



BUSINESS ADMINISTRATOR WITHIN RACING LEVEL 3

KICKSTARTING CAREERS
IN HORSERACING





BUSINESS ADMINISTRATION
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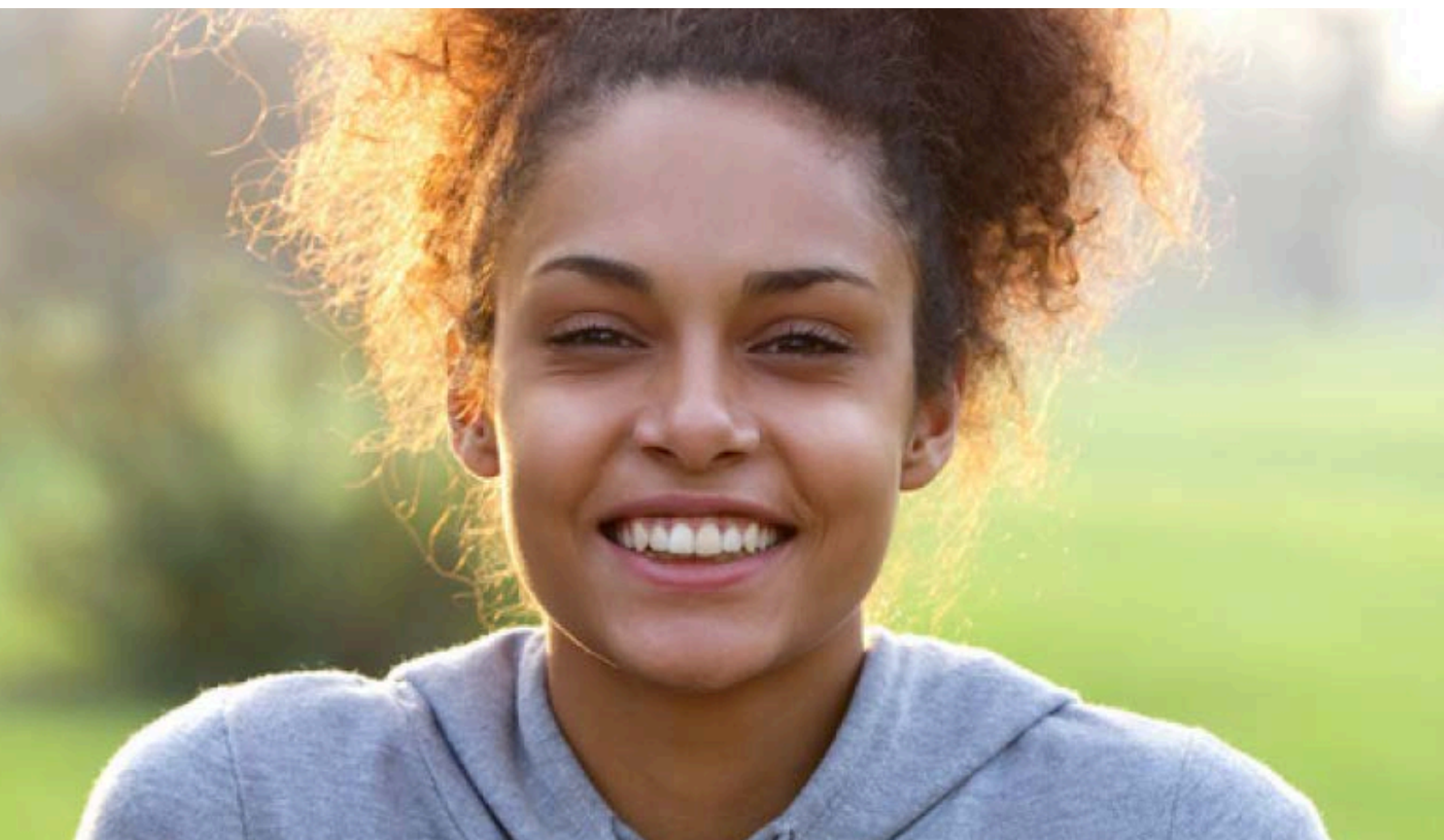


Racing Pathway 

careersinracing.com

TABLE OF CONTENTS

- 1 About Haddon Training
- 2 The British Horseracing Authority
- 3 Qualification overview: Business Administrator within Racing
- 4 What is learnt?
- 5 Learner testimonial
- 6 Functional skills and end point assessment
- 7 Employer funding
- 8 Apprenticeship levy
- 9 Get in touch





ABOUT HADDON TRAINING

Established in 1997, Haddon Training is an award-winning training provider, delivering education options throughout England. With strong foundations in both the equine and business sectors, they are uniquely positioned to exclusively offer the Level 3 Business Administration within Racing qualification—available only through Haddon Training. This unique qualification has been specifically designed to meet the tailored needs of the racing industry.

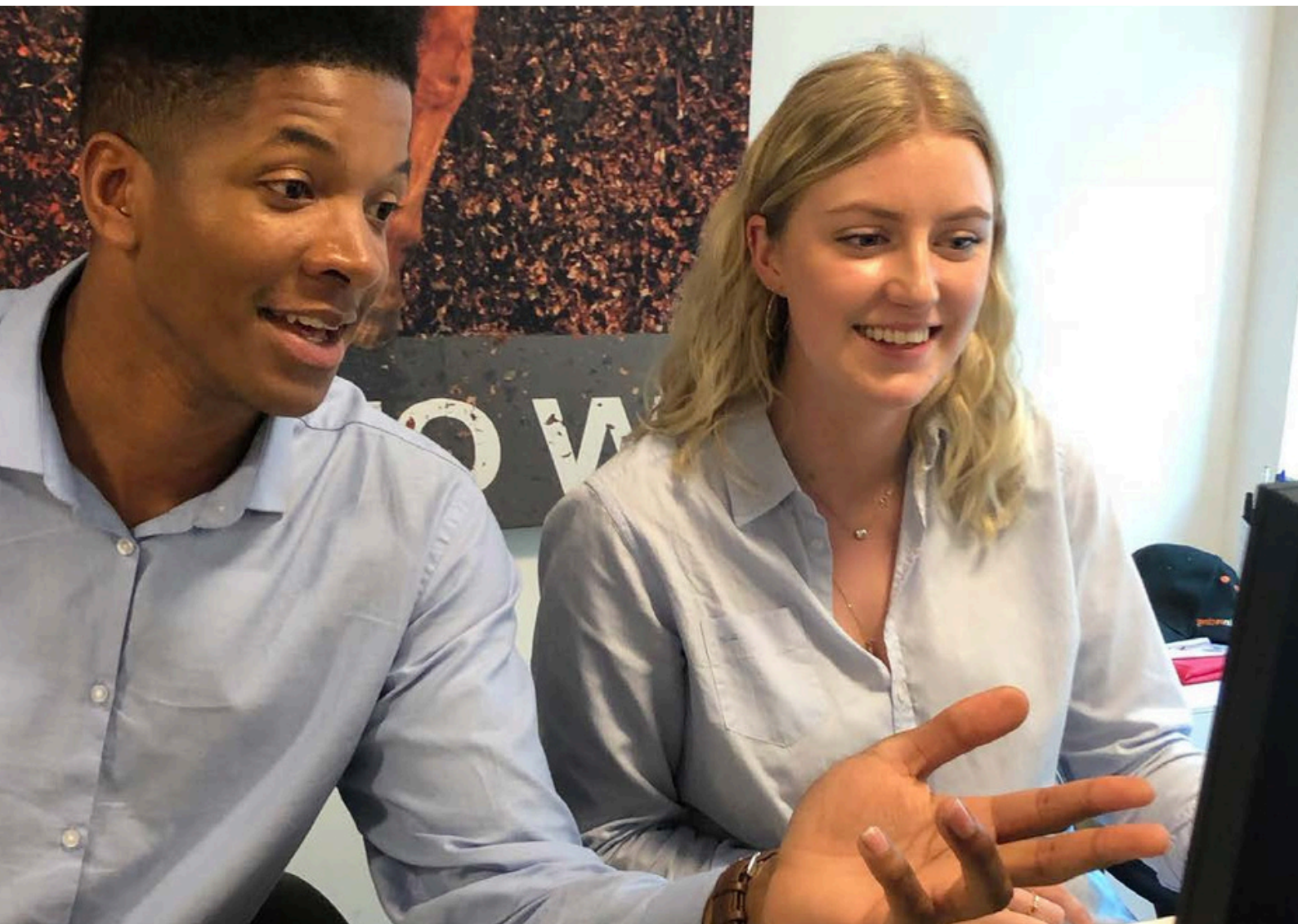
Haddon Training's staff are experts within their specialist sectors, bringing extensive experience and expertise to the delivery of their qualifications.



THE BRITISH HORSERACING AUTHORITY

The British Horseracing Authority (BHA) is responsible for the governance, administration, and regulation of horseracing and the broader horseracing industry in Britain. The BHA leads the development and growth of racing while prioritising the health and welfare of all participants, including jockeys, grooms, and the horses themselves.

With a commitment to fostering excellence and opportunity within the sport, the BHA supports education, training, and development initiatives to ensure racing remains a world-class industry. Through strategic collaboration and innovation, the BHA works to shape a thriving and sustainable future for British horseracing.



BUSINESS ADMINISTRATOR WITHIN RACING

Level: 3 (A-Level equivalent)

Duration: 18 months

This qualification has been designed to develop administration skills for the racing industry and beyond. It blends comprehensive training with practical experience, preparing individuals to excel in corporate roles across diverse racing sectors, including media, racecourse operations, and events management.

A WINNING COMBINATION

This qualification is ideal for those passionate about developing office-based knowledge alongside learning more about the racing industry.

It offers an excellent pathway for racing enthusiasts to turn their passion into a career and is well-suited for new staff or those looking to upskill their expertise, providing a unique industry focus on administration in the dynamic world of horseracing.



DEVELOPING SKILLS

A Business Administrator within Racing will learn a range of knowledge, skills and behaviours, including:

- Acquiring insights into race day logistics, financial operations, and marketing.
- Understanding the complete structure of the industry, and all relevant legislation.
- Learning how to administer billing, process invoices and create purchase orders.
- Building and sustaining relationships with new and existing stakeholders and suppliers.
- Utilising project management tools to plan, monitor, and report effectively.
- Demonstrating confident communication and teamwork.

UNIQUE ACCESS TO THE RACING INDUSTRY

Learners will take part in a BHA Overview Day hosted by a range of racing professionals, exploring racing administration, rules, ownership, and key industry challenges. Tailored visits to racecourses or race yards will further immerse individuals in the racing world, connecting their roles directly to the heart of the sport.





“During my apprenticeship, I have built on my communication and organisation skills, which has benefitted me in both my career and personal life. One of the most rewarding aspects of the apprenticeship is the opportunity to put into practice everything I’ve learned. It’s fulfilling to see our hard work pay off during major racing events such as Plate Day – an event which draws thousands to Newcastle Racecourse each year.”

Leo

Business Administrator within Racing

LEARNER INFORMATION

FUNCTIONAL SKILLS

Maths and English qualifications are a core component of apprenticeships. Delivered directly by Haddon Training, these can be taught through individual or group sessions tailored to each learner's needs. If an apprentice has already achieved equivalent qualifications, such as GCSEs or prior Functional Skills, they may be exempt from this requirement.



END POINT ASSESSMENT

The apprenticeship concludes with an End Point Assessment (EPA), incorporating an online test, a professional discussion based on knowledge gained during the programme, and a short presentation on a completed project or process the learner has improved. Apprentices also prepare a portfolio of evidence as a reference for the discussion. Apprentices are fully supported and prepared for EPA with their Trainer Coach.

EMPLOYER FUNDING

Small/Medium Employers:

Government funding is available to small/medium employers with an annual paybill of less than £3 million, and covers between 95-100% of the costs for apprenticeship training.

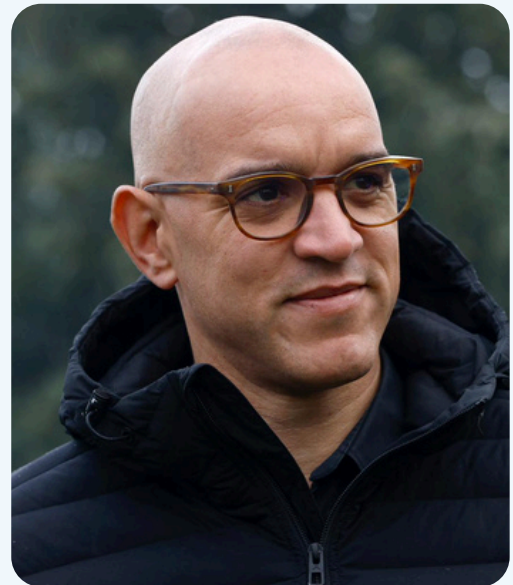
Large Employers:

For employers with an annual paybill of more than £3 million, the Government automatically sets aside funds from your business for apprenticeship training in a digital account called a Levy fund.

Incentive grants

Incentive grants are available to small, medium and large employers hiring 16-18 year olds and those aged between 19-24 with an EHCP.

“The horse racing industry has long struggled for entry-level opportunities outside of roles available in racing yards. The Business Administrator within Racing apprenticeship gives successful applicants hands-on experience in the corporate side of the sport including its marketing, commercial, finance, and business development functions.”



Josh Apiafi

Founder of the Racing Pathway

APPRENTICESHIP LEVY

The Apprenticeship Levy requires UK employers with annual paybills over £3 million to pay 0.5% of their payroll into a fund for apprenticeship training. These funds can be used for training or transferred to other businesses, though transfers are capped at 25% of the total. Unused funds expire if not spent.

Many large racing organisations often struggle to use their Apprenticeship Levy. Unspent funds can help smaller businesses with paybills under £3 million to hire apprentices. British Horseracing has partnered with the Co-op Levy Share to make it easier for organisations to transfer unused funds or request support.

FIND OUT MORE:



cooplevyshare.co.uk



“Careersinracing are delighted to promote the Business Administrator within Racing qualification, which provides a great stepping stone into the administration side of the racing industry that can lead to some fantastic careers and open up a number of doors.”

Michelle Douglas

Careersinracing Marketing &
Recruitment Manager



GET IN TOUCH



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