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Dear Applicant,

## Horticultural Internship Programme of Practical Work Experience

The three month, unpaid Horticultural Internship Programme consists of practical work experience from Monday to Thursday, with Friday as a compulsory study day for group activities or garden tours. All applicants need to be fluent English speakers.

Before applying for this programme, any citizen who is not a resident of the European Union, including Switzerland, Lichtenstein or Norway may require a visa. To assess your visa and UK entry requirements please follow the link to the UK Home Office web pages at:

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

Enclosed are details of the Internship Programme including guidance notes for completing the application form. If you wish to apply, please return the completed application form, together with:

- a) A colour passport-size photograph.
- b) A completed sponsorship form, or alternatively, it may be sent direct to Kew by your sponsor.
- c) A completed horticultural reference form to confirm your previous practical experience.
- d) An essay of 250-500 words describing the career you wish to follow in horticulture.

The Selection Board will consider your application when it next meets. Early application is recommended as this process may take up to three months. Please remember that due to the limited number of internship placements, we may sometimes need to contact you to suggest an alternative placement or semester.

Please note as we are unable to provide Intern accommodation, you will be responsible for making your own arrangements for local accommodation. See the included guidance notes for estimated living expenses for the Kew area.

Further Information regarding training and courses at Kew can be obtained from our web site at:  
[www.kew.org](http://www.kew.org)

With best wishes,

The School of Horticulture Team

E-mail: [internship@kew.org](mailto:internship@kew.org)

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Royal Botanic Gardens, Kew has exempt charitable status.



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## Horticultural Internship Programme of Practical Work Experience

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The application, sponsorship and reference forms are  
located at the end of this document

# 1. About the Programme

The practical horticultural internship programme at RBG Kew is offered both to UK and overseas students and is purely **practically based**. **No formal lectures** will take place.

The internship runs for three months and consists of eighty percent voluntary, unpaid practical work experience in the garden and twenty percent semi-structured private and group study time in the School of Horticulture. This means a typical week involves working Monday to Thursday in the garden and spending Fridays in the School or using Kew's extensive facilities.

**No formal training in Horticulture will be given so it is essential to have had previous experience working with plants.**

The work will often be routine maintenance, but you will have the opportunity to develop your practical horticultural skills with expert guidance from your Team Leaders and managers amid world renowned plant collections.

In addition to working within the garden there will be garden visits which may include Wakehurst Place, Kew's satellite garden and home to the Millennium Seed Bank, and also to the Royal Horticultural Society's Wisley Gardens.

There are four main sections within the department, each having supervised specialist units. The programme allows for a three-month work placement in only one of these specialist units.

You or your sponsor should choose a work placement with most relevance to your own individual needs. To help you choose **please read the appropriate Section Profiles** included in this document. On doing this, please indicate six placement opportunities from the following list, in order of preference, including your preferred garden areas within those sections.

**1 Great Glasshouses and Training:** (Tropical Nursery, Palm House, Temperate House or Princess of Wales Conservatory)

**2 Hardy Display:** (Alpine House, Woodland Garden, Rock Garden, Order Beds, Grass Garden, Queens Garden, Dukes Garden, Amenity, Decorative glass & seasonal bedding plants)

**3 Arboretum and Horticultural Services**

**4 Public Programmes and Curatorial Support**

Once you have chosen a relevant Section and work placement, candidates or sponsors should then indicate during which semester you wish to attend. Please choose from the following:

**Semester A**  
October-December

**Semester B**  
January-March

**Semester C**  
April-June

**Semester D**  
July-September

Click on the links for more seasonal information.

[www.kew.org/ksheets/pdfs/k7seasonalfeatures.pdf](http://www.kew.org/ksheets/pdfs/k7seasonalfeatures.pdf)  
[www.kew.org/ksheets/pdfs/w3seasons.pdf](http://www.kew.org/ksheets/pdfs/w3seasons.pdf)

## 2. Conditions

Please read and understand the following conditions carefully. Any internship offer is on the understanding that the applicants accept the following conditions

- (a) RBG Kew reserves the right to vary the programme (by consultation) if circumstances arise which make this necessary.
- (b) Variations from the programme can only be agreed jointly by the sponsor and RBG Kew, and variations requested by the interns themselves are not normally accepted once the programme has commenced.
- (c) The internship is practically based only. No formal lectures will take place.
- (d) Interns should have sufficient previous experience of working with plants.
- (e) There are no tuition fees.
- (f) Interns or sponsors are to provide necessary safety clothing including protective steel toe-capped work boots and suitable work wear for practical work.
- (g) Interns should be able to speak fluent English.
- (h) Placements are offered as a three month fixed-term period. There is no opportunity to change or swap placements within the defined three month semester.

### **INSURANCE COVER CONCERNING WORK EXPERIENCE STUDENTS AT THE ROYAL BOTANIC GARDENS KEW**

As a Non-Departmental Public Body we are exempt from taking out Employer's Liability Insurance cover in accordance with a certificate issued by the Secretary of State. In line with Government insurance policy we stand our own losses and therefore do not have any Public Liability Insurance

### 3. Guidance Notes for Your Application

#### A Profile of the Great Glasshouses and Training Section

This is one of the most visited and popular areas at RBG Kew, as this section contains the Princess of Wales Conservatory, the Palm House & Waterlily House and the Temperate House (all of which are open to the public). In addition, this section also contains the Tropical and nursery which do not allow public access.

#### Typical Work Duties in the Great Glasshouses and Training Section

This is a simplified list and interns must remember that a variety of additional tasks will be carried out depending on the time of year. Common duties carried out however, include:

Looking after whole or part zones	Irrigation and watering
General hygiene and maintenance	Identification of pests and diseases
Pest and disease control	Feeding
Planting	Pruning
Staking	Potting and re-soiling
Propagating	Renovating areas
Top dressing	Weeding
implementing new planting schemes	Sourcing plants
Glass cleaning	Stock taking
Cleaning work surfaces	Involvement in seasonal Kew festivals

Placements are offered as a three month fixed-term period. When making your choice please denote your preferred work area.

#### The Princess of Wales Conservatory

Opened in 1987, this most complex of Kew's public glasshouses commemorates Princess Augusta who founded RBG Kew in 1759. Ten different climatic zones cover a whole range of environmental conditions in the tropics, ranging from scorching arid desert to moist tropical rainforest with water featuring prominently in the humid zones.

The dry tropics represent arid regions from around the world showing how cacti and succulents have adapted to this harsh environment, whilst Agaves and Aloes coming from opposite sides of the world demonstrate parallel adaptation and evolution. There is also a unique collection of native plants from the Canary Islands and Madagascar.

The seasonally dry zone displays plants from the East African Savannah allowing research to be carried out on threatened semi-arid ecosystems.

The wet tropics zone is maintained with the high humidity typical of rainforests. Many economically important plants such as pepper, bananas and pineapples grow alongside mangrove swamp, pool habitats and the giant *Amorphophallus titanum*. Also on display are the wild forms of many familiar houseplants such as the Swiss cheese plant, African violets and Begonias.

Other zones include carnivorous plants, large habitats of tropical and temperate orchids and ferns, cloud forest and a floral display area showing seasonally themed indoor landscapes.

[www.kew.org/ksheets/pdfs/k4pow.pdf](http://www.kew.org/ksheets/pdfs/k4pow.pdf)

### **The Palm House (including the Waterlily House)**

Opened in 1848 and built by Richard Turner to a design by Decimus Burton, the Palm House is the icon at Kew and is the world's most important surviving Victorian glass and iron structure. The incredible design is a perfect marriage of form and function. Only one habitat is represented by the Palm house – tropical rainforest. The planting simulates a rainforest's multi-layered nature with canopy palms and other trees, climbers and epiphytes down to the shorter understory plants, dwarf palms and groundcover. Emphasis is placed on plants with economic significance and grown for their yields of fruits, timber, fibres and medicinal uses. Plants are grouped geographically from Africa to the Americas and from Asia, Australasia and the Pacific.

[www.kew.org/ksheets/pdfs/k19palmhse.pdf](http://www.kew.org/ksheets/pdfs/k19palmhse.pdf)

The Waterlily House was built in 1852, and still to this day houses the spectacular attraction of the giant Amazonian waterlily (seasonal). This house is the hottest and most humid environment at RBG Kew and contains many other interesting plants such as *Nymphaea* waterlilies, Sacred Lotus and plants of economic importance including rice, taro, bananas, manioc, sugar cane and lemon grass.

### **The Temperate House**

Again designed by Decimus Burton and at 4,880 square metres, it is the largest public glasshouse at Kew, being twice the size of the Palm House. Tender woody plants from the world's temperate regions are a major part of the living collections at RBG Kew and this house holds collections from Africa, Australasia, the Pacific Islands, Asia, and the Mediterranean.

Amongst the plants on display are many endangered island species being propagated for reintroduction to their native habitats and many plants of economic importance such as tea, oranges, lemons, and Jojoba. In addition the Temperate House also displays the world's largest indoor plant – the Chilean wine palm (*Jubaea chilensis*) and the cycad, *Encephalartos woodii* which is possibly the last surviving specimen in the world.

The planting scheme follows Burton's original geographical scheme.

[www.kew.org/ksheets/pdfs/k6temphe.pdf](http://www.kew.org/ksheets/pdfs/k6temphe.pdf)

### **Tropical Nursery**

This state of the art, computerised glasshouse, covers an area of 4,500 square metres and contains twenty one different zones each simulating various tropical climates, ranging between arid to moist tropical. The nursery unit propagates and cultivates plants for the public display glasshouses whilst holding reserve living collections. In addition it provides material for scientific research in RBG Kew's herbarium and Jodrell Laboratory. In total the nursery holds 14,041 living plant records or accessions. The various zones include display production, carnivorous plants, several distinct fern and orchid zones, various tropical and arid zones, aquatic collections and propagation zones for all the above.

## A Profile of the Hardy Display Section

Many of the areas within this section are popular visitor attractions and many of the plants are of a hardy herbaceous or woody nature, with potential to deal with bedding and propagation.

### Typical Work Duties Carried Out in the Hardy Display Section

This is a simplified list and interns must remember that a variety of additional tasks will be carried out depending on the time of year. Common duties carried out however, include:

#### Glasshouse work

Irrigation/watering  
General hygiene  
Pest and disease control  
Staking  
Potting

Maintenance  
Identification of pests and diseases  
Feeding  
Propagation  
Pruning

#### Outside work

Weeding and weed control  
Edging  
Mulching  
Identification of pests and diseases  
Irrigation  
Renovating areas  
Maintenance and cultivation of living collections

Digging and forking over soil/beds  
Turf maintenance  
Pruning  
Control of pest and diseases  
Staking  
Planting  
Involvement with seasonal Kew festivals

Placements are offered as a three month fixed-term period. When making your choice please denote your preferred work area.

### The Alpine House and Nursery

The renowned Kew collection of alpines is now housed in a strikingly innovative Alpine House, which opened in March 2006 at the north end of the Rock Garden, and which itself has its own fine collection of alpines and bulbs. The planting in the Alpine House comprises permanent planting and temporary, plunged displays of specimens from the reserve collection.

Typical plants grown include dryland bulb genera such as *Allium*, *Albuca* and *Iris*, members of the *Iridaceae* including *Crocus*, *Pavonia*, and *Gladiolus*, and temperate members of the *Araceae* including *Arum*, *Arisarum*, *Arisaema*, *Typhonium* and *Pinellia*.

[www.kew.org/collections/alpcolls.html](http://www.kew.org/collections/alpcolls.html)

## **The Woodland Garden**

A deciduous tree canopy of *Quercus* and *Betula* shade a middle layer of shrubs such as Acers and Rhododendrons, which in their turn protect the ground cover plantings of Hellebores, Primulas, *Mecanopsis*, and *Trillium*. The garden peaks with the impressive Temple of Aeolus, which in spring is surrounded by swathes of Narcissi.

[www.kew.org/scihort/woodgard.html](http://www.kew.org/scihort/woodgard.html)

## **The Rock Garden**

The Rock Garden is built from sandstone and represents the six geographical locations of Africa and the Mediterranean, North America, Europe, Asia, Australia and New Zealand. It is dominated by a central bog garden and cascade. This allows a wider variety of environments, in which hardy perennial alpines, Mediterranean, woodland and moisture loving plants all flourish. Mixed shrubs and medium to dwarf conifers provide a backdrop.

[www.kew.org/scihort/rock.html](http://www.kew.org/scihort/rock.html)

## **The Order Beds and the Secluded Garden**

During the summer this is one of the most colourful areas at RBG Kew. There are more than 3000 temperate herbaceous, dicotyledonous plants laid out in 126 systematic beds. The collection is organised into 51 family groups and so allows botanists to study the family characteristics of flowers, leaves, stems, fruit and roots. This study of plants is known as taxonomy. In effect the Order Beds are a living encyclopaedia of plant knowledge.

[www.kew.org/ksheets/pdfs/k21orderbeds.pdf](http://www.kew.org/ksheets/pdfs/k21orderbeds.pdf)

The Secluded Garden is an informal garden designed to appeal to sight, sound, scent, hearing and touch. A stream is surrounded by waterside plantings and also Bamboo, roses, Pelargoniums, lilies, irises, *Cistus*, and pleached limes.

[www.kew.org/scihort/secluded.html](http://www.kew.org/scihort/secluded.html)

## **The Grass Garden and Aquatic Garden**

The grass garden contains over 550 species and is based upon temperate annual and perennial grasses, cereals, and British natives. All of these species have great economic value as a source of food, fodder and as renewable fuel.

[www.kew.org/scihort/grass.html](http://www.kew.org/scihort/grass.html)

The aquatic garden contains forty varieties of hardy water lilies and more than seventy other plant varieties such as sedges, rushes, floating aquatics and bog plants grown at ambient water temperatures.

[www.kew.org/scihort/aquatic.html](http://www.kew.org/scihort/aquatic.html)

## **The Queen's Garden**

A replica 17th century garden complimenting King George III's Kew Palace dating from 1635 and the oldest surviving building in the garden. The plants grown here are those grown exclusively during this historical period. Features include a box parterre planted with lavender and rosemary, pleached hornbeams, and a laburnum arch. In addition many other plants grown have herbal and medicinal values as set out in the Gerrard's and Culpepper Herbals.

[www.kew.org/scihort/queensgard.html](http://www.kew.org/scihort/queensgard.html)

## The Duke's Garden

This walled garden features shrubs and herbaceous perennials around formal lawns and has floral interest throughout the year. It is also home to the Lavender species collection and a number of unusual tender Mediterranean species. Also of interest are a gravel garden and an exotic border.

[www.kew.org/scihort/dukes.html](http://www.kew.org/scihort/dukes.html)

## Decorative Glass and seasonal bedding

This glasshouse is where RBG Kew's summer and winter bedding production takes place and so many annual and tender plants are either sown from seed or taken from cuttings. In addition stock plants are maintained and some species are over wintered. Typical plants grown include Petunias, *Plumbago*, *Felicia*, *Canna*, *Argyranthemum* and even vegetables! The glasshouse is 1,433 cubic meters with a further standing out area of 1,725 square metres. The Decorative display unit is also responsible for planting up, containers, baskets, bedding schemes and sub-tropical displays in many high profile areas around the garden.

## Amenity Unit

The Amenity Unit is a complex unit comprising some of the most popular visitor attractions at RBG Kew. It contains mixed systematic plantings of trees and shrubs and has several historic landscape features including the Orangery zone, the Great lawn zone (containing some of the original specimen trees from 1759), Victoria Gate, Winter Garden, the Rose Garden, the Broad Walk, the Kew Palace zone, the Banks Building and Herbarium and the Main Gate.

[www.kew.org/scihort/rose.html](http://www.kew.org/scihort/rose.html)

[www.kew.org/scihort/winter.html](http://www.kew.org/scihort/winter.html)

## Major woody families:

*Anacardiaceae, Aquifoliaceae, Araucariaceae, Arecaceae, Betulaceae, Bignoniaceae, Buxaceae, Cephalotaxaceae, Cornaceae, Cupressaceae, Eucommiaceae, Ebenaceae, Ericaceae, Fagaceae, Ginkgoaceae, Hamamelidaceae, Juglandaceae, Lauraceae, Leguminosae-Caesalpinioideae, Leguminosae-Papilionoideae, Magnoliaceae, Moraceae, Myrtaceae, Oleaceae, Pinaceae, Platanaceae, Rhamnaceae, Rosaceae, Rutaceae, Salicaceae, Sapindaceae, Simaroubaceae, Sterculiaceae, Styracaceae, Taxaceae, Theaceae, Tiliaceae, Trochodendraceae and Ulmaceae.*

## A Profile of the Arboretum and Horticultural Services Section

Within this section, there are two main opportunities for Intern work placements – The Arboreta and the Arboretum Nursery.

Kew's Arboretum holds a comprehensive collection of hardy trees; the majority are arranged by genera but are sometimes arranged as mixed decorative plantings. This division reflects the historical development of the Royal Botanic Gardens, Kew.

For management purposes, the Arboretum is divided into two areas: West Arboretum includes the Lake, Bamboo Garden and Rhododendron Dell, and South Arboretum contains Berberis Dell, the Heath Garden and Queen Charlotte's Cottage Grounds.

[www.kew.org/ksheets/arboretum.html](http://www.kew.org/ksheets/arboretum.html)

### Typical Work Duties Carried Out In the Arboreta

This is a simplified list and interns must remember that a variety of additional tasks will be carried out depending on the time of year. Common duties carried out however, include:

#### Outside work

Weeding/weed control	Digging and forking over soil/beds
Edging	Turf maintenance
Mulching	Pruning
Planting	Control of pest and diseases
Irrigation	Staking
Renovating areas	Identification of pests and diseases
Maintenance and cultivation of living collections	Involvement with seasonal Kew festivals

#### Nursery work

Irrigation/watering	Maintenance
General hygiene	Identification of pests and diseases
Pest and disease control	Feeding
Staking	Propagation
Potting	Pruning

Placements are offered as a three month fixed-term period.

### Arboretum Nursery

The Arboretum nursery specialises in the propagation and cultivation of hardy, woody plant species in support of the Arboreta. The unit includes a propagation house and hardy growing environments including two fields, two shaded frame areas, ericaceous areas, sandbeds for containerised stock and one polythene tunnel. Recent propagation has included seed collected from China, Japan and Taiwan.

## South Arboretum Landscape Content

This area is comprised of a mixture of systematic tree and shrub plantings within a matrix of lawns and major garden vistas. Several historic buildings lie within this area including two major Kew icons - the Temperate House and Pagoda. Historic landscape features include the Pagoda Vista, Cedar Vista, Acacia Avenue, Thorn Avenue and Holly Walk. Notable living collections include *Aceraceae*, *Juglandaceae*, and woody *Leguminosae*. In addition South Arboretum contains the Crocus carpet, Cherry walk, Evolution House, Pinetum and Conifer trail, Woodland Glade, Water Lily Pond, Berberis Dell and the Japanese Gateway and landscape.

[www.kew.org/scihort/cherrywk.html](http://www.kew.org/scihort/cherrywk.html)

[www.kew.org/scihort/berberis.html](http://www.kew.org/scihort/berberis.html)

[www.kew.org/ksheets/pagoda.html](http://www.kew.org/ksheets/pagoda.html)

### Major woody families:

*Agavaceae*, *Anacardiaceae*, *Annonaceae*, *Aquifoliaceae*, *Araliaceae*, *Asclepiadaceae*, *Berberidaceae*, *Betulaceae*, *Bignoniaceae*, *Bombacaceae*, *Boraginaceae*, *Caprifoliaceae*, *Cercidiphyllaceae*, *Cistaceae*, *Compositae*, *Cornaceae*, *Corylaceae*, *Cupressaceae*, *Daphniphyllaceae*, *Ebenaceae*, *Elaeagnaceae*, *Ephedraceae*, *Ericaceae*, *Eucommiaceae*, *Euphorbiaceae*, *Fagaceae*, *Flacourtiaceae*, *Ginkgoaceae*, *Guttiferae*, *Hamamelidaceae*, *Hippocastanaceae*, *Hydrangeaceae*, *Juglandaceae*, *Labiatae*, *Lardizabalaceae*, *Lauraceae*, *Leguminosae-Caesalpinioideae*, *Leguminosae-Mimosoideae*, *Leguminosae-Papilionoideae*, *Magnoliaceae*, *Meliaceae*, *Meliosmaceae*, *Menispermaceae*, *Moraceae*, *Myricaceae*, *Myrtaceae*, *Oleaceae*, *Palmae*, *Papaveraceae*, *Pinaceae*, *Platanaceae*, *Plumbaginaceae*, *Polygonaceae*, *Ranunculaceae*, *Rhamnaceae*, *Rosaceae*, *Rubiaceae*, *Ruscaceae*, *Rutaceae*, *Sapindaceae*, *Simaroubaceae*, *Solanaceae*, *Staphyleaceae*, *Sterculiaceae*, *Styracaceae*, *Symplocaceae*, *Taxaceae*, *Tiliaceae*, *Trochodendraceae* and *Ulmaceae*.

## West Arboretum Landscape Content

The greater part of this area contains systematic arboretum collections set within lawns and grassland areas managed for seasonal wildflower displays and conservation. Historic landscape features include the Rhododendron Dell, Bamboo garden, Azalea Garden and Syon Vista. In addition West Arboretum contains the Magnolia collection, Lilac collection and the lake zone. This is the most extensive body of water in the garden and so is an important wild life haven for wild fowl and invertebrates. It is surrounded by a *Pinus* collection, a mixture of exotic trees and British native aquatic flora.

[www.kew.org/scihort/rhodo.html](http://www.kew.org/scihort/rhodo.html)

[www.kew.org/scihort/bamboo.html](http://www.kew.org/scihort/bamboo.html)

[www.kew.org/scihort/lilac.html](http://www.kew.org/scihort/lilac.html)

[www.kew.org/scihort/azalea.html](http://www.kew.org/scihort/azalea.html)

**Major woody families:**

*Aceraceae, Anacardiaceae, Aquifoliaceae, Betulaceae, Bignoniaceae, Caprifoliaceae, Celastraceae, Cercidiphyllaceae, Cornaceae, Corylaceae, Ericaceae, Eucryphiaceae, Fagaceae, Gramineae, Hamamelidaceae, Hippocastanaceae, Juglandaceae, Leguminosae-Papilionoideae, Magnoliaceae, Magnoliaceae, Moraceae, Myrtaceae, Oleaceae, Palmae, Pinaceae, Platanaceae, Rosaceae, Rutaceae, Salicaceae, Simaroubaceae, Taxaceae, Taxodiaceae, Theaceae, Tiliaceae and Ulmaceae*

## A Profile of Public Programmes and Curatorial Support Section

This section has a wide range of responsibilities that are linked to provide cross-departmental support for a variety of activities.

### Information Support Services

Project planning, event design and implementation and support for garden and landscape developments are undertaken by Information and Support Services. It manages the living collections Plants Records System and maintains IT systems supporting collections, site management and environmental and wildlife recording. Other activities provided by this unit also includes media and events support who co-ordinate arrangements for media and film crews and assist with the installation and site management of seasonal festivals.

The Plant Health Officer who works under this department ensures that Kew complies fully with international regulations and agreements relating to plant health, import, export and with particular reference to the Convention for Biological Diversity.

### The Micropropagation Unit

The micropropagation unit provides support to the Living collections by growing plants which are difficult to propagate by conventional methods. They also support conservation initiatives by developing protocols and growing plants, both for *ex situ* conservation and reintroduction. The plants species they have researched include a wide range of tropical and temperate orchids, carnivorous plants, palms, woody plants, cacti, succulents and other species as required. Over 2,000 species are stored as seed in the laboratory. Currently there are over 300 species *in vitro*. They aim propagate 100 new species for the living collections each year. Many have conservation ratings.

[www.kew.org/scihort/micropropagation.html](http://www.kew.org/scihort/micropropagation.html)

### Typical work duties within the Micropropagation Unit include:

Use of sterile techniques	Seed cleaning and storage
Preparation of agar media for <i>in vitro</i> propagation	Seed sowing / initiation into culture under sterile conditions
Working with symbiotic fungi to enhance germination	Using nutrient media
Using a microscope to assess germination	Monitoring of <i>in vitro</i> plants and transferring to fresh media
Recording observations onto computerised databases	

### Education

RBG Kew is responsible for providing firm links between science and sustainability and in supporting the progression of students from schools to Higher Education institutes in the fields of Plant Science, Horticulture and Conservation.

## **Exhibitions and interpretation**

This aims to enhance the visitor experience, through relaying Kew's missions and objectives and through emphasising the importance of the plant and fungal kingdoms. Two units are responsible for this.

Exhibitions and Live Interpretation provide a programme of exhibitions in the gallery and outdoor spaces of Kew especially supporting seasonal festivals. A programme of Adult Education is also organised as well as groups of volunteer guides who provide general and specialist tours.

Landscape and Living Collections Interpretation focus on the physical interpretation of the garden, providing a range of materials to help visitors enjoy and understand the experience. Design, development and text production are the key components of this work, resulting in stimulating, sympathetic and site specific solutions for the provision of information.

## 4. Internship Study Days

Study days are held every Friday, and the School of Horticulture helps to provide a semi-structured programme of study, whilst also allowing a large degree of latitude, promoting the individual to research private horticultural interests. **Please note that no formal lectures will take place.** Study Days do however include:

### Departmental Tours at Kew

Study tours of different areas of the gardens and glasshouses form part of the Internship Study Days. These tours can include the following facilities:

#### The Herbarium and Library

The Herbarium houses a collection of over seven million specimens of dried plants and fungi and is perhaps the largest in the world. These specimens in conjunction with the living collections allow botanists to study the diversity of the plant kingdom. This process of systematics allows plants from around the world to be correctly identified, named and classified. The library, containing over 120,000 books is the world's foremost botanical library.

[www.kew.org/collections/herbcol.html](http://www.kew.org/collections/herbcol.html)

[www.kew.org/library](http://www.kew.org/library)

#### Jodrell Laboratory

RBG Kew is at the cutting edge of research and scientists in the Jodrell Laboratory are involved in genetics, taxonomy, biochemistry, molecular systematics, cytology and DNA work.

[www.kew.org/collections/jodrell.html](http://www.kew.org/collections/jodrell.html)

#### Micropropagation Laboratory

The use of tissue culture techniques allows a far greater number of plants to be propagated in a much shorter time than by using conventional techniques. In addition it allows the propagation of difficult species that would otherwise prove recalcitrant by other means. Orchids, ferns, carnivorous plants and succulents are amongst many of Kew's collection that are propagated in this way.

[www.kew.org/ksheets/pdfs/k1microprop.pdf](http://www.kew.org/ksheets/pdfs/k1microprop.pdf)

#### Centre for Economic Botany

This centre is the focal point for Kew's research into economically important and useful plants, and contains over 76,000 botanical samples and artefacts. Its main aim is to increase the awareness of the importance of plants as sustainable sources of useful raw materials.

[www.kew.org/collections/ecbot](http://www.kew.org/collections/ecbot)

## Garden Tours

There will be garden visits which may include Wakehurst Place and the Royal Horticultural Society's showpiece garden at Wisley. A group visit to a London park or garden can also be arranged.

## Internship Study Project

Interns are asked to complete a project during their time at Kew. This is in the form of a practical work diary, which aims to help in examining, and learning how to organise and structure tasks or work schedules. It also allows interns to present a working record to future employees or universities. Within this project it is important that interns seek to understand the role and function of a modern botanic garden and define the remits under which such an institution works. An appreciation of the historical context is also advised.

[www.kew.org/ksheets/pdfs/k16kewhistory.pdf](http://www.kew.org/ksheets/pdfs/k16kewhistory.pdf)

[www.kew.org/ksheets/pdfs/k26kewrole.pdf](http://www.kew.org/ksheets/pdfs/k26kewrole.pdf)

[www.kew.org/ksheets/pdfs/k10cites.pdf](http://www.kew.org/ksheets/pdfs/k10cites.pdf)

## Intern Section Tours

Interns may be asked to provide a tour and talk of their respective work placement unit and to explain relevant work duties and tasks, and to describe the things they are learning to fellow interns.

## Kew Mutual Improvement Society Lecture Series

The option exists for interns to attend Kew Mutual lectures, which run on Monday evenings from September to April. This is recommended.

[www.kew.org/kmis](http://www.kew.org/kmis)

## Private Study

Interns are always encouraged to undertake their own optional private research projects **outside of normal working hours** using the library and facilities in the School of Horticulture and across other garden departments such as the Main Library and Herbarium.

## 5. Additional Information

The Internship at RBG Kew provides a fantastic international atmosphere. It is a way to meet many different people from around the world and to learn new ideas. It is a wonderful opportunity to combine a career field choice with living in one of the world's most vibrant and exciting cities. Here are some comments from previous interns:

"The living collections at Kew are beyond compare."

"The library and Herbarium are excellent."

"The glasshouses are breathtaking."

"The programme really gave me confidence and I successfully applied for the Kew Diploma."

"The internship introduced me to new fields of interest such as taxonomy and systematics."

"I have attended several internships around the world and Kew was the best."

"I was given the chance to work with a unique and diverse range of plants."

"If you want to learn about plants, come to Kew."

"Kew has an impressive world wide network of influence."

"I was given specialist knowledge of rare and unusual plants."

"The internship and especially the studies day were very stimulating."

"I would recommend the internship to anyone who is interested in Horticulture or plants."

"At the end I didn't want to leave!"

## General Internship Costs

London is an expensive city. Interns should budget about £85-90 per week for accommodation, and a further £50-100 per week for food, laundry, travel etc. This should take into account bringing lunch to work as RBG Kew has no staff canteen, although a staff discount of 50% is available on food available from our public cafés and restaurants. Interns will receive a 20% discount when buying books or other related goods in the Kew shops. An overall budget should also include the self provision of work clothing such as safety boots etc. Whilst London is an expensive city, it is also very cosmopolitan, with many things to do and see all year round. A number of events, exhibitions, or general things to do are free. In addition, on production of an intern RBG Kew staff card, free access can be gained to many of London's world famous museums, for example the Natural History Museum, Science Museum and British Museum etc.

## Further Horticultural Information

Should you require any additional help, or need any horticultural information please contact Rowan Blaik, Intern Coordinator, at: [r.blaik@kew.org](mailto:r.blaik@kew.org)

## Planning for Kew

No special preparation is necessary before coming here, but you may find it useful to read some information on Kew, such as *Kew: a History* by Ray Desmond, or by checking our web site at: [www.kew.org](http://www.kew.org)

Further information on most of Kew's collections can be found at:  
[www.kew.org/collections/index.html](http://www.kew.org/collections/index.html)  
[www.kew.org/ksheets/index.html](http://www.kew.org/ksheets/index.html)

Interns will receive a full orientation pack on arrival at Kew.

## Planning for London

The following web sites may provide some useful background information regarding staying and living in and around London:

### Local Info and Culture

[www.visitrichmond.co.uk](http://www.visitrichmond.co.uk)  
[www.royalparks.gov.uk](http://www.royalparks.gov.uk)  
[www.bbc.co.uk/london](http://www.bbc.co.uk/london)

[www.hrp.org.uk](http://www.hrp.org.uk)  
[www.timeout.com/london](http://www.timeout.com/london)  
[www.visitlondon.com](http://www.visitlondon.com)

### Travel and Directions

[www.transport-for-london.gov.uk](http://www.transport-for-london.gov.uk)  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

[www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)  
[www.nationalexpress.com](http://www.nationalexpress.com)

### Maps and Weather

[www.multimap.co.uk](http://www.multimap.co.uk)

[www.met-office.gov.uk](http://www.met-office.gov.uk)

**Please find the application, sponsorship and reference forms below**



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POSSIBILITIES

# Horticultural Internship Programme of Practical Work Experience

## APPLICATION FORM

### 1: Personal Details

Please complete in **BLOCK CAPITALS** and return it to:

**Internship Coordinator, School of Horticulture  
Royal Botanic Gardens, Kew, Surrey, TW9 3AB**

**or by fax to: +44 (0)20 8332 5574**

**Surname:** \_\_\_\_\_

**Forenames:** \_\_\_\_\_

**Preferred title:** (Dr Mr Mrs Miss Ms etc.) \_\_\_\_\_

**Former surnames if different:**  
(Referee or qualifications may use your old name)  
\_\_\_\_\_

Box for photo

**Permanent address & postcode:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home telephone number** (with international dialling code):  
\_\_\_\_\_

**Alternative telephone number, if applicable:**  
\_\_\_\_\_

**Fax number:**  
\_\_\_\_\_

**Email address:**  
\_\_\_\_\_

**Address for letters if different from above:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Present nationality:**  
\_\_\_\_\_

*Before applying for this programme, any citizen who is not a resident of the European Union, including Switzerland, Lichtenstein or Norway may require a visa. To assess your visa and UK entry requirements please follow the link to the UK Home Office web pages at:*

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

**If English is not your first language please rate your ability in the following areas:**  
(insert very good, good, fair or poor)

Spoken:	
Written:	
Reading:	

**How did you first find out about the Horticultural Internship Programme?:**  
(Please tick)

- RBG Kew web site  
[www.kew.org/education/hortintern](http://www.kew.org/education/hortintern)
- Other web site (please state)
- Other:

**2: EDUCATION & EXAMINATIONS PASSED -  
including photocopies of all certificates and examinations passed**

*Enter name, address, type of schools, colleges or other educational institutions attended from the age of 12 years. (Please list in chronological order)*

From (dd/mm/yy)	To (dd/mm/yy)	Name of Course	Type of School/College (including address)	Qualifications / grades attained

**3: HORTICULTURAL EMPLOYMENT -  
previous horticultural experience is a requirement of the internship**

*(Please list in chronological order).*

From (dd/mm/yy)	To (dd/mm/yy)	Name and address of employer	Job title and summary of duties	Number of hours / week <small>(if not full-time employment)</small>	Reason for leaving

Please continue on a separate sheet if necessary, clearly stating your full name.

**4: NAME OF SPONSOR – how will your three month internship be funded?**

(e.g. self sponsored, employer, bursary etc.)

Name of Sponsor	Address	Type of Establishment

**5: SEMESTER REQUIRED – please select from the following periods:**

For internship opportunities outside of these date, please contact the internship co-ordinator (e-mail: [internship@kew.org](mailto:internship@kew.org))

Semester period	(please tick)
Semester A (October-December)	<input type="checkbox"/>
Semester B (January-March)	<input type="checkbox"/>
Semester C (April-June)	<input type="checkbox"/>
Semester D (July-September)	<input type="checkbox"/>

**6: INTERNSHIP DETAILS – indicate your six preferred work placement preferences naming specific garden areas**

Please read the appropriate Section Profiles included in this document to assist your choice.

Section	Preferred units within the Gardens, numbering the boxes below 1 to 6 in order of your preference
<b>Great Glasshouses &amp; Training</b>	Palm House <input type="checkbox"/>
	Princess of Wales Conservatory <input type="checkbox"/>
	Temperate House <input type="checkbox"/>
	Tropical Nursery <input type="checkbox"/>
<b>Hardy Display</b>	Alpine House or Nursery <input type="checkbox"/>
	Amenity Unit <input type="checkbox"/>
	Decorative Unit <input type="checkbox"/>
	Duke's Garden <input type="checkbox"/>
	Grass Garden <input type="checkbox"/>
	Order Beds <input type="checkbox"/>
	Queen's Garden <input type="checkbox"/>
	Rock Garden <input type="checkbox"/>
	Woodland Garden <input type="checkbox"/>
<b>Arboretum &amp; Horticultural Services</b>	Arboretum <input type="checkbox"/>
	Arboretum Nursery <input type="checkbox"/>
<b>Public Programmes &amp; Curatorial Support</b>	Information Support Services <input type="checkbox"/>
	Micropropagation* <input type="checkbox"/>
	Public Education <input type="checkbox"/>

\* Only available for Semesters A and C. Some previous experience of laboratory work is required

## 7: HEALTH - whilst you are with us, the Royal Botanic Gardens, Kew has a duty of care regarding your welfare

In order to make any reasonable adjustments to accommodate your needs in the workplace, are you willing to tell us about any medical issues you currently have, or had in the past, which you feel may affect your internship placement. E.g. suffer from back problems etc.? If you are willing to inform us, please give a brief explanation below:

## 8: DECLARATION

I am a fluent English speaker (If you are an applicant for whom English is not your first language, you may be asked to provide evidence of your spoken and written English).

I have read and accept the conditions for entry (listed in the application pack).

I declare that the information given in this application form is true and complete.

Signature of Applicant:

Date:

### **This application should be accompanied by:**

- (i) a passport size photograph (57mm x 57mm) of head and shoulders (please attach to the front page, where indicated)
- (ii) an essay of 250-500 words describing the career you wish to follow in horticulture
- (iii) photocopies of all certificates and examinations passed

*The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with this internship.*



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## HORTICULTURAL REFERENCE REQUEST

**Please complete and return to:**

Internship Coordinator,  
School of Horticulture,  
Horticulture and Public Education Department,  
Royal Botanic Gardens, Kew,  
Richmond,  
Surrey TW9 3AB  
United Kingdom

Tel: +44 (0) 20 8332 5580  
Fax: +44 (0) 20 8332 5574  
Web: [www.kew.org](http://www.kew.org)  
Email: [internship@kew.org](mailto:internship@kew.org)

**Please complete in BLOCK CAPITALS**

**Candidate's full name:** \_\_\_\_\_

**Dear (Name of Referee):** \_\_\_\_\_

The above candidate has applied to become an Intern at the Royal Botanic Gardens Kew and has given your name as a horticultural referee.

For detailed information on Kew's Internship programme, please go to <http://www.kew.org/education/hortintern.html>

It would be very helpful to the Selection Board if we could have your assessment of the candidate by completing this form and returning it to us as soon as possible.

If there is insufficient space for your answers please use an additional sheet of paper.

All the information you supply will be treated in strict confidence.

If you have any queries regarding this request please telephone 020 8332 5580

Thank you for your help.

Internship Coordinator  
School of Horticulture

How long have you known: \_\_\_\_\_  
(Please complete with candidates name)

Length of time known to you: \_\_\_\_\_

1b. In what capacity is the candidate known to you, e.g. employee, colleague, student, relative, friend etc?  
\_\_\_\_\_

2. Has the candidate been in your employment (this can include voluntary work)?  
YES  NO

**If NO please go to question 7**

If YES during what period? From: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_

3. During the period of employment were you satisfied with the candidate's performance and behaviour?  
YES  NO

If no, please give details:

Please give details of sickness absence during the last 24 months of employment with you:

Number of days: \_\_\_\_\_ on: \_\_\_\_\_ Number of occasions:

Number of days parental leave taken during employment at your company:

\_\_\_\_\_

Number of days parental leave taken at a previous employer (if known):

\_\_\_\_\_

Reasons for leaving your employment:

6. Would you re-employ the candidate?

YES  NO

If no, why not?

7. Do you know of any reason why we should not offer an internship to the candidate?

YES  NO

If yes, please give details:

Please give your comments on the candidate's ability for the position applied for (for information about the Internship Programme please go to <http://www.kew.org/education/hortintern>):

Please provide any further information you consider relevant:

Signature: \_\_\_\_\_

Name: (BLOCK CAPITALS) \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a public sector organisation RBG Kew is subject to the terms of the Data Protection Act 1998. Should the person be granted an Internship the reference that you provide will form part of the Personnel file and, as such, will be subject to disclosure to, and access by, the data subject.



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POSSIBILITIES

## HORTICULTURAL INTERNSHIP SPONSORSHIP FORM

**Please complete and return to:**

Internship Coordinator,  
School of Horticulture,  
Horticulture and Public Education Department,  
Royal Botanic Gardens, Kew,  
Richmond,  
Surrey TW9 3AB  
United Kingdom

Tel: +44 (0) 20 8332 5580  
Fax: +44 (0) 20 8332 5574  
Web: [www.kew.org](http://www.kew.org)  
Email: [internship@kew.org](mailto:internship@kew.org)

**Please complete in BLOCK CAPITALS**

**Candidate's full name:** \_\_\_\_\_

**Sponsor name:** \_\_\_\_\_

**The cost of the 3 month internship will be funded by:** \_\_\_\_\_  
(Type of sponsor, e.g. self sponsored, employer, bursary etc.)

The above candidate is being sponsored by me/us for a position as an intern at the Royal Botanic Gardens, Kew for the period of 3 months.

The commencing date will be: \_\_\_\_\_

The terminating date will be: \_\_\_\_\_

***Please note:*** Normally, Interns commence their studies in either October, January, April or July and remain for a period of three months.





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## Equality and Diversity Questionnaire

As part of our Equal Opportunities policy, RBG Kew is monitoring all applications to have a clear understanding of the diversity of our applicants. The information that you provide will be used to collate statistics to this end and will not form any part of the selection process.

### 1. Ethnic Identity and Origin

Please cross one box in each column. Column A is the nationality you most identify with and Column B is your ethnic origin.

#### Column A

- (A)  British or Mixed British  
(B)  English  
(C)  Irish  
(D)  Scottish  
(E)  Welsh  
(F)  Or any other?  
(specify if you wish)

#### Column B

##### ASIAN

- (A)  Bangladeshi  
(B)  Indian  
(C)  Pakistani  
(D)  Any other Asian background (specify if you wish)

##### BLACK

- (E)  African  
(F)  Caribbean  
(G)  Any other Black background (specify if you wish)

##### CHINESE

- (H)  Any Chinese background (specify if you wish)

##### MIXED ETHNIC BACKGROUND

- (I)  Asian and White  
(J)  Black African and White  
(K)  Black Caribbean and White  
(L)  Any other Mixed ethnic background (specify if you wish)

##### WHITE

- (M)  Any White background (specify if you wish)

##### ANY OTHER ETHNIC BACKGROUND

- (N)  Any other ethnic background (specify if you wish)

### 2. Disability

A disabled person is defined in the Disability Discrimination Act as someone who has "a physical or mental impairment which has a substantial and adverse effect on a person's ability to carry out day to day activities".

Would you describe yourself as having a disability under the Disability Discrimination Act?

**Yes**  **No**

If yes, what is the nature of your disability? (*optional*)

If selected for internship do you require any assistance/adaptations to help you attend?

**Yes**  **No**

If so, please specify

### 3. Gender

**Male**

**Female**

**Transgender**

### 4. Age

**16 – 21**

**22 – 30**

**31 – 40**

**41 – 50**

**51 – 60**

**60 – 65**

**65 +**