

Qualification Review Policy

BHS Qualifications (BHSQ) produces valid, reliable, and manageable qualifications that meet the needs of the equestrian industry. BHSQ go through a rigorous process to develop its qualifications. This is detailed in the BHSQ Qualification Development Policy. Once published, qualifications are also regularly reviewed to ensure their currency. BHSQ may withdraw qualifications if there is no demand or consider to be out of date.

The review activity for existing qualifications will adhere to the same principles as for qualification development, to ensure validity and that qualifications remain 'fit for purpose'. A review of registrations will support this. Actual uptake will be compared with predicted uptake and initial market research.

To carry out a comprehensive review BHSQ will study all information, comments and complaints received from users of qualifications in relation to the development, delivery, and award of qualifications. BHSQ will liaise with a range of stakeholders such as employers, assessors, verifiers, and candidates.

It is BHSQ's responsibility to decide what qualifications to award, how to develop and deliver them, and that they are of the right quality and standard. BHSQ is responsible for ensuring that their qualifications, comply with the requirements of the Regulators. Each regulator has specific requirements for the review of qualifications. For example, qualifications accredited by SQA Accreditation (such as Scottish Vocational Qualifications) have specific accreditation and certification end dates. SQA Accreditation schedule these in the Accreditation Licence issued to BHSQ. BHSQ will note these in their operational plans.

Though this policy identifies key aspects, there may be a need to carry out a review differently. If this is the case this will be agreed with the Responsible/Accountable Officer, providing a rationale for this change.

Purpose

The purpose of this policy is to provide guidance on qualification review.

All those involved in the process will be appropriately experienced and qualified, asked to declare any conflicts of interest and sign a non-disclosure agreement, if appropriate.

As part of the review process, BHSQ may work with:

- Candidates.
- BHSQ Approved Centres.
- Assessors and internal quality assurers.
- BHSQ's External Quality Assurers (EQA).
- Employers.
- Training providers and further education colleges.
- Other equine bodies such as The British Equestrian Federation (BEF).
- Other Awarding Organisations.
- Regulators.

This policy is closely related to the BHSQ Qualification Development Policy. Therefore, this document may be used as a guide.

Qualification review procedure

BHSQ will review its qualifications as appropriate and where there is a need. This may consider a range of factors including scheduled end dates, how long the qualification has been established for, feedback from customers, changes in the sector and so on.

During a review BHSQ will decide if the qualification is still valid and useful.

To do this BHSQ will:

- Review demand by analysing past and current registrations and certifications including any trends.
- Review the content of the specification to see if it reflects current working practices and needs of the sector. Also, to ensure it can be delivered effectively.
- Review assessment to ensure it measures what it intends to (validity) and can be consistently implemented by different assessors and at different locations (reliability).

BHSQ will do this by:

Appointing a **Qualification Review Group (QRG)**. This will include a minimum of:

- The Responsible/Accountable Officer.
- One sector specific specialist who is suitably experienced in the specifics of the qualification and the job it prepares candidates for. This will ensure the currency of working practices and needs of the sector.
- One education specialist who is suitably experienced in qualification development and compliance. This will ensure an effective review of validity and reliability. This can be the BHSQ Responsible/Accountable Officer.
- A representative of one BHSQ Approved Centre to ensure any changes are manageable.
- One administrator who will ensure appropriate records are taken and this policy is adhered to. This can be the Responsible/Accountable Officer.

The **Qualification Review Group (QRG)** will:

- Plan how best to review the qualification.
- Meet and agree any changes to existing specifications. Where there is any disagreement the BHSQ Responsible/Accountable will have the final say. The QRG will sign off the revised specifications prior to publication.
- Update the equality impact assessment to ensure the qualification is inclusive and removes barriers where possible.
- If a qualification is not considered suitable to continue it will be withdrawn. BHSQ will follow its Qualification Withdrawal Policy.

BHSQ will inform regulators of any changes as require.

Where there is change that impacts delivery and assessment of a regulated qualification, BHSQ will give BHSQ Approved Centres:

- at least one month's notice of change so there is sufficient time to plan.
- a list of all key changes so that it is clear to see.
- training and support as required to ensure transition from existing to new specifications is smooth.

Monitoring and review

This document and its content will be reviewed on a three-year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: June 2026

Document history

Version	Published date	Reason
1	16/06/2023	Revised and separated from Qualification Development policy

Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.

The British Horse Society Qualifications Limited is a company registered in England and Wales and trades as BHS Qualifications (BHSQ).