



**Hill End Outdoor Education Centre
Open College Network West Midlands
Level Three Certificate for Forest School Leaders**

Application Form

Learner Name	
D.O.B	
Gender	
Setting Address	
Post Code	
Setting Email Address	
Home Address	
Post Code	
Personal Email Address	
Telephone mobile	
Telephone home	
Telephone work	
Ethnicity	
Employment status (FT/PT)	
Learner support status: Specific needs	

Course T	<input type="checkbox"/>	Training Days Wednesday 6 th and Thursday 7 th March 2019 Wednesday 3 rd and Thursday 4 th April 2019 Wednesday 1 st and Thursday 2 nd May 2019 Wednesday 5 th and Thursday 6 th June 2019									
Course U	<input type="checkbox"/>	Training Days Tuesday 17 th and Wednesday 18 th September 2019 Tuesday 15 th and Wednesday 16 th October 2019 Tuesday 19 th and Wednesday 20 th November 2019 Tuesday 17 th and Wednesday 18 th December 2019									
Course V	<input type="checkbox"/>	Training Days Wednesday 4 th and Thursday 5 th December 2019 Wednesday 8 th and Thursday 9 th January 2020 Wednesday 5 th and Thursday 6 th February 2020 Wednesday 4 th and Thursday 5 th March 2020									
Course W	<input type="checkbox"/>	Training Days Tuesday 24 th and Wednesday 25 th March 2020 Tuesday 28 th and Wednesday 29 th April 2020 Tuesday 19 th and Wednesday 20 th May 2020 Tuesday 23 rd and Wednesday 24 th June 2020									
Cost		£950.00 inclusive of lunch and refreshments									
<p><u>Payment is required before place on course can be confirmed – Please tick to indicate your payment method.</u></p> <p><input type="checkbox"/> BACS – Hill End Outdoor Education Centre Sort Code: 51-70-15 Account no: 78712718 (if paying by BACS please use your surname as the reference code)</p> <p><input type="checkbox"/> Invoice to setting – For maintained schools please add a Purchase Order number. Hill End’s vendor number is 1219375</p> <p>Cancellation costs shall be incurred in the event of cancellation, at a percentage of course fee</p> <table> <tr> <td>From three months prior to commencement date of training</td> <td>=</td> <td>10%</td> </tr> <tr> <td>Between 3 and 1 month/s prior to commencement date of training</td> <td>=</td> <td>50%</td> </tr> <tr> <td>Final 30 days prior to and upon commencement date of training</td> <td>=</td> <td>100%</td> </tr> </table>			From three months prior to commencement date of training	=	10%	Between 3 and 1 month/s prior to commencement date of training	=	50%	Final 30 days prior to and upon commencement date of training	=	100%
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Final 30 days prior to and upon commencement date of training	=	100%									

- I have read and understand the course components and requirements of the Open College Network West Midlands Level 3 Certificate for Forest School Leaders course.
- I confirm that I will be attending all elements of the course and will fully complete the course, including submission of portfolio according to the timetable.
- I am aware I need a relevant First Aid certificate and DBS check which is not included in the cost of the course.
- I am aware that steel toe-capped safety boots are a legal requirement and prerequisite for this course.

Signed

Date

Once your application and completed forms are received by us and consideration given by our Forest School Trainers for your placement on the course, you will be notified accordingly.

Hill End Centre, Eynsham Road, Farmoor, Oxfordshire, OX2 9NJ

Tel 01865 863510

admin@hill-end.org

www.hill-end.org

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Medical Consent Form

Learner Name		
Emergency contact Name		
Emergency contact Telephone number		
Emergency contact Mobile number		
Doctor's Name		
Doctor's Telephone number		
Yes	Do you suffer from any of the following?	No
<input type="checkbox"/>	Allergies (eg medication, plasters, stings, pollen. Please specify)	<input type="checkbox"/>
<input type="checkbox"/>	Do you have any dietary requirements (including allergies) If so, please provide details:	<input type="checkbox"/>
<input type="checkbox"/>	Asthma or breathing difficulties	<input type="checkbox"/>
<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
<input type="checkbox"/>	Sensory Loss (sight, speech or hearing)	<input type="checkbox"/>
<input type="checkbox"/>	Travel Sickness (any medication needed)	<input type="checkbox"/>
<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
<input type="checkbox"/>	Have you been vaccinated against Tetanus in the last 10 years?	<input type="checkbox"/>
<input type="checkbox"/>	Have you received any medical or surgical treatment in the last 3 months? If so, please provide details:	<input type="checkbox"/>
<input type="checkbox"/>	Do you have any particular learning needs or requirements? If so, please provide details:	<input type="checkbox"/>
Describe any prescribed medication or advice to be followed in an emergency: (Please use separate sheet if necessary)		

I consent to receiving any necessary first aid or medical treatment for any injury or illness during the Forest School training course.

Signed

Date

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Pre–Course Questionnaire

1. Experience of teaching/working with Learners:
(Must be at least 2 years if you do not have childcare/teaching/youth work qualification)

3. Qualifications – Give details and dates of qualifications in childcare, teaching, youth work, countryside, biology/science etc. *(Must be at least level two)*

If you do not have formal qualifications but do have equivalent experience, please request an interview with the Course Leader.

6. Details of site and client group to run your initial programme of sessions?

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Head Teacher/Manager Agreement

This information sent to the school/setting details the commitment required from both the Learner and setting. The training equates to 70 hours of taught time and requires, on average, a further 120 hours of self-study time, including the delivery of six Forest School sessions, from the Learner.

- The course takes nine months to complete, which includes compulsory attendance at **ALL** the elements of the course.
- I have read the information relating to Forest School training, The Forest School Association, ethos and principles of Forest School and I understand the requirements of the Forest School Programme Leader Level Three training and I confirm that, barring exceptional circumstances, I fully support the member(s) of staff studying for the qualification.
- The setting needs to ensure there is a site where the learner can run the Forest School sessions and ideally will have Forest School as part of the development plan, providing at least one other member of staff as a Forest School assistant and supporting the learner to recruit volunteers if two other members of staff are not available (in line with Principle 5's high ratio of adults to children)
- This includes ensuring they will have DBS clearance and the necessary Outdoor Forest School First Aid training and certificate.
- The school/setting will have/has the necessary insurance cover for the use of the chosen site.

Signed
Name of Head Teacher/Manager

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Terms & Conditions

Please read this information carefully before submitting your application for training to Hill End Outdoor Education Centre.

These terms and conditions form the basis of a contract between Hill End Outdoor Education Centre and the Learner. This agreement is binding once a completed and signed application form has been submitted to and acknowledged in writing by Hill End Outdoor Education Centre to the named Learner.

Definitions

Hill End Outdoor Education Centre means Hill End Outdoor Education Centre. **The Learner** means the person named on the application form. **Application form** means the application form from Hill End Outdoor Education Centre. **In writing** means correspondence by post or email.

1. Application and Payment

1.1 The Learner must submit a completed application form to Hill End Outdoor Education Centre by the application deadline as stated in the training schedule.

1.2 Hill End Outdoor Education Centre will confirm the Learner's acceptance on the course in writing.

1.3 Payment will be due with the application. No application can be accepted without payment.

1.4 Hill End Outdoor Education Centre reserves the right to refuse any booking without the need to give a reason. In this case no agreement is formed and payment will not be processed.

2. Cancellation or Alteration by the Learner

2.1 The Learner must put a cancellation request in writing to Hill End Outdoor Education Centre.

2.2 On confirmation of the cancellation from Hill End Outdoor Education Centre in writing, the Learner must pay a cancellation fee at a percentage of the course fee:

10 % up to three months prior to commencement date of training.

50% between three months and up to 1 month prior to commencement of training.

100% in the final 30 days prior to commencement of training or once training has commenced.

2.3 In the event that the Learner requests to transfer to another course, the Learner must submit their request in writing to Hill End Outdoor Education Centre 30 days prior to commencement of training.

2.4 On confirmation from Hill End Outdoor Education Centre in writing, the Learner must pay an administration fee of £50.

2.5 If in exceptional circumstances the Learner requests to transfer to another course after commencement of training, the Learner must submit their request in writing to Hill End Outdoor Education Centre.

2.6 On confirmation from Hill End Outdoor Education Centre in writing, the Learner must pay an administration fee of £150.

3. Cancellation and/or Alteration by Hill End Outdoor Education Centre

3.1 Whilst every reasonable effort will be made to deliver the course as scheduled, the Learner recognises that on occasions emergency plans may need to be implemented. In such circumstances it is not reasonable for Hill End Outdoor Education Centre to be liable for any losses.

3.2 Hill End Outdoor Education Centre reserves the right to cancel the course.

3.3 Whilst every reasonable effort will be made to run the course as planned, there may be occasions, such as extreme weather or staff illness, that force cancellation of the course. In this unlikely event the Learner will be transferred to another course of equal value.

4. Learner Conduct

4.1 The Learner will comply with all reasonable instruction and directions given by Hill End staff.

4.2 The Learner is able to meet the rigours of the course (physically and mentally).

4.3 The Learner has made Hill End Outdoor Education Centre aware of any relevant medical conditions and information to be used in an emergency.

4.4 The Learner is not permitted to bring or use their own tools during the course (unless specified otherwise on course materials).

4.5 The Learner is not permitted to light fires without the permission of Hill End Outdoor Education Centre staff. Fires are never to be left unattended.

4.6 No alcohol or non-prescription drugs are permitted on site. Intoxication will not be tolerated.

4.7 The Learner is responsible for providing adequate outdoor clothing, steel to-capped safety boots and study equipment.

4.8 The Learner will take reasonable care of tools and equipment issued during the course, and will be liable for any damage or breakages.

4.9 Aggressive and/or discriminatory behaviour, abusive and/or foul language will not be tolerated.

4.10 Failure to comply with any points 4.1-4.9 may result in the Learner being removed from a course without a refund.

5. Learner Commitment

5.1 The Learner is required to attend all study days as stated in the written confirmation from Hill End Outdoor Education Centre.

5.2 The Learner is required to complete 110 hours of self-study.

5.3 The Learner must have an up-to-date DBS certificate.

5.4 The Learner must complete a two-day ITC Outdoor First Aid qualification before the Hill End Outdoor Education Centre can submit the Learner for the award.

5.5 The Learner understands that steel toe-capped safety boots are a legal requirement and prerequisite for this course and agree to wear them on the first, and every subsequent day of this course.

6. Portfolio Submission

6.1 The Learner must submit their completed portfolio to Hill End Outdoor Education Centre on the given deadline date.

6.2 In exceptional circumstances an extension may be granted to the Learner for submission of their portfolio.

6.3 In the event that the Learner is granted an extension, the Learner must submit a request in writing to Hill End Outdoor Education Centre five working days before the deadline.

- 6.4** The late submission of portfolios will incur an administration fee of £50.
- 6.5** Hill End Outdoor Education Centre will not accept submission of a completed portfolio after two years of the course completion date.
- 6.6** Portfolios must be collected within two years of the learner's certificate being issued. After this date uncollected portfolios will be destroyed.

7. Insurance

- 7.1** Hill End Outdoor Education Centre has Public Liability Insurance which covers Learners during the taught elements of course.
- 7.2** The Learner is responsible for ensuring they have adequate and appropriate insurance cover to deliver their Forest School Programme.

8. Liability

- 8.1** Hill End Outdoor Education Centre recognises the benefits of appropriate levels of risk in course activities and works to manage these risks reasonably.
- 8.2** The Learner accept that accidents, including serious injury and death, can occur without Hill End Outdoor Education Centre being at fault and the Learner takes part in activities at their own risk.
- 8.3** Hill End Outdoor Education Centre only accepts liability for physical injury to the Learner that is shown to result from the negligence of Hill End Outdoor Education Centre.
- 8.4** The Learner acknowledges that other injury, loss, damage and expense (including; loss or damage of personal possessions, money, clothing, equipment and vehicles, loss of fees due to cancellation by client, injury from activities not under instruction or not following given instructions of Hill End Outdoor Education Centre staff) however so arising is not the responsibility of Hill End Outdoor Education Centre.
- 8.5** Hill End Outdoor Education Centre will not be responsible for accidents, injury or loss occurring to any third parties taught by attendees of Hill End Outdoor Education Centre courses.

9. Complaint

- 9.1** In the unlikely event that the Learner has cause to make a complaint about a Hill End Outdoor Education Centre course, the learner should appeal informally to the tutor to see if the issue can be resolved and corrective action can be taken if appropriate.
- 9.2** In the event that there is not a satisfactory resolution of the complaint then the Learner must appeal in writing to the Centre Manager, setting out the nature and any evidence relating to the complaint. The CM will respond within one working day.
- 9.3** Failing a resolution at this stage the learner must take the issue up with the Hill End Chair of Trustees, the current line manager for the CM.

10. Changes to this agreement

- 10.1** Hill End Outdoor Education Centre reserves the right to update these Terms & Conditions at any time, without notice.