



HISTORIC AND BOTANIC GARDEN

H B G T P

TRAINEE PROGRAMMES

Stream 1 Handbook



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1. Introduction

About

Welcome to The Historic and Botanic Garden Trainee Programmes (HBGTP).

The programmes are managed by English Heritage with funding support from the Heritage Lottery Fund and other charitable foundations. The HBGTP (previously the HBGBS), have provided work-based, practical training placements since 2006.

Research conducted in 2006 indicated that the horticultural sector had a significant skills problem, with an ageing workforce and too few new entrants resulting in a shortage of skilled professionals in the industry.

In response, English Heritage developed the HBGBS. The scheme began by offering 1 year practical placements (Stream 1), and has since expanded to offer a 2 year programme (Stream 2) which includes formal study periods to attain an RHS Level 3 Diploma.

Whether you are on a Stream 1 or a Stream 2 placement, the HBGTP will ensure that you are amongst the best and most promising new horticulturalists coming into the industry.



Staff

HBGTP Team

Elinor Davies BSc Hons MA | **HBGTP Manager** | **Homeworker**

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Elinor oversees the HBGTP project, co-ordinating host gardens, programme staff, college lecturers, and freelance tutors. She works closely with colleagues within English Heritage, and with external partners such as Capel Manor and the National Trust. Her current focus is on evaluating the progress of the HBGTP to date and planning for the future. However, she is always happy to talk to trainees and provide advice on their next steps.



Elinor started her career as a landscape gardener in 2005, before moving on to attain a BSc in Horticulture from Reading University. Elinor has since gained extensive experience in both the private and public landscape sectors. She developed her interest in historic landscapes during an internship with English Heritage's Gardens & Landscape Team.

On completion of this internship Elinor worked with a woodland management company, expanding her interest and experience in arboriculture. After this post she returned to university, completing an MA in Landscape Architecture at Sheffield University in 2013. More recently, Elinor has worked as a Landscape Manager for The Environment Partnership.

Joanne Illsley | **Training Support Officer** | **Homeworker**

Mob: TBC

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Jo joins the HBGTP in August 2017, and will be the first point of call if you have any queries regarding your training placement. As part of her role as Training Support Officer, Jo will visit you at your host garden very early on in your placement. Should you need to discuss any questions or queries after this time you can contact Jo by email or phone.



Jo Illsley joined the scheme as Training Support Officer in August 2017. After completing her degree at Bristol Polytechnic in 1992, she began her horticultural education with the RHS level 2 and NVQs in Amenity Horticulture. She then gained five years' experience teaching in work-based horticultural training programmes before becoming Assistant Head Gardener at Ammerdown Park in Somerset.

Jo has spent the last ten years running her own herbaceous nursery and garden in Somerset and has now returned to university to study part-time for an MA in Landscape Architecture.

Anna Jacka | HBGTP Administrator | **Address:** English Heritage, Wrest Park, Silsoe, MK45 4HR
Tel: 01525 863 882
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Anna provides administrative support for the scheme. She is the first point of contact for any admin queries from both trainees and the host gardens. As HBGTP Administrator, she supports the recruitment process, and makes transport, accommodation & catering arrangements for Seminars, Study Tours and Study Blocks. Anna is the person who will be dealing with all of your expenses claims. Anna works full time and is based at Wrest Park in the Porter's Lodge building.



Anna studied History at Cambridge University, before going on to work in Academic Publishing roles at both Oxford and Cambridge University Press. She fell into the world of horticulture by accident, but has learnt a lot from 2 years in English Heritage's Gardens & Landscape department.

Capel Manor

David Francis Dip Hort (Kew) | **RHS Team Leader and Horticulture Lecturer**
Email: David.Francis@capel.ac.uk

David Francis is the course leader from Capel Manor College. He will be your Tutor and will lecture on a number of topics. David also manages the deployment of the other lecturers throughout the 2 years of your studies. David will conduct regular tutorials at each study block and will provide you with feedback on your progress throughout the course.



David Francis is RHS Diploma's team leader at Capel Manor College, where he has worked as a lecturer in horticulture for 20 years. He trained in horticulture at Askham Bryan College and the Royal Botanic Gardens, Kew, where he completed the Kew Diploma in Horticulture. Before entering further education, he worked as a horticultural training instructor at London Borough of Hackney and as training manager at London Borough of Haringey as well as acting as the Grounds and Gardens Superintendent at Loughborough University.



2. Training Structure

The HBGTP is the over-arching title for the placement programme. In order to finish the programme, you need to complete your practical training, all HBGTP written submissions, and attend the trainee seminar and study tour.

The table below breaks down your workload:

Task	Assessment Method	Assessed By	Section
Practical training at your placement garden	Feedback to HBGTP from Supervisor	Supervisor*	3
Plant identification tests at your placement garden	Verbal & written feedback	Supervisor & HBGTP	4
Written garden project (one every four months)	Verbal & written feedback	Supervisor & HBGTP	4
Technical journal	Verbal & written feedback	Supervisor & HBGTP	4
Trainee Seminar	Attendance	HBGTP	5
Study Tour	Attendance	HBGTP	5

* Refers to assigned Supervisor in placement garden. Verbal feedback will be provided by your Supervisor and written feedback from the Training Support Officer.

Programme Timetable and Key Dates

September - December 31st

Task	Action	Due Date
Induction to the gardens and organisation.	Section tours by garden Supervisor. Sign induction checklist	End of first week
Complete ITP (Individual Training Plan).	Your Supervisor will book a date and time with you. This is a key time for you to assess any gaps in your skills that you are particularly keen to address.	30th September
Meet with Mentor.	Check this is in the diary. One-to-one in quiet room. Notes optional.	
Plant idents - No less than 10 plants.	Learn Family, Genus, species and 'Cultivar'	End of each week.
Complete technical journal, 1st garden project and learn plant idents.	Read handbook for guidance. Obtain verbal feedback from Supervisor before submitting to HBGTP using Dropbox.	31st December
Trainee Seminar - Thursday the 5th to Sunday the 8th October 2017		
Book train tickets/arrange transport	Please book in advance. The nearest stations are Petersfield and Pullborough.	As soon as possible.

January 1st - April 30th

Task	Action	Due Date
Complete technical journal, 2nd garden project and learn plant idents.	Read handbook for guidance. Obtain verbal feedback from Supervisor before submitting to HBGTP.	30th April
Meet with Mentor.	Check this is in the diary. One-to-one in quiet room. Notes optional.	30th April
Staff appraisal.	Your Supervisor should arrange this with you. One-to-one in quiet room. Notes optional.	February

May 1st - August 31st

Task	Action	Due Date
Complete technical journal, 3rd garden project and learn plant idents.	Read handbook for guidance. Obtain verbal feedback from Supervisor before submitting to HBGTP.	31st August
Staff appraisal.	Your Supervisor should arrange this with you. One-to-one in quiet room. Notes optional.	31st August
June Study Tour to the Cotswolds (dates TBC)		
Book train tickets/arrange transport	Please book in advance. The nearest station is Kemble.	When notified.

3. Practical Training

You are employed and line managed by your placement garden and need to adhere to the garden's staff rules and procedures. Your placement garden will provide you with induction training (covering aspects of health and safety) personal protective equipment and an employment contract. In addition, your placement garden will ensure that you have access to a computer and the internet whilst on site.

Trainees working on the vines at Audley End



You will be required to complete garden projects, a technical journal and plant identifications at your placement garden. This is discussed in more detail in section 4.

When you first start work in your placement garden you will be assigned a Supervisor and Mentor.

Supervisor

Your Supervisor is required to meet regularly with you to discuss your work programme. On a 4 monthly basis (every tertile) your Supervisor is tasked to read your technical journal and garden project documentation before you hand this in to the scheme. They will then complete a Feedback Form on your progress which they submit to the HBGTP. The HBGTP Training Support Officer in turn then provides feedback to you, a copy of which is given to your Supervisor. This cyclical process ensures connectivity between you, the scheme and your Supervisor.

Mentor

Your Mentor is expected to have periodic meetings with you to discuss, in confidence, your progress. The Mentor is looking particularly at skills gaps, career objectives and any concerns you may have. Your Mentor will provide professional insight, careers advice and guidance, and will discuss and agree suitable objectives in support of your professional development.



The Individual Training Plan (ITP)

When you begin your placement, you will complete an Individual Training Plan (ITP) with your Supervisor. The ITP is based on an initial assessment of your skills and training needs and will guide and record your learning through the duration of the placement. See Appendix 1 for part of a sample ITP.

The ITP will also include the initial structure for your HBGTP project work, technical journals and practical training programme. The ITP is subject to change if opportunities arise for you to undertake additional learning via exchanges, conference attendance, etc.

Support

Your ITP will help keep your practical training on the course. Your work will be reviewed and feedback provided by your Supervisor and the HBGTP Training Support Officer.

Pastoral care will be provided by the Training Support Officer during work placements and on study blocks. Pastoral care is also provided in the workplace by your Mentor.

You will benefit from a half day's study leave per week. This is to be taken on site with the day and time agreed between you and your supervisor. This time is for dedicated study only (i.e. project work, technical journal or revision).



Above:
Trainee
Natalie with Mentor
Leslie & presenter
Rachel de Thame

Left: Trainee Liz at
Sissinghurst

4. HBGTP Work

The HBGTP certificate is the over-arching qualification for the programme. In order to graduate from the programme, your practical work and HBGTP submissions must be completed on time.

Each 4 monthly submission includes:

- Garden Project
- Technical Journal
- Plant Identification Tests

Learning in the garden at Hidcote



Submitting Work and receiving feedback

The process is as follows:

Step 1 – Supervisor reviews work in person with trainee

You are expected to submit your technical journal, one completed garden project and a list of your plant idents once every 4 months.

It is important that your Supervisor reviews your work before it is submitted to the HBGTP. It is your responsibility to ensure that this appointment is made and that the Supervisor is given good notice of the date.

Step 2 – Trainee uploads work onto HBGTP Dropbox

You will be alerted when it is time to submit your work and it is critical that you do this on time. Failure to do so means that you will not get feedback and that your work will not be acknowledged by the HBGTP. You need to upload your work to the HBGTP Dropbox (a link will be sent to you).

Step 3 – Feedback is given to trainee by HBGTP Training Support Officer

The Training Support Officer or an expert external tutor will review your work and you will be given feedback by email.

Ensure that your name, placement garden, and dates of placement are clearly marked on the electronic attachment that you submit. Trainees may be asked by the Training Support Officer to share items or photographs from their technical journal for the scheme website.

Support

The HBGTP Training Support Officer will visit you at your placement garden very early on in your placement, enabling potential difficulties to be spotted early and appropriate interventions to be made. For example, an insufficiently informed or inappropriate project brief can be corrected at this stage.

It is important that you feel you can discuss any concerns with the Training Support Officer in confidence. It is up to you to speak up and not to 'bury' your worries.

HBGTP Garden Projects

You will do 3 projects during your 1 year placement. These are submitted every 4 months via Dropbox. Topics can be many and varied. You will design and agree your projects with your Supervisor when completing your ITP in the garden, ensuring that they suit your garden's requirements and specialisms, as well as your own areas of expertise and interest. One of your projects will focus on your future career (see Appendix 2).

Projects allow you to undertake independent research into specialist areas, encouraging in-depth understanding. Compiling a project also reinforces a key skill which you may have learned in the past: how to structure a report in a coherent and succinct way. This is a vital ability for any senior staff member, whether they are reporting to a management committee or making a funding application.

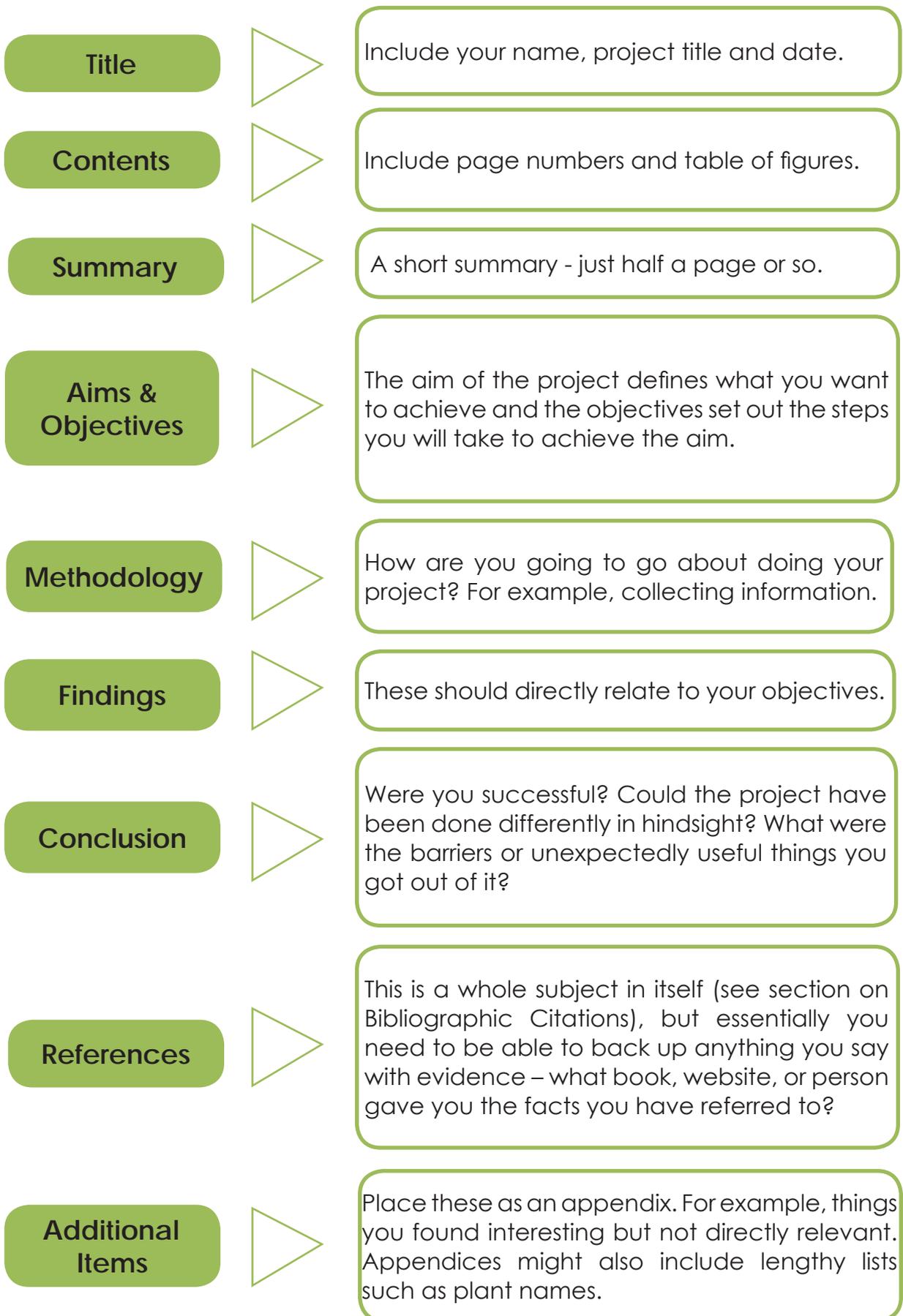
The projects do not have to be huge. Ask yourself at the start: given you have just four months to complete it, what can you realistically produce? 10 pages, 20? Photos, diagrams, graphs, plans? Have an idea of what the project will look like at the end.

There is no mark at the end – you don't pass or fail. The journey is all – like the placement itself, it's what you learn from doing it that matters.

Example project titles can be found at the end of this section.

Project Structure

Broadly speaking, your project should be structured as follows:



Project Checklist

Presentation & Layout

Is the work tidily & neatly presented?

Is the information readily accessible (contents, introduction, page numbering)?

Labels, Names and References

Is the work properly referenced with sources/help acknowledged?

Are photographs/diagrams properly titled/captioned?

Is the type font large enough to read easily?

Is the work laid out in a logical sequence?

Is the text divided into sub-headings & short paragraphs, rather than long blocks of text?

Have plant names/family names been spelt correctly and italicised/underlined as appropriate? Does the text flow easily with minimal spelling mistakes and grammatical errors?

Use of tables, charts, graphs, photographs, diagrams and drawings

How effective is the use of illustrative material?

Does it enhance or detract from the text?

Could more use have been made of illustrative material or is it over-used at the expense of factual material?

Are photographs and other illustrative material dated and labelled correctly (with sources acknowledged)?

Examples

Below are examples of citations for different types of material. For each example, the entry for the bibliography is given first, followed by entries which show the form the references would take as footnotes/endnotes and in-text references.

1. Book – single author or editor

Bibliography

McGann, Thomas F. 1957. *Argentina, the United States, and the Inter-American System, 1880–1914*. Cambridge, MA: Harvard University Press.

Footnote/endnote

McGann (1957), p. 47–48.

In-text reference

(McGann 1957: 47–48)

2. Book – two or three authors or editors

Bibliography

Hoberman, Louisa Schell, and Susan Migden Socolow (eds). 1996. *The Countryside in Colonial Latin America*. Albuquerque, NM: University of New Mexico Press.

Footnote/endnote

Hoberman & Socolow (1996), p. 65.

In-text reference

(Hoberman & Socolow 1996: 65)

3. Book – three or more authors or editors

Give the first name followed by '(et al.)':

Bibliography

Caprio, Gerard (et al.). 1996. *Financial Reform: Theory and Experience*. New York: Cambridge University Press.

Footnote/endnote

Caprio et al. (1996), p. 166.

In-text reference

(Caprio et al. 1996: 166)

4. Journal Articles

Bibliography

Miller, Rory. 1981. 'Latin American manufacturing and the First World War: an exploratory essay', *World Development*, vol. 9, no. 8, p. 717–734.

Footnote/endnote

Miller (1981), p. 719.

In-text reference

Miller 1981: 719.

5. E-mail correspondence

Bibliography

Brown, Peter. 2000. 'Latin American politics', private e-mail to John Smith. 26 April 2000.

Footnote/endnote (full)

Peter Brown, 'Latin American politics', private e-mail to John Smith. 26 April 2000.

Footnote/endnote (brief)

Brown (2000)

In-text reference

(Brown: 2000)

6. Online Internet Journal article

Bibliography

Donath, Jame. 1995. 'Il Purgatorio: Argentina fights for its tortured soul'. In Yale Political Quarterly [electronic journal], vol. 17, no. 1 (Nov. 1995).

Available: <http://www.yale.edu/ypq/articles/nov95/nov95b.html>

Footnote/endnote (full)

Jame Donath, 'Il Purgatorio: Argentina fights for its tortured soul'. In Yale Political Quarterly [electronic journal], vol. 17, no. 1 (Nov. 1995).

Footnote/endnote (brief)

Donath (1995)

In-text reference

(Donath: 1995)

7. Internet Document

Bibliography

Isaacs, Jorge. [N.d.]. María. <<http://www.analitica.com/bitbiblioteca/isaacs/maria.asp>>

Note: This reference is for the text of Isaac's novel available on a website. The date the text was put on the website is not known (hence 'n.d.', 'no date')

Footnote/endnote (full)

Isaacs, Jorge. María. <<http://www.analitica.com/bitbiblioteca/isaacs/maria.asp>>

Footnote/endnote (brief)

Isaacs (n.d.)

In-text reference

(Isaacs: n.d.)

* These examples have been copied directly from the ASA style guide: <http://asa.enoah.com/Bookstore/Reference-Materials/BKctl/ViewDetails/SKU/ASAOE701S14>. However, there are no hard and fast rules. The only really important point is that you are consistent throughout.

Technical Journal

You are required to keep a daily record of your horticultural activities. The objective is to encourage you to develop the habit of professional observation and reflection.

The technical journal is an opportunity to record horticultural tasks and techniques that are undertaken during your placement, including any tasks that are of particular significance to the specific garden.

The technical journal should not be elaborate and the length of entries should vary according to the day's activities; some days may be longer when particular skills may be detailed, whereas other days may be more mundane.

Structure

At the beginning of the document, state your name, name of the garden, period covered and a brief placement garden description.

Each day describe and explain the practical tasks undertaken (what, where, how, why, who with?) – be analytical, not 'chatty'.

Your technical journal must be illustrated with photographs/ sketches/plans and tables which relate to the text.

Content Checklist

What to Include

Details on your daily routines and areas of responsibility

Notes made on any additional duties (if applicable) that you undertook

Any machinery that you used and the purpose for its use

Descriptions of visits to places of horticultural interest

Any additional training you may have received on or off site

The weather conditions that you were working in

Additional Items (Optional)

General observations regarding plant health/flowering times/fruiting/habit.

Other interesting horticultural activities taking place elsewhere in the garden e.g. tree inspection/topiary clipping/demo to the public

Presentation & Layout

Make the information readily accessible by including a contents section, a brief introduction and page numbers. Ensure that the work is properly referenced with sources of help acknowledged.

Load digital photographs or diagrams in a sensible format to make them open easily electronically and ensure that they are titled.

Ensure that the type font is large enough to be read easily.

Lay the work out in a logical sequence.

Divide long blocks of text into smaller sub-headings, paragraphs or bullet points.

Check the spelling of plant names and ensure that they are italicised/underlined as appropriate.

Check for spelling mistakes and grammatical errors.

Tables, charts, graphs, photographs diagrams, and drawings

Use plenty of illustrative material, but not to the detriment of detailed information.

Check that all photographs and other illustrative materials are dated and labelled correctly, with sources acknowledged.

Level of Detail

Try to avoid long gaps or missing out days.

Describe practical tasks and techniques in some detail, as this is useful evidence of learning. You may find it useful to include a record of the temperature and weather conditions for each day.

The technical journal is a prime opportunity for personal comments and musings. It is of value to see your ideas develop and your understanding increase.

Plant Identification

You are required to undertake regular plant identification tests. The plant list will be set by your placement garden, and a nominated member of staff will deliver it.

As a minimum 10 plants a week or 20 plants a fortnight will be set for you to learn and be tested on. It is expected that you will follow up this initial introduction with your own research, looking at the plant list in more detail.

The basic identification test record that you must keep will include the following: Family, Genus, Species.

You may record this as a typed list or as a table. Additional information is recommended (e.g. where the plant originates from, where it likes to grow in the garden, key identification features and perhaps some historical detail such as when it was introduced). You may include photographs, but this is not a requirement. Beware of spending too much of your time formatting pictures. Devise a quick and easy format to add to on a weekly basis. Submit your plant identification lists along with your technical journal and garden project at the end of every 4 months.

Plant identification opportunities galore!



Recommended websites for verifying the correct names of garden plants:

There are two primary resources used by botanical horticulturists for finding out the correct spelling of a name. One is TROPICOS, an online database of the Missouri Botanical Garden and the International Plant Name Index (IPNI) maintained by the Royal Botanic Gardens, Kew.

However, professional gardeners are more likely to look at the Royal Horticultural Society database (<http://apps.rhs.org.uk/horticulturaldatabase/index.asp>) in order to clarify the correct spelling or nomenclature for a plant they are unsure on.

Submitted Work FAQs

Q. How extensive is a garden project?

This depends on what your research produces. Quality, not length, should be the aim. A well-planned garden project will naturally come to an end. A poorly planned garden project ends up with you having lots of information and no write-up.

You may have a project that is practical with limited written text, or it may be a desk-top study that has plenty of information to record. You may have a project with lots of data: if it is, for example, a propagation study, you may need to record temperatures, compost mixes and germination rates. The use of the appendix is important: if your project involves a lengthy list, then place it in the appendix and reference it in the main body of the text.

However big or small the project, you will always need to write a structure: Summary, Aims and Objectives, Methodology, Findings, Conclusion and Bibliography.

Q. If my garden project covers the whole year/6 months etc. how can I hand it in on a 4 monthly basis?

Upload the Introduction, Methodology and Aims and Objectives after only 4 months. These should all be in place at the start of your garden project. After that, you should upload your project at whatever stage you have reached, in order to allow the HBGTP to provide you with feedback on your progress.

Q. Do you need the originals of my design/plans?

No – just send copies or upload a high-resolution photo to Dropbox.

Q. Do you want a list of my plant ident results?

Not really, although it is great to see if you are doing well. What is required is a list that shows how many plants you are learning each quarter and what information you learn alongside that (e.g. family, distribution, cultivation or propagation). If you are doing plant profiles, then include those too.

Q. Can I email this submission to the HBGTP Training Support Officer?

No, regrettably the English Heritage email systems have very limited capacity. Just upload your work to Dropbox and it can be accessed from there by any of the scheme staff. If you have any problems, please contact Anna, the HBGTP Administrator.

Example Projects

History

Develop an in-depth timeline for:

- your garden's history
- a special collection held by your garden
- a broader period, person or style relevant to your placement garden

In each case, relate the events of your focus study area to the wider world, such as political events, movements in architecture, art and fashion more widely, scientific advances etc.

Submission

Complete document, with appendices and supporting documents (if relevant) uploaded to the HBGTP Dropbox. There will be a folder with your name for you to save into.

Interpretation

Design an interpretation panel, leaflet (e.g. for a trail) or drop-in live interpretation event relating to your placement garden.

You should:

- Tailor the piece to your placement garden
- Clearly identify user groups/target audience
- Emphasise one or more aspects from the following: plantsmanship, heritage gardening, conservation (plants and landscapes), sustainable horticulture

Submission

- Handout, teaching outline or leaflet should be uploaded to Dropbox.

Planting

Develop and draw up a planting plan appropriate for a thematic collection in the placement garden.

This should incorporate:

- a clearly identified theme
- considerations of best practice in terms of sustainability and climate resilience
- an annual maintenance plan for the bed

Submission

- Planting plan, uploaded to Dropbox.
- Short (1000 word) illustrated report, uploaded to Dropbox.
- Survey in placement garden of collections - plant family profiles/database management (IrisBG). Requires MS Excel or similar spreadsheet package

5. Trainee Seminar & Study Tour

Trainee Seminar

The Trainee Seminar will take place from 5th to 8th of October at Dunford House Conference Centre, Midhurst. This event will allow you to meet and interact with other trainees on other schemes, including the Professional Gardeners Guild (PGG). We hope that the seminar should provide you with a chance to network and exchange ideas. You will also receive guidance on your future career development and how to make the most of your time as a trainee. Please make sure to keep your diary clear so as not to miss out on this valuable opportunity!



Enjoying time at
West Dean
Gardens

Study Tour

The Study Tour will take place over a long weekend in late May or early June 2018. This event is based at the Royal Agricultural University, Cirencester, and incorporates visits to a wide range of gardens in the Cotswolds. There will also be talks from leading professionals in the horticultural world, and group sessions on career development and optimising your CV.

John Sales talking to trainees at Perrots Brook



Study Tour & Trainee Seminar FAQ

Q: Do I have to attend the Study Tour?

Yes, unless you are unable to attend due to agreed special circumstances. The Tour is a key part of your year's training.

Q: Will accommodation, meals and transport be provided?

Yes. Accommodation will be provided, and there will be a minibus to take you on garden visits. All meals will be provided, with a range of dietary options.

Q: Will my transport be paid for to get to the Study Tour/Seminar?

Yes. All reasonable expenses incurred in travelling to the Study Tour or Seminar will be paid back to you. When booking train tickets, please try to book advance for a standard fare only. If travelling by car, please co-ordinate travel with other trainees as much as possible to save on unnecessary expenses.

6. Practicalities

Contracts

You have two contracts: one with the HBGTP and one with your employer - the placement garden. The employment contract details the agreement between you and the placement garden and outlines terms and conditions including annual leave and pay.

Your contract with the scheme outlines your agreement to work within the structure of the scheme and to commit to the learning objectives set out at the start of your placement.

Equipment

The trainee is expected to provide their own stationery, including notebooks. Trainees are encouraged to access local and national library resources including the Lindley Library in London.

All placement gardens will provide the basic personal protective equipment (PPE) required to undertake the daily work. This will include steel toe-capped boots, gloves, ear protectors and other items required for specific machinery.

Failure to complete

Very few of our trainees have failed to complete their placements and those that have left the scheme have usually done so because of personal circumstances, rather than because of any dispute with their placement provider.

Failure to complete can also be the result of various issues such as:

- Poor attendance
- Poor studies
- Poor practical

In the first instance the HBGTP Training Support Officer and HBGTP Manager can assist in the arbitration of any disputes between you and the placement provider. The aim is to address any concerns quickly and to act with tact and diplomacy.

On a small number of occasions, where the placement provider has failed to fulfil their obligations, the scheme has been able to secure an alternative placement for the trainee. However, this is not always possible and should not be considered a standard option. Sometimes, the best option is for a trainee to finish early by mutual agreement.

Further Funding

If you are considering a field trip or are struggling to support yourself through the programme, it is worth investigating the grants and bursaries offered by the following:

Professional Gardener's Trust:

www.pgtrust.org/ e.g. certificate training fees

RHS Bursaries:

www.rhs.org.uk/education-learning/bursaries-grants e.g. travel bursaries

Coke Trust:

www.rhs.org.uk/education-learning/bursaries-grants/applying-for-a-bursary/ bursary-funds

Merlin Trust:

www.merlin-trust.org.uk/ e.g. travel or exchange funding

Esmee Fairbairn Trust:

www.esmeefairbairn.org.uk/

Thrive:

www.thrive.org.uk/ e.g. assistance with funding for dyslexia testing

Perennial, The Gardeners' Benevolent Society:

www.perennial.org.uk/ e.g. help in the event of economic hardship

Appendix 1 - Individual Training Plan (ITP) Section 3 - SAMPLE

Below is a sample from part of an ITP. This is a program that is set out by your Supervisor at the start of your placement. The program is not fixed but can be used as a guide to plan ahead for your work.

Due date	Learning targets	How are the targets to be measured? (E.g. Visual assessment by Supervisor, evidence of understanding from cross-questioning, written report...)
1st week September	Induction to the gardens & estate organisation.	Section tours by garden Supervisor
2nd week September	Start 1st project	Agree topic with Supervisor and submit proposal to Training Support Officer
September– November	Removing spent bedding and preparing beds for replanting. Planting winter bedding schemes inc. bulbs	Assessment by section Supervisor and technical journal record kept inc. photographs
September	Rose pruning	Supervisor to guide and review progress
30th September	Completion of all Project Proposals	Submit scheme
October 14th	Visit local Pumpkin show Support Halloween event at garden	Supervisor to guide and review progress
October	Naturalizing Narcissus in the Wilderness	Assessment by section Supervisor and technical journal record kept inc. photographs
October– November	Herbaceous borders cutting down and preparing for winter. Lifting and dividing herbaceous perennials	Assessment by section Supervisor and technical journal record kept inc. photographs
31st December	Complete garden project no. 1	Submit to scheme with 4 monthly technical journal and plant ident. record.

Appendix 2 - Careers Project

Aim

The aim of this project is to clarify your ideas about your career in horticulture

Objectives

- Produce a well-crafted CV
- Demonstrate an understanding of how you find the right job
- Be prepared for a horticultural job interview

Methodology

- Identify at least one career path that you would consider with a 15 year trajectory. To achieve this, you should be in communication with no less than 3 other professionals in the horticulture industry.
- Locate guidance on contemporary format for a CV from at least two different institutions or organisations (not necessarily in horticulture)
- Produce a CV for yourself with your career trajectory in mind
- Locate two different recruitment agencies with a focus on horticulture
- Identify 3 online job sites and 2 other avenues from which you can find out about new posts
- Produce 10 questions that you would expect to come across in an interview for a Senior Gardener post
- Provide suitable answers which are both succinct and comprehensive



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Appendix 3 - Nomenclature

Botanical Names

The scientific name of a plant normally consists of two parts: its generic name (the name of the genus; plural: 'genera') and its specific epithet. This forms the name of a species. These names should always be printed in italics (underlined if handwritten or if an italic font is not available). The generic name always has a capital initial letter.

Note: the word 'specie' has no validity in botany. 'Species' is both singular and plural.

Examples: *Primula*; *Pimelea*; *Sarcococca*

The specific epithet should always have a lower case initial letter, even when derived from a person's name or when a noun.

Examples: *Primula vulgaris*; *Pimelea prostrata*; *Sarcococca hookeriana*

In some cases, the epithet of a subspecies, botanical variety ('varietas'), or forma is also given. Subspecific and varietal epithets and those of formae are treated in the same way as specific epithets but the abbreviations subsp., var. and f. are printed in Roman, not italics. Where known, the appropriate abbreviation should always be included to avoid any ambiguity.

Examples: *Primula vulgaris* subsp. *sibthorpii*; *Pimelea prostrata* f. *parvifolia*; *Sarcococca hookeriana* var. *digyna*

Note: The term subspecies is sometimes abbreviated to ssp. but this is liable to be confused with sp., the abbreviation for species (singular) or spp., the abbreviation for species (plural). Therefore, subsp. is the preferred abbreviation for subspecies.

Where the genus is quite clear from the context, it may be abbreviated to a single letter (eg: in a paragraph about roses, repetitions of *Rosa* may be shortened to *R.*); it is not good practice to abbreviate any other parts of a plant name, or to indicate the plural use of a generic name by doubling the initial letter (eg: *RR.* or *Rr.* for several species of *Rosa*).

Authorities

For precision when using plant names, it is helpful to include the authority for a name. This is the name of the person who gave the name to the plant. The author's name may be written out in full or abbreviated according to a standard list of abbreviations, and should be in Roman. When a name is changed, the author of the original name is placed in parenthesis and the new author added:

Examples: *Fragaria vesca* L. (named by Linnaeus), *Scilla socialis* Bak. (named by Baker) was changed to *Ledebouria socialis* (Bak.) Jessop (changed by Jessop!).

Hybrids

When plants of two species or more are crossed, the resultant seedlings are known as hybrids. A hybrid can be indicated by writing the names of the parents, in alphabetical order, linked by a multiplication sign (or a lower case 'x' in Roman if a multiplication sign is not available). This is a hybrid formula.

Examples: *Hebe elliptica* × *H. speciosa*;
Odontoglossum crispum × *O. harryanum* × *Cochlioda noezliana*

Many plants known to be hybrids are given new names. In hybrids between species of the same genus, the specific epithet is separated from the generic name by a multiplication sign (or 'x').

Example: *Hebe* × *franciscana* (*H. elliptica* × *H. speciosa*)

In hybrids between species of different genera, the hybrid generic name is preceded by a multiplication sign.

Examples: × *Mahoberberis* (*Mahonia* × *Berberis*); × *Citrofortunella* (*Citrus* × *Fortunella*); × *Potinnara* (*Brassavola* × *Cattleya* × *Laelia* × *Sophranitis*)

Graft-chimaeras involving two genera are treated as cultivars but denoted by an addition sign preceding the new generic name.

Examples: + *Laburnocytisus* 'Adamii' (*Laburnum* + *Cytisus*);
+ *Crataegomespilus* 'Bronvaux' (*Crataegus* + *Mespilus*)

Graft-chimaeras between species in the same genus can only be indicated by adding a hybrid formula after the name.

Example: *Aesculus* 'Dallimorei' (*A. flava* + *A. hippocastanum*)

Orchid hybrids are often referred to by their parentage. To avoid writing out several long generic names, these are often reduced to a standard abbreviation.

Examples: × *Lc.* (× *Laeliocattleya*); *Paph.* (*Paphiopedilum*); × *Smbep.* (× *Schombopendrum*)

Note: Although there are many hybrid genera in the orchid family, it is common practice among orchid growers and in orchid literature to omit the multiplication sign. This can, unfortunately, cause confusion for those not familiar with orchid nomenclature.

Cultivars - Garden Varieties

New cultivar names must be coined in a modern language such as English, but many older ones are latinised and are therefore not always easily distinguished from botanical names. However, the style of writing cultivar names is quite different.

Cultivar names should always be printed in Roman type, each word with a capital initial letter (except for conjunctions, particles and prepositions) – even when latinised. They should be enclosed in single quotation marks (never double). Cultivar names consisting of a person's name with initials should include stops and a space between the initials and the surname. Hyphenated names are treated as one word. Abbreviations require a full stop; contractions do not.

Examples: *Potentilla fruticosa* 'Daydawn'; *Clematis* 'Belle Nantaise';
Crocsmia 'Jenny Bloom'; *Mahonia repens* 'Rotundifolia';
Tulipa 'Queen of Sheba'; *Erica* × *darleyensis* 'J.W. Porter'

Trade Designations

When plants are registered for Plant Breeders' Rights (PBR) under a code-name or have a cultivar name in a foreign language, they are often sold using an alternative name or a translation, both of which are termed trade designations. These are not regarded as direct equivalents of the cultivar name and should not be printed in the same way. A trade designation should always be quoted in tandem with the cultivar name (except where this is not known) and styled in a different font (capital letters are often used but need not be), without single quotation marks. Translation of cultivar names is to be discouraged and there is no necessity to use translations when the original is known.

Examples: PBR: *Rosa* RADIO TIMES 'Aussal' *Rosa* MEMENTO *Fragaria* Pink Panda 'Frel'
Translation: *Potentilla fruticosa* MOONLIGHT 'Maanelys' *Hydrangea macrophylla* Blue Prince 'Blauer Prinz'

Trademarks

Increasingly, plants are being sold using trademarks as alternatives to or in addition to cultivar names. Strictly speaking, trademarks should not be quoted without permission from the trademark holder, but in some cases there is no alternative name to use. Trademarks are not cultivar names or trade designations but are best treated in the same way as trade designations with the addition of TM or ® as appropriate.

Examples: *Rosa* LA SEVILLANA® 'Meigekanu'; *Rosmarinus* SILVER SPIRESTM; *Petunia* Surfina® Hot Pink 'Marrose'

Grexes and Cultivar Groups

For cultivated orchids, use is made of grex names for plants sharing the same parentage, as well as cultivar names for individual clones. In other cases, assemblages of related or similar plants are placed in cultivar-groups. Both grex and group names are printed in Roman, with capital initial letters. The word 'Group' is always part of group names, but the word 'grex' or the abbreviation gx is optional and may be used.

Examples: grex: *Cymbidium* Strathdon; × *Vuykstekeara* Cambria 'Plush'
group: *Hosta* Tardiana Group
Rhododendron (PJM Group) 'Rim Checkmate'
Polystichum setiferum (Divisilobum Group) 'Divisilobum Densum'

Families

The names of plant families should be printed in italics (or underlined) with a capital initial letter.

Examples: *Rosaceae*; *Berberidaceae*; *Compositae*

Common Names of Plants

Unlike botanical and cultivar names, common names are governed by no international rules. However, our recommendation is to print them always in Roman type, with lower case initial letters except when the word is a geographical or personal name. This applies also when the scientific name is used as the common name and if the scientific name is turned into a plural. Examples: potato; good King Henry; rhododendrons; camellia; Jersey lily; proteas

Appendix 4 - Recommended Books and Useful Websites

This reading list draws from that given by Capel Manor to RHS L3 Diploma students. However, Stream 1 trainees may also benefit from the material in many of these texts & websites, especially when researching garden projects

General (Highly Recommended)

Adams, Brook, Early and Bamford. 2014. *Principles of Horticulture Level 3*. Routledge.

Understanding Applied Plant Propagation

Adams, Brook, Early and Bamford. 2014. *Principles of Horticulture Level 3*. Routledge.

Hartmann, Kester, Davies, Geneve. 2013. *Hartmann & Kester's Plant Propagation: Principles and Practices*. Pearson.

Menhinick, O. 2002. *Plant Propagation*. Horticultural Correspondence College.

McMillan Browse, P. 1979. *Hardy Woody Plants from Seed*. Grower Books.

Macdonald, B. 2006. *Practical Woody Plant Propagation for Nursery Growers*. Timber Press.

Lamb, Kelly, Bowbrick. 1995. *Nursery Stock Manual (Grower Manual)* Grower Books.

Garner, R and Bradley, S. 2013. *The Grafter's Handbook*. Mitchell Beazley.

The Root Environment, Plant Nutrition and Growing Systems

Adams, Brook, Early and Bamford. 2014. *Principles of Horticulture Level 3*. Routledge.

Bragg, N. 1995. *Growing Media (Growing Manual)*. Grower Books.

Bunt, C. 1988. *Media and Mixes for Container Grown Plants*. Unwin Hyman.

Brady and Weil. 2013. *The Nature and Properties of Soils*. Pearson

Preece and Read. 2005. *The Biology of Horticulture*. John Wiley & Sons.

White, R. 1981. *Introduction to the Principles and Practice of Soil Science* Wiley-Blackwell.

Handreck and Black. 2009. *Growing Media for Ornamental Plants and Turf*. NewSouth Publishing.

Plant Taxonomy, Structure and Function

Adams, Brook, Early and Bamford. 2014. *Principles of Horticulture Level 3*. Routledge.

MacAdam, J. 2009. *Structure and Functions of Plants*. Wiley-Blackwell.

Ingram, Vince-Prue and Gregory. 2008. *Science and the Garden: The Scientific basis of Horticultural Practice*. Wiley-Blackwell.

McMahon, Kofranek, and Rubatzky. 2006. *Hartmann's Plant Science: Growth, Development, and Utilization of Cultivated Plants*. Prentice Hall.

Raven, Evert and Eichhorn. 2012. *Raven Biology of Plants*. W.H. Freeman & Company.

Ridge, I. 2008. *Plants*. Open University Worldwide.

Bidlack and Jansky. 2010. *Stern's Introductory Plant Biology*. McGraw-Hill Higher Education.

Lack and Evans. 2005. *Plant Biology*. Taylor & Francis.

Uno, Storey and Moore. 2001. *Principles of Botany*. McGraw-Hill Higher Education.

Mauseth, J. 2008. *Botany: An Introduction to Plant Biology*. Jones and Bartlett Publishers.

Preece and Read. 2005. *The Biology of Horticulture*. John Wiley & Sons.

Sugden, A. 1992. *Longman Botany Handbook*. Longman.

Alanby, M. 2012. *Oxford Dictionary of Plant Sciences*. Oxford University Press.

Hickey and King. 2000. *The Cambridge Illustrated Glossary of Botanical Terms*. Cambridge University Press.

Stearn, W. 1993. *Stearn's Dictionary of Plant Names for Gardeners*. Cassell.

Stearn, W. 1983. *Botanical Latin: History, Grammar, Syntax, Terminology and Vocabulary*. David & Charles.

Walters, Hickey and King. 1997. *Common Families of Flowering Plants*. Cambridge University Press.

The Management of Plant Health

Adams, Brook, Early and Bamford. 2014. *Principles of Horticulture Level 3*. Routledge.

Buczacki and Harris. 2014. *Pests, Diseases and Disorders of Garden Plants*. William Collins.

Agrios, G. 2005. *Plant Pathology*. Academic Press.

Lainsbury, M. 2014. *The UK Pesticide Guide 2016: British Crop Protection Council*. CABI Publishing.

Practical Horticulture

Brickell, C. 2012. *The Royal Horticultural Society Encyclopedia of Gardening*. Dorling Kindersley.

Garner, R and Bradley, S. 2013. *The Grafter's Handbook*. Mitchell Beazley.

Brown and Kirkham. 2009. *Pruning of Trees Shrubs and Conifers*. Timber Press.

Brickell, C. 2010. *The Royal Horticultural Society: Encyclopedia of Garden Plants*. Dorling Kindersley.

Managing Historic Gardens and Landscapes

Watkins, J and Wright T (eds.), 2007, *The Management and Maintenance of Historic Parks, Gardens and Landscapes*, London: Frances Lincoln

Brookes, J., 2007. *The Well-Designed Garden*. Dorling Kindersley.

Reid, G., 1987. *Landscape Graphics*. Watson-Guptill Publications Inc.

Magazines

Horticulture Week
The Garden

Primary Horticultural Online Databases

Royal Botanic Gardens Kew: World Checklist of Selected Plant Families

www.kew.org/wcsp/

apps.kew.org/wcsp/

The checklist includes 173 Seed Plant families ('View list of included families'). Different families are in different stages of review as indicated in the family list.

Royal Horticultural Society: RHS Plant Finder

www.rhs.org.uk/plants/search-form

The RHS Plant Finder can give expert help and advice on growing, feeding, pruning, pest and diseases. Search by plant name, attribute, or both to find plant details and a list of suppliers. The website also highlights certain trends, such as a list each year of the most stocked new plants. When a specialist nursery goes out of business, there is a "Last Listed" section which tells you when a plant was last there. Sometimes you can track down the nurseryman and some of their remaining collection. Wholesale nurseries are excluded.

The RHS Plant Selector, based on the Plant Finder, is a hugely popular, free tool from the RHS that enables you to enter a wide range of conditions such as damp soil, shade or ground cover into a database.

RHS Horticultural Database

<http://apps.rhs.org.uk/horticulturaldatabase/index.asp>

The RHS has been developing the RHS Horticultural Database. The objective is to bring together, in a single cohesive structure, as much horticultural information as possible, based around a comprehensive index of garden plant names.

Using the proprietary botanical gardens database management software, BG-BASE™, this is already being used for garden plant records for the RHS gardens, nursery information, RHS National Collections, RHS trials, Award of Garden Merit plants and literature references.

General Botany Resources: Online Databases

There are two primary resources used by botanists for finding out the correct spelling of a plant name, the authors who published it, and the journal in which it was published. These are TROPICOS, an online database of the Missouri Botanical Garden and the International Plant Name Index (IPNI) maintained by the Royal Botanic Gardens, Kew.

TROPICOS - The Missouri Botanical Garden vascular plant database: mobot.mobot.org/W3T/Search/vast.html

International Plant Name Index (IPNI) <http://www.ipni.org/>

Alternative resources:

Internet Directory for Botany: www.botany.net/IDB/

Index Herbariorum: websun.nybg.org/bsci/ih/searchih.html

APG II Classification (Angiosperm Phylogeny Group): www.flmnh.ufl.edu/deeptime/apgll2002.html

Angiosperm Phylogeny Website (PF Stevens, 2003): www.mobot.org/MOBOT/Research/APweb/welcome.html

The International Plant Names Index (source databases are the Index Kewensis, Gray Card Index and Australian Plant Names Index): 193.128.240.158/ipni/query_ipni.html

IOPI Global Plant Checklist Prototype: www.bgbm.fu-berlin.de/IOPI/GPC/query.htm

USDA PLANTS: plants.usda.gov/plants/cgi_bin/topics.cgi?earl=checklist.html

Names in Current Use for Extant Plant -- Genera: www.bgbm.fu-berlin.de/iapt/ncu/genera/NCUGQuery.htm

Index Nominum Genericorum: rathbun.si.edu/botany/ing/ingform.cfm

Regional Floras and Individual Plant Groups

Bean's Shrubs and Trees: <http://www.beanstreesandshrubs.org/>

Checklist of World Ferns: homepages.caverock.net.nz/%7Ebj/fern/

The Cycad Pages: plantnet.rbgsyd.gov.au/PlantNet/cycad/index.html

The Gymnosperm Database: www.botanik.uni-bonn.de/conifers/taxa.htm

Catalogue of New World Grasses: <http://mobot.mobot.org/Pick/Search/nwgc.html>

Flora Europaea: rbg-web2.rbge.org.uk/FE/fe.html

Flora of China Checklist: mobot.mobot.org/W3T/Search/foc.html

LegumeWeb (pea family): www.ildis.org/LegumeWeb

CalFlora (California flora on-line): elib.cs.berkeley.edu/calflora/

Recommended apps*

WEED ID APP. The BASF Weed ID app identifies 140 species of broad-leaved weeds and grass weeds in the UK with 1,000 images. Also try the Bayer Weed Spotter app

MYSOIL. mySoil is a free app from the British Geological Survey and the Centre for Ecology & Hydrology. Find out your soil properties - type, organic matter, texture and pH - based on your area of the country. See bgs.ac.uk/mysoil/ for more information.

LOVEBIRDS. Priced at £4.99 (£1.50 is donated to the RSPB), this app allows you to identify species, listen to birdsong and access information about our British garden birds

FRUIT GARDEN APP (£1.49). The Learning about Fruit Trees app is written by an American gardener, and consists of chapters on the 'do's and 'don't's of growing fruit trees.

BUG ID APP. The Natural History Museum's bug count app helps you identify most common bugs. Also try the Bug and Weed Identifier app (Spectracide).

VEGETABLE GARDEN GUIDES (£1.49) A good reference guide for experienced gardeners

*Thanks due to Bunny Guinness for the apps recommendations.

