

## Kew Apprenticeship in Horticulture



ROYAL BOTANIC GARDENS

### What is an Apprenticeship?

An Apprenticeship is a full time work programme of learning and qualifications, completed in the workplace that gives people the skills, knowledge and competence they need to progress in their chosen career or industry. This is a structured programme for a fixed period of three years and while you learn on the job, you also attend off the job training at college.

#### Some of the benefits of an Apprenticeship are that you can:

- earn a wage while you train;
- learn on the job skills combined with off the job training;
- receive a nationally recognised qualification on successful completion; and
- start a valuable step towards a rewarding career path.

### The Qualifications!

The Apprenticeship is made up of the following qualifications:

- **RHS Level 2 Certificate in Horticulture** (Day release and course & exam fees paid)
- **RHS Level 3 Advanced Certificate in Horticulture** (Optional, day release only course and exam fees have to be paid by the apprentice)
- **Technical Certificate** which provides and tests the underpinning knowledge required for the trade/industry. It proves the person's competence in their day-to-day work, and is assessed in the workplace. This is a broad based qualification that is be integrated with your in-house training.
- **Key Skills/ Core Skills** which work on the "soft skills" required for work, such as Communication, Problem Solving, Numeracy and Working with Others
- **Employment Rights and Responsibilities** which is not formally assessed, but ensures that an apprentice knows the key rights and responsibilities for their job role.

### Conditions

You will be a member of staff on a fixed term appointment under the conditions of employment of the Board of Trustees of the Royal Botanic Gardens, Kew. You will work a 36-hour week (net) and have full staff benefits, including annual leave arrangements. You will be provided with corporate clothing and any safety equipment required for the work you are doing.

You will be eligible to apply for paid overtime for work outside normal hours.

### Probation Period

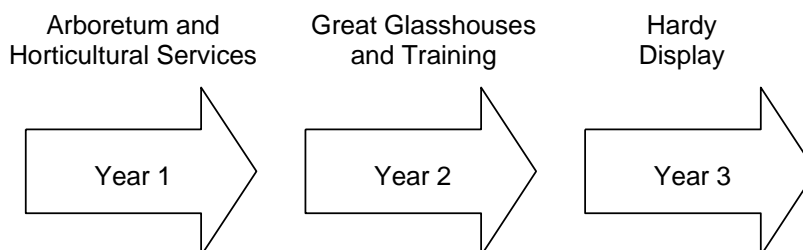
All staff at Kew serve what is termed a period of probation. During your probation your progress, performance and attendance will be regularly assessed and discussed with you. You will be expected to achieve the required standard (in your work, your approach and your attendance), in order to be awarded your Apprenticeship certificate.

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## The Apprenticeship Programme

### Content

The Kew Apprenticeship aims to teach the highest standards of professional practice to all apprentices, by offering structured training in amenity and botanical horticulture. It provides participants with the opportunity to gain practical experience and knowledge of the responsibilities involved in this type of work, based on all horticultural operations at the Royal Botanic Gardens, Kew. Apprentices will move sections each year, to experience the differing disciplines of horticulture in Arboretum and Horticultural Services, Great Glasshouses and Training, and Hardy Display sections. On the job training will be arranged and delivered by garden managers and trainers with focus on practical skills using real tasks.



### Training

As an apprentice you will usually get two types of training:

- **practical workplace based** (provided by your employer)
- **off-the-job** (provided by a training organisation)

A **training plan** outlines everything you need to accomplish to get your qualifications.

On-the-job training will be integrated with training day sessions as needed, where theoretical tuition and practical demonstration will be delivered by Kew specialists, external practitioners and professional lecturers. You will also have access to our libraries, computer and information systems.

### Practical Placements

The work placements are intended to make two major contributions to the scheme as a whole: the acquisition of craft, technical and employment skills, and the opportunity to work with a very wide range of plants, developing horticultural amenity and landscape features, and environments. The extent to which apprentices are able to benefit from these practical learning opportunities will largely be governed by the measure of their individual input to the work of the section in which they are engaged.

### College

This is an important aspect of your Apprenticeship and is considered a privilege. . You will be expected to attend college each week as outlined in the course guidelines.

For course details visit:  
<http://www.rhs.org.uk/Courses>

For college details visit:  
[http://www.capel.ac.uk/courses/gunnersbury\\_park\\_horticulture\\_courses.asp](http://www.capel.ac.uk/courses/gunnersbury_park_horticulture_courses.asp)