



ROYAL BOTANIC GARDENS

Apprenticeship Coordinator
Hardy Display
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www.kew.org/learn/apprenticeship

Dear Applicant

Kew Apprenticeship Application Pack

The following documents are included within this pack:

1. **Guidance Notes for Applicants** – for your information
2. **Job description** – please read this document thoroughly, ensuring you are able to fulfil required personal specifications before completing your application form
3. **Information sheet** – on the Apprenticeship scheme
4. **Horticulture Kew Gardens** – Departmental Information
5. **Application Form** – This should be returned with your essay and photograph before the 15th March (see full instructions in Section 10 of the application form)
6. **Two reference forms** – either academic or employment. In BLOCK CAPITALS please insert your name and the names of each referee as stated in Section 9 of the application form. Please send the relevant forms to your referees and ask them to return the references to Kew before the end of March. Use the appropriate form for your referee, (it is acceptable to have two academic, two employment or one of each). Note: for the purpose of the reference, volunteering will count as unpaid employment
7. **Equality & Diversity Questionnaire** – please complete and return with your application

Please read through all the information provided before completing your application. Further information about the Royal Botanic Gardens is available on the Kew website: www.kew.org

Completed application forms together with an essay of 250-500 words describing why you wish to undertake the Kew Apprenticeship, should be returned no later than 15th March in the year in which admission is desired.

We will only contact those candidates selected for interview. Therefore, if you have not heard from us within 3 weeks of the closing date, you should presume that you will not be called for interview.

May we take this opportunity to thank you for your interest in the Royal Botanic Gardens, Kew and wish you luck with your application.

Apprenticeship Coordinator
E-mail: apprenticeship@kew.org

SAVING THE WORLD'S PLANTS FOR LIFE



Royal Botanic Gardens, Kew has exempt charitable status.

INVESTOR IN PEOPLE

WORLD HERITAGE SITE

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Guidance Notes for Applicants Kew Apprenticeship in Botanical Horticulture

The Application Form – Section 1 Personal Details

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted in addition to a fully completed application form.
- Royal Botanic Gardens, Kew is unable to sponsor applicants to work in the United Kingdom. It is the applicant's responsibility to ensure eligibility to work in the United Kingdom for the duration of the appointment; see [United Kingdom Border Agency](#) for latest regulations. All successful applicants called to interview will be required to provide documentary evidence of their right to work in the United Kingdom at interview.
- **You may complete the form on a computer but please use the appropriate headings and format.**

Sections 2, and 3 : Education, Horticultural Qualifications and standards of English language

- Qualifications will be checked at interview. **Therefore, if you are selected for interview please bring the original certificates with you.** List in-house courses and professional qualifications if applicable.
- If you are an applicant for whom English is not your first language, you will need to provide evidence that you have obtained a standard in both written and spoken English, which is academically and internationally recognised. For advice please see www.ielts.org The International Language Testing System

Section 4: Horticultural Employment

- Do not simply list the duties of your horticultural jobs, please give a brief explanation of the main duties of your horticultural employment. If unpaid employment (volunteering) please indicate clearly.
- It is essential that you account for any gaps in employment.

Section 5: Non Horticultural Employment

- Please give a brief explanation of the main duties of your non-horticultural employment. If unpaid employment (volunteering) please indicate clearly.
- It is essential that you account for any gaps in employment.

Sections 6/7/8: Community Involvement, Leisure interests, other training positions

- Community Involvement (including voluntary public service) – please complete if applicable.
- Leisure interests/hobbies (including offices held in social/sports clubs etc. – please complete with relevant information. School Leaves should list all relevant school activities, clubs and memberships.

Section 9: References

- We will require two references – they can be either academic or employment related. In BLOCK CAPITALS please insert your name and the names of each referee as detailed in Section 9 of the application form. Please send the relevant form to your referees and ask them to return the reference to us before the end of March, (it is acceptable to have two academic, two employment or one of each). Note: for the purpose of the reference, volunteering will count as unpaid employment

Section 10: Other information

Please return with your application form:

- An essay of 250-500 words describing why you wish to undertake the Kew Apprenticeship, giving reasons.
- A passport sized photograph of head and shoulders, attached to the front of this form. This will be stored on the personnel file of successful applicants.

Please return your Application Form to:

**The Apprenticeship Coordinator, Hardy Display, Royal Botanic Gardens, Kew, Richmond, Surrey
TW9 3AB**



JOB DESCRIPTION

Band: Student (Apprenticeship)
Job Title: Horticultural Apprentice
Department/Section: Horticulture Kew Gardens, GG&T
Reports to: Unit Manager or Team Leader

Overall purpose of the job

- To carry out a wide range of horticultural tasks in public or private areas of Kew, alone or in teams, to a performance standard agreed with your line manager.
- To fully participate in the training and assessment process to develop and demonstrate a range of skills.

Main Responsibilities

- Carry out a range of horticultural activities in support of Kew's corporate programmes of collections and visitor experience.
- Make day to day practical decisions on how to maintain and improve the plant collections, with guidance from senior staff.
- To participate in training to develop a wide range of skills, which will be recorded using a daily work record.
- Ensure compliance with all Health and Safety regulations and procedures.
- Prioritise own work load.
- Give and receive feedback on work performance with team leader or manager.
- Help maintain a positive approach in the workplace, seek clarity to resolve misunderstandings.
- Interact with public and other professionals visiting the Gardens.
- Take care in use of personal equipment and machinery provided.

PERSON SPECIFICATION

Education and Experience

Essential:

- 2 GCSE's or equivalent.
- Ability to grasp information and apply recently gained knowledge.
- Avid interest in horticulture.

Desirable:

- 4 GCSE's or equivalent
- NVQ Level 2 or equivalent experience, FEPA P.A 1&6.
- Should possess fundamental practical horticultural skills e.g. use of basic hand tools and understanding of basic pest control.
- Practical experience in horticulture or plant related discipline, amateur or professional.
- Ability to distinguish between different species.
- Basic computer skills would be helpful.

Skills and Competencies

- Effective communication. Must be friendly, polite, approachable and helpful to the colleagues, managers and visitors.
- Understand verbal and written instructions.
- Clear written communication skills in order to complete work records: accuracy and neatness.
- Inspire confidence and clarify uncertainty.
- Can analyse a problem and distinguish between cause and effect.
- Ability to plan and organise daily work routines, with guidance.
- Clear and logical thinking required to deal positively with problems occurring within normal work routine, supported by supervisor.
- Proven team-working experience. Be a supportive and effective team player.
- Adaptable and able to deal with changing priorities, willing to take on new work.
- Willing to support weekend and late night lock up duties.
- Committed to personal development -a self starter, resilient, enthusiastic attitude.
- Able to work with machines and equipment following Health and Safety guidelines.
- Work in public areas of the gardens will be required and therefore this role is at all times representative of RBG Kew. It is therefore important to consistently convey a professional image, maintaining suitable appearance, manner and social skills.

Physical Requirements

Some jobs require particular physical attributes e.g. Horticulture, front line customer service, etc.

- Work is manual and requires dexterity of movement i.e. to allow picking things up from the floor.
- Able to withstand high working temperatures and humidity under glass as well as outside work in all seasons.
- Must wear corporate work wear and special personal protective equipment.
- Competency in working with a wide range of horticultural tools & equipment, in a safe manner.

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**
- **RHS Level 3 Advanced Certificate in Horticulture** (Optional, subject to performance)
- **RHS Level 3 Diploma in Horticulture** (Optional and subject to numbers/ performance)
- **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.

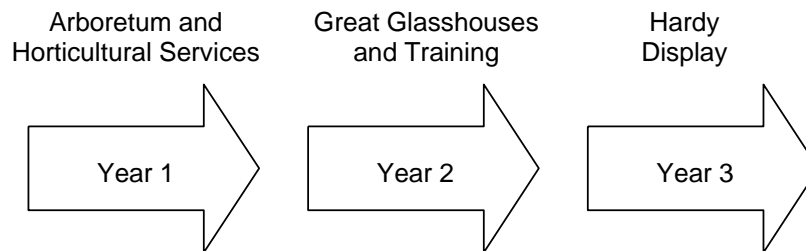
Probation Period

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.

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

HORTICULTURE KEW GARDENS DEPARTMENT

The renowned gardens at Kew are maintained and developed by a diverse and talented team of horticulturists, led by the Curator and his management team. More than just a beautiful collection of plants, the Gardens and estates have been part of English history for more than 400 years, and the historic landscapes and buildings are an important part of the nation's heritage. The Royal Botanic Gardens at Kew were established in 1759.

Nowhere else can such a diverse collection of plants from different parts of the world be seen. The visiting public has the opportunity to see the 33,000 taxa in imaginative and stimulating settings, with the many disciplines of plant science interpreted in the conservatories and garden features. Interpretation for the general visitor is delivered through trained volunteer guides, exhibitions, lectures, trails and leaflets as well as by site specific labelling on Kew related topics throughout the Gardens. Educational programmes are run for a number of different audiences at Kew.

The origins of the plants are documented and some can be traced back to the Gardens' inception, including the famous ginkgo planted by Princess Augusta. The policy is to seek maximum information relating to new accessions, and collection policies ensure that these are beneficial to the strategies and mission of the organisation.

In order to facilitate management, the Curator has a team of Heads of Section at Kew each with specific and specialised responsibilities.

There follows a brief overview of the main areas of work in Horticulture Kew Gardens.

Arboretum and Horticultural Services

This section is responsible for the cultivation and maintenance of the hardy woody collections at Kew, including around 9,000 trees. In the main, the trees are arranged in their families, following the Bentham and Hooker system of plant classification, which was developed at Kew. Extensive shrub collections are found throughout the Arboretum. Features of particular note include the Bamboo Garden, the Azalea Garden, the Rhododendron Dell, the Pagoda, the Lily Pond and the Woodland Glade. In the south-western corner of the Gardens, a woodland is maintained for conservation purposes. It contains many native species and includes a stunning display of bluebells in the spring. This section also provides sward maintenance, machinery and recycling services, and maintains the Garden Stores, where protective clothing and other equipment are held centrally. A dedicated Health & Safety Officer is responsible for H&S and related training throughout the department.

Arboretum and Horticultural Services' staff are responsible for the safety and maintenance of the mature trees at Kew, provision and servicing of machinery, grass cutting, recycling and central purchasing of bulk materials for all sections.

Great Glasshouses and Training

This section is responsible for all the tropical and tender plant collections under glass: The Palm House, Water Lily House, Temperate House, The Princess of Wales Conservatory, with its ten climatic zones, and extensive associated nursery support areas. Three listed buildings (Palm House, Waterlily House and Temperate House) are of great historical importance. Of unique interest are the Marine Display, located in the basement of The Palm House, and the exhibits in the Evolution House, located behind the Temperate House.

The nursery areas propagate plant material and cultivate non-display research collections. Many of the non-display collections represent a very important reference and research tool. These include orchids, ferns and succulents, and geographic collections from the Canary Islands and Madagascar. The collections are increasingly used for conservation purposes.

This section also co-ordinates both academic and practical horticultural training across the whole department, and incorporates The School of Horticulture which takes the leading role in the provision and co-ordination of the education and training of Horticulture Kew Gardens personnel. Its premier course, the Kew Diploma, is available to national and international applicants, and provides an excellent grounding for students seeking a prestigious career in horticulture and related plant science disciplines. A variety of short-term courses provide essential training for staff development, relating to horticultural principles and practices, advances in technology and changes in legislation. Block training courses are also offered to individuals and institutes from time to time. The School produces a Student Handbook for the students during their time with RBG Kew and manages Horticultural Internships.

Hardy Display

This section is responsible for amenity features at the north end of the Gardens, and the herbaceous and alpine plant collections. Alpine and herbaceous plants have minimal supplementary heat requirements. The section manages the Melon Yard nursery areas including the hardy element of science support. Major features within the gardens include the Alpine and Bulb Display House, the Order Beds (systematic plantings), the Rock Garden, the Grass Garden, the replica 17th century Queen's Garden, (Kew Palace) the walled Duke's Garden, the Secluded Garden, the Woodland Garden and innovative seasonal displays on the Palm House parterre, and the Broadwalk. These collections are of exceptional value for the interpretation of plant science, e.g. for phytogeography, taxonomy, conservation and ethnobotany. Research collections support Kew's Scientific work on Monocotyledons.



ROYAL BOTANIC GARDENS

Job Ref: No:	App No:
For office use only	

KEW APPRENTICESHIP IN BOTANICAL HORTICULTURE APPLICATION FORM

Confidential

1: Personal details

Please complete in **BLOCK CAPITALS**

Internal candidate *yes/no*

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 and postcode: _____

Home telephone number: _____

Alternative telephone number, if applicable: _____

Fax number: _____

Email address: _____

Address for letters if different from above: _____

Eligibility to work in the UK

I confirm I am a British passport holder, European Citizen or have a 'right to work' in the UK

Yes / No

Kew is unable to sponsor applicants to work in the UK therefore it is your responsibility to ensure your 'right to work' in UK is valid for the duration of this post and, if you are selected for interview, you will be asked to provide documentary evidence of your right to work in the UK.

.....

Do you hold a full, current, driving licence?

Yes / No

How did you find out about the Kew Apprenticeship?
(Please circle)

1. RBG Kew web site?
www.kew.org/learn/apprenticeship
2. Other web site
3. Other:

2: General education and qualifications (Please list in chronological order)

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

Candidates must have a minimum of 2 GCSEs (or equivalent).

From dd/mm/yy	To dd/mm/yy	Name of course	Name of school/college/university/institute	Qualifications or skills/training course results.

If you are an applicant for whom English is not your first language, you will need to provide evidence that you have obtained a standard in both written and spoken English, which is academically and internationally recognised. For independent advice and information, please see www.ielts.org, the International Language Testing System.

3: Horticultural education and qualifications (Please list in chronological order)

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

Note: It is not a requirement to have a horticultural qualification.

From dd/mm/yy	To dd/mm/yy	Number of hours/week	Name of course	Name of school/college/university/institute	Grade achieved / qualification awarded

4: Horticultural employment (Please list in chronological order). If unpaid employment please indicate clearly. *Continue on a separate sheet if necessary, clearly stating your full name.*

Note: It is not a requirement to have any horticultural work experience.

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

5: Non-horticultural employment (Please list in chronological order)

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

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

6: Community Involvement (including voluntary public service and work experience)

From	To	Details of Community Involvement

7: Leisure interests/hobbies (including offices held in social/sports clubs etc)

Note: School Leaves should list all relevant school activities, clubs and memberships.

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8: Alternative training positions at RBG Kew

If you would like your application to be considered for the Kew Traineeship please tick here

9: References

- Please give two referees and use the appropriate form for your referee
- Please **immediately** forward each referee one of the relevant reference forms to complete and **return to:** Apprenticeship Coordinator, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB

<u>Reference</u>	<u>Reference</u>
<p>Type: Academic <input type="checkbox"/> Employer <input type="checkbox"/></p> <p>Preferred title (Dr Mr Mrs Miss Ms etc): _____</p> <p>Full name: _____</p> <p>Job title: _____</p> <p>Organisation: _____</p> <p>Address: _____ _____ _____ _____</p> <p>Capacity in which referee is known to the you: _____</p> <p>Telephone no.: _____</p> <p>Email address: _____</p> <p>Fax no.: _____ _____</p>	<p>Type: Academic <input type="checkbox"/> Employer <input type="checkbox"/></p> <p>Preferred title (Dr Mr Mrs Miss Ms etc): _____</p> <p>Full name: _____</p> <p>Job title: _____</p> <p>Organisation: _____</p> <p>Address: _____ _____ _____ _____</p> <p>Capacity in which referee is known to the you: _____</p> <p>Telephone no.: _____</p> <p>Email address: _____</p> <p>Fax no.: _____ _____</p>

10: Other information

Please return with your application form:

- An essay of 250-500 words describing why you wish to undertake the Kew Apprenticeship, giving reasons.
- A passport sized photograph of head and shoulders, attached to the front of this form. This will be stored on the personnel file of successful applicants.

11: Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature: _____

Date: _____

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 recruitment.



ACADEMIC REFERENCE REQUEST

Please complete and return to:

Apprenticeship Coordinator, Hardy Display, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB United Kingdom	Tel: +44 (0) 20 8332 5576 Fax: +44 (0) 20 8332 5553 Web: www.kew.org Email: apprenticeship@kew.org
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Please complete in BLOCK CAPITALS

Dear (Name of Referee):	
Candidate's name:	

The above candidate has applied to join the three year Kew Traineeship in Horticulture and has named you as a referee. For detailed information on the Kew Traineeship, please go to www.kew.org/learn

All our appointments are subject to references, therefore we would be grateful if you could complete the enclosed form and return it to us by the end of March, ideally by post or fax. If there is insufficient space for your answers please use an additional sheet of paper.

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

If you have any queries regarding this request please telephone 020 8332 5576.

Thank you for your help.

Apprenticeship Coordinator

Academic reference

1. How long have you known the candidate _____

1b. In what capacity is the candidate known to you, e.g. tutor, school administrator colleague, student, relative, friend etc?

2. What level of qualification has the candidate been studying, tick all that apply.

School College University

Vocational education Further education Higher education

Full time Part time if part time how many hours _____

3. Please could you comment on the candidate's ability to integrate successfully within a student peer group/work team

4. Please give details about the candidates ability to carry out the following types of assessment:- essay style exams, short answer exams, multiple choice exams, oral exams, practical exams, projects, diaries, management reports etc.

5. Please comment on the candidate's ability to carry out research and independent study and their ability to express thoughts in speech and writing?

6. Please comment on the candidate's interest and knowledge of horticulture?

7. Please could you give an indication of the student's course attendance?

8. If the candidate has not completed their qualification please give a prediction of likely results?

9. Have you made any special allowances during studies or examinations for this candidate? If so, what were they and why?

10. Please comment on the candidate's ability to study i.e. drive, motivation.

For information about the Traineeship please go to <http://www.kew.org/learn>

Signature:	
Name: (BLOCK CAPITALS)	
Position:	
Organisation:	
Address:	
Email:	
Company Stamp:	

(if available)

As a public sector organisation RBG Kew is subject to the terms of the Data Protection Act 1998. Should the person be appointed 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.



EMPLOYMENT REFERENCE REQUEST

Please complete and return to:

Apprenticeship Coordinator Hardy Display, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB United Kingdom	Tel: +44 (0) 20 8332 5576 Fax: +44 (0) 20 8332 5553 Web: www.kew.org Email: apprenticeship@kew.org
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Please complete in BLOCK CAPITALS

Dear (Name of Referee):	
Candidate's name:	

The above candidate has applied to join the one year Kew Traineeship in Horticulture course and has named you as a referee. For detailed information on the Kew Traineeship, please go to www.kew.org/learn

All our appointments are subject to references, therefore we would be grateful if you could complete the enclosed form and return it to us by the end of March, ideally by post or fax. If there is insufficient space for your answers please use an additional sheet of paper.

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

If you have any queries regarding this request please telephone 020 8332 5576.

Thank you for your help.

Apprenticeship Coordinator

1. How long have you known the candidate	

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

2. Has the candidate been in your employment?			
Paid <input type="checkbox"/>	From:		to:
Unpaid <input type="checkbox"/>	Job Title:		

3. During the period of employment/volunteering were you satisfied with the candidate's performance and behaviour?	
If not, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. Please give details of sickness absence during the last 24 months of employment with you:			
Number of sick days:		On:	Number of occasions

5. Reasons for leaving your employment or volunteer scheme:

6. Would you re-employ the candidate?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

7. Please give your comments on the candidate's ability for the position applied for:

For information about the Traineeship please go to www.kew.org/learn

8. Please provide any further information you consider relevant:

Signature:	
Name: (BLOCK CAPITALS)	
Position:	
Organisation:	
Address:	
Email:	
Company Stamp:	

(if available)

As a public sector organisation RBG Kew is subject to the terms of the Data Protection Act 1998. Should the person be granted a Traineeship 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.

