



## Woodlife Trails Diploma Terms and Conditions

V2.0 - Updated January 2013

The *Woodlife Trails* Diploma Programme in *Bushcraft, Tracking and Natural History Programme* is a competency-led, nature-based study programme.

This information should be read carefully before registering for the programme. It should also be read in conjunction with the general *Woodlife Trails* Terms and Conditions relating to courses found on <http://woodlife.co.uk>.

Upon completion, submission and acceptance of the registration form the client/participant named on the registration form will have entered into a binding contract on the basis of the following terms and conditions. Please contact us if you have any questions. The registration form includes receipt by email and acceptance of the online electronic registration form.

### 1. General

*Woodlife Trails Ltd* is offering the *Woodlife Trails Diploma in Bushcraft, Tracking and Natural History*.

On registration, the client/participant accepts the conditions laid out in these terms and conditions and additionally accepts the terms and conditions relating to *Woodlife Trails Courses*.

### 2. Structure

The programme is designed on three levels. Levels must be taken in chronological order and the next level cannot be commenced until the previous level is fully completed, although elements of the next level may be prepared.

Even though each level has been designed to be undertaken and completed within 12 months, there is no requirement to complete each level within the 12 month period.

You cannot commence the next Level until 12 months following the start of the previous level. For registration purposes, the Diploma year runs from April to April.

All units, elements and objectives on each level must be completed and signed off by an assessor before the level is complete. The Diploma will not be awarded until all three levels are fully completed.

The learning objectives, units and elements to be achieved are laid out in the Record of Achievement document. *Woodlife Trails* reserves the right to amend any of these objectives, elements and units at any time during the programme.

### 3. Accredited Prior Learning (APL)



*Woodlife Trails* will take into account prior experience of participants as long as the participant can evidence this. APL will only be accepted:

- a) In agreement with the primary assessor for that element;
- b) For the first level only (Level Three);
- c) Only when elements are being claimed which are considered not essential to health and safety.

#### **4. Fees**

Full payment for the whole programme (3 levels) will fix the price for the amount of time it takes to complete the programme.

Alternatively, participants may also pay prior to the commencement of each level however the participant must understand that the cost of each subsequent level may increase.

A deposit (at least) must be made on confirmation of acceptance for each Level and at least 14 days prior to the commencement of each Level. This deposit is non-refundable unless there is no commencement in any way of the Level in question (ie the participant has not yet attended a course or learning event.)

The balance for each level can be made up of part-payments but minimally must be 10 consecutive monthly payments; the first being the calendar month following commencement of that level. The next level may not be commenced until payment for the previous level is fully complete.

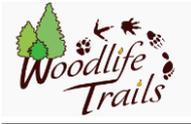
Monthly payments must be received and cleared with *Woodlife Trails Ltd* within the first 7 working days of the calendar month otherwise the participant will forfeit their continued attendance on the programme. Please contact *Woodlife Trails* if there are problems with payments.

In the event of attendance on an extended expedition (a week-long course or overseas expedition) there may be a surcharge on the level fee.

#### **5. Cancellation and Removal**

If the participant elects to discontinue the programme, or level, or cannot continue their obligations to the programme, any and all advanced payments made (apart from the current month) will be refunded. Payments for previous months already made including deposits will not be refunded.

*Woodlife Trails* reserves the right to remove a participant from the programme without notice. In this instance, the current month and any advanced payments will be refunded. Payments for previous months already made including deposits will not be refunded.



*Woodlife Trails* reserves the right to cancel the programme without notice. In this instance, the current month and any advanced payments will be refunded. Payments for previous months already made including deposits will not be refunded.

Registration, part or full payment of the balance or continued monthly payments until the balance is paid, entitles the participant to attend all courses and events organised by *Woodlife Trails* (see 6.).

Programme fees do not include travel, accommodation (prior or subsequent to the event), catering, clothing, books, stationary or equipment. All *Woodlife Trails* courses are self-catering (see particular course requirements for specific course instructions.)

## **6. Entitlements**

The level fee entitles the participant to attend the three mandatory courses prescribed for each level at nil cost. The courses are listed in the appropriate level documentation. These courses are scheduled courses the dates of which are listed on *Woodlife Trails Website Calendar*. Participants will be updated as to the availability of each course or event.

The level fee also includes attendance at nil cost on any other regularly scheduled courses or events organised by *Woodlife Trails* (subject to availability and bookings) for a 12 months period from initial registration. Events are listed on *Woodlife Trails Website Calendar*. Participants will be updated as to the availability of each course or event. *Woodlife Trails* reserves the right to preclude Diploma participants from a particular course or event. If the participant has not completed the level prior to a 12 month period, the participant forfeits this free entitlement until he/she has paid for the next level.

*Woodlife Trails* reserves the right to cancel any advertised scheduled courses or events without notice. In the event that a scheduled course or event is cancelled for any reason *Woodlife Trails* will notify the participant as soon as possible.

*Woodlife Trails* reserves the right to preclude participants at short notice to a particular scheduled course or event because of unforeseen circumstances. In this case *Woodlife Trails* will notify the participant as soon as possible.

There is no obligation to participate in any courses with the exception of the courses allocated as mandatory for that level.

*Woodlife Trails* assessors and tutors are available during normal working hours and weekends for advice and guidance. Email contact is preferred unless otherwise invited.

Assessments and additional tuition may be organised by the participant outwith *Woodlife Trails* courses and events, but only with the agreement of the primary tutor/assessor for that element and this may be at the additional expense of the participant.



## **7. Participants' Obligations - Attendance**

The participant must attend the mandatory courses allocated to that level. This is where the majority of the learning and tuition takes place as well as practical assessments.

Most tuition sessions and assessments are practically-based and there is an expectation that participants will attend other *Woodlife Trails* events for additional tuition and assessment.

*Woodlife Trails* endeavours to run Diploma weekends specifically for Diploma participants sometimes in conjunction with other courses but these are subject to availability and not guaranteed.

The participant must accept that there is no guarantee that all the required assessments will be carried out during an attendance at a particular event. Discussions between the participant and the primary assessor should take place prior to the event to determine what is achievable during an attendance.

All *Woodlife Trails* courses and events are held in the outdoors. Participants must bring the necessary and appropriate clothing and equipment for the event and time of year.

## **8. Assessment**

Methods of assessments for each learning objective are annotated on the Record of Achievement. Most assessments can be negotiated with the primary assessor.

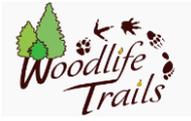
The assessments are verified by a secondary assessor. If there is a disagreement as to whether the assessment has been achieved or not, the secondary assessor will be consulted and will decide whether the assessment has been achieved.

The hard-copy Record of Assessment held by the participant will be the evidence for objective, element and unit achievement. Each objective, element and unit will be signed by the primary assessor on the hard copy. Electronic copies can be held but these will be for reference only. Participants are encouraged to bring the Record of Achievement to courses and events

## **9. Level awards**

On completion of each level, the participant is entitled to receive the appropriate level award. On completion of the programme the participant will be awarded the Diploma.

The participant accepts that the Diploma is not accredited with an awarding body.



## 10. Copyright

The *Woodlife Trails* Bushcraft, Tracking and Natural History Diploma Programme (WTDP) is protected by copyright. The client agrees not to copy, reproduce or broadcast the course or part of the course without the express permission of *Woodlife Trails*.

The participant also recognises attendance of a *Woodlife Trails* courses and events in no way qualifies him/her to teach the course content. It is not intended that any instructions provided to any client(s) while on a course will in any way qualify those client(s) to instruct any third party & no warranty is made to that effect.

*Woodlife Trails* hereby excludes any liability it might have to any third party in respect of any loss or damage suffered or incurred by that third party in its reliance on any skills taught by any client(s) on the basis of having attended any *Woodlife Trails* courses or sessions.

11. *Woodlife Trails Ltd* is registered in England and Wales at Companies House. Company Registration Number: 7931032  
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