



## FAQs for prospective placement gardens

### THE PLACEMENT GARDEN

#### **Do you prefer to work with gardens that already have a training programme?**

We are interested in gardens with *all* levels of training experience: gardens which are new to training and would like to introduce a training programme to their garden, gardens which have worked with trainees but would like a more structured approach, and gardens who already have trainees but would like to add a HBGTP trainee to their existing programme. In this case, our trainee must be an additional trainee to the garden (i.e. not a replacement for a current trainee role).

#### **Should there be a minimum staff to trainee ratio?**

The HBGTP requires a team equivalent to at least 3 full-time experienced horticultural staff members, who are committed to sharing their skills with care and patience.

#### **What kind of organisation can apply to be a placement?**

All kinds of ownership arrangements are welcome: private, public, trust or charity.

#### **Is it important how big the garden is?**

It is not so much a question of acreage, but the diversity of plants, your facilities, and what your staff and site can offer a trainee.

### THE SUPERVISOR AND MENTOR

#### **Do they have to be trained assessors?**

No. However, they must be skilled horticulturists and keen to train. You will need to identify a Supervisor to oversee the work of the trainee and a Mentor to ensure they are settled and happy at work. The HBGTP offers support and mentor training to staff interested in these roles.

#### **What is expected of a Supervisor?**

To lead the induction of the trainee, complete a training plan, have quarterly meetings to discuss their progress, and review their written work before it is submitted to the HBGTP. Establish a weekly plant identification test of no less than 10 plants.

#### **What is expected of a Mentor?**

To establish a positive and supportive relationship with the trainee. To be available and encourage occasional meetings with the trainee to discuss their progression and professional development.

#### **Is the placement expected to provide any formal training?**

The main training is practical 'on-the-job' training. However, many placement gardens are able to 'add value' by inviting the trainee to join staff training programmes (i.e. PA1/PA6, tractor driving, strimmer).

## THE TRAINEE

### **When do they start?**

The first week of September each year. Trainee positions are advertised in March and interviews conducted in May. Interviews are held at your garden and include a practical element.

### **Does the trainee work a full week?**

The trainee is expected to do most of their written work in their own time. However, the placement garden is expected to ensure the trainee takes a half day per week on site, to undertake their project work. To do this the trainee requires access to a computer on site.

### **Is there an employment contract?**

Yes, between the garden and the trainee. There is also a contract between the garden and the HBGTP and the trainee and the HBGTP.

### **What does the trainee do during the placement?**

Join the work team(s) and undertake all duties expected of a professional gardener. In addition they keep a technical diary, undertake 3 projects and complete a weekly plant identification test of no less than 10 plants.

## COSTS

### **What funding will we receive from the HBGTP?**

If needed, we can provide a bursary payment of £8,300 to support the trainee's salary. Half is paid at the start of the placement and half on completion.

### **What wage should we pay the trainee?**

A salary in line with the National Living Wage.

<https://www.gov.uk/national-minimum-wage-rates>

Note that if you have accommodation to offer this can be used to offset your costs:

<https://www.gov.uk/national-minimum-wage-accommodation>

Contact the HBGTP Manager for further information:

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