



## Application to Licence and Deliver the Intermediate Bushcraft Award NCFE Level 2

### Guidance notes

Thank you for choosing Woodcraft School Ltd. We have tried to keep our approval process as simple as possible, but if you are not sure how to complete any part of the application form, or need some more information about the approval process, please contact Caron Buckingham on 01730 816299 or email [info@woodcraftschool.co.uk](mailto:info@woodcraftschool.co.uk)

In the following pages you will find all the relevant details required to complete the application process.

### Terms and Conditions

#### Part One

#### Delivery Criteria to be met by aspirant licence holders

**1.1** The licence holder must be able to demonstrate a high standard of both bushcraft skills and experience.

**a)** At least four years documented and proven track record. Woodcraft School Ltd will seek references from reputable sources within the bushcraft industry. Referees must themselves have considerable experience within the field meeting the above criteria in their own right.

**b)** Holding a higher award; currently this would include either the Advanced Bushcraft Award or the Certificate in Bushcraft Leadership from Woodcraft School Ltd.

**1.2** The licence holder must be able to demonstrate a high level of teaching experience. This may include a recognised national teaching award, the Certificate in Bushcraft Leadership, the APIOL (Accredited Practitioner of Institute of Outdoor Learning) or higher or Forest School training. Provision may be allowed for individuals without these qualifications who are currently enrolled on such programmes and are clearly working towards them.

**1.3** The licence holder must have relevant assessor training either as part of formal teaching training or as recognised independent accreditation. Individuals without such training will be invited to assessor training workshops organised through Woodcraft School Ltd and NCFE. These training events will be at minimal cost to the participants.

**1.4** The requirements 1.1 – 1.3 apply to all individual tutors and assessors involved in the delivery of the award. It is not deemed acceptable for one centre member to possess relevant occupational competence but not actually be teaching on the programme.



**1.5** Woodcraft School Ltd will request and retain copies of CV's and certificates to assist in the quality control processes. Original certificates must be made available and produced for inspection during the approval process.

**1.6** The licence holder must also have access to a suitable wooded teaching area and facilities plus the relevant equipment needed to deliver the programme.

**1.7** The licence holder must make provision for minimum impact and for sustainable use of resources and promote this ethos to students.

## **Part Two**

### **Quality Assurance**

**2.1** Licence holders must have their own equal opportunities policy in place, with evidence of it being implemented and reviewed.

**2.2** Licence holders are to comply with and make students aware of both the NCFE and Woodcraft School Ltd complaints procedure.

**2.3** Licence holders must regularly produce course review documents and/or student feedback forms so Woodcraft School Ltd is able to gauge the effectiveness of their teaching. Pro forma documentation will be supplied by Woodcraft School Ltd. Woodcraft School Ltd reserve the right to visit the students during the delivery of this programme to assess their perceptions of the delivery and programme content.

**2.4** Registers of attendance must be held for all learners to ensure the required number of guided learning hours has been fulfilled by each student.

**2.5** Licence holders will ensure that all material produced in relation to the programme is free from bias with regard to equal opportunities and that all teaching and assessment is also free from such bias.

**2.6** Licence holders must, where practicable, provide adequate educational and physical support for learners.

## **Part Three**

### **Services supplied by Woodcraft School Ltd**

#### **3.1 Internal and external moderation visits**

The quality control and assurance system put in place by the NCFE requires each programme to be internally and externally moderated. The internal moderator will visit your centre to ensure all of the relevant systems mentioned in Part One are in place. They will also check that your paperwork and assessment methods are also in order. The Internal moderator will then meet with the external moderator upon completion of your programme prior to forwarding your students for certification.



The internal moderation may be supplied by the licence holder but must not be the same individual as the tutor assessor.

### **3.2 Frequency of Visits**

You will be visited by Woodcraft School Ltd's quality assurance team at least once per year; although this frequency may increase should we find any issues in need of resolution and will incur additional expense for the licence holder. Due to the nature of our work it may be necessary to visit you at short notice, you must therefore supply us with the dates of your teaching sessions within a month of Licence confirmation, so we can arrange our schedule.

### **3.3 Student Workbooks**

Woodcraft School Ltd has designed a Student Workbook which can be used to build a complete record of the student's progress, this document together with a master copy will be included as part of the agreement.

### **3.4 Programme Handbook**

Woodcraft School Ltd has also produced a Programme Handbook which will provide full details of the range of the programme and of the evidence needed to complete the award.

### **3.5 Scheme of Works**

You will receive a Scheme of Works detailing the recommended structure for delivery of the award. Although the Scheme of Works details the delivery of a day by day programme, the award can be delivered in any format from blocks to short two hour sessions, so long as at least 60 guided learning hours are taught.

### **3.6 Assessment Criteria**

Full details of the level of knowledge and competence which must be demonstrated by the students will also be included as part of the package.

### **3.7 Quality Assurance**

Documentation relating to complaints procedures and student feedback will be supplied as part of the delivery package.

### **3.8 Standardisation meetings**

As part of the on-going quality assurance process, you will be invited to attend an annual standard setting meeting where you can meet with Woodcraft School staff and further licence holders. This will give you a chance to ask any questions you may have regarding the delivery and assessment of the Award and deal with any technical issues you may have. It will also give Woodcraft School Ltd a chance to discuss any issues arising on our part or on the part of the NCFE. It is likely that these meetings may develop into CPD (Continued Professional Development) style sessions. They will be held at our site in Sussex annually in late summer. If you are unable to attend you may be required to pay separately for a private visit.



### **3.9 Registration and certification**

The licence fee also includes the registration and certification of your students with the NCFE.

## **Part Four**

### **Restrictions**

**4.1** Woodcraft School Ltd retains the right to grant licence only to those individuals and centres meeting these requirements and can refuse to licence any party not deemed by Woodcraft School Ltd competent in the subject to deliver the correct standard of tuition. A cost will still be incurred regardless of the outcome of any approval visits so please ensure you fully meet the requirements as laid out in this document.

**4.2** Woodcraft School Ltd accepts no liability or responsibility for accident, injury or death that may occur during the delivery of the award by any individual, centre or centre employee not under direct supervision of Woodcraft School Ltd staff.

**4.3** Woodcraft School Ltd also reserves the right to withdraw the licence without recourse to compensation financial or otherwise at Woodcraft School Ltd's sole discretion. Circumstances which may warrant such action include failure to meet the physical and emotional needs of the students, failure to comply with any of the criteria laid out above or any action which may be deemed to bring the name of Woodcraft School Ltd, NCFE, the bushcraft industry or the award into disrepute.

**4.4** Any centre or individual must also comply with current health and safety legislation including first aid provision, Criminal Records Bureau (CRB) checks, compilation and recording of risk assessment and emergency procedures and provision as laid out in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This is the sole responsibility of the licence holder and not Woodcraft School or the NCFE.

**4.5** You must also have your own public liability insurance to cover the duration of the programme, copies of which must be forwarded to Woodcraft School Ltd prior to the commencement of the programme.

**4.6** Although Woodcraft School Ltd does recognise that regional economic differences amongst client groups do exist. In agreeing to the award you also guarantee not to offer the programme at a significantly lower rate than other licence holders including Woodcraft School Ltd.

**4.7** Further clarification regarding your obligations to Woodcraft School Ltd and the NCFE can be found in the Agreement to Licence Document which is issued together with your contract or is available upon request.



## Part Five

### Additional information

#### 5.1 Delivery of the Award

The award has been designed to be delivered over 60 guided learning hours, however it is important to remember that this is a minimum. It is possible that some client groups may require longer to complete the Award or that the Award may be used as part of a longer programme.

The Award can be delivered as full programme, in blocks, or in sessions lasting a few hours at the discretion of the licence holder.

Woodcraft School Ltd has devised a student work book to accompany the award which includes provision for question and answer, observation and photographs and when completed will provide student evidence of competence. Access to a digital camera is therefore essential.

Woodcraft School Ltd will provide full instruction to licence holders in the Award structure and assessment.

#### 5.2 Certification

Successful candidates will receive the Level Two Certificate in Intermediate Bushcraft Award from the NCFE. As this is a customised Award and has been created by Woodcraft School Ltd, it also has our company logo on it.

#### 5.3 Useful links

<http://www.hse.gov.uk/riddor>

<http://www.hse.gov.uk/pubns/indg163.pdf>

<http://www.hse.gov.uk/firstaid/legislation.htm>

### Fee Structure

Woodcraft School Ltd charges per award are as follows:

- Internal moderation visits £200 plus travel expenses. For visit clarification see 3.1
- External moderation visits £200 plus travel expenses. For visit clarification see 3.1
- Student fee £97 per student to include registration and certification.
- Centre approval visit £200 plus travel expenses.
- All other items discussed in Part Two are included in the above fees.

*Please note all fixed costs above include VAT but travel costs may be subject to VAT where applicable. Travel costs will be kept to a minimum but may include accommodation and air travel if distance dictates, or you are based in a foreign country or enquiring from Eire. These will be clarified upon your application.*



**NB** If two awards are running relatively close together then it may be possible to moderate both programmes with one internal and external moderation visit.

To save on costs it is possible to receive your approval visit as part of an internal moderation visit. However if the criteria outlined above are not in place a centre may have its licence withdrawn part way through a programme.



## Application Form

### Part One: Centre Details

|  |                           |                        |  |
|--|---------------------------|------------------------|--|
| Centre Name:   |                           |                        |  |
| Principal or Head of Centre<br><i>(please include salutation;<br/>eg Mr, Ms etc)</i> |                           |                        |  |
| Centre Address:<br><i>(for correspondence<br/>relating to this application)</i>      |                           |                        |  |
| Centre Invoice Address:<br><i>(if different from the one<br/>provided above)</i>     |                           |                        |  |
| Centre Tel No:   | Centre Fax No:            | Centre Web Address:    |  |
|  |                           |                        |  |
|  | FE College                | Bushcraft School       |  |
|  | School                    | Sole trader            |  |
|  | Private training provider | Other (please specify) |  |

### Part Two: Product Details

|   |   |             |               |
|---|---|-------------|---------------|
| Product Number  | Qualification/Award Title (Including Level) |             |               |
| NCFE- IBA Level 2   | Intermediate Bushcraft Award NCFE Level 2   |             |               |
| Product Contact Details: <i>(Person accountable for delivery and management of this NCFE product)</i> |   |             |               |
| Title   | First Name                                  | Surname     | Job Title     |
|   |   |             |               |
| Contact Email   |   | Direct Line | Site based at |
|   |   |             |               |



**Part Three: Centre Declaration** Please sign to confirm the following statements (you may type names if completing this form electronically):

|   |  |
|---|--|
| I confirm that the Centre meets all the requirements of Woodcraft School Ltd's Approval Criteria as detailed on the Woodcraft School Ltd Licencing Terms and Conditions Part One in respect of this application, and that the details are, to the best of my knowledge, correct.                      |  |
| I confirm that all staff members involved in the delivery of the product(s) are occupationally competent and that, for each product of study, there is at least one Tutor/Assessor. I enclose the following supporting evidence and understand this information will be held by Woodcraft School Ltd. |  |
| <b>Evidence supplied</b>  |  |
| Current CV's for all staff working on the programme   |  |
| Details of principle tutor/assessor for the award, including qualifications and experience  |  |
| Copy of Enhanced CRB checks for all staff involved in the award   |  |
| Details of legal requirements as outlined in Part One 1.5   |  |
| Copy of your Public Liability Insurance – to be valid for the duration of the course  |  |
| <b>Please give details of any accredited programmes you have delivered or worked on –you may continue on another sheet if necessary</b>   |  |
|   |  |
| I confirm that the Centre will collect all personal data in accordance with the Data Protection Legislation, and in particular that it has the consent of the learner.  |  |
| I accept that Woodcraft School Ltd will hold and process electronically the information given and may use it for any purpose deemed relevant to the product.  |  |
| I confirm that the Centre's Senior Management Team supports this application to become a Woodcraft School Ltd Licence Holder.   |  |

|   |  |                   |  |
|---|--|-------------------|--|
| <b>Signed:</b><br><i>(Appropriate Senior Personnel)</i> |  | <b>Job Title:</b> |  |
| <b>Full Name:</b><br><i>(Please print)</i>              |  | <b>Date:</b>      |  |

Please return this form and relevant information to:

Woodcraft School  
 PO Box 64  
 Midhurst  
 West Sussex  
 GU29 9WL



## What happens next?

If you and your facilities are already known to Woodcraft School Ltd we probably will not need to carry out an approval visit. If this is the case you do still however need to meet our approval criteria, provided in our Terms and Conditions. Once we receive your form we will check the information you have supplied, add your details to our database and send you confirmation of approval and the information needed to deliver the award as detailed in Part Three.

If you and your facilities are not known to us we will allocate an Approval Advisor once we receive your application form, who will contact you to arrange an approval visit. This could last up to a full day and the Approval Advisor will check you meet our approval criteria and have everything in place needed to successfully deliver this qualification. You will be invoiced for the cost of the approval visit (please see our fee structure detailed on page 8).

Once the Approval Advisor visits your centre, he/she will complete a report confirming whether or not you have met our approval criteria. If you have not fully met our criteria, your Approval Advisor will provide details of what you need to do to meet the criteria.

Please keep a copy of this entire document for your own reference together with any supporting evidence.