

## Forest School Level 1 Training Terms & Conditions

### **Booking and Cancellation**

By booking on the training, students agree that:

- 1) 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.
- 2) They understand that if they do not complete the course they will not be entitled to reimbursement of any costs.
- 3) A first payment is required to book a place. Confirmation of a place is at the discretion of FSTC.
- 4) 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.
- 5) First aid Training is not included in the Forest School training and will be charged for separately.

### **The Level 1 Award – Introduction to Forest School**

Students will need to have the correct **entry requirements** before being accepted on to the training course. By booking on the training, students agree that they:

- Are aged 16 years or over; **and**
- Have an interest in working with children and/or young people.

**Students are expected to** attend the training and complete the following in their own time:

- Visit a session of Forest School run by a qualified Forest School Leader
- Complete a Coursework Portfolio by submitting written evidence of learning relating to the single unit of this award.

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

### **Coursework Support**

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.

### **Marking of Coursework**

Students are given hand-in dates for their coursework and students are expected to meet these deadlines. 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 deadlines 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 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.

### **Completion and Qualification**

Students will only be put forward for qualification and certification when:

- they have participated in all the taught elements of the training; **and**
- they have successfully completed a visit to a Forest School sessions run by a Forest School Leader; **and**
- they have completed a coursework portfolio for the single unit, 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).

### **Delivering/Leading Forest School Programmes and Sessions**

Only Forest School Leaders who have successfully completed the Forest School Practitioner Award Level 3 training and have received their certificate can deliver Forest School Programmes and lead the Forest School sessions.

### **Insurance**

FSTC has Public Liability Insurance which covers students during the taught elements of the training course.

## 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.

## Appeals Procedure

In accordance with the guidelines set out by The Open College Network, 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 Moderator 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,  
Credon, Devon, EX17  
1DJ

### External Verifier:

OCN South West Region  
Unit 24, HQ, 237 Union Street,  
Plymouth, PL1 3HQ