

Level 4 Course Designer Log Book

Name: _____

Membership No: _____

To apply for a Level 4 Course Designer Assessment, this logbook must be completed to evidence that you have demonstrated each of the criteria to the level required to upgrade. It is a requirement to build at a minimum of 18 shows, which must include the following classes:

- 1.30m
- 148cm Open
- 4yr old class
- B&C Qualifier

Each section can be signed off by a Level 5 Course Designer or above who you have worked with at the show.

Guidance for Course Designers signing off logbooks can be found at the end of this document.

For more information about the requirement for each criteria, please refer to the Assessment Criteria for Course Designers document.

1. Design courses for a variety of classes

Competencies Required	Date Achieved	Venue	Initials
1.1 Demonstrate an increased awareness of the appropriate use of technicality for classes up to 1.40m			
Feedback:			
BS Official Number:		Date:	

2. Work effectively as part of a team

Competencies Required	Date Achieved	Venue	Initials
2.1 Collaborate with other Course Designers			
2.2 Communicate effectively with other Officials and show personnel to ensure the show runs smoothly			
Feedback:			
BS Official Number:		Date:	

Now you have completed the Level 4 Course Designer Log book what are your future action points and areas that you wish to further develop?

Once this logbook has been completed it must be submitted to officials@britishshowjumping.co.uk for review along with a full day of course plans for a show you have designed.

Officials who have endorsed the experience gained in this logbook may be contacted, in addition to the Regional Development Officer and Regional Mentor for the Course Designer's area, to confirm that the information provided is genuine.

If all the requirements have been completed then you will be informed of your successful application for the Level 4 Course Designer Assessment.

Once appointed as a British Showjumping Level 4 Course Designer, the following retention criteria apply

- Officiate at a minimum of 6 show days per year
- Attend an Officials Training Conference once every two years
- Hold a current certificate in the safeguarding of children and vulnerable adults
- Hold a current British Showjumping membership

Guidance for Course Designers signing off the Logbook

- Only Level 5 Course Designers or above can sign off competencies in the Level 4 Course Designer Logbook
- Sections can be signed off when the Course Designer has demonstrated competency in the area as set out in the Course Designer Criteria.
- You may be contacted by British Showjumping to confirm that the information provided accurately reflects the training undertaken by the Course Designer.
- The Feedback section is to be used to highlight strengths or record any comments which can support the Course Designer to develop further.