

## Marking process overview for all levels

	Training Course	Coursework Portfolio
<b>Student</b>	<p>Attends all elements of the training.</p> <p>Level 1</p> <ul style="list-style-type: none"> <li>• Training Module</li> <li>• Observations of FS</li> </ul> <p>Level 2</p> <ul style="list-style-type: none"> <li>• Training Modules</li> <li>• Assisting at FS</li> </ul> <p>Level 3</p> <ul style="list-style-type: none"> <li>• Training Modules</li> <li>• Practical Assessment</li> <li>• Delivery of FS Programme</li> <li>• Delivery Assessment</li> </ul>	<p>Student puts together a Coursework Portfolio of evidence to cover all of the assessment criteria in all of the units for the level of training attended. All Assessment criteria must be answered in full and to the required level (eg if the criteria says “explain and evaluate” then a list will not suffice and a more detailed explanation would be needed, together with an evaluation.)</p> <p><b>Time frames for coursework</b>  <u>Level 1 &amp; 2 students</u> – they have 1.5 years from the start of their training course in which to submit their final coursework portfolio.</p> <p><u>Level 3 Students</u> are given 2.5 years from the start of their training course in which to submit their final coursework portfolio.</p> <p>After these time periods no further marking of coursework will take place.</p>
<p>The training course is designed to support students through the use of a variety of teaching methods on both the theoretical and practical elements incorporated in the training.                      A library of texts and other reading material is made available and further reading/ websites are recommended during the training. Furthermore handouts are given to provide further background information.                      Further support is given via email and telephone within what is considered reasonable for the level of training the student is attending.</p> <p><b>Marking of Coursework Portfolios -</b>                      FSTC Tutor Assessors will be marking the coursework portfolios to assess the suitability of the student’s evidence against each of the assessment criteria in line with the requirements from OCN.                      FSTC Tutor Assessors will mark and give feedback on the coursework portfolios within 21days of receipt.</p> <p><b>Late coursework -</b> If a student does not to submit a coursework portfolio within the overall time frame given for the level of training they have attended, then the student will be deemed to have withdrawn from the training and will not receive a certificate.                      If there are extenuating circumstances, ie bereavement, FSTC will need to be contacted and concessions may be made at FSTC’s discretion.</p> <p><b>Feedback and Additional Work -</b> Written feedback is given to the students within 21 days of receipt of portfolio. Feedback will detail if any additional evidence is required in order to fully answer all the assessment criteria and the specific detail of what is required to complete the answer. The student will be given up to 21 days to submit further work.                      The additional work sent in will be marked within 14 days and feedback will be given to the student within this time frame.                      If additional evidence still fails to meet the required standard for the assessment criteria, a second round of additions will be asked for and these will need to be submitted within a 14 day period. These additions will be marked within 14 days of receipt and feedback will be given.                      If the 2<sup>nd</sup> additions still do not meet the requirements, then the student will have to re-sit some of the training course at their own expense. FSTC will advise what re-training is needed. FSTC will then accept re-submitted coursework for marking and this will be marked along the above process.</p> <p>If the student refuses to submit the requested additions within the above time frame, no further marking will take place and the student will not complete the training nor be certificated.</p> <p><b>Only once FSTC Tutor Assessors have deemed the coursework portfolio to be 100% complete and at the required standard, will the coursework portfolio be submitted for moderation to the IM.</b></p>		
<p><b>Moderation – this is the 2<sup>nd</sup> Marking Phase.</b> The Internal Moderator checks the marked coursework files, via sampling, to ensure the correct level has been attained. Only once the IM is satisfied the coursework portfolios are complete, can certificates be applied for.</p> <p><b>Portfolios below standard -</b> If the IM concludes that coursework portfolios are below standard, then the IM may instruct FSTC to go back to the student and request further additional evidence to bring the work in line with the required standard. Additions will need to be submitted within 14 days. FSTC will mark the additions and forward them to the moderator within 14 days. The IM will moderate the portfolio for the 2<sup>nd</sup> time.</p>		

# The Forest School Training Co.

OCN accredited training



If the student refuses to submit the requested additions within the time frame, no further marking and moderation will take place and the student will not complete the training nor be certificated.

FSTC regularly meets with the Internal Moderator to ensure that marking is done to the required standards and in line with OCN. Furthermore FSTC conducts regular standardisation with all its Tutor Assessors to ensure everyone is marking to the same standard and in line with OCN requirements.

**Quality Reviewer (QR)** - Responsible for approving the quality controls and standardisation process employed by FSTC. The QR visits FSTC twice a year to ensure it complies with OCN regulations. All recommendations given by the QR to FSTC are implemented and are made available for the next review meeting.

**OCN (Open College Network)** - The accrediting body. FSTC is an accredited centre with OCN South West Region.