C*/K Certificate Process for Assessment

Zone/Club/Candidate

Candidates register your interest to work toward completing your Certificate with your Chief Coach or Zone C Star/K Co-ordinator

Purchase Manual from MyPonyClub National SHOP through candidate profile

Candidate to attend State and Zone Schools

Candidate to work through Manual and complete Journal of the year's riding and training

Candidate to advise your Zone C*/K Co-ordinator you are ready for assessment and they will organise a 'testing day' to assess

When Candidate is confident, they meet the certificate standard in all sections

At the 'testing day" or at your rally you will be assessed in all sections to establish if you are ready to sit the certificate assessment. Take to the 'testing day' day

1. Completed Journal
2. Completed "Application for C*/K Assessment" Form so the assessing Coach/s can sign you off

Examiner will receive the Candidates completed Application form at least 4 weeks prior and email procedure and link for written paper. Will be either in

- Jot Form – electronic paper
- PDF printable paper

Candidate will return to Examiner at least 2 weeks prior to Assessment day

Candidates Zone C*/K Co-ordinator will forward your completed Application Form to State C*/K Co-ordinator at coaching@ponyclubwa.asn.au and liaise an Assessment date/Examiner/s appointment

Zone C*/K Coordinator will forward Candidate's Journal at least 2 weeks prior to Assessment Day to Chief Examiner and liaise with Chief Examiner timetable and requirements etc. for day.

Zone C*/K Coordinator will liaise with candidate all details including cost for Assessment Day.

Zone C*/K Coordinator will organise Clubs to process completed Assessment results

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