



HEIR Checklist for Applicants

Thank you for considering making an application to join the UK Human Equine Interaction Register.

In your application you will be asked to confirm that you meet the criteria, supporting your application with relevant evidence where applicable.

All applications are received in good faith. As the Register is voluntary, and the Review Panel are not making any value judgements such as about the courses that have been attended or the level of experience, self-certification is at the heart of the application.

From time to time, applications will be dip-sampled for compliance and you may be asked to provide further documents.

The application process consists of the following sections:

- Your details
- Commitment and evidence to meeting the criteria
- Final declarations
- Submission of and payment for application

Before you start, grab a cuppa and gather the following self-certification statements / documents together.

You may find it easier to create your statement in a Word Document and copy and paste the text once you are happy with it.

You will also be able to upload any existing documents that you have.

Accepted file types: jpg, png, pdf, gif, Max. file size: 25 MB.

You can save word documents as a PDF by clicking FILE then SAVE as PDF

You will be able to save your work and continue later if you need to time think about a statement, confer with colleagues or locate a carefully filed document.

Section	You will need	Done ✓
Your Details	A statement of approx. 500 words about the services that you provide.	
Individuals	<p>A statement or document/s which describes:-</p> <ul style="list-style-type: none"> • Evidence of learning with respect to human health and wellbeing, including education, social care or youth work. Please tell us about your qualifications. • Evidence of learning with respect to Human Equine Interaction • A relevant Continuous Professional Development (CPD) Statement or Policy, or maintenance of a record of relevant CPD • Relevant Regulatory or Professional Body Membership • A Commitment to Therapeutic Supervision/ mentoring/ networking in HEI sector (appropriate to context and service delivery) • Independent assessment eg local authority license certificate and or similar independent assessment (e.g. British Horse Society, National Equine Welfare Council etc.). Please tell us if you have a current certificate and any reference number that applies. <p>Your statement should cover the criteria outlined above. It may include the following elements:</p> <ul style="list-style-type: none"> • Educational history, including title of the qualification, date/year completed and awarding organisation • Membership organisations • Statement outlining your approach to continuous professional development • Details of continuous professional development you have engaged with, including title of activity and dates undertaken. This could include short courses, work experience, attendance at conferences etc. • Statement outlining your commitment to Therapeutic Supervision/ mentoring/ networking in HEI sector (appropriate to context and service delivery) • The contact details of two professional referees who may be contacted as part of the assessment of the application 	
Organisations	<p>Please complete a statement or document which describes your approach and includes whether or not you have the following elements in place</p> <ul style="list-style-type: none"> • a statement outlining your knowledge, skills and experience relevant to the services offered. • Evidence of learning with respect to human health and wellbeing, including education, social care or youth work. Please tell us about your qualifications. • Evidence of learning with respect to engagement with Human Equine Interaction • A relevant Continuous Professional Development (CPD) Statement or Policy • Maintenance of a record of relevant CPD 	

	<ul style="list-style-type: none"> • Relevant Regulatory or Professional Body Membership • A Commitment to Therapeutic Supervision/ mentoring/ networking in HEI sector (appropriate to context and service delivery) • Independent assessment: This is not mandatory but if applicable, may include local authority license certificate and or similar independent assessment (e.g. British Horse Society, National Equine Welfare Council etc.). • Please tell us if you have a current certificate and any reference number that applies if you have one. 	
Equine Welfare Standards	<p>To protect the equines that engage in the interaction and services offered, the Register expects that applicants will be able to provide evidence of high standards of equine welfare including good equine husbandry practices and observance of evidence based welfare principles.</p> <p>There has been considerable research undertaken internationally and there are many guidance documents available based on the 5 freedoms which applicants should all be familiar with.</p> <p>These are outlined in the Government Guidance published in 2017 to support the Animal Welfare Act 2006.</p> <p>The National Equine Welfare Council is in the process of developing a Code of Practice for equine welfare in the field of Human Equine Interaction which will be available here after it has undergone consultation with the sector.</p> <p>In the meantime, and given the prolific documents available, applicants to the Register are asked to familiarise themselves with the NEWC General Code of Practice which can be found on the application form.</p> <p>You will be asked to tick that you are committed to maintaining high standards of welfare and you may submit any additional evidence if you wish.</p>	
Service User Engagement	<p>To protect the participants who engage with and benefit from the services offered, the Register expects that HEI professionals will be able to demonstrate high standards of service user communication and care. Such communication may occur prior to, during and following any interaction.</p> <p>The HEIR Professional Code of Conduct presents the key values HEI professionals should demonstrate with respect to service user engagement</p> <ul style="list-style-type: none"> • Professional conduct that does not discredit the sector • Acts with Integrity – high standards of honesty, trust and ethics 	

	<ul style="list-style-type: none"> • Presents honest and accurate information about the effectiveness of the services they offer, and relevant research findings without over stating potential benefits • Recognises the limits of their knowledge, expertise and capacity for any HEI service • Avoids conflicts of interest that may interfere with professional discretion and impartial judgment. <p>You will need a statement or document which describes:-</p> <ul style="list-style-type: none"> • An accurate description & promotion of services provided identifying service users who may benefit and anticipated known benefits • Relevant Agreements or Contracts with the Service User in place • Appropriate management of service user/session case notes • A due regard to ethical practice • Arrangements for seeking service user feedback <p>You may upload any templates that you use for this</p>	
Benefits & Impact	<p>To protect the participants who engage with the services offered, the Register expects that HEI providers will be able to demonstrate high standards of regular and ongoing reflection and/or evaluation of their services, to ensure that outcomes remain relevant, beneficial and provide positive outcomes for service users.</p> <p>This goes beyond the professional development of the practitioner and evaluates the outcomes of the services provided.</p> <p>The Register expects that HEI professionals carry out evaluation of the benefits and impact of operational or service improvement on a regular basis</p> <p>This may be quarterly or annually, audits or inspections from external agencies such as local authorities or commissioners of services reviewing the funded provision; awarding organisations inspecting the delivery of training leading to certificated qualifications; or it may be self-assessment.</p> <p>Please provide details of how the impact of your service provision and operation is evaluated.</p> <ul style="list-style-type: none"> • provide a statement which details how the impact of your service provision and operation is evaluated. • upload document/s (policy/statement/evaluation templates) that detail your approach 	
Governance	<p>The Register expects that HEI professionals will be able to demonstrate high standards of governance and operational management</p> <p>Good governance includes processes and operations that may include:</p>	

	<p>Management structure *Insurance cover *Health and safety policy *Safeguarding policy Management of People – Staff and volunteers Data management Environmental management</p> <p>*these are mandatory requirements to be accepted onto the Register You will need:-</p> <ul style="list-style-type: none">• The name of your insurance provider/s and policy reference number/s• A scanned copy of your insurance certificate/s• Health & safety policy or statement• Safeguarding policy / statement including DBS checks <p>a statement or document/s describing your approach to the following elements</p> <ul style="list-style-type: none">• Staff/Volunteer Management• Inclusion, Equality and Diversity• Confidentiality/ Privacy/ General Data Protection Regulations• Environmental and Sustainable Green Management	
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