



LASER Level 3 Certificate for Forest School Leaders RQF

Training Week: Mon 7th October to Fri 11th October 2019

Portfolio Days: Wed 13th Nov 2019, Wed 12th Feb & Wed 22nd Apr (half day) 2020

Skills Weekend: Sat 7th March & Sat 25th Apr 2020 (8:30am-5pm)

Course structure & itinerary

To achieve the Level 3 certificate you will need to complete all of the following:

Five consecutive days of training in theory and practice to cover:

- Planning a Forest School programme
- Learning and development at a Forest School programme
- Practical skills for a Forest School programme
- Forest School programmes and the woodland environment
- Delivery of a Forest School programme

Separate skills weekend to develop and assess practical skills and to discuss progress.

Three portfolio development days to give you an opportunity for feedback, assessment and completion of portfolio coursework. (Portfolio to be completed within 12 months of start date).

Assessment of delivery at one of at least 6 Introduction to Forest School sessions to be planned and delivered by you.

Time: 9.30am – 4.30pm (Skills Weekend times vary) and as much time as possible will be spent outdoors.

Location & parking: Swanwick Lakes, Sopwith Way, Swanwick, SO31 7AY

Directions by car: Exit M27 at junction 8 or 9. From junction 8 follow signs to A3024 Southampton & Hamble then Park Gate A27. At traffic lights by 'The Navigator' pub turn left onto Swanwick Lane. Continue over motorway then turn left onto Sopwith Way. Turn right at the mini roundabout by the security gates. From junction 9 follow signs for Southampton A27 until you reach Park Gate. Take road sign posted Botley. At Elm Tree pub turn left onto Swanwick Lane. After a mile, turn right onto Sopwith Way. Turn right at the mini roundabout by the security gates.

Public transport: The reserve is about 30 minutes walk from Swanwick station. From the station: Turn right at the end of the access road then continue to the Elm Tree Pub where you turn left onto Swanwick Lane then continue as above. The First bus company run a number of services stopping at either end of Swanwick Lane.

What will I need for the training days?

Please make sure you bring the following with you each day:

- Suitable outdoor clothing for the weather conditions (layers work best)
- Waterproof jacket and trousers
- Stout shoes or boots or safety boots
- Packed lunch, water bottle and snacks
- A cup for a hot drink in the woods
- Sun cream / insect repellent
- Pens or pencils and a notepad
- A camera can provide a useful record
- A smile ☺

We will be providing:

- Hot and cold drinks and biscuits
- All course materials and portfolio paperwork, including an ecological woodland management handbook
- Use of tools and equipment for the outdoor tasks

(N.B. for a variety of reasons we would ask you not to bring your own tools)



Further information

A good point of reference regarding current Forest School news in the UK is:

Forest School Association

www.forestschoolassociation.org

Forest School trainees studying accredited level 1, 2 or 3 courses are eligible for a discounted membership of the Forest School Association.



First Aid Training

To enable you to achieve the Level 3 qualification you need to hold a current and valid First Aid certificate (minimum 2-day Outdoor or Forest School First Aid). You will need to have this prior to starting the delivery of your assessment Forest School programme. If you would like further information regarding suitable First Aid training in our area, please do get in touch.

N.B. If you work with under 5's, the EYFS guidelines require staff to hold a Paediatric First Aid certificate as well.

Trainees can book onto the Trust's Forest School First Aid training with Paediatric First Aid at a discounted rate- please email forestschool@hiwwt.org.uk for info.

Experience Forest School in action!

As Forest School is an underpinning ethos and way of teaching, we feel it would be beneficial if you can arrange to observe or take part in some Forest School sessions prior to the start of your course.

This will help you make the links between the theory and practise more easily and will inform your journey into becoming a FS leader.



Pre-course reading

There are a growing number of books and general literature around Forest School as it gains popularity both in the UK and elsewhere. Here are some recommendations if you want to get in the mood before your training, or as reading during the course to further your learning.

Sara Knight: Forest School for All

A good book for building your confidence and depth of knowledge

Daniel Goleman: Emotional Intelligence

Interesting exploration of a wider definition of intelligence than IQ

Have a read through the full Forest School Principles listed on the FSA website:

<http://www.forestschoollassociation.org/full-principles-and-criteria-for-good-practice/>



Tutor contacts

Email ForestSchool@hiwwt.org.uk and a tutor will respond to your query as soon as possible.

Learner Complaints & Appeals- General

The Complaints Policy and Procedure provides the framework within which learners who have experienced dissatisfaction with Hampshire & IOW Wildlife Trust can raise their concerns

Hampshire & IOW Wildlife Trust will respond to any dissatisfaction expressed fairly and promptly:

- An initial response will be provided within 10 working days
- A further more detailed response will be made if appropriate
- You may be offered a meeting with the parties involved if appropriate

Learners dissatisfied and wishing to complain should feel able to approach relevant staff to address their concern promptly and directly. Every attempt should be made to resolve complaints informally through a dialogue with those immediately concerned. All staff have responsibility for receiving complaints, treating them seriously and dealing with them promptly and courteously in accordance with the procedure below.

Harassment and Bullying Policy

The Trust is committed to providing all learners with a safe and civil working environment in which all learners are treated with dignity and respect. Harassment and bullying is not tolerated by the Trust. If a complaint of harassment or bullying is brought to the attention of a tutor, it will be investigated promptly and appropriate action will be taken. Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Stage One

Any concern should be raised in the first instance with the person concerned as soon as possible and not later than within six weeks of the incident. The member of staff dealing with the complaint should make every reasonable effort to resolve the complaint at this time.

Stage Two

If the member of staff cannot resolve the issue they should refer it to their line manager. If appropriate a meeting will be offered between the complainant and other parties involved to arrive at an agreed resolution.

The member of staff dealing with the complaint will investigate and decide to:

- Dismiss the complaint as unfounded, giving reasons.
- Propose an amicable settlement.
- Uphold or partially uphold the complaint, offer an apology, take appropriate steps to address the issue and to avoid a similar problem arising in future.

All complaints should be dealt with as quickly as possible. As far as possible an initial response will be given within 10 working days and a further more detailed response provided where appropriate.

Learner Complaints & Appeals- Assessment Decisions

The Appeals Procedure provides the framework within which learners who are dissatisfied with results of accredited courses can raise their concerns

1. Candidates should put their complaint in writing within 28 days of receiving the assessor's first decision
2. The assessor must respond in writing, with copies to the candidate and Internal Quality Assurer
3. If still not satisfied, the candidate must write to the assessor and internal verifier within 14 days
4. The Internal Quality Assurer will make a judgment within 14 days with copies to the assessor and candidate
5. In the case of further disagreement the issues will be forwarded to the external verifier with copies of all documents. The decision of the External Verifier is deemed as final. Copies of the decision will be sent to the internal verifier, assessor and candidate.

Record-Keeping and Reporting

Hampshire & IOW Wildlife Trust will maintain a confidential record of complaints dealt with to inform both the organisation's and LASER's quality processes.

Complainants will be advised that while confidentiality will be respected as far as possible it is not normally possible to resolve complaints without disclosing details of a complaint to relevant staff in order to allow the organisations a fair opportunity to resolve the issue.

This Complaints Policy and Procedure will be made available to all learners during induction.