

# Saddlery

*National training qualifications for saddlery*

**LEVEL 2  
INTERMEDIATE SKILLS**

*Candidate's Handbook*

**City & Guilds Award C&G 0084-21  
Saddle Making  
Harness Making  
Bridle Making**

**QCA ref: 600/0256/6**

**Revised June 2013**

**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**

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## **Certificate in Saddlery Level 2**

### **1 Introduction**

These tests are designed to assess the ability of candidates in saddlery craft skills at an intermediate 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 intermediate 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 some 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](http://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 two 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 2

### 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.
- 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 Snaffle Bridle, a Stable Head Collar and a Running Martingale.
- 4 The Snaffle Bridle and the Stable Head Collar are to be made prior to the assessment and brought to the Assessment Centre for assessment.
- 5 The Running Martingale is to be made during the assessment so that your work is observed and marked by an assessor.
- 6 You must take a basic tool kit to the Assessment Centre.
- 7 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.
- 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 two 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 two 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 Running Martingale **in not more than 4½ 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.
- 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 must 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 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

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 2

### SPECIFICATIONS FOR SNAFFLE BRIDLE

<b>Head:</b>	Cut	42¼" x 1"	1073mm x 25mm
	Made Up	40¾"	1035mm
<b>Throat:</b>		22" x ⅜"	558mm x 9mm
<b>Cheek Straps:</b>		7¼" x ⅝"	184mm x 16mm
<b>Throat Strap:</b>		7¼" x ⅜"	184mm x 9mm
<b>Between Splits:</b>		11½"	292mm

(7 holes in straps starting 2" from the point).

<b>Cheeks:</b>	Cut	15½" x ⅝"	394mm x 16mm
	Made Up	14" x ⅝"	356mm x 16mm

(Billet platforms positioned 4½" [115mm] from point).

<b>Brow Band:</b>	Cut	19½" x ⅝"	495mm x 16mm
	Made Up	14½" x ⅝"	368mm x 16mm

<b>Noseband:</b>	Cut	28" x 1⅛"	711mm x 29mm
	Made Up	28" x 1⅛"	711mm x 29mm

<b>London Laid Chape</b>		4" x ¾"	102mm x 19mm
<b>Point Strap</b> (Tapered to)		5½" x ¾"	140mm x 19mm

<b>Head:</b>	Cut	32½" x ½"	825mm x 13mm
	Made Up	32½" x ½"	825mm x 13mm

(9 holes starting 2" [51mm] from point).  
(Must be backed at join to noseband).

<b>Cheek:</b>	Cut	10½" x ½"	266mm x 13mm
	Made Up	9" x ½"	228mm x 13mm

(Must be backed at join to noseband).

11½" between Head and Cheek.

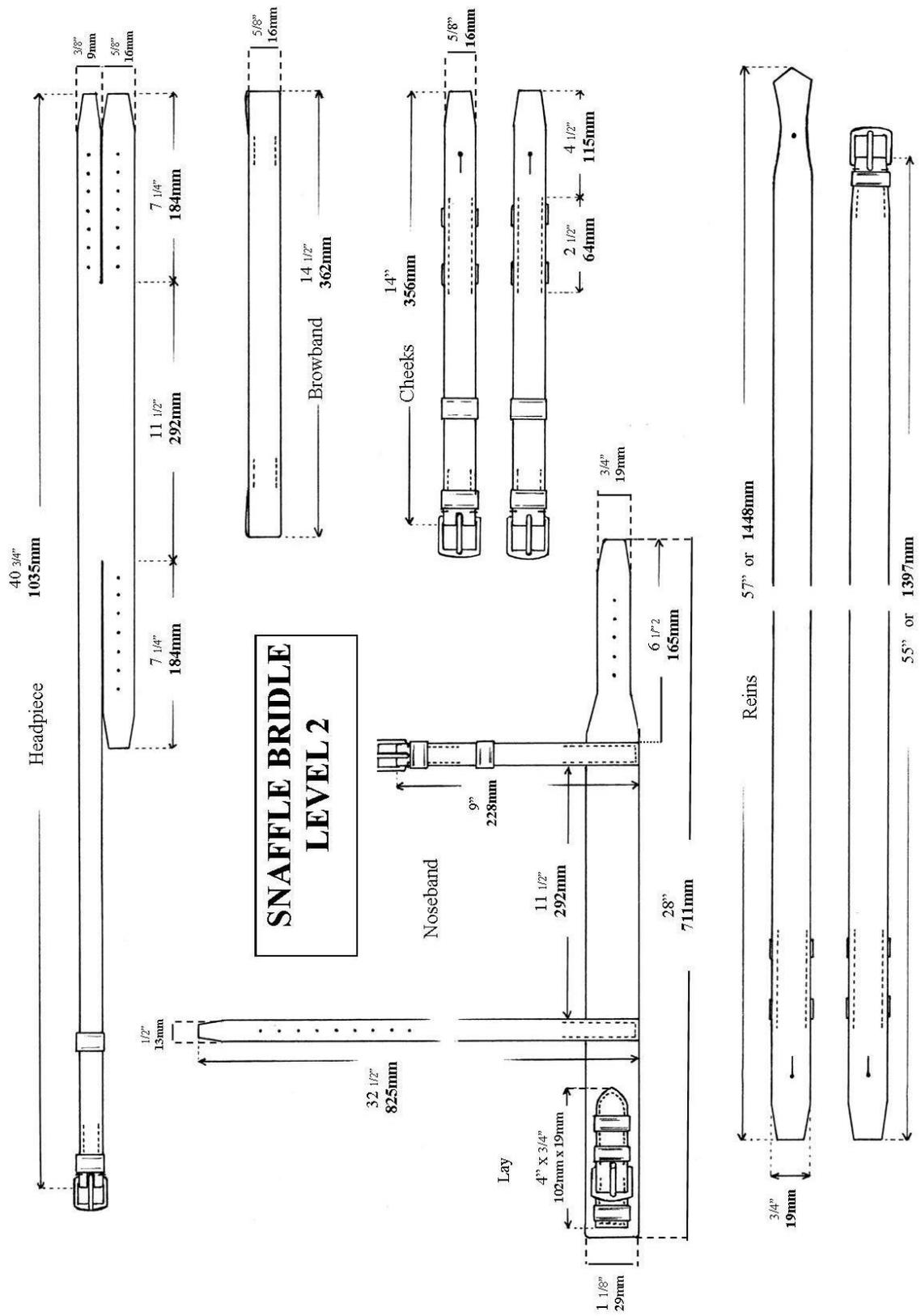
<b>Buckle Rein:</b>	Cut	56½" x ¾"	1435mm x 19mm
<b>Point Rein:</b>	Cut	57" x ¾"	1448mm x 19mm
<b>Buckle Rein:</b>	Made Up	55" x ¾"	1397mm x 19mm

(Billet platforms positioned 4½" [115mm] from point).

All stitching 10 to the 1" (25mm), in white thread.

Buckle turns may be double-hand or back-stitched.

Buckle turns may be either way i.e. towards the horse or reversed.



**CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2**

**BRIDLE MAKING - SNAFFLE 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. \_\_\_\_\_

    Edges are polished and level. \_\_\_\_\_

Creasing is parallel to the edge along the leather. \_\_\_\_\_

Pressure used for creasing is consistent. \_\_\_\_\_

**(c) Skiving**

Skiving carried out correctly. \_\_\_\_\_

Skiving is in the correct locations. \_\_\_\_\_

Skiving is to the required depth and is even and uniform. \_\_\_\_\_

**(d) Stitching**

Stitch size meets the specification. \_\_\_\_\_

Correct weight of thread is used. \_\_\_\_\_

Correct length stitched. \_\_\_\_\_

Stitching is tidy 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. \_\_\_\_\_

Two headpiece straps to noseband backed. \_\_\_\_\_

**(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 each 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 and polished. \_\_\_\_\_

The item is assembled correctly. \_\_\_\_\_

The finished item is neat and clean. \_\_\_\_\_

A signed statement is provided. \_\_\_\_\_

**(g) Overall Product Quality**

The correct type and quality of leather is appropriately used throughout. \_\_\_\_\_

The item as made up 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 2

### SPECIFICATIONS FOR STABLE HEADCOLLAR

<b>Head:</b> (Point both ends).	Cut	27" x 1"	686mm x 25mm
<b>Checks:</b>	Cut	17" x 1"	432mm x 25mm
	Made Up	6" x 1"	152mm x 25mm
<b>Jowls:</b>	Cut	13 <sup>3</sup> / <sub>4</sub> " x 1"	349mm x 25mm
	Made Up	4 <sup>3</sup> / <sub>4</sub> " x 1"	121mm x 25mm
<b>Nose:</b>	Cut	19" x 1"	483mm x 25mm
	Made Up	15" x 1"	381mm x 25mm
<b>Backstay:</b>	Cut	15" x 1"	381mm x 25mm
	Made Up	5 <sup>1</sup> / <sub>4</sub> " x 1"	133mm x 25mm
<b>Buckle Chapes:</b>	Cut	8 <sup>1</sup> / <sub>2</sub> " x 1"	216mm x 25mm
	Made Up	3" x 1"	76mm x 25mm
<b>Throat:</b>	Cut	20 <sup>1</sup> / <sub>2</sub> " x 1 <sup>1</sup> / <sub>8</sub> " (Rolled)	521mm x 29mm
	Made Up	15" x <sup>7</sup> / <sub>8</sub> " At the turns	381mm x 22mm

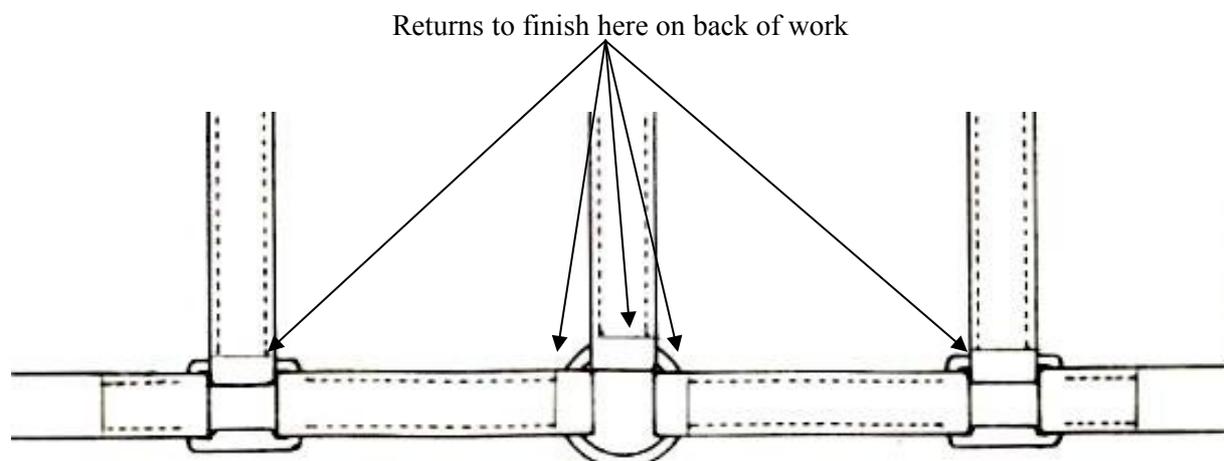
To be stitched 7 to the 1" (two rows only).

Must be brass mounted and stitched in yellow thread.

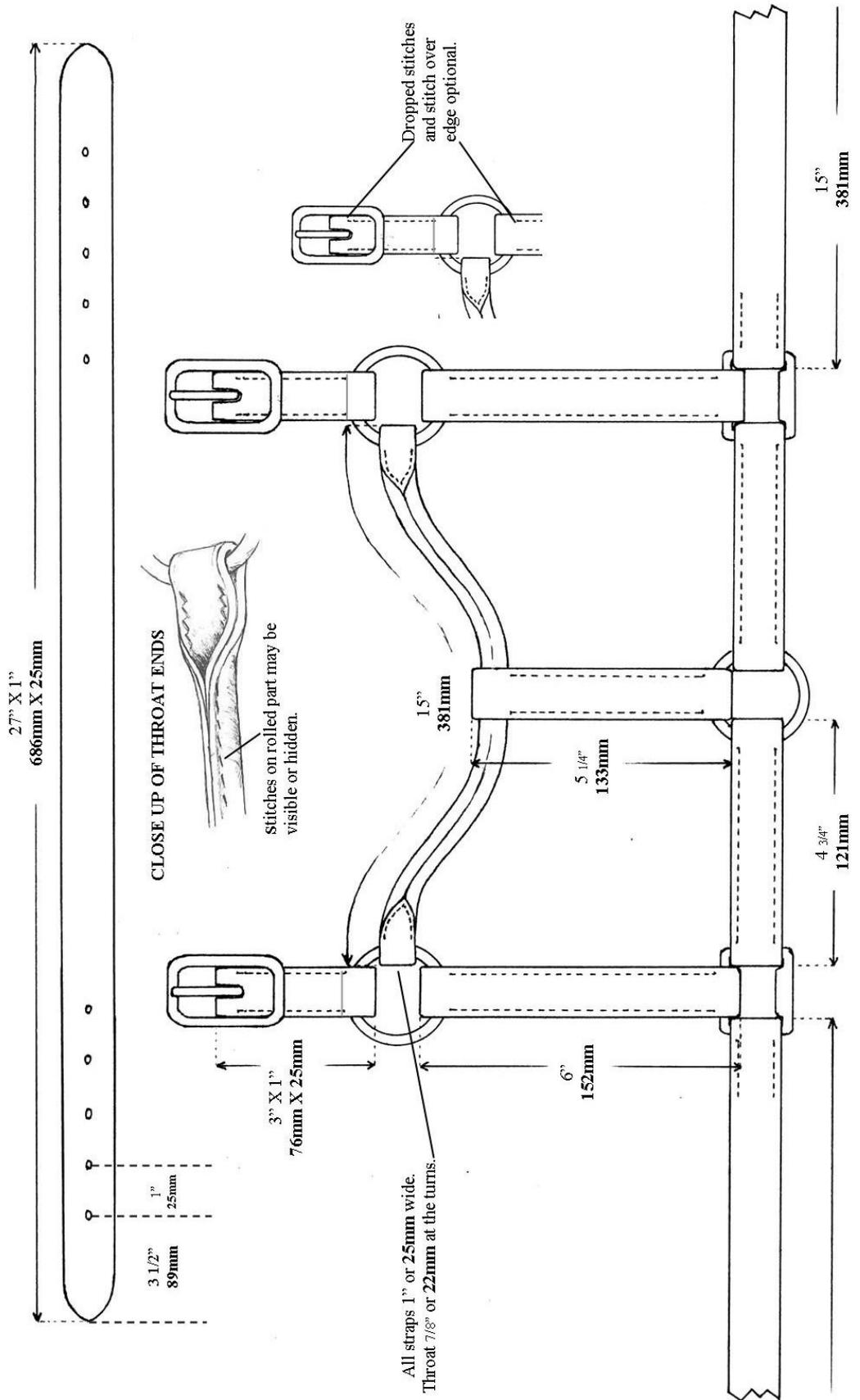
Stitching over the edge of the buckle is optional.

In stitches on chapes are optional

Returns on Cheeks and Backstay to finish at the bottom, and on jowls towards the middle ring.



# STABLE HEADCOLLAR LEVEL 2



**CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2**

**BRIDLE MAKING - STABLE HEADCOLLAR**

**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 and is even and uniform. \_\_\_\_\_
- Splices on all the stays are level. \_\_\_\_\_

- (d) Stitching**
- Stitch size meets the specification. \_\_\_\_\_
- Correct weight of thread is used. \_\_\_\_\_
- Correct length stitched. \_\_\_\_\_
- Stitching is tidy 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**

Edges are level, re-stained and polished. \_\_\_\_\_

The item is assembled correctly. \_\_\_\_\_

The finished item is neat and clean. \_\_\_\_\_

A signed statement is provided. \_\_\_\_\_

**(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 – LEVEL2

### SPECIFICATIONS FOR RUNNING MARTINGALE

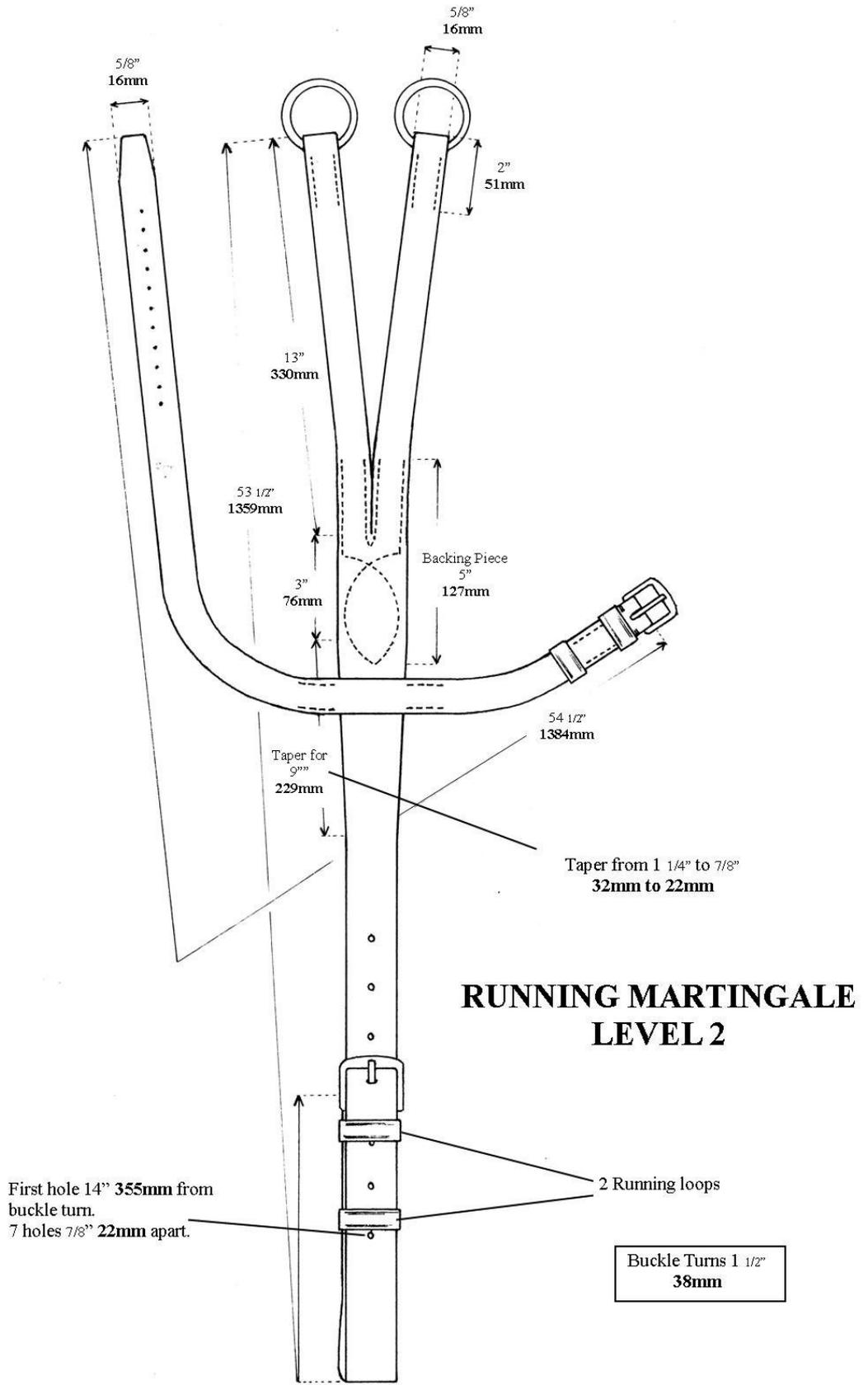
<b>Main Body:</b>	Cut	57" x 1¼"	1448mm x 32mm
	Made Up	53½"	1359mm
(Graduated to 7/8" (22mm) at Girth. See diagram).			
<b>Splits:</b>	Cut	15" x 5/8 "	381mm x 16mm
	Made Up	13" x 5/8 "	330mm x 16mm
<b>Neck Strap:</b>	Cut	56" x 5/8 "	1422mm x 16mm
	Made Up	54½" x 5/8 "	1384mm x 16mm

(11 holes starting 2" (51mm) from point).

Stitching: All stitched 10 to the 1" (25mm) in white thread.

Loop on neck strap should be set 12" (305mm) from the buckle and be 3" (76mm) long.

Patch at the back of split on main body to be shaped to follow the shape of the stitching.



**CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2**

**BRIDLE MAKING - RUNNING MARTINGALE**

**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 and is even and uniform. \_\_\_\_\_

- (e) Stitching**
- Stitch size meets the specification. \_\_\_\_\_
- Correct weight of thread is used. \_\_\_\_\_
- Correct length stitched. \_\_\_\_\_
- Stitching is tidy 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. \_\_\_\_\_

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. \_\_\_\_\_

**(g) 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. \_\_\_\_\_

The item is assembled correctly. \_\_\_\_\_

The finished item is neat and clean. \_\_\_\_\_

Assessment completed in not more than 4½ hours. \_\_\_\_\_

**(h) 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. \_\_\_\_\_

**(i) 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 2

### 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.
- 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 Harness Breeching, a Crupper Dock and a Crupper Body.
- 4 The completed Harness Breeching and the Dock are to be made prior to the assessment and brought to the Assessment Centre for assessment.
- 5 The Crupper Body is to be made during the assessment so that your work is observed and marked by an assessor.
- 6 You must take a basic tool kit to the Assessment Centre.
- 7 It is important that you adhere strictly to the specification provided (Note - blocks must be fitted between keepers on the tugs), 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.
- 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 two 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 two assessment, but this only needs to be taken once.
- 10 During the assessment, you will be observed to ensure that you are working safely.
- 11 You must complete the Crupper Body in **not more than 3½ hours**. Note that the time limit will be strictly enforced and that previous experience 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 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

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

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## HARNESS MAKING – LEVEL 2

### SPECIFICATIONS FOR HIPSTRAP, BREECHING STRAPS, BREECHING SEAT

<b>Hipstrap</b>	Cut	48" x 1 3/8"	1219mm x 35mm
	Made up	48" x 1 3/8"	1219mm x 35mm(shaped as in diagram)
Centre section narrowed to 1" (25mm)			
<b>Splits</b>	Cut	15" x 5/8"	381mm x 16mm
	(7 holes on splits starting 2" (51mm) from the points)		
<b>Breeching</b>	Cut Top	53" x 1 3/8"	1346mm x 35mm
	Cut Lining	44 1/2" x 1 3/8"	1130mm x 35mm
	Made up	46" x 1 3/8"	1168mm x 35mm
<b>Short Tugs</b>	Cut	11 1/2" x 5/8"	292mm x 16mm
	Made up	5" x 5/8"	127mm x 16mm (5 1/2" (134mm) between Short Tugs)
<b>Shaft Straps</b>	Cut	39" x 7/8"	990mm x 22mm
	Made up	30" x 7/8"	762mm x 22mm
<b>Turn back</b>		9"	229mm
(7 holes starting 3" (76mm) from the points)			

All stitching 8 to the 1" (25mm) using 4 cord 18 or equivalent thread.

Breeching Seat must be lined.

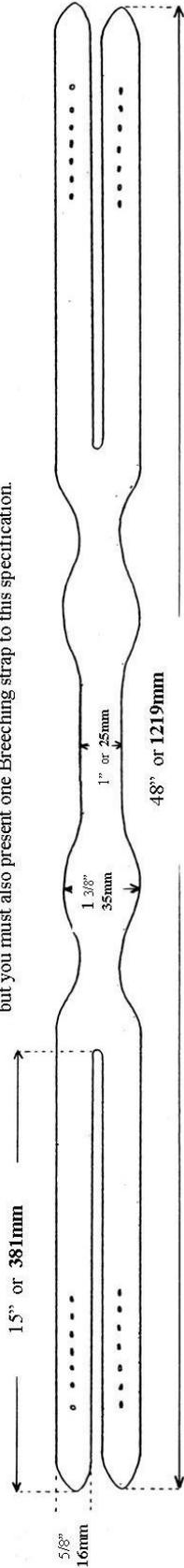
Centre section of Breeching Seat may be machined.

There should be blocks between the loops on the Short Tugs, and leather inserts in the Breeching Dees.

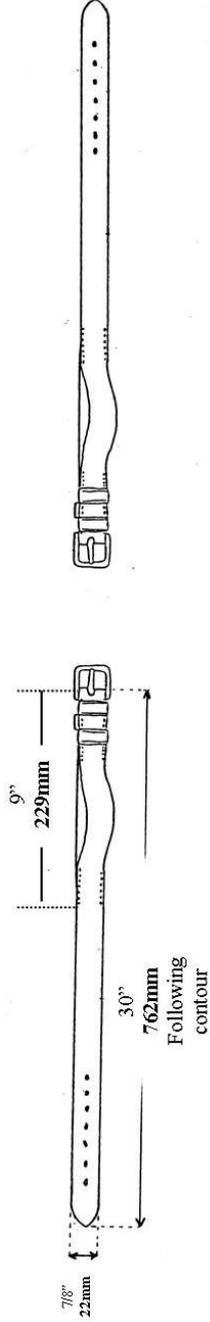
Hipstrap and Breeching straps may be lined if it is your intention to present them again as part of your Level 3 Harness Skills Test, but you must also present one Breeching Strap to these specifications.

## HARNESS LEVEL 2 ( HIPSTRAP, BREECHING STRAPS, BREECHING SEAT )

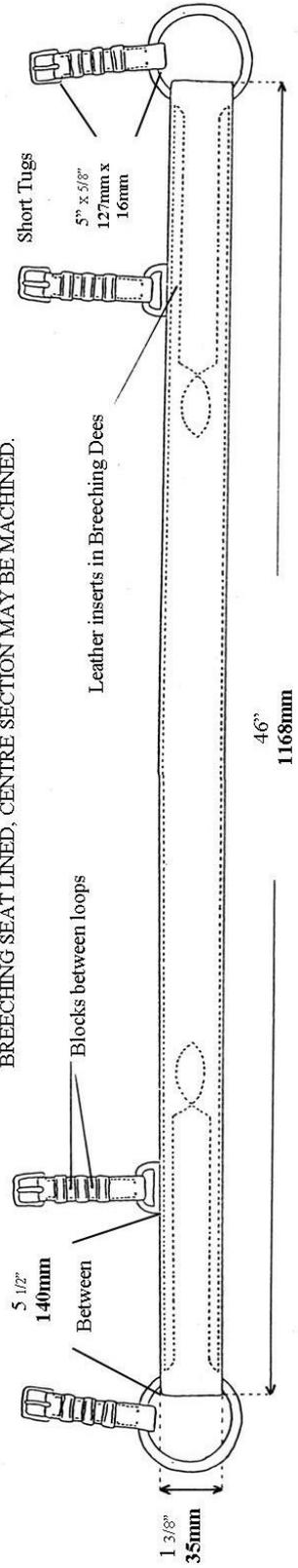
Hipstrap and Breeching Straps may be lined if it is your intention to present them again as part of your Level 3 Harness Skills Test, but you must also present one Breeching strap to this specification.



ALL STITCHED 8 TO 1 INCH



BREECHING SEAT LINED, CENTRE SECTION MAY BE MACHINED.





**CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2**

**HARNESS MAKING - HARNESS BREECHING**

**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. \_\_\_\_\_
- Edges are polished and level. \_\_\_\_\_
- 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 and is even and uniform. \_\_\_\_\_

**(d) Stitching**

- Stitch size meets the specification. \_\_\_\_\_
- Correct weight of thread is used. \_\_\_\_\_
- Correct length stitched. \_\_\_\_\_
- Stitching is tidy 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 correctly located according to the specification. \_\_\_\_\_

Holes stop at end of each split. \_\_\_\_\_

**(f) Finishing**

Keepers are the correct weight. \_\_\_\_\_

Keepers are the correct size. \_\_\_\_\_

Keepers are in the correct location. \_\_\_\_\_

Keepers are blocked. \_\_\_\_\_

Blocks are fitted between keepers on the tugs. \_\_\_\_\_

Edges are re-stained and polished. \_\_\_\_\_

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 required)** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Comments:**

## HARNESS MAKING – LEVEL 2

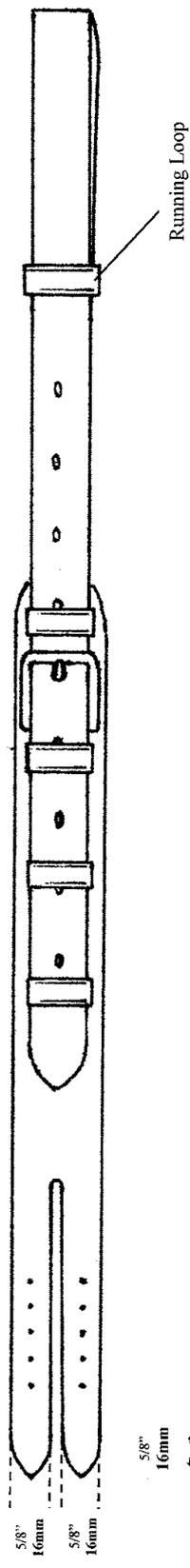
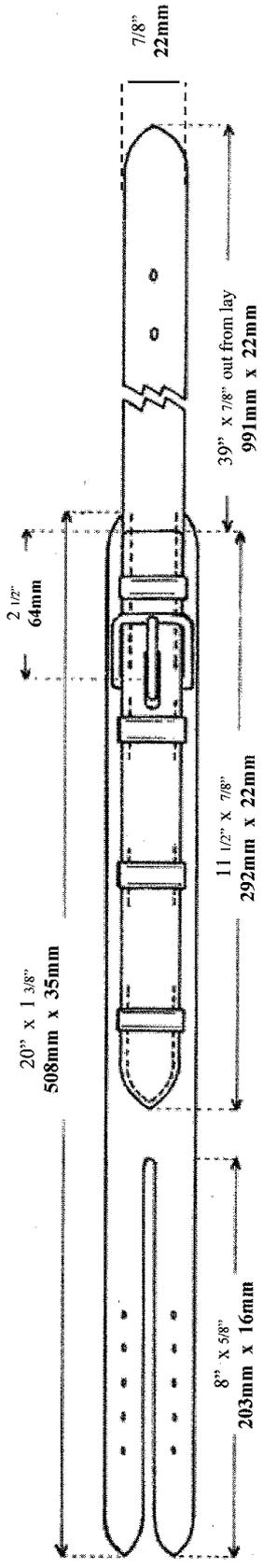
### SPECIFICATIONS FOR CRUPPER AND DOCK

<b>Crupper Body</b>	Cut	20" x 1 3/8"	508mm x 35mm
	Made up	20" x 1 3/8"	508mm x 35mm
<b>Splits</b>		8" x 5/8"	203mm x 16mm
	(5 holes starting 2" (51mm) from points)		
<b>Crupper Strap</b>	Cut	41 1/2" x 7/8"	1054mm x 22mm
	Made up	39" x 7/8"	991mm x 22mm
	(9 holes starting 3" (76mm) from point)		
<b>Lay</b>	Cut	11 1/2" x 7/8"	292mm x 22mm
	Made up	11 1/2" x 7/8"	292mm x 22mm
<b>Dock made to pattern</b>	Cut	17" x 3 1/2"	432mm x 89mm
	Tapered to 1 1/2" (38mm) at ends		
<b>Chapes</b>	Cut	6" x 5/8"	152mm x 16mm
	Made up	3" x 5/8"	76mm x 16mm

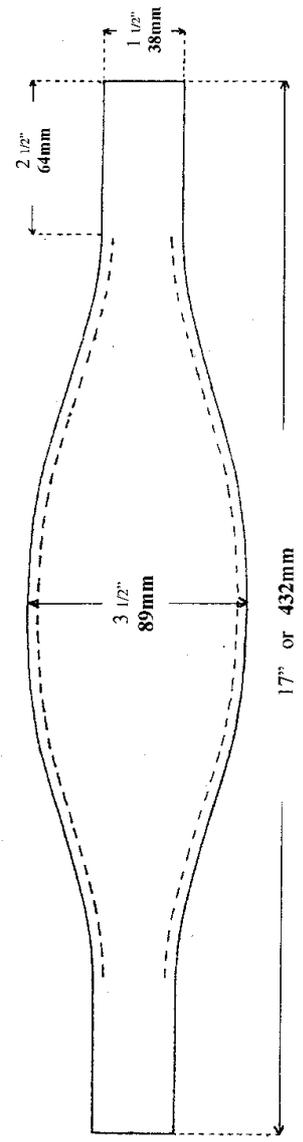
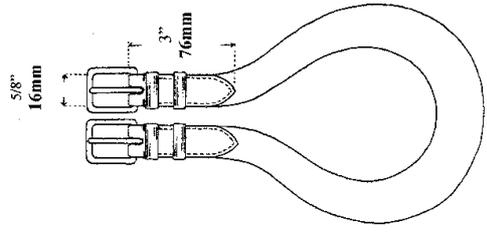
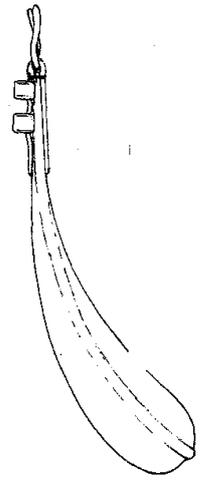
Crupper and Dock to be stitched 8 to the 1" (25mm)

Main body of Dock may have larger hidden stitching.

Dock to be filled with Linseed, and made prior to test.



# CRUPPER AND DOCK LEVEL 2 HARNESS



17" or 432mm

DOCK TO BE MADE PRIOR TO TEST.

# CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2

## HARNESS MAKING - CRUPPER BODY AND DOCK

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 and is even and uniform. \_\_\_\_\_

All corners taken off. \_\_\_\_\_

**(e) Stitching**

Stitch size meets the specification. \_\_\_\_\_

Correct weight of thread is used. \_\_\_\_\_

Correct length stitched. \_\_\_\_\_

Stitching is tidy 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 hole punched. \_\_\_\_\_  
Holes are in the centre of the strap. \_\_\_\_\_  
Holes are equidistant. \_\_\_\_\_  
Holes are correctly located according to the specification. \_\_\_\_\_

**(g) 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. \_\_\_\_\_  
The item is assembled correctly. \_\_\_\_\_  
The finished item is neat and clean. \_\_\_\_\_  
Hole stop at end of split. \_\_\_\_\_  
Sufficient space for hip strap \_\_\_\_\_  
Test must be completed in not more than 3½ hours. \_\_\_\_\_

**(h) 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. \_\_\_\_\_

**(i) 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. \_\_\_\_\_

**(j) Dock**

Dock has buckles attached correctly. \_\_\_\_\_

Dock is evenly shaped. \_\_\_\_\_

Dock is firm and free from wrinkles. \_\_\_\_\_

Dock's seam is smooth and well finished. \_\_\_\_\_

**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 2

### 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.
- 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 bring to the Assessment Centre a completed pony saddle made to the required specification.
- 4 At the Assessment Centre you will be required to build and block a seat onto a saddle.
- 5 You must take a basic tool kit to the Assessment Centre.
- 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 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.
- 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 materials, processes, products and associated costs, directly related to the practical assessments (see further details below at para. 14). 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 At the first time of sitting a Level two 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 two assessment but this only needs to be taken once.
- 9 During the practical test you will be observed to ensure that you are working safely.
- 10 You must complete the practical test 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.
- 11 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).
- 12 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.

13. 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.

14. 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 2

### SPECIFICATIONS FOR PONY SADDLE

#### Saddle Top

- Rigid Tree:** It is preferable to use a wooden saddle tree stamped BS 6635. If you are unable to obtain a tree marked BS 6635, please ask advice from the Scheme Administrator or the Centre Coordinator. (Refer to the specification of Level III Saddlemaking if you intend to use the same saddle for another assessment).
- Seat:** Pigskin or hide seat.
- Skirts:** Solid skirts (covered skirts are optional).
- Flaps:** Solid, plain flaps (knee inserts are optional).
- Girth Straps:** 4 girth straps minimum.  
7 holes, 1" apart. First hole 2½" from point
- Panel.** Continental or Saumur type panel.
- Flaps:** Solid sweat flaps.
- Knee Rolls & Gussets:** Knee rolls & gussets are optional.
- Filling:** Wool filled (not felt or composite).

## CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2

### SADDLE MAKING - PONY 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 tidy. \_\_\_\_\_

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 2**

### **SPECIFICATIONS FOR BUILDING AND BLOCKING A SEAT ONTO A SADDLE TREE**

**Tree:** A spring tree or rigid tree may be used. It is preferable to use a wooden saddle tree stamped BS 6635 2003. If you are unable to obtain a tree marked BS 6635, please ask advice from the Scheme Administrator or the Centre Coordinator. (Refer to the specification of Level III Saddlemaking if you intend to use the same saddle for another assessment).

**Seat:** You will be required to web the tree and fit leather bellies. Cut, fit and rasp to shape a plastazote or foam seat.

Block on a pigskin or hide seat.

Locate and mark the position of the skirts onto the seat.

Hand tacks or staples may be used throughout.

This must be completed in not more than 4 hours.

**CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 2**

**SADDLE MAKING - BUILD AND BLOCK SEAT**

**Assessment Centre:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Candidate Number:** \_\_\_\_\_

**(a) Webbing Up**

- Webbing centrally located. \_\_\_\_\_
- Webbing correctly located. \_\_\_\_\_
- Webbing attached securely. \_\_\_\_\_
- Main webs correct tension. \_\_\_\_\_
- Cross webs correct tension. \_\_\_\_\_
- Girth web correctly located. \_\_\_\_\_

**(b) Bellies**

- Bellies are symmetrical. \_\_\_\_\_
- Bellies securely fitted. \_\_\_\_\_

**(c) Plastazote or Foam Seat**

- Correctly located. \_\_\_\_\_
- Centrally located. \_\_\_\_\_
- Evenly shaped. \_\_\_\_\_
- Firmly attached. \_\_\_\_\_

**(d) Seat**

- The correct type and quality of leather is appropriately selected. \_\_\_\_\_
- Leather cut to correct size. \_\_\_\_\_
- Leather stretched on tightly. \_\_\_\_\_
- Leather stretched on evenly. \_\_\_\_\_
- Cantle gussets (where applicable) are neat and even. \_\_\_\_\_
- Skirts located correctly. \_\_\_\_\_
- Skirts marked onto seat symmetrically. \_\_\_\_\_
- Assessment completed in not more than 4 hours. \_\_\_\_\_

**(e) 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. \_\_\_\_\_

**(f) 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:**

**Notes:**