

MYERSCOUGH COLLEGE
APPROVALS COMMITTEE VISIT
Farriers Registration Council



Established under the
Farriers (Registration) Act 1975

28-29 MARCH 2023

**Report of the Approvals Committee appointed by the Farriers Registration Council
Established under the Farriers (Registration) Act 1975, as amended**

FARRIERS REGISTRATION COUNCIL APPROVAL COMMITTEE VISIT TO MYERSCOUGH COLLEGE ON 28 & 29 MARCH 2023

Introduction

1. The Farriers Registration Council (FRC) is charged under Section 11 (1) (a) and (d) of the Farriers (Registration) Act 1975 with approval of any course of training which the Council considers is designed to confer on persons completing it sufficient knowledge and skill for carrying out the shoeing of horses; and, any institution which the Council considers is properly organized and equipped for conducting the whole or any part of a course of training approved by the Council. The Council may refuse its approval or withdraw such approval previously given. The Council is further charged under Section 12 of the Act with keeping itself informed of the nature of the instruction given at institutions approved under the last foregoing section of the act to persons attending courses approved under that section.

2. So long as the institution offers a course of training in farriery, the FRC has both a right and a duty to keep itself informed of the standard of the courses and the institution and to reassure itself that the courses are of a high standard and convey the knowledge and skills required to shoe a horse. The Council carries out this duty by appointing an Approvals Committee (AC) to visit the institution as may be required, and to report to the Council.

3. The Colleges deliver the farrier standard, which outlines the required knowledge, skills and behaviours and is available on the Institute for Apprenticeships & Technical Education website.
<https://www.instituteforapprenticeships.org/apprenticeship-standards/farrier-v1-0>

4. The Assessment Plan is also available on the Institute for Apprenticeships & Technical Education website.
https://www.instituteforapprenticeships.org/media/3269/st0172_farrier_l3_ap_for_publication_0307_2019.pdf

5. The Worshipful Company of Farriers (WCF) is the end point assessment organisation (EPAO) and carries out the end point assessment (EPO) successful completion of which results in conferment of the Diploma of the Worshipful Company of Farriers (DipWCF). The Colleges act as approved examination centres on behalf of the WCF.

6. The apprenticeship in farriery takes 42 months plus the EPO period to complete. Apprentices are employed by an Approved Training Farrier (ATF) and have block release to one of the farriery colleges. Farriery Placement Officers (FPOs) from the colleges visit the apprentices in the workplace to ensure their welfare, check health and safety and to liaise between the ATFs and colleges in relation to the apprentices' training.

7. The purpose of an Approvals Committee (AC) visit is to gather evidence that may be evaluated in order to provide assurance to both the public and the FRC that training standards are being met and arrangements for safeguarding are effective. The AC for this visit consisted of:

- a. Martin Peaty BVSc CertEP CertES (Orth) MRCVS. FRC member and Chairman AC.
- b. Stephen Newman MCMI CertEd MSM FWCF

- c. Sarah Hamlyn MSc BSc BHSI (SM)
- d. Tom Smith GradDIP ELR FWCF. FRC member and Chairman FRC.

6. The AC were welcomed by Head of School, Claire Bloor, Assistant Head of School, Craig D’Arcy, Head of Quality Assurance, Jon Kerrigan and Vice Principal and Deputy CEO, Steven Downham-Clarke. During the two-day visit, the AC also had discussions with the farriery lecturers, Farriery Placement Officers (FPOs), the Deputy Principal for Finance, the Deputy Principal for Estates and Resources, the Assistant Head of Inclusive Learning, the Designated Safeguarding Lead and met with apprentices.

7. The AC had the opportunity to talk to group 45L, which consisted of 8 apprentices on block 4 of the College based training program.

8. At the conclusion of the visit the AC discussed an outline of their findings including proposed recommendations to the FRC with Principal/CEO, Alison Robinson, Vice Principal and Deputy CEO, Steven Downham-Clarke, Head of School, Claire Bloor, Assistant Head of School, Craig D’Arcy and Head of Quality Assurance, Jon Kerrigan.

9. A draft report was supplied to give the College the opportunity to comment on or correct any matters that may have been factually incorrect.

Historical Background

10. Following its visit to Myerscough College on 5 and 6 February 2019, the AC recommended to the FRC that:

- a. The Myerscough Student Handbook is made available online as the apprentices were not familiar with it and in most cases no longer had the copy provided at the start of their studies.
- b. The College puts in place a policy and procedure in for provision for apprentices not having English as their first language. The College recognized that a policy is not currently in place.
- c. Appropriately sized concave steel stock was not available to the apprentices to practice shoe making for their examination in November 2019; the College should urgently address this issue and put in place a procedure to avoid a recurrence.
- d. The extractor fans at the end of the forge are not working and this will have a significant effect on air quality for apprentice, staff and horses alike. The College should remedy this immediately and confirm to the FRC when this has been done.
- e. The College is asked to make available to the FRC a copy of their policy “for dealing with the instances where ATFs were not meeting their responsibilities.”
- f. The College is asked to forward to the FRC details of how they intend to provide additional time for part-time lecturers to ensure lectures can be updated.
- g. The College is asked to confirm that the policy set out at Paragraph 27 (of the 2019 report) is put into effect when the 12-week limit is breached.
- h. The College is asked to provide a copy of the form completed by the FPOs upon which ATFs are asked to certify that no money (i.e., top-up fees or similar) has been charged to the student.
- i. The College continue to be approved by the FRC to deliver farriery apprenticeship training.

11. Each of these recommendations was followed up by the AC.

- a. The Farriery Student Handbook is available on Canvas, a Virtual Learning Environment (VLE), along with The Essential Guide 2022-2023 (Farriery). Both were made available to the AC. The apprentices were aware of how to access both documents.
- b. The College has confirmed to the FRC that it now has a policy in place for students with English as a Second Language (ESL).

- c. An e-mail from Linda Quinn on 22 February 2019 shortly after the last visit confirmed receipt of the correct size steel and confirmed that procedures were in place to prevent recurrence of steel shortages.
- d. An e-mail from Linda Quinn on 22 February 2019 shortly after the last visit confirmed a repair to the extractor had been carried out. It was seen to be working during the AC's visit.
- e. The College was asked to make available to the FRC a copy of their policy "for dealing with the instances where ATFs were not meeting their responsibilities." The ATF's responsibilities are outlined in a signed agreement with the ATF, examples of which were provided to the AC. The contract outlines the procedures when breaches occur, including employers (ATFs) not meeting their responsibilities, and remedies including termination. The College would then work with the apprentice to find alternative employment.
- f. The College was asked to forward to the FRC details of how they intend to provide additional time for part-time lecturers to ensure lectures can be updated. The College outlined in the documents provided in advance of the visit that a full-time equivalent lecturer working 37 hours per week would be expected to have up to 18.5 hours contact time with students with the remainder of the time available for other tasks including lecture preparation.
- g. The College has confirmed the action to be taken when the 12-week limit is breached in the document pack provided to the FRC.
- h. The College was asked to provide a copy of the form completed by the FPOs upon which ATFs are asked to certify that no money (i.e., top-up fees or similar) has been charged to the student. The College has Apprenticeship Training Services Agreements in place which outline the employer's responsibilities including those in relating fees. Samples of the signed agreements were seen by the AC.

Financial Viability and Probity

Myerscough College Annual Report and Financial Statements for The Year Ended 31 July 2022 prepared by auditors RSM Audit LLP were provided to the FRC.

Total reserves were £40,588,049, total income £35,373,788 and total expenditure £35,797,023 resulting in an operating loss of £423,235.

The College was certified as a going concern, and it was confirmed that it complied with the Education and Skills Funding Agency's (ESFA) requirements.

Farriery produced a gross margin of 12% after direct costs but the margin decreases to -52% when the Department's share of fixed College costs is included. Senior management confirmed that Myerscough was committed to supporting the provision of skills for the land based and rural sector as outlined in its Vision Statement, and that this included farriery which was one of the few apprenticeships which led to registration with a regulated profession and had synergies with other equine courses at Myerscough.

The College provided to the AC the Counter Fraud Policy, the Whistleblowing Policy and the Annual Audit and Governance Report.

Teaching and Learning

The Assistant Head of Farriery has a Certificate in Education (CertEd) and two of the farriery lecturers have the level 3 teaching qualification Preparing to Teach in the Lifelong Learning Sector (PTLLS) now known as Award in Education and Training (AET).

Other farriery lecturers have been in post for a relatively short time. They are benefitting from a minimum of one walk through observation lasting 20-60 minutes per term. These are not graded but identify strengths and areas for improvement and if the lesson does not meet expectations, they are repeated within 2 weeks where possible. New lecturers are scheduled to start the PTTLS / AET qualification in the autumn.

A Teaching and Learning Coach (TLC) was also observed and made excellent observations. She was unobtrusive and asked good questions of both apprentices and tutors. In discussion she fed back confidently and made good suggestions.

The AC carried out lesson observations and also looked at lesson observations carried out in recent months in the farriery department. Several themes were identified as needing improvement, including promotion and checking of learning, achievement of learning outcomes, stretch and challenge for the more knowledgeable apprentices, better questioning to develop thinking and analytical skills, the provision of a better variety of activities (e.g. peer assessment) to promote learning.

Practical shoemaking and fitting lessons were observed. Good facilities were available to the students. More could have been achieved in the time available. Targets to stretch and challenge the apprentices would have been appropriate. Introducing timed work, even at this early stage, might help the apprentices cope with the pressure of the practical part of the EPA. This strategy was seen in use for an apprentice preparing for the EPA in May 2023.

The tutor was observant and supportive of the apprentices, particularly when they needed to rectify errors. Questioning could be improved to use more open and fewer closed questions.

The new team consists of a majority of part-time tutors. To help with communication and consistency it would be helpful to use a check list based on the existing 'make and fit' criteria for each of the apprentices in the group. This would highlight their level of expertise and could be passed to other tutors to create a running record of their progress and training needs.

It is recommended that the themes for improvement identified during lesson observations are used to support staff development.

An e-portfolio is in place: One File is being used to ensure that all apprentices complete the required 'off the job' training. During the course of their apprenticeship, all apprentices on the new apprenticeship standard are required to complete 20% (in time) of their training 'off the job.' One File allows apprentices to log activities such as professional discussions with their ATFs, formally organized CPD events, competitions and webinars as well as time at college. One File gives a running total so all stakeholders know if the apprentice requires more input.

There are some issues with the mapping of the new farriery standard onto OneFile and an external contractor with expertise in one file is currently resolving these with completion due within 6 months.

Apprentices are very familiar with information technology following the COVID pandemic and are very comfortable using One File. However, they are required to log at least 6 hours per week of "off the job" training during normal work hours and find this difficult to achieve especially as training completed outside normal working hours cannot be included.

It is recommended that further guidance is given to the apprentices on the range of activities which count as “off the job” training during normal working hours.

Detailed timetables were seen, although these did not always reflect the theory lessons that actually took place, but schemes of work and lesson plans were not available.

It is recommended that the Schemes of Work and Lesson Plans are updated regularly and available to the farriery team.

External partner institutions contributing to the farriery program include the RSPCA, World Horse Welfare at Penny Farm, Lancashire Constabulary, with whom Myerscough have a shoeing contract, and Third Millennium, providers of synthetic materials for farriery.

End of block reports and action plans were examined. Both documents are shared with the ATF employer, FPO and apprentice. These outline clearly what the apprentice should achieve prior to the next college attendance. They are reviewed by the FPO prior to the visits and discussed with apprentices and ATFs during the visit. College attendance with incomplete action plans would be identified by farriery tutors and raised with the apprentice, ATF and FPO.

There is a veterinary surgeon on staff in the area of veterinary nursing and farriery. She teaches farriery two days each week and veterinary nursing three days a week. She is more involved with the DipHE and BSc (Hons) farrier qualifications but lectures on the vet/farrier relationship and the Veterinary Surgeons Act and Farriers Registration Act, and on the use of sedation in difficult horses. Anatomy, physiology and pathology are taught by the farriery lecturers.

Myerscough College has been awarded the national Apprenticeship Provider of the Year Award for the last three years and the AC congratulate the College on this achievement.

Continuity of Apprentices in Training

The College and its FPOs are aware of the need for apprentices to continue to be in paid employment in order to continue as an apprentice in training, carry out farriery lawfully and be eligible for public funding.

There is an Apprenticeship Training Service Agreement in place for each apprentice and a random signed copy was requested and seen by the AC.

FPOs visit the apprentices at their place of work and record details of the employer and workplace.

The FPOs and College will help to resolve issues between ATFs and apprentices where possible and facilitate a change of ATF where appropriate.

When an apprentice leaves their ATF and goes straight into employment with another ATF that is not already affiliated with the College, the normal procedure for checking the ATF and workplace will start and documentation will be completed including the Apprenticeship Training Services Agreement.

A College assessment of the apprentice is carried out to establish the progress already made and training required when an apprentice changes College.

An apprentice is allowed a break in learning of up to 4 weeks but after that if not employed by an ATF cannot continue in training. A College assessment is required to re-start training.

Re-take candidates must remain in employment and are provided with individual help to reach the required standard. This was observed by the AC during the visit.

Quality Assurance and Compliance

The first-time candidate pass rates for the DipWCF examination were 67% for Autumn 2022, 41% for Autumn 2021 and 71% for Spring 2021. There were no first-time candidates in Spring 2022.

The Self-Assessment Report (SAR) identifies quantity of lesson observations as an area for improvement that has now been rectified. However, there is no analysis of the lesson observations, so trends and themes have not been identified, included in the Quality Improvement Plan (QIP) and used to support tutors and hence apprentices. This is addressed in the paragraph on Teaching and Learning.

The SAR did not identify the low first-time candidate pass rate of 41% for the last academic year which included the Autumn 2021 sitting of the DipWCF - there were no candidates in Spring 2022. The SARs are for each academic year but due to low numbers on the farriery apprenticeship one or two failures can have a significant effect on the pass rate. EPA / DipWCF pass rates could be monitored over a number of years in order to detect trends and identify whether the theory or practical elements of the examination are problematical.

Myerscough College acts as an examination centre for the WCF. In November 2022 there were breaches of the WCF's examination regulations including a failure to notify the WCF in advance of a candidate's learning support needs and the need for an electronic device, the use of a farriery tutor as an invigilator and the failure to return the invigilation form with the examination papers.

The college has acknowledged the breaches and given written undertakings to put in place arrangements to ensure that there is no repetition. In future the examinations team from the College will administer the examinations rather than the farriery department. The exams team will appoint a senior invigilator who will ensure all examination paperwork including the invigilation forms are completed and returned. All exam invigilators will be staff who are not qualified farriers. Examination officers will discuss access arrangements with the EPAO / WCF in advance.

The WCF have notified OFQUAL of the breaches and issued a written warning to the College.

The College offered in mitigation that the WCF had previously allowed electronic devices, that most other EPAOs allowed it, that it was the normal way of working for the candidate in question and that they believed their action was consistent with the Equality Act 2010 and with access and reasonable adjustment policies from the Joint Committee for Qualifications (JCQ).

During the practical examination a candidate received a kick to the head which resulted in concussion and admission to hospital. The candidate was discharged later that day and collected from hospital by

the Assistant Head of Farriery. He requested to continue with the practical and oral examination the following day and, in the circumstances, the WCF Registrar asked for a medical certificate to confirm fitness to do so. This was provided and the candidate successfully completed the examination.

It was asserted by the College that the pressure of the examination and its time constraints has resulted in the candidate forgetting their training and in the kick to the head. The AC wished to establish how the suitability of the horses provided for the examination was established. A contractor brings the horses from Scotland. The horses are used for farriery competitions throughout the country and although the College does not know the individual animals which will be provided, they have used the same supplier for many years and they are judged to be better suited to the examination than the College's own horses from the equine department.

Staff

Staff involved in the farriery department including their qualifications, roles and days worked are outlined in Appendix 1.

All lecturers have appropriate professional qualifications.

Teaching qualifications are discussed in the paragraph on Teaching and Learning.

CPD records were seen and CPD discussed. In addition to College CPD on health and safety, equality and diversity, safeguarding and extremism, many in the department are studying for the DipHE or BSc (Hons) in farriery.

Staff to apprentice ratios for practical sessions were as required; they were observed to be no greater than 1:4 for shoeing horses and 1:8 for shoemaking.

The FPOs were both interviewed either in person or by telephone. Both were enthusiastic about their roles. Administrative support from the College and availability of action plans and progress on One File was reported to be good.

FPOs look at health and safety, equality and diversity, safeguarding and extremism at each work-based visit as well as the apprentice's progress on the course.

Resources

Accommodation is available to farriery apprentices on-site. It was reported that the accommodation and food was acceptable and apprentices acknowledged the value of staying on site.

Good facilities are available in the farriery department. These include office space, teaching rooms, a study room, forges and shoeing areas, a demonstration forge, a multi-purpose room and a blacksmithing forge.

The AC met with the Deputy Principal for Estates and Resources, John Wherry, who outlined plans for improvements to the farriery department. Funding has been identified to start this work.

There is an equine department at Myerscough College which maintains a 'core' number of horses belonging to, or loaned by, the college. Around twenty horses are available for shoeing by the farrier apprentices with another twenty available for trims. Students of the college also bring their own horses in although as the AC visited during the Easter break most of these horses had returned home.

The farriery department has secured a new contract with Lancashire Police to shoe their horses. As a result, they have made permanent forge facilities at the mounted police stables. This is a valuable resource to the apprentices as they are introduced to a different type of horse to shoe. This arrangement provides approximately eighteen full sets of shoes for the students to shoe regularly. Metal cutting equipment such as a guillotine would save a significant amount of time and enhance the facility especially for the apprentices. First aid provisions in this external location are dealt with in partnership between the Police staff and college staff.

The Block 4 apprentices (45L) reported they were shoeing an appropriate number of horses for their stage of training and that they expected this number to increase as they progress through their training.

The college has a good stock of flat and concave sections and coke available for shoemaking and there is an established relationship with two main suppliers for restocking.

All equipment in the main forge is functioning and in good order including anvils and forges. Several forges are not operational in the blacksmiths' area but there are still sufficient numbers functioning so as to not have an impact on farriers learning when they use this facility. A program of replacing hoods with stainless steel ones is in progress.

A deep clean of all forge facilities is scheduled for August when there is a break in apprentices attending.

The Virtual Learning Environment (VLE) used is Canvas. Recorded lectures, PowerPoint presentations, theory content and college information including the student handbook are available. Apprentices seem to be confident in its use and report they access it regularly in between college attendances.

First aid kits and eyewashes were available and all items were present and up to date

The library is an attractive and well-equipped workspace with all texts required for the farriery apprentices available as books and e-books for remote learning. Good IT provision and support was available along with appropriate journal access and a range of relevant magazines. Innovations including a range of fiction books and coffee and snack vending machines were present to encourage library use. A good range of journals was also available.

Student Welfare

There is a student welfare hub where emotional and health support is available.

The College has a contract with a local GP practice to see resident students living away from their home.

The AC met with the Assistant Head of Inclusive Learning, Joscelyn Lever.

The College policy is not to assess all new learners for Special Educational Needs (SEN) but to rely on self-disclosure on application with another opportunity for self-disclosure available on enrolment and on tutor referrals.

When an assessment is carried out, a report is written, and a support plan is drawn up from this.

Support may involve support in class with note taking and / or understanding or additional time with the tutors with the aim of providing practical and / or emotional support. Monthly online meetings are arranged when learners are in the workplace to check progress. Help with study strategies is provided.

Examination organizations have become much more flexible about the use of technology during assessments to support learners' normal way of working. The organizations and College usually work in line with recommendations of the Joint Committee for Qualifications (JCQ) on access arrangements and reasonable adjustments.

The new member of staff who is supporting the apprentices needs more support and guidance to work effectively, particularly in class.

The AC met with the Designated Safeguarding Lead, Lisa Hartley. She leads the safeguarding team which includes Residential Support Officers.

The team is available 24 hours a day 365 days a year for those at College or in the workplace.

All staff have annual safeguarding training which is recorded on Smart Log. Records for farriery tutors and FPOs were made available and seen to be up to date.

The FPOs carry out Health and Safety and Wellbeing (HASWEL) assessments in the workplace for farriery apprentices.

All safeguarding concerns are logged on a portal and triaged and prioritized for action which has involved supporting farriery apprentices and working with ATFs to support their apprentices. The College works with Remploy for apprentices away from campus in the workplace. Their service is free to use as it is funded by the Department of Work and Pensions.

The Farriery Student Handbook is available on Canvas, a Virtual Learning Environment (VLE), along with The Essential Guide 2022-2023 (Farriery) which was made available to the AC. The apprentices were aware of how to access both documents.

Equality Diversity and Inclusion

The Essential Guide 2022-2023 (Farriery) outlines codes of behaviour and that the Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) principles need to be adhered to.

The College FREDIE policy was made available to the AC. Training is provided to all staff including the FPOs and apprentices.

Prevent training is provided for recognizing extremism and preventing terrorism and farriery staff and FPOs record this CPD on Smart Log.

The students were confident in discussion and showed respect to their peers.

Approved Training Farriers (ATFs) (Employers)

All ATFs have completed the Train the Training Farrier Award (TTFA).

Myerscough have incorporated the TTFA into their DipHE course and add external farriers to this element to ensure it is viable. Thirteen people completed the TTFA on the most recent course; approximately five of these were external to the DipHE.

Apprenticeship Training Services Agreements are in place for every ATF. A random apprentice from the group 45L in College during the visit was selected and found to be properly completed and signed by the employer.

The college currently has 52 apprentices in training with approximately 45 ATFs.

The ATF training day is scheduled for Friday 8th September 2023.

Compliance with The Education and Skills Funding Agency (ESFA) requirements were discussed by the AC. The ESFA monitor compliance closely and withdraw funding if there is not strict compliance. The College therefore has procedures in place to ensure compliance.

There is an audit trail on One File of FPO visits which includes reviews of progress with Action Plans from the previous block.

The Designated Safeguarding Lead outlined a historical example of an apprentice being moved from an ATF in relation to concerns.

Relationship with the FRC

Myerscough College has a data sharing agreement (DSA) with the FRC and is required to comply with the DSA.

The College is required to enrol apprentices with the FRC at the commencement of the apprenticeship in order that the apprentice may practice farriery lawfully while in training. Occasionally, an enrolment may be submitted late; the reasons for this may be outwith the training provider's control. However, an apprentice may not practice farriery until enrolled with the FRC.

The College is required to notify the FRC of any changes affecting ATFs and Apprentices. These may include ATFs who the training provider are no longer content to work with, and apprentices who may have left training, re-joined training or moved from one employer to another. Such notifications are required in a weekly update.

In order to allow successful apprentices to register as quickly as possible following qualification and avoid practicing farriery illegally by virtue of no longer being apprentices but not having registered with the FRC, training providers are asked to ensure that on arrival at college for Block 8 apprentices complete

application for registration forms and return them to the college staff for posting to the FRC to avoid delays. This enables the FRC to check applications while the apprentices are conducting Block 8, and for those that are successful they need only contact the Council to make payment of the registration fee to join the register. In respect of Myerscough this process has mostly worked well.

From August 2022 to January 2023 there have been 7 occasions when the DSA has not been complied with and submissions have been late or not made. This has resulted in 2 apprentices not being appropriately registered with the FRC. Apprentices may then be practicing farriery unlawfully should they undertake farriery work with their employer.

The AC emphasized the importance of timely and accurate weekly returns and discussed the matter in detail with the Head of School, Claire Bloor, Assistant Head of School, Craig D'Arcy, Head of Quality Assurance, Jon Kerrigan. It is recommended that a plan is put in place to ensure timely returns are made going forward with immediate.

SUMMARY AND RECOMMENDATIONS

1. The Farriers Registration Council (FRC) Approvals Committee (AC) visited Myerscough College on 28-29 March 2023 to consider the continued suitability of the College to deliver Farrier Apprenticeship training.
2. The AC was made welcome and was able to access the staff, students, facilities and records required to make a comprehensive assessment in relation to the FRC Procedures for Approvals which includes, in relation to this visit, the procedures for the Approval of Courses of Training and Institutions under Section 11(1) (a) and (d) of the Farriers Registration Act 1975.
3. The recommendations made in the 2019 visit have now all been actioned.
4. The AC noted several areas to be commended:
 - a) The farriery staff were enthusiastic and working well as a team.
 - b) Senior management were engaged and supportive to the farriery department, which draws on the experience, knowledge and resources of the wider College.
 - c) Candidates who have not been successful in reaching the required standard were supported promptly through in person or remote meetings involving the tutors, ATFs and the apprentices.
 - d) There was good standard of pastoral care with a strong focus on wellbeing.
 - e) The library is an excellent resource with hard copies and digital versions of the expected texts but also excellent IT provisions and innovations including a range of fiction books and coffee and snack vending machines were present to encourage library use.
 - f) The Farrier Placement Officers (FPO) are obviously committed to their important role and spoke eloquently and knowledgeably about safeguarding issues and their recognition in the workplace.
 - g) The forge and shoeing areas were well designed and provided a good working environment. The equipment in the main forge was also to a high standard and well maintained.
 - h) Myerscough College has been awarded the National Apprenticeship Provider of the Year Award for the last three years and the AC congratulate the College on this achievement.
5. Following its visit the AC recommends to the FRC that:
 - a) The themes identified during lesson observations are used to support staff development and included in the QIP.
 - b) That further guidance is given to the apprentices on the range of activities which count as "off the job" training during normal working hours.

- c) Schemes of Work and Lesson Plans are updated regularly and are available to the farriery team.
- d) The College ensures the undertakings given in relation to administration of the EPA/DipWCF examinations are actioned.
- e) The Data Sharing Agreement with the FRC is adhered to and that the farriery management immediately put in place a plan to ensure that weekly returns are made to the FRC.

APPENDIX 1

Myerscough School of Farriery Science Staffing and Teaching Hours

Name	Qualifications	Role	Days Worked
Craig D’Arcy	BSc (Hons) AWCF Cert Ed	Assistant Head of Farriery	Full-time, Monday - Friday
Paul Conroy	BSc (Hons) AWCF PTLLS A1	Farriery Lecturer	Tuesday Wednesday
Olwyn Jones	Dip WCF PTLLS A1 (due to finish Dip HE July 2023)	Farriery Lecturer	Tuesday Thursday
Andy Cooper	BSc (Hons) Dip HE Dip WCF	Farriery Lecturer	Monday Thursday
Chris Smith	Dip HE Dip WCF (due to finish BSc (Hons) July 2023)	Farriery Lecturer	Monday Wednesday Friday
John Doheny	Dip WCF CMF (due to finish Dip HE July 2024)	Farriery Lecturer	Tuesday Thursday
Ben Taylor	Dip WCF	Farriery Lecturer	Wednesday
Tony Storey	BSc (Hons) AWCF	Farriery Placement Officer	3 days per week
Tom Burch	RSS	Farriery Placement Officer	Part-time (self-employed)
ANO1	Recruitment in progress	Farriery Placement Officer	2 days per week
Jon Mather	BSc (Hons) AWCF PTLLS	HE Farriery Lecturer	Monday Tuesday Friday

Cat Trickett	BVSc BSc (Hons) MRCVS PCGE	Veterinary Nursing Lecturer HE Farriery Lecturer	Wednesday – Friday Monday & Tuesday
Claire Bloor	MA Ed BSc (Hons) VN RVN PGCE Cert VN (Dentistry)	Head of Area – Veterinary Nursing and Farriery	Full-time, Monday – Friday (VN Lecturer only)