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## **The Fungis 555 Charging and Cancellation Policy**

### **By booking on the training learners agree that:**

- ♥ Barring unexpected circumstances, they will attend all the course elements and fully complete the training according to the timetable. They agree to commit the time to completing the coursework elements of the training, in their own time if necessary.
- ♥ They understand that if they do not complete the course they will not be entitled to reimbursement of any costs.
- ♥ They undertake to ensure that the necessary insurance cover, DBS disclosure and arrangements for First Aid Certification are in place before running Forest School sessions.
- ♥ They know of no medical reasons why they should not participate in any of the activities listed below:

Use of tools, shelter building and team building activities

Woodland conservation tasks and green woodwork

Fire lighting and camp fire cooking

- ♥ They confirm they will adhere to the Risk Assessments including wearing suitable clothing.
- ♥ If a student needs to cancel their place, they must put this request in writing to The Fungis 555. On confirmation of the cancellation from The Fungis 555, the following cancellation fees are required:

Between 3 and 1 month prior to commencement of training – 50% of course fees

Less than 1 months' month prior to commencement of training – 100% of course fees

- ♥ If a learner needs to move their place to another course, for legitimate reasons, this will be allowed one time, if they postpone for a second time, they will be offered a place on a future cohort but if they do not take up this place there will be no refund of original payment. In the case of there not being another suitable cohort, they will not be eligible to refund.
- ♥ The Fungis 555 has the right to cancel the training course if insufficient numbers book on. Cancellation will be no later than two weeks prior to the start of the training. In this case the learner will be offered a place on the next available course.
- ♥ First Aid Training is not included in the Forest School training and will be charged for separately.

### **Paying by instalment:**

This is an option for independent learners.



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- ♥ The learner will not be able to pass/continue training if one instalment is missed. There is no refund available on instalment option.
- ♥ Failure to pay one instalment will mean attendance on the course is halted until the remainder is paid in full, the right to pay the remainder by instalment is retracted.
- ♥ By sending the first instalment and Information Sheet, you are agreeing to fulfil this payment scheme.

### Level 3 Entry Criteria

- ♥ Be aged 19 years to start the course and be 21 to deliver the training
- ♥ Be able to lead six sessions with a group of children during this training
- ♥ Hold a current DBS certificate

**Level 3 Students are expected to** complete the following in their own time:

- ♥ Develop experience in practical skills (tool-use, fire management, ropes and knot work)
- ♥ Plan an 'Introduction to Forest School Programme' (minimum 6 weekly sessions) with chosen client group, including organising additional Forest School staff/volunteers
- ♥ Compile the appropriate health and safety documentation necessary for running a Forest School programme (FS Handbook with health and safety procedures and detailed risk assessments)
- ♥ Deliver (in a leadership capacity) Forest School sessions with a small group of children/young people in an outdoor setting
- ♥ Students are expected to do some of their own research and reading
- ♥ Complete coursework (written evidence of learning) relating to this award. Coursework needs to be completed to the standard deemed appropriate for this level of training as decided by the tutor assessor and the Internal Quality Assessor

### Level 3 Assessments

There are two face to face assessments:

1. 6305- Practical Skills assessment – takes place during the initial five day face to face training in the woods and then on the observation visit to the setting, during the six week sessions they delivery. Students are assessed on their safe use of tools and fire craft, safe practice and adhering to their own Risk Assessments.
2. 6301-6304 assignments

### Suspending the assessment

- In the event that the necessary paperwork cannot be provided at the time of the assessment then the assessment can be suspended
- If during the assessment there is evidence of unsafe practice (in the assessor's opinion) then the assessment can be suspended immediately.
- A re-assessment date will need to be arranged separately and this may involve an additional cost to the candidate.



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## Attendance

If a student is unable to attend any one of the scheduled elements or parts of the training course, they will be expected to contact Claire immediately to discuss alternative arrangements. This can involve an additional charge being made to the learner.

## Coursework Support

Support and guidance is given by the tutor assessor during the training, face to face and online, as well as upon request. The support given to students is via WhatsApp, email and Teams. The level of support and the length of time given to support a student will be within what the tutor assessor considers to be reasonable for the level of training undertaken by the student. The Fungis 555 reserves the right to limit the amount of support in light of this.

## Concerns

If the tutor assessor has any concerns about the student's coursework, safe practices, behaviour or commitment to the course during the training process; they may need to contact the head of the organisation who has paid the course fees to discuss the situation. Where possible, the student will be made aware that this is taking place.

## Marking of Coursework

Students are given hand-in dates for their coursework and students are expected to meet these deadlines. Students will need to contact Claire at the earliest opportunity to discuss an extension. The Fungis 555 will only grant extensions in extenuating circumstances and this is at the discretion of The Fungis 555.

The coursework is marked by The Fungis 555 Tutor Assessors. They will assess the suitability of the student's evidence against each of the assessment criteria in line with the requirements from Open Awards. Detailed written feedback is given to students on their overall standard of work. This feedback will also highlight if any further work is needed in order to bring the coursework up to the required standard at this level. Students are given three opportunities, given with clear deadlines, to submit any additional work to bring their coursework to the required standard and to fully answer all the questions set for the level of training undertaken by the student.

If a student has submitted incomplete or sub-standard coursework and does not provide any additions to The Fungis 555 for marking by the deadlines given, we will keep the electronic student's portfolio for up to 1 year from the original hand-in date, in case they wish to continue. If the learner does not make contact with The Fungis 555 during this timeframe, we will delete the incomplete portfolio.

Only once The Fungis 555 School Tutor Assessor has deemed the coursework to be 100% complete, ensuring it meets all of the assessment criteria at the required standard, will the coursework portfolio be submitted to Open Awards for certification.



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Selected learners work will be internally verified and externally (Open Awards) verified through out the training.

## Completion and Certification

Students will only be put forward for certification when:

- ♥ they have participated in all the taught elements of the training; **and**
- ♥ they have completed a coursework portfolio for the level of training undertaken by the student to the required standard;

The final decision on submission of a candidate for qualification and certification rests with The Fungis 555 (subject to the Appeals Procedure below).

## Insurance

The Fungis 555 has Public Liability Insurance which covers students during the taught elements of the training course (Initial training days and Practical Skills Assessment days). It is the student's responsibility to ensure they have adequate and appropriate insurance cover to deliver their Forest School sessions. Insurance can be obtained through the Birnbeck Insurance Group.

## Complaints and Appeals

If a student wishes to make a complaint about any element of the training or wishes to appeal an assessment judgement, they should refer to the relevant policies on The Fungis 555 website (Complaints Policy and/or Appeals Policy and Procedure).

## Internal Quality Assessor

Gemma Hill



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