

Pony Club Association of Qld

APPLICATION TO SIT FOR 2010 PCAQ INSTRUCTOR and NCAS COACH EXAMS

NOMINATION TO SIT FOR:

PCAQ Accreditation LEVEL C LEVEL B

NCAS Accreditation PRELIM LEVEL 1

*TICK ONLY ONE OF THE BOXES IN PCAQ AND ONLY ONE OF THE BOXES IN NCAS
NB: For Level O, contact your Zone Secretary*

PCAQ Membership # _____ Date of Birth ____/____/____

FULL NAME: _____

POSTAL ADDRESS: _____

_____ Postcode: _____

Telephone: (07) _____ home

(07) _____ 9am-5pm

(07) _____ Mobile

CLUB NAME: _____ Zone: _____

AUTHORISED BY: _____ POSITION: _____

**Return nomination form and \$33.00 for each box ticked
(An additional fee of \$15 to register for NCAS, payable on day of Exam)**

to PCAQ
PO Box 2378, Fortitude Valley BC 4006
Fax: (07) 3216 0255

**Closing Date:
1st August, 2010**

LATE ENTRY FEE \$11 per box ticked

Accreditation Procedure

1. On behalf of the candidate, clubs should order the relevant work manual from the PCAQ Office.
Cost is: PCAQ Level B and Level C Work manual \$ 3.30 for each work manual.
 NCAS Prelim and Level 1 Work manual \$20.00 for each work manual.
 NCAS Prelim and Level 1 Transition Work manual \$10.00 for each work manual.
2. **Club to complete the new order form which requires the name, address and phone contact details of each candidate.**
3. Student PCAQ instructors or NCAS Coaches then work through the manual.
4. Zones are required to hold pre-schools for the instructor or coach candidates to prepare them for the examination.
5. To sit for the exam, please complete the nomination form then forward it to the office, together with \$33 for each box ticked (except for NCAS Transition exams which are free) payable to PCAQ by 1st August. Late entry fee is an extra \$11 per box ticked.
6. When the exam location and date has been finalised, each candidate will be advised in writing of this information together with all other relevant details.

Exam date and venue

Exact date and venue for each exam will be decided by the examiner, however as a guide:

Level C is usually held during November

Level B is usually held during October.

NCAS Transition exams are held at the same time as PCAQ refreshers

Exam format:

Candidates are to forward their completed workbooks to the Regional Director, 3 weeks prior to the exam.

The exam will be held over 2 days.

Day 1 Candidates are required to ride but must make their own arrangements regarding using/bringing a horse. Sessions to include dressage, rider class work, jumping, troop drill, rein drill, mounting and dismounting.

Day 2 Candidates must instruct. Lectures, horsemastership tasks, coursebuilding, written paper. Day to be timetabled at the discretion of the examiner.

Exam Results:

As soon as PCAQ receives the results of instructor exams and the workbooks, computer records will be updated. Each candidate will be advised in writing of the result of their exam. Candidates will receive certificates, their workbook and assessment sheets at the address supplied on the nomination form. These results will be published in the next PCAQ Newsletter.

Posts: Maximum of 3 posts and to be done within twelve months otherwise the candidate will need to re-do the whole exam next time.

Refund of Exam fee:

If you need to withdraw from the exam, please notify the PCAQ Office before the scheduled date of the exam. A refund cheque can then be processed. Failure to notify of withdrawal from the exam prior to the exam date, will result in loss of the fee.

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