

Online HorseCollege



Student Workbook
Orientation

www.OnlineHorseCollege.com

Student Name:

Student Number:

Email:

Phone:

Other Personal Information

www.OnlineHorseCollege.com
(Ausintec Academy P/L ATF Ausintec Academy Trust T/as)
Ausintec Academy

*Mailing Address:-
392 Bribie Island Road,
CABOOLTURE QLD 4510
(between Brisbane & Sunshine Coast)
AUSTRALIA*

*Registered Training Organisation No:31352
Centrelink Approval No: 4P530
CRICOS Provider Code: Pending*

*Phone within Australia (07) 3102 5498
Outside Australia + 61 7 3102 5498
contact@OnlineHorseCollege.com*

Orientation Information

Students are to complete Orientation online survey prior to beginning your course.
Please ensure you have sent in your Enrolment Forms.

Workbook information for Orientation is as follows:-

- A) Submitting assessments
- B) Basic horse safety
- C) Working with computers
- D) Study Tips
- E) Feedback and Help

The Course

Each week you will receive another unit of work via an email with your unique link. Unless you are a full time student registered with Centrelink please don't worry if you don't submit each unit of work to us each week. This course is designed to be flexible and everyone completes parts of their course according to their own personal schedule.

Remember that you will have access to your course for another four years, and if you don't think you will complete your course within this time then please contact us so we can organise for further access.

Generally, you will receive:-

H2.1-2.2a Identification



Video

You are studying online and there will be times where you will need a practical demonstration that a workbook just cannot provide. Some weeks you may receive several videos and you may also receive a video you have already seen. If this happens it will be because the video is relevant to both lessons.

R3.1-3.2 Riding

R3.1a Upright Seat

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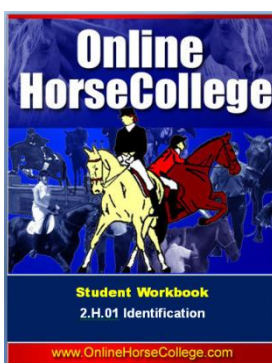


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Power Point Slides

Where videos are produced with power point slides we will include them. Some students like to review the power point slides and remember the main points from each slide



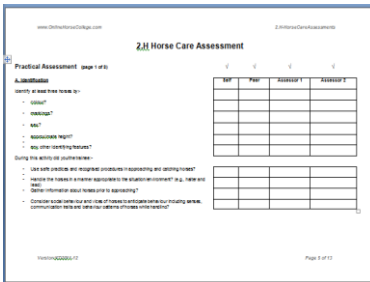
PDF Workbooks

All of the relevant study information about the subject you are studying each week will also be in a pdf workbook. Some students print them out and use them for future reference



Online Assessments

Many of your online assessments will be using Articulate Quizmaker. This interactive software allows you to attempt your assessment multiple times. Because the questions are scrambled there is no minimum time in between assessment attempts.



Practical Assessments

Each subject or group of subjects may be learnt over several weeks and at the completion there will be a practical assessment. Generally each practical assessment will require you to perform a task competently multiple times using self, peer and assessors or third party reports.

Training Plans

Once we have received and processed your enrolment form you will be sent a link to your training plan. Keep this link in a safe place as this plan outlines how the course is laid out and will show the details of assessments that have been received and completed.



The top of each training plan shows your contact details and the course you are enrolled in. Please check these details regularly and email us any changes as soon as possible.

You will also find your student number on this part of the page.

Horse Care, Riding and Teaching Experience (Prior to Enrolment):

Riding Instructor Details (include qualifications):

Payment Details: Paid in Full/ Payment Plan (Must be completed prior to graduation):

PayPal Email: (if applicable):

Payment Sponsor Details: (if applicable):

Is English your first language? (Yes or No)

If NO what is your first language?

Proficiency in English - (Please state either Very Well, Well, Not Well, Not at all)

Are you Indigenous? (Yes/No)

If YES please state if you are either Aboriginal, Torres Strait Islander, Aboriginal & Torres Strait Islander, Neither Aboriginal nor Torres Strait Islander

Do you have a disability, impairment or long term-condition? (Yes/No)

If YES please state your disability, impairment or long-term condition

What is your highest COMPLETED school level? Are you still attending secondary school? Year highest school level completed? VET in Schools Program Yes or

List Prior Educational Achievements:

Employment: Please state either
Full-time employee, Part-time employee, Self-Employed – not employing others, Employer, Employed – unpaid worker in family business, Unemployed – seeking full-time work, Unemployed – seeking part-time work, Not employed – not seeking employment

Study Reason: Please state either

The next section contains information provided on your enrolment form. As a registered training organisation (RTO) we are required to gather this information.

Training Plan & Results		
Horse Riding Instructor Course/ Certificate 3 in Sport (Coaching)		Details of Receipt/ Completion
Month 1 , Weeks 1 to 4 <small>Office Use: SISOEQO201A (1 of 1) SISOEQO202A (1 of 5)</small>	• Orientation	
	• Horse Care 2H01 - 2H04	
	• 2H01 - 2H04 Horse Care Practical Assessment	
	• Riding 2R01 - 2R04	
Month 2 , Weeks 5 to 8 <small>Office Use: AHCHBR201A (1 of 2) AHCHBR203A (1 of 1) SISOEQO202A (2 of 5)</small>	• Horse Care 3H01 - 3H04	
	• 3H01 - 3H04 Horse Care Practical Assessment	
	• Riding 2R05 - 2R08	

Further down you will find the over view of the course. Each month is divided up (depending on which course you are enrolled in) into horse care, riding, teaching and business. Each section (e.g., horse care) of each month contains 4 assessments, one for each week of the month.

When one week of results for a month has been sent in it will be illustrated on this page as (e.g.,) '2H01- received 12/12/12'.

When the month of assessments (4 in total, one for each week) has been completed it will be illustrated as (e.g.,) 'Completed 12/12/12'.

If something is holding up the processing of results then you will be emailed and a note will be put on this page (e.g.,) '2H01- received 12/12/12 PENDING RESUBMISSION OF QUIZ ANSWER'.

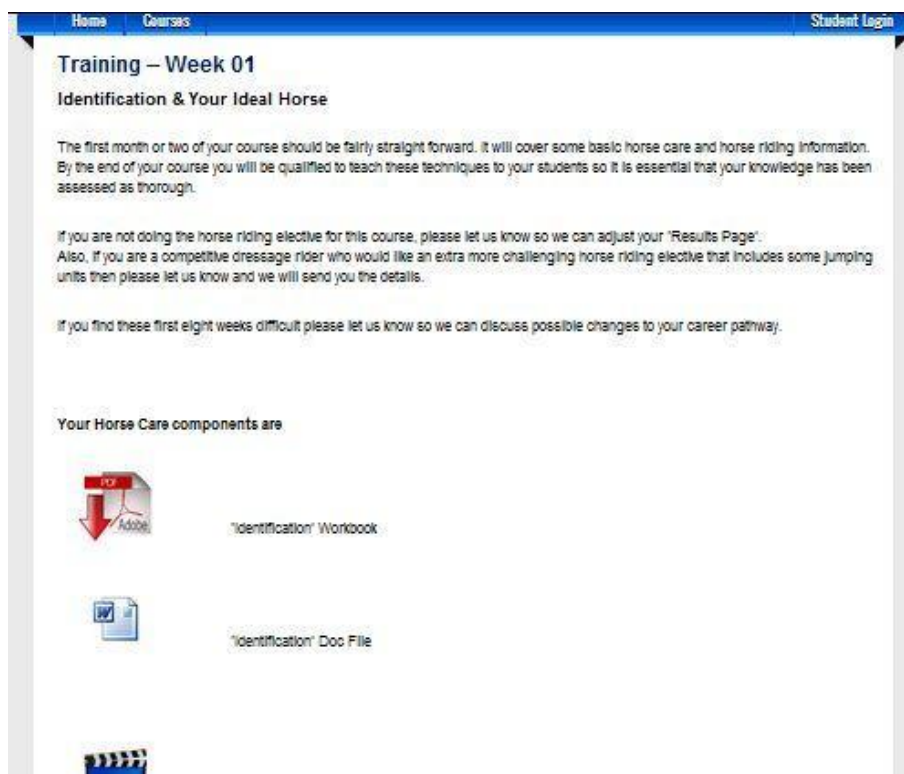
Weeks 41 to 72	Completion and submission of practical assessment
Details of Graduation	
Further Relevant Details:	
<p style="text-align: center;"><small>If you believe any of the details shown above are incorrect, please email us at OnlineHorseCollege.Teacher@gmail.com</small></p>	

At the bottom of each training plan is an email address that can be contacted should you have any concerns regarding the information on the training plan.

Training plans are updated once a week on Friday or the following Monday if Friday is a public holiday.

How to send assessments

Prior to completing assessments view the relevant workbooks, power-point presentations and videos.



Online

If you have Outlook, your assessment answers can be easily emailed through the 'Articulate' program. If you do not have Outlook, you will need to save your answers via the 'print results' button on the passing result slide (copy & paste onto a word document) and then email the attachment.

To view a video on how to send assessment (quiz) results go to:-

<http://www.OnlineHorseCollege.com/education/Info/SendResults.htm> and select the link.

If when you open a quiz, a box appears with 'Would you like to resume where you left off?' selecting 'yes' or 'no' will take you to the beginning of the quiz. You will only be able to send in online results if you have completed the assessment successfully.

If you have any trouble with the quiz software please visit this page (you will need to be logged into the site to view this information):-

<http://onlinehorsecollege.edu.au/courses/hricert3/quiz-software-not-working/>

You can also find this information from the orientation link on your course page. In the event that this problem solving does not work for you, you will need to send into us a **screen shot of the passing result slide of the quiz along with any answers you provided to essay questions** (information on essay questions can be found in the Study Tips booklet).

Practical

Please photocopy for your records and then send the original to

(Mailing address only)

Ausintec Academy,
392 Bribie Island Road,
Caboolture Qld 4510
AUSTRALIA

All records (including electronic) are checked manually. If you have any problems, please contact us.

PLEASE KEEP A COPY OF EVERYTHING FOR YOU OWN RECORDS

Basic Horse Safety

The theory components of your assessments contain the relevant information and safety issues in regards to being able to complete the practical components safely. All theory components should be completed before attempting the practical assessments.

Dress

Appropriate attire needs to be worn whilst working with horses and outdoors to minimise the risk of injury and exposure to the sun.

Enclosed footwear is of utmost importance. Footwear needs to be enclosed.

Long pants such as jodphurs or jeans will protect the legs from the sun and prevent rubbing from the saddle whilst riding.

A shirt **with sleeves** and a hat should be worn to protect from the sun, this is also governed by workplace health and safety guidelines.

Helmets should be worn **AT ALL TIMES** when riding.

Practical Activities

When attempting practical assessments or putting the theory into practice use a horse that is within your own capabilities. For example, attempting to put on bandages for the first time will be easier and safer on a seasoned school or riding horse than on a young racehorse.

When attempting practicals, until you are competent, have an experienced horse person around to supervise and help you should any problems arise.

If in doubt, ask your supervisor, assessor or contact us at Study Horses!

Working with Computers

A large portion of your course will revolve around using a computer and accessing its applications. It is important you follow a few guidelines to make this as stress-free as possible. Take regular breaks to avoid fatigue and work in an environment which is-

- Well lit
- Has adequate ventilation
- An appropriate/comfortable chair
- A good desk height
- Free from distractions

There is some office equipment available which can help to improve your work with computers, if required. These include-

- Wrist rests
- Document holders
- Anti-glare monitor screens
- Radiation reduction screens

It is important for you health and safety to ensure your user equipment is maintained and free from defects.

Study Tips

➤ Establish a Routine

Set aside a particular time each day for study and revision and ensure that you stick to and follow it.

➤ Create a Study Environment

Set up a study area away from noise and other distractions such as television and radio. Let other house mates know that you wish to be undisturbed while studying (a sign on the door saying "Study in Progress" or similar will help to remind people not to disturb or distract you.

The study environment should have good lighting, comfortable seating and overall a pleasant environment.

➤ Look after yourself

Exercise regularly as it will boost your energy (ride your horse!), drink plenty of water and avoid sugary foods. Make sure you get enough sleep each night.

➤ Vary your study program

If you have different study areas vary between each subject daily. Do different types of work in different study sessions (e.g., read the workbook, watch the video, do the extension lessons).

➤ Reward yourself for studying

Catch up with friends, watch your favourite program or take part in your favourite hobby as a way of rewarding yourself for completing study requirements. It can help to set mini goals to accomplish to assist in keeping you motivated and completing the required work.

Study Tips (cont.)

- Essential Information

Ensure you have all the information you will need for the study session prior to starting such as reading materials, course profiles, assessment materials and textbooks.

- Use a term planner

Term planner will help map out what the upcoming weeks of study look like. Use different coloured pens to mark dates of commitments which cannot be changed, commitments which are important but not essential and another colour for when to start assignments and exam preparations.

- Use a daily organiser or planner

Use a to-do list all things you need to get done in the day in order of priority, starting with the tasks you must do, then should do and could do.

- Seek help

Whenever you come across a problem which you cannot solve or a concept you are having trouble understanding contact OnlineHorseCollege.

Study Tips (cont.)

➤ Read assessment questions carefully

The theory assessments or quizzes contain anywhere from ten to twenty questions per quiz. Some of these questions are multiple choice where you will need to select one correct answer from a list.

There are also multiple response questions which are similar to multiple choice in that there is a list of possible answer however there will be more than one single correct answer and all suitable answers will need to be selected in order to get the question right. These questions are indicated with the words “Multiple Response” before the question is stated.

Multiple Response: Which of the following measurements in inches and centimetres (you need to select two answers) are equal to one hand when measuring a horse?

Another style of question requires you to enter your own answer in an essay style response. When providing your answer ensure that you understand what the question is asking you and that the information you provide addresses what the question has asked. Also make sure that you meet the required word amount when answering. Failure to answer the question properly or provide sufficient information will mean you will be asked to re-submit your answer. All answers for essay questions should be in your own words, copying from the workbook will result in having to resubmit every answer that was copied.

There are two styles of questions where you will be required to put a list into the correct sequence. One is a drag and drop style where you select the answer and drag it up or down to the appropriate position in the sequence. The other is where you select from a list in a drop down menu.

Starting with the choice 'no markings', continue to place the following markings in order from the least amount of white on a horses leg to the most


white sock/fetlock

white half stocking/cannon

-- Select --

no markings

white half pastern




Drag and drop

Drop down

Starting with the choice 'no markings', continue to place the following markings in order from the least amount of white on a horses face to the most

1. no markings
2. blaze
3. baldy face
4. star
5. stripe



Study Tips (cont.)

Matching styled questions require you to match the selection with the correct answer. This is either in a drag and drop format or selected from a drop down menu.

Match the following descriptions about horses
(When completing this question, refer to the terms that are generally accepted in your area)

mare	female horse three/four years and under
gelding	male horse three/four years and under
stallion	female horse over four/five years

Drag and drop

Drop down

There are four common ways that man has made for identifying horses, match them to the correct description

a horse is permanently marked with scar tissue -- Select --

a horses is permanently marked by discoloring the hair making it white tattoo

a horse is permanently marked by making the skin very dark -- Select --

Fill in the blank question require you to type in an answer. When providing the answer ensure that your spelling is correct and that you do not include any punctuation, doing so will mean you answer will be interpreted as incorrect. This style of questions accepts numbers and letters.

If today's date is 1st September 2010, how old could a horse be with this brand?

NQ7
17
1

Hotspot questions will ask you to select a specific location on an image. Its as simple as a point and click.

On the image indicate where the frog is



Study Tips (cont.)

Finally there are true or false questions, which are fairly self explanatory. A question or statement will be given to which you have to decide if the information is true or false.

To find out how to send in the results of your assessments please view this page (you will need to be logged into the site to view this information):-

<http://onlinehorsecollege.edu.au/courses/hricert3/online-assessment-submissions/>

You can also access this page under 'Student Support' > 'Online Quiz Assessment Submissions' from the right hand side of your course page.

In the event you have trouble with the quiz software please view this page (once again you will need to be logged in):-

<http://onlinehorsecollege.edu.au/courses/hricert3/quiz-software-not-working/>

You can also access this information from the orientation page of your course. Please let us know if any of the solutions on this page work or do not work for you.

➤ **The 'Print Results' button at the end of the quiz doesn't work**

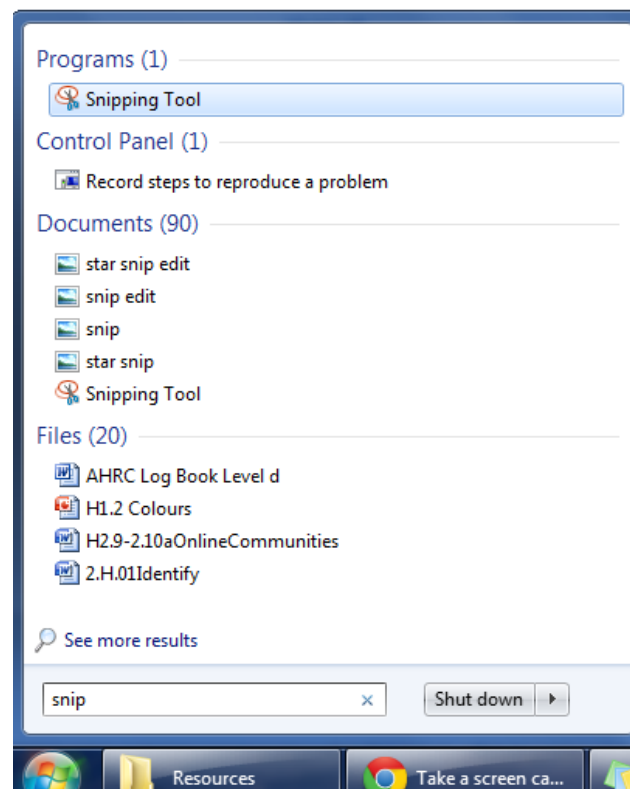
Should you encounter problems with the quiz software and the troubleshooting page hasn't worked then you will need to send in to us a screen shot of the passing results slide (only the result slide saying that you have passed the quiz; indicated with a green tick will be accepted) along with the answers you have provided to any and all essay questions.

Study Tips (cont.)

➤ How to take a Screen Shot

How to take a Screen Shot (for Windows)

- 1) Click on the Start icon at the bottom left of the screen
- 2) In the search bar type "snipping tool". Select the "Spinning tool" icon. Alternatively the snipping tool can be found under "Accessories" in the Start icon or by pressing Ctrl & Print Screen (prt sc) buttons together.



- 3) A pop up window should appear, then select "New" and your mouse cursor will become a + with which you will click and drag over the area you want in your screen shot.

➤ Read practical assessment criteria carefully

Practical assessments can be time consuming so read through the criteria before undertaking assessment. Ensure you understand what you will be required to demonstrate in order to be assessed as competent. Addressing and meeting the assessment requirements the first time around will save time (and possibly money) as opposed to having to re-submit an assessment because you didn't demonstrate all that was required.

Study Tips (cont.)

➤ Practical Assessment- Self assessment

Practical assessments can be found at the end of each week for most courses. There are three different sections of assessment in the practical assessment books. The first is a self assessment. This section is for you to conduct your own evaluation on how you perform the required exercises. Use it to ensure you are demonstrating the practical skill to the level and with the desired technique described by the assessment book. This section is designed to be carried out before you have an assessor assess you.

➤ Practical Assessment- Peer assessment

This is section two in the practical assessment books and is similar to the self assessment section in that it is designed to ensure you are demonstrating the practical skill to the level and with the desired technique described by the assessment book. A 'peer' is another person (friend, family member, work colleague) preferably with some horse experience, who can give feedback on your performance of the task. The self and peer assessments help to make certain that you are consistent in your ability to perform the assessment task.

➤ Practical Assessment- Trainer/Assessor assessment

Assessor sections are for the qualified or suitably experienced person who will determine whether you are competent in the practical task. You are required to be assessed twice by an assessor, either on two separate occasions by the same assessor or by two different assessors. Again this makes sure you are consistent in your performance and execution of the task. More information on assessors (such as who is qualified to assess which sections practical assessment) can be found here:-

<http://www.OnlineHorseCollege.com/education/Info/2009-11AssessorApplication.pdf>

Feedback and Help

At the end of each assessment you will answer specific questions and also give us any other relevant feedback. This feedback may include:-

- Information that does not match or make sense
- Spelling or grammar mistakes
- Anything else you think is relevant to your learning experience

Please let us know if there is anything you don't understand (if you don't understand, then other students in the future may have the same problem).

If you require help with resources, have difficulties with software or have any other problems at all during your training please let us know.

Although you may have what feels like a journey of a thousand miles in front of you, remember to enjoy and learn from every single step.

Have a great day,

Glenys

Glenys Cox & the OnlineHorseCollege Team