**Level 6 guidance on standard of work, & Level 8 workbook A guidance on standard of work**

Level 6 is made up of four level 6 units and two level 7 units. Level 6 is equivalent to Higher and SVQ 3. Level 7 is equivalent to Advanced Higher, HNC, and Certificate of Higher Education.

The difference between these two levels is reflected in the verbs or “commands” used in the performance criteria. For example, at Level 7 you are often asked to “explain” rather than “describe”. You are expected to identify more main points and provide a greater level of detail. You are also expected to start to working more independently to supporting learners and solve problems, under the overall supervision of your Forest School leader (see questions in final workbook).

**Choosing a format for your work**

* Candidates can submit coursework in electronic format, or in paper format. You must submit all your coursework in the same format (ie all paper, or all electronic).
* Electronic submissions should be made in an editable format such as Word. This allows tutor to type marking symbols and notes. You can find copies of the workbooks on the student support website.
* If you want to use images, compress images so that total file size does not exceed 10 MB. You can search online for how to do this with the software you are using.
* Ensure to keep a personal copy of all coursework in case of loss with marker, moderator, or during postage process.
* Submission addresses are on the last page of your key award info document.

**How should I write?**

* Answers must be presented in full sentences and paragraphs unless otherwise stated.
* video format is acceptable for some or all of your answers (videos must be short, to the point and named with the relevant performance criteria numbers).
* Use the first person (“I did this”, “I think this” etc) and give your opinion – this is a practitioner award so we want to know what you think!
* Plain English, and writing how you would speak are both welcome.

**What should I write?**

* Use the guidance given in *italics* under each question to focus your answer.
* Use the verb or “command” word in each performance criteria to focus your answer. See next section.
* Use real life practical examples (real or hypothetical) where you can, to show your understanding and ideas.
* Use your own words rather than copying and pasting from other materials such as websites or another students work.
* Put copied material into quote marks, and give a reference for the original source. Copied material should be used to back up your own points, made in your own words. It does not count towards showing your understanding of a topic.

**Key verbs in performance criteria**

|  |  |
| --- | --- |
| **Describe**  | Focus on the “what”, making clear what the characteristics of something are. |
| **Explain** | Make clear why or how something happens, or is the way it is; interpret and account for; give reasons for. When answering these questions, it helps to imagine you are writing for someone who knows absolutely nothing of the subject. And remember two things. To provide detail and to give definitions for any jargon or key terms when used. |
| **Discuss** | Investigate or examine by argument; sift and debate; give reasons for and against; examine the implications.  |
| **Evaluate** | Assess and give your judgement about the merit, importance or usefulness of something using evidence to support your argument  |
| **Reflect on**  | think carefully about so that you can analyse an experience in order to improve your understanding and the way you work. |
| **Overview** | a general review or summary of a subject |
|  | Adapted from (Analyse, Explain, Identify... 22 essay question words | Oxbridge Essays, 2020). |

**Avoid plagiarism**

Failing to put copied material into quote marks and give a reference is plagiarism. Plagiarism is a breach of the FSTC student code of conduct and can result in your registration being cancelled. See Key Award information for further information.

**Research and referencing**

You don’t have to do any background reading. If you do, you can present a bibliography with your work. This is a list of background reading, including anything you have directly quoted in the text.

The information you include in your bibliography must be sufficient for your reader to quickly identify your sources. You therefore need to include full bibliographic detail for every text listed. Use a free online reference generator to help you be consistent and thorough (<https://www.citethisforme.com/harvard-referencing>).

**Bibiography**

Oxbridge Essays. 2020. *Analyse, Explain, Identify... 22 Essay Question Words | Oxbridge Essays*. [online] Available at: <https://www.oxbridgeessays.com/blog/analyse-explain-evaluate-answer-essay-question-words/> [Accessed 9 June 2020].