

Saddlery

National training qualifications for saddlery

**LEVEL 3
ADVANCED SKILLS**

Candidate's Handbook

**City & Guilds Award C&G 0084-31
Saddle Making
Harness Making
Bridle Making**

QCA ref: 600/0269/4

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**City & 
Guilds**

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The tests described in this booklet form the assessments for one of the three levels in the National Skill Assessment and Qualification Scheme for the Saddlery Trade.

This system has been developed jointly by:

The Worshipful Company of Saddlers
The Society of Master Saddlers (UK) Ltd
and
The City & Guilds of London Institute

Contents

Level 3	
Introduction	4
Level 3 Saddlery assessments:	
- Bridle Making - Candidate Instructions - Measurements - Diagrams	5
- Harness Making - Candidate Instructions - Measurements - Diagrams	20
- Saddle Making - Candidate Instructions - Measurements - Diagrams	32

Certificate in Saddlery Level 3

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 students completing a course of training at a College of Further Education or other 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 under three separate disciplines:

- Saddle making
- Harness making
- Bridle making

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 cutting, edging, staining, creasing, skiving, stitching and hole punching 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 candidates will be successful without specific training. This training may be formal or informal, work or college 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. Illustrations of the assessment items may be downloaded from the internet at the Society of Master Saddlers' website, www.mastersaddlers.co.uk

4 Assessment/certification

There are three components of the assessment. These consist of a short written knowledge test and a practical skills test together with a short written health and safety knowledge test which needs to be completed with the first level three assessment. The practical skills tests consist of items made prior to the assessment and one item made during the assessment.

Candidates must be successful in both the written and practical components to receive a certificate, awarded jointly by the City & Guilds and the Worshipful Company of 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-submit the practical part (when the unsuccessful item was pre-made) or re-sit it (when the unsuccessful item was made during assessment).

CANDIDATE INSTRUCTIONS

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

BRIDLE MAKING

- 1 You should forward your Application Form and assessment fees 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.

Note - it is a prerequisite that before applying for Level 3 you must either have passed Level 2 or show proven ability.
- 2 **You must sign the declaration on the Application Form confirming that the items made prior to the assessment were made by you alone, without assistance.**
- 3 You will be required to make three items: a Show Double Bridle, an In-Hand Stallion Show Bridle (Brass Mounted), an Atherstone Girth and a sample of buckle chape stitched onto three layers of elastic.
- 4 The Double Bridle and the In-Hand Stallion Show bridle are to be made prior to the assessment and brought to the Assessment Centre for assessment.
- 5 The Atherstone Girth and sample chape are to be made during the assessment so that your work is observed and marked by an assessor. The centre lay must be machine stitched.
- 6 You must take a basic tool kit to the Assessment Centre.
- 7 It is important that you adhere strictly to the specifications provided, using the most appropriate materials, fit for the purpose for which the item is made. It is your responsibility (taking advice if you wish) to ensure that the leather used is of merchantable quality. All holes punched must be appropriate to the article being made. Holes shown in the diagrams are not necessarily indicative of the type of hole to be punched.
- 8 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 materials, processes, products and associated costs, directly related to the practical assessments (see further details below at para. 15). 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.
9. At the first time of sitting a Level three assessment you will also need to undertake a written Health & Safety assessment. Guidance notes are available for candidates which covers all of the aspects on which candidates will be questioned. This assessment will consist of 11 multi-part questions which must be completed within 60 minutes. The pass rate for the health and safety written assessment is 70%. You must pass the Health and Safety paper before being awarded a pass at any Level three assessment, but this only needs to be taken once.
- 10 During the practical test you will be observed to ensure that you are working safely.
- 11 You must complete the Atherstone Girth and sample chape in **not more 3 hours**. Note that the time limit will be strictly enforced and considerable previous experience and skill is necessary to complete this within the time limit and to the standard required.

- 12 If you are unsuccessful in a written test, but have achieved the required standard in the practical test, you may re-sit the written test only at a later date. If you passed the written test but are unsuccessful in a practical part, you are required to re-submit the practical part (when the unsuccessful item was pre-made) or re-sit it (when the unsuccessful item was made during assessment).
- 13 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 on a Candidate's Appeal Form before you leave the Assessment Centre.
- 14 Each of the following elements of your work may be assessed, as applicable:
- a) Product Quality
 - b) Cutting
 - c) Edge Stain and Creasing
 - d) Pricking
 - e) Skiving
 - f) Stitching
 - g) Punching
 - h) Finishing
 - i) Working Practice

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

15. 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 saddlery being made. You should be conversant with the names of the parts of the items being made 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 make the three 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 saddles, bridles and harness and are aware of current developments in design and riders' requirements.

BRIDLE MAKING- LEVEL 3

SPECIFICATIONS FOR SHOW DOUBLE BRIDLE

(ALL MEASUREMENTS ARE MADE UP SIZES)

Head (including Throat lash)	45"	1143mm
Width of Throat	1/2"	13mm
Cheek Straps (points)	8" x 5/8"	203mm x 16mm
Between Splits	13"	330mm
Cheeks (billets closed)	10" x 5/8"	254mm x 16mm
Browband (Lined and Raised)	16" x 5/8"	406mm x 16mm
Noseband (Lined and Raised)	30" x 1"	762mm x 25mm
Point (tapered to)	5/8"	16mm
Chape (London laid)	4" x 5/8"	102mm x 16mm
Headstrap	33" x 1/2"	838mm x 13mm
Cheek	9" x 1/2"	228mm x 13mm
Sliphead (billet closed)	33" x 1/2"	838mm x 13mm
Slip Cheek (Billet closed)	9" x 1/2"	228mm x 13mm
Curb Reins Plain (Billets closed)	54" x 1/2"	1372mm x 13mm
Bradoon Reins Laced (Billets closed)	54" x 5/8"	1372mm x 16mm
Lipstrap point	8" x 3/8"	203mm x 9.5mm
Lipstrap buckle end	5" x 3/8"	127mm x 9.5mm

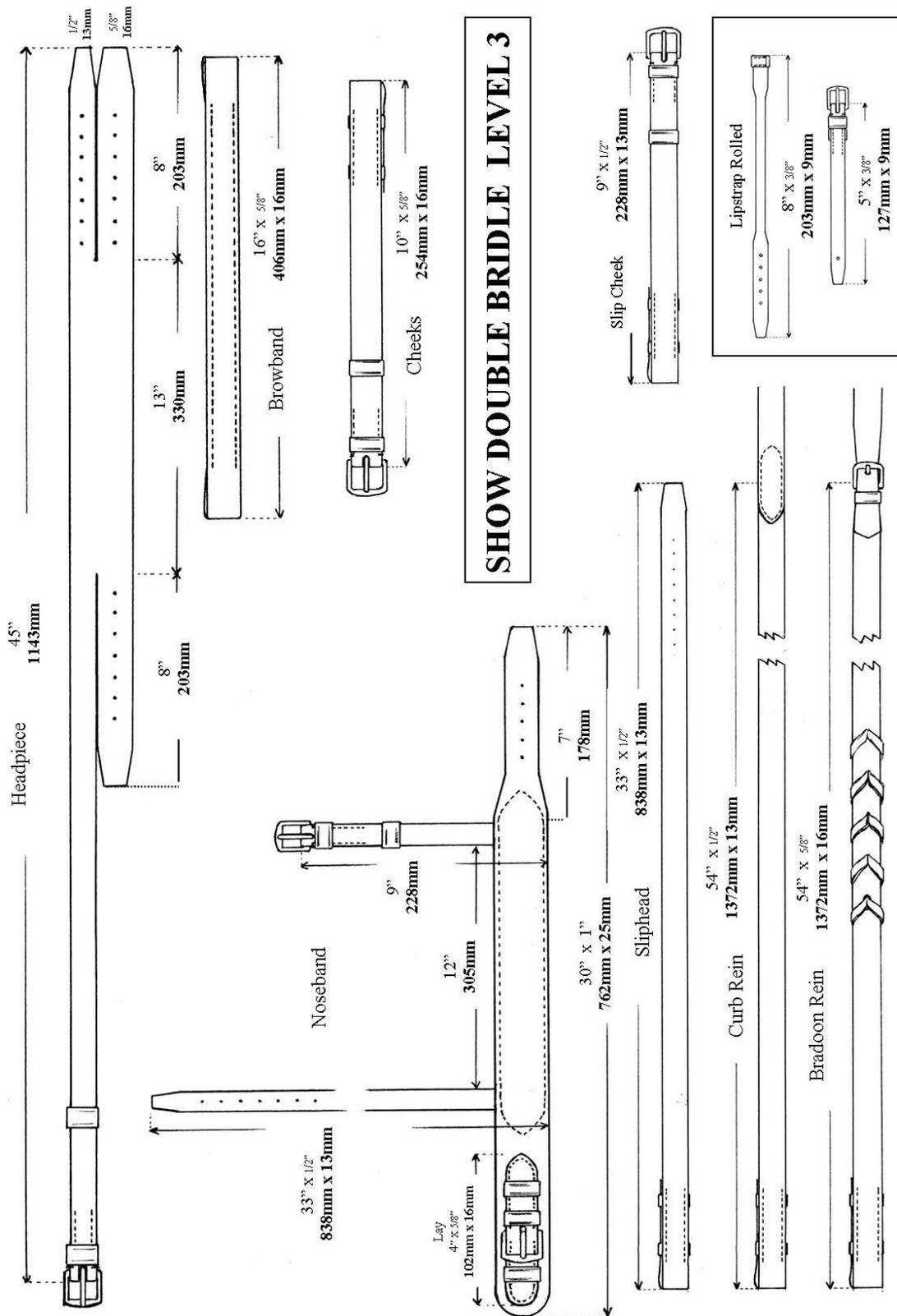
Start Lacing 18" (457mm) from closed Billets. Holes 7/8" (22mm) apart.

Bridle must be stitched 12 to 1 inch (25mm).

Leather may be any colour.

You may use brown, black, or white thread to correspond with Leather colour.

All buckle turns should be 1 1/2" (38mm), and they can be towards the horse or reversed.



CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

BRIDLE MAKING – SHOW DOUBLE BRIDLE

Assessment Centre: _____ Date _____

Candidate Name: _____

Candidate Number: _____

Each point must be ticked if it has been completed satisfactorily. A cross should be used if it **has not** been completed satisfactorily.

- (a) **Cutting**
 - Cutting is straight. _____
 - Cut edge is clean. _____
 - Cut edge is square. _____
 - All corners taken off. _____
 - All points are uniform. _____

- (b) **Edge Stain and Creasing**
 - Edging carried out to the same depth along the leather. _____
 - Stain is applied cleanly and evenly. _____
 - Creasing is parallel to the edge along the leather. _____
 - Pressure used for creasing is consistent. _____

- (c) **Skiving**
 - Skiving carried out correctly _____
 - Skiving carried out in the correct locations. _____
 - Skiving is to the required depth, is even and uniform and returns are not weakened _____

- (d) **Stitching**
 - Stitch size meets the specification. _____
 - Correct weight of thread is used. _____
 - Correct length stitched. _____
 - Stitching is straight and even on both sides. _____
 - Stitching is of the correct tension. _____
 - Stitching is inside the crease line and parallel to the edge of the leather. _____
 - First and final stitches are secure. _____
 - Stitching is neat and clean. _____
 - Stitching is tight to the fittings. _____

- (e) **Punching**
- Correct type of hole punched. _____
 - Correct size of hole punched. _____
 - Holes are in the centre of the strap. _____
 - Holes are equidistant. _____
 - Holes are correctly located according to the specification. _____
 - Hole stop at end of split. _____
- (f) **Finishing**
- Keepers are the correct weight. _____
 - Keepers are the correct size. _____
 - Keepers are in the correct location. _____
 - Keepers are blocked. _____
 - Edges are re-stained, polished and level. _____
 - Item is re-creased where necessary _____
 - The item is assembled correctly. _____
 - The finished item is neat and clean. _____
 - Browband and noseband raised parts are even and matched _____
- (g) **Overall Product Quality**
- The correct type and quality of leather is appropriately used throughout. _____
 - The item made is of merchantable quality and is safe and fit for its intended purpose. _____
 - The item conforms to the specification. _____
 - The fittings are 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 Assessor (if applicable) _____ Signature _____

Comments:

BRIDLE MAKING - LEVEL 3

SPECIFICATIONS FOR IN HAND STALLION SHOW BRIDLE

(ALL MEASUREMENTS ARE MADE UP)

Head	25" x 1 1/8"	635mm x 29mm
Cheek Straps	7" x 5/8"	178mm x 16mm
Between Splits	11"	280mm
(5 holes in straps starting 2" (51mm) from points.)		
Throat	18" x 1/2"	457mm x 13mm
Cheeks	9" x 5/8"	228mm x 16mm
Nose (Lined, raised and fancy stitched.)	22" x 7/8" tapered to 5/8" (16mm) at points	559mm x 22mm
Back of Nose	9" x 5/8"	228mm x 16mm
Browband (Lined and raised)	14" x 5/8"	355mm x 16mm

All stitching 10 to the 1" (25 mm).

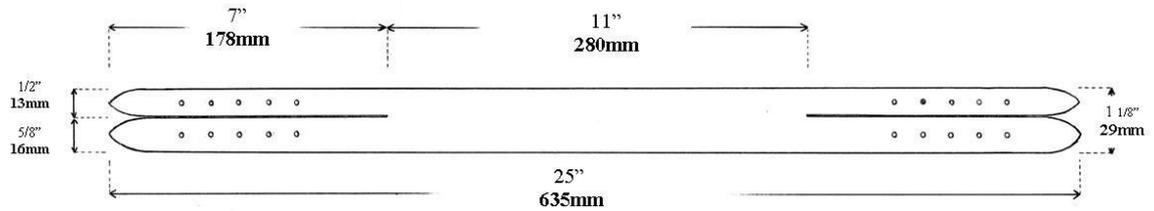
Brass mounted (whole buckles).

Brass browbands and rosettes are acceptable.

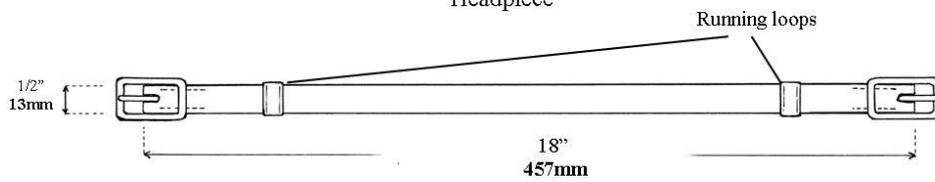
Leather may be any colour.

You may use brown, black, yellow or white thread, to correspond with the colour of the leather.

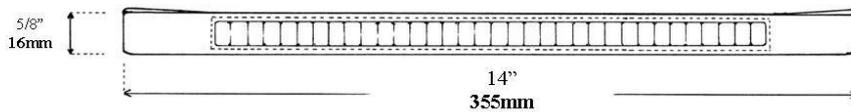
IN HAND STALLION SHOW BRIDLE LEVEL 3



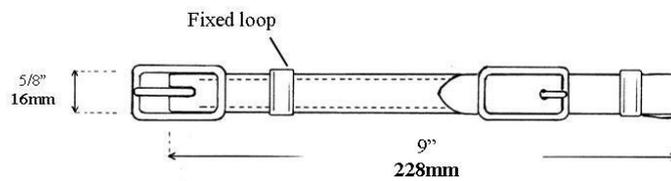
Headpiece



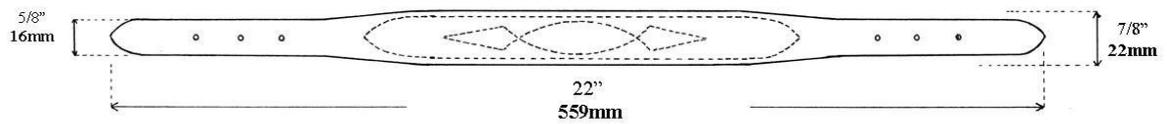
Throatlash



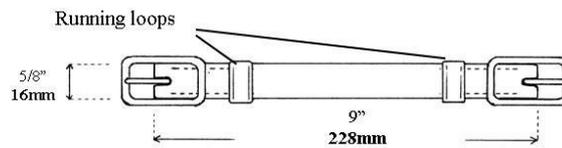
Browband



Cheeks



Noseband



Back of Noseband

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

BRIDLE MAKING - IN HAND STALLION SHOW BRIDLE

Assessment Centre: _____ Date _____

Candidate Name: _____

Candidate Number: _____

Each point must be ticked if it has been completed satisfactorily. A cross should be used if it **has not** been completed satisfactorily.

- (a) **Cutting**
 - Cutting is straight. _____
 - Cut edge is clean. _____
 - Cut edge is square. _____
 - All corners taken off. _____
 - All points are uniform. _____

- (b) **Edge Stain and Creasing**
 - Edging carried out to the same depth along the leather. _____
 - Stain is applied cleanly and evenly. _____
 - Creasing is parallel to the edge along the leather. _____
 - Pressure used for creasing is consistent. _____

- (c) **Skiving**
 - Skiving carried out in the correct locations. _____
 - Skiving is to the required depth, is even and uniform and returns are not weakened. _____

- (d) **Stitching**
 - Stitch size meets the specification. _____
 - Correct weight of thread is used. _____
 - Correct length stitched. _____
 - Stitching is straight and even on both sides. _____
 - Stitching is of the correct tension. _____
 - Stitching is inside the crease line and parallel to the edge of the leather. _____
 - First and final stitches are secure. _____
 - Stitching is neat and clean. _____
 - Stitching is tight to the fittings. _____

- (e) **Punching**
- Correct type of hole punched. _____
 - Correct size of hole punched. _____
 - Holes are in the centre of the strap. _____
 - Holes are equidistant. _____
 - Holes are correctly located according to the specification. _____
- (f) **Finishing**
- Keepers are the correct weight. _____
 - Keepers are the correct size. _____
 - Keepers are in the correct location. _____
 - Keepers are blocked. _____
 - Edges are level, re-stained and polished _____
 - Item is re-creased where necessary _____
 - The item is assembled correctly. _____
 - The finished item is neat and clean. _____
- (g) **Overall Product Quality**
- The correct type and quality of leather is appropriately used throughout. _____
 - The item made is of merchantable quality and is safe and fit for its intended purpose. _____
 - The item conforms to the specification. _____
 - The fittings are 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 Assessor (if applicable) _____ Signature _____

Comments:

BRIDLE MAKING – LEVEL 3
SPECIFICATIONS FOR THE ATHERSTONE GIRTH
(ALL MEASUREMENTS ARE MADE UP)

Overall length to be determined at the assessment centre on test day.

Girth will be between 44” and 52” (1117mm and 1320mm)

Candidates must state prior to commencement of the test whether they wish to take measurements from end to end including buckles, or from the turns of the buckle chapes.

Buckle Chapes 3" x 1" (76mm x 25mm)

Centre lay cut to required length x 1" (25mm)

Panel hide cut to pattern.

Filling cut to pattern.

Patterns for the girth and filling to be made as part of the test.

All stitching 7 to the 1" (25 mm), any colour.

Centre lay must be machine stitched.

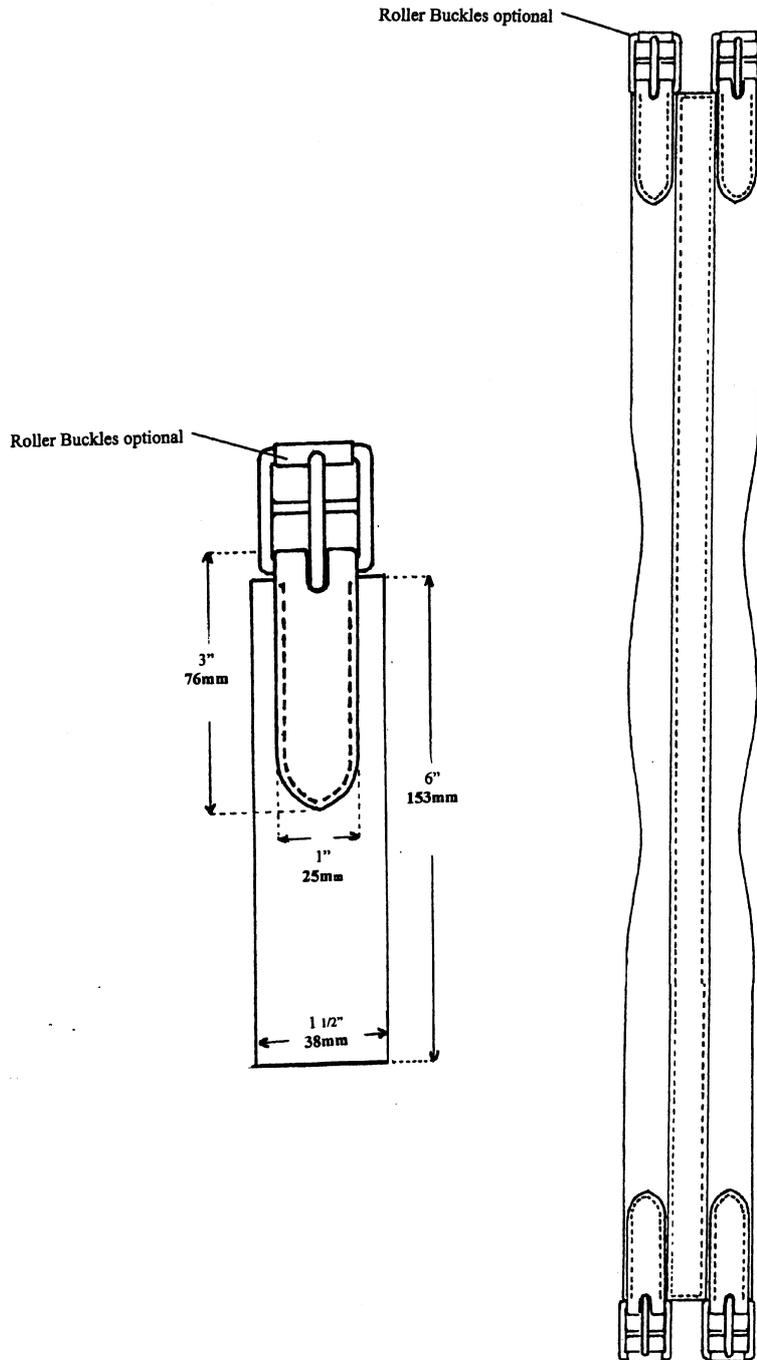
Buckles may be either rolled or normal girth buckle.

Sample buckle chape stitched onto 3 layers of elastic

One length of elastic cut 16” x 1½” (406mm x 38mm)

Buckle Chape 3” x 1” (76mm x 25mm)

ATHERSTONE GIRTH LEVEL 3



CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

BRIDLE MAKING - ATHERSTONE GIRTH and A SAMPLE OF A BUCKLE CHAPE STITCHED ONTO ELASTIC

Assessment Centre: _____ Date _____

Candidate Name: _____

Candidate Number: _____

Each point must be ticked if it has been completed satisfactorily. A cross should be used if it **has not** been completed satisfactorily.

(a) **Cutting**

Cutting is straight. _____

Cut edge is clean. _____

Cut edge is square. _____

All corners taken off. _____

All points are uniform. _____

(b) **Edge Stain and Creasing**

Edging carried out to the same depth along the leather. _____

Stain is applied cleanly and evenly. _____

Creasing is parallel to the edge along the leather. _____

Pressure used for creasing is consistent. _____

(c) **Pricking**

Correct size pricking iron used. _____

Pricking is in the correct locations. _____

Pricking is in a straight line. _____

Pricking is inside the crease line and parallel to the edge of the leather. _____

(d) **Skiving**

Skiving carried out in the correct locations. _____

Skiving is to the required depth, is even and uniform
and returns are not weakened _____

(e) Stitching of Girth

- Stitch size meets the specification. _____
- Correct weight of thread is used. _____
- Correct length stitched. _____
- Stitching is straight and even on both sides. _____
- Stitching is of the correct tension. _____
- Stitching is inside the crease line and parallel to the edge of the leather. _____
- First and final stitches are secure. _____
- Stitching is neat and clean. _____
- Stitching is tight to the fittings. _____

(f) Stitching of Elastic Sample

- Stitch size meets the specification. _____
- Correct weight of thread is used. _____
- Correct length stitched. _____
- Stitching is straight and even on both sides. _____
- Stitching is of the correct tension. _____
- Stitching is inside the crease line and parallel to the edge of the leather. _____
- First and final stitches are secure. _____
- Stitching is neat and clean. _____
- Stitching is tight to the fittings. _____

(g) Patterns

- Patterns are even and uniform _____
- Patterns give correct shape _____

(h) Finishing

- Edges are level, re-stained and polished _____
- The item is assembled correctly. _____
- The finished item is neat and clean. _____
- Item is re-creased where necessary _____
- Completed girth is the correct length _____
- Completed girth is the correct shape _____
- Work completed in time allowed _____

(i) **Overall Product Quality**

- The correct type and quality of leather is appropriately used throughout. _____
- The item made is of merchantable quality and is safe and fit for its Intended purpose _____
- The fittings are the correct type and quality. _____
- The Atherstone Girth conforms to the specification. _____
- The Elastic Chape sample conforms to the specification _____

(j) **Working Practice**

- All tools used are suitable for the purpose and safe for use _____
- The work area is kept clean and tidy _____
- Working methods are organized and productive _____
- Processes and methods of working are carried out safely _____
- Consideration is given to other candidates during the assessment _____

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 Assessor (if applicable) _____ Signature _____

Comments:

CANDIDATE INSTRUCTIONS
CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3
HARNESS MAKING

- 1 You should forward your Application Form and assessment fees 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.

Note - it is a prerequisite that before applying for Level 3 you must either have passed Level 2 or show proven ability.
- 2 **You must sign the declaration on the Application Form confirming that the items made prior to the assessment were made by you alone, without assistance.**
- 3 You must take a basic tool kit to the assessment centre. During the assessment, you will be observed to ensure that you are working safely.
- 4 It is important that you adhere strictly to the specifications 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 leather used is of merchantable quality. All holes punched must be appropriate to the article being made. Holes shown in the diagrams are not necessarily indicative of the type of hole to be punched.
- 5 The assessment requires you to make a patent leather private driving show set to one of the specifications provided.
- 6 The patent leather private driving show set should be made and brought to the assessment centre for assessment.
- 7 You will be required to bring a wooden gig tree with metal/synthetic seat already fitted in position, and the leather seat blocked on. The skirts should also be made and have the welts attached.
- 8 You will be expected to mark off the seat, seam the seat to the skirts and then fit this to the tree, finishing off around the cantle and finally fitting the pedestal and terrets.
- 9 You should bring to the assessment centre all materials needed to complete the assessment.
- 10 The assessment must be completed in **not more than 4 hours**. Note that the time limit will be strictly enforced and that considerable previous experience is necessary to complete this within the time limit and to the standard required.
- 11 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 materials, processes, products and associated costs, directly related to the practical assessments (see further details below at para. 16). 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.
- 12 At the first time of sitting a Level three assessment you will also need to undertake a written Health & Safety assessment. Guidance notes are available for candidates which covers all of the aspects on which candidates will be questioned. This assessment will consist of 11 multi-part questions which must be completed within 60 minutes. The pass rate for the health and

safety written assessment is 70%. You must pass the Health and Safety paper before being awarded a pass at any Level three assessment, but this only needs to be taken once.

- 13 If you are unsuccessful in a written test, but have achieved the required standard in the practical test, you may re-sit the written test only at a later date. If you passed the written test but are unsuccessful in a practical part, you are required to re-submit the practical part (when the unsuccessful item was pre-made) or re-sit it (when the unsuccessful item was made during assessment).
- 14 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 on a Candidate's Appeal Form before you leave the Assessment Centre.
- 15 Each of the following elements of your work will be assessed, as applicable:
 - a) Product Quality
 - b) Cutting
 - c) Edge Stain and Creasing
 - d) Pricking
 - e) Skiving
 - f) Stitching
 - g) Punching
 - h) Finishing
 - i) Working Practice
 - j) All component parts of the harness

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

16. 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 saddlery being made. You should be conversant with the names of the parts of the items being made 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 make the three 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 saddles, bridles and harness and are aware of current developments in design and riders' requirements.

HARNESS MAKING - LEVEL 3

SPECIFICATIONS FOR PRIVATE DRIVING SHOW SET

(ALL MEASUREMENTS ARE MADE UP)

Guide to measurements for COB size.

Bridle	Head	22" x 1¼"	559mm x 32mm
	Cheek Strap	5½" x ⅝"	140mm x 16mm
	Throat Strap	5½" x ⅝"	140mm x 16mm
Cheeks	7" x ⅝"	178mm x 16mm	
Billets	11" x ⅝"	280mm x 16mm	
Front	16" x ⅞" [tapered to ⅝" (16mm) at turns]		407mm x 22mm
Throat	22" x ⅝" (rolled)	559mm x 16mm	
Noseband	27" x ⅞" [tapered to ⅝" (16mm) at point 6" (152mm)]		686mm x 22mm
	11" (280mm) between cheeks (lined throughout)		
Winkers	Plates 4½" x 4½"	114mm x 114mm	
	(shape to customer requirement)		
Winker Stays	11½" [tapered to ⅝" (16mm) at point]	292mm	
Splits	7" x ¾" (rolled)	178mm x 19mm	
Face Dropper to suit			
Pad	Flaps 25" shaped (patent and patent top)	635mm	
Backband	74" x 1⅛"	1880mm x 29mm	
Bellyband	21" x 1⅛" (brass roller buckles)	533mm x 29mm	
Girth	15" (shaped with ⅞" (22mm) brass roller buckles)	381mm	
Girth Straps	13½" x ⅞" (lined)	342mm x 22mm	
Crupper Body	20" x 1⅜"	508mm x 35mm	
Splits	8" x ⅝"	203mm x 16mm	
Strap	39" x ⅞" (lined)	991mm x 22mm	
Lay	11½" x ⅞"	292mm x 22mm	

Hip Strap	48" x 1 ³ / ₈ "	1219mm x 35mm (lined and shaped)
Splits	15" x ⁵ / ₈ "	381mm x 16mm
Breeching	46" x 1 ³ / ₈ " (lined)	1168mm x 35mm [Lay 1 ¹ / ₈ " (29mm) if padded]
Short Tugs	5" x ⁵ / ₈ "	127mm x 16mm
Shaft Straps	30" x ⁷ / ₈ " (lined)	762mm x 22mm
Traces	70" x 1 ¹ / ₈ "	1778mm x 29mm
Reins	13' 6" x ³ / ₄ "	4115mm x 19mm
Breastcollar	40" x 2 ¹ / ₄ "	1016mm x 57mm padded
Buckle Lay	1 ¹ / ₈ "	29mm
Short Tugs	5" x ³ / ₄ "	127mm x 19mm
Neck Strap	36" x 1 ¹ / ₂ " (lined)	914mm x 38mm (at points)
Splits	9" x ³ / ₄	229mm x 19mm
Padded Width	1 ³ / ₈ "	35mm
Between Dees	6"	152mm

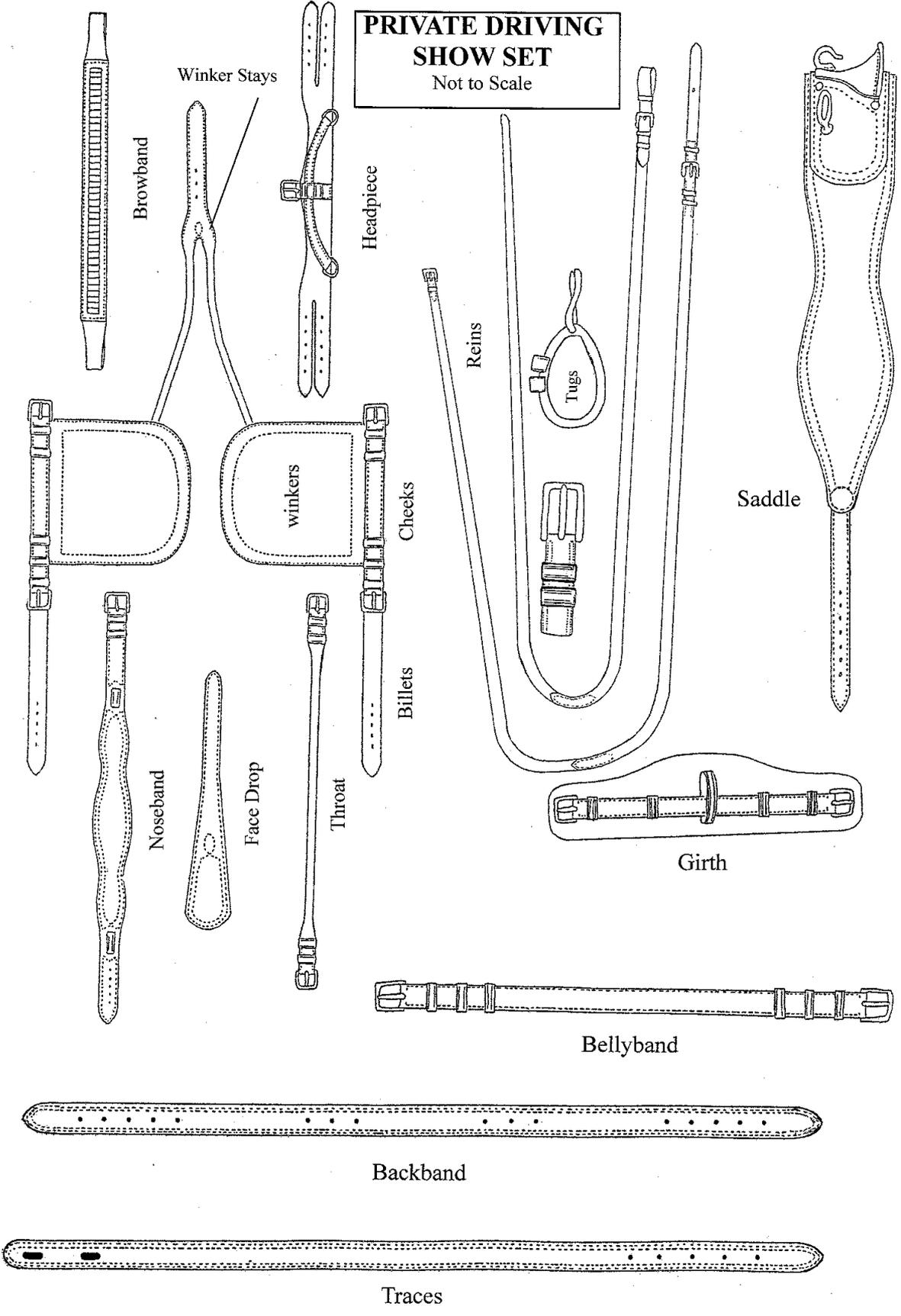
THE SIZE OF HARNESS SUBMITTED IS OPTIONAL BUT SHOULD BE WITHIN NORMALLY ACCEPTED LIMITS, ie. PONY, COB OR FULL SIZE. ANY SIGNIFICANT VARIANCE TO MEET CUSTOMER REQUIREMENTS SHOULD BE DECLARED.

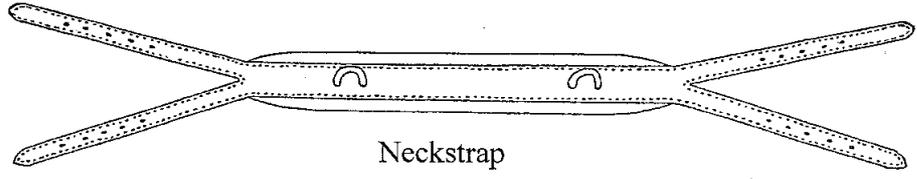
Stitching should be 7, 8 or 9 to the inch, depending on the parts.

Brass mounted browband to your choice, clincher, ring, flat, etc.

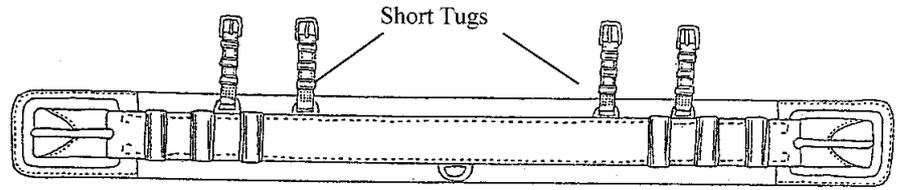
Patent leather on winkers, pad and droppers, otherwise as appropriate.

**PRIVATE DRIVING
SHOW SET**
Not to Scale

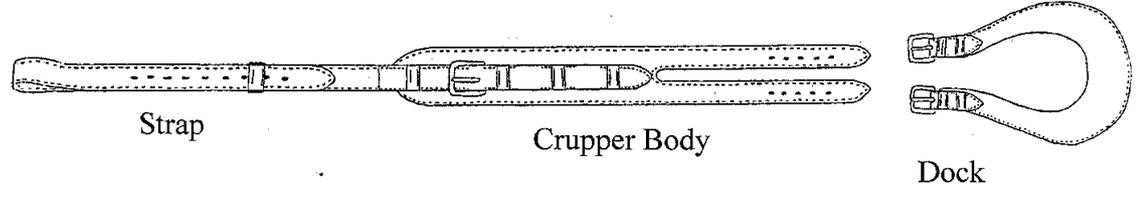




Neckstrap



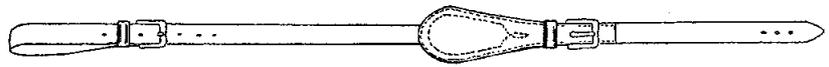
Breastcollar



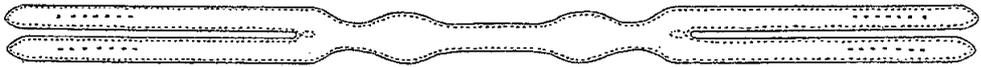
Strap

Crupper Body

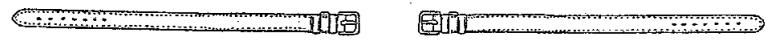
Dock



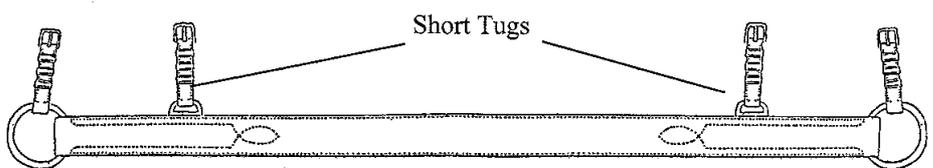
Martingale



Hipstrap



Shaft Straps



Breeching

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

HARNESS MAKING - PRIVATE DRIVING SHOW SET

Assessment Centre: _____ Date _____

Candidate Name: _____

Candidate Number: _____

Each point must be ticked if it has been completed satisfactorily. A cross should be used if it **has not** been completed satisfactorily.

(a) Cutting

- Cutting is straight. _____
- Cut edge is clean. _____
- Cut edge is square. _____
- All corners taken off. _____
- All points are uniform. _____

(b) Edge Stain and Creasing

- Edging carried out to the same depth along the leather. _____
- Stain is applied cleanly and evenly. _____
- Creasing is parallel to the edge along the leather. _____
- Pressure used for creasing is consistent. _____

(c) Pricking

- Correct size pricking iron used. _____
- Pricking is in the correct locations. _____
- Pricking is in a straight line. _____
- Pricking is inside the crease line and parallel to the edge of the leather. _____

(d) Skiving

- Skiving carried out correctly _____
- Skiving carried out in the correct locations. _____
- Skiving is to the required depth, is even and uniform and returns are not weakened _____

(e) Stitching

- Stitch size meets the specification. _____
- Correct weight of thread is used. _____
- Stitching is straight and even on both sides. _____
- Stitching is of the correct tension. _____

- Stitching is inside the crease line and parallel to the edge of the leather. _____
- First and final stitches are secure. _____
- Stitching is neat and clean. _____
- Stitching is tight to the fittings. _____
- (f) **Punching**
- Correct type of hole punched. _____
- Correct size of hole punched. _____
- Trace and backband holes are enlarged on back to
Facilitate entry of buckle prong _____
- Holes are in the centre of the strap _____
- Holes are equidistant. _____
- Holes are correctly located. _____
- Holes stop at each end of split _____
- (g) **Finishing**
- Keepers are the correct weight. _____
- Keepers are the correct size. _____
- Keepers are in the correct location. _____
- Keepers are blocked. _____
- Edges are re-stained and polished _____
- Item is re-creased where necessary _____
- The set is assembled correctly. _____
- The finished set is neat and clean. _____
- (h) **Overall Product Quality**
- The correct type and quality of leather is appropriately used throughout. _____
- The set made is of merchantable quality and is safe
and fit for its intended purpose. _____
- The set conforms to the specification. _____
- The fittings are the correct type and quality. _____
- Stitch lines are raced out where appropriate _____
- Component parts of double leather are of even thickness _____
- Panel fits pad correctly and is neatly laced in _____
- Sufficient clearance of backbone _____
- Crupper Dee clear of back _____

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 Assessor (if applicable) _____ Signature _____

Comments:

HARNESS - LEVEL 3

SPECIFICATIONS FOR GIG SADDLE SEAT

One wooden gig tree (pony, cob or full size).

One metal/synthetic seat (attached to the tree).

Felt or foam to cover seat (attached to metal/synthetic seat).

Patent leather to cover seat (already blocked onto tree).

One pair of skirts stitched and with welts attached (not seamed to the seat).

Leather to cover back of cantle.

Leather to cover crupper dee.

One pedestal.

One pair of terrets.

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

HARNESS MAKING

BUILDING AND FITTING SEAT AND SKIRTS TO A GIG TREE

Assessment Centre: _____ Date _____

Candidate Name: _____

Candidate Number: _____

Each point must be ticked if it has been completed satisfactorily. A cross should be used if it **has not** been completed satisfactorily.

(a) **Metal/Synthetic Seat**

- Seat is centrally located. _____
- Seat is securely attached _____
- Seat has sufficient clearance for backband _____

(b) **Skirts**

- Skirts are a matched pair. _____
- Skirt edges cut square. _____
- Stain is applied cleanly and evenly. _____
- Skirts are skived correctly. _____
- Welts are attached neatly. _____

(c) **Assessment**

- Hand seaming is neat. _____
- Hand seaming is even. _____
- Stitching is tight. _____
- Seat is stretched on tightly. _____
- Seat is stretched on evenly. _____
- Skirts are located symmetrically. _____
- Skirts are attached securely. _____
- Terrets are fitted correctly. _____
- Crupper dee is covered neatly with leather. _____
- Cantle is covered neatly with leather. _____
- Assessment is completed in not more than 4 hours. _____

(d) **Overall Product Quality**

The correct type and quality of leather is used throughout _____

The gig tree conforms to the specification _____

The correct type of materials and fixings are used _____

(e) **Working Practice**

All tools used are suitable for the purpose and safe for use. _____

The work area is kept clean and tidy. _____

Working methods are organised and productive. _____

Processes and methods of working are carried out safely. _____

Consideration is given to other candidates during the assessment. _____

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 Assessor (if applicable) _____ Signature _____

Comments:

CANDIDATE INSTRUCTIONS

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

SADDLE MAKING

- 1 You should forward your Application Form and assessment fees 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.

Note - it is a prerequisite that before applying for Level 3 you must either have passed Level 2 or show proven ability.

- 2 **You should sign the Declaration on the application form that the items for assessment which have been made previously were made by you alone , without assistance.**

- 3 You must take a basic tool kit to the assessment centre.

- 4 The assessment requires you to make two saddles.

- 5 One saddle should be made to the specification provided and brought to the assessment centre for assessment. (see specification for pre-made saddle)

- 6 You will be required to sit two separate assessments because of the many and various skills not visible when assessing the finished saddle which in practice do affect both the safety and welfare of the horse and rider. These cannot easily be assessed after manufacture; it is therefore vital that assessment takes place through the specified stages of assembly.

(a) Bring to the centre a saddle tree which has been webbed up and has bellies and foam seat already attached, also the leather seat and skirts which should already be seamed and ready to fit onto the tree. You will be required to demonstrate by cutting out one skirt which you must then skirt shave and make the backing holes in preparation to attach the backs. Show this to your examiner; he will then require you to demonstrate hand-seaming. You should bring a sample ready to stitch (3" minimum). Following this, you must fit the pre-prepared saddle seat and skirts to the tree.

(b) Bring to the centre the same saddle already used in test (a) which you will now have made and fitted flaps, forepiece and girth straps to. Additionally, bring with you the panel which must not be flocked (excepting thigh and knee rolls areas). You will be required to demonstrate pattern making by producing patterns for the panel, lining gussets and sweat flaps; these must clearly show point pocket positions. Show this to your examiner who will check them thoroughly. You may now flock and fit the panel which you brought with you. (Note: the assessor will check to see the panel has not previously been fitted to the saddle). Present the finished saddle to the assessor for marking.

- 7 You should bring to the assessment centre all materials needed to complete the assessments.

- 8 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 leather used is of merchantable quality. All holes punched must be appropriate to the article being made. Holes shown in the diagrams are not necessarily indicative of the type of hole to be punched.

- 9 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 materials, processes, products and associated costs, directly related to

the practical assessments (see further details below at para. 16). 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.

10. At the first time of sitting a Level three assessment you will also need to undertake a written Health & Safety assessment. Guidance notes are available for candidates which covers all of the aspects on which candidates will be questioned. This assessment will consist of 11 multi-part questions which must be completed within 60 minutes. The pass rate for the health and safety written assessment is 70%. You must pass the Health and Safety paper before being awarded a pass at any Level three assessment, but this only needs to be taken once.
11. During the assessment, you will be observed to ensure that you are working safely.
12. The assessments must be completed in **not more than 4 hours** each. 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.
13. If you are unsuccessful in a written test, but have achieved the required standard in the practical test, you may re-sit the written test only at a later date. If you passed the written test but are unsuccessful in a practical part, you are required to re-submit the practical part (when the unsuccessful item was pre-made) or re-sit it (when the unsuccessful item was made during assessment).
14. 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.
15. Each of the following elements of your work will be assessed, as applicable:
 - a) Overall Product Quality
 - b) Cutting
 - c) Edge Stain and Creasing
 - d) Pricking
 - e) Skiving
 - f) Stitching
 - g) Punching
 - h) Finishing
 - i) Working Practice
 - j) Webbing Up, Bellies, Seat and Panel
 - k) All component parts of the saddle

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

16. 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 saddlery being made. You should be conversant with the names of the parts of the items being made 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 make the three 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 saddles, bridles and harness and are aware of current developments in design and riders' requirements.

SADDLE MAKING - LEVEL 3

SPECIFICATIONS FOR THE PRE-MADE SADDLE

Any leather saddle which conforms to the following:

Saddle Top

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 (must have knee insets).

Girth Straps: 6 girth straps.

Flexible points

Panel.

All leather and flocked.

Knee Rolls.

Gussets.

Sweat flap may be solid or inset.

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

SADDLE MAKING – THE PRE-MADE SADDLE

Assessment Centre: _____ Date: _____

Candidate Name: _____

Candidate Number: _____

(a) Saddle

- Skirts fitted correctly. _____
- Skirts located evenly. _____
- Seat drawn on correctly. _____
- Seat drawn on evenly. _____
- Seaming carried out satisfactorily. _____
- Pullers or backs attached by hand. _____
- Skirts and seat are symmetrical. _____
- Forepiece is made correctly. _____
- Flaps are made correctly. _____
- Flaps are fitted symmetrically. _____
- Girth straps are made correctly. _____
- Girth straps are fitted securely. _____

(b) Panel

- Panel is made correctly. _____
- Panel is stitched into saddle correctly. _____
- Point pockets are located correctly. _____
- Point pockets are attached securely. _____
- Sweat flaps are located correctly. _____
- Bearing area is sufficient. _____
- Channel width is sufficient. _____
- Flocking is smooth. _____
- Flocking is even. _____
- Panel is fitted symmetrically into the saddle. _____

(c) Cutting

- Cut edges are clean. _____
- Cut edges are square. _____

- (d) **Edge and Staining**
 Edging carried out to the same depth along the leather. _____
 Stain is applied cleanly and evenly. _____
 Edges are polished. _____
- (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. _____
- (f) **Punching**
 Correct type of hole punched. _____
 Correct size of hole punched. _____
 Holes are in the centre of the strap. _____
 Holes are equidistant. _____
- (g) **Finishing**
 Finished item is neat and clean _____
- (h) **Overall Product Quality**
 The correct type and quality of leather 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 fittings 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:

SADDLE MAKING - LEVEL 3

SPECIFICATIONS FOR THE SADDLE ASSEMBLED AT THE ASSESSMENT CENTRE

GENERAL PURPOSE / DRESSAGE / JUMPING SADDLE (Minimum 17")

Saddle Top

Tree: Spring tree. It is preferable to use a wooden saddle tree stamped BS 6635. 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 leather skirts.

Backs to be laced to skirts by hand using a backing awl.

Bellies: Leather

Flaps: of solid leather, with knee insets.

Girth Straps: 6 girth straps.

Flexible points

Panel.

All leather and flocked.

Knee Rolls.

Gussets.

Sweat flaps may be solid or inset.

Hand tacks or staples may be used throughout.

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

SADDLE MAKING - GP SADDLE - TEST A

Assessment Centre: _____ Date: _____

Candidate Name: _____

Candidate Number: _____

(a) Webbing Up

- Main webs correct tension. _____
- Cross webs correct tension. _____
- Webbing correctly located. _____

(b) Bellies

- Bellies are symmetrical. _____
- Bellies correctly located. _____
- Bellies securely fitted. _____

(c) Plastazote or Foam Seat

- Correctly located. _____
- Correctly shaped. _____

(d) Seat and Skirts

- Skirts are a matched pair. _____
- Skirt edges are cut cleanly _____
- Skirt edges are cut square. _____
- Stain is applied cleanly and evenly. _____
- Skirts are skived correctly _____
- Welts are attached neatly _____
- Seat is seamed neatly _____
- Pullers or backs are attached by hand. _____
- Pullers or backs are attached neatly and securely. _____

- (e) **Assessment**
- Skirts cut out neatly. _____
 - Skirt shaving carried out safely. _____
 - Skirt shaving carried out evenly. _____
 - Skirt shaving carried out in correct locations. _____
 - Skirt shaving carried out to the correct depth. _____
 - Backing holes made safely. _____
 - Backing holes correctly located. _____
 - Backing holes are to the correct depth. _____
 - Hand seaming is neat. _____
 - Hand seaming is even. _____
 - Stitching is tight. _____
 - Stitching is in the same holes as the welt. _____
 - Completed sample is neat. _____
- (f) **Fitting of Seat and Skirts**
- Seat stretched on tightly. _____
 - Seat stretched on evenly. _____
 - Skirts attached securely. _____
 - Skirts attached symmetrically. _____
 - All fixings are secure. _____
 - All leather is trimmed off neatly. _____
 - Assessment completed in not more than 4 hours. _____
- (g) **Overall Product Quality**
- The correct type and quality of leather is appropriately used _____
 - The saddle tree conforms to the specification. _____
 - Correct type of materials and fixings are used. _____
- (h) **Working Practice**
- All tools used are suitable for the purpose and safe for use. _____
 - The work area is kept clean and tidy. _____
 - Working methods are organised and productive. _____
 - Processes and methods of working are carried out safely. _____
 - Consideration is given to other candidates during the assessment. _____

Continued over/....

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 Assessor (if applicable) _____ Signature _____

Comments:

CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 3

SADDLE MAKING - GP SADDLE - TEST B

Assessment Centre: _____ Date: _____

Candidate Name: _____

Candidate Number: _____

- (a) **Saddle**
 - Forepiece is made correctly. _____
 - Flaps are made satisfactorily. _____
 - Flaps are fitted symmetrically. _____
 - Girth straps are made correctly. _____
 - Girth straps are fitted securely _____

- (b) **Pattern Making**
 - Panel pattern fits into the saddle correctly. _____
 - Panel pattern has sufficient gullet width. _____
 - Point pocket position correctly located. _____
 - Gussets are the correct size. _____
 - Gussets are suitably shaped. _____

 - Lining pattern matches the panel pattern. _____
 - Lining pattern has the correct allowances for flocking. _____
 - Sweat flap patterns match correctly to the panel pattern. _____

- (c) **Panel**
 - Panel is made correctly. _____
 - Panel is stitched into saddle correctly. _____
 - Point pockets are located correctly. _____
 - Point pockets are attached securely. _____
 - Knee rolls located correctly. _____

 - Sweat flaps located correctly. _____
 - Seam of gusset to lining is correctly located. _____
 - Bearing area is sufficient. _____

 - Channel width is sufficient. _____

 - Flocking is smooth. _____
 - Flocking is even. _____

Panel is fitted symmetrically into the saddle. _____

(d) **Cutting and Staining**

All cut edges are clean. _____

All cut edges are square. _____

Edges stained cleanly and evenly. _____

Edges polished/finished. _____

(e) **Assessment**

The assessment was completed in not more than 4 hours. _____

(f) **Overall Product Quality**

The correct type and quality of leather 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 fittings and thread are of the correct type and quality. _____

The saddle brought for assessment is the same saddle from Test A. _____

(g) **Working Practice**

All tools used are suitable for the purpose and safe for use. _____

The work area is kept clean and tidy. _____

Working methods are organised and productive. _____

Processes and methods of working are carried out safely. _____

Consideration is given to other candidates during the assessment. _____

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 Assessor (if applicable) _____ Signature _____

Comments:

