

### **1. Definitions**

'FSTC' means 'The Forest School Training Company Ltd'; a limited Company registered in the UK no. 5288104. 'The Client' means the person or persons named on the booking form.; 'FSTC training courses / events' means one of FSTC's instructional training courses or events; 'Booking form' means one of FSTC booking forms.

### **2. Agreement**

Agreement on the basis of these terms and conditions arises upon the fulfilment of the following:

- 1) Receipt by FSTC of a properly completed booking form accompanied by the payment or deposit specified by that booking form.
- 2) Clearance of the payment or deposit into FSTC's bank account.
- 3) Acceptance by FSTC in writing.
- 4) FSTC reserves the right, in its absolute discretion and without the need to give reasons, to refuse to accept a booking. In such circumstances no agreement arises and FSTC will return any payment accompanying the booking form.
- 5) The agreement is between FSTC and the client and is the sole agreement between those parties. No variation of these terms and conditions shall be applicable unless agreed in writing by FSTC before the relevant FSTC training.
- 6) The person signing the booking form shall be deemed to sign that form for him/herself.
- 7) The agreement is governed by English law.

### **3. Payment**

If a deposit is paid, the balance of the fee as specified on the booking form must be paid in full by the date specified on the booking form, or if no date is specified, no later than 4 weeks before the start of the FSTC training. If not so paid, FSTC reserves the right to treat the agreement as cancelled by the client pursuant to clause 5, below. Booking made within 4 weeks of the course must be accompanied by payment in full.

### **4. Prices**

Whilst every effort is made to limit prices to those given in the booking form, FSTC reserves the right to alter prices should its costs in hosting an FSTC training increase for reasons beyond its reasonable control (including, without limitation, the cost of labour, transport, materials and venue hire).

- a. In the event that a price is altered the client will be notified as soon as reasonably possible and the balance of the altered price will be payable on the same terms as the original price.
- b. In the event of the price being increased by 15% or more the client may opt to cancel the booking and will then be entitled to a refund of all monies then paid.

### **5. Cancellation by client**

If the booking is cancelled by the client (for any reason) the following cancellation charge will arise:

- a. Cancellation more than 4 weeks before the FSTC training starts the deposit is forfeited.
- b. Cancellation less than 4 weeks before the FSTC training 100% of the fee is payable.

### **6. Cancellation /alteration of an FSTC training course**

An FSTC training course benefits from the presence of a critical number of persons. If FSTC, in its absolute discretion and without need to give reasons, determines that a critical number will not be present it reserves the right to cancel an FSTC training course at short notice. In these circumstances the client will be offered the option of the return of monies paid or the opportunity to participate on a later training course.

The client acknowledges that all the circumstances in which FSTC may be forced to alter or cancel a training course will have resulted from factors beyond FSTC's control. In return for FSTC's undertaking to give the maximum amount of notice that circumstances allow, the client accepts that FSTC will not be liable for any losses arising as a result of such cancellation or alteration.

### **7. Conduct**

All FSTC training courses are hosted by experienced and capable leaders.

The client acknowledges that all students attending FSTC training courses / event are entitled to expect a high standard of conduct and regard for personal well-being on the part of all clients. For this reason the client accepts that FSTC may in its absolute discretion and without the need to give reasons, arrange for him/her to be removed from an FSTC training course /event, if necessary against his/her will. Circumstances in which this might occur include (without limitation) disorderly or abusive conduct, intoxication, inadequacy of clothing or equipment, incapacity or inability to meet the requirements of the training.

In such circumstances the client will not be entitled to a refund of monies and FSTC will furthermore not be liable for any losses so resulting. The client will on demand reimburse FSTC its reasonable costs of affecting his/her removal.

### **8. Liability**

FSTC training courses / events take place in woodlands / open countryside and are by their nature not absolutely free from hazard. FSTC makes every effort to minimize risks to clients and instructs clients in the safe negotiation of such risks as may remain. Consequently the client acknowledges that there are circumstances in which an accident could befall a client without FSTC being at fault and accepts that he/she is taking part in an FSTC course/event at his/her own risk.

- a. FSTC only accepts liability for physical injury to a client that is shown to result from negligence on the part of FSTC
- b. The client acknowledges that other loss, damage and expense (including, without limitation, loss of money, loss or damage to clothes and possessions, losses arising on the cancellation of a booking and the expense of delay) however arising is not the responsibility of FSTC and that FSTC's liability is limited accordingly.

### **9. Insurance**

FSTC is covered to a level of £5,000,000 for Public Liability.

The client is strongly advised, if not already covered by insurance through the nature of their employment, to take out personal insurance of the type available to holiday-makers to cover the risks ordinarily covered by such policies, including personal injury, loss of belonging and money and cancellation.

Furthermore it is the client's responsibility to ensure they have adequate and appropriate insurance cover to deliver their Forest School Programme as part of the completion of the level 3 Forest School qualification.

### **10. Entry Criteria Level 3**

Students will need to have the correct **entry requirements** before being accepted on to the training course.

- a) Be over 21 years of age
- b) Be a qualified Teacher, Play worker or Youth worker (to **level 2** or equivalent) **OR** compile a portfolio of at least **2 years experience** of working with children/young people in a leadership capacity
- c) Have a current CRB disclosure (or Disclosure Scotland Certificate)
- d) Have or be in the process of acquiring a current valid Paediatric First Aid for Outdoors certificate (2-day ITC or equivalent)
- e) Students will need to have a group of children/young people they can work with and have a suitable outdoor venue (preferably woodland) to run their 6 sessions of Forest School as part of their training.

### **11. Attendance, equipment and remit**

By booking on the training, students agree that:

1. They understand that this is a level 3 Forest School Practitioner training course which is accredited through Open College Network (OCN) and contains 3 units, each of which needs to be fully completed at the depth required at level 3 in order to be certificated.
2. Barring unexpected circumstances, they will attend all the course elements and fully complete the training according to the timetable. They agree to commit the time to completing the coursework elements of the training, in their own time if necessary.
3. They know of no medical reasons why they should not participate in any of the following activities:
  - a. Use of Tools, Shelter building and Team building activities
  - b. Woodland conservation tasks and Green woodwork
  - c. Fire lighting and Camp fire cooking
4. They confirm they shall provide their own safety boots for use during the training course (modular course form module 3 onwards). They understand that FSTC will provide all other training equipment for use during the training.
5. They agree to refrain from delivering Forest School (excluding in their initial 6-week Forest School Programme) until after they are fully qualified.
6. They understand that First aid Training is not included in the Forest School training and will be charged for separately.

### **12. Students at level 3 are required to**

- To plan and run a 6-week Forest School Programme with a small group of children, supported by a competent adult, in an outdoor environment (preferably woodland).
- To ensure that the necessary insurance cover, CRB disclosure and First Aid Certification are in place before running the initial 6-week Forest School Programme.
- Complete two practical assessments (see below)
- Complete coursework (written evidence of learning) relating to all three units of this award.

### **13. Assessments**

There are two practical assessments and one written assessment (coursework) to be completed to the requirements set out by Open College Network (OCN) who accredits this training.

**a) Practical Skills assessment** - takes place during the practical skills training element (module 5) of the training. Students are assessed on their competence with knots and their safe use of tools and firecraft.

**b) Delivery Assessment** - each student is assessed on their competence of leadership and Health and Safety of running Forest School. This assessment takes place on one of the sessions (part of the initial 6-week Forest School Programme). This assessment will take place at the students chosen outdoor/wooded venue for the initial 6-week FS Programme.

1. The initial 6-week Forest School Programme must
  - a. take place outdoors (preferably wooded),
  - b. be led by the student in-training (operating as Forest School Leader), who must be supported by at least one competent adult on all 6 sessions
  - c. be for a small group of children, maximum ratio 1:6, who attend all 6 sessions
  - d. have weekly sessions (consecutive) lasting at least 1.5 hours (preferably 2 hours in length)
  - e. be adequately insured by the student and must have a qualified First Aider present throughout
2. If the students' venue is outside of a 30-mile radius of the training venue they will incur an additional charge of £75 plus £0.40 per mile to be assessed.
3. If the student is unable to run their FS Programme to fit into the time schedule given for the training course, then a separate assessment will be required at a cost of £75 plus £0.40 per mile.
4. The assessor has the right to suspend the assessment if the necessary paperwork cannot be provided at the time of the assessment OR if during the assessment there is evidence of unsafe practice (in the assessor's opinion).
5. If students do not pass either of the assessments, as detailed above, a re-assessment date will need to be arranged separately and this will involve an additional cost to the student.

### **14. Coursework**

In order to gain the certificate for the Level 3 Forest School Practitioner Award, students will need to complete the practical assessments (as above) and written coursework. The written coursework is required to be written to the depth suitable at level 3 (written to the standard of 'A' level). Students are given hand-in dates for their coursework and students are expected to meet these deadlines. Students are expected to take around 9 – 12 months to complete the training (including coursework). FSTC can grant extensions in extenuating circumstances and this is at the discretion of FSTC. Students will need to contact FSTC at the earliest opportunity to discuss an extension. Students who do not contact FSTC beyond their agreed hand-in deadline will be deemed to have opted to withdraw from the training.

Overall students have a maximum of 2 years time limit, from the start of their training course to submit their completed coursework portfolio. After this time period no further extensions, nor marking of coursework will take place.

The coursework is marked by FSTC Tutor Assessors. They will assess the suitability of the student's evidence against each of the assessment criteria in line with the requirements from OCN. Detailed written feedback is given to students on their overall standard of work. This feedback will also highlight if any further work is needed in order to bring the coursework up to the required standard at this level. Students are given three opportunities (within clear time frames) to submit any additional work to bring their coursework to the required standard and to fully answer all the questions set in the three units.

Only once the FSTC Tutor Assessor has deemed the coursework to be 100% complete, meeting all of the assessment criteria at the required standard, will the coursework portfolio be submitted to the Internal Moderator (IM) for the 2<sup>nd</sup> marking phase. The IM will moderate the coursework portfolios, ensuring the correct level has been attained. In the event that the IM considers the portfolio to be below standard or showing insufficient evidence, he will request further work from the student via the Tutor Assessors. The student will then need to submit further work until the IM is satisfied the coursework portfolio is complete. Only when the IM has signed the coursework portfolio can certificates be applied for.

Support and guidance are given by the Tutor Assessors and FSTC during the training, as well as upon request. The support given to students is via telephone and email. The level of support and the length of time given to support a student is within what FSTC Tutor Assessors consider to be reasonable at this level of training. FSTC reserves the right to limit the amount of support in light of this.

#### **15. Completion and Certification**

Students will only be put forward for certification when:

- they have participated in all the taught elements of the training; **and**
- they have successfully completed both the practical skills assessment and the delivery assessment; **and**
- they have completed a coursework portfolio for all three units, to the required standard;

The final decision on submission of a candidate for qualification and certification rests with Internal Verifier (subject to the Appeals Procedure below).

If a student is unable to attend any one of the scheduled elements or parts of the training course, they will be expected to contact FSTC immediately to discuss alternative arrangements. This can involve an additional charge being made to the student.

#### **16. Appeals Procedure**

In accordance with the guidelines set out by OCN, the following Appeals Procedure may be invoked by any student registered for a learning programme with FSTC. In the first instance, the student should appeal in writing to FSTC within 14 days of an assessment or upon notification of a decision regarding the Coursework Portfolio. This appeal should state the reasons for the appeal and include the item(s) of evidence in dispute. After fresh consideration of the evidence in dispute and after consultation with another qualified assessor and/or Internal Moderator, the first Assessor shall then reply in writing to the candidate stating the reasons why the initial judgement is to stand or the reasons for any new judgement.

If the student remains unhappy with this second judgement the candidate can appeal in writing, setting out the nature of the appeal and including any evidence in dispute to the Internal Moderator. This should be done within 14 days of the written second judgement by the assessor. The Internal Moderator will then make a judgement in writing to the candidate within 14 days of receiving any appeal. If the candidate remains unhappy with the judgement of the Internal Moderator the candidate may appeal to the External Verifier under the same conditions as stated for an appeal to the internal moderator. At this stage the appeal passes out of the jurisdiction of FSTC and becomes a matter for the External Verifier and the Awarding Body (The Open College Network). At any stage of the appeal the Assessor and/or Internal Verifier may pass the appeal direct to the External Verifier for judgement.

#### **Training Assessors:**

The Forest School Training Co. Ltd.  
1 Middle Henstill Cottages,  
Sandford, Devon, EX17 4ES  
[admin@forestschoolltraining.co.uk](mailto:admin@forestschoolltraining.co.uk)

#### **Internal Moderator:**

Ambios Ltd.  
3 Little Gutton, Shobrooke,  
Crediton, Devon,  
EX17 1DJ

#### **External Verifier:**

OCN South West Region  
15 Research Way, Tamar  
Science Park, Plymouth,  
PL6 8BT  
[info@ocnsw.org.uk](mailto:info@ocnsw.org.uk)

#### **17. Equal Opportunities**

FSTC will in particular:

- a) Work towards the elimination of discrimination and actively engage in the promotion of good practice, to ensure access to a qualification for all, and meet the needs and wishes of the users of the services;
- b) Become aware of and take into account, the effects of prejudice and discrimination resulting from racism, sexism, religious discrimination, ageism or negative attitudes towards disability or mental ill health, problems these pose and the complications for development of standards;
- c) Work to ensure that the presentation of learning material, whether general information or the results of unit development, does not directly or indirectly offend or discriminate against individuals or groups;
- d) Work to ensure that the learning materials, assessments or route to an award do not discriminate, directly or indirectly, against people or groups;
- e) Work to ensure that the assessment system for learning programmes pursues the goal of anti-discriminatory good practice.