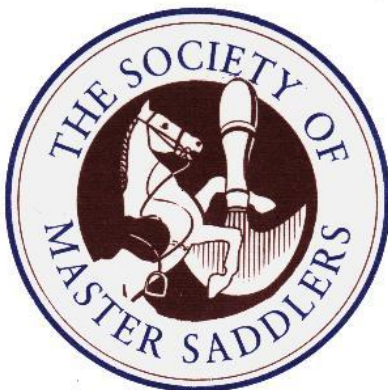


Certificate in Flocking and Flocking Adjustment (4751-13)

(in association with The Society of Master Saddlers)

March 2019 Version 1.0

Qualification Handbook



Qualification at a glance

Subject area	Flocking and flocking adjustments
City & Guilds number	4751
Age group approved	16+
Entry requirements	None
Assessment	Practical observation
Support materials	Centre handbook Assessment pack Candidate Assessment Guidance
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level

Certificate in Flocking and Flocking Adjustment

City & Guilds number

4751-13

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1 Introduction

The Society of Master Saddlers is a professional body whose aims are to promote and safeguard the training, qualifications and standard of work of craft saddlers, saddlery manufacturers, saddlery retailers and bridle and saddle fitters.

This document tells you what The Society will do to deliver the qualification

Area	Description
Who is the qualification for?	<p>The qualification is suitable for Society of Master Saddlers' members and their employees and others wishing to have their saddle flocking skills recognised.</p> <p>This qualification is designed for candidates who</p> <ul style="list-style-type: none">• wish to formalise their saddle flocking knowledge and experience• wish for career progression within the sector, to upgrade to Master Saddler or Master Saddle Fitter• wish to take the Society's Certificate in Saddle Fitting• wish to develop the skills learnt from other Society courses
What does the qualification cover?	<p>The qualification covers the following areas</p> <ul style="list-style-type: none">• Reflock saddle panels using appropriate tools and equipment• Make flocking adjustments to saddle panels using appropriate tools and equipment
What opportunities for progression are there?	<p>On completion of this qualification candidates may progress to other Society qualifications and potentially achieve membership status. Achievement of the qualification is also required for those upgrading within Society membership to Master Saddler and Master Saddle Fitter.</p>
Who did we develop the qualification with?	<p>The qualification was developed jointly with The Society of Master Saddlers</p>

Structure

To achieve the **Certificate in Flocking and Flocking Adjustment** learners must achieve the mandatory unit (405)

Unit number	Unit title
405	Saddle flocking and flocking adjustments

2 Centre requirements

Approval

The Centre approved by City & Guilds to deliver this qualification is The Society of Master Saddlers (UK) Ltd

Quality assurance

Standardisation and rigorous quality assurance are maintained by the use of:

- Centre devised and centre assessed practical and written examinations assessed by The Society of Master Saddlers examiners

Quality assurance includes initial centre approval, qualification approval, the centre's own procedures for monitoring quality and City & Guilds ongoing monitoring by an External Quality Assurer (EQA). Details of City & Guilds criteria and procedures, including roles of centre staff and External Quality Assurer (EQA) can be found in *The City & Guilds Centre Manual* and *The Quality Assurance Requirements*. Both documents can be found on the City & Guilds website www.cityandguilds.com

The External Quality Assurer (EQA) will judge that assessors and Internal Quality Assurers meet the above criteria during the qualification approval process or subsequent update.

Appeals and equal opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, the centre may then refer to the City & Guilds for advice. All appeals must be clearly documented by the Centre Manager and made available to the City & Guilds External Quality Assurer (EQA) if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the External Quality Assurance process, they should contact City & Guilds

Access to the qualification is open to all who are suitably experienced in saddle flocking. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. The regulators require City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or Internal Quality Assurer, but cannot internally quality assure their own assessments.

Learner entry requirements

Those wishing to attend the course which leads to assessment for the Certificate in Flocking and Flocking Adjustment must fulfil the following criteria:

- Have relevant experience within the sector and a good knowledge of saddle types and panel design

3 Delivering the qualification

Initial assessment and induction

Each learner will be required to provide an evaluation of their skills and knowledge before the start of their programme to identify:

- any specific personal training or development needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification

Registration and Certification

For the award of a certificate, candidates must successfully complete the practical assessment for unit 405

- Candidates must be registered at the beginning of their course. The centre should submit registrations using Walled Garden, under scheme/complex no 4751-13.
- When assessments have been successfully completed, candidate results should be submitted on Walled Garden (Results submission).
- Candidates achieving unit 405 will be issued a certificate.

4 Assessment

Time constraints

Learners must undertake a

- practical assessment

Registration for this qualification is valid for three years and candidates must achieve the assessment within the three year registration period.

For this qualification, candidates must achieve mandatory unit 405 in order to achieve a full certificate. Candidates who fail the assessment, will be required to re-sit the unit.

Unit No.	Title	Assessment Method	Where to obtain assessment materials
405	Saddle flocking and flocking adjustments	Practical assessment	www.cityand guilds.com

Summary of assessment methods

This qualification is internally assessed and externally quality assured. Assessment processes include

- practical assessment for unit 405

together with:

- evidence of the way the learner carried out the activities, such as assessor observations and supplementary questioning

Additional assessment methods or evidence sources

In addition to observation, assessors should identify an appropriate mix of other assessment methods from the list below, to ensure that all the indicative content is sufficiently evidenced to allow them to ensure the consistency of the learner's practice for each unit.

- **Questions** asked by assessors and answered by learners to supplement evidence generated by observations and any other evidence type used. Assessors may be able to infer some knowledge and understanding from observing learner practice. They may ask questions to confirm understanding and/or cover any outstanding areas. Questions may be asked orally or in writing but in both cases, the questions and candidate responses must be recorded in the relevant section of the assessment pack.

5 Units

Aim:	This unit concerns the knowledge and practical skills related to saddle flocking and flocking adjustments. Candidates must understand and be able to use tools and materials required for the processes. They must be able to flock and make adjustments to saddles whilst working safely throughout
Assessment:	Practical observation and supplementary questions

Learning outcome:

The learner will:

1. Understand the principles of saddle design, flocking and adjustments

Assessment criteria

- 1.1 Identify **tools and equipment** used in saddle flocking
- 1.2 Name the different **materials** that are used to manufacture **saddle panels**
- 1.3 Describe the **reasons** for selection of **materials**
- 1.4 Explain the **component parts** of different **types of saddles**
- 1.5 Describe saddle and panel **design features** of finished products

Range:**1.1 Tools and equipment**

Flocking iron, de-flocking iron, masher, straight and curved stitching awls, seat awl, pliers, hand knife, needles

1.2 Materials

Flock types, leathers, serge, synthetics, foam, felt, webbings, thread types

1.2 Saddle panels

Full panel, standard flocked panel with solid sweat flaps, drop, continental, close contact

1.3 Reasons

Compatibility with existing material, strength, durability, appearance, ability to mould to the required shape

1.3 Materials

Flock types, leathers, serge, synthetics, foam, felt, webbings, thread types

1.4 Component parts

Tree, flaps (including knee pads), skirt, seat, fore piece, panel (including knee blocks, sweat flaps and gussets), girth straps

1.4 Types of saddles

General purpose, dressage, jumping, event, polo, endurance, showing, cross country

1.5 Design features

Skirts, seat design, flap length and design, knee pads, fore piece, panel design, knee blocks, point pockets, sweat flaps, gussets, length of girth straps, balance and point straps, position of stirrup bar

Learning outcome

The learner will:

2. Be able to work safely when flocking

Assessment criteria

- 2.1 Maintain safe positioning in regard to others
- 2.2 Maintain a clean and tidy working surface
- 2.3 Provide a suitable surface on the work bench to protect the saddle
- 2.4 Use equipment and materials in accordance with manufacturers' instructions and any organisational training
- 2.5 Maintain **health and safety standards** throughout
- 2.6 Maintain tools in good condition
- 2.7 Store tools safely

Range:

2.5 Health and safety standards

PPE, correct lifting and handling methods, maintain security of work area

Learning outcome

The learner will:

3. Be able to carry out a full reflock of a saddle

Assessment criteria

- 3.1 Ensure the saddle used for flocking conforms to the **required specification**
- 3.2 Assess the overall **condition** of the saddle
- 3.3 Carry out safety checks to identify **faults** on the following component parts to ensure that the saddle is fit for purpose prior to flocking
 - a) Skirts and seat
 - b) Flaps
 - c) Girth straps
 - d) Saddle tree including gullet and head plate, tree / waist of tree, rivets, stirrup bars
 - e) Flexible points

f) Panel

3.4 Carry out a full **reflock** of the saddle including

- a) **Laced in panel**
- b) Flocking
- c) Stitching
- d) Finishing

3.5 Carry out a **quality check** of the finished product

Range:

3.1 Required specification (see supporting information for full specification)

Saddle should be a used saddle and at least 17"/43cms with the panel and all flocking removed

3.2 Condition of saddle

Check for faults in seat, skirts, backs and welting, flaps and bar covers, knee pads, stitching, girth straps and webs

3.3 Faults

Asymmetry, worn stitching, worn/damaged leather, damaged components

3.4 Reflock

Flocking is smooth, even, symmetrical and supportive, not over flocked

3.4 Laced in panel

The panel is stitched securely and symmetrically into the saddle.

3.5 Quality check

Correct type and quality of materials and thread have been used, saddle conforms to specification, saddle is safe, finished saddle is fit for purpose and comfortable for the horse i.e. no lumps or hollows in the flocking and the correct amount of flocking

Learning outcome

The learner will:

- 4 Be able to make flocking adjustments to a saddle

Assessment criteria

- 4.1 Describe **occasions** when it would not be appropriate to add flocking to a panel
- 4.2 Describe **techniques** to balance a saddle
- 4.3 Discuss the purpose, **location and use** of flocking slots
- 4.4 Describe flocking / panel **solutions** to accommodate a horse's **conformation** or movement
- 4.5 Ensure that the saddle used for flocking adjustments conforms to the **required specification**
- 4.6 Assess the overall **condition** of the saddle

- 4.7 Carry out safety checks to identify **faults** on the following component parts to ensure that the saddle is fit for purpose prior to flocking
- a) Skirts and seat
 - b) Flaps
 - c) Girth straps
 - d) Saddle tree including gullet and head plate, tree / waist of tree, rivets, stirrup bars
 - e) Flexible points
 - f) Panel
- 4.8 Carry out **flocking adjustments** of the saddle ensuring the original flocking is not disturbed including
- a) **Panel**
 - b) Flocking
 - c) Stitching
 - d) Finishing
- 4.9 Carry out a **quality check** of the finished product

Range:

4.1 Occasions

If the saddle has airbags, is too lumpy, over flocked, hard, panel not symmetrical, if saddle is damaged or in poor condition, broken tree

4.2 Techniques

Point straps, balance straps, shims, flocking

4.3 Location and use

During manufacture for original flocking, to add/remove flock, location may not be accessible, hazards of adding new slots, size and position, distortion of panel, hollows in the flocking

4.4 Solutions

Size of front and rear gussets, conversion to drop panel, addition or removal of flock providing panel size allows, addition of wedge to tree, widening gullet, quilt stitching behind knee roll, soft flocking

4.4 Conformation

Broad dorsal spinous processes, atrophy, high wither, uphill conformation, roach back, sway back

4.5 Required specification (see supporting information for full specification)

Saddle should be a used saddle and at least 17" with a flocked panel which is suitable for carrying out flocking adjustments

4.6 Condition of saddle

Check for faults in seat, skirts, backs and welting, flaps and bar covers, knee pads, stitching, girth straps and webs

4.7 Faults

Asymmetry, worn stitching, worn/damaged leather, damaged components

4.8 Flocking adjustments

Flocking is smooth, even, symmetrical and supportive, not over flocked, flocking is graduated

4.8 Panel

The panel is stitched securely and symmetrically into the saddle.

4.9 Quality check

Correct type and quality of materials and thread have been used, saddle conforms to specification, saddle is safe, finished saddle is fit for purpose and comfortable for the horse i.e. no lumps or hollows in the flocking and the correct amount of flocking

Unit 405

Saddle flocking and flocking adjustments

Supporting Information

Evidence requirements

Examples of evidence required

- Observation

Resources

Candidates are required to provide all tools and materials required for the assessment. Please contact the assessment centre for further guidance

Saddle Specifications

For learning outcome 3, the reflocking assessment, the candidate is required to provide a used saddle that is at least 17"/43cms with the panel and all of the flocking removed. The saddle should not be new but should be in good condition and suitable for use. It should preferably not have any felt or synthetic lining between the flocking and leather, this is to ensure that the assessor can feel the smoothness of the flocking.

For learning outcome 4, the flocking adjustment assessment, the candidate is required to provide a saddle that is at least 17"/43cms. The saddle should not be new but should be in good condition and suitable for adjustment. The assessor will give specific instructions to the candidate regarding the adjustments required e.g. candidates may be required to add a little behind the point or through the entire panel

Tree - It must be a saddle with a full tree i.e. not treeless or half tree

Seat - Pigskin or hide seat

Skirts - Solid or covered skirts

Flaps - Solid or covered flaps (preferably with knee insets)

Panel must:

- be all leather, wool flocked, preferably no linings in the panel
- be stitched in at front and back (for learning outcome 3 only)
- have knee rolls
- have sweat flaps

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

City & Guilds Centre Manual provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:

- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

Our Quality Assurance Requirements explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events.

Useful contacts

UK learners

General qualification information

E: learnersupport@cityandguilds.com

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions including, Employer Recognition: Endorsement, Accreditation and Quality Mark, Consultancy, Mapping and Specialist Training Delivery

E: business@cityandguilds.com

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City & Guilds Group

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