

# **ITC Level 2 Award in Bushcraft Skills**

## **G60**

### **Qualification Specification Guidance for Centres**

**Qualification Number: 610/6588/2**

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## Appendix Documents Listing

Hard copy documents go out of date. For up-to-date versions of documents please go to the Support Resources section of the ITC Web-Office (Members section).

**Unit Specifications**

- D/651/8199 Introduction to Bushcraft Skills

**Delivery Resources**

- G60 Centre Guidance [This document]
- ACET1.60 Bushcraft Skills Unit Tracking Document
- ACET1S.60 Bushcraft Skills Unit Tracking Summary Document
- PT1 Individual Learning Plan Template
- PT2 Tutorial Template
- PT3 Reflective Journal Entry Template
- PT4 Personal Summative Review Template
- PT6 Professional Discussion Record Template
- Specific Unit Assessment Documents

**Internal Quality Assurance**

- IQA1 Internal Moderation Process
- IQA2 Centre Standardisation Records
- IQA3 Internal Moderation Sampling Record
- IQA4 Internal Moderation Sampling Report Record
- IQA5 Internal Quality Assurance Record Form

**Centre Approval**

- C9 Centre Agreement

**ITC Forms**

- C4 Access to Training & Assessment Request Form
- C7 Special Considerations Request Form
- F3 Malpractice & Misconduct Report Form
- 05 Replacement Certificate Request Form

**ITC Policies**

- P1 Customer Charter
- P3 Fees Policy
- P5 Appeals Policy
- P6 Malpractice, Maladministration & Misconduct Policy
- P7 Other Language Policy
- P8 Equality, Diversity and Assessment Policy
- P9 Record Retention Policy
- P12 Automatic E-mail Policy - Removal from list
- P14 Sanctions Policy
- P15 Withdrawal from Delivery Policy
- P16 Complaints Policy
- P17 Invoice Policy
- P19 Recognition of Prior Learning Policy
- P22 Data Protection and Privacy Policy

# 1. General Information

## 1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of ITC Level 2 Award in Bushcraft Skills.

Qualification Number: 610/6588/2

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources [See contents page].

It identifies and lists other ITC documents that Centres are required to understand in order to deliver this qualification.

## 1.2 Documented Procedures

ITC First is a regulated Awarding Organisation supporting SQA Accredited and Ofqual regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC, visit:

<http://www.itcfirst.org.uk/policies.asp>

If you are a Centre log into your ITC Web-Office and view or download up to date documents from 'Support Resources'

# 2. Qualification Details

## 2.1 Qualification Objectives

This qualification is designed to provide learners with fundamental bushcraft skills and knowledge.

The qualification has been developed with support from the Institute for Outdoor Learning (IOL) Bushcraft Professional Practice Group (PPG) and bushcraft training providers.

## 2.2 Learner Entry Requirements

There are no formal entry requirements. Direct entry for any learner who would benefit from the programme. Learners are expected to undertake self directed study and portfolio development.

Level 2 Literacy and Numeracy is advisable. The Centre should interview and undertake a Centre devised diagnostic assessment of learners to confirm suitability.

## 2.3 Qualification Structure

### Qualification details:

Title	Number
ITC Level 2 Award in Bushcraft Skills	610/6588/2

Qualification Review Date - 1 November 2030

Guided Learning Hours (GLH) = 36

Total Qualification Time (TQT) = 50

**GLH** is the time a learner spends being taught or otherwise participating in education under the immediate guidance of an appropriate tutor. It includes directed study time and time taken for assessments. Guided learning hours include:

- a) tutor contact time in lessons;
- b) participating in education or training under the immediate guidance or supervision of a tutor;
- c) directed study time.

**TQT** is the time an average learner will take to complete the qualification and includes self-directed independent study.

It is expected that the practical assessments and portfolio of evidence would be submitted within 2 years from a learner's commencement on a course.

This qualification consists of 1 (one) mandatory unit.

### Unit details:

The qualification is derived from 10 mandatory units:

Unit Title	Unit Number	Credit	Level	GLH
Introduction to Bushcraft Skills	D/651/8199	5	2	36
	<b>Total</b>	5		36

### Unit Review dates

1/11/30

## 2.4 Learning Outcomes and Assessment Criteria

<b>Learning outcomes</b> <i>The learner will:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1. Understand relevant health and safety issues for practising bushcraft.	1.1	Describe hazards present in a bushcraft environment.
	1.2	Describe ways to limit the likelihood of hazards.
2. Know how to use bushcraft tools safely.	2.1	State relevant legislation applicable to bushcraft.
	2.2	Describe the application/use case of common bushcraft tools.
	2.3	Describe maintenance and safety factors when using tools for woodland crafts.
	2.4	Demonstrate safe knife techniques.
	2.5	Demonstrate safe sawing techniques.
3. Be able to build an effective one-person shelter.	3.1	Select and use appropriate natural materials to create a safe shelter frame.
	3.2	Construct an effective weatherproof shelter using natural materials
	3.3	Select and use appropriate natural materials to produce bedding.
4. Be able to create and maintain a fire suitable for the environment.	4.1	Describe the safety and legal issues of lighting fires in a selected location.
	4.2	Select appropriate materials to establish a fire.
	4.3	Build and maintain a campfire.
	4.4	Demonstrate how to extinguish a campfire fire and leave no trace.
	4.5	Identify common toxic native and naturalised woods that should not be burnt on an open campfire.
5. Be able to produce a useable bushcraft implement	5.1	Select appropriate natural materials to create a bushcraft implement.
	5.2	Produce durable and usable bushcraft implements
6. Know how to find and harvest drinking water in the natural environment.	6.1	Describe typical water sources.
	6.2	State the key types of pollutants likely to be found in water sources.
	6.3	Describe methods to purify water.
	6.4	Select a suitable source of water and abstract it.
	6.5	Describe how to filter and boil water.
7. Understand how to recognise and utilise common tree species as a bushcraft resource.	7.1	Identify common tree species.
	7.2	Explain the qualities of different tree woods.
	7.3	Describe how different parts of a tree can be utilised.
	7.4	Identify trees which have toxic parts.
8. Be able to use natural materials to construct string and cordage.	8.1	Select natural resources that can be used to make string or cordage.
	8.2	Demonstrate how to gather and prepare suitable natural fibres.
	8.3	Produce a length of cordage or string suitable for a woodland task.
	8.4	Describe applications of string in a survival situation.
9. Understand how to find general direction using the environment and resources readily available.	9.1	Explain how to use natural indicators to find compass direction.

## 2.5 Qualification Assessment

The unit in this qualification is assessed by a portfolio/workbook of evidence developed by each learner from a range of Centre devised tasks (Templates are provided.) After assessment and quality assurance by the Centre, evidence of achievement will be made available for moderation by ITC.

Each learner has to produce evidence to meet all the assessment criteria of each unit and this evidence must be authentic, reliable, valid and sufficient.

ITC template documents for assessment planning and recording are available in the support resources section of the ITC Website. (Generic and specific)

## 2.6 Awarding

After moderation a list of outcomes [pass or not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in the ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon learner request, for any unit completed, moderated and passed.

Replacement Certificates are available. Learners must apply using certificate request form 05. There is a small fee payable for replacement certificates issued.

## 3. Centre Approval to Deliver ITC Qualifications

### 3.1 Centre Approval

Centres wishing to offer the ITC Level 2 Award in Bushcraft Skills qualification will need to complete:

- a) Online Centre application – [www.itcfirst.org.uk/centres](http://www.itcfirst.org.uk/centres);
- b) Centre agreement (C9).

Centres will need to consider:

- a) sufficient resources for the delivery the qualification – physical and staffing, listed in this document – section 3.6;
- b) learner access to sufficient resources for the qualification – learning centre, visual aids, textbooks, physical resources (e.g., working at height, in confined space and aquatic facilities);
- c) quality assurance procedures – internal assessment and internal quality assurance.

### 3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre.

The course programme is developed from the learning outcomes and assessment criteria for the

qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity, upon request.

### **3.3 Internal Quality Assurance**

Centres offering these qualifications must provide internal quality assurance that is standardised across individual assessors, assessment locations and learners.

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres.

There should be a risk-based quality assurance plan that monitors the skills of tutors at least annually, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

See section 4.1 for qualifications of staff involved with assessment and internal quality assurance.

### **3.4 Learner Evaluation**

An end of course evaluation form is to be completed by each candidate and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

### **3.5 Protecting the Interests of Learners**

Centres will protect the interests of learners and the integrity of the qualification by implementing a coherent series of documents, policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be made available to every learner upon registration.

### **3.6 Resource Requirements**

Centres delivering this qualification will be expected to have the physical training resources including premises, venue, equipment, natural resources and facilities, required to deliver the qualification.

## **4. Centre Staffing**

### **4.1 Tutor Credentials**

Centres are expected to have an appropriate number of suitable tutors with experience and a clear understanding of bushcraft, who hold or are working towards a relevant teaching, assessing, quality assurance qualification appropriate for the course they are delivering.

For the Level 2 Award in Bushcraft Skills, tutors are required to:



- a) Hold a teaching qualification eg. minimum of Level 3 PTLLS or Level 3 Award in Education and Training or higher;
- b) Subject specific qualification/s, including:
  - i) Recognised bushcraft qualification e.g. IOL Bushcraft Competency Certificate (BCC), etc and/or;
  - ii) Evidence of suitable occupational experience, at least 2 years' experience in the sector, evidence by CV. e.g. Logbook, Evidence of ongoing delivery/training
- c) Should have up-to-date working knowledge and sector specific experience of current practice, evidenced by supplying a current CV.

ITC require Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre.

## Assessors

In addition to **Tutor** requirements, **Assessors**:

- a) should have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- b) should show current evidence of CPD in assessment and quality assurance; d) should hold one of the following qualifications or their recognised equivalent: i. Level 3 Assessing Qualification eg., Level 3 Award in Assessing Vocationally Related Achievement, Level 3 Award in Assessing Competence in the Workplace Environment or Level 3 Certificate in Assessing Vocational Achievement etc.
  - ii. A1, A2;
  - iii. D32 & D33.

## Internal Quality Assurance Staff:

- a) should have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- b) should hold an appropriate assessor qualification [see above];
- c) should show current evidence of CPD in assessment and quality assurance; d) should hold one of the following qualifications or their recognised equivalent: i. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice, or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice;
  - ii. V1;
  - iii. D34.

Staff must maintain evidence of continuing professional development in contemporary issues in education, assessment and quality assurance.

## 5. Learner Registration

### 5.1 Selection of Learners

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.

The entry requirements for these qualifications are stated in section 2.2.

Prospective learners should be interviewed – to confirm suitability of the programme.

### 5.2 Information to Learners

Pre-course information should be provided to learners containing:

- a) joining details;

- b) literacy, numeracy, ICT requirements;
- c) ID requirements;
- d) expectations of course members;
- e) outline of assessment assignment timelines;
- f) link to relevant ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures;
- g) information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity. See the ITC Website for further detail;
- h) contact details for their course tutor or mentor.

## 5.3 Registration of Learners

Centres must meet the following requirements:

- a) learners must be registered with ITC immediately on the start of the course and names uploaded to the ITC WebOffice within 10 days of course start date;
- b) learner registration details must be entered into ITC WebOffice database within 10 working days of course start date;
- c) Centres are to keep a copy of learner registration data;
- d) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

Individual learning plans should be developed between the mentor and each learner with information to allow the learner to complete the assessment portfolios. The plan should identify learning needs and a written plan to address these needs, where appropriate.

## 5.4 Learner Identity

Learners must be informed of the requirement to bring suitable photographic identification to the training course.

## 5.5 Learner Progression

Learning routes include:

- Further bushcraft qualifications

# 6. Assessment

## 6.1 Assessment of Each Unit

Centre devised assessment tasks must provide sufficient evidence for all of the assessment criteria in the unit selected. These assessment tasks must be scrutinised and agreed by the Centre IQA or Centre Manager before implementation.

The Centre must provide:

- a description of the task set for each learner mapped to the assessment criteria;

- a declaration by the learner stating that all evidence is their own work;
- a complete portfolio for each learner for Internal Assessment, IQA and EQA

purposes.

Template assessment documents are available to approved Centres.

## 6.2 Assessment Tasks

Evidence for meeting all assessment criteria must be produced by the learner when completing the assessment tasks.

- Written work may be handwritten or generated digitally.
- Questioning must include question asked and learner response, recorded by audio, video recording or handwriting.
- Practical work must generate evidence for each learner that can be recorded by witness statement, annotated photograph, video or peer observation report.
- Product evidence must either be kept for the IQA & EQA or video evidence or annotated photograph.

## 6.3 Internal Assessment

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardization systems to ensure all staff can make consistent and fair assessment decisions.

Assignments and portfolios are to be marked by any appropriately qualified Centre Internal Assessor following the quality assurance procedures of the Centre, using documents and procedures either developed by the Centre and endorsed by the ITC External Quality Assurer or based upon documents provided by ITC.

Assessment results are to be recorded upon ITC documents listed below [or similar document approved by ITC EQA].

To assist in collecting authentic, reliable, valid and sufficient evidence ITC has developed and is continually updating evidence recording documents. The updated version will always be available from Support Resources on the Centre Web-Office. Including:

- ACET1.60 Unit Tracking;
- ACET2S.60 Unit Tracking Summary;
- PT1 Individual Learning Plan Template;
- PT2 Tutorial Template;
- PT3 Reflective Journal Entry Template;
- PT4 Personal Summative Review Template;
- PT6 Professional Discussion Record Template;
- PT10 Expert Witness Template
- Specific Unit Assessment Documents available.

Centres must keep assessment evidence for all units for each learner until the EQA visit. As stated in the signed ITC Centre agreement (C9) all learner assessment evidence must be made available to ITC upon request.

## 6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with an ITC External Quality Assurer.

To assist Centres in this function, the following documents are available on the ITC Web-Office.

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Assessment Sampling Record
- IQA4: Assessor Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

All IQA evidence must be maintained and archived for at least 3 years.

## 7. Supporting Resources for Delivery

### 7.1 Reading List

#### Useful Web Resources:

<https://www.outdoor-learning.org/standards/iol-awards-and-accreditation/bushcraft.html>

## 8. External Quality Assurance

### 8.1 Procedures

An External Quality Assurance event may include some or all of the following methods:

- a) initial Centre visit;
- b) ongoing Centre visit;
- c) desktop research;
- d) internet research;
- e) telephone or video meeting;
- f) unannounced visit to training event;
- g) action plan evidence review;
- h) remote moderation;
- i) attendance at standardisation events.

The nature of the activity will depend upon the risk rated track record of the Centre.

Centres will be notified of proposed external quality assurance events. During the Centre visit all the completed learner assessment evidence will be made available for moderation. Moderation of learner assessment evidence will be on a sampling basis.

As well as sampling the external quality assurance event may include the following specific requests:

- a) confirmation of all policies and documented procedures;
- b) a review of evidence of implementation of Centre policies and documented procedures;
- c) a review of the evidence of Centre internal quality assurance and staff development events;
- d) a review of the evidence generated from previous external moderations events including action plan evidence;
- e) a review of documented draft assignment feedback by tutors;
- f) a review of assessment evidence from any registered learner;
- g) any guidance to deliver the qualification.

## 8.2 Visit Details

Centres will be allocated a named External Quality Assurer who may contact the Centre prior to a visit. For each announced visit:

- a) the Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous visit;
- b) the agenda for the meeting will be forwarded to the Centre;
- c) the meeting will occur on the planned date;
- d) preliminary action plans will be drafted for agreement and review at the time of the Centre visit;
- e) action plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC;
- f) risk rating will be applied to each Centre and risk managed on an individual Centre basis.

## 8.3 Qualification Standardisation

Centres must provide samples of assessment evidence from units, assessment materials or learner evidence upon request from ITC. The results of any standardisation activity will be provided to all ITC Centres delivering the units. All Centre confidential material will remain confidential.