Kew Modular Certificates in Horticultural Practices

Application Form

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| **Please return this application form, along with a passport style photograph of yourself (JPEG or TIFF ) to** [**kewmod@kew.org**](mailto:kewmod@kew.org) |

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| **MODULAR CERTIFICATE OPTIONS:** | | **Tick required option:** |
| Glasshouse display practices – Palm House | Oct-Dec |  |
| Glasshouse display practices – Palm House | Jan - Mar |  |
| Glasshouse display practices – Princess of Wales Conservatory | Apr - Jun |  |
| Tender and Tropical Nursery Practices | Apr - Jun |  |
| Hardy Living Collection Practices | Mar - Apr |  |
| Hardy Living Collection Practices | Oct - Dec |  |

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| **YOUR DETAILS** | | | | |
| **SURNAME:** | |  | | |
| **FORENAMES:** | |  | | |
| **Title (Dr, Mr, Mrs, Miss, Ms etc.)** | |  | | |
| **PERMANENT ADDRESS:** | |  | | |
| **EMAIL ADDRESS:** | |  | | |
| **CONTACT NUMBER(S)**  **Home:**  **Mobile:** | |  | | |
| **NATIONALITY:** | |  | | |
| **PROFESSIONAL HORTICULTURAL WORK EXPERIENCE** | | | | |
| **From:**  **(month/year)** | **To:**  **(month/year)** | | **Name and address of employer:** | **Job title and brief summary**  **of duties:** |
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| **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 have had in the past, which you feel may affect your placement, e.g. suffer from back problems etc.? If you are willing to inform us, please give a brief explanation below: |

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| **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 below). * I declare that the information given in this application form is ***true and complete.*** | |
| **Signature of Applicant:** | **Date:** |

**CONDITIONS FOR ENTRY**

Please read and understand the following conditions carefully. Any offer is on the understanding that the applicant accepts the following conditions:

(a) RBG Kew reserves the right to vary the programme if circumstances arise which make this necessary.

(b) RBG Kew reserves the right to terminate the Kew Modular Certificate at any time should there be any misconduct or inability to carry out tasks

(c) The Modular Certificates are primarily practical in nature- no formal lectures take place.

(d) Uniform and PPE will be provided on starting the module (this should be returned at the end on the module). We encourage successful applicants to wear the uniform of their organisation, if appropriate.

(e) Applicants should be able to speak and write fluently in English.

(f) Fees are required to be paid prior to the commencement of the module. Fees are non-refundable once the module starts.

**ELIGIBILITY:**

Candidates must have at least 6 months of practical experience in a professional horticultural environment, and be able to communicate in both written and spoken English.

In order to attend these courses at Kew, **students from outside the European Economic Area will need to apply for a Student Visitor Visa from the UK Border Agency to enter the UK**. For this purpose, Kew is accredited by the British Accreditation Council for Independent Further and Higher Education as a short course provider. You will need to be accepted onto a course before you can apply for a student visitor visa. To assess your visa and UK entry requirements please follow the link to the UK Home Office web pages at <https://www.gov.uk/study-visit-visa>

**ACCOMMODATION:**

There is no accommodation available, successful applicants will be required to find their own accommodation. The following websites may be of help:

* <http://student.spareroom.co.uk/accommodation/richmond>
* <http://www.kewaccommodation.com/>
* <http://www.booking.com/landmark/gb/kew-gardens.en-gb.html>
* <http://www.travelstay.com/attractions/Kew_Gardens_Hotel_List.htm>

**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

**TETANUS RISK**

If you think that you may not currently be protected, you are advised to seek preventative treatment from your own doctor. We recommend you get this arranged prior to starting on one of the Kew Modular Certificates.