



Learner Information and Terms and Conditions of Training with Cambium Sustainable Ltd and Cambium Associate Trainers

This document sets out the agreement between the learner, Cambium Sustainable as a Training Centre, and the Associate Trainer (who may also be Cambium Sustainable). It clarifies the responsibilities and expectations of each party.

Associate Trainer Responsibilities

Health and Safety

The Trainer Provider will be responsible for taking every reasonable precaution to ensure the Health & Safety of all persons present during the training. This is done on the proviso that both learners and staff behave with due caution and respect for their own and others' safety whilst carrying out the training. The course information sheet states that students remain responsible for their own safety whilst on Cambium Sustainable Ltd/Associate Trainer training courses.

Individual learning needs

The Training Provider is responsible for ensuring that every effort is made to meet the needs of learners in as many ways as possible, to enable them to learn in the best way possible for them. See *Equality, Diversity & Inclusion Policy* and *Delivery Good Practice Guidelines* for more info.

Course duration, contact time & completion

1. The Training Provider will ensure learners receive any necessary pre-course information in good time before the start date of the course. They will also be responsible for preparing and disseminating course materials or any additional information given to the learners during the course days, as well as for maintaining good communications with learners as necessary during the course period.
2. All learners undertake training courses at their own risk, and this will be re-iterated by verbal and written means including on the medical form collected on the first day of training.
3. Each course will meet the minimum contact time according to its Level, number of credits and Guided Learning Hours (GLH). Attendance at all contact training days is expected. One half-day can be missed in rare circumstances with prior agreement of the trainer, as long as some tutorial time is set aside to make up the missed content. Attendance at practical skills days is essential; if these days are missed they must be attended at an alternative course, for which there may be a charge.

Updated July 2023

4. Learners can access learning resources via the Cambium Online Moodle to support their studies.
5. The normal timescale for completion of training courses is 6 months for Levels 1 and 2, 9 Months for Level 3. See **Extension Policy below**.
6. The Training Provider will explain how to submit your portfolio of evidence. **We strongly recommend that learners use the Cambium portfolio template provided**. Whether submitted digitally or as hard copy, portfolios must be submitted with a contents page. This clearly sets out where each Assessment Criteria can be found. This is provided in all Cambium portfolio templates.

Learner responsibilities – completion of evidence for assessment prior to accreditation

Requirements for portfolio of evidence:

- Front page of portfolio template completed with details required, including declaration that work is your own
- If there is any collaborative work e.g. project work - you must include all details i.e. when you collaborated (dates of meetings etc) and what part you played. If in doubt, check with your trainer
- Do not include course notes/handouts/reference material etc.
- Please do not use a font size smaller than 12 (or if handwritten, ensure that work can be easily read)
- No identification of individuals (names, photos etc.)
- Any legislation etc. referred to in your work should be current and relevant .
- Photos should be annotated and include the date and reference. Any photos included must **NOT** contain any information that would enable someone to identify the individual ie name of participant or setting etc.
- If photos are included where the subject of the photos is identifiable, you must also include a witness statement at the front of the file that you have obtained permission to use them eg from your head teacher or line manager, but not copies of individual permissions.
- An original or copy of your practical skills assessment signed and dated by your trainer.
- An original or copy of your work-based assessment signed and dated by your trainer.
- All work should be referenced correctly ie you must make it clear when citing other peoples' words or work. More details are available in the Advice for Portfolio Submission document.
- **We recommend you use the portfolio template provided and sent to you prior to the training, however if you chose not to use the portfolio template, you must follow the guidance above as well as;**
 - Add unit details and assessment criteria written on the top of each piece of work (or next to photos).
 - Add page numbers on all evidence submitted for assessment

Plagiarism

With the increasing amount of documentation available about Forest School from the internet there is an opportunity of using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any coursework.

You have a responsibility to use sources of information in a responsible way and complete the following:

- Use referencing as outlined by your course trainer
- Sign the declaration at the front of the workbook which states that the work is your own
- In the instance where you work at the same setting with another learner you must declare if you have worked together in some capacity eg to produce generic policies and procedures for their Forest School provision, management plans, site risk assessment. You will be given advice about what parts of a Level 3 portfolio it would be acceptable to produce in conjunction with a colleague.

Cambium Sustainable Training Centre Responsibilities - Assessment Tracking and Verification

1. The Training Provider will use assessment tracking documents to show the progress of learners during the course.
2. Once assessment is complete and the learner has been passed by the trainer, the evidence submitted may be subject to Internal Quality Assurance (IQA). This will require a sample of evidence from the cohort to be checked by the assessor.
3. Cambium Sustainable has to go through External Quality Assurance from the Awarding Body, Agored Cymru, twice annually. This requires some samples of the evidence to be checked agreed standards. This process can delay the issue of awards and certificates.
4. If a learner doesn't submit any work to be assessed, they will not be granted the qualification and not be eligible to operate as though they have.
5. We aim to be fair and transparent, and also approachable. If you have a concern, please email info@cambiumsustainable.co.uk to begin a conversation with us or to ask for a copy of the Appeals Procedure.

Bookings, Payments and Cancellations

1. The course deposit / registration fee paid at the time of booking the course is non-returnable (this applies to all Cambium registration fees).
2. Cambium Sustainable Ltd assumes that learners have checked the eligibility criteria before booking, and reserves the right to not accept an application if these criteria turn out not to be met.
3. By signing the booking form (by electronic means or by hand) and returning it to us the learner agrees that should they wish to cancel their booking, fees will be charged as follows:
 - Cancellation more than 14 working days from the course start date = registration fee for the course.
 - Cancellation less than 14 working days from the course start date = full course cost.
4. Notice of cancellation must be received by e mail and arrive not later than 6pm on any working day (Monday – Friday).
5. Where possible we will try to offer all learners an alternative opportunity to complete their chosen course either with the same or another training provider. The learner's registration with Cambium Sustainable will stay open for 12 months and if they book to attend another course within that time, the booking fee is transferable to the new course.
6. All fees owed to us are subject to interest being charged if not paid within 30 days of invoice date.
7. Cancellation or postponement by Cambium Sustainable Ltd or the Associate Trainer may be necessary in extenuating circumstances. Learners affected by cancellations will be offered alternative dates or courses to attend.

Extension Procedure

1. Extension to portfolio submission

Extenuating Circumstances

It may be possible to extend the portfolio submission date (at the discretion of your tutor). Time offered will be looked at on a case by case basis. Extensions are only permitted for serious reasons eg death of a close relative, long term sickness of student, birth of a child. **These are in line with the Agored Cymru Special Consideration Policy.**

The learner wishing to extend their portfolio submission date will be required to contact their tutor as soon as the extenuating circumstances become apparent to request an extension. The trainer may ask them to submit a 'Time Extension Request' form.

Late Submission Charge

Formal extensions can sometimes be offered, at the discretion of the trainer, to learners *without* extenuating circumstances who cannot make the given course deadline. These extension requests are chargeable.

2. Extending beyond the 2 year window for total course completion

The 2-year window refers to 2 years from the start date of your course. If you are not going to complete within this window, an application based on extenuating circumstances must be completed. This form is available through our online support and has sections for both the learner and the trainer to complete.

If there are no extenuating circumstances, the extension may still be granted, but **a re-registration fee will be applied.**

If extending beyond this period means that 2 years or more have gone by since either your practical skills assessment or your work-based assessment, you must meet one of the following conditions:

- If you have been in continuous practice, then you meet our competency / safety standards, but you must provide evidence of this practice, for example a letter from your employer, sessions plans etc.
- If you don't have evidence of continuous practice, you will need to repeat either one or both assessments that took place over 2 years ago.

If additional training and support is required, this can be offered at an additional cost based on requirements.

Repeat assessments are charged at £175 +VAT per assessment and are subject to availability, ie location of practical assessment cannot be guaranteed.

FYI - For any questions or queries linked to above document information or any other query, please ask your trainer who can direct you to the relevant Cambium Sustainable policy.

Appendix 1

Advice for Forest School Level 3 Work-Based Assessment

Following your initial training you will be expected to deliver a Forest School training programme with a minimum of 6 sessions submitted as evidence. For one of these sessions your trainer will visit your site to observe your session.

Forest School Work-Based Assessment Guidance

The work-based assessment is an important part of your Forest School training. It is an opportunity to gain advice and feedback from an experienced Forest School leader focussed on your Forest School participants and site. You will be expected to demonstrate that you have implemented the health and safety measures appropriate for your group and that session. These have been covered during your training. Even though the session is being assessed, your participants remain the focus for you.

Minimum requirements for work-based assessment

Keep your group size small – don't forget to keep to a group size of not more than 16

Updated July 2023

You should aim for at least a 90 minute session

There should be a minimum of two adults present including you

Do not feel you have to do anything special for the assessment. During the session, you may want to change what was in your original outline session plan because of some unexpected occurrence or because your participants are very engaged with something and you want to follow their interest. This is seen as good practice.

The assessor may join in with some activities or respond to learner's questions. You should let the assessor know if this could be disruptive or if they need to be aware of any individual's particular requirements. You should not include the assessor in your adult numbers to meet required ratios. You will need to make yourself available for about 20 minutes after the session to discuss the session with the assessor and complete the paperwork. On the rare occasion that the assessor judges that you have not reached the minimum standards agreed by Outdoor Learning Training Network (Wales), specific advice will be given on what you need to do to improve or put in place. A second visit will be arranged, and you can request a different assessor if you wish.

The assessor will use the form that is provided as an example on the Moodle resources in the unit, Deliver Forest School AC 3.1. They will be giving you feedback on your support and facilitation of the session, the management of health and safety, and ecological impact. Although they need to be sure minimum standards have been reached, they do not expect to see the perfect session – this is still very much part of your training.

Please note that you are not required to have a fire and use tools in your session if it is not appropriate for your participants. If you do not have a fire and use tools, the assessor will ask you questions on these areas after the session. Whether you have a fire or not, you will need to bring all the fire control and burns treatment items to demonstrate that you are aware of what is required to manage a small fire safely.

Checklist for items the assessor will ask to see: Items in bold will need to be sent to your assessor not less than seven days prior to the assessment date.

Policies and procedures for your FS provision

Risk-benefit assessment – site and activity or combined (please have a copy for the assessor)

Outline session plans for at least six sessions

Reflective planning for the observed session based on previous sessions

Your ecological impact assessment and simple management plan – work in progress if not completed

Ongoing observations of individuals

Evaluation of sessions already delivered

First Aid Kit

Phone or alternative contact

Accident Book and Near miss forms

Fire control and burn treatment items (whether you have a fire or not)

The assessors will be friendly and open with you. After all, they can still remember when they were assessed leading a session! Their visit is an important milestone in your training. It gives you a focus for getting everything in place and it is as an opportunity to get one-to-one feedback specifically focussed on you and your Forest School.