

Guidance on standard of work required for Modular Course

Standard of work required

For level 2 (Forest School Assistant) and for level 3 students (Forest School Leader) coursework will be in the form of workbooks, requiring answers at a level 3 standard. Each question in the workbook will require some detail in the answer. Most questions include detail on how many aspects need to be written about.

Definition of terms used in coursework

Please note the following terms:

- **Summarise** involves giving a short overview of the main points.
- **Identify** involves identification of a particular document or identification of flora and fauna
- **Outline** and **Explain** are very similar and involve writing about the main points and adding in the 'how'.
- **Discuss** (written discussion) similar to above but including a conclusion based on your own opinion or Forest School practice.
- **Review** includes your evaluation of the research or relevant body of work.
- **Evaluate** requires your judgement on the efficacy (how useful and applicable something is) of the methods you have employed
- **Assist** involves acting in the capacity of the assistant to support the level 3 FS leader.

Bibliography

Students are expected to answer the questions in their own words, showing their understanding of the topic in question. Students will be expected to do some extra reading, including the coursework handouts, as well as other background reading and research material from websites and books. Students may add in quotes to their answers, however these must be properly referenced. Furthermore quotes should only be used to back up any points made in their own words, they should not form the main points.

The bibliography should show all the reference materials (including handouts) used in writing the answer (detailing the author, title of book, the website address and date accessed).

Referencing

All quotes should be shown in quotation marks and they must be referenced. Referencing can be in the form of numbers (eg: (1)) and should correspond to the same number in the footer or at the end of the answer. The source of the quote must at least state the author and the title of the book. If websites have been used for quotes, then the referencing should show the website address and the date it was accessed.

Plagiarism

If students directly copy sections from websites or books into their answers without proper referencing or indication that it is quoted, this will be deemed as plagiarism, which is unacceptable.

FSTC tutors take plagiarism seriously and are good at spotting work which is plagiarised. The tutors will also use Google to check student's work. Students submitting coursework which is plagiarised will be informed and will only have one opportunity to re-work their answers, clearly referencing all quotes and resubmitting these for marking.

Photographic evidence

Photographic evidence should only be submitted if it is material to the evidence relating to a specific assessment criterion. **All photographic evidence used must be your own and be annotated** with a brief description of the process involved and dated (when the photo was taken). **Your evidence should not include photos of children.**

Note regarding Flora and Fauna identification – it is best if you can take your own photos of flora and fauna. However if a student has difficulty in doing this (eg with photographing fauna) then you can use images from books or downloaded from websites instead. These must be adequately referenced, including name of source and/or website and date sourced.

Risk Assessments

These must be filled in pen, signed and dated.

Supporting materials

Your submitted portfolio should only contain evidence relating to the assessment criteria. Therefore all notes from the training course, handouts, downloads from websites, photographic diaries of Forest School programmes, pictures made by children, etc, whilst being extremely valuable in their own right, **should not be incorporated** into the portfolio you submit for marking. We advise that you keep all of this together for your own records.

Collaborative Work

Each student must hand in an individually created coursework portfolio containing answers for each of the assessment criteria. In situations where several students from one setting are attending a training course together, or where a student who is attending the training already has a qualified FS leader in their setting, some collaborative work is permissible, providing each student can show that they have had some input into each of the assessment criteria for their coursework portfolio.

Students will need to identify a) who they have collaborated with, b) the detail of this collaborative work (ie the name of the assessment criteria) and c) their specific input into it each piece of work. This needs to be clearly written into their Statement of Ownership and signed by all parties.

Collaborative work, providing each student inputs into each answers, is allowed for the following:

- 1) Handbook – each student needs to input into the creation of each of the sections of the handbook. This can be in the form of detailed discussion on the content and then creating specific sections. A collaboratively created handbook needs to be signed by all parties involved. In the situation where a handbook for Forest School already exists and is written by a previous colleague, then students need to detail what they have reviewed and include copies of the reviewed sections.
- 2) Session planning – each students should complete some of the formative assessments of the session planning. They can submit copies of the other formative assessments/session plans completed by their co-worker in the combined FS sessions in their portfolio.
- 3) Risk assessments – each student will need to complete some risk assessments themselves (some daily and some activity RA's are required by each student). They can submit copies of the other risk assessments completed by their co-worker involved in the combined FS-session in their portfolio.