ASSESSEMENT INSTRUCTIONS

PCA C Proficiency Certificate

The assessment outline below is designed to assist you (the candidate) in preparing for your assessment for the PCA C Proficiency Certificate.

The check list below outlines the requirements for your assessment.

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 C workbook before the practical assessment day. The candidate will also need to complete the written paper, either online or in hard copy prior to practical assessment. The candidate will then need to send the written paper to the assessor prior to the practical assessment. The candidate needs to achieve a mark of 120/160, 75% to be deemed competent.

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 (maximin 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 will be filled in and used as a record of competency for each of the criteria.

10. If you the Candidate believe that the process hasn't been followed or that you were treated unfairly during your assessment please indicate that on your feedback sheet at the end of the Assessment, this will then be forwarded to the CIP to be followed up and you will receive a response following the next CIP meeting.

At the conclusion of a successful result the candidates get their workbook back. A copy of the marked assessment criteria is sent to the club along with their certificate, to be presented at a presentation.

Candidates will receive a badge on successful completion.