



Licensee Evaluation Form

Purpose

The purpose of this form is to provide quality assurance assessments against key licensing and trademark provisions that apply to the Horses Helping Humans Brand.

This form is used for the initial assessment of licencing proponents and throughout the licensing period.

Note that non-compliance on some assessment criteria will not necessarily prevent licensing but shall highlight areas of potential improvement (e.g. working with youth experience will progress with program delivery)

Facility Assessment details

Facility address	
Date of assessment	
Participants	
Assessor	

Licensee and Facilitator Credentials

Finding Key : **C** = compliant, **IMP** = Improvement desirable, **NC** = Non compliant.

Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Licensee and facilitators have attended HHH Program Facilitator Training and obtained approval to deliver the program				<ul style="list-style-type: none"> - Program knowledge and delivery competence Submit videos - Safety - 'Which Horse or Pony are You?' introduction / spiel. - Jelly belly breathing exercise - Each horse in the program doing all the tasks (& resubmit sections if necessary) - Facilitator teaching the tasks.
Licensee and facilitators have minimum of level 2 horsemanship ground skill qualifications				Certification sighted and copies retained on file



Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Licensee and facilitators have attended a minimum of 3 horsemanship clinics				Evidence of clinic attendance, confirmed booking receipt, certificate of attendance, etc.
Licensee and facilitators are experienced in working with youth				Resume – reference from youth support provider
Program delivery personnel (including assistants) possess Working with Children approval for the applicable State or Territory				Certification sighted and copies retained on file
Licensee and facilitators have current basic first-aid qualifications				Certification sighted and copies retained on file.
Within 6 months of completing the HHH training, attain Chris Corbridge natural horsemanship “certification”				Video of natural horsemanship with a horse, not necessarily one in the program.

Organisational Structure and Governance

Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Incorporated Association or other agreed entity in place to administer HHH activities				Documentation sighted and copy retained on file
Current Public Liability insurance in accordance with Licensing Agreement				Documentation sighted and copy retained on file
There is a current risk assessment with a 6 month review and control measures are effectively implemented.				Documentation sighted and copy retained on file.
Local management plans, procedures and practices are suitably implemented.				E.g. incident management and corrective action practices.
Licensee / organisation are complying with monthly reporting provisions				Reports provided and stored on file
Previous improvement and / or instructions have been sufficiently implemented				e.g. results of prior inspection, audit, letter of disclosure or show-cause notice.



Horses and Animal Husbandry

Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Livestock are suitable for use within the program				Identify and assess specific program horses
Husbandry conditions are commensurate with industry standards				Documentation sighted and copy retained on file

Facilities

Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Facilities are maintained in a clean, neat and safe condition, free from hazards.				Refer to guide to managing risks when new and inexperienced persons interact with horses published by Safe Work Australia Copy of Maintenance program for facilities.
Facilities provide sufficient amenity.				Parking, toilet facilities, seating, shade, wet weather protection and drinking water.
Appropriate First Aid equipment is readily available				Maintenance schedule for checking First Aid kit.

Goods and Service Delivery

Assessment Item	Finding			Examples of evidence
	C	IMP	NC	
Program format and mode of delivery is consistent with licensed HHH instructions and intellectual property.				Submission of evaluation reports and annual video of client work.
Program delivery is conducted with regard to "Guide to managing risks when new and inexperienced persons interact with horses" published by Safe Work Australia				Annual risk assessment review.
Publications, advertising and other program material is appropriately branded.				Examples kept on file, HHH logos and colours are used.

End of Document