

Guidance on standard of work required at level 3

Standard of work required

The Forest School Practitioners Award is a level 3 and as such requires a portfolio of evidence to a standard equivalent to an 'A' level.

Your written evidence may include:

1. **Introduction** – an introduction to your answer
2. **Main points** – the main points for your answer backed up with any quotes, research and documentation (need to be referenced in the bibliography)
3. **Evaluation** – (if the question asks for this) your opinion on how useful and applicable the main points you have written about are to your Forest School practice
4. **Conclusion** – your conclusion

Definition of terms used in portfolio

Please note the following terms:

- **Outline** a brief write-up of the main points relating to a topic.
- **Summarise** involves a brief introduction to the topic with at least two different views on the subject.
- **Discuss** (written discussion) similar to above but including a conclusion based on your own opinion or Forest School practice.
- **Explain** involves making something plain and clear. This may involve linking causes to effects.
- **Review** includes your evaluation of the research or relevant body of work.
- **Evaluation** is your opinion

Length of answers

Your answers will need to cover all the parts of the question (some are in two or more parts) and in line with the terms used in the question (eg a list will not suffice for a 'discuss' question). Some questions can be answered on two sides of A4 and others require a bit more, depending on the question.

Plagiarism

Your answers need to be written in your own words. You can use quotes in your answer, however these should only be used to back up the points you are writing about. They should not form the bulk of your answer. Copying sections of text directly from websites and other published sources is plagiarism and is not acceptable.

FSTC tutors take plagiarism seriously and students submitting coursework which is plagiarised will be informed. These students will have only one opportunity to re-work their answers in their own words and resubmit these for marking.

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 you have used websites for your quotes, then the referencing should show the website address and the date you have accessed it.

Bibliography

You will be using a wide range of reference materials including websites as part of your background reading and research to help you write your answers. Your bibliography should show all the reference

materials (including handouts) you have used to write your answer (detailing the author, title of book, the website address and date accessed). If you directly copy sections from websites into your answer without any referencing or indication that it is quoted, it will be deemed as plagiarism and will be returned for re-working and re-submission.

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.

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 answer, 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 student 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.

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 (other than where relevant to a specific assessment criterion) 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.