



IOL Bushcraft Competency awards – Framework for becoming an Assessor

This document describes the process for becoming an Assessor for the following Institute for Outdoor Learning (IOL) Bushcraft Competency awards:

- Bushcraft Competency Award (BCA).
- Bushcraft Competency Certificate (BCC).
- Bushcraft Competency Diploma (BCD).

1 Senior Assessor

Senior Assessors are appointed by the IOL with advice from the IOL Bushcraft Assessment Co-Ordinator, the IOL Bushcraft PPG Executive Committee. The number of Senior Assessors will be demand led. Applications will be reviewed by another Senior Assessor, the IOL Bushcraft Professional Practice Group (PPG) Executive chair and the IOL office.

1.1 Experience

1. A minimum of 10 years full time bushcraft instructing.
2. A minimum of 4 years continuous and current assessing.
3. A minimum of 15 candidates assessed.
4. Curriculum design and development.
5. Knowledge of the rules of evidence (fair, authentic, valid, current, sufficient and reliable).
6. Hold a Level 2 Food Hygiene Certificate.
7. Must be an individual member of the IOL.

1.2 Responsibilities

1. To ensure the quality standards of all assessors are maintained through moderation meetings, or where these are not deemed sufficient for the assessor, through re-validation.
2. To deliver assessments in a fair, impartial and inclusive manner.
3. To train and approve applicant assessors. Note that a Senior Assessor cannot assess someone from the same organisation that they work for.
4. To deliver at least 1 bushcraft competency course each academic year.

2. Post-Delivery Assessors

1. After 8 years as a Senior Assessor, assessors may continue assessing without delivering courses as long as they:
 - 1.1 Attend moderation meetings in line with standard requirements.
 - 1.2 Actively support developments within assessment or related awards.
 - 1.3 Consider themselves fit for the tasks.
 - 1.4 Other assessors have no valid reason why they believe said person's competence or wisdom is in question.

2.2 Competence Concerns

If an assessor has reason to question 2 (d) above, they should:

1. Consult a Senior Assessor.
2. The Senior Assessor should then discuss with the subject of the complaint to ascertain the need for a formal complaint.



3. If required (i.e. where the subject of the complaint does not accept or agree with the complaint) a formal complaint would need to be in the form of an email to the IOL Development officer and the PPG Chair stating the concern along with appropriate evidence to support the claim.
4. A formal decision must be made within one month of the date of the formal complaint email, unless there is a need to act sooner.

3. Assessor

The number of assessors will be demand-led and determined by the IOL with advice from the IOL Assessment Co-Ordinator and the IOL Bushcraft PPG Executive Committee. Applications will be reviewed by a Senior Assessor, the IOL Bushcraft PPG Exec chair and the IOL office.

3.1 Experience

1. A minimum of 5 years full time bushcraft instructing.
2. Acted as the lead instructor on a minimum of 8 complete courses with a range of student numbers for the relevant IOL Bushcraft Competency award.
3. Hold a Level 2 Food Hygiene Certificate if assessing either BCA or the BCD.
4. Must be an individual member of the IOL.

3.2 Responsibilities

1. To deliver assessments in a fair, impartial and inclusive manner.
2. To deliver at least 1 bushcraft competency course at their approved level each academic year.

4. Assessment Coordinator and Moderation Sessions

The IOL Assessment Co-ordinator is chosen by the IOL and PPG Executive. This role acts as liaison between the PPG and assessors as well as the Assessors and the IOL.

4.1 Moderation Sessions

The Assessment Co-ordinator should schedule annual moderation meetings of at least 2-hour duration. Issues to address are as follows:

1. Update on numbers of assessments along with locations and numbers of candidates.
2. Update on assessor's experience including areas of concern, common issues faced. Sharing techniques for working through grey areas.
3. Depending on point 2 discuss selective scenarios which could crop up in order to steer levels of conformity.
4. Offer amendments to criteria in order to help iron out common issues.
5. Opportunity for any other issues to be shared and aired.

5. Process for becoming an Assessor

5.1 Application

1. Application is by means of a forwarding letter and CV sent to the IOL office, who will then forward to the IOL Bushcraft PPG Chair defining evidence of bushcraft instructing, delivering IOL Bushcraft Competency awards and evidence of students passing assessment.



2. If there is demand for further assessors, then the IOL and 2 Senior Assessors review and approve the applicant for entry to the assessor training programme based on the criterion defined in Section 2.1.

5.2 Training

5.2.1 Observing and Supporting

1. The applicant must attend a minimum of 2 assessments delivered by an organisation(s) other than the one for which they work.
2. No more than 2 applicants can attend an assessment at the same time.
3. A minimum of 1 of these assessments must be attended in an observer role.
4. A minimum of 1 of these assessments must be attended in a support role. The applicant must accurately assess IOL Bushcraft Competency award participants under the guidance of a Senior Assessor.
5. The applicant does not pay for these guided assessments nor are they paid themselves.
6. Attendance of an assessment in either an observer or support role must be recorded using Appendix A.

5.2.2 Conducting an Assessment

To advance to this final stage of training two Senior Assessors must agree that the applicant is ready to conduct an assessment on their own with up to three participants.

1. The assessment should be conducted at a suitable location that the applicant has agreed, and assessed as appropriate, having carried out a dynamic risk assessment of the site and made mitigations so they are able inform participants of risks as needed.
2. The applicant must organise all aspects of the assessment and assess the participants.
3. The Senior Assessor will assess the applicant against the criterion defined in Appendix B.
4. The Senior Assessor must be from a different organisation to the applicant.
5. The final assessment must have multiple candidates (2 or 3). If a second person is not forthcoming then a mock participant can be arranged through the PPG, typically via the Bushcraft PPG Facebook page or PPG email. Anyone attending as a mock participant will be given feedback on their performance against the assessment criteria but will not be formally 'assessed'. If sufficient numbers (candidates or mock assesseees) cannot be found, then the assessment cannot go ahead.

5.2.3 Approval

1. The applicant passes the training and becomes an assessor.
2. The applicant is deferred and an action plan agreed.
3. The applicant is failed.
4. The process should be completed within 2 years. Where this process is not completed within 2 years the applicant may submit extenuating circumstances to the Senior Assessor for consideration. 3 years is a final cut off.
5. Final approval is given by the IOL office and the IOL Bushcraft PPG Executive Committee.

5.3 Appeals

Appeals can be forwarded to the IOL Bushcraft Professional Practice Group Chair.



6 Assessing Additional Awards

Application is by means of a forwarding letter and CV sent to the IOL office, who will then forward to the IOL Bushcraft PPG Chair and 2 Senior Assessors, including the Assessment Coordinator who will review and either approve or feedback on the application.

The assessor submits evidence of their knowledge, experience and competence in delivering the additional modules required for the award which they wish to be considered for. This may include equivalent training in the form of workshops or sessions within other courses. Evidence of this equivalent training could include:

1. Topic-relevant courses for the PPG Conference, the FSA conference or other organisations.
2. Reference from an existing trainer or assessor for equivalent courses confirming their experience and ability to run the exclusive modules within the BCA.

The Assessor/ Senior Assessor attends 1 assessment at the level they wish to assess in an observing and support role.

The Assessor/ Senior Assessor leads 1 assessment at the level they wish to assess under supervision from another Senior Assessor, who submits a report to the IOL and IOL Bushcraft PPG Executive committee for final approval.

7 Re-validation

Senior Assessors and Assessors will be re-validated every 3 years.

1. Senior Assessors are re-validated by a validator external to the Bushcraft PPG.
2. Assessors are re-validated by a Senior Assessor.

The assessor must:

1. Have delivered training for the award(s) that they are assessing a minimum of twice a year for the BCA and BCC and once a year for the BCD,
2. Have assessed a minimum of three candidates a year,
3. Have collaborated with either a Senior Assessor from a different organisation or an Assessor from a different organisation on at least one assessment within the re-validation cycle,
4. Have attended 2/3' s of Moderation Meetings within the re-validation cycle,
5. Provide a log of assessments that they have undertaken, including details of pass, refer or fail,
6. Provide a log of feedback detailing 'grey' areas that they have had to deal with as well as any difficult situations or conversations with clients, highlighting how they worked through to conclusion,
7. Declare if they have been subject to any adverse determination that their fitness to train or assess is impaired.
8. Have ensured good and timely communication with the IOL office with all admin related to the awards.

8 Continuing Professional Development

Senior Assessors and Assessors must undertake a minimum of 40 hours relevant CPD per re-validation cycle and present evidence at re-validation. Relevant CPD may include, but is not limited to:

1. Self-study such as practicing skills, watching video, reading books etc.,
2. Voluntary work on a committee,
3. Attendance of relevant training courses and conferences, either online or in person,



4. Writing articles for relevant publications, including the IOL Bushcraft PPG Newsletter,
5. Delivering workshops at professional conferences and events such as the Bushcraft PPG Conference as well as professional events such as The Bushcraft Show, Wilderness Gathering, Forest School Association Conference, etc.

9 Moderation Meeting

Assessors Moderation Meetings are combined with the training providers' Moderation Meeting.

10 Sabbaticals

A Senior Assessor or Assessor may send a request to the IOL Bushcraft PPG Executive Committee to take a 1-year sabbatical.

If agreed, the Senior Assessor or Assessor must meet the criteria defined in Section 5. Re-validation for those years in which they were an active Senior Assessor or Assessor, but not for the year which they took as a sabbatical.

11 Retirement

1. If a Senior Assessor or Assessor retires, they must inform the IOL Bushcraft Professional Practice Group Chair.
2. If a Senior Assessor or Assessor retires, then at a later date – within 3 years – wishes to return, they should take notice of any changes of criteria or format of assessments and attend one assessment working alongside a senior assessor to confirm their ability to assess.
3. If they wish to return after 3 years they will need to apply as if for the first time.

Authors

Please note this document is subject to change as the awards develop.

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Appendix A Assessment Attendance Form

Applicant name:	
Senior Assessor name:	
Date:	
Location:	
Role undertaken:	

Comments from Senior Assessor

Reflection by Applicant

Applicant	Senior Assessor
Printed Name:	Printed Name:
Signature:	Signature:
Date:	Date:



Appendix B – Applicant Assessment Sheet

Applicant name:	
Senior Assessor name:	
Date:	
Location:	

Criterion	Met Y or N	Comments
The applicant organised the assessment		
The site has appropriate resources to carry out assessments		
The site is well organised for delivering an assessment		
The format of the day was clearly outlined at the start		
The applicant presented a professional approach and appearance to the candidates		
The applicant was relaxed and friendly with the candidates to create a positive atmosphere during the assessment		
The applicant was able to cope with any candidate who had literacy and communication difficulties		
The applicant asked good, open-ended questions to draw out the required answers from candidates		



The applicant offered positive suggestions to help a candidate self-remedy obvious errors in performance without compromising the integrity of the assessment		
The applicant provided further opportunities during the assessment day to allow extra attempts at particular elements of the assessment criteria		
The applicant's personal bushcraft knowledge/ skills were sufficient to justify all the decisions made on a candidate's performance		
The applicant applied the rules of evidence (fair, authentic, valid, current, sufficient and reliable) when reaching assessment decisions		



Pass	
Defer	
Fail	

Comments & Recommendations for further training and/or consolidation:

We the undersigned agree that the above is an accurate record of the assessment.

Applicant	Senior Assessor
Printed Name:	Printed Name:
Signature:	Signature:
Date:	Date: