

## Forest School Modular Training Terms & Conditions

### Booking and Cancellation

By booking on the training, students agree that:

- 1) They will have the correct **entry requirements** for the level of training they wish to study before being accepted on to the training course.
- 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 understand that if they do not complete the course they will not be entitled to reimbursement of any costs.
- 4) They undertake to ensure that the necessary insurance cover, enhanced CRB/DBS disclosure and First Aid Certification are in place before running my Forest School Programme.
- 5) They know of no medical reasons why they should not participate in any of the activities listed below:
  - Use of Tools, Shelter building and Team building activities
  - Woodland conservation tasks and Green woodwork
  - Fire lighting and Camp fire cooking
- 6) They confirm they shall provide their own safety boots for use during the training course.
- 7) They agree to refrain from delivering Forest School (excluding in their in-training Forest School Programme) until they are fully qualified.
- 8) They understand assessments outside of a 30-mile radius of the training venue will incur an additional charge of £75 plus £0.40 per mile.
- 9) They understand that the assessments take place during the dates given for the training course. If the student is unable to run their FS Programme to fit into this time schedule then a separate assessment will be required at a cost of £75 plus £0.40 per mile.
- 10) A first payment is required to book a place. Confirmation of a place is at the discretion of FSTC.
- 11) FSTC has the right to cancel the training course if insufficient numbers book on. Cancellation will be no later than four weeks prior to the start of the training. In this case the deposit can be refunded or put towards another course.
- 12) First aid Training is not included in the Forest School training and will be charged for separately.

### Level 3 Entry Criteria

- 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 enhanced DBS (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.

**Level 3 Students are expected to** attend all training modules and complete the following in their own time (approx. **100 hours** self-directed learning, this may be more/less depending on students prior experiences):

- Develop experience in practical skills (tool-use, fire management, ropes and knotwork);
- Plan a Forest School Programme (minimum 6 weekly sessions) with chosen client group, including organising additional FS staff/volunteers;
- Compile the appropriate health and safety documentation necessary for running a FS programme (FS Handbook with health and safety procedures and detailed risk assessments);
- Deliver (in a leadership capacity) the Programme with a small group of children/young people in an outdoor setting;
- Students are expected to do their own research and reading
- Complete coursework & assignments (written evidence of learning) relating to this award. Coursework needs to be completed to the standard deemed appropriate for this level of training as decided by the FSTC Tutor Assessor and the Internal Moderator.

### Level 3 Assessments

There are various assessments throughout the training course, 2 of the main ones are:

- a) **Practical Skills assessment** - takes place from module 3 – 5 by tutor observing certain skills. Students are assessed on their competence with knots, shelter building and their safe use of tools and firecraft.
- b) **Delivery Assessment** - each student is assessed on their leadership of a Forest School Programme. This is a 2 hour assessment, carried out by a tutor/assessor and representative of FSTC, at one of the student's weekly Forest School sessions and takes place during the Assessment dates as given for the training course. If the student is unable to run their FS Programme to fit into this time schedule then a separate assessment will be required at a cost of £75 plus £0.40 per mile.

The assessor has the right to suspend the assessment under the following conditions:

#### **Suspending the assessment**

- In the event that the necessary paperwork cannot be provided at the time of the assessment then the assessment can be suspended.
- If during the assessment there is evidence of **unsafe practice** (in the assessor's opinion) then the assessment can be suspended immediately.

A re-assessment date will need to be arranged separately and this will involve an additional cost to the candidate.

### Entry Criteria for Level 2

- a) Be over 18 years of age
- b) Have some experience and/ or qualifications in working with children/young people
- c) Hold a current enhanced DBS (or Disclosure Scotland Certificate)
- d) Be able to assist in 3 sessions of a FS programme run by a level 3 qualified FS practitioner.

**Level 2 Students are expected to** attend modules 1 & 2 and complete the following in their own time (approx. **30 hours** self-directed learning):

- Develop experience in practical skills (tool-use, fire management, ropes and knotwork);
- Assist with the planning and delivery of 3 Forest School sessions run by a qualified Forest School Practitioner
- Students are expected to do some of their own research and reading
- Complete coursework (written evidence of learning) relating to this award. Coursework needs to be completed to the standard deemed appropriate for this level of training as decided by the FSTC Tutor Assessor and the Internal Moderator.

### **Attendance**

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.

### **Coursework Support**

Support and guidance is 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 will be within what FSTC Tutor Assessors consider to be reasonable for the level of training undertaken by the student. FSTC reserves the right to limit the amount of support in light of this.

### **Marking of Coursework**

Students are given hand-in dates for their coursework and students are expected to meet these deadlines. Students will need to contact FSTC at the earliest opportunity to discuss an extension. FSTC can grant extensions in extenuating circumstances and this is at the discretion of FSTC. Students who do not contact FSTC beyond the agreed hand-in deadline will be deemed to have opted to withdraw from the training.

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 ITC. 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, given with clear deadlines, to submit any additional work to bring their coursework to the required standard and to fully answer all the questions set for the level of training undertaken by the student.

If a student has submitted incomplete or sub-standard coursework and does not provide any additions to FSTC for marking by the deadlines given, FSTC will keep the student's portfolio for up to 1 year from the original hand-in date. Within this timeframe students can contact FSTC to negotiate a fee for late submission of work. Or they can request the return of their incomplete portfolio for a small charge. If the student does not make contact with FSTC during this timeframe, FSTC will securely dispose of the incomplete portfolio.

Only once the FSTC Tutor Assessor has deemed the coursework to be 100% complete, ensuring it meets all of the assessment criteria at the required standard, will the coursework portfolio be submitted to the Internal Verifier (IV) for the 2<sup>nd</sup> marking phase. The IV will moderate the coursework portfolios, ensuring the correct level has been attained. In the event that the IV 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 IV is satisfied the coursework portfolio is complete. Only when the IV has signed the coursework portfolio can certificates be applied for.

### **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 completed a coursework portfolio for the level of training undertaken by the student to the required standard;

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

### **Insurance**

FSTC has Public Liability Insurance which covers students during the taught elements of the training course (Modules 1 - 5). It is the student's responsibility to ensure they have adequate and appropriate insurance cover to deliver their Forest School Programme.

### **Appeals Procedure**

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 (ITC First). At any stage of the appeal the Assessor and/or Internal Moderator may pass the appeal direct to the External Verifier for judgement.

#### **FSTC Tutor Assessors:**

Louise Ambrose, Birchwood Learning  
102 Broadgate Close, Northrepps,  
Cromer, Norfolk, NR27 0LR  
[birchwoodlearning@gmail.com](mailto:birchwoodlearning@gmail.com)

#### **Internal Moderator:**

Jon Cree  
[joncree12@gmail.com](mailto:joncree12@gmail.com)

#### **External Moderator:**

Simon Graham  
ITC First, The White House, 4  
Church Square, Hartlepool,  
TS24 7EQ