

ASSESSOR CHECKLIST

PCA E Proficiency Certificate

The assessment outline below is designed to assist you in determining the candidate's competency in PCA E Proficiency Certificate

You need to be a PCASA Qualified coach/Instructor to assess this proficiency.

1. Horse and rider combination for practical assessment must have attended a minimum of two working rallies in the prior 12 months and the horse must be the riders qualified mount as per PCASA rules.
2. The candidate will need to work through and complete the PCA E workbook before the practical assessment day.
3. The candidate needs to show competency via the criteria check sheet.
Candidates can have no more than 2 attempts at any criteria item on day of testing.
4. Competency is required in each criteria to be considered competent for this certificate.
5. If the candidate is deemed Not Yet Competent, then they must do the assessment again on another day and time agreed to by the candidate and assessor once the candidate is ready and within two years from first assessment. Where possible the same assessor should do the supplementally assessment.
6. Any evidence of cheating will result in NYC and that part of the assessment will need to be redone.
7. Any section of assessment that is passed by the candidate will be held in credit/s until such time as all sections are passed (maximum of two years from original practical assessment)
8. The assessment can take place even if some candidates are unable to come on the day, if assessment day is forecast to be hot or wet, the assessment can be postponed or altered so that only some of the criteria is done and the rest rescheduled for another time.
9. The check list attached is to be filled in and used as a record of competency for each of the criteria.
10. If the Candidate believes that the process hasn't been followed or that they were treated unfairly during their assessment, they will indicate that on their feedback sheet at the end of the Assessment, this will then be forwarded to the CIP to be followed up and both the Assessor and the candidate will receive a response following the next CIP meeting.

While the evidence can be gathered over a few rallies it is helpful for the candidate to get used to been assessed on a set day and time, as they progress through, the syllabus testing days will become more formal, so if candidates are used to been assessed under these conditions, it will be one less thing to stress them when they have an outside assessor do their assessment at the higher levels.

At the conclusion of the assessment the following must be done.

1. Candidates get the marked assessment criteria once their result has been recorded on the PCA record sheet.
2. The result sheet is then sent to the PCA office via email: info@ponyclubaustralia.com.au and a copy to the PCASA office: ponyclubsa@gmail.com
3. A badge is to be presented on the day and a certificate will be issued by the club at a presentation.