

# **Programme Specification**

	Part 1: Basi	c Data	
Primary Programme Title	BSc (Hons) Equestriar	Sports Coaching	
Target Award Titles	Mode and Typical Duration of Study	Professiona Accrediting Bo Links	EVChange /
BSc (Hons) Equestrian Sports Coaching	Full time, 3 years Part time up to 6 years	None	None
BSc (Hons) Equestrian Sports Coaching with integrated placement year	Full time, 4 years Part time up to 7 years	None	None
Interim Award Titles	BSc Equestrian Sport	es Coaching with into es Studies es Studies with integ lucation in Equine S Education in Equine ficate in Equine Stud	Studies
Teaching Delivery Method	On-site		
Awarding Institution	Hartpury University		
Teaching Institution	Hartpury University		
Delivery Location	Hartpury		
Department Responsible for Programme	Equine		
Unit-E Code	BSHEESCX		
Entry Criteria Information	Applicants will have as stage of entry, which (www.hartpury.ac.uk).	can be found throug	a appropriate for the Ih the Hartpury website
Most Recent Validation Date	18 May 2022	Due for Re- validation By	01 September 2027
Amendment Approval Date	V6.0 – 19 December 2022	Approved With Effect From	V5.0 - 01 September 2022 V6.0 - 01 September 2023
Professional Accrediting Body Approval Date	None	Date for Reaccreditation	N/A
Version	6.0		

#### Part 2: Programme Overview

BSc Equestrian Sports Coaching graduates will have developed a personal coaching philosophy grounded in reflection upon both practice and 'self', contextual to the needs of the equestrian athlete. They will be optimally placed to positively influence the equine industry as equestrian sports coaches, with a solid underpinning in coaching theory which they can practically apply to a range of coaching scenarios. Graduates will have an applied understanding of equitation science, enabling them to educate horse riders in the use of ethical training methods and principles. Graduates will be able to constructively challenge current practices, communicate information to athletes and clients that they encounter and explore new concepts, in order to safeguard the horse. Graduates will appreciate the complexities involved in facilitating human behaviour change and communicate challenging topics to a range of audiences effectively.

BSc Equestrian Sports Coaching with integrated placement year graduates will have developed a personal coaching philosophy grounded in reflection upon both practice and 'self', contextual to the needs of the equestrian athlete. They will be optimally placed to positively influence the equine industry as equestrian sports coaches, with a solid underpinning in coaching theory which they can practically apply to a range of coaching scenarios. Graduates will have an applied understanding of equitation science, enabling them to educate horse riders in the use of ethical training methods and principles. Graduates will be able to constructively challenge current practices, communicate information to athletes and clients that they encounter and explore new concepts, in order to safeguard the horse. Graduates will appreciate the complexities involved in facilitating human behaviour change and communicate challenging topics to a range of audiences effectively in order to enable change. They will have spent a year working within the industry to develop their application of these skills.

## **Part 3: Programme Structure**

This structure diagram demonstrates the student journey from enrolment through to graduation for a typical **full time student on the primary programme**, including:

- level and credit requirements
- award requirements that are in addition to those described in the Hartpury University Academic Regulations
- module diet, including core and optional modules.

#### Please note:

- \*PAB these modules are subject to additional and variant regulations as part of an accreditation by a professional accrediting body
- + Non-condonable these core modules are not able to be condoned

	Core Modules	Optional Modules	Target and Interim Awards
Stage 1	HSPV9Q-30-4 Coaching and Teaching Portfolio (Theory)*  HSPXLE-15-4 Introduction to Sport and Exercise Psychology  HEQVL3-30-4 Equestrian Practice*  HEQVP9-15-4 Equine Structure and Function OR HEQXN4-30-4 Equine Structure and Function ¹pre-2022 only  HEQV7X-15-4 Introduction to Equestrian Performance OR HEQXN7-30-4 Introduction to Equestrian Sport ¹pre-2022 only	HEQXN6-15-4 Equitation  HEQVCA-15-4 Equitation (Theory)	Certificate in Academic Skills  Certificate in Equine Studies  Certificate in Higher Education Equine Studies
	To progress to stage 2 you m	ust achieve at least 90 credits.	

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	HSPVA5-30-5	HSPXRV-15-5	<u>Diploma in Higher Education</u>
	Coaching and Teaching	Sport Psychology	Equine Studies
	Portfolio (Pedagogy)+		
		HANXRX-15-5	
	HEQVKC-30-5	Independent Report	
	Research Methods Applied		
	to Equestrian Practice +	HSPV9S-15-5	
	OR	The Inclusive Practitioner	
	HANXU5-15-5	The inclusive Practitioner	
	Undergraduate Research		
	Process <sup>1</sup> pre-2022 only	HANXRP-15-5	
	Process -pre-2022 only	International Academic	
		Study Portfolio	
	EITHER		
	HEQXRH-30-5	HANXRQ-30-5	
	Horse and Rider	International Academic	
	Performance <sup>1</sup> pre-2022 only	Study Project	
2		Study Project	
Stage	OR BOTH	HANNDD 4F F	
ta	HEQVMS-15-5	HANXRR-45-5	
S	Management of the	International Academic	
	Performance Horse+	Study Extended Project	
	AND		
	HEQXRD-15-5	HSPXS6-15-5	
	Equine Performance	Study Trip	
	- Equite vertermanes		
		HEQXR5-15-5 Advanced	
		Equitation <sup>1</sup> pre-2022 only	
		HEQXRE-15-5 Ground	
		Schooling and Rehabilitation	
		<sup>1</sup> pre-2022 only	
		, =========	
	To progress to stage 3 you m	ust achieve at least 210 credits	
	HANVK6-15-5		
P	Integrated Placement Year		
	Integrated riacement feat		

	HSPVAJ-30-6	HEQV4H-15-6	BSc Equestrian Sports Studies
	Coaching and Teaching	Contemporary Issues in	
	Portfolio (Reflection)+	Equestrian Sport	BSc Equestrian Sports Studies
			with integrated placement year
	HANXKU-15-6	HSPV4A-15-6	Must include Integrated
	Applied Business	Sport Psychology in Action	Placement Year
	Management		
	-	HSPVA7-15-6	BSc Equestrian Sports
		High Performing Teams	Coaching
	HEQVKT-45-6		Must include all Stage 1 and 2
	Undergraduate Dissertation+	HEQV4L-15-6	core modules and Coaching
	OR	Equine Ethics and Welfare	and Teaching Portfolio
	HANV3R-45-6		(Reflection)
	Undergraduate Dissertation	HEQV4G-30-6 Advances in	(10.100.1)
	¹pre-2022 only	Horse and Rider	BSc Equestrian Sports
က	pre 2022 0my	Performance <sup>1</sup> pre-2022 only	Coaching with integrated
Stage		refrontiaries pre 2022 omy	·
äć		HCDV/2V/ 1E 6 Contomporary	placement year
S		HSPV3V-15-6 Contemporary Issues in Sports Education	Must include all Stage 1 and 2
		· · · · · · · · · · · · · · · · · · ·	core modules and Coaching
		<sup>1</sup> pre-2022 only	and Teaching Portfolio
			(Reflection) and Integrated
			Placement Year
			BSc (Hons) Equestrian Sports
			Coaching
			Must include all core modules
			BSc (Hons) Equestrian Sports
			Coaching with integrated
			placement year
			Must include all core modules
			and Integrated Placement Year

## Part time:

The part time student journey from entry through to graduation is individually negotiated with the student.

## Part 4: Programme Learning Outcomes

Modules in bold are core modules and modules not emboldened are optional modules.

A denotes a module that assesses a learning outcome and B denotes a module aligned with a learning outcome.

Learning Outcomes:	Coaching and Teaching Portfolio (Theory)	Equestrian Practice	Introduction to Sport and Exercise Psychology	Introduction to Equestrian Performance or Introduction to Equestrian Sport	Equine Structure and Function	Equitation	Equitation (Theory)	Coaching and Teaching Portfolio (Pedagogy)	Management of the Performance Horse or Horse and Rider Performance	Equine Performance or Horse and Rider Performance	Research Methods Applied to Equestrian Practice or Undergraduate Research Process	Sport Psychology	The Inclusive Practitioner	Independent Report	Study Trip	International Academic Study Portfolio	International Academic Study Project	International Academic Study Extended Project	Integrated Placement Year	Coaching and Teaching Portfolio (Reflection)	Undergraduate Dissertation	Applied Business Management	Contemporary Issues in Equestrian Sport	Sport Psychology in Action	High Performing Teams	Equine Ethics and Welfare
A) Knowledge and Understanding of:																										
<ol> <li>Coaching pedagogy in a variety of equestrian contexts</li> </ol>	Α		В					Α												Α						
<ol><li>Evidence-based practice to facilitate optimal management of the horse.</li></ol>		В			В				Α	В	Α				В											
<ol> <li>Application of evidence based practice in equitation science when training the horse.</li> </ol>	В	Α				Α	Α			В	Α												В			
<ol> <li>Challenges relating to the sustainable use of the horse within equestrianism and coaching</li> </ol>		В		В					Α				В							В			В			В
5. Principles of business management relevant to the equestrian sports coaching sector		В							В													Α				
B) Intellectual Skills																										
<ol> <li>Evaluate current issues in the equine industry from a coaching perspective.</li> </ol>	В	В			В			В	А											В			В		В	

<ol><li>Critically analyse sports coaching research to synthesise arguments to inform current practice.</li></ol>	В					В											В	Α	В				
3. Critically reflect on own practice.	В	В			В	В							В	В	В		Α						
<ol> <li>Critically evaluate athlete management to enable positive relationships to be built and maintained.</li> </ol>	В		В			В	В			В							Α				В		
C) Performance and Practice																							
Develop inclusive core coaching capabilities which safeguard the horse and rider.	В					В			В								Α						
Coach rider performance, applying the principles of skill acquisition and motor learning	Α		В			Α		Α									В						
<ol> <li>Effectively communicate with people in a range of professional environments.</li> </ol>		В	В				В						В	В	В	В	Α		В	В			В
<ol> <li>Engage with student and qualified coaches in a range of collaborative contexts</li> </ol>	В					Α	В	A				В					А		В	В		В	
<ol><li>5.Evidence routine engagement with appropriate continued professional development.</li></ol>	А					Α	В										Α						
<ol><li>Respond to challenge in a professional and appropriate manner.</li></ol>		В					Α										Α		В				В
D) Setting, Personal and Enabling Skills																							
<ol> <li>Development of core research techniques, through engagement in industry relevant academic enquiry.</li> </ol>		В					В		А		В							Α		В			
Implement discipline specific     evidence-based problem-solving     strategies	В						В		Α		В						В	Α	В				В
Undertake systematic rigorous research to underpin and communicate discipline specific best practice		В					Α		A		В						Α	A					В
4. Develop a reflective approach when analysing personal effectiveness and	В	В				В					В		В	В	В	В	Α		В				

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be responsible for personal													i		
development and wellbeing.													i		
														.	

#### Part 5: Learning, Teaching and Assessment

Learning, Teaching and Assessment Journey:

Teaching and learning will occur through a mix of scheduled and independent learning. Students learn through a variety of approaches, therefore a range of methods are used within taught delivery. These include, but are not limited to; lectures, practical coaching sessions within a variety of groups/populations, debates, laboratory (practical and computer based) sessions, work-related learning and seminar/discussion sessions centered around current published literature.

A wide range of assessment types are utilised within the modules offering students the opportunity to excel through written examinations and assignments, oral assessments related to case study scenarios enabling students to practice developing their skills in varied communication methods to a range of audiences. Students will be assessed within a variety of coaching practical domains e.g. peer coaching and coaching flatwork, jumping, groups and individuals to suit industry requirements.

A key feature of the BSc (Hons) Equestrian Sports Coaching is the assessed portfolios, completed during each year of study. Portfolios offer the opportunity for students to align undergraduate study to existing professional work programmes, which maximise the authenticity of their independent learning. Coaching learning portfolios involve coaches in individual and group reflection, the critically challenging act of thinking about coaching practice, and constructing (and communicating) a sense of the learning experience as a coherent developmental process. Such thinking and sharing are the linchpins of lifelong, active learning and every practitioner's professional development. Through investment in and accumulation of a coaching portfolio students will start to develop their ability to critically reflect and practice with purpose, thus continually becoming a more appropriately qualified practitioner.

This programme will be assessed according to the approved Academic Regulations.

Students registered on this programme will have access to the Hartpury University support services.

The distinctive module used by the Programme Examination Board to inform recommending differential awards for students when considering borderline performance profiles will be

Coaching and Teaching Portfolio (Reflection)

Professional Accrediting Body documents to which this programme is mapped and or aligned:

None

				Assessı	nent Map				
					Type of A	ssessment*			
		Coursework	Report	Portfolio	Written Examination	Written Test	Practical Skills Examination	Practical Skills Assessment	Oral Assessment
Core Modules Stage 1	Coaching and Teaching Portfolio (Theory)			B (50) Coursework Portfolio				4 (400)	A (50) Oral Presentation
	Equestrian Practice							A (100) Practical Skills Logbook	
	Introduction to Equestrian Performance	B (50) Coursework				A (50) Test			
	Introduction to Sport and Exercise Psychology	B (50) Essay				A (50) Unseen Fixed- Time Test			
	Equine Structure and Function					A (100) Test Series			
Optional Modules Stage 1	Equitation			A (100) Coursework Portfolio					
	Equitation (Theory)			A (100) Coursework Portfolio					
Core Modules Stage 2	Coaching and Teaching Portfolio (Pedagogy)			B (60) Coursework Portfolio			A (40) Practical Examination		
	Management of the Performance Horse								A (100) Oral Presentation with Questions

	Equine Performance	A (100) Essay Based on a Case					
	Research Methods Applied to Equestrian Practice	Study		A (100) Coursework Portfolio			
Optional Modules Stage 2	The Inclusive Practitioner		B (50) Literature Review				A (50) Group Oral Presentation with Questions individually marked
	Sport Psychology	A (100) Essay					marked
	Study Trip						A (50) Group Oral Presentation with Questions individually marked
	International Academic Study Portfolio			A (100) Coursework Portfolio			
	International Academic Study Project			B (75) Coursework Portfolio			A (25) Oral Presentation with Questions
	International Academic Study Extended Project			B (75) Coursework Portfolio			A (25) Oral Presentation with Questions
	Independent Report		A (100) Literature Review				
Integrated Placement Year	Integrated Placement Year			A (100) Industry Experience Portfolio			
	Undergraduate Dissertation		A (100) Project Report				

Core Modules Stage 3	Coaching and Teaching Portfolio (Reflection) Applied Business		B (50) Coursework Portfolio			A (50) Oral Assessment
	Management					A (100) Oral Presentation with Questions
Optional Modules Stage 3	Contemporary Issues in Equestrian Sport	B (75) Coursework				A (25) Oral Assessment
	Equine Ethics and Welfare					A (100) Poster Defence
	High Performing Teams			A (100) Case Study Test		
	Sport Psychology in Action	A (100) Essay				

<sup>\*</sup>Indicative assessment types for new students enrolling on this programme after the date this specification takes effect (Part 1) are shown in terms of Coursework, Written Examination, or Practical Examination as indicated by the colour coding above.

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if they take full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of individual modules can be found through Hartpury's website (www.hartpury.ac.uk).

### **Approved Programme Amendment Log**

Primary Programme Title:	BSc (Hons) Equestrian Sports Coaching
Programme Code:	BSHEESCX
Initial Approval Date:	01 September 2017

Changes: Most recent at the top of the page

**Current version number: 5.0** 

#### **Outline Change Details:**

Assessment Map updates to reflect change in assessment type for Equine Structure and Function (from a lab notebook to a test series)

#### Material Alteration: Yes and is accompanied by the relevant course information document.

#### Rationale:

After running the assessment this year, the change of assessment was proposed to better support the pedagogical approach the module in order to enable module teams to have scope to be in line with industry practice in order to better to support the students learning journey.

#### Change requested by: Sophie Armstrong

I can confirm that student representatives have been consulted about this change

I can confirm that colleagues impacted by this change have been consulted

I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report

Signature: S. Armstrong Date: 01/11/2022

#### Name of Head of Department: Catherine Porter

I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department;

Signature: Date: 08/11/2022

Approval Committee and Date:	CVC Chair's action 2022 12 19
Change approved with effect from:	01 September 2023
Resulting new version number:	6.0 (2023 intake onwards)

22/09/2022 Part 5: Assessment Map - Assessment for Level 6 optional module High Performing Teams amended from Seen Case Study Written Examination to Case Study Test, in line with module amendment. Approved by CSP Chair's action 2022 09 22

16/08/2022 Programme map corrected as Independent Report listed twice

## **Current version number: 4.5**

#### Outline Change Details:

Updates in line with current template

#### **Section 1 Basic Data**

- Inclusion of Integrated Placement Year as target award title
- Update of information relating to the new programme specification requirements

#### Section 2 Programme Overview

• Update of the programme overview to reflect the renewed focus of the degree programme, including programme overview descriptions for Integrated Placement Year option

#### **Section 3 Programme Structure**

Updated programme structure as result of strategic review and Refresh.

HEQXN6-15-4 Equitation changed from core to optional and HEQVCA-15-4 Equitation (Theory) added as Level 4 optional module

HEQVL3-30-4 Equestrian Practice and HEQV7X-15-4 Introduction to Equestrian Performance added as Level 4 core modules

HEQVP9-15-4 Equine Structure and Function (15 credits) replaces HEQXN4-30-4 Equine Structure and Function (30 credits) post 2022

HEQVMS-15-5 Management of the Performance Horse, HEQXRD-15-5 Equine Performance and HEQVKC-30-5 Research Methods Applied to Equestrian Practice added as Level 5 core modules

HEQXRH-30-5 Horse and Rider Performance removed as a core module and HEQXR5-15-5 Advanced Equitation, HEQXRE-15-5 Ground Schooling and Rehabilitation and HANXRQ-15-5 removed as Level 5 optional modules post 2021 Entry

HANXKU-15-6 Applied Business Management added as Level 6 core module

HEQV4L-15-6 Equine Ethics and Welfare added as Level 6 optional module

HEQV4G-30-6 Advances in Horse and Rider Performance and HSPV3V-15-6 Contemporary Issues in Sports Education will not be available as Level 6 optional modules post 2022

#### **Section 4: Programme Learning Outcomes**

 Refresh of programme learning outcomes to align with new programme focus and structure, ensuring learning outcomes cover key requirements and expectations for Equestrian Sports Coaching graduates.

#### Section 5: Teaching, Learning and Assessment

- Review and update of the teaching, learning and assessment strategy
- Assessment map updates to include new modules and assessments included within modules to ensure scaffolding of assessment requirements

#### Material Alteration: Yes and is accompanied by the relevant course information document.

**Rationale:** Updates to programme as required to ensure continued industry validity and student employability, with enhanced focus around influencing people, as well as horse management and equitation science.

#### Change requested by: Rachel Collins

- ✓ I can confirm that student representatives have been consulted about this change.
- ✓ I can confirm that colleagues impacted by this change have been consulted
- ✓ I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report

#### Signature Rachel Collins

#### Name of Head of Department:

✓ I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department

Date: 24/11/2021

Signature: Date: 24/11//2021

Approval Committee and Date:	Curriculum Validation Committee Chair's Action 2022 05 18
Change approved with effect from:	01 September 2022
Resulting new version number:	5.0

#### Changes:

### **Current version number: 4.3**

#### **Outline Change Details:**

In Part 3, 4 and 6

Remove HSPVA3-15-5 Pedagogy in Action from L5 optional modules.

Add HANXRX-15-5 Independent Report to L5 optional modules.

#### Material Alteration: No

#### Rationale:

Pedagogy in Action overlaps in content and delivery with Coaching and Teaching Portfolio (Pedagogy) at the same level and therefore an improved option of Independent report will enable students to broaden their optional modules at level 5.

#### **Module description for Course Information Sheets:**

Optional module

#### Change requested by: Rachel Collins

✓ I can confirm that all programme managers have been consulted and support this change I can confirm that student representatives have been consulted about this change I have retained evidence of this consultation which has been placed in the Module File

Signature: R. Collins Date: 01/10/2020

## Name of Head of Department: Catherine Porter

I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department;

Signature:

Date: 02/10/2020

Approval Committee and Date:	CSP Chair's action 2020 10 06
Change approved with effect from:	01 September 2020
Resulting new version number:	4.5 (2020+ intake)

#### **Current version number: 4.1**

#### **Outline Change Details:**

Parts 3, 4, 5 & 6: Module HANVK6-15-5 name changed from Year Work Placement to Integrated Placement Year, in line with module amendment.

Part 6: Assessment for module Ground Schooling and Rehabilitation changed to 60% practical skills assessment, 40% written assignment; Introduction to Sport and Exercise Psychology component A changed from written exam to open book exam; Sport Psychology changed from portfolio to written assignment in line with module amendments.

Material Alteration: Yes and is accompanied by the relevant course information sheets.

#### Rationale: to ensure accuracy

#### Change requested by: CVC

- n/a I can confirm that student representatives have been consulted about this change
- n/a I can confirm that colleagues impacted by this change have been consulted
- n/a I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report

Date: 30/07/2020

Approval Committee and Date:	CVC Chair's action 2020 08 13	
Change approved with effect from:	1 September 2020	
Resulting new version number:	4.3 (2020 intake)	

Current Version number: V4.0		
Rationale: To ensure accuracy of information		
Material Alteration: No		
Outline Change Details: 1. Update interims		
2. Part 6 amended to show Undergraduate Research Process correctly.		
Change requested by:	Academic Registrar	
CVC approval date:	CSP Chair's Action 11-5-2020	
Change approved with effect from:	01 September 2020	

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#### Version 3.0

**Rationale:** Changes to sport modules following PCR. Advanced equitation - altered assessment strategy to one point of assessment 100% written exam. Removal of optional modules that are no longer running by the sports department and that do not fully meet the programme aims.

Material Alteration: Yes and Course Information Sheet amended appropriately: Yes

#### **Outline Change Details:**

Name change to the three Coaching Portfolio modules.

Additional modules:

Level 5

Inclusive Practitioner

Pedagogy in Action

Level 6

High Performing teams

Removal of modules:

Level 5

**Equine Biomechanics** 

New Venture Creation

The Reflective Coach

Sport Science for coaches

Advanced Equitation – assessment change to one point of assessment (written exam)

Change requested by:	Victoria Lewis
CVC approval date:	27 February 2019
Change approved with effect from:	1st September 2019 (2019 intake)
New version number:	4.0

#### Version 2.1

<b>Rationale:</b> After the successful application for University Title, amendments were required to all specifications.		
Material Alteration: Yes and Course Information Sheet amended appropriately: Not required		
<b>Outline Change Details:</b> 1. Part 1: Basic Data requires the Awarding Body to be amended from Hartpury College to Hartpury University. 2. Award Titles amended to replace (SW) with (IP). 3. Removed BUWE B80 4. Subject Benchmark Statements updated where required.		
Change requested by: Academic Registrar		
CVC approval date:	31 August 2018	
Change approved with effect from:	01 September 2018	
New version number:	3.0	

#### Version 2.1

**Rationale:** Because of increasing cohort size on ESS & ESC, and the addition of the new MSci ST Equestrian programme to the module, the current assessment strategy is considered ineffective. Furthermore, ESS lacks individual presentations at second year with multiple orals in final year which has created a mis-match in assessment strategy, and ST (E) and ESC are both programmes where oral communication skills are competencies required for successful careers.

Material Alteration: Yes and Course Information Sheet amended appropriately: No

**Outline Change Details:** Horse and Rider Performance HEQXRH-30-5 altering assessment strategy to include 40% Oral Presentation and 60% Written Assignment.

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Change requested by:	Emma Davies
CVC approval date:	01 March 2018
Change approved with effect from:	1st September 2018
New version number:	2.1

Rationale: Allow students to explore wider opportunities and internships during a SW placement.	
Material Alteration: Yes and Course Information Sheet amended appropriately: Yes	
Outline Change Details: Addition of an optional placement Year between year 2 and 3 and create awards BSc Equestrian Sport Studies (SW), BSc Equestrian Sports Coaching (SW) and BSc (Hons) Equestrian Sports Coaching (SW). Also to remove the entry requirement for Biological Sciences within the Course Information Sheet.	
Change requested by: Victoria Lewis	
CVC approval date:	13 February 2018
Change approved with effect from:	1st September 2018
New version number:	2.0