



open college network

WEST MIDLANDS



Level 3 Certificate for Forest School
Leaders

Qualification Number: 603/2406/5





Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary – Key facts

Title:	Open College Network West Midlands Level 3 Certificate for Forest School Leaders
Qualification Number:	603/2406/5
Level:	3
Credit Value:	18 credits
Guided Learning Hours:	155 hours
Total Qualification Time:	180 hours
Minimum age:	*19 years. *Please note that the minimum age for qualified Forest School Leaders is 21. This is a Forest School Association and Department for Education requirement.
Qualification Objective:	<p>The Open College Network West Midlands Level 3 Certificate for Forest School Leaders provides learners with the knowledge and skills required to support individuals in Forest School programmes and outdoor learning. This qualification enables learners to gain the skills and knowledge required to plan and lead Forest School programmes.</p> <p>The Open College Network West Midlands suite of Forest School qualifications has been developed with the support of the Forest School Association and specialists in Forest School delivery and training.</p>
Progression Routes:	<p>This qualification is designed to develop leadership, facilitation, practical and teaching skills to enable learners to understand the principles and ethos of Forest School. It also enables learners to deliver Forest School programmes. It is designed to meet the needs of school and college staff, teachers and teaching assistants, youth workers, adults and professionals in training to become a Forest School Leader. This qualification will prepare learners for further study and employment in the outdoors.</p>
Entry Requirements:	Learners must be at least 19* years old to access the qualification and cannot act as Forest School Leaders until they are 21
Assessment Methods:	Portfolio of Evidence.

How is the qualification assessed?

The assessment process is as follows:

Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Handbook. Outcomes](#) from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the Open College Network West Midlands [Reasonable Adjustments and Special Considerations Policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

Qualification size

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Rules of Combination and level for this qualification

To achieve the Open College Network West Midlands Level 3 Certificate for Forest School Leaders, learners must achieve the 18 credits from the Mandatory unit group.

There are no **Optional** units for this qualification.

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Forest School Programme: Delivery	3	3	27	30	GB7/3/NQ/004	A/616/2559
Forest School Programme: Learning and Development	3	6	50	60	SG1/3/NQ/006	M/616/2560
Forest School Programme: Planning and Preparation	3	3	27	30	SG1/3/NQ/007	T/616/2561
Forest School Programme: Practical Skills	3	3	26	30	SG1/3/NQ/008	A/616/2562
Forest School Programme: The Woodland Environment	3	3	25	30	SG1/3/NQ/009	F/616/2563

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	<p>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver this qualification

To offer this qualification, centres must ensure that trainers delivering this qualification:

- have a teaching or training qualification such as a Level 3, 4 or 5 Education and Training Qualification, PTLLS (or equivalent);
- have Level 3 Forest School Leader accreditation;
- have a minimum of 2 years of experience, post qualification, leading Forest School with at least one long term (i.e. through the seasons) programme with a variety of client groups;
- have a First Aid qualification of at least 16 hours in duration which includes an outdoor element;
- have professional indemnity and public liability insurance.

In addition, the Head of Centre, Centre Contact or Curriculum contact must:

- inform Open College Network West Midlands of any changes in staffing associated with the delivery of these qualifications;
- hold public liability insurance.

Centres must also ensure they have in place an Internal Quality Assurance person who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices
- Has substantial experience of working in or assessing qualifications in Forest School Delivery and Leadership
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

To gain approval to offer the qualification centres must submit an *Approval to deliver an Open College Network West Midlands qualification or units* e-form [here](#).

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a [New Course Notification Form](#) to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):


- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#)
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



Open College Network West Midlands
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA

Tel: (01902) 624230

Fax: (01902) 624231

Email: wolverhampton@opencollnet.org.uk

Web: www.opencollnet.org.uk

Office Hours:

Monday to Thursday - 9.00 am to 5.00 pm

Friday - 9.00 am to 4.00 pm

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