



open college network

WEST MIDLANDS



Level 2 Award for Forest School Assistants

Qualification Number: 603/2404/1





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

Title:	Level 2 Award for Forest School Assistants
Qualification Accreditation Number:	603/2404/1
Credit value:	7 credits
Guided Learning Hours:	54 hours
Total Qualification Time:	70 hours
Minimum age:	18 years. This is a Forest School Association and Department for Education requirement.
Qualification Aim:	<p>The Open College Network West Midlands Level 2 Award for Forest School Assistants provides learners with the skills required to support Forest School Leaders when supporting 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 enable learners to develop an understanding of the principles and ethos of Forest School. It will prepare learners for further study and employment in the outdoors. It is designed to meet the needs of school and college staff, youth workers, parent helpers, students, and others in providing preparation for further development and study to becoming a Forest School Leader.</p>
Rules of Combination:	Learners must complete a total of 7 credits to achieve this qualification.
Assessment requirements:	Portfolio of Evidence.

About the RQF

The 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)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Entry requirements

Learners must be in a position to support a Forest School Leader who is delivering a Forest School Programme.

Reasonable Adjustment and Special Considerations

Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the [Reasonable Adjustment and Special Considerations Policy](#). This policy 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.

The units

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Supporting a Forest School Programme: Learning and Development	2	4	30	40	SG1/2/NQ/003	T/616/2981
Supporting a Forest School Programme: Practical Skills	3	3	24	30	SG1/3/NQ/010	A/616/2982

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 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	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. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	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. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

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

Assessment

Assessment for this qualification is by portfolio. The assessment process is as follows:

- All assessments are internally set at the centre by assessors ensuring all the requirements detailed in the assessment criteria of each unit will be met They are then approved by the Internal Quality Assurer (IQA).
- The learners are assessed internally at the centre, using the assessments set
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre
- The portfolios of assessed evidence are externally quality assured by an Open College Network West Midlands Quality Adviser (QA) or EQA. For Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands may quality assure instead of the EQA

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 encouraged as there is no requirement for individual criteria or units to be assessed separately (where more than one unit makes up a qualification).

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.

Comprehensive indicative content is available as training guidance for trainers.

Approval to offer the 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.

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.

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 [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

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.



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