

QUALITY SYSTEMS - PROCEDURES

To be read in conjunction with other documents where specified.

1. Recruitment

1.1 Application

- 1.1.1 Information about the Certificate of Training in Equine Sports Massage may be found at either:
www.equinemassageassociation.co.uk/training; or
www.helentompkins.co.uk/new/trainingcourses
- 1.1.2 Students seeking enrolment are typically involved already in the equestrian sphere and are aware of the Equine Sports Massage Association. ATSL is the source of the professional equine massage qualification leading to qualification for ESMA membership.
- 1.1.3 Applications for enrolment on the course may be made to Animal Therapy Solutions Limited (ATSL) via Helen Tompkins, or via the Secretary, Equine Sports Massage Association (ESMA).
- 1.1.4 Upon request, ATSL will provide an information pack by post or email which details the following:
Course summary, entry requirements, syllabus outline, fee structure, assessment strategy, background reading, copy Code of Ethics and Conduct, Application Form.

1.2 Suitability

- 1.2.1 Students seeking enrolment are required to meet specific pre-requisite conditions. These conditions are outlined explicitly in the Information Pack and are set by ATSL to mirror the prerequisite qualifications and standards required for membership of ESMA.
- 1.2.2 Persons not meeting the criteria for application whose prior academic or work experience is considered within the discretion of ATSL to be of equivalent merit to the prerequisite standards MAY be invited to apply on completion of specific alternative tasks; typically case study reports or an essay of specified length to demonstrate understanding of a given relevant subject. In this event consultation with ESMA will take place.

1.3 Application Process

- 1.3.1 Application forms should be returned with supporting documentation/proof of qualifications to ATSL. Receipt will be acknowledged as soon as possible.
- 1.3.2 ATSL will assess the quality of the application received and confirm in writing (electronically if necessary) whether a place has been awarded to the student or whether further submission is required (para 1.2.2 refers)
- 1.3.2 Upon receiving confirmation of a place, two months prior to the commencement of the course, a non refundable deposit is required to secure the place as detailed in the .
- 1.3.3 Except by *specific* other arrangement which option shall be entirely at the discretion of ATSL, remaining course fees are payable in full to ATSL as cleared funds in advance of the first teaching weekend.

1.4 Quality management and consultation with ESMA

- 1.4.1 ATSL will retain dialogue with ESMA as to the standard of applicants and also the standard of students successfully passing the course so that any necessary adjustments can be made to prerequisite standards to retain an excellent level of day-one practitioner competence.
- 1.4.2 ATSL will obtain confirmation from ESMA that any student admitted to the course under the provisions in 1.2.2 above is likely to satisfy ESMA's membership requirements on satisfactory completion of any set additional tasks to ensure that ESMA membership will remain available on conclusion of the course if required.
- 1.4.3 Students enrolled upon the course will be required to join ESMA as student members to ensure the ESMA regulatory code of practice operates in addition to the ATSL Code of Ethics and Conduct during training.