THE OPEN COLLEGE OF EQUINE STUDIES

Established in 1988, The Open College of Equine Studies (TOCES) delivers distance and blended learning programmes covering an extensive range of equine health and science subjects. TOCES Veterinary Nursing programmes are well established and proven to be very successful, with regular commendations by the RCVS on our excellent results.

Our delivery mode meets the needs of busy practices and their teams.

- Flexible delivery mode
- Affordable payment plans

STUDENTS:

- Study printed and online distance learning materials at home and/or in their place of work
- Attend 3 x 4-day study weeks per year for the Full Diploma (8 in total)
- Continue to work full time

RCVS Training Practice approval can be arranged.

“Rossdales Equine Hospital is delighted that TOCES has set up an equine veterinary nursing course and technician course too. This affords us a local centre to ensure that our nursing staff continue to be trained to a high level without the need for our trainees to travel away from the area. We are also glad that our staff are able to play a part in contributing to the teaching on these courses.”

Professor Tim Greet FRCVS, senior partner of Rossdales Equine Hospital
FIVE VETERINARY NURSING COURSES

The Open College of Equine Studies (TOCES) offers five veterinary nursing courses, each of which is delivered via specially designed printed and online learning materials supported with a series of 3 or 4 day study weeks.

**COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Awarding Body</th>
<th>Study Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Diploma in Veterinary Nursing Equine Pathway</td>
<td>City and Guilds</td>
<td>8 x 4 days</td>
</tr>
<tr>
<td>Level 3 Diploma in Veterinary Nursing Top up Equine Pathway</td>
<td>City and Guilds</td>
<td>5 x 3 days</td>
</tr>
<tr>
<td>BTEC First Diploma: Equine Nursing Technician (Level 2)</td>
<td>Edexcel</td>
<td>4 x 4 days</td>
</tr>
<tr>
<td>BTEC Advanced Diploma: Equine Nursing Technician (Level 3)</td>
<td>Edexcel</td>
<td>8 x 4 days</td>
</tr>
<tr>
<td>BTEC Combined Programme (Three Level 2 modules plus the full BTEC Advanced Diploma)</td>
<td>Edexcel</td>
<td>8 x 4 days</td>
</tr>
</tbody>
</table>

**EACH COURSE IS ASSESSED VIA:**

- Assignments
- Case studies
- College-based examinations
- Nursing Progress/Skills Log
- Online multiple choice question examinations
- Practical objective structured clinical examinations (OSCEs)

**RCVS:** [www.rcvs.org.uk](http://www.rcvs.org.uk) and click on VN Awarding Body. You can email the RCVS VN department with specific queries: vetnursing@rcvs.org.uk

There are two induction study weeks per year. The dates for 2014 and 2015 for all of the listed programmes are:

- 24 - 27 March 2014
- 8 - 11 September 2014
- 13 - 16 April 2015
- 7 - 10 September 2015

Following the induction week students attend study weeks approximately every 12 weeks. Students are grouped into cohorts but enrolments are taken at anytime as the distance learning material can be studied while waiting to attend the induction study weeks.

TOCES BTEC nursing programmes and the Level 3 Diploma in Veterinary Nursing are open to students outside the UK. Study online and attend two four-week practical training courses in England.

International students study week block dates:

- Study weeks 1 – 4
  - 13 April – 1 May 2015
- Study weeks 5 – 8
  - 6 June – 1 July 2016
Awarded by City and Guilds, this qualification prepares veterinary nurses for professional registration on the Royal College of Veterinary Surgeons (RCVS) Register of Veterinary Nurses.

This qualification comprises 13 core units and two option pathways, one in small animal nursing and one in equine nursing. TOCES offers training towards the core and equine pathway units, oversees practical training and monitors the completion of work based clinical skills via the online Nursing Progress Log (NPL).

**COURSE DURATION:** 2 - 3 years. Study weeks are spread over a 2 year period.

**ENTRY CRITERIA**

- Aged 16 or above.
- Minimum of five GCSEs at Grade C and above. These must include English Language, at least one Science subject and Mathematics.
- Alternative qualifications of a comparable or higher standard may be accepted in lieu of the usual requirements. TOCES’ BTEC First Diploma: Equine Nursing Technician is an acceptable entry qualification.
- Learners must have access to suitable work experience in a clinical veterinary practice. This may be on the basis of paid employment (e.g. apprenticeship) or an unpaid placement and must amount to a minimum of 1185 hours over the course of the programme.

To ensure practices are able to provide a suitable training environment they must be approved by the Royal College of Veterinary Surgeons as a *Training Practice (TP)*. If a practice is not already a TP TOCES will arrange the approval process. This applies to UK and overseas practices.

Further information about becoming a TP can be obtained by contacting TOCES and/or visiting [http://awardingbody.rcvs.org.uk/employers/how-to-become-a-training-practice/](http://awardingbody.rcvs.org.uk/employers/how-to-become-a-training-practice/)

- *Practices that do not quite meet the TP criteria may be eligible to become an aTP and work with TOCES and other TPs to provide the necessary training.*
Which ever course you enrol onto, as a TDCES student you are treated as an individual and will be supported and encouraged throughout your studies.

L3 DIPLOMA IN VETERINARY NURSING CONTINUED

CORE UNITS CONTENT (CREDIT VALUE IN BRACKETS)

- 301  Understanding the Operational Requirements of a Veterinary Practice (10)
- 302  *Comparative Functional Anatomy for Veterinary Nursing Practice (20)
- 303  Professional Relationships and Communication for Veterinary Nursing Practice (10)
- 304  *Applied Animal Welfare, Health and Husbandry for Veterinary Nurses (20)
- 305  Infection Control in Veterinary Practice (5)
- 306  Essentials of Practical Veterinary Nursing Care for Hospitalised Animals (5)
- 307  Supporting the Supply of Veterinary Medicines (5)
- 308  Veterinary Nursing Support of Diagnostic Imaging (10)
- 309  Veterinary Nursing Support of Laboratory Diagnostics (5)
- 310  Supporting Veterinary Operating Theatre Practice (10)
- 311  Understanding the Essentials of Veterinary Nursing Care for Hospitalised Animals (10)
- 312  Principles of Supporting Veterinary Anaesthesia (10)
- 313  Preparing for Professional Registration (10)

EQUINE OPTION UNITS

- 320  *Principles of Peri-Operative Veterinary Nursing Support for Horses (10)
- 321  *Principles of Veterinary Nursing Support for Equine Patients (10)
- 322  *Principles of Equine Veterinary Nursing Emergency and Critical Care (10)
- 323  *Equine Neonatal Care (10)
- 324  *Practical Peri-Operative Veterinary Nursing Support for Horses (5)
- 325  *Practical Veterinary Nursing Support of Equine Patients (5)

Upon successful completion of this qualification the post nominals RVN may be used
Previously qualified small animal veterinary nurses, i.e. VNs, can study the Equine Pathway and top-up to gain the RVN (Equine) qualification. Students would study the units marked * and attend five 3-day study weeks.

**ENTRY CRITERIA**

- RCVS NVQ and VRQ levels 2 and 3 in Veterinary Nursing or
- RCVS Level 3 Diploma in Veterinary Nursing (Small Animal Pathway)

And be

- Employed or have a work placement in a TP or aTP

If in a small animal TP you may enrol onto the equine top-up programme provided you have equine experience and are able to spend a minimum of 325 hours in an equine TP.

If secondment in an equine TP is necessary you must have written agreement from the secondment practice that a clinical coach will be available to work through the NPL with you. We can advise further on this prior to enrolment.

If you qualified as a VN more than five years before the proposed enrolment onto the top-up programme we need to confirm:

- That you are currently working in practice and will spend the required number of hours in an equine TP
- How much time you have spent working in practice since qualifying
- What other equine qualifications you hold

**COURSE DURATION**: approx 12-18 months

Courses follow a structured, yet flexible study programme with the full support of highly qualified course tutors. The level of tutor support and feedback ensures that a thorough understanding and depth of knowledge are gained.
BTEC FIRST DIPLOMA: EQUINE NURSING TECHNICIAN (L2)

This course is suitable for students in the early stage of their equine training aspiring to work, or already working, with horses either in a veterinary practice, welfare organisation or equestrian establishment.

ENTRY CRITERIA

- 16 years old or older.
- No formal qualifications are required.
- Must undertake at least 80 hours of work experience (paid or unpaid) within a veterinary practice with equine provision. The 80 hours can be spread across the duration of the programme – it does not need to be undertaken in one block.

CONTENT

- Relationships and Accountability in Veterinary Nursing Practice
- Health and Safety in Veterinary Nursing Practice
- Equine Anatomy and Physiology
- Introduction to Horse Management
- Equine Health
- Nursing Support

COURSE DURATION: approx 12 – 18 months.

Students are grouped into cohorts but enrolments are taken at anytime as the distance learning material can be studied while waiting to attend the induction days.

TOCES courses develop practical skills and academic knowledge that can be used straight away in an equestrian career and can provide a stepping stone to gaining professional qualifications.
BTEC ADVANCED DIPLOMA EQUINE NURSING TECHNICIAN (L3)

This course is suitable for students with a base level of equine husbandry but still in the formative stage of their equine training, aspiring to work, or already working with, horses either in a veterinary practice, welfare organisation or equestrian establishment.

ENTRY CRITERIA

• Applicants must have completed the BTEC First Diploma: Equine Nursing Technician unless they have significant, demonstrable previous veterinary nursing experience.

• 16 years old or older.

• Must undertake at least 100 hours of work experience (paid or unpaid) within a veterinary practice with equine provision. The 100 hours can be spread across the duration of the programme – it does not need to be undertaken in one block.

CONTENT

- Laboratory Diagnostics for the Equine Nursing Technician
- Equine Veterinary Nursing Care
- Diagnostic Imaging in Equine Practice
- Surgical Theatre Practice for the Equine Nursing Technician
- Supporting Anaesthesia in Equine Veterinary Practice
- Pharmacology for the Equine Nursing Technician
- Equine Anatomy and Physiology
- Equine Reproductive Physiology and Technology
- Equine Lameness and Rehabilitation
- Equine Nutrition
- Infectious Diseases: Therapy and Immunology
- Important Medical Disorders: Management and Treatment

COURSE DURATION: approx two years
BTEC EQUINE NURSING TECHNICIAN (L3) OPTIONS FOR EXPERIENCED STUDENTS

Considerations can be made for students who have extensive experience with horses, but do not have previous veterinary nursing experience. This programme combines particular modules from the BTEC First Diploma ENT and BTEC Advanced Diploma ENT.

ENTRY CRITERIA

- 16 years old or older.
- BHS Stage 3 and above or equivalent qualification.
- Must undertake at least 100 hours of work experience (paid or unpaid) within a veterinary practice with equine provision. The 100 hours can be spread across the duration of the programme – it does not need to be undertaken in one block.

CONTENT

These modules from the BTEC First Diploma ENT are studied first:

- Relationships and Accountability in Veterinary Nursing Practice
- Health and Safety in Veterinary Nursing Practice
- Nursing Support

Followed by all modules from the BTEC Advanced Diploma ENT programme.

COURSE DURATION: approx 2½ years

TOCES offers a unique learning experience to students of all ages, all abilities and from all walks of life

Whilst TOCES offers a greater range of courses, is highly professional and is associated with more world-renowned equine organisations that any other equine distance learning college, we are proud of our reputation of having a friendly and personal approach with our students.
TOCES courses enable you to gain professionally recognised qualifications whilst continuing with work, family and horse commitments.
The Open College of Equine Studies
Higham Estate, 29 Lower Green
Higham, Suffolk, IP28 6NJ

+ 44 (0) 1284 811 401
info@equinestudies.co.uk
www.equinestudies.co.uk

Please see enclosed fees list or contact TOCES for up to date fees and payment options
**SECTION 1: PERSONAL DETAILS**

Please print clearly

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Sex: Male/female</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forenames:</td>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td>Alternative Delivery Address for Course Material (if applicable)</td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td>County:</td>
<td></td>
</tr>
<tr>
<td>Post code:</td>
<td>Post code:</td>
<td></td>
</tr>
<tr>
<td>Telephone: (Day)</td>
<td>Telephone (Evening)</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>How did you hear about us?</td>
<td></td>
</tr>
</tbody>
</table>

My preferred method of contact is (please tick)

- Email
- Daytime Telephone
- Evening Telephone
- Mobile

*Details of any special assessment needs / disability (if applicable)

*Course Applied For (Please tick):

- BTEC First Diploma: Equine Nursing Technician (L2)
- BTEC Advanced Diploma: Equine Nursing Technician (L3)
- Combined BTEC First and Advanced Diploma (L3)
- City & Guilds Diploma in Veterinary Nursing (L3 Equine)
- City & Guilds Diploma in Veterinary Nursing (Equine Top Up)

Please send my course material in the following format:

- PDF Format via Email (no additional cost)
- Printed and bound in a TOCES ringbinder (additional fees apply, see Section 4)
### SECTION 2: COURSE ENTRY REQUIREMENTS

<table>
<thead>
<tr>
<th>Programme</th>
<th>Entry Criteria (please tick as appropriate)</th>
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</thead>
<tbody>
<tr>
<td>BTEC First Diploma: Equine Nursing Technician (L2)</td>
<td>No formal qualifications required</td>
</tr>
<tr>
<td>BTEC Advanced Diploma: Equine Nursing Technician (L3)</td>
<td>BTEC First Diploma: Equine Nursing Technician (L2) Significant, demonstrable previous veterinary nursing experience</td>
</tr>
<tr>
<td>Combined BTEC First and Advanced Diploma (L3)</td>
<td>BHS Stage 3 and above or equivalent: ___________ Suitable experience</td>
</tr>
<tr>
<td>City &amp; Guilds Diploma in Veterinary Nursing (L3 Equine)</td>
<td>English Language</td>
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<tr>
<td>Minimum five GCSEs at Grade C and above</td>
<td>Science : ________________________________</td>
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<td>Mathematics</td>
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<td>Other GCSE subject: __________________________</td>
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<td></td>
<td>Other GCSE subject: __________________________</td>
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<tr>
<td></td>
<td>BTEC First Diploma: Equine Nursing Technician (L2) Alternative qualification of a comparable or higher level. Please state details: _________________</td>
</tr>
<tr>
<td>City &amp; Guilds Diploma in Veterinary Nursing (Equine Top Up)</td>
<td>RCVS NVQ and VRQ Levels 2 &amp; 3 in VN</td>
</tr>
<tr>
<td>If previous qualification older than 5 years, please provide a copy of your current RCVS CPD record and CV.</td>
<td>Date Achieved: ______________________________</td>
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<td></td>
<td>RCVS Level 3 Diploma in Veterinary Nursing (SA)</td>
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<tr>
<td><strong>SECTION 3: TRAINING PRACTICE AND CLINICAL COACH DETAILS</strong> (City &amp; Guilds Programmes only)</td>
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<tr>
<td><strong>Equine Veterinary Training Practice Name</strong></td>
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<tr>
<td><strong>Training Practice Address</strong></td>
<td></td>
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<tr>
<td><strong>Training Practice Contact Telephone Number</strong></td>
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<tr>
<td><strong>Practice RCVS Number</strong></td>
<td></td>
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<tr>
<td><strong>Practice Manager/Principal Name</strong></td>
<td></td>
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<tr>
<td><strong>Practice Manager/Principal Email</strong></td>
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<tr>
<td><strong>Is the Practice an approved RCVS Training Practice (TP)?</strong> (Please circle)</td>
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<tr>
<td>Yes / No</td>
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<tr>
<td><strong>TP Number</strong></td>
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<tr>
<td><strong>Number of Hours worked per week at TP</strong></td>
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<tr>
<td><strong>Proposed Secondment Training Practice</strong></td>
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<tr>
<td><strong>TP Primary Centre Name</strong></td>
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<tr>
<td><strong>TP Primary Centre Contact Person</strong></td>
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<tr>
<td><strong>TP Primary Centre Contact Address</strong></td>
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<tr>
<td><strong>TP Primary Centre Contact Phone</strong></td>
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<tr>
<td><strong>TP Primary Centre Contact Email</strong></td>
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<tr>
<td><strong>If not currently an approved Training Practice, is approval required to be completed by TOCES?</strong></td>
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<tr>
<td>Yes / No</td>
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<tr>
<td><strong>Proposed Clinical Coach Name</strong></td>
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<tr>
<td><strong>Clinical Coach RCVS Number</strong></td>
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<tr>
<td><strong>Clinical Coach Status</strong> (Please circle)</td>
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<tr>
<td>Existing / New</td>
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<tr>
<td><strong>Clinical Coach Qualification/s</strong></td>
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<tr>
<td><strong>Clinical Coach Training Attended in the last 12 months?</strong></td>
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<tr>
<td>Yes / No</td>
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<tr>
<td><strong>If no, please book Clinical Coach Training</strong></td>
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<tr>
<td><strong>Date Booked:</strong></td>
<td></td>
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<tr>
<td><strong>Type of Clinical Coach Training</strong> (Please circle)</td>
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<tr>
<td>Initial / Standardisation</td>
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<tr>
<td><strong>Clinical Coach Email address</strong></td>
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### SECTION 4: PAYMENT

Choose payment option 1 or 2:

<table>
<thead>
<tr>
<th>1 Full Payment</th>
<th>£</th>
<th>2 Payment by instalment</th>
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</thead>
<tbody>
<tr>
<td>RCVS Registration Fee</td>
<td>£</td>
<td>RCVS Registration Fee (City &amp; Guilds Students only)</td>
<td>£</td>
</tr>
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<td>(City &amp; Guilds Students only)</td>
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<td>City &amp; Guilds Registration Fee (City &amp; Guilds Students only)</td>
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</tr>
<tr>
<td>City &amp; Guilds Registration Fee (City &amp; Guilds Students only)</td>
<td>£</td>
<td>Printing and Postage Fee (refer to Course Fees)</td>
<td>£</td>
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<tr>
<td>Printing and Postage Fee (refer to Course Fees)</td>
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<td></td>
<td>£</td>
</tr>
</tbody>
</table>

**Total enclosed:** £

**Payment Method**

- **Paypal**
  - (full payment or will automatically set up all instalments)

- **Cheque**
  - (Please make cheques payable to: The Open College of Equine Studies)

- **Telegraphic Transfer**
  - (See bank details on Standing Order Mandate)

- I will call TOCES Office

- Invoice required
  - (practice employers only)

### SECTION 5: TERMS AND CONDITIONS OF ENROLMENT

1. The Open College of Equine Studies (TOCES) owns the copyright in all course material.
2. The course material must not be copied in part or in full.
3. TOCES’ policy is one of continuous improvement; accordingly TOCES reserves the right to alter and update course material without notice at any time.
4. Where a course is in the process of being updated or revised, the modules will be sent to you as they become available. We will notify you about availability of modules subject to revision.
5. Reasonable additional costs may be incurred if you do not complete a BTEC course within five years of enrolment. Additional costs may also be incurred if Study Weeks are not attended within the advised time scale.
6. Terms and Conditions of the Withdrawal Policy and Learner Agreement apply.
7. If TOCES cancels your course for whatever reason, refunds will be limited to fees paid.

### DECLARATION

I declare that I accept the Terms and Conditions of Enrolment as stated on the Enrolment Form and that all details given are correct. Read and approved over the phone.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer Signature: (if paying course fees)</th>
<th>Date:</th>
</tr>
</thead>
</table>
### ALL ENROLMENTS CHECK LIST

<table>
<thead>
<tr>
<th>Item</th>
<th>(Tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full and correct name and address given</td>
<td></td>
</tr>
<tr>
<td>Copies of relevant entry qualifications (including CPD and CV records if applicable)</td>
<td></td>
</tr>
<tr>
<td>Full or initial payment enclosed</td>
<td></td>
</tr>
<tr>
<td>Cheque/credit card authorisation completed correctly and signed (if applicable)</td>
<td></td>
</tr>
<tr>
<td>If paying by instalment (not using PayPal), standing order mandate completed correctly and signed</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Policy signed and enclosed (Must be signed by the person paying the course fees)</td>
<td></td>
</tr>
<tr>
<td>Learner Agreement signed and enclosed (Must be signed by the student)</td>
<td></td>
</tr>
<tr>
<td>Terms and Conditions of enrolment read and declaration signed</td>
<td></td>
</tr>
<tr>
<td>RCVS Student Registration Form Completed and enclosed (City &amp; Guilds Students Only)</td>
<td></td>
</tr>
<tr>
<td>Clear copy of Photo ID enclosed (Passport or Drivers Licence) (City &amp; Guilds Students Only)</td>
<td></td>
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### TRAINING PRACTICE CHECK LIST (City & Guilds Students Only)

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Copy of Practice RCVS Practice Certificate</td>
<td></td>
</tr>
<tr>
<td>Copy of latest TP Review Report (if not available we can request this from your Primary Centre)</td>
<td></td>
</tr>
<tr>
<td>Written agreement from secondment practice that a clinical coach will be available to work through the NPL with you. (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Copy of Clinical Coach Qualifications and current RCVS CPD Record</td>
<td></td>
</tr>
<tr>
<td>Copy of Clinical Coach Curriculum Vitae</td>
<td></td>
</tr>
<tr>
<td>Copy of Clinical Coach Training Certificate</td>
<td></td>
</tr>
</tbody>
</table>
**STANDING ORDER MANDATE**

Please complete if you wish to pay by instalments. For standing orders via a bank, the signed original copy is needed. You will be sent a copy of this mandate. Please leave Sections 4 and 5 to be completed by TOCES.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</thead>
</table>
| 1       | **Bank Name and Address**
          | Please print clearly |
| 2       | **Account Number:**
          | **Sort Code:**
          | **Account Name:** |
| 3       | **Monthly Amount (figures):**
          | **Monthly Amount (words):** |
| 4       | **No. of Payments**
          | **Quoting Reference:** |
| 5       | **Date of First Instalment:**
          | **Date of Final Instalment:** |
| 6       | **Account Holder’s Signature**
          | **Date:** |

Standing Order Mandate issued by:
The Open College of Equine Studies, 29 Pages Lane, Higham Estate, Bury St Edmunds, Suffolk, IP28 6NJ Tel: 01284 811 401

TOCES account details:
Barclays Bank
21 Cornhill
Town Centre
Bury St Edmunds
Suffolk
IP33 1DY

<table>
<thead>
<tr>
<th>Bank</th>
<th>Sort Code</th>
<th>Account No</th>
<th>Beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barclays Bank</td>
<td>20-16-12</td>
<td>909 524 78</td>
<td>The Open College of Equine Studies</td>
</tr>
</tbody>
</table>
The Open College of Equine Studies

This Withdrawal Policy details refunds and fees payable if you cancel your enrolment. Please read this document carefully as it forms part of your learning agreement and sign it to indicate your acceptance of the terms of the Policy and return with your Enrolment Form.

Your enrolment cannot be processed without the original signed Policy, a copy of which is sent back to you for your records.

Terms and Conditions of Withdrawal

The Open College of Equine Studies operates on a ‘pay in advance’ basis. Your course fee does not just relate to the tutorial support you receive after you start your course. It covers the cost of developing and producing the academic content of the course, the module materials and associated administrative costs, the cost of contracting tutors and providing online resources to support your studies. All these costs are incurred before you start studying and when you enrol, you agree to become liable for your full course fee.

The Open College of Equine Studies shall not be liable for refund of fees or any other penalty should courses or study weeks be cancelled due to war, fire, strike, lockout, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond their control.

Full refunds, less an administration charge of £90, will only be made if you notify us in writing within seven days of receipt of the course material that you intend to cancel your course and return the course material to us, well packaged. If you do not notify us of cancellation within seven days, or keep the material for more than seven days, you are deemed to have accepted the terms of payment.

If we receive written notification of your intention to withdraw no more than 21 days after your enrolment date, you are only liable for 50% of your total course fee and will receive 50% refund of your course fee (less £90 administration charge) if you paid in full upon enrolment. This applies to new and continuing students. Please note any payments made using a transfer from a previous course cannot be refunded.

Fees paid in respect of registration and examinations are non-refundable.

If you withdraw from your course more that 21 days following the date of enrolment, you will be liable to pay the full course fee.

If you wish to withdraw from your course, please write to the Programme Manager at The Open College of Equine Studies. It is not sufficient to tell your tutor that you want to withdraw from your course. You need to confirm your intentions to the Programme Manager so that you can be correctly advised of your fee liability.

If you have any queries about this Withdrawal Policy contact the office on 01284 811 401 or by email at info@equinestudies.co.uk

<table>
<thead>
<tr>
<th>Student Name: (Please print clearly)</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice/Company Name: (Please print clearly)</td>
<td>Employers Name &amp; Position within the practice/company</td>
</tr>
<tr>
<td>Employer Signature: (required if employer is paying the course fees)</td>
<td></td>
</tr>
<tr>
<td>Student No. SR (will be entered by TOCES)</td>
<td>Date:</td>
</tr>
</tbody>
</table>
SECTION 1: PERSONAL DETAILS

Details of any special assessment needs / disability

Please outline any learning difficulties, disability or other special assessment needs you require.

Students with learning difficulties, disabilities and special needs are assessed on an individual basis and the likely impact of the disability on the student’s ability to successfully complete the programme of study is evaluated. This evaluation considers the health and safety of the student, and those working with the student, in the range of situations the student likely to be encountered during the programme.

When assessing admission for students with physical or sensory disabilities health and safety is considered. Every reasonably practicable step that can be taken to ensure health and safety will be taken to ensure the student can successfully complete the programme. Where health and safety could be compromised in a situation, an alternative teaching or assessment method is used, e.g. simulation if possible.

Certain physical disabilities may, for health and safety reasons, preclude attainment of learning outcomes within certain elements of a programme. In these circumstances, following an assessment of the student’s personal plans and career/learning goals, and the extent to which the learning outcomes could or could not be achieved, alternative modules or an alternative programme will be recommended.

Course Applied For

Please tick the box next to the course you wish to enrol on. Please take into account the entry criteria set out following this.

Course Material Format

Choose to have your course material sent to you from the following options:

- PDF Format via email – no additional cost
- Printed and collated in a TOCES Ringbinder – please refer to our Fees Page

SECTION 2: COURSE ENTRY REQUIREMENTS

- Please tick the box/es next to the criteria you meet for your chosen course only.
- If further previous qualification detail is requested, please note this in the area provided. E.g. BHS HKC Stage 3
- You MUST provide copies of all qualifications held.

BTEC Advanced Diploma: Equine Nursing Technician

If you select “Significant, demonstrable previous veterinary nursing experience”, please provide written confirmation from the relevant supervisor or the Veterinary Practice Manager, describing what tasks are completed and the duration of your experience.

City & Guilds Diploma in Veterinary Nursing (L3 Equine)

Minimum of five GCSEs at Grade C and above. These must include English Language, at least one Science subject and Mathematics. Please outline what science subject/s you hold in the area provided.
City & Guilds Diploma in Veterinary Nursing (Equine Top Up)

If RCVS NVQ and VRQ Levels 2 & 3 in VN are selected or if your previous qualification is older than 5 years, you will need to complete City & Guilds Core Units 302 & 304 in addition to the Equine Pathway Units. This includes attendance at Study Week 2.

If your previous qualification is older than 5 years you will need to demonstrate that you have continued in active practice from the time of your qualification. Please provide a copy of your current RCVS CPD record and a copy of your Curriculum Vitae.

SECTION 3: TRAINING PRACTICE AND CLINICAL COACH DETAILS

Only City & Guilds Programme applicants to complete

Equine Veterinary Practice Name
Trading Name of Practice and branch if applicable

Practice Manager/Principal Name
Please delete as appropriate and note full name of person responsible

Practice Manager/Principal Email
Note the direct email address, please do not give Practice’s generic email address

Is the Practice an approved RCVS Training Practice (TP)?

- To ensure practices are able to provide a suitable training environment they must be approved by the Royal College of Veterinary Surgeons as a Training Practice (TP).

- If a practice is not already a TP TOCES will arrange the approval process. This applies to UK and overseas practices.

- Please send a copy of RCVS approval documentation showing the Practice’s RCVS Training Practice Number and latest review report. If the Practice does not have a copy of the review report, we can request this from the Practice’s Primary Centre.

TP Number
As allocated by the RCVS. Please note this is different from the Practice RCVS Registration Number.

Number of Hours worked per week at TP

- Level 3 Diploma Students must complete a minimum of 1185 hours at an Equine Training Practice over the duration of the course (excluding annual and sick leave). Course duration is normally 2 years depending on start date and examination dates.

- Top Up students must complete a minimum of 325 hours at an Equine Training Practice over the duration of the course (excluding annual and sick leave). Course duration is normally 18 months depending on start date and examination dates. If in a small animal TP you may enrol onto the equine top-up programme provided you have equine experience and are able to spend a minimum of 325 hours in an equine TP.

Proposed Secondment Training Practice

If secondment in an equine TP is necessary, you must have written agreement from the secondment practice that a clinical coach will be available to work through the NPL with you.

TP Primary Centre

Training and assessment practices must always be affiliated to an RCVS approved Primary Centre. In most cases a Primary Centre is an RCVS approved college. Please provide a contact name, address, phone number and email address.
If not currently an approved Training Practice, is approval required to be completed by TOCES?

- Applications for training and assessment practice approval can be made to TOCES and TOCES can act as Primary Centre. We will visit your practice, as a prospective TP, in order to verify the resources available and offer initial guidance regarding veterinary nurse training. Your practice will be viewed by TOCES solely in relation to veterinary nurse training and assessment arrangements and the facilities available in support of this.

- Further information about becoming a TP can be obtained by contacting TOCES and/or visiting http://awardingbody.rvc.org.uk/employers/how-to-become-a-training-practice/

- Practices that do not quite meet the TP criteria may be eligible to become an aTP and work with TOCES and other TPs to provide the necessary training.

Proposed Clinical Coach Name

Clinical Coaches must be qualified and Registered VN or MisRCVS. Please provide Copy of the following documents for the proposed Clinical Coach:

- RCVS Qualification Certificate
- Current RCVS CPD Record
- Current Curriculum Vitae

Clinical Coach Status

Existing Proposed Clinical Coach has previously acted as a Clinical Coach and has completed initial Clinical Coach training.

New Proposed Clinical Coach has not acted as a Clinical Coach before

Clinical Coach Qualification/s

List all relevant qualifications held

Clinical Coach Training Attended in the last 12 months?

Existing Clinical Coaches must have attended Clinical Coach standardisation training in the past 12 months. Please provide a copy of certificates for this

If no, please book Clinical Coach Training

- All Clinical Coaches must attend Clinical Coach training every 12 months. New Clinical Coaches need to attend a Clinical Coach Training Day, existing Clinical Coaches need to attend standardisation training.

- Clinical Coach training can be booked through your Primary Centre or The College of Animal Welfare (CAW) hold regular training sessions. Please refer to http://www.caw.ac.uk/courses/sc/sc-info.aspx?sc=CC to view dates and areas this training is taking place. Due to our relationship with CAW course fees are only £20.00 per course.

- Please register your designated Clinical Coach on the preferred session and note the date booked.

Clinical Coach Email address

Note the direct email address, please do not give a generic email address
SECTION 4: PAYMENT METHOD

Choose payment Option 1 Full Course Payment or Option 2 Payment by instalment.

RCVS and City & Guilds Registration Fees
Please refer to the course fee list

Course Material Format
Please refer to the course fee list

Your course material will be sent in PDF format via email if you leave this blank.

Method of Payment

Please tick your method of payment.

- Paypal – Please visit our website at http://toces.net/wp/enrol-2/payment/ to make payment. If you are paying by instalment, PayPal will automatically set up future monthly instalments.

- Cheque – Please make cheques payable to The Open College of Equine Studies

- Telegraphic Transfer – Please refer to our website at http://toces.net/wp/enrol-2/payment/ for Telegraphic Transfer details or contact our office info@equinestudies.co.uk

- I will call TOCES Office – You can advise your credit/debit card details over the phone. Phone: 01284 811 401

SECTION 5: TERMS AND CONDITIONS OF ENROLMENT

Please read the Terms and Conditions of Enrolment carefully and sign the Declaration section.

CHECKLISTS

Please ensure you have enclosed all the required documentation. Missing documentation will cause delays in processing the enrolment and the start date of your programme.

STANDING ORDER MANDATE

- If you wish to pay via instalment and you have not selected PayPal as your method of payment please complete this form to set up a monthly Standing Order.

- Leave Sections 4 & 5 blank – TOCES will complete these sections.

- The signed original copy is required so we can forward this to your bank.

WITHDRAWAL POLICY

- The Withdrawal Policy details refunds and fees payable if you cancel your enrolment. Please read this document carefully and sign it to indicate your acceptance of the terms of the Policy and return with your Enrolment Form.

- Your enrolment cannot be processed without the signed Policy, a copy of which is sent back to you for your records.

LEARNER AGREEMENT

- The Learner Agreement outlines our responsibilities as the course provider and your responsibilities as the student.

- Your enrolment cannot be processed without the signed Learner Agreement.
LEARNING AGREEMENT

These conditions form the basis of the Learning Agreement between The Open College of Equine Studies (the College) and the enrolled person (the Student).

RIGHTS AND OBLIGATIONS OF THE STUDENT

1. PAYMENT OF FEES

1.1 The fees payable by the Student include:

- All printed course material, ring binders and Study Guide.
- Tutor and course advisor support.
- Marking and assessment of assignments.
- Examination/accreditation/registration fees.
- Residential Study Weeks as appropriate but excluding food and accommodation.
- Book borrowing from The Open College library service, excluding postage costs.

1.2 Responsibility for the payment of all fees lies with the Student, even when another person has undertaken to pay fees on the Student's behalf.

1.3 Fees shall be paid directly to TOCES either in full in advance or by monthly standing orders.

1.6 Additional fees due:

- Re-marking fee for referred (failed) Summative Assignment and practical work.
- Additional books (optional).
- Postage charges when borrowing books from The Open College library and sending assignments in to TOCES.
- British Library copyright fees when papers and journals are obtained.
- Overseas students pay the additional cost of airmail for materials and assignments.
- Travel expenses to and from Study Weeks.
- Study week accommodation, breakfast and dinner.

2. REFUND OF FEES

College closure of Provision

2.1 Where the provision is closed or withdrawn by the College for operational reasons an alternative programme of study of a comparable size and level will be offered.

2.2 If the offer of the alternative qualification / programme is not accepted by the Student fees in respect of outstanding modules not yet completed will be refunded. Fees for modules already completed will not be refunded.

2.3 Where the provision is closed or withdrawn by the College normally at least 28 days notice will be given.

2.4 Applications for refunds must be made in writing by the Student to the Principal and must be accompanied by the original, or a copy, of the college receipt as proof of payment.

2.5 All refunds have to be approved by the Principal.

2.6 The College will not be liable for the refund of fees to Students or for any other financial penalty should the programme, or individual elements of the programme, be cancelled due to war, flood, foot and mouth or other contagious disease, strike, lock-out, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond the College’s control.

Version 1 – September 2013
Voluntary Withdrawal of a Student

2.7 If the Student withdraws voluntarily, the Terms and Conditions of the College's Withdrawal Policy apply.

3. ADMINISTRATION

3.1 The Student must notify the Course Administrator at TOCES of any changes of details provided on the Enrolment Form as soon as the change occurs.

4. ACADEMIC REGULATIONS

4.1 The College reserves the right to refuse admission to the programme if the following conditions are not met:

4.1.1 The Student has attained the prescribed entry qualifications for the programme.

4.1.2 In the opinion of the College the Student is likely to benefit from the programme and achieve its qualification aims and outcomes.

4.2 The Student will attend all Study Weeks as required which will include all lectures, assessments and examinations, and complete all work assignments which form part of the programme.

5. GENERAL REGULATIONS

5.1 This College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

6. HEALTH AND SAFETY REGULATIONS WHILST ON COLLEGE PREMISES

6.1 The Student has a duty to take care of his/her own health and safety and that of other Students. The Student will at all times take reasonable steps to discharge this duty and at all times comply with the Health and Safety regulations which are published by the College.

6.2 If the Student has a disability or has a medical condition which could affect their ability to perform the activities of the course, he/she shall inform the course tutor or equivalent at the time of enrolment.

7. COURSE PARTICIPATION

7.1 The Student will read and refer to the Course Study Guide/Handbook supplied by the College which:
- explains how the courses work
- provides support in getting started with the programme
- explains what is expected when completing assignments and sending work in
- explains how to access help and support
- explains the grading criteria that is applied to work

7.2 The Student acknowledges that:

7.2.1 The College is a Distance Learning College and the programme is delivered through self-directed study.

7.2.2 They are able to contact the College at the main office in person or by email or phone at any time during normal office working hours for any questions, queries or concerns they may have about the programme requirements.

7.2.3 They are able to contact their allocated course advisor, as advised in the covering letter enclosing the initial course material, at any time via email or phone for assistance with assignment preparation, understanding of course material or any other queries they may have.

7.2.4 They will check their emails, including spam filters and ‘junk’ email boxes, on a regular basis and ensure that the domain equinestudies.co.uk is not “blacklisted” by their email provider.
7.2.5 For all Higher Education and Veterinary Nursing/Technician programmes, they must complete each study stage in order as per the Personal Study Planner provided by the College.

7.2.6 All work assignments are required to be submitted in Microsoft Word Format with the exception of PowerPoint presentations as stipulated. The student will ensure their computer system they use for assignment preparation is compatible with Microsoft Office applications.

7.2.7 If applicable to the programme, if they opt not to complete formative work assignments, the results in the summative assignment may reflect this. With the exception of referred work and appealed work, summative assignments cannot be re-submitted if a lower grade than anticipated is attained.

7.2.8 It is highly recommended that Students submit formative work for areas of the module that they are unsure of, or find challenging, in order to gain the most from the course.

7.2.9 All summative assignments are compulsory and all questions are required to be submitted at the same time as one document, with the exception of PowerPoint presentations.

7.2.10 If applicable to the programme, before attending a Study Week, the student must have read through the Modules covered at the Study Week, have attempted most of the in-text questions and begun the Formative Work Assignment for these modules.

7.2.11 If applicable to the programme, the student will book onto the appropriate Study Week before the Study Week booking deadline; they will also read and acknowledge the Study Week booking terms and conditions.

8. COURSE COMPLETION AND EXTENSION

8.1 The College course and completion policy is designed to ensure that students maintain satisfactory progress. Students are expected to complete all required coursework and assessments before the course completion date. Study Weeks must be attended within the course completion time.

8.2 The course completion date is calculated from 14 days following the material dispatch date as noted on the covering letter enclosing the initial course material. In exceptional circumstances, the completion date may be extended.

8.3 To request an extension a written application to the Programme Manager, two months before the expiry date is required. The Programme Manager may grant a maximum extension of six months. An extension will only be granted in exceptional circumstances and the decision of the Programme Manager shall be final.

8.4 In the event that an extension is not granted, or the original six month extension is exceeded, but the student wishes to complete the course requirements, any combination of the following fees may be due for payment by the Student:

8.4.1 Difference between the course fees paid at time of enrolment and the current course fee at the time of course continuation request.
8.4.2 Awarding Body re-registration fee if required (e.g. BTEC, City and Guilds)
8.4.3 Additional or updated course material if required:
   - BTEC course - £50 per module
   - TOCES course - £15 per module
8.4.4 Marking fee per assignment submitted after course completion date of £15 per work assignment/assessment
8.4.5 Study week attendance fee £110 per day
8.4.6 Administration fee of £30

8.5 If more than five years has elapsed since enrolment you may be required to re-enrol onto the programme if an extension is not deemed appropriate at the College's discretion.
RIGHTS AND OBLIGATIONS OF THE COLLEGE

9. SERVICES TO BE PROVIDED

9.1 The College will provide the services required to enable Students to complete their distance learning programmes successfully.

9.2 Where the number of Students studying the programme falls below a level, which in the reasonable opinion of the College is necessary for the programme to viably continue, the College reserves the right to cancel, suspend, alter or merge the programme. The College undertakes to give a minimum of 28 days notice of such alteration.

9.3 The College reserves the right to alter the number of learning hours, the syllabus, location, dates and methods of delivery of the programme in the interests of cost-efficiency and quality of outcome at any time during its duration.

10. LIABILITY

10.1 The College accepts no responsibility for any loss or damage to the property, including any motor vehicle or cycle of the Student while on the College premises, nor any personal injury to the Student, unless, in the latter case, caused by the College’s negligence.

10.2 The College hereby expressly excludes liability for any indirect or consequential loss, which may be suffered by the Student as a result of any breach of these conditions or any other act or omission of the College or its employees or agents.

10.3 In the event that the College is found liable to the Student, the liability of the College will be limited to the fees actually paid (except for liability for death or personal injury resulting from the College’s negligence).

11. CIRCUMSTANCES BEYOND THE COLLEGE’S CONTROL

11.1 The College will have the right to without liability and without being deemed to be in breach of these conditions, to cancel or alter in any way the programme to which this Learning Agreement relates, where it is obliged to do so through any circumstances beyond the control of the College.

11.2 In these circumstances, the College may attempt to rearrange the original programme but is under no obligation to do so.

12. DATA PROTECTION STATEMENT

12.1 Data Protection Act 1998 – The information you provide may be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we may share information include the Department for Education and Skills, Higher Education Statistics Agency, and the Higher Education Funding Council for England.

At no time will your personal information be passed to organisations for marketing or sales purposes.

Signed by: ………………………………………… on ……………………

Julie Brega
Position: Director
on behalf of The Open College of Equine Studies

Signed by: ……………………………………………………… on ……………………

Print name: ………………………………………………………

The Student

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