



Call for entries 2018-2019 **Specialist Training Course in Stable Hand**

I. NUMBER OF PLACES

The following number of places has been announced for the year 2018-2019:

- Training Specialty: Stable Hand. Six (6) places.

II. COURSE LENGTH

- Specialty: Stable Hand, option 1 educational year (6 places).
- Essential qualification: Compulsory Secondary Education or equivalent.*

III. ENTRY REQUIREMENTS

Applicants must meet the following entry requirements:

- Have completed their Compulsory Secondary Education (e. g. ESO) or equivalent*.
- Be aged between 16 and 24 years old.
- Declaring that they do not suffer from any illness that may impede working with horses and teams.
- Have adequate knowledge of Spanish in order to get the maximum benefit from lessons.
- Pass the entry exam.

**Entrance examination date for Stable Hand Specialist Training Course:
MONDAY, 17 SEPTEMBER**

** The equivalences between qualifications for access will be those officially established by the Ministry of Education, Culture and Sports of the Government of Spain.*

<http://www.mecd.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/gestion-titulos/estudios-no-universitarios/titulos-extranjeros/homologacion-convalidacion-no-universitarios.html>



IV. ADMISSION EXAMINATIONS

In order to access the course, the applicant must complete two tests, a theoretical part and a practical part, being the theoretical part a qualifying examination:

MONDAY 17 SEPTEMBER:

- Theory test: This consists of thirty (30) questions of equal point value, one (1) point for each, multiple choice type and/or short answers dealing with topics referenced in the bibliography. The applicant must score in excess of 66% in order to move on to the second test
- Individual interview
- Practical test:
 - Washing down horse and facilities
 - Lungeing a horse and handling in the right-hand

This test is judged by two teachers from this Foundation. The point value of this test is the sum of the marks from the teachers, and the result is divided by two.

- FINAL MARK AND EXAM RESULTS: This will be the average of the marks obtained in the theoretical and practical exercises, considering that the former counts for 30% of the mark and the latter for 70%. The assignation of places will be strictly by order of marks. If two applicants obtain the same final mark, the best mark achieved in the practical test shall be decisive.
- Bibliography:
 1. Stafford, Christine y Robert Oliver: **El cuidado y manejo del caballo**. 2º ed. Madrid: Tutor, 2007. ISBN: 978-84-7902-345-7



V. REGISTRATION AND EXAM FEES

The amount of sixty (60) Euros is required as application and exam fee. A pupil may simultaneously apply for Stable Hand, Horsemanship and Carriage Driving Specialty, being the cost per Specialty 60 €.

The applicant must tick in her/his application form all the Specialties that she/he has selected in order of priority, which will be taken into account once the applicant pass the tests. In addition to the documents required, a bank transfer receipt of the sixty (60) Euros paid into the account specified below must also be provided per Specialty selected.

FUNDACIÓN REAL ESCUELA ANDALUZA DEL ARTE ECUESTRE
CAIXABANK
OFICINA MAMELÓN
CALLE SEVILLA 6
11402 JEREZ DE LA FRONTERA, CADIZ
ACCOUNT: 2100 2626 31 0210071433
IBAN: ES69 2100 2626 3102 1007 1433

The transaction receipt must include the pupil's Identity Number, the name of the applicant, and the name or names of the Specialties applied for which the pupil makes the payment (Stable Hand, Horsemanship, Carriage Driving).

VI. REQUIRED DOCUMENTS FOR REGISTRATION

It is compulsory to submit the application form completed and the following documentation to apply for the entrance examination:

- 2 Photos (passport size)
- Photocopy of identity document or passport
- Certified photocopy of the qualification required (approved by the Ministry of Education, Culture and Sports of the Spanish Government).
- Medical certificate.
- Proof(s) of payment of the admission fees.
- Authorization from parents or tutors in case of underage.

All the documents submitted by the applicants who have not obtained any place, will be returned to them at the end of the exams.

To those applicants who have passed the exam and obtained a place, will be requested to present the federated card every year.



VII. APPLICATION SUBMISSION PROCESS

The duly completed application and the documents required must be sent in any of the following ways:

- Hand delivering or by post to:
Fundación Real Escuela Andaluza del Arte Ecuestre
Departamento de Formación (Training Department)
Avda. Duque de Abrantes S/n. 11407. Jerez de la Frontera, Cádiz. España

Deadline for submission of documentation: Tuesday 11 September.

VIII. GENERAL TERMS FOR ENTERING IN THE ADMISSION TESTS

Those pupils who wish to take the admission tests must first be properly registered; i.e.:

- The application form must be completed and submitted together with the other documentation required within the deadline provided.
- The registration and exam fees must be paid and the receipt for payment must be submitted.

The pupils for Stable Hand must present the appropriate documentation on the day of the admission tests, or they will not be allowed to take their tests. The accreditation required:

- Identity card or Passport
- Current license (federated card) from the Royal Spanish Equestrian Federation

All the Specialties' exams and tests will be held in Spanish language. Deadline for submission of documentation: TUESDAY 11 SEPTEMBER. No more applications related to this announcement will be accepted after the deadline for submission, except in the case that the documentation received has been sent by certified mail with a date before the deadline.

Entrance examination date for Stable Hand Specialist Training Course: MONDAY 17 SEPTEMBER



The list of admissible applicants to the entrance exams will be available on the website (www.realescuela.org) in the week of 11 September.

The list of the applicants admitted will be available in the week of 24 September. These applicants admitted must complete their enrolment on 8 October. The presentation meeting of the course will be on Monday 8 October.

Once the entrance exams are finished, and after all the results have been announced, the applicants may review their exams during a period of one week if they request it to the Training Office. This review will be in person in our facilities.

In addition to the applicants admitted, it also will be announced the applicants placed on the reserve list, i.e. those applicants who have passed the admission exams but have not obtained a place. The applicants on the reserve list could be admitted if any official applicant admitted would reject her/his place. The possible substitutions could be performed within 6 months once the courses have been started.

IX. FINANCIAL CONDITIONS 2018-2019

The entry fee for the SPECIALIST TRAINING COURSE IN STABLE HAND is 800 € per year, so once the admission test is passed and the pupil has entered, this entry fee must be paid in a period of not more than three months.

The amount shall be debited from that participant's account.

NOTIFICATION OF SPECIALIST TRAINING APPLICATION FORM FOR SPECIALIST STUDENTS ADMISSION 2018/2019

Select the specialities you wish for the admission tests:

- | | |
|-------------------------|--------------------------|
| Horsemanship | <input type="checkbox"/> |
| Stable hand | <input type="checkbox"/> |
| Equine Clinic Assistant | <input type="checkbox"/> |
| Saddlery | <input type="checkbox"/> |
| Carriage driving | <input type="checkbox"/> |

Personal data

Family name:		First name:	
Passport number:		Date of birth:	
Residential address:			
Post code:		Town or city:	
Nationality:		Mobile n.:	
		Telephone n.:	
Email address:			

STUDIES COMPLETED

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Middle School Graduate |
| <input type="checkbox"/> | High School Diploma |
| <input type="checkbox"/> | University studies |
| <input type="checkbox"/> | Other similar studies. Indicate: <input type="text"/> |

PLEASE, RANK THE SPECIALITIES IN ORDER OF PREFERENC YOU WANT TO APPLY IN THE CASE OF PASSING THE ADMISSION TESTS, FOR WHICH ENTRANCE AND REGISTRATION FEES MUST BE PAID*.

1.-	<input type="text"/>
2.-	<input type="text"/>
3.-	<input type="text"/>

*Fill in this section only if you wish to apply for more than one speciality.

Documentation provided:

- 2 photos (Passport size).
- Photocopy of passport.
- Certified photocopy of the qualification studies (formally validated by the Spanish Ministry for Education)
- Medical certificate.
- Proof of payment of the admission fees.
- Authorisation from parents or tutors

CURRICULUM VITAE

How long have you been involved with the world of horses?:

Equestrian qualifications that you possess:

What experience do you have?:

Why do you want to take the course?:

Other information you would like to provide:
