverse parallel park the car between the two sticks, and the candidate would probably be given at least two attempts to achieve this, and would have to finish no more than a certain distance from the kerb. If the candidate was required to be 'perfect', they would have to achieve this on the first attempt, finish exactly half way between the two sticks, and finish an exact distance from the kerb.

Candidates will be given two attempts for each syllabus item on the day. If the candidate does not successfully complete the task with two attempts, supplementary testing at a later date will be required.

## **WRITTEN PAPERS**

A Written paper has to be passed (pass mark 65%) at least three weeks prior to the Practical test. The Worksheet files are handed in with the completed Written paper.

The K and C\* Certificate notes have been developed to help candidates prepare for testing. Most of the questions in the written papers will be based on these notes. It is important to realise that the notes in this booklet are the 'usual' or 'most likely' answers and may not be the only acceptable answers. Candidates should be encouraged, where possible, to give the most common answers to the questions they are presented with, and the most important aspects first – for example, worms and sand are the most important causes of colic and should be listed first.

Candidates may have as much time as they need to complete the written paper. No reference materials are permitted during the examination as written papers are not deemed to be an 'open book' test.

If a candidate has difficulty expressing themselves in writing, it is important that the examiner is notified of this. In cases of serious difficulties, it is permissible for questions to be answered orally, to use a tape recorder, or for an adult to write the answers as directed by the candidate. If an adult writer is used, where possible the writer should not be a horse person.

## **HORSE HANDLING, HORSE CARE & GENERAL KNOWLEDGE**

The topics and details of the required standard are the same for each Certificate level (see Syllabus pages 22 to 27).

## **LUNGEING**

This skill is not a Compulsory topic in the K, but is now an optional one that can be chosen in Section B if desired. Lungeing is, however, a separate part of the examination format for C\* & is therefore compulsory.

The requirements are outlined on page 36 of the Syllabus, together with the Standard necessary for a pass. It is recommended that candidates attend a Lungeing Seminar/Workshop before being assessed (refer to sheet in file).

Note: PCAWA does not allow a lungeing roller to be used as stated in the Syllabus. Candidates are required to use a saddle in order to demonstrate the correct fit of gear.

## NOTES