



**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	

Hill End Centre, Eynsham Road, Farmoor, Oxfordshire, OX2 9NJ
Tel 01865 863510

Please tick to indicate your choice of Forest School course and First Aid course

Course F2 <input type="checkbox"/>	Training Days Sat 26 Mar, 21 May, 4 June, 2 July, 24 Sept, 22 Oct, 5 and 19 Nov 2022
Course F <input type="checkbox"/>	Training Days **FULLY BOOKED** Wednesday 16th March and Thursday 17th March 2022 Wednesday 6th April and Thursday 7th April 2022 Wednesday 11th May and Thursday 12th May 2022 Wednesday 8th June and Thursday 9th June 2022
Course G <input type="checkbox"/>	Training Days Tuesday 13 and Wednesday 14 September 2022 Tuesday 11 and Wednesday 12 October 2022 Tuesday 8 and Wednesday 9 November 2022 Tuesday 6 and Wednesday 7 December 2022
Course H <input type="checkbox"/>	Training Days Wednesday 14 and Thursday 15 December 2022 Wednesday 11 and Thursday 12 January 2023 Wednesday 8 and Thursday 9 February 2023 Wednesday 8 and Thursday 9 March 2023
Course I <input type="checkbox"/>	Training Days Tuesday 14 and Wednesday 15 March 2023 Tuesday 18 and Wednesday 19 April 2023 Tuesday 16 and Wednesday 17 May 2023 Tuesday 6 and Wednesday 7 June 2023
Cost	£969.00 inclusive of lunch and refreshments
April 2022 <input type="checkbox"/> June 2022 <input type="checkbox"/> Oct 2022 <input type="checkbox"/> Jan 2023 <input type="checkbox"/> Other <input type="checkbox"/> Cost Optional Extra <input type="checkbox"/>	First aid course (ITC outdoor first aid, 2 days 09:00-18:00 – 16 hours) <i>Courses do not need to be completed at Hill End, but if undertaken elsewhere must be of the equivalent level.</i> Monday 25 and Tuesday 26 April 2022 Thursday 9 and Friday 10 June 2022 <i>*clashes with Course F dates</i> Monday 3 and Tuesday 4 October 2022 Tuesday 18 and Wednesday 19 January 2023 Later dates to be confirmed £179.00 inclusive of refreshments (lunch is not provided) £20 - optional paediatric element (please tick if required) <i>We now offer the option of an additional element which satisfies the specifications of paediatric first aid at a small additional cost</i>

Please tick to indicate your payment method:

- 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)
- Invoice to setting – please add a Purchase Order number below if required**

For OCC maintained schools, please note Hill End's vendor number: 1219375

- 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 DBS check which is not included in the cost of the course.
- I am aware that I will need to complete a two-day ITC Outdoor First Aid qualification.
- I am aware that steel toe-capped safety boots are a legal requirement and prerequisite for this course.
- I accept that this booking is subject to Hill End's standard terms and conditions (please see the Hill End website for full details: www.hill-end.org/terms) and the additional requirements for training courses as detailed on pages 7-9 of this form.

Signed

Date

Once your application and completed forms are received by us, final confirmation of your place will follow by email.

**Hill End Outdoor Education Centre
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Medical Consent Form

Name	
Home Address and post code	
Emergency contact Name	
Emergency contact Telephone number	
Emergency contact Mobile number	
Doctor's Name	
Doctor's Telephone number	
Please answer the following questions by circling Y or N	
<ul style="list-style-type: none"> Do you have any allergies (e.g. medication, plasters, stings, pollen etc.)? If so, please provide details: 	Y / N
<ul style="list-style-type: none"> Do you have any dietary requirements? (including allergies) If so, please provide details: 	Y / N
<ul style="list-style-type: none"> Have you been vaccinated against tetanus in the last 10 years? 	Y / N
<ul style="list-style-type: none"> Do you have any medical or other requirements that we should be aware of during your training session? If so, please provide details: <p>If appropriate, please describe any prescribed medication or advice to be followed in an emergency:</p> <p>(Please use a separate sheet if necessary)</p>	Y / N

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 qualifications)

2. Qualifications – Please 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.

- 3 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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**Hill End Outdoor Education Centre
Additional Terms & Conditions for Forest School Training Courses**

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

All bookings for Hill End training courses are subject to the current Hill End booking Terms & Conditions, available here: <https://hill-end.org/terms>

Due to the particular specialist requirements of these training courses, additional specific terms & conditions apply and are set out below.

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.

1. Application

1.1 The Learner must submit a completed application form to Hill End at least one month in advance, unless agreed otherwise in exceptional circumstances by Hill End.

2. Cancellations or Alterations

2.1 Any cancellations by the Learner or Hill End will be dealt with in accordance to the relevant sections in the general Hill End booking terms & conditions.

2.2 In the event that the Learner requests to transfer to another course, the Learner must submit their request in writing to Hill End at least one month prior to commencement of training.

2.3 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.

2.4 On confirmation of either of these alternations from Hill End in writing, the Learner must pay an administration fee of £50.

2.5 In the event of a learner missing a training day or requiring further support, additional 1:1 tutoring can be arranged separately if required at an additional cost of £150 per day.

3. Learner Conduct

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

3.2 The Learner needs to ensure that they are able to meet the rigours of the course (physically and mentally).

3.3 The Learner must make Hill End aware of any relevant medical conditions and information to be used in an emergency.

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

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

- 3.6 No alcohol or non-prescription drugs are permitted on site. Intoxication will not be tolerated.
- 3.7 The Learner is responsible for providing adequate outdoor clothing, steel toe-capped safety boots and study equipment. Steel toe-capped safety boots are a legal requirement and prerequisite for this course and the Learner must wear these on the first, and every subsequent day of this course.
- 3.8 The Learner must take reasonable care of tools and equipment issued during the course, and will be liable for any damage or breakages.
- 3.9 Aggressive and/or discriminatory behaviour, abusive and/or foul language will not be tolerated.
- 3.10 Failure to comply with any points 4.1-4.9 may result in the Learner being removed from a course without a refund.

4. Learner Commitment

- 4.1 The Learner is required to attend all study days as stated in the written confirmation from Hill End Outdoor Education Centre.
- 4.2 Learner is required to complete 120 hours of self-study.
- 4.3 The Learner must have an up-to-date DBS certificate.
- 4.4 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. Portfolio Submission

- 5.1 The Learner must submit their completed portfolio to Hill End on the given deadline date.
- 5.2 In exceptional circumstances an extension may be granted to the Learner for submission of their portfolio.
- 5.3 In the event that the Learner is granted an extension, the Learner must submit a request in writing to Hill End five working days before the deadline.
- 5.4 The late submission of portfolios will incur an administration fee of £50.
- 5.5 Hill End will not accept submission of a completed portfolio after two years of the course completion date.
- 5.6 Portfolios must be collected within two years of the learner's certificate being issued. After this date uncollected portfolios will be destroyed.

6. Insurance

- 6.1 Hill End has Public Liability Insurance which covers Learners during the taught elements of course.
- 6.2 The Learner is responsible for ensuring they have adequate and appropriate insurance cover to deliver their Forest School Programme at their agreed setting or location.

7. Liability

- 7.1 Hill End recognises the benefits of appropriate levels of risk in course activities and works to manage these risks reasonably.
- 7.2 The Learner accept that accidents, including serious injury and death, can occur without Hill End being at fault and the Learner takes part in activities at their own risk.
- 7.3 Hill End only accepts liability for physical injury to the Learner that is shown to result from the negligence of Hill End.
- 7.4 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 staff) however so arising is not the responsibility of Hill End.

- 7.5 Hill End will not be responsible for accidents, injury or loss occurring to any third parties taught by attendees of Hill End courses.

8. Complaints

- 8.1 In the unlikely event that the Learner has cause to make a complaint about a Hill End course, the Learner should appeal informally in the first instance to their tutor to see if the issue can be resolved and corrective action can be taken if appropriate.
- 8.2 In the event that there is not a satisfactory resolution of the complaint then the Learner should follow the Centre policy as published on the Hill End website (www.hill-end.org/about/policies)

9. Changes to terms and conditions

- 9.1 Hill End reserves the right to update both its course-specific and general booking terms & conditions at any time.