



Booking Form – Forest School Assistant Module OCN Level 2
Holt Hall, Norfolk – 8th & 9th March 2012

The Information on this form is required to register you as a learner with the Open College Network. Please ensure all sections are completed.

Name of learner:
Please write your name as you would wish it to appear on the certificate.
Correspondence Address:
Postcode: Date of Birth:
Telephone: Mobile:
Email:
Please give an email address you visit regularly as all correspondence is via email.
Please tick this box if you give permission for your email address to be added to Birchwood Learning's E-Newsletter list.

Organisation:
Work Address:
Postcode: Role:

CRB Enhanced Disclosure?: Yes/No Date of CRB:
(If you have not got a recent (less than 3 years old) CRB in place, you will need to discuss with the Forest School Leader you are planning on working with as to what is required before working with their group)

Do you have any particular learning needs? Yes/No Details if yes:

OCN Level 1 Intro to Forest School Qualification: (Please tick appropriate box)
I have gained an OCN Level 1 – Introduction to Forest School qualification (and got certificate)
I am in the process of gaining an OCN level 1 Forest School qualification (not yet got certificate)
I will be undertaking the OCN Level 1 Intro to Forest School training on 5th & 6th March 2012

Date of Level 1 course undertaken:
Location of Level 1 training :
Training Provider of Level 1 training:

Please give details of the Forest School (led by a Level 3 FS Leader) you plan to support to gain your Level 2 qualification:

Declaration by Applicant

By booking on the training, students agree that:

- 1) 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.
- 2) They understand that after the 2 training day course they will be expected to arrange to support a minimum of three consecutive Forest School sessions with a Forest School Leader (Level 3) and complete written evidence.
- 3) They understand that if they do not complete the course they will not be entitled to reimbursement of any costs.
- 3) They undertake to ensure that the necessary CRB disclosure is in place before assisting on a Forest School Programme¹.
- 4) 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
- 5) They confirm they shall provide their own safety boots² for use during the training course.
- 6) They understand a Level 2 qualification is for Forest School Assistants and not designed to qualify them to establish and lead a Forest School programme.
- 7) Payment is required to confirm a place on the training. Confirmation of a place is at the discretion of Birchwood Learning.
- 8) Birchwood Learning has the right to cancel the training course if insufficient numbers book on. In this case the deposit can be refunded or put towards another course.
- 9) First aid Training is not included in the Forest School training and can be booked and charged for separately.
- 10) All information on this form is accurate.

Full terms and conditions can be found on our website – www.birchwoodlearning.com

I have read this declaration and I understand the requirements of the Level 2 Forest School Assistant training course

Signed: Date:

Notes:

1 This relates to the minimum 3-session programme of Forest School run by a qualified FS Leader that you will need to assist on as part of the training course.

2 Safety boots must be approved under the Personal Protective Equipment Regulations 1992 and will feature a steel or Kevlar reinforced toe-cap.

Course Fees & Payment

The cost of this 2 day **Level 2 Module is £280**. (If you need to do OCN Level 1 training as well as this module, this must be booked and paid for seperately).

Payment in full is due before the course start date to secure your booking. Cheques can be made payable to 'Birchwood Learning'.

If you require an invoice to be issued please complete the following:

Name of finance administrator:

Address:.....

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Return both forms (booking & medical) to:

**Birchwood Learning, 102 Broadgate Close, Northrepps, Cromer, Norfolk,
NR27 0LR**

Medical Consent Form

Intro to Forest School OCN Level 2 – Holt Hall, March ‘12

The information on this form will be used during all elements of the Forest School training course and will be managed in compliance with the Data Protection Act.

Name:

Date of Birth: Gender: Male/Female (delete as applicable)

Emergency contact name:

Relationship: Emergency Contact No:.....

Doctors Name and Contact No (if possible)

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Any prescribed medication or advice to be followed in an emergency
Please give full details:

Do you suffer from any of the following :

- | | |
|--|--------|
| Allergies (including medication, plasters, stings, food, pollen, etc.) | Yes/No |
| Asthma or breathing difficulties (inhalers etc.) | Yes/No |
| Diabetes | Yes/No |
| Epilepsy, fainting or blackouts | Yes/No |
| Heart Condition | Yes/No |
| Sensory loss (sight speech or hearing) | Yes/No |
| Travel Sickness (any medication needed) | Yes/No |
| Other (please specify) | Yes/No |
| Vaccination against Tetanus in last 10 years? | Yes/No |
| Have you received any medical or surgical treatment in the last 3 months? | Yes/No |

If you have answered ‘yes’ to any of the above, please give details:

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Agreement

1. I consent to receiving any necessary emergency medical treatment for any injury or illness during the Forest School training course.
2. I **do / do not** consent to images of me, recorded as part of this course, being used by The Forest School Training Co. for training/publication purposes (delete as applicable)

Signed.....**Date**.....