

<p>MILLSLEIGH HORSE AND PONY LEARNING CENTRE          Cell: (+27)836161094 - Landline: (+27)51 924 0379 (Office Hours: 9.30-4.30pm)          Website: www.irish-horses-sa.co.za          Email: info@irish-horses-sa.co.za</p>	
<p>Physical Address: Section B,          Bonanza Farm, T3191          Ladybrand 9745 Free State</p>	<p>Postal Address: PO Box 376          Ladybrand, Free State 9745</p>

**REGISTRATION FORM**

**EQUINE INTERNSHIP – LEVEL 1**

NAME AND SURNAME .....

ID NO. .... DATE OF BIRTH .....

POSTAL ADDRESS: .....

TELEPHONE: (HOME) ..... CELLPHONE: .....

EMAIL ADDRESS: .....

DO YOU REQUIRE ACCOMMODATION? YES/NO (Delete as appropriate)

DO YOU HAVE ANY SPECIAL DIETARY REQUIREMENTS? (If Yes please specify) .....

.....

DO YOU HAVE ANY MEDICAL CONDITIONS OR DISABILITIES THAT MAY AFFECT YOUR PHYSICAL HEALTH WHEN WORKING WITH HORSES (If Yes please specify) .....

.....

**A copy of ID along with evidence of school qualifications, medical aid and two personal references and one work reference (if appropriate) is required on registration. Learners under 18 will require full permission from their legal parent or guardian.**

**Interns interested in joining the Program with no previous experience or training are welcome to join the Level 1 Program to complete their first training (EQASA Module 1) to gain their initial practical experience and riding proficiency and after a fixed period (6 months completion or sooner) will have the opportunity (subject to their marks and performance) to join the full Program.**

The Internship Program is designed for candidates who have either completed their training but lack practical and workplace experience within the Equine/Equestrian Industry or to provide necessary workplace training and external assessment of practical and workplace experience before seeking employment in the general market-place. Unemployed Graduates who have Equine/Equestrian or appropriate related Qualifications already are also able to join the Program at the level of their existing qualification.

Dear Candidate

Please find below a summary of the Millsleigh Horse and Pony Centre Internship Program and Entrance Information situated at Millsleigh Irish Horse and Pony Stud in the Eastern Free State, South Africa.

## **ROLES AND RESPONSIBILITIES**

Our goal as a fully functional Business and Employer is to provide a safe and controlled environment for young people to gain workplace experience to improve employability within the Equine and Equestrian Industry through our links with our employment network.

## **LEARNERS RESPONSIBILITY**

It is the Learner's Responsibility to work for the Employer to gain workplace experience undertaking work relevant to the part-qualifications (EQASA Module 1 or higher ) which will include but not be limited to:

1. Providing help and support to the Management and Supervisory staff of the Stud and Learning Centre in the effective day to day running of the Business
2. Assistance with exercising horses from the ground (training and exercise)
3. Riding
4. Grooming, Rugging, Tacking up and Show preparation (Washing, Plaiting etc)
5. Assistance with carrying out Equine Health checks
6. Stock control and maintenance of equipment (both horse and facility equipment)
7. Mucking out/cleaning of yard (when appropriate)
8. Assist with preparation of horses and riders and attending/organizing competitions and events locally and nationally
9. Provide care of the horses both in and out of term time including weekends and public holidays on a rota system

This job description is not a comprehensive definition of the position. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post.

10. Provide proof of current first aid (if Level 1 or above), medical aid/insurance information
11. Be available for and participate in all learning work, (attendance to other professional yards and clinics), events, to gain whatever practical and work experience as required
12. Comply with workplace systems, policies and procedures
13. Complete any assignments and projects and work with any technology or tools supplied by the employer to record work place experience and to compile a portfolio of evidence towards their future career.

Please note that Interns can exit the Program at the completion of any of the Levels – the final Level being Module 4.

All employees are required to work in a non-discriminatory manner, accept responsibility for the implementation of the Stud and Centre's Equality and Diversity Policy, throughout all personal contacts within your own area of responsibility.

## EMPLOYERS RESPONSIBILITY

1. It is the Learning Centre's Management responsibility:

- To provide "Industry" experience based on best practice (aligned to International standards) using the EQASA Module System to recent Graduates/Students/SA Citizens/International participants
- To provide an appropriate stipend according to the level and experience of the Intern
- Provide Accommodation (hostel style), Computers and all work-related resources
- Use of a pooled vehicle
- Provide regular evaluations, reviews and reports
- All Intern agreements have a mutual termination (non-performance/conduct) report and clause to their Internship contracts (normally one month either side)
- All personal and work-place Systems, Policies and Procedures apply

**STATUS** (Level 1) 6 months Fixed Term or until the qualification has been achieved, whichever is earlier. (Level 2-4) are 12 Months Fixed Term or until the qualification has been achieved determined by mutual consultation and agreement.

**HOURS:** 40 hours per week Monday-Sunday on a rota basis. This will include study time, some weekend work and a mixture of some early start times or later finishes and attendance to clinics, lessons and competitions with prior notice and negotiation. Annual leave entitlement will be 25 days (accrued over 2 days per month) to be taken during the period January to December plus agreed Statutory Public Holidays and closure days. Leave will be negotiable during Stud busy times such as the breeding season and foaling. Level 1 Internship is subject to a probationary period of 1 month, Level 2-4 Internships are subject to a probationary period of 3 months. Sick leave is granted as 12 sick days per year (accrued 1 per month in any 12month period).

**SALARY/GRADE:** Will be awarded according to age and experience. Entrance for external assessments (i.e. for the qualifications) will be at the Learner's expense.

*Selection of candidates will be according to the following process:*

- *Receipt of the Internship Registration Form, copy of ID, Education Certificates, Qualifications*
- *Short-listing and invitation to interview*
- *Interviews to take place 11-15 December 2018*
- *Induction and entry tests/assessments at the Centre's premises 11-12 January 2018*
- *Formal Intern Contracts will be signed*
- ***Term starts: 15 January 2018***

We look forward to hearing from you in the near future!

Regards

Zena Penfold  
Owner/Director  
Millsleigh Stud and Learning and Centre