



## FOREST SCHOOL TRAINING: Learner Agreement

This document sets out the principal terms and conditions that will form an essential part of the agreement between Land and Leaf Collective and you in completing a Forest School training course with us.

Land and Leaf Collective reserves the right to terminate a student's enrolment in the event the student violates the agreement set out in this document.

### **Student attendance and behaviour**

We kindly ask students to inform your tutors of any absences during any elements of the course. Prolonged absences may result in extra tuition hours or allocation to a different cohort and may lead to additional charges or termination of the student's enrolment. Irresponsible attitudes or behaviour and improper behaviour due to drug or drink related activities can lead to termination of your enrolment.

### **Student Deadlines**

Students are reminded that they are expected to set realistic goals and timelines for themselves to complete the different elements of the course. Students are expected to submit coursework by the deadlines set by the tutor. Deadlines for the Level 3 course includes: Submitting your Handbook at least one month prior to the start of your assessed Forest School programme. Ensure a tutor can observe one of your Forest School sessions during the 12 months. Submitting a completed portfolio within 12 months of starting the course. We appreciate that there may be circumstances beyond your control and we can offer deadline extensions.

### **Student Extensions**

In extenuating circumstances, you can request an extension from your tutor. This must be done so in writing. Land and Leaf Collective may grant a maximum of 1 month extension to the deadline. Further extensions may be possible, but this will result in you being charged an additional fee of £50 for Level 1 and 2 courses and £100 per month for Level 3 qualifications.



## **Effective Communication with Tutor**

Students are also expected to maintain effective communication with your tutor on your progress and especially if you are having any difficulties. If your circumstances change and you are considering not completing your course, please notify your tutor as soon as possible, who can offer you support and advice.

## **Plagiarism**

Plagiarism is defined as "Presenting someone else's work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance". Under the regulations for examinations, intentional or reckless plagiarism is not acceptable and can prevent you from gaining a qualification. Students should ensure they use appropriate referencing.

## **Tutors Commitment**

Land and Leaf Collective's Access to Fair Assessment Policy details how our tutors will endeavour to provide the best learning experience, for you to qualify. We will take a professional approach to our teaching, being well prepared, reliable and using a variety of methods. We will do our utmost to support you in completing the course, ensuring good communication and respecting students and our environment.

## **Health & Safety**

You have a legal duty to take reasonable care to avoid injury to yourself or to others and not interfere with or misuse any clothing or equipment provided to protect your health & safety. If you suffer from a medical condition which may be caused by, or made worse by the following study activities, you should notify your tutor.

- Use of tools, shelter building and team building activities
- Woodland conservation tasks and green woodwork
- Fire lighting and campfire cooking

Please report any accident, injury, near miss, unsafe working conditions or suspected faults in the site or equipment, immediately to your tutor. You will also be responsible for providing your own safety boots for the duration of the training.

First Aid training is included in Level 3 training courses and you will need to attend and achieve this qualification alongside your Forest School Leader course.



## **Data Protection**

Land and Leaf Collective will hold and process your personal data including some sensitive personal data. You agree to this personal data being processed in accordance with Land and Leaf Collective's Data Protection policy. In particular Land and Leaf Collective will process your data necessary for completion of your studies such as disclosing some of your data to third parties such as the awarding body, who may share information with funders and regulators, and the Forest School Association. Land and Leaf Collective will never sell your contact details to another organisation or share your data with other charities for marketing purposes.

I am happy to be contacted about forest school, training, fundraising and education activities by: Post ☐ Email ☐ Telephone ☐

Should you wish to change your communication preferences at any time, please let us know by email: [hello@landandleafcollective.org](mailto:hello@landandleafcollective.org)

## **Photograph Permission**

Land and Leaf Collective may take visual recordings of students during the course and reserve the right to use these for education purposes. Students' individual consent will be requested for promotional use of photographs or video recordings in the declaration below.

## **Additional charges**

There may be additional charges should your Forest School session assessment be more than 20 miles from the training venue (£0.45 per mile, plus discretionary charge for travel time) and for postage of returned hard copy portfolios. Marked portfolios can be collected in person by arrangement with the course tutor.

## **Payment**

Payment must be received in full, or 50% deposit with confirmed payment plan, 1 month before the start of the course. If paying by cheque please make payable to Land and Leaf Collective Community Interest Company and write 'Forest School Training' on the reverse. In the unlikely event that the course needs to be cancelled or rescheduled, participants will receive a full refund. If you cancel at any time in



the 4 weeks before the course starts you will risk losing the full payment for the course, if we are able to fill the space we may be able to offer a partial refund of your payment minus £150.00 administration fee. If you cancel during the course we are unable to offer any refund.

### **Declaration by Applicant**

1. I confirm that, barring unexpected circumstances, I will attend all the course elements and fully complete the training according to the timetable. I agree to commit time to completing the coursework elements of the training in my own time if necessary.

2. I undertake to ensure that the necessary insurance cover, DBS and First Aid Certification are in place before running my Forest School Programme (L3 only)

3. I agree to refrain from delivering Forest School (excluding my in-training Introductory Forest School Programme) until I am a fully qualified Level 3 Forest School Programme Leader.

I hereby agree to the terms outlined above:

Signed..... Name.....Date:.....

I hereby authorise Land and Leaf Collective to use any photography in its possession of me, free of charge, to publicise the organisation in any medium, including on the internet in any way it thinks fit. I undertake not to object or interfere with such use unless I give further notice.

Signed..... Name.....Date:.....

### **Support from Line Manager or independent referee**

Support for planning and delivering Forest School sessions and time to put together the portfolio are particularly important with this training. We recommend your supporter reads the information detailed above and on the PreBooking Information before signing.



Name of Supporter (print)..... hereby agree to support the above person applying for training in completing the Forest Leader training and the accompanying coursework.

Position of Supporter: .....

Signature of Supporter .....Date: .....