In order to achieve your UKCC, you will be required to provide evidence in your portfolio of having attended / achieved the following:

- First Aid Course (Levels 1, 2 and 3)
- Safeguarding and Protecting Children Course (Levels 2 and 3)

To become a Pony Club Fully Accredited Coach, you will also need to:

- Have attended a Pony Club CPD course in the past two years (see below)
- Be present on The Pony Club Instructor Database
- Have had an enhanced disclosure check in the past three years
- Own The Pony Club Instructor's Folder

An explanation of how to fulfil these requirements is below.

**First Aid Course**
UKCC candidates need to hold a valid and recognised first aid certificate. The training for this certificate must develop an awareness and basic knowledge of what to do in the case of a fall, basic life support, the recovery position, and resuscitation. It should be delivered by a QCF (SQCF in Scotland) accredited organisation, or one of the voluntary aid organisations (St. John's Ambulance, St. Andrew’s or Red Cross). The Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) courses fulfil the requirements, as does the BHS's Equine Specific First Aid Course (ESFAC). To be fully accredited, Pony Club instructors / coaches first aid qualifications should be renewed before the certificate expires (normally every three years, though every two years in the case of the ESFAC).

**Safeguarding and Protecting Children Workshop**
UKCC candidates need to attend a Safeguarding and Child Protection Workshop, approved by EQL. These include courses delivered by BEF Member Bodies (The Pony Club, BHS, or RDA), courses delivered by SportsCoach UK. These courses are preferred, however other courses may be accepted on a case by case basis. To be fully accredited, Pony Club instructors / coaches safeguarding qualifications should be renewed before the certificate expires (normally every three years).

**Pony Club CPD Course**
Fully accredited Pony Club coaches need to attend a Pony Club CPD course once every two years. Pony Club CPD courses organised are listed on the Pony Club website, at http://www.pcup.org/index.php/training/training_area_instructors_courses/. Once a coach has passed a UKCC qualification, their final day of UKCC training will count as a Pony Club CPD day.

**Enhanced Disclosure Check**
In England and Wales, these are called DBS checks (formerly CRB checks); In Scotland, it is the PVG scheme; and in Northern Ireland they are Access NI checks. Your Branch and Centre should be able to tell you how to do this, and the details are also in the latest edition of The Pony Club Health, Safety and Safeguarding Rulebook, available to download here: http://www.pcup.org/index.php/dcs_information/rule_books/.

**Pony Club Instructor Database**
Fully accredited Pony Club coaches need to be on the Pony Club Instructor Database. To do this, coaches should contact their Branch or Centre.

**Instructor's Folder**
All fully accredited Pony Club coaches should own an Instructor's Folder. These are available from The Pony Club Online Shop. UKCC Course Organisers will normally have them available for sale, as well as the Manual of Horsemanship and Instructor's Handbook. The three items form the basis of Pony Club coaching.