



THE SOCIETY OF MASTER SADDLERS

Candidate's Handbook

**Flocking and Flocking Adjustment
Qualification**

August 2011

The tests described in this booklet form the assessments for the requirement of upgrading to Individual Master Saddler membership of The Society of Master Saddlers.

This system has been developed by: **The Society of Master Saddlers (UK) Ltd**

Certificate in Flocking and Flocking Adjustment

1 Introduction

These tests are designed to assess the ability of candidates in saddlery craft skills at an **advanced** level. It is anticipated that they will be used by Qualified Saddlers completing a course of training at a training centre or by those currently employed in the trade and seeking recognition of their abilities.

2 Skill areas

The skill areas identified by practising saddlers for assessment at this level are classified as:

- Re flocking saddle panels
- Carrying out adjustment to flocking in saddle panels

Test schedules have been developed in each of these areas to allow candidates to demonstrate their craft skills in a number of areas, such as flocking, removing panels, re lacing in panels, carrying out panel alteration at an **advanced** level

3 Course of instruction

There is no requirement for candidates to have taken part in any specific course of instruction prior to entry for the assessments. It is however unlikely that a candidate will be successful without specific training. This training may be formal or informal, work or training centre based.

Centres involved in the training of candidates should take careful note of the criteria for marking the test pieces as these give an unambiguous definition of the standard expected.

4 Assessment/certification

There are two components of the assessment. These consist of a short written knowledge test and two practical skills tests. The practical skills tests consist of work done at the assessment centre only.

Candidates must be successful in both the written and practical components to receive a certificate, awarded by The Society of Master Saddlers'.

Candidates unsuccessful in a written test, who have achieved the required standard in the practical test, may re-sit the written test only at a later date. Candidates who have passed the written test but are unsuccessful in a practical part are required to re-sit the practical section only. A pass in any area will be 'banked' and will remain valid for 12 months. If a successful re-sit of the failed component(s) is not achieved within 12 months the whole assessment must be re-done.

CANDIDATE INSTRUCTIONS

SADDLERY ASSESSMENT

SADDLE FLOCKING AND FLOCKING ADJUSTMENT

- 1 You should forward your Application Form and assessment fee to the Scheme Administrator who will allocate you to an assessment at an Assessment Centre. Cheques should be made payable to Society of Master Saddlers UK Ltd and sent to the Society at Green Lane Farm, Stonham, Stowmarket, Suffolk, IP14 5DS.
- 2 You must take a basic tool kit to the assessment centre.
- 3 The practical assessment requires you to RE-FLOCK A SADDLE PANEL AND TO CARRY OUT FLOCKING ADJUSTMENTS TO A SADDLE PANEL as requested by the examiner.
- 4 You will be required to sit two separate assessments because of the many and various skills not visible when assessing the finished saddle panel which in practice do affect both the safety and welfare of the horse and rider. These cannot easily be assessed after completion; it is therefore vital that assessment takes place through the specified stages of assembly.
 - (a) Bring to the centre a used saddle with the panel removed and which has had all of the flocking removed. At the assessment centre you must completely re-flock the panel and re-fit the panel into the saddle. You should also check the condition of the whole saddle so that on completion of the test it is fit for purpose and ready to be fitted and used.
 - (b) Your assessor will have brought to the centre a used saddle that needs some flocking adjustments before re-fitting to the horse. They will give you specific instructions as to the requirements necessary. For example you may be asked to add a little flocking behind the points or to add a little flocking through the entire panel. You may ask as many questions as necessary but the finished job must meet the instructions that you were given. Being able to work to a saddle fitter's instruction is seen as an important part of this assessment. Note: It is up to you to decide whether to remove the panel from the saddle or to make adjustments with the panel in place. The important factor is the finished result and assessors will not mark you on your chosen method to carry out the adjustment. You should also look at the overall condition of the saddle and point out any faults or repairs you feel are necessary. (See assessment criteria) Present the finished saddles to the assessor for marking.
- 5 You should bring to the assessment centre all materials needed to complete the assessments.
- 6 It is important that you adhere strictly to the specification provided, using the most appropriate materials, fit for the purpose for which the item is made. It is your responsibility to ensure (taking advice if you wish) that the materials used are of merchantable quality.
- 7 At the Assessment Centre you will be required to undertake a written assessment. This assessment will consist of 15 questions which must be completed within 45 minutes and will require knowledge of saddles, horse's conformation, materials, processes and products. In order to be awarded a certificate, you will be required to

achieve 70% or more correct answers for the written assessment in addition to a satisfactory standard in all aspects of the practical assessment.

- 8 During the assessment, you will be observed to ensure that you are working safely.
- 9 Both assessments must be completed in **not more than 4 hours**. Note that the time limit will be strictly enforced and previous experience is necessary to complete this within the time limit and to the standard required.
- 10 An appeals procedure exists for those who consider that they have been unfairly assessed. In such a case, the items in question must be left with the Centre Coordinator, who will inform you of the procedure to be followed. Appeals must be submitted before you leave the Assessment Centre.
- 11 Each of the following elements of your work will be assessed, as applicable:
 - a) Overall Product Quality
 - b) Flocking
 - c) Flocking Adjustment
 - d) Stitching
 - e) Finishing
 - f) Working Practice

To pass the assessment, you must successfully demonstrate your ability to meet the requirements within each element assessed.

12. Knowledge requirements. You should know the names and uses of the different tools you will be using to produce the items of saddlery you are asked to make. You should know the properties and characteristics of the materials you are using and the fittings required to make these items and the reasons for using particular materials for the various parts of the saddle. You should be conversant with the names of the parts of the items being worked on and the function of each part. You should be able to explain the reasons for carrying out each separate part of the procedure adopted to adjust the items and you should be able to explain the reason for any design features in the finished products. Your instructor should be satisfied that you have a sound knowledge of the outline of the history of the use of different saddles and are aware of current developments in design and riders' requirements.

SADDLE PANEL - REFLOCKING

SPECIFICATIONS FOR THE PANEL TO BE COMPLETELY RE-FLOCKED

Note: The candidate must bring with them a saddle to this specification.

The saddle should not be new but should be in good condition and suitable for use.

Tree:	The tree may be a rigid tree or a spring tree. It is preferable to use a wooden saddle tree stamped BS 6635 2003. If you are unable to obtain a tree marked BS 6635 2003, please ask advice from the Scheme Administrator or the Centre Coordinator.
Seat:	Pigskin or hide seat.
Skirts:	Solid or covered skirts.
Flaps:	Solid or covered flaps (preferably with knee insets).
Girth Straps:	N/A.
Flexible points	The saddle should have flexible points

Panel.

All leather and flocked.

Preferably with knee rolls.

Preferably with gussets at front and/or back but not essential.

Sweat flap may be solid or inset.

ASSESSMENT

SADDLE PANEL REFLOCKING

Assessment Centre: _____ Date: _____

Candidate Name: _____

Candidate Number: _____

(a) **Saddle**

The saddle is in good condition and fit for purpose. _____

Skirts and seat are symmetrical. _____

Flaps are fitted symmetrically. _____

Girth straps are fit for purpose _____

Girth straps are made correctly. _____

Girth straps are fitted securely. _____

The tree is sound _____

Flexible points are in good condition _____

(b) **Panel**

Lacing on back of panel is secure and correct. _____

Panel is stitched into saddle correctly. _____

Point pockets are attached securely. _____

Bearing area is sufficient. _____

Channel width is sufficient. _____

Panel is not over flocked _____

Panel is not under flocked _____

Panel is symmetrical _____

Panel is fitted symmetrically into the saddle. _____

(c) **Flocking**

Flocking is suitable for purpose _____

Flocking is smooth. _____

Flocking is even. _____

Flocking is supportive (not too soft or hard) _____

- (e) **Stitching**
- Correct weight of thread is used. _____
- Stitching is straight and even. _____
- Stitching is the correct tension. _____
- First and final stitches are secure. _____
- Stitching is neat and clean. _____
- (g) **Finishing**
- Finished item is neat and clean _____
- (h) **Overall Product Quality**
- The correct type and quality of material is appropriately used throughout. _____
- The saddle is of merchantable quality and is safe and fit for its purpose. _____
- The saddle conforms to the specification. _____
- The materials and thread are of the correct type and quality. _____

IN ORDER TO PASS THIS ASSESSMENT THE CANDIDATE MUST RECEIVE TICKS FOR ALL POINTS.

Result: PASS/FAIL _____

Name of Assessor 1: _____ Signature: _____

Name of Assessor 2: _____ Signature: _____

Other Assessors (if applicable) _____ Signature _____

Comments:

ASSESSMENT

SADDLE PANEL FLOCKING ADJUSTMENT

Note: The Assessor will provide a saddle to this specification.

The saddle should not be new but should be in good condition and suitable for use.

Tree:	The tree may be a rigid tree or a spring tree. It is preferable to use a wooden saddle tree stamped BS 6635 2003. If you are unable to obtain a tree marked BS 6635 2003, please ask advice from the Scheme Administrator or the Centre Coordinator.
Seat:	Pigskin or hide seat.
Skirts:	Solid or covered skirts.
Flaps:	Solid or covered flaps (preferably with knee insets).
Girth Straps:	N/A.
Flexible points	The saddle should have flexible points

Panel.

All leather and flocked.

Knee Rolls.

Preferably with gussets at front and/or back but not essential.

Sweat flap may be solid or inset.

ASSESSMENT

SADDLE PANEL FLOCKING ADJUSTMENT

Assessment Centre: _____ Date: _____

Candidate Name: _____

Candidate Number: _____

(a) **Saddle**

The saddle is in good condition and fit for purpose. _____

Skirts and seat are symmetrical. _____

Flaps are fitted symmetrically. _____

Girth straps are fit for purpose _____

Girth straps are made correctly. _____

Girth straps are fitted securely. _____

The tree is sound _____

Flexible points are in good condition _____

(b) **Panel**

Lacing on back of panel is secure and correct. _____

Panel is stitched into saddle correctly. _____

Point pockets are attached securely. _____

Bearing area is sufficient. _____

Channel width is sufficient. _____

Panel is not over flocked _____

Panel is not under flocked _____

Panel is symmetrical _____

Panel is fitted symmetrically into the saddle. _____

c) **Flocking**

Flocking is suitable for purpose _____

Flocking is smooth. _____

Flocking is even. _____

Flocking is supportive (not too soft or hard) _____

The original flocking was not disturbed _____

The flocking adjustment meets the specification given to the candidate _____

- (e) **Stitching**
- Correct weight of thread is used. _____
- Stitching is straight and even. _____
- Stitching is the correct tension. _____
- First and final stitches are secure. _____
- Stitching is neat and clean. _____
- (g) **Finishing**
- Finished item is neat and clean _____
- (h) **Overall Product Quality**
- The correct type and quality of material is appropriately used throughout. _____
- The saddle is of merchantable quality and is safe and fit for its purpose. _____
- The saddle conforms to the specification. _____
- The materials and thread are of the correct type and quality. _____

IN ORDER TO PASS THIS ASSESSMENT THE CANDIDATE MUST RECEIVE TICKS FOR ALL POINTS.

Result: PASS/FAIL _____

Name of Assessor 1: _____ Signature: _____

Name of Assessor 2: _____ Signature: _____

Other Assessors (if applicable) _____ Signature _____

Comments: