**Forest School Association (FSA)**

**Application Form: Stage 1 FSA Trainer’s Quality Assurance Scheme (V12)**

**Completing your application**

We estimate that this application process for Stage 1 will take between 0.5 to 2 days to complete, depending on how many policies and procedures you need to update in order to meet our criteria.

If you have any additional needs that make completing this form difficult please contact FSA Development Officer Nell Seal via salixeducation@gmail.com We will do our best to accommodate your needs and support you through the process.

You will notice some parts of the form have boxes that you can edit, this is where you should enter your answers.

Please ensure before you begin completing this application you have thoroughly read the preamble document which can be found on our [website](http://www.forestschoolassociation.org/forest-school-trainer-quality-assurance-scheme/).

Where appropriate, we have provided guidance in this document relating to specific questions about what we consider to be the minimum standard appropriate for FSA Registered Forest School Trainers. Please read this information carefully and check, prior to submission, that you have addressed all of our evidence requirements. This guidance also indicates if any of the information you provide will be shared publicly.

If, after reading the preamble and guidance, you still have queries please email salixeducation@gmail.com

Upon completion, please save a Word version of your application file and return it to us via Dropbox (see below) along with your supporting documentation. Ensure you send an email to salixeducation@gmail.com to advise that you have submitted.

**Supporting documentation**

Throughout this application you are asked to submit various documentation as evidence.

Each time you refer to supporting documentation in your application please include the name of the file (as you have saved it) in brackets so that we can easily identify the correct corresponding documentation.

Please note we are unable to accept hard copies of this application form and associated evidence. Please therefore submit your application electronically, via Dropbox, in a folder where each piece of evidence is clearly labelled with a file name that refers to the question number it supports. We have set up a ‘file request’ in Dropbox so, whether you have drop box or not, you can share your files easily with us. Just click on this link: <https://www.dropbox.com/request/7OLyMx3rrNVh0HpknP9V> and then either ‘Choose from computer’ if your files are not already in a Dropbox folder or ‘Choose from Dropbox’ if they are.

**Counter-signatories**

To support questions 13, 14 and 39 we are requesting counter-signed copies of certificates.

For this purpose a counter-signatory can either be:

1. an FSA Director
2. an FSA member of staff (in this case Gareth Davies, Lisa Pearce or Nell Seal)
3. a trainer that has already been endorsed by the FSA

If you need to obtain contact details for possible counter-signatories please call Dave Brooks at the FSA Head Office on 01228 564407.

If a face-to-face meeting is not convenient you will need to post a photocopy of each of your certificates and a stamped/addressed envelope (S.A.E. with following address: Dave Brooks, Forest School Trainer’s Quality Assurance Scheme, Institute for Outdoor Learning, Warwick Mill Business Centre, Warwick Bridge, Carlisle, Cumbria, CA4 8RR) to your chosen counter-signatory and arrange a Skype meeting with them. During the Skype meeting you will need to present both sides of your original certificates to the camera. If satisfied, the person counter-signing should sign, date, print their name and write: “I confirm I have seen the original certificate” on each photocopy. You should ask your counter-signatory to use the envelope you provided to return the counter-signed documents to us.

**Data protection**

Your application and the supporting documentation will be held by the FSA in accordance with the Data Protection Act 1998 and will be accessible to FSA staff members (including those working on a consultancy basis). If the staff member undertaking your verification needs to defer to the board of FSA Directors, this will be done anonymously i.e. any reference made to you, your organisation, your gender or your geographical location will be removed prior to seeking guidance. Your Stage 1 resources, policies and procedures will not be made accessible to any third parties.

* The information you provide in this application form will be held on the Association’s database
* This information will also be used for administrative purposes, to keep you informed of the FSA’s activities and to offer goods and services of the Association associated with this membership.
* The FSA’s membership schemes operate electronically. Part of the requirement of being a member of the FSA is the provision of an email address so we can contact members from time to time. Unfortunately, if you do not consent to this provision you will be unable to become a member of the FSA.
* Some of the information you provide to us with on this form will be shared publicly via ouronline map of FSA Registered/Endorsed Forest School Trainers. We indicate where this is the case in the ‘guidance’ column of this Stage 1 application form and future basic/biennial declarations.
* By submitting this application form you are giving permission for the FSA to use the information that you provide in accordance with our privacy policy. Our primary means of contacting you will be by email and we will not write to your address unless we need to deliver a service to you. Please keep us up-to-date if there are any changes to your contact details so we can ensure our member database is kept up-to-date. Beyond this, we will not share your details with third parties except suppliers, business partners, advisers and auditors who may have incidental or necessary access to your information in the process of providing services to us. They will be obliged to treat your information as confidential.

**Section A: Your details**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 1.Name | Click or tap here to enter text. | You will be found on our online map of FSA Registered/Endorsed Forest School Trainers by your name.  |  |
| 2. Current organisation | Click or tap here to enter text. | Please enter the name you trade under, even if you are a sole trader. We will share this information via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 3. Postal address | Click or tap here to enter text. | This is the address that the FSA will use for communications with you.  |  |
| 4. Address for map pin | Click or tap here to enter text. | This is the address we will use to anchor the map pin for your entry on the online map of FSA Registered/Endorsed Forest School Trainers. This address can be the same as your postal address. NB. the colour of your pin on the online map of FSA Registered/Endorsed Forest School Trainers will indicate the extent of the geographic area you offer training throughout.  |  |
| 5. Telephone number/s | Click or tap here to enter text. | We will share this number via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 6. Email address | Click or tap here to enter text. | We will share this email address via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 7. Please share your social media contact points:Facebook page URLInstagram URLTwitter handle URLLinkedIn name  | **Facebook:** Click or tap here to enter text.**Instagram:** Click or tap here to enter text.**Twitter:** Click or tap here to enter text.**LinkedIn:** Click or tap here to enter text. | This information will be used by the FSA Administration Officer to develop our (and your) social network.For example:[www.fcaebook.com/salixeducation](http://www.fcaebook.com/salixeducation) <https://www.instagram.com/Nelloutdoors/> <https://twitter.com/nellieseal> Nell Seal | We request this information so that the FSA can use their own social media accounts to publicise your hopeful status as a registered, and ultimately endorsed, trainer. We keep this information on record to allow us to identify you easily. Please include the details for whichever accounts you might use to promote your work professionally (i.e. can be your named personal account or business account). |
| 8. Counties/locations where your training routinely takes place | Click or tap here to enter text. | We will share this list of locations via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 9. Would you describe the Forest School Training you facilitate as happening i) nationally ii) regionally or iii) within a single county | Click or tap here to enter text. | The colour of your pin on the online map of FSA Registered/Endorsed Forest School Trainers will be determined by your answer. |  |
| 10. Have you supplied a copy of your logo?  | Click or tap here to enter text. | Please submit your logo in PNG or JPEG file format.Your logo will be used on our online map of FSA Registered/Endorsed Forest School Trainers and may be shared on social media. | PNG or JPEG logo. |
| 11. Are you currently a member of the FSA?  | Click or tap here to enter text. | You do not need to be in order to progress through this scheme. |  |
| 12. Are you an FSA registered practitioner?If yes go to question 14 | Click or tap here to enter text. | You do not need to be in order to progress through this scheme. |  |
| 13. Date of Level 3 Forest School qualification | Click or tap here to enter text. | All trainers must be able to provide evidence of their own Level 3 qualification (except those who are FSA Registered Practitioners as indicated in question 12). | Counter-signed copy of certificate (please refer to initial notes about counter-signatories). |
| 14. What is the highest training qualification you hold? | Click or tap here to enter text. | The following qualifications are acceptable:* The old FE 7750
* PTTLS level 4
* CTTLS level 3 or 4
* DTTLS
* Cert Ed, QTS, PGCE (if primary need to show evidence of assessment at level 3)
* Award in Education and Training level 3
* Any other related training/teaching/education qualification that is level 4 or above e.g. Archimedes level 4, Diplomas, Masters in Education/training, Advanced Graduate Certificates
* City and Guild qualifications too, e.g. 7407 & 7307

You only need submit the highest qualification you hold.If you hold an alternative qualification that we have not listed please contact us to discuss.  | Counter-signed copy of certificate (please refer to initial notes about counter-signatories). |

**Section B: Your Forest School practice**

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| **Our request** | **Your answer** | **Our Guidance**  |
| 15. Please describe your Forest School Leader experience to date. | Click or tap here to enter text. | You need to demonstrate at least two years’ experience of leading your own Forest School programmes. At least one of the programmes you describe needs to be long term. We consider long term to be a minimum of fortnightly sessions across all 4 seasons (which can be within a single academic year), with the same group.We will verify some of this practice via your reference (see question 17). |
| 16. Please describe the different client groups you have worked with on Forest School. | Click or tap here to enter text. | You need to describe at least 2 different types of client groups. |
| 17. Name, position and organisation of a referee relating to your Forest School Leadership. | Click or tap here to enter text. | Please provide the name of someone we can contact who will verify some of what you have told us about your experience of leading Forest School with different client groups. |
| 18. Email address of referee. | Click or tap here to enter text. |  |
| 19. Have you contacted the above referee and advised them to expect communication from the FSA? | Click or tap here to enter text. | You need to have done this prior to submitting this form. |
| 20. During which year did you facilitate your first Forest School course? | Click or tap here to enter text. | This is for information only so there is no minimum requirement. This information gives an indication of how long you have been offering Forest School training and will be communicated on our online map of FSA Registered/Endorsed Forest School Trainers. |
| 21. Please describe how you have kept involved with Forest School delivery practice over the past 2 years.  | Click or tap here to enter text. | You need to demonstrate that over the last 2 years you have at least 28 hours experience of Forest School delivery, with at least 2 different groups. Examples of what we consider eligible for these 28 hours include: leading or assisting on a long term group, leading or assisting on a shorter term (e.g. half term long) group, leading or assisting on a holiday Forest School scheme, or volunteering for any of the above.If you are struggling to meet this requirement we will accept up to one quarter of these hours (7 of the 28) to be made up of delivery assessments. If you intend to use delivery assessments as part of your evidence for this question you need only have worked with a minimum of one *other* group. We want to be confident you are fully up to date with the issues that currently impact Forest School delivery. |

**Section C: Your Continuing Professional Development**

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| **Our request** | **Our Guidance** |
| 22. Subsequent to your Level 3 Forest School qualification, please use the tables below to describe the CPD you have taken part in to help develop your skills and understanding, over the last 2 years. | You need to demonstrate *at least* 28 hours of Type 1 CPD over the last 2 years and *some* additional hours from Type 2 CPD. * Type 1 CPD includes face to face courses, attendance at conferences and accredited online courses.
* Type 2 CPD includes attendance at local groups, online forums, reading books/journals/online content, participating in projects, discussions with peers and attending skills-sharing sessions.

Your 28 hours of Type 1 CPD learning must clearly relate to at least 3 of the 5 Forest School Units:1. Delivery of a Forest School Programme
2. Learning and Development at a Forest School
3. Planning and preparation of a Forest School Programme
4. Practical Skills for a Forest School Programme
5. Forest School Programmes & the Woodland Environment

In addition, your answer must clearly demonstrate that you have:* kept up to date with trends in education
* kept up to date with Health and Safety matters
* undertaken some CPD that relates to improving your training and assessment practice

You can use Type 1 and/or Type 2 CPD to demonstrate how you have done this. Please note that because you are already required by law to ‘ensure adequate and appropriate First Aid at Work’ is in place, we will not accept CPD relating to First Aid in this section. Please do not record Food Hygiene in this section either; this is covered in question 34. |
| **Type 1 CPD - face to face courses, attendance at conferences and accredited online courses** |
| **Date** | **Title** | **Duration (hours)** | **CPD provider** | **FS unit link** |
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| **Type 2 CPD - attendance at local groups, online forums, reading books/journals/online content, participating in projects, discussions with peers and attending skills-sharing sessions** |
| **Approx. date** | **Description** |
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**Section D: Your courses**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 23. What is your Centre Number and Centre Name? | Click or tap here to enter text. | Please note we will be contacting your awarding body to check your centre number is valid. The information you provide here will enable us to verify your Centre Number with your Awarding Body. |  |
| 24. Who is your Awarding Body? | Click or tap here to enter text. | You can be affiliated to any awarding body as long as you are using the standard approved units (see question 25). The FSA does endorse specific Awarding Bodies who have entrance criteria for centres and trainers which are in line with our expectations but this does not affect your application.  |  |
| 25. Please list the names of the units that you currently use in your training.  | Click or tap here to enter text. | We require all applicants after 1st February 2018 to commit to switching to the [current national standard units on the Regulated Qualifications Framework.](https://www.opencollnet.org.uk/qualifications/all-qualifications/forest-school) by 1st September 2019.If you are still using the ‘old’ (QCF) units please describe your plan for switching to the ‘new’ (RQF) units.  |  |
| 26. How many guided learning hours do you include on your training?  | Click or tap here to enter text. | The Total Qualification Time (TQT) we work to is 180 hours. The Guided Learning Hours (GLH) we work to is 96 hours. Our benchmark is that 80% of those GLH are face-to-face with a tutor, largely outside. OCN West Midlands state that ‘guided learning hours’ can include formal training, face to face assessment and individual support via phone/email/skype. The face-to-face time we require for your courses cannot include First Aid or Food Hygiene. We expect trainers to be offering days in addition to these. Please note that we expect FSA registered and endorsed trainers to only deliver Forest School training of the standard outlined in this application. You will be asked to sign to confirm this is the case in the final declaration.  | Course plan or timetable clearly showing contact hours. |
| 27. Please provide a summary of your course structure in 35 words or less. | Click or tap here to enter text. | This is for information only. We will share this course summary via our online map of FSA Registered/Endorsed Forest School Trainers.E.g *10 full days (in 2 x 5 day blocks), one optional weekend overnight camp and one delivery assessment visit to see you leading your own Forest School session.*  |  |
| 28. Please tell us about at least 4 different assessment methods you use on your courses. | Click or tap here to enter text. | You need to demonstrate that you use a variety of methods for assessing different elements of Forest School practice. |  |
| 29. How do you adapt your training provision and assessment methodologies for those with additional requirements? Please tell us about any examples of how you accommodated additional needs on your courses. | Click or tap here to enter text. | You need to demonstrate that:1. you share your policy on disability in the information given to all course applicants
2. you ask each person before a course begins whether any additional needs exist
3. in the event of additional needs you discuss and make any reasonable adjustments to your training and assessment
4. you can give specific examples of how you have met individual needs (by giving a brief case study)
 |  |
| 30. How do you support your students in the un-guided hours of the qualification?  | Click or tap here to enter text. | You need to demonstrate, as a minimum, that you:1. Provide students with your email and phone number
2. Offer to link students on a social network (e.g. Whatsapp or Facebook)
3. Signpost students to additional course materials (e.g. handouts, videos, websites, books)

You might, in addition, use Skype tutorials, telephone surgery days, standard emails to all students or bespoke emails to students. |  |
| 31. Please describe your training offer in 30 words or less.  | Click or tap here to enter text. | This is for information only and is your opportunity to express the essence of what you offer. Your answer will hopefully refer to the unique selling points that make your training special.It is important that your answer is factual.We will share your answer via our online map of FSA Registered/Endorsed Forest School Trainers. |  |

**Section E: Your sites**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 32. Do you have a management plan for the site(s) where your courses take place? If yes go to question 34. | Click or tap here to enter text. | If you work across multiple sites please submit plans for all of them. If you do not have plans for all sites please answer question 33. | Copy of management plans. |
| 33. In the absence of a management plan for your woodland site/s please describe here the steps you take to care for the woodland habitat and go on to add your name and date to the declaration.  | Click or tap here to enter text.By submitting my answer to this question I hereby declare that I take steps to conserve and manage the woodland sites I use for training, in accordance with guidance provided by the landowners. Name: Click or tap here to enter text.Date: Click or tap here to enter text. | We expect trainers to be caring for the woodland sites they use for training. NB. Additional Guidance will become available soon and we will refer to this as appropriate, making changes to question 33 if necessary.  |  |
| 34. Do you have agreements in place with the landowners of the site(s) you use for training? | Click or tap here to enter text. | We expect to see some sort of evidence to indicate that you have permission to be working in all of your advertised training locations. This evidence might be a formal signed contract/agreement or a copy of an email. If you work across multiple sites please include evidence for all of them.  | Copy of formal signed contract/agreement or a copy of an email. |

**Section F: Your communications**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 35. Do you provide information to your students about plagiarism?   | Click or tap here to enter text. | We expect trainers to make reference (your own information or other sources) to plagiarism when communicating with students.  | Copy of information provided. |
| 36. Are your communications with students clear and effective?  | Click or tap here to enter text. | To gain an overview of the clarity of your communications with students we would like to see a range of evidence such as brochures, booking forms, pre-course info etc.  | Copy of relevant materials. |
| 37. Which website do you use to provide information to students/potential students? | Click or tap here to enter text. | We expect your website to be professional and clear.We will share this URL via our online map of FSA Registered/Endorsed Forest School Trainers. |  |
| 38. Are Terms and Conditions made clear at point of booking?  | Click or tap here to enter text. | We expect that all students who book onto your courses are provided with a copy of your Terms and Conditions. | Copy of Terms and Conditions. |

**Section G: Your health and safety approaches**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 39. Date of First Aid Qualification | Click or tap here to enter text. | This must be at least 16 hours of training and be dated within the last 3 years. If working with those under age 8 it will need to include paediatrics with an outdoor element.  | Counter-signed copy of certificate (please refer to initial notes about counter-signatories). |
| 40. What type and level of insurance do you have? | Click or tap here to enter text. | You need to demonstrate that you adhere to current best practice. We therefore expect Forest School Trainers to have Public Liability Insurance and Professional Indemnity Insurance in place. | Copy of insurance schedule(s). |
| 41. Do you hold a Level 2 Food Hygiene Certificate dated within the last 3 years? If yes go to question 43. | Click or tap here to enter text. |  | Copy of Food Hygiene Certificate. |
| 42. If you do not hold a Food Hygiene certificate do you have a HACCP form for food hygiene?  | Click or tap here to enter text. | If trainers cook on their courses they need to have either a Food Hygiene Certificate or have a HACCP form for food hygiene dated within the last 3 years. If an applicant holds neither they will need to clearly justify why they do not.  | Copy of Food Hygiene HACCP form. |

**Section H: Your relevant legislation**

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|  43. We consider the following legal acts to be the core ones that govern a trainer’s practice, i.e. those that you should adhere to/consider every time you run a course. For each of these core acts please:1. *Summarise*, in bullet point format, how you are meeting the requirements set out in it. For this question we *do not* require any supplementary evidence.
2. Declare (by adding your name and date to each row) that you are meeting the legal requirements for each piece of legislation

We may explore one, or several, of these acts a little more during our interview with you in Stage 3 of the endorsement process.  |
| **Legislation**  | **Web reference** | **Example of area/s potentially relevant to Forest School Trainers** | **Summary (in bullet point form) of how you adhere to the legislation**  | **Declaration (name and date)** |
| Health & Safety Act 1974  | [www.hse.gov.uk](http://www.hse.gov.uk)  | Risk managementCommunicating risk and proceduresReporting incidentsInsuranceWelfare requirements (staff and clients)TrainingPPEFirst AidCOSHH & RIDDORSupervisionDuty of careAdequate and appropriate equipment  | Click or tap here to enter text. | Click or tap here to enter text. |
| Knife Act 1997 Prevention of Crime Act 1953 section 1 Criminal Justice Act 1988  | <https://www.gov.uk/buying-carrying-knives>  | Transportation of knivesDefinitions of offensive weapons | Click or tap here to enter text. | Click or tap here to enter text. |
| Countryside & Wildlife Act 1981  | <http://jncc.defra.gov.uk/page-1377>  | Collection of plant materialImpact of activity on protected speciesDisturbance to nesting birds Introduction of invasive species | Click or tap here to enter text. | Click or tap here to enter text. |
| Countryside & Rights of Way Act 2000  | <https://www.gov.uk/guidance/open-access-land-management-rights-and-responsibilities>  | Access to sitesNature conservation status of sitesProtection of habitats | Click or tap here to enter text. | Click or tap here to enter text. |
| Equality Act 2010 | <https://www.gov.uk/guidance/equality-act-2010-guidance>  | Access to training for people with additional requirementsMaking reasonable adjustmentsDiscriminationEquality of opportunity | Click or tap here to enter text. | Click or tap here to enter text. |
| The Data Protection Act 1998  | <https://www.gov.uk/data-protection/the-data-protection-act>  | Sharing personal information relating to students among, and beyond, the cohort |  Click or tap here to enter text. | Click or tap here to enter text. |
| Please use this space to inform us about any other legal act that you regularly adhere to when training.  | Click or tap here to enter text. |
| Please note that we have recognised the following supplementary acts that may be relevant to your area of work and we may explore these with you during your Stage 3 interview with us: 1. Child Care Act 2006 <http://www.legislation.gov.uk/ukpga/2006/21/contents> (OFSTED requirements and potential inspections if offering Forest School child care)
2. Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora (aka Habitats Directive) <http://jncc.defra.gov.uk/page-1374> (Protected species on your site)
3. Environmental Protection Act 1990 <http://www.legislation.gov.uk/ukpga/1990/43/contents> (Waste disposal and air quality)
4. Environment Act 1995 <http://www.legislation.gov.uk/ukpga/1995/25/contents> (Care of water courses e.g. guidance on siting compost toilets, and info if your site is in a National Park)
5. Ancient Monuments and Archaeological Areas Act 1979 <http://www.legislation.gov.uk/ukpga/1979/46> (Only applicable if you have a Scheduled Ancient Monument on your site)
6. Town and Country Planning Act 1990 <http://www.legislation.gov.uk/ukpga/1990/8/contents> (Tree Preservation Orders and erecting shelters in woodland sites)
7. Children Act 1989 and 2004 <http://www.legislation.gov.uk/ukpga/1989/41/contents> and <http://www.legislation.gov.uk/ukpga/2004/31/contents>
8. Safeguarding Vulnerable Groups Act 2006 <http://www.legislation.gov.uk/ukpga/2006/47/contents>
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**Section H: Your policies**

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| **Our request** | **Your answer** | **Our Guidance**  | **Supporting documents we require** |
| 44. Do you have a Safeguarding Policy and Procedures?  | Click or tap here to enter text. | We expect all trainers to have a Safeguarding Policy in place and procedures relating to how to safeguard vulnerable adults | Copy of Safeguarding Policy and Procedures. |
| 45. Do you have an Equal Opportunities Policy?  | Click or tap here to enter text. | We expect all trainers to have an Equal Opportunities Policy in place. | Copy of Equal Opportunities Policy. |
| 46. Do you have a Sustainability/Environmental Policy?  | Click or tap here to enter text. | We expect all trainers to have a Sustainability and/or Environmental Policy in place. | Copy of Sustainability/Environmental Policy. |
| 47. Do you have a Complaints Procedure in place? | Click or tap here to enter text. | We expect all trainers to have a complaints procedure in place. | Copy of Complaints Procedure. |

**Section I: Declaration**

I have read the scheme preamble and I wish to apply to become a FSA Endorsed Forest School Trainer. I confirm that if I become endorsed I will abide by and observe the Members’ Code of Conduct, that I will pay the appropriate membership fee(s) and that I will work to promote the six Forest School Principles and objectives of the Association.

I understand that the following information:

 -my name

 -the name of my organisation (if appropriate)

 -my website details

 -my logo

 -some detail relating to the courses I offer (as provided on this form)

will be placed on an online, searchable database of FSA Registered (and later on Endorsed) Trainers on the FSA website that will be publicly visible. I am therefore willing to submit the relevant information and logo as part of this information requirement. I will notify the FSA should any of my contact information require updating.

By submitting this application, with my name and date below, I hereby declare that the information I have given in this form and as supporting evidence presents a true and accurate record of my Forest School experience and work to date. I also declare that I will only offer Forest School Training of the standard outlined in this application and accept that this will be checked at the time of my annual declaration.

Name: Click or tap here to enter text. Date: Click or tap here to enter text.