

IOL Course Accreditation Application

*Accreditation of CPD, training or educational courses designed for
instructors, teachers and leaders of Outdoor Learning*

Course Title	
Provider Name	
IOL Membership No.	
Contact Name	
Contact Phone	
Contact Email	

1

Course Structure and Learning

Does the course design include a clear aim, measurable learning outcomes and assessment for learning?

1.1	About the course		
1.1.1	Course title and level		
1.1.2	Course type Select ONE of the following three options.	Training – for ASPIRANT or NEW outdoor learning instructors, teachers or leaders	
		CPD – for EXISTING instructors, teachers or leaders to broaden or further develop their competence	
		Educational – a FE, degree or masters course or similar that is typically over 12 months or longer	
1.1.3	Aim of the course		
1.1.4	What certificate is awarded on successful completion of the course?	Certificate of attendance	
		Certificate of training	
		Certificate of assessed competence	
		Please attach an example certificate	

1.2	Learning outcomes and scheme of work (programme timetable)		
1.2.1	Course learning outcomes <i>(Measurable statements that describe the knowledge, skills, and behaviours participants will be able to demonstrate by the end of this course)</i>		
1.2.2	Who has defined the learning outcomes?	Defined by the me/us (the provider)	
		Defined by an external awarding body / organisation	
		Name of body Title of course/award	
1.2.3	How is the course delivered? The number and frequency of days		
1.2.4	How many hours of learning does the course provide?	Direct (face to face)	hrs
		Indirect (self led research or study)	hrs
1.2.5	Scheme(s) of work	Please attach a programme timetable that outlines timing, teaching content, learning outcomes covered	
		<i>This will be reviewed by appropriate subject matter experts to assess whether course participants are likely to be able to achieve the planned outcomes in the time and manner indicated.</i>	

1.3	Fair, consistent and appropriate assessment for learning		
1.3.1	Describe your approach to assessment for learning (400 words max) <i>(How you will track and support learners in their journey towards the course learning outcomes)</i>		

1.3.2	Map the each learning outcome to the method of assessment you use for it. We want to know how you assess that each person has achieved each learning outcome.		
Learning Outcome <i>(from 1.2.1)</i>		Method of assessing learning on the course	
1.3.3	How do you ensure evidence used when assessing learning on the course (1.3.2) is fair, authentic, valid, current, sufficient and reliable?		
1.3.4	Does the course include summative (final) assessment?	Only formative assessment during the course	
		Formative and summative assessment	
		<i>Please describe and attach relevant details</i>	

1.4	Teaching and learning methods used		
1.4.1	How is the training content delivered?		

1.4.2	What learning resources are provided to learners (manuals, etc.)?	
1.4.3	What is the balance between theory and practical activity? (400 words max)	
1.4.4	Are site visits or similar included in the course structure?	

1.5	Able to be meet individual learners needs	
1.5.1	What are the standard entry requirements for the course?	
1.5.2	What Accredited Prior Learning (APL) is available for this course?	
1.5.3	Do you provide flexible course admission?	
1.5.4	What is your approach to equality and diversity and inclusion? (400 words max)	

1.5.5	<p>How does the delivery of the course take into account and adapt to the needs of individuals?</p> <p>(400 words max)</p> <p><i>(Initial assessment, differentiation, learning support, reasonable adjustments, special considerations, etc.)</i></p>	
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1.6	Course administration and operation		
1.6.1	How many learners do you expect on each course?	Minimum number of learners per course	
		Maximum number of learners per course	
		Maximum trainer to learner ratio	
1.6.2	Please outline your general course administration procedures		
1.6.3	Organisation and course literature	General organisation brochure (if relevant)	
		Course brochure / details (prior to booking)	
		Are the above details available on your website? If not, please attach	
		Attach the course joining instructions (sent following booking)	
1.6.4	<p>How do you monitor and evaluate the quality of teaching and learning you provide?</p> <p>Attach relevant forms or reports.</p> <p><i>(How do you follow a Quality Assurance cycle)</i></p>		

1.6.5	<p>What is the process by which you review and make revisions to the course structure and content?</p> <p><i>(How do you complete a Quality Assurance cycle)</i></p>	
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1.7	Course venue and facilities	
1.7.1	<p>What venue or facility is usually used for the course?</p>	
1.7.2	<p>Outline your venue or site-management plans to ensure sustainability and enhance biodiversity</p>	
1.7.3	<p>Describe the hospitality and welfare arrangements</p>	

2

Relevance to instructors, teachers or leaders of Outdoor Learning

Is the course relevant to working as an instructor, teacher or leader of outdoor learning?

2.1	Outdoor learning target market and needs assessment					
2.1.1	Indicate your target market for this course by ticking the appropriate boxes	Outdoor Learning Product Area	Outdoor Education	Personal Development	Professional Development	
			Outdoor Sports and Awards	Adventure Tourism	Outdoor Therapy	
		Type of Outdoor Professional	Instructing	Facilitating	Managing	
		Course focus for the learners	Activity skills and subject knowledge	Instructing / teaching skills or approaches		Leadership approach and judgment
			Organisational needs and customer service	Personal strengths and positive relationships	Professional values, reflective practice	
		Level of learning the course is delivered at:	Introduction / base competence			
Consolidating / specialising						
2.1.2	What needs analysis was undertaken and what were the results?					

2.1.3	How did you involve the Outdoor Learning sector in your course design?	
2.1.4	Two statements that support the need for this course. E.g. case studies from learners, relevant peer endorsement, employer testimonials of need/relevance, etc.	

2.2	Course content that supports IOL good practice in outdoor learning		
2.2.1	How is reflective practice included in the course? (400 words max)		
2.2.2	IOL Statements of Good Practice this course meets or follows (Describe which parts of the statement the course covers)	Outdoor Mental Health Interventions and Outdoor Therapy	
		Outdoor First Aid Training	
		Bushcraft Competency	

2.2.3	Other relevant standards or guidance the course supports learners to meet	
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2.3	Indicate which <u>one</u> IOL Occupational Standard or Award the course Learning Outcomes have been mapped against:	
	Outdoor Activity Instructor Occupational Standard	
	Outdoor Learning Specialist Occupational Standard	
	RPIOL Award Criteria	
	APIOL Award Criteria	
	LPIOL Award Criteria	
Course Learning Outcome	Criteria that are directly covered through this course	Criteria that are supported through this course

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Facilitating Learning

Are the trainers knowledgeable, skilled and do they understand the work of a practitioner of outdoor learning?

3.1	Process for delivery staff selection, training & support					
3.1.1	Is the course delivered by just one person?	<table border="1"> <tr> <td data-bbox="675 853 826 936">Yes</td> <td data-bbox="826 853 1489 936">Name</td> </tr> <tr> <td colspan="2" data-bbox="675 936 1489 1464">No – Describe your procedures for selecting and training the staff who teach / train the course. (400 words max)</td> </tr> </table>	Yes	Name	No – Describe your procedures for selecting and training the staff who teach / train the course. (400 words max)	
Yes	Name					
No – Describe your procedures for selecting and training the staff who teach / train the course. (400 words max)						
3.1.2	What monitoring and support is there for the people who teach / train the course?					
3.2	Delivery staff competence					
3.2.1	The guidance gives clear examples of what is required in these sections. Please note attaching a CV is not an acceptable way of meeting this criterion.					

Trainer Name	Subject Area Competence <i>Describe the experience, training and awards the person has relevant to the course being taught.</i>	Teaching / Training Competence <i>Describe the experience and qualifications the trainer has in teaching and assessing adult learners.</i>	Outdoor Learning Sector Knowledge <i>Evidence of current knowledge of where and how participants will apply what they learn.</i>
<i>e.g. Joe Bloggs</i>	<i>Degree in Geography. Active birdwatcher for last 20 years.</i>	<i>PGCE and Qualified Teacher (QTS) Provided workshops for the IOL regional conference.</i>	<i>Member of IOL. Worked at Lake-and-hill Centre for 5 years before training as a teacher.</i>
<i>e.g. Annie One</i>	<i>Lifelong passion for being in the outdoors and self-taught skills fuelled by family adventures. Initial training with Senior Instructor at organisation A. Attended CPD workshops with expert A, and expert B.</i>	<i>10 years experience training the staff team as Senior Instructor at Sea-and-wood Centre. Delivered 2 workshops on the subject at the IOL National conference. CAVA Assessors Award</i>	<i>Member of IOL and Committee member for IOL Region.</i>

4

Organisational Structure and Values

Is the provider solvent, stable and do they operate ethically and in line with IOL policies?

4.1	Properly constituted organisation with a sound financial position		
4.1.1	Organisational Name		
4.1.2	Organisational Purpose		
4.1.3	Legal structure	Sole Trader	
		Business Partnership	
		Limited Company	
		Charitable Incorporated Organisation	
		Other	
4.1.4	Registered Details (where appropriate)	Companies House Charity Commission	
4.1.5	Appropriate funds	Confirmation that sufficient funds are available to enable delivery of planned future courses	

4.2	Operates ethically with the appropriate policies and procedures in place		
4.2.1		Health and Safety	

	Confirm you hold the following operational policies and procedures We do not need to see them, just to be assured that you hold them.	Equality and Diversity		
		Data Protection		
		Environmental Impact		
		Complaints Policy		
		Risk - Benefit Assessments		
4.2.2	Insurance	Please confirm you hold insurance cover relevant to the course named in this application		
		Name of Insurers		
		Policy Expiry Date		
4.2.3	Other relevant organisational policies or procedures			

4.3	Endorsements, accreditations or approvals		
4.3.1	Two recent client testimonials (for this or a similar course)		
		Client 1 Testimonial	Client 2 Testimonial
4.3.2	Other accreditations, approvals or endorsements achieved		

4.4	Motivation and drive	
4.4.1	Why are you seeking IOL Course Accreditation now?	
4.4.2	What tangible benefits are you hoping IOL Course Accreditation will bring?	
4.4.3	Is there anything in addition to course accreditation that IOL could help you with?	

5

Support for Outdoor Learning

Does the provider show active support for IOL and the Outdoor Learning sector?

5.1	Membership of the Institute for Outdoor Learning	Organisational Membership Number		
		Organisational Member Level		
		Date joined		
5.2	Course Director (who is responsible for overseeing the delivery of this course?)	Name		
		APIOL Gained		
5.2.1	Brief statement of why outdoor learning is of value to the wider society. (400 words max) <i>Not required if Course Director is an APIOL Holder</i>			

List of Attachments

The following attachments are requested with your application. Where possible, please send as a .pdf version with your application. No other attachments are required.

		Included (✓?)
1.1.4	Example certificate awarded on completion of the course	
1.2.5	Scheme of work (programme timetable)	
1.3.4	Summative (final) assessment forms (if relevant)	
1.6.3	General organisation brochure (if relevant) Course brochure / details (prior to booking) Joining instructions (following booking)	
1.6.4	Example evaluation forms / reports for the course	

IOL Course Accreditation Application

By applying to have your course accredited by IOL you agree:

1. Your application will be assessed by the IOL Course Accreditation board
2. To pay the appropriate fees for accreditation
3. You will report any planned changes to IOL and pay the appropriate fee
4. You will provide IOL with access to any feedback you receive from participants
5. You will retain a list of participants and share this information with IOL
6. You will provide IOL with the necessary information to create website links and promotional text for your accredited course
7. The use of an IOL Accredited Course Badge on any websites, literature or certificates shall first be agreed with IOL.
8. IOL retains the right to withdraw accreditation at any time, including the reasons:
 - Failure to comply with the accreditation criteria
 - Failure to comply with the policies and processes submitted at accreditation
 - Misuse of any branding, wording or logos of the Institute for Outdoor Learning
9. You will make opportunities and information available when requested for IOL to moderate the course accreditation process

Accredited Course Application

Signed _____ Position _____

Name _____ Date _____

Submitting your Application

Our preferred application method is via email with all files in .pdf format. Please send your completed form and attachments to louise@outdoor-learning.org

If this is not possible, you can post your application to: Institute for Outdoor Learning, Warwick Mill Business Centre, Warwick Bridge, Carlisle, Cumbria. CA4 8RR

We will invoice you by return and we will begin assessing your application on receipt of payment.

IOL Accreditation Process

<i>Action</i>	<i>Date Completed</i>	<i>Action</i>
<i>Application received</i>		
<i>Checked for completeness</i>		
<i>Reviewed by IOL Professional Standards Team</i>		
<i>Review board consultation (as required)</i>		
<i>Course accreditation decision</i>		
<i>Course provider notified</i>		