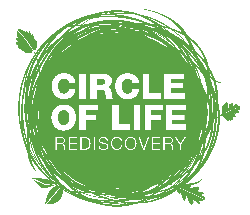
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Forest School Level 3 Programme Leadership

Key process & Dates for stages of Practical and Home study

**Final Hand-in date is usually a year form the beginning of your direct training**.

**Guided Learning v Home Study:**

The Level 3 Certificate for Forest School Leaders is an OCN accredited training carrying a total of 18 credits at Level 3 and consists of 5 units.

The recommended Total Qualification Time for this course is 180 hours, which is the total of your Guided Learning Hours (9 days of training in total) plus home study time necessary to complete your workbooks and run 6 pilot forest school sessions. You will have one year to complete the training.

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| **Step 1.** Send UNIT 1 (Practical) completed Risk Assessments to be marked. This unit must be completed and handed any time after Part 2 of your training and must be marked before you can begin your 6 pilot sessions. We really encourage you to send in your completed Unit 2 at this stage too. |

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| **Step 2.** Send to jill@circleofliferediscovery for marking |

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| **Step 3.** Jill will mark & give feedback to students. If all okay the students can proceed to STEP 4. |

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| **Step 4.** With approved UNIT 1, students can plan their 6 pilot sessions with a group of young people. This must be the same group every week for 6 weeks and have a minimum of 8 children/young people in the group.  **Key points to complete before your 6 Pilot Sessions:** 1. You must have completed your Forest School Handbook that contains your Policies and procedures (even though this hasn't been marked by us yet). Unit 4 – 3.1 2. Risk assessments for the 6 sessions (site and relevant activities/age group). 3. Planning overview for 6 sessions - though this will be developed weekly based on your observations and evaluation 4. Insurance cover - this must be in place by you or the organisation you are working with. 5. First Aid - you or someone you are working with during the session must have the appropriate First Aid qualification and kit with you. 6. Emergency plan 7. A suitable Observer to come and see you work for one session - this person should be able to see your documents **in advance** of the session so that they are able to comment effectively on your paperwork and your Forest School approach. They must complete the Delivery Assessment Form which you will find in your online materials. |

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| **Step 5.** Begin 6 Pilot sessions. You must provide lesson plans & evaluation for each session. Show how the observation of at least 3 students has influenced your planning. Make sure you take photos. Make sure you find someone who can fill out the ‘Delivery Observer Assessment Sheet’. (Unit 5: 1.1; 2.1; 2.2; 3.1; 3.2) |

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| **ONGOING:** UNIT 3, 4 & 5 can be completed in your own time. These must be handed in together after you’ve completed your pilot sessions and at any time before your final deadline. |

**Frequently asked questions:**

1. **Expectation of marking time**: We aim to turn work around within 3 weeks of hand-in, unless you need to change/add anything. We cannot make any promise on turnaround time if you send your work outside of the deadline.
2. **Extensions:** If you are unable to meet the final deadline, it is possible to pay a re-registration fee of £120 which gives you an extension of a further one year to complete your qualification. Please note Circle of Life Rediscovery cannot support your training beyond this this time and it may be necessary to re-do the whole course.
3. **Working together: Handbook (Unit 4 – criteria 3.1)** - if you are working at the same site with a fellow FS trainee it is possible to create your FS Handbook for your site together but you must both submit it for assessment.

If you are working at a site that already has an existing FS Handbook, then you can update or amend it for your assessment.

All session plans must be your own and RBA’s appropriate to your group.

1. **Pilot sessions**: If you are running your sessions at the same site with a fellow FS trainee you will need to plan and lead 6 pilot sessions each. These cannot be shared between two of you. You can however assist each other at the sessions.

**All other work must be your own, in your own words.**