

# Saddlery

*National training qualifications for saddlery*

**LEVEL 1  
BASIC SKILLS**

*Candidate's Handbook*

**City & Guilds Award No. C&G 4744-01  
QCA ref: 100/3517/5**

**Revised October 2005**

**City &   
Guilds**

## **Publications and enquiries**

The publications listed below are available free of charge from:

Publications Sales  
City & Guilds  
1 Giltspur Street  
London  
EC1A 9DD

Telephone 020 7294 2468  
Facsimile 020 7294 2400

Your choice of City & Guilds qualifications:

Publications list  
A guide to our services  
All you need to know about NVQs, SVQs and GNVQs  
A guide for employers  
A guide for candidates  
How to succeed in your assessments

General information about City & Guilds may be obtained from the Customer Services Enquiries Unit at the above address, or on 020 7294 2800/1/2/4/5.

## **Equal opportunities**

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying these principles in all our activities and in all our published material.

For a copy of our equal opportunities policy statement please contact Corporate Communications.

\*\*\*\*\*

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

<b>Level 1</b>	
Introduction	4
Candidate Instructions	5
Level 1 Saddlery - practical skills tests	
- <b>Irish Martingale</b>	7
- <b>Stirrup Leathers</b>	11
- <b>Bridle Headpiece</b>	15

# Certificate in Saddlery Level 1

## 1 Introduction

These tests are designed to assess the ability of candidates in saddlery craft skills at a **basic** 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. Training providers would expect the majority of new students to be ready to apply for assessment at Level 1 after about six months full-time training.

## 2 Skill areas

The skill areas identified by practising saddlers for assessment at this level are generic to saddlery including bridle making, harness making and saddle 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 a **basic** level basic.

## 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 two components of the assessment, consisting of a short written knowledge test and a practical skills test. The practical skills test consists 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 1

- 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: an Irish Martingale, a pair of Stirrup Leathers and a Bridle Headpiece.
- 4 The Irish Martingale and the Stirrup Leathers are to be made previously and brought to the Assessment Centre for assessment.
- 5 The Bridle Headpiece 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 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.
- 8 At the Assessment Centre you will be required to undertake a written assessment. This assessment will consist of 10 questions which must be completed within 30 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 80% or more correct answers for the written assessment in addition to a satisfactory standard in all aspects of the practical assessment.
- 9 You must bring a strip of 1¼" bridle butt that you have already cut from a straightened butt and make a Bridle Headpiece using your own tools to the specification provided. During the practical test you will be observed to ensure that you are working safely.
- 10 You must complete the Bridle Headpiece in **not more than 3 hours**. Note that the time limit will be strictly enforced and previous experience is usually necessary to complete this assessment 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 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).

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) 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.

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.

15. Health & Safety. You will:

- i) know and understand the main principles and facts about the Health and Safety at Work Act, etc 1974,
- ii) be able to identify those working practices in any part of your working environment which could harm yourself or other persons,
- iii) control health and safety hazards and take suitable action within your capability and the scope of your job,
- iv) promptly report hazards which present a risk to yourself or others to the responsible person,
- v) ensure that your personal conduct around the workplace does not endanger the health and safety of yourself or other persons,
- vi) when required, wear well-maintained and adequate personal protective equipment,
- vii) follow organisational health and safety policies and suppliers' instructions for the safe use of tools, materials, machines and equipment,
- viii) minimise the risk of damage when handling and lifting loads to yourself, other people and the goods you are carrying,
- ix) identify: what to do if you come across an emergency; the person(s) responsible for dealing with an emergency; the route to follow for evacuation procedures; the emergency exits appropriate to where you work,
- x) use First Aid and other health related services appropriately.

**LEVEL 1  
SPECIFICATIONS FOR IRISH MARTINGALE**

<b>Item</b>	<b>Imperial</b>	<b>Metric</b>
Cut measurement		
Made up measurement	6" x 5/8"	152mm x 16mm
Nickel rings (inside measurement)	1 1/4"	32 mm
Stitching (white stitching)	10 to 1"	10 to 25mm

**diagram**

# CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 1

## IRISH MARTINGALE

Assessment Centre: \_\_\_\_\_ Date of Assessment \_\_\_\_\_

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. \_\_\_\_\_
  
- (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. \_\_\_\_\_
  - Two ends skived on opposite sides producing an even finish. \_\_\_\_\_
  - All corners taken off. \_\_\_\_\_
  
- (d) **Stitching**
  - Stitch size meets the specification (10 to 1”). \_\_\_\_\_
  - Thread used is white and suitable for purpose. \_\_\_\_\_
  - 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. \_\_\_\_\_



## LEVEL 1

### SPECIFICATIONS FOR STIRRUP LEATHERS

Stirrup Leathers to be prepared with flesh side outwards.

<b>Item</b>	<b>Imperial</b>	<b>Metric</b>
Cut measurement	57" x 1 $\frac{1}{8}$ "	1448mm x 29mm
Made up measurement	54" x 1 $\frac{1}{8}$ "	1372mm x 29mm
Turnback	3"	76mm
White stitching, in 3 rows	8 to 1"	8 to 25mm
Using 4/18 thread or equivalent; centre row begun 3 stitches back to secure twist		
Holes: 12 holes punched, beginning 4" (102 mm) from the point. Holes 1 $\frac{1}{8}$ " (29 mm) apart. Holes to be numbered below holes.		



# CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 1

## STIRRUP LEATHERS

Assessment Centre: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

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. \_\_\_\_\_
  - The best end of the leather is at the point. \_\_\_\_\_
  
- (b) **Edge Stain**
  - Edging carried out to the same depth along the leather. \_\_\_\_\_
  - Stain is applied cleanly and evenly. \_\_\_\_\_
  - Edges are polished and level. \_\_\_\_\_
  
- (c) **Skiving**
  - Skiving carried out in the correct locations. \_\_\_\_\_
  - Skiving is to the required depth and is even and uniform. \_\_\_\_\_
  - All corners taken off. \_\_\_\_\_
  
- (d) **Stitching**
  - Stitch size meets the specification. (8 to the inch) \_\_\_\_\_
  - Thread used is white and as per specification. \_\_\_\_\_
  - Correct length stitched. \_\_\_\_\_
  - Stitching is straight and even on both sides. \_\_\_\_\_
  - Stitching is of the correct tension. \_\_\_\_\_
  - Stitching is 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. \_\_\_\_\_  
 Holes are neatly numbered below holes and symmetrical \_\_\_\_\_
- (f) **Finishing**  
 Edges are re-stained and polished. \_\_\_\_\_  
 The item is assembled correctly. \_\_\_\_\_  
 The finished item is neat and clean. \_\_\_\_\_  
 Stirrup leathers prepared as for saddlery trade with flesh side outwards. \_\_\_\_\_
- (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:

**LEVEL 1  
SPECIFICATIONS FOR BRIDLE HEADPIECE**

<b>Item</b>	<b>Imperial Measure</b>	<b>Metric Measure</b>
Cut	44½" x 1¼"	1130mm x 32mm
Made Up	43"	1092mm
Throat	23" x ½"	584mm x 13mm
Cheek Straps	8" x ¾"	203mm x 19mm
Throat Strap	8" x ½"	203mm x 13mm
Between Splits	12"	305mm
Stitched	10 to the 1", in white thread, either single- or double-hand stitching	
Holes	First hole 2" from point. 7 holes, ¾" apart.	
Buckle turn	Buckle turn to be reversed i.e. grain to grain	

**(DRAWING)**

# CITY AND GUILDS SADDLERY ASSESSMENT - LEVEL 1

## BRIDLE HEADPIECE

Assessment Centre: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

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) **Pricking**
  - Correct size pricking iron used. \_\_\_\_\_
  - Pricking is in the correct locations. \_\_\_\_\_
  - Pricking is in a straight line. \_\_\_\_\_
  - Pricking is parallel to the edge of the leather \_\_\_\_\_
  
- (d) **Skiving**
  - Skiving carried out correctly. \_\_\_\_\_
  - Skiving is 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 (10 to 1") \_\_\_\_\_  
 Thread used is suitable for the purpose. \_\_\_\_\_  
 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) **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. \_\_\_\_\_  
 Holes stop at end of each 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. \_\_\_\_\_  
 The item is assembled correctly. \_\_\_\_\_  
 Assessment completed in not more than 3 hours. \_\_\_\_\_
- (h) **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. \_\_\_\_\_

(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:

**Notes:**