

# SHORT COURSE

TRAINING GUIDE



# Welcome!

Based at Writtle College, Short Course Training manages the delivery of training support for employers and individuals throughout the Eastern Counties.

Our scheduled courses and bespoke training packages can take place at Writtle College, in the workplace or at our customer's chosen venue.

Many of our courses require no previous experience or qualification.

If you would like to try something different or want to develop a new skill, our courses cover a wide range of subjects. We are sure you will find something to either satisfy a personal interest or enhance career prospects.

Why not try something different to enrich your life and experience a sense of achievement.

Alan Titchmarsh MBE, probably the best-known gardener in the UK became the patron of Writtle College in November 2001.

Although best known as a presenter of Gardeners' World, Ground Force and How to be a Gardener, over the years Alan has made an enormous contribution to the horticultural industry.

Having trained at the Royal Botanic Gardens, Kew, Alan spent several years as a horticultural journalist before moving into television. His highly successful freelance career in broadcasting and writing includes more than 30 gardening books and twice being named "Gardening Writer of the Year". He even has a waxwork model at Madam Tussauds in London.

However, it was his enthusiasm and dedication to 'gardening' that led the College to present Alan with an Honorary Doctorate Degree in 1999. This was the beginning of his relationship with the staff and students of Writtle College.

*Writtle has a wonderful reputation. It is one of the very best horticultural colleges in the UK and I hope I will be able to help promote the college in my capacity as patron.*

Alan Titchmarsh – College Patron





# Contents

This Short Course Training Guide offers an overview of the training available. For the latest information on dates and prices please visit [www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses) or email: [shortcourses@writtle.ac.uk](mailto:shortcourses@writtle.ac.uk)

With courses suitable for both work and leisure or perhaps as a gift, our specialist instructors are able to offer training in the following subject areas:

Animal Care and Equine	5
Arboriculture	9
Art & Craft, Floristry and Photography	11
First Aid and Health & Safety	15
Horticulture and Landscaping	18
Machinery Use and Maintenance	23
Other Short Courses	31

To make a booking please call our booking lines  
**01245 424286 / 421782**

In many cases our courses can be adapted for a specific group or business and delivered at the client's chosen location. For more information on bespoke bookings please call **01245 424287**.

Some short courses are seasonal while others run throughout the year, for up to date information on dates and prices please refer to our website [www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)

Please note that all short course fees are non-transferable and non-refundable.

En-suite accommodation is available throughout the year. For accommodation bookings and information on our conference and event facilities please contact our Conferences and Events Office on **01245 424200** or refer to our website [www.writtle.ac.uk/conferences](http://www.writtle.ac.uk/conferences)

# Types of certification

There are three types of certification available



## **Certificate of Attendance**

A certificate of attendance is given on completion of the course to confirm training has been given on the subjects covered.

## **Integrated Training and Assessment (Lantra Awards Certificate)**

Since the arrival of “Best Value” in the contracting world some of the contracts for landscape maintenance operations are requiring the operators to hold certificates of competence for machinery operations; over time a whole range of these have been developed through Lantra Awards. Short Course Training is able to offer Lantra Integrated Training and Assessment Awards in a range of qualifications. Further courses are being developed all the time.

## **National Proficiency Tests (NPTC Certificates of Competence)**

The Training is provided in much the same way as for the college certificates but following the test schedule for National Proficiency Tests. After the training has been delivered, an independent assessor will test the operator for competence. The local proficiency test committee then issue a certificate. Separate fees for assessment and registration will be required by the proficiency test committee. Numbers in each group are limited and training may take place over several days.

## **Computer Society Qualifications**

Writtle College is an accredited test centre for British Computer Society Qualifications that are aligned to the ITQ framework. The ITQ framework has been developed to enable learners to access a wider range of IT skills so that they can build their knowledge, enhancing their abilities and career prospects.

# Animal Care & Equine

We are governed by HSE regulations therefore participants are required to attend all riding sessions dressed in appropriate outdoor riding wear, an approved riding hat and gloves. A body protector is strongly recommended for any jumping.

## **BHS Stages 1, 2 & 3**

These fifteen or twenty week courses will provide participants with the competencies to apply basic principles of horse care. Working under supervision, participants will have basic knowledge and practice of looking after a well-mannered horse in the stable and at grass and will be capable of riding an experienced horse or pony in an enclosed space. Holders of the Stage 1 Horse Knowledge, Care and Riding Certificate will be able to progress to BHS Stage 2 Certificate in Horse Knowledge, Care and Riding.

Riders must be able to walk, trot and canter.

## **BHS Preliminary Teaching Test (PTT)**

This ten week course will provide participants with the competencies to apply the basic principles of coaching. Participants will understand the health and safety procedures involved in organising a lesson or hack in the open or on the roads and will be able to modify sessions to facilitate the ability of the rider in front of them. They will be able to evaluate their own performance and show ability to assess progress in their pupils in an unsupervised environment. Successful candidates will be able to work in a commercial riding establishment or private yard or as a freelance coach. The Preliminary Teaching Test is a component part of the BHS Assistant Instructor Certificate. BHS Stages 1 & 2 and BHS Riding & Road safety are a pre-requisite for this course.

## **BHS Riding and Road Safety**

This eight hour course and the examination are a pre-requisite for BHS Stage 2. The training will educate riders in road safety in order to minimise the risk involved when riding on the road. The test is available to all riders from 12 years of age and is supported by the Department for Transport.

Participants must apply directly to BHS for their examination and must have a copy of the Riding and Roadcraft manual for the course.



**All BHS examinations must be booked and paid for directly to the BHS.**

## Canine First Aid

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This one day course will cover basic Canine First Aid in an emergency situation. Participants will learn how to treat minor injuries and handle post Veterinary care. A Writtle College Certificate of Attendance is issued on completion of the course. Participants may bring a dog with them but this it is not essential.

## Canine Massage

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Canine agility and sporting massage: pre and post event – Be the best!’ This one day course will provide an introduction to massage – how and why it works. Topic covered will include:

- The benefits of massage
- Contraindications and Veterinary Act
- Introduction to the bodies system involved with massage
- Locating the bony landmarks (areas to avoid)
- Locating the main muscle groups
- Pre event warm up routine – with practice to music
- Post event cool down routine – with practice to music
- Top tips to extend your dogs sporting life

## Clicker Workshop – An introduction

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This one day course is aimed at anyone who is interested in animal training and will be a blend of theory and practical items. Topics covered will include: the science of clicker training, how and why we clicker train, principles of shaping and motivation to work, demonstrations and practical activities.

Clicker training will help to shape new behaviours, sharpen existing ones and teach the importance of methodical training which allows the animal to clearly understand what is required.

## Canine Clicker Weekend Workshop

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This two day course is aimed at dog owners and will be a blend of both theory and practical items. Ideally, participants will have attended our one day Clicker Workshop and will already have an understanding of the subject.

During this weekend course topics covered will include: the science of clicker training, training considerations and expectations of breed, motivation, learning to learn, the creative dog, building new behaviours and shaping process, sharpening existing behaviours, cues, lead handling, clickers use in ‘real life’ and recreational activities

There will be demonstrations and practical activities throughout. Clicker training will help to shape new behaviours, sharpen existing ones and teach the importance of methodical training which allows the animal to clearly understand what is required.

Participants will be given the tools to undertake training on their own dog, as well as increasing owner/animal bonds through the positive relationship of training.

Please see course considerations before booking.

## Dog Grooming

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This one day College certificated course is for owners who would like to learn to groom their dogs at home. Topics covered include bathing, grooming, ear hair, nail clipping, parasites, skin problems and anal glands. Participants must bring a dog with them. Anyone wishing to pursue a career in dog grooming is advised to attend the NPTC/Petcare Trust course also offered at Writtle College.



## Dog Instructor Training Weekend

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This two day course is suitable for anyone wishing to start instructing others at dog training classes or who is already assisting or running puppy parties. The training will provide a good insight on how to set up and start Dog Training Classes. Experienced trainers will further their knowledge, correct faults and improve instructional techniques. Topics covered: class control, instructor positioning, class positioning, basic exercises and component parts, faults and corrections, class plans and organisation. Participants without a dog must request one at the time of booking. Anyone wishing to pursue a career in dog training is advised to attend the Canine Care and Training course also offered at Writtle College.

## Dog Instructor Training Weekend – Advanced

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This follow-on, two day course is aimed at those having already completed the Dog Training Instructor weekend. It is suitable for anyone already taking classes, instructing and wishing to improve their skills. Experienced trainers will be able to further their knowledge, correct faults and improve instructional techniques. Topics covered: class control, instructor positioning, class positioning, exercises from puppy to competition level, faults and corrections, class plans and organisation. Participants without a dog must request one at the time of booking. Anyone wishing to pursue a career in dog training is advised to attend the Canine Care and Training course also offered at Writtle College.

## Equine Behaviour

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This 10 week course is ideally designed for those with some experience of working with or being around horses. It will be theory-based, complemented with the use of video and pictures and some practical sessions. Where applicable – College horses will be used for any practical sessions. The course will not require people to bring their own horses.

Subjects covered include:

- Social behaviour and natural lifestyle of the horse
- Recognising body language
- Learnt behaviour problems versus genuine pain/tension

- Learning theory
- Evaluation of popular alternative training techniques
- Handling problems, ridden problems and stereotypical behaviour
- A Writtle College Certificate of Attendance will be issued on completion of the course.

## Horse Clicker Clinic

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The morning session will provide the handlers with the understanding and skills to train basic behaviours. It will cover the shaping process and putting a behaviour on cue.

It will also teach clicker compatible rope handling skills and how to find balance in the handler.

The afternoon session will involve working with the horses' one at a time (only one horse out at any time). Depending on the experience of the handler and horse the session may be in the stable (if protected contact is considered a requirement). In these sessions the handler will be using all the skills they learnt in the morning to train the horses.

## How to Clip a Horse

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Clipping a horse is mainly done over winter to make grooming easier. It is often part of showing horses and displays neatness and improves appearance. This half day course will provide theory and practical training in clipping of a horse. Topics covered will include: health & safety, reasons for clipping and equipment used.

Suitable for beginners, on completion of the course participants will know the purpose and procedure for clipping and trimming and the essential safety measures.

## Lungeing for Beginners

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This three hour course is designed for individuals, who require basic knowledge of the correct method of lungeing. The training will also be beneficial for owners of small ponies as a means of keeping them fit.

On completion of the course, participants will be able to prepare and lunge a horse for exercise and will receive a Writtle College Certificate of Attendance.

## Sheep Husbandry

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This course runs one evening a week for eight weeks a combination of lectures and practical sessions designed for those who have just started to keep sheep, are considering keeping sheep or for people who have a general interest in sheep. Topics to be covered include: sheep breeds, terminology, stratification, selection of breeding stock (male and female), purchasing stock, health plans and signs of health and ill health, vet/med administration, storage, recording etc, the shepherds calendar, feeding, winter when housed, summer grazing, creep feeding lambs, the pregnant and lactating ewe, mating, lambing and care of the new born lamb, condition scoring, foot trimming, worming, temperature taking and general handling.

## AMTRA C-SQP Companion Animal Course

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## AMTRA J-SQP Equine Course

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## AMTRA E-SQP Saddlers Course

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## AMTRA R-SQP Merchant Course

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These four, five and seven day courses will offer vital preparation for the AMTRA examination. The training will cover: base, companion, equine and farm animals. practical demonstrations are included in our animal science centre.

Before enrolling on a course or sitting an exam you must be registered with AMTRA as a student SQP.

AMTRA registration and examination fees are paid directly to AMTRA on 01359 245801.



For up to date information visit  
**[www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)**  
or to make a booking call  
**01245 421782**



# Arboriculture

We are governed by HSE regulations therefore participants will not be allowed to start any NPTC certificated chainsaw course without chainsaw boots and gloves.

These modules require reading and interpreting information such as safety instructions and technical knowledge and prepare participants for NPTC independent assessment. These intensive practical courses require a good level of physical fitness and an ability to study written technical information.

## **CS30 – Chainsaw Maintenance & Cross-Cutting (NPTC)**

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This course is for those intending to use a chainsaw for business, domestic or leisure activities. Topics covered include basic maintenance and use of the chainsaw, on-site preparation and basic cross-cutting. Two consecutive days training to NPTC standard, followed by a one day NPTC assessment. This course is a pre-requisite to CS31.

## **CS31 – Chainsaw Felling of Small Trees up to 15" (380mm) including the Takedown of Hung Up Trees Using Hand Tools (NPTC)**

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This course is for those anticipating working in professional forestry, amenity or utility arboriculture activities and likely to be felling trees up to 15" (380mm) in diameter. Three consecutive days training to NPTC standard, followed by a one day NPTC assessment. CS30 must be achieved before taking this course.

## **CS38 – Basic Tree Climbing and Aerial Rescue (NPTC)**

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This course is for those wishing to climb trees and perform aerial rescue. Topics covered include regulations, industry best practice, climbing equipment, access and movement techniques within trees to achieve work positions. Five consecutive days training to NPTC standard, followed by a one day NPTC assessment.

## **CS39 – Using a Chainsaw from a Rope & Harness (NPTC)**

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This course is for those wishing to operate a chainsaw from a rope and harness. Two consecutive days training to NPTC standard, followed by a one day NPTC assessment. Participants must hold CS30, CS31 and CS38 certification before applying for this course.

## **PTI Professional Tree Inspection** *(Lantra Awards)*

This three day course is aimed at the experienced arborist or tree work professional, who already has the knowledge and skills to identify and diagnose potential problems and can recommend and prioritise appropriate treatments and work programmes. The course is designed to help participants recognise hazardous trees as part of their main duties and then implement control measures in a specified and appropriate timescale. Participants must hold a national qualification in Arboriculture or be able to demonstrate an equivalent level of academic knowledge and possess a detailed knowledge of tree biology before taking this course.

## **Tree Survey and Inspection** *(Lantra Awards)*

A one day basic course aimed at highway inspectors, park rangers, general estate workers and assistant tree inspectors. The course is designed to give training on identifying common signs and symptoms that may lead to tree or limb failure and methods of reporting this information to people suitably qualified to make final decisions on safety.

## **Woodchipper Operations** *(Lantra Awards)*

This one day course covers preparation, maintenance and safe use of a woodchipper.

Writtle College is the only Lantra Approved Training Provider, able to offer 'Tracked' Brushwood Chipper courses to anyone owning this type of machine. Please email or call for further information.



For up to date information visit  
**[www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)**  
or to make a booking call  
**01245 424286**

# Art & Craft, Floristry and Photography

We are governed by HSE regulations therefore participants are required to wear sensible covered footwear, an apron and disposable gloves when attending our Floristry courses; floristry scissors will be required but can be purchased on the day if necessary. All other materials are provided for our short courses. Participants will take their creations home with them.

## **Beginners Botanical Drawing & Painting using Mixed Media – Part 1**

Some drawing ability would be an advantage but most important is an open mind and enthusiasm to learn how to draw and paint. During this twelve week course we will learn together the basic skills needed to produce plant/flower portraits using pencil, pastels and watercolours.

By the end of the course participants should be able to: Look at plants/flowers; see and express in their artwork light, dark, shade and contrast; make the right choices of plant material for their artwork; use a variety of mixed media choosing the best and most appropriate; be able to use a variety of media effectively; understand, choose and mix colour.

Participants should be prepared to find time at home to work on their artwork and experiment, as practice makes perfect.



## Aqua Pack

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During this two and a half hour course participants will receive step by step guidance on how to create an aqua pack which can make a stunning gift, ideal for displaying flowers without a vase. No experience is necessary; participants will take their items home with them.

## Bow Making

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During this two hour course participants will receive step by step guidance on how to construct stunning bows and curls as used by florists. The course is a must for all lovers of visual decoration as bows and curls can enhance presents, floral designs and venues.



## Bunch to Design

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During this half day workshop participants will receive step by step guidance on how to make the most of a 'supermarket bunch of flowers'. Using a container and foam, participants will transform the flowers into a design suitable for the home or a gift. No previous experience necessary.

## Christmas Hand Tied Door Decoration

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A half day workshop where participants will make a contemporary alternative to a traditional door wreath or swag; using mixed Christmas foliage, baubles and decorative ribbon. No previous experience necessary.

## Christmas Table Design

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During this half day workshop participants will make a Christmas table centrepiece using mixed Christmas foliage, bear grass, carnations, candles, baubles and beads. No previous experience necessary.

## Flower Arranging Stage One

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This one day course is an introduction to flower arranging and is suitable for beginners. Participants will try their hand at new skills and receive step by step guidance while learning how to transform a few flowers into a decoration for the home or a gift. Participants will create two designs.

- Posy design with seasonal flowers.
- Triangle design suitable for the home or on a larger scale suitable for church.

## Flower Arranging Stage Two

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This one day course follows on from Flower Arranging Stage One, and is also suitable for those with no previous experience. Participants will receive step by step guidance with each design.

- Asymmetrical design, this is the traditional flower arranging style which is useful for many occasions.
- A parallel design using flowers in vertical groupings. Suitable for a mantelpiece, church or as a gift.



## Hand Tied Bouquets

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A half day workshop where participants will design and construct a beautiful hand tied bouquet suitable for any occasion including weddings; using a decorative finish to bind the handles. No previous experience necessary but would be an advantage.

## Moss Duck and Teddy Bear

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During this four hour course participants will make two delightful moss novelties which should keep for months. Each design could be used within a flower arrangement; looks cute in the garden, in a patio planter, in a porch or on a garden table. Step by step guidance will be given.

## Packaging Plants and Flowers

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During this three hour course participants will learn how to change a small pot plant and a few simple flowers into stunning gifts. Step by step guidance will be given.

## Seasonal Basket

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During this half day workshop participants will design and construct a Spring Time Easter Basket, ideal as a gift or for the home. Suitable for beginners and those with basic floristry experience.

## Shower Bouquet on a Foam Holder

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This half day workshop, involving some wiring, is aimed at participants who have the NCF National Certificate in Floristry or have good basic floristry experience. Participants will create a small shower bouquet on a foam holder.

## Table Decoration and Pew End

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This half day workshop will be a mixture of group and individual work. It is ideal for anyone needing to decorate a table or room for a wedding or special occasion. Using ribbons and a few fresh materials, you can create an effective setting. These principles will be used to construct a Pew End which will be taken home at the end of the course.

## Wired Shower Bouquet

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This half day workshop is aimed at participants who have the NCF National Certificate in Floristry or have good basic floristry experience. Participants will create a small wired shower bouquet.

## Introduction to Photography (composition techniques)

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During this half day session participants will look at a variety of photos and discuss how each one could be improved. Subjects covered will include; rule of thirds, points of view, leading lines and framing.

There will be an opportunity to take photos in one of the college glass houses, therefore participants are advised to bring a camera.

This course is aimed at those with a general interest in photography and is an ideal introduction to the NCFE Level 1 Photography course also offered at Writtle College.



For up to date information visit  
**[www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)**  
or to make a booking call  
**01245 424286**

# First Aid and Health & Safety

In any company the number and type of first aid personnel would be based on a risk assessment. In assessing the need, employers would consider workplace hazards, size of the organisation and history of accidents.

Source: [www.hse.gov.uk](http://www.hse.gov.uk)

## **Emergency First Aid at Work (HSE Approved)**

This one day course is ideal for anyone requiring basic first aid training. Topics covered include: managing an incident, treatment of an unconscious casualty, resuscitation, shock and bleeding.

## **First Aid at Work (HSE Approved)**

A comprehensive three day course for those employees designated as a workplace First Aider. On completion of training, successful candidates should be able to; provide emergency first aid at work, administer first aid to a casualty, recognise the presence of major illness and provide appropriate first aid. The course covers essential areas of Life Support and First Aid necessary in the initial management of a casualty and pre-hospital care. The qualification is renewable within three years.

## **First Aid at Work Re-qualification (HSE Approved)**

This two day re-qualification training for First Aiders in the workplace, reviews original course material and updates on advances in techniques and changes in legislation. It is a HSE requirement that participants bring their First Aid at Work certificate with them. This must be an original and not a photocopy. The qualification is renewable within three years.

## **Early Years (Paediatric) First Aid**

This twelve hour course complies with Government guidelines for childcarers who care for children in the absence of their parents. Existing registered childminders in England will be expected to have a valid first aid certificate once they have had their first inspection carried out by Ofsted. The guidelines state first aid training must be a minimum of twelve hours. Participants will be shown what must be included in a first aid kit for babies and children and resuscitation techniques using models of babies and children, participants therefore have the chance to practice on models of different age groups. The course also includes how to record accidents and incidents appropriately.

Group Bookings only.



## **First Aid at Work and Emergency First Aid at Work Annual Refresher Training**

From October 2009 HSE strongly recommend all First Aiders undertake a minimum of three hour annual refresher training. This is in addition to re-qualification training. Topics covered will include: the unconscious casualty, resuscitation, bleeding and shock.

## **Certificate in Food Safety in Catering (CIEH) Level 2 Award**

This one day Level 2 qualification with a one hour multiple choice examination paper is aimed at those working or dealing with the preparation and serving of food.

This qualification will provide participants with an understanding of the main criteria in food safety including: introduction to food safety, food law, food safety hazards, temperature control, refrigeration and chilling, cooking and re-heating, food handlers, food storage, cleaning, food pests, premises and equipment. The CIEH examination paper is available in fifteen different languages. The examination will be in English unless otherwise requested at the time of booking. Photographic Identification is required at the start of the course.

## **Health & Safety in the Workplace (CIEH) Level 2 Award**

This one day course will provide participants with basic information on health and safety and their roles and responsibilities. This nationally recognised qualification will cover: legislation, health, safety, welfare, the workplace and workplace equipment, risk assessment, manual handling, hazardous substances, ergonomics and workstation design, transport and vehicles, noise and vibration.

The six hour course is followed by a multiple choice exam paper. Photographic identification is required at the start of the course.

## **Fire Risk Assessment**

This one day course will provide employees with an introduction to the principals of fire risk assessment. What it is, why it is needed and what it involves. Topics covered will include: the risk assessment process, planning the assessment, hazard identification, evaluation, risk controls, practical session of carrying out risk assessments.

## **Manual Handling Awareness**

A three hour course introducing manual handling in the workplace, the course will raise employee awareness of correct lifting techniques.

## **Manual Handling for Operatives**

This one day practical course will cover items such as: manual handling, regulations, employer and employee responsibilities, principles and benefits of safe lifting, use and selection of PPE, identification of hazards, lifting different types of load, pushing and pulling a load, moving a load with another person, injuries that may occur as a result of poor lifting techniques, knowledge of dangerous occurrences and how to deal with them.

Participants will be encouraged to bring items of equipment related to their work place. The course will provide a greater understanding of manual handling and the associated risks of poor lifting techniques.

The training can be used in preparation for the NPTC assessment not included in the cost.



## Fire Marshall

This half day course will provide employees with an introduction to fire safety and related legislation. Topics covered will include: general fire prevention measures, actions to be taken during a fire, evacuation procedures, chemistry of fire and how it spreads, common causes of fire, safety features within buildings, action on discovering a fire, calling the fire service, hazard spotting, fire notices, evacuating people with special needs, liaising with fire controllers, daily and weekly fire checks, record keeping, fire extinguisher theory.



For up to date information visit  
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or to make a booking call  
**01245 421782**

In many cases our courses can be adapted for a specific group or business and delivered at the client's chosen location. For more information on bespoke bookings please call 01245 424287

# Horticulture & Landscaping

We are governed by HSE regulations therefore participants attending practical courses are required to wear work clothes and steel toe capped boots or shoes.

## **Brickwork in the Garden**

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This one day practical course offers instruction and demonstrations during which participants will gain valuable skills in basic bricklaying techniques. Tasks include how to set out and construct a simple corner and laying bricks in line. Progression from this course is to Brickwork in the Garden Stage 2.

## **Brickwork in the Garden Stage 2**

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This two day practical course is aimed at the small business or serious amateur. Day one covers setting out corners and construction of walls in brick and blockwork. Day two deals with the construction of features such as retaining walls, pillars and piers. All participants must have completed Brickwork in the Garden to attend this course.

## **Cricket Pitch Renovation**

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A member of the Institute of Groundsmanship will deliver one day instruction on the following: repairs, over-seeding, brushing, mowing, scarification, aeration, top-dressing, luting-in. Participants will receive a certificate endorsed by the IOG.

## **Fertiliser Application to Sports Surfaces**

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A mixture of theory and practical this one day course will instruct participants on the following subjects: calibration, apply fertiliser by spreader, nutrients; major and minor, organic and inorganic, slow and quick release, compound, straights, granule and liquid.

## **Football and Rugby Pitch Maintenance**

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A mixture of theory and practical this one day course will instruct participants on the following subjects: patching, plugging, bumps and hollows, lifting turf, forking, identify weeds, pests, diseases and grasses, hockey, football, rugby and lacrosse.

## **Garden Design – A Basic Introduction**

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This two day course will cover: basic site analysis, principles of design, the design process, basic drawing and surveying skills, use of hard and soft materials. On both days some outside practical work will be carried out so please come dressed for practical exercises.



## General Gardening Day

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This practical gardening day is suitable for both the novice and those with some experience. The training will be delivered through theory and practical sessions, covering: weeding, pruning, lawn care, pests and diseases. Participants will be provided with basic knowledge on how to keep their garden in good order.

## Grow Your Own Fruit & Veg

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Would you like to live the “good life”? Have you ever wanted to grow your own fruit and vegetables and discover the taste of home grown produce?

Do you watch the gardening experts on TV making it look so easy; do you wish you had a plot with crumbly weed free soil like them? With this course you can!

Topics covered will include selecting a site, clearing the weeds, preparing the ground using the easiest, non-backbreaking methods. We will also look at which vegetables can get you started and won't let you down. What varieties are most likely to succeed on your plot and how you can make your own compost cleanly and easily?

This one day course will broaden your horizons, helping you to grow more interesting plants with a mixture of theory and practical session.

## Hanging Baskets

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A half day workshop where participants will learn how to make beautiful hanging baskets with a professional touch and take their creation home with them. All materials are available from the college glasshouses and must be paid for separately.

## Lawn Care – A Generic Guide

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This one day course will provide a generic guide to caring for your turf areas. The training will be a mixture of theory and practical items covering topics such as; aeration, scarification, irrigation, fertilising, mowing, top dressing, pests, diseases and weeds. It will be suitable for the complete beginner or those employed in the maintenance of amenity turf.

## Maintain the Health of Sports Turf

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A mixture of theory and practical this one day course will instruct participants on the following subjects: weeds, pests, diseases and grasses, cultural, chemical and physical controls of pest, disease and disorders.

## Paved Surfaces – Rigid and Flexible Paving

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This one day practical course is an introduction to paving techniques and introduces the principles of paving construction. Participants will gain skills in laying both rigid and flexible surfaces, along with information about materials and the equipment required to carry out these tasks. Progression from this course is to Paved Surfaces Stage 2.



## Paved Surfaces Stage 2

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This two day practical course will enable participants to gain experience in constructing complex paving structures including the setting out process, installation of kerbs, cutting materials and more complex paving patterns. All participants must have completed Paved Surfaces to attend this course.

## Plant Propagation

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A one day practical course in growing plants from seed, taking cuttings and division – ways of getting plants for free.

Seed sowing practicals including lawn seed sowing. Softwood, semi-ripe and hardwood cuttings will be practiced as well as root cuttings and leaf cuttings of indoor pot plants with advice on how to get the best results. Division and layering will also be demonstrated. The course is suitable for beginners and those with some experience. Participants will be able to take the seed trays and prepared cutting they have been working on home with them.



## Pruning Fruit Trees

A one day course with a mixture of theory and practical sessions aimed at those who are unsure how to keep their fruit trees in proper order. This course is especially suited to the novice or those with a little experience. Topics covered will include: formative pruning, pests & diseases and selecting the correct variety. Participants will receive information and instruction on pruning fruit trees to achieve the desired shape and promote better fruiting.

## Pruning Your Shrubs

Spring and Autumn practical workshops for those who are unsure how to keep their shrubs and small trees in proper order. This one day workshop is suited to both novices and those with some experience but are tentative about applying secateurs. Participants will learn when and how to prune their shrubs correctly and safely to keep them under control and looking their best.

## Soil Preparation (Sports Turf)

A mixture of theory and practical this one day course will instruct participants on the following subjects: soil types and what they mean, tilth and why it is important, machinery for soil cultivation, timing, soil ameliorants, chitting and alternative methods, soil preparation, safety with the machine, applying seed and laying turf.

## Sports Turf Renovation

A mixture of theory and practical, this one day course will instruct participants on the following subjects: relevant current legislation, risk assessment, personal protective equipment (PPE), environmental good practice (minimisation of impacts), working with others, how to improve your personal performance at work, brushing, mowing, scarification, aeration and over-seeding.



## Timber in the Garden

This two day practical course looks at constructing timber features such as decking and pergolas. Topics covered include: the setting out process, use of power tools and practical activities that will lead to the construction of basic timber features.

## Willow Plant Climber

A one day practical course where participants will be shown different weave styles. After a short presentation we will construct a willow tepee/plant support. Transportation of the finished item should be considered as participants will take their item home. Materials need to be ordered well in advance therefore booking must be made at least two weeks prior to the start of the course.



## Use & Maintain Non-powered & Powered Tools (Sports Turf)

A mixture of theory and practical this one day course will instruct participants on the following subjects: safety with the kit, maintenance of machinery, marking out, setting out equipment for play, mowers (pedestrian and ride-on), scarifiers, spikers (pedestrian and tractor mounted slitters), strimmers and bunker maintenance/edging irons.

## Year Round Colour in Your Garden

Does your garden fall flat at the end of summer? Would you like to know how to add some cheer to those dark winter days? How can you keep your garden interesting after the excitement of early spring has passed?

This one day course will provide ideas and easy ways to bring colour, shape and interest to your garden all year round. During the day we will look at noted winter gardens as well as plants in the college grounds, discussing how these ideas could be used in your own garden. You will be advised in a mixed theory and practical session, on the plant selection, cultivation, propagation and how to keep costs down.

For up to date information visit  
**[www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)**  
or to make a booking call  
**01245 421786**

In many cases our courses can be adapted for a specific group or business and delivered at the client's chosen location. For more information on bespoke bookings please call 01245 424287

# Machinery Use & Maintenance

We are governed by HSE regulations therefore participants will not be allowed to start any machinery course without steel toe capped boots or shoes and work clothes which provide full cover for arms and legs.

## **Abrasive Wheels (Lantra Awards)**

This one day course is aimed at farmers, managers, fitters, foremen and workers who are required to use bench mounted and hand held electrical abrasive wheels or supervise their use. The course is designed to comply with the Provision and Use of Work Equipment Regulations 1999 and Management of Health & Safety Regulations 1998.



## **Agricultural Mechanic Foundation Course**

This practical based, fifteen day course is ideal for those interested in developing skills in the routine maintenance and repair of agricultural tractors and equipment

Subjects covered will include principles of engineering, component recognition and function, tools and equipment handling skills, basic diagnostic techniques, using technical information, service administration and workshop safety procedures.

The training is intended to provide participants with the ability to reduce servicing cost and down time.

There is the option to take an assessment based on traditional knowledge and skills testing. This will be in the form of written and practical examinations.

To keep the course as relevant and beneficial as possible participants will be working on “real situation” repairs and will be encouraged to bring in their own components with prior agreement.



## All Terrain Vehicles (Lantra Awards)

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Participants must have their own vehicle for this course.

This two day course covers machine types and working principles, controls and functions, maintenance, accident prevention, legislation, health & safety, flat ground riding confined at speed, rough terrain riding, towing and load carrying.

## Brushcutters/Trimmers Maintenance & Operation (Lantra Awards)

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This two day course is for experienced operators and covers routine maintenance, operational techniques and safe use. The course is suitable for commercial and domestic use.

## Fork Lift Truck (Lantra Awards)

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Group 1 – Industrial Counterbalanced Lift Truck (below 5 tonnes)

Or

Group 3 – Rough Terrain Telescopic Lift Truck (pallet & bulk up to 9 metres)

These two day courses covering operational techniques, safe use and routine maintenance of the machine are for those with some experience who wish to use the fork lift for lifting and moving.

The Industrial Counterbalanced Lift Truck is aimed at warehouse workers whereas the Rough Terrain Telescopic Lift Truck is more suited for farm workers and landscapers. Participants wishing to use the Group 3 machine with bucket attachments should book a three day course. One day courses are available for experienced operators.

## Garden Equipment Maintenance

This one day course will provide valuable information on the routine maintenance, adjustments and settings of some of the essential items of gardening equipment. Suitable for domestic use only, the items of machinery covered are:

- Nylon Line Trimmer
- Hedge Trimmer
- Pedestrian Rotary Mower
- Clipping and Pruning Tools

## Hand Held Hedge Trimmer (Lantra Awards)

This one day course covers operational techniques, safe use, routine maintenance including sharpening, and long and short handle machines. Suitable for commercial and domestic use.

## Horticultural Machinery Induction

This one day course is suitable for non-experienced or experienced operators, and covers the safety and operation overview on machine types suitable for commercial and domestic use. Options include:

**Option 1** – Line trimmer, hedgecutter, rotary mower

**Option 2** – Line trimmer, brushcutter, rotary mower

**Option 3** – Customer choice (within reason)

## Horticultural Machinery Maintenance

This one day course is aimed at public authority operators and contractors and those using small horticultural machines. Topics covered include: routine maintenance, basic diagnostics and minor repairs on small horticultural machinery. Options include:

**Option 1** – Line trimmer, hedgecutter, rotary mower

**Option 2** – Line trimmer, brushcutter, rotary mower

**Option 3** – Customer choice (within reason)

## Mowers (Lantra Awards)

- Pedestrian Cylinder
- Pedestrian Rotary & Cylinder
- Ride on Cylinder
- Ride on Rotary & Cylinder
- Ride on Rotary & Flail

These one day Lantra Awards certificated courses are suitable for experienced operators and will cover the following: settings and adjustments, quality of finish, safety and maintenance, operational techniques, public area responsibilities and productivity. These courses are suitable for commercial and domestic use.

## Rotary Mower – DIY Servicing Course

This evening course is aimed at those wishing to carry out routine maintenance of their pedestrian operated, petrol driven Rotary Mower. The training will be delivered over three sessions and will include: basic tool kit, machine evaluation, servicing assessment, changing engine oil and servicing ignition system. Participants will be given the opportunity to work on their own machines but a mower is available if preferred. Please specify the make and model of your machine when booking.



## Pesticide Application Training

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These modules require an understanding of pesticide labels and regulations. This is in compliance with regulations and directives from the Health and Safety Executive. Calculations and interpreting information is an integral part of the training. Each one day module is followed by an NPTC assessment which will be arranged on completion of the training.

### Pesticide Application – PA1 (NPTC)

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Foundation Module

This one day module is necessary for anyone involved with pesticide use, and must be completed prior to any other pesticide module. Topics covered include: legislation, pesticide preparation, record keeping and environmental safety. The NPTC assessment for PA1 is taken at the same time as the assessment for the application method.

### Pesticide Application – PA2A (NPTC)

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Ground Crop Sprayer – Mounted or Trailed

This one day module is designed for people who apply pesticides from a conventional boom sprayer with hydraulic nozzle and/or rotary atomiser. Some of the topics covered are safe driving practice, calibration, post-spraying procedures and the use of a GPS Lightbar Guidance System

### Pesticide Application – PA4 (NPTC)

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Granule Applicator – Mounted or Trailed

This one day module is designed for people who apply pesticides from a full width (e.g. spinning disc, pendulum, pneumatic) or placement type mounted or trailed pesticide granule applicator. Topics covered include: safe driving practice, calibration and post-spraying procedures.



### Pesticide Application – PA6 (NPTC)

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Hand Held Applicator

This one day module is designed for people who apply pesticides from a knapsack sprayer including application to water using hydraulic nozzle or rotary atomiser type sprayers. Some of the topics covered are preparation of equipment, calibration and record keeping.

### Sports Turf and Ground Care Mechanics

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This fifteen day course is ideal for those responsible for the routine maintenance and repair of sports turf machinery, including groundsman and mechanics in the ground care industry.

Subjects covered will include: service administration and workshop layout, machinery diagnostics, servicing and repair. The training is intended to provide participants with the ability to reduce servicing cost and down time; with the option of written and practical assessments to receive a college certificate of achievement.

To keep the course as relevant and beneficial as possible participants are encouraged to bring in their own machines. We can then work on a “real” situation potentially saving on repair costs whilst training.



### **Tractor Driving and Operation (Lantra Awards)**

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This two day Lantra Awards certificated course is for experienced operators. Topics covered include safe use, maintenance, controls/functions and operations, uses and applications. Suitable for commercial and domestic use.

### **Tractor –Driving and Operation Refresher (Lantra Awards)**

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One day refresher training for those already holding the Lantra Awards certificate.

### **Introduction to Tractor Driving (Tractor & Trailer only)**

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This one day course is suitable for the complete novice and anyone assisting with harvest. Topics covered include safe use, driving and trailer towing.

### **Tractor Driving and Tractor Operation**

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This one day course is for drivers with some experience or those requiring an update in safe practice in the use of tractors. The course is designed as preparation for an NPTC test (not included).

## Tractor Driving Activity Day

Have you ever dreamt of driving a Tractor? Well now's your chance!

Our Tractor Driving Activity Day is the perfect gift for Birthdays, Christmas or any special occasion providing an excellent opportunity to make dreams come true.

Find out what it's like to work the land together with the many pleasures of working outdoors. Experience and observe the intricacies and power of these amazing machines first hand.

You will spend the day driving a Tractor, using the machinery and learning its many capabilities. Throughout this enjoyable experience you can expect to learn about:

- The Evolution of the Tractor
- Health and Safety
- Trailer Hitching, Driving and Reversing
- Hitching a Machine
- Seasonal Field Operations with Mounted Equipment  
e.g. mowing, ploughing, sub soiling etc

Book early to avoid disappointment as each activity day is restricted to four participants. For an additional £10 why not bring along a spectator to see you enjoy the day.

Things you should know –

The minimum age for this day is 16.

Steel toe-capped footwear and suitable outdoor clothing must be worn.

## Welding For Beginners

This twenty hour course, suitable for beginners is designed to give practical instruction on the following topics: health and safety of welding processes and equipment, plasma cutting, oxy-acetylene welding and cutting (O/A), manual metal arc welding (MMA), metal inert gas welding (MIG), bronze welding, macro-etching.

150 x 75 1.6mm and 3mm mild steel plates are available each week. Participants with specific projects in mind may prefer to bring their own materials to use. Work boots and non-nylon, flame retardant coveralls must be worn by participants at all times.



## Welding – Intermediate

A course for those with some welding experience and is the follow on from the Welding for Beginners course. This ten week programme will include workshop safety, an introduction to oxy-acetylene and plasma cutting.

Oxy-acetylene welding – vertical fillet, butt joints, and bronze welding of low carbon steels.

Manual metal arc welding – vertical fillet, butt joints using low carbon steels.

Metal active gas welding – vertical fillet and butt joints using low carbon steels.

150 x 75 1.6mm and 3mm mild steel plates, 3mm aluminium and 1.6mm stainless steel sheets are available each week for participants to use.

Whilst in the workshop work boots and non-nylon, flame retardant coveralls must be worn at all times. A college certificate of attendance is given to each participant at the end of the course.



For up to date information visit  
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# Other Short Courses

Accredited by the British Computer Society (BCS) Writtle College provide complete e-learning, tutor led workshops and testing solutions. For all computer training participants must have access to a PC with internet connection and be able to browse the internet confidently.

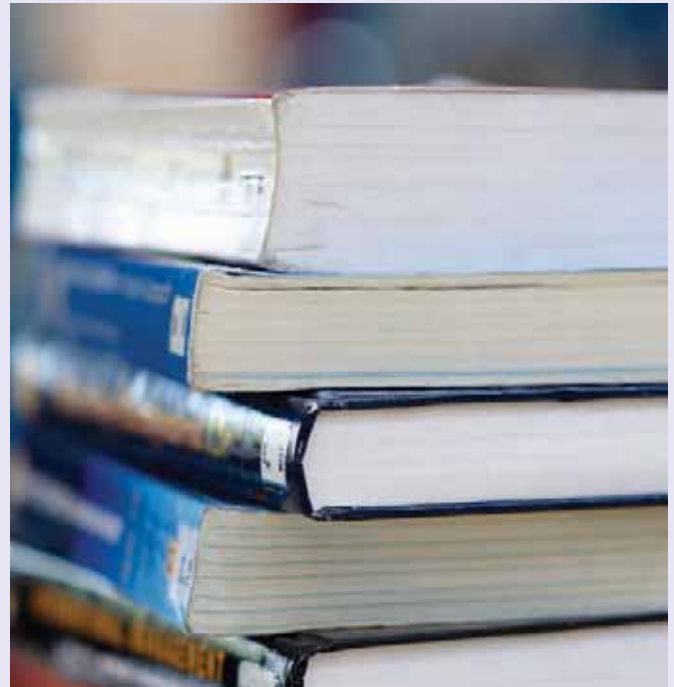
## **Digital Skills (Entry Level 3 Qualification)**

A new qualification, aimed at basic skills such as social surfing; using a computer for photos, music and videos; video calls online. Digital Skills is suitable for learners of all ages and abilities and has been designed to be as accessible as possible through interactive e-learning with embedded assessments covering 7 units:

- Getting Started
- Social Surf
- Music
- Video
- Getting Online
- Webshare
- Photo

## **European Computer Driving Licence (ECDL)**

The internationally recognised qualification is widely recognised by employers as proof of ability and competence when working with IT. The ECDL improves learners' understanding of computers and promotes efficient use of software. Learners have to complete ECDL Essentials and Extra to attain the ECDL certificate and ITQ certificates are awarded for Level 1 and Level 2 in IT User Skills.





## **ECDL Essentials (Level 1 ITQ Award in IT User skills)**

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Modules include:

**Fundamentals:** This unit builds the learners confidence by teaching basic interaction with computers, from start up to productive use and basic computer house-keeping.

**Using email and the Internet:** This unit helps the learner understand how to use internet and email in a safe and secure way. It explains key terms and builds a knowledge of the fundamentals of computer security.

**Security for IT Users:** This unit provides the learner with an essential understanding of how to use a computer in a safe and secure manner, protecting their data and that of other users.

## **ECDL Extra (ITQ Level 2 ITQ Certificate in IT User skills)**

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Modules include:

**Word Processing:** This unit develops the learners' ability to create word-processed documents, entering text, editing and formatting work and using graphs, tables and pictures for a professional finish. The learner will also understand how to work more effectively using tools such as the spell-checker and mail merge.

**Spreadsheet Software:** Helps learners develop a working knowledge of spreadsheets from entering data and formatting worksheets through to creating charts and producing high quality documents.

**Presentation Software:** Introduces the learner to this important means of business communication. Upon completion, learners will be capable of producing high quality presentations using a variety of tools including charts, graphs and drawn objects.

**Improving Productivity Using IT:** The inclusion of content that builds the learners ability to work more effectively with IT. This unit looks at using tools to help save time and effort when producing word-processed documents, presentations and spreadsheets.

## **ECDL Advanced is our Level 3 ITQ Certificate in IT User skills.**

The aim of the qualification is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands. Learners typically register for one unit at a time, completing their studies in "bite-size chunks". Each module should require around 40 hours of home study.

Although ECDL Advanced is a fixed combination qualification, the achievement can be used as credit transfer towards a flexible level 3 ITQ diploma.

The structure for the qualification is below:

- Word Processing
- Spreadsheets
- Databases
- Presentations
- Improving Productivity Using IT

Should the learner complete Word Processing, Spreadsheets, Presentations and Databases they can apply for an additional ECDL Expert certificate.

## **Geographical Information Systems (GIS) Training – ArcView 9.3**

This two day basic or one day advanced, instructor-led training will allow you to get the best from your GIS system and includes post course support.

A consultancy service is also available for those wanting to develop specific skills in the workplace.

For up to date information visit  
**[www.writtle.ac.uk/shortcourses](http://www.writtle.ac.uk/shortcourses)**  
or to make a booking call  
**01245 424286**

For more information on bespoke bookings please call 01245 424287



# Index

Agricultural Mechanics	23	PTI – Professional Tree Inspection	10
AMTRA	8	Sheep Husbandry	8
Animal Care and Equine	5	Tractor Driving and Operation	27
Abrasive Wheels	23	Tree Survey and Inspection	10
Arboriculture	9	Vegetable Gardening	19
Botanical Drawing and Painting	11	Welding	28
British Computer Society (BCS)	31	Willow Weaving	22
British Horse Society (BHS)	5	Woodchipper	10
Brickwork in the Garden	18	Year Round Colour in Your Garden	22
Brushcutter and Line Trimmer	24		
Canine First Aid	6		
Chainsaw Courses (NPTC)	9		
Christmas Decorations	12		
Clicker Training	6		
Dog Grooming	6		
Dog Instructor Training	7		
Equine Behaviour	7		
European Computer Driving Licence (ECDL)	31		
Fire Marshal	17		
First Aid and Health & Safety	15		
Flower Arranging	12		
Fork Lift Truck	24		
Garden Design	18		
General Gardening Day	19		
Geographical Information Systems (GIS)	33		
Hand-Tied Bouquets	14		
Hanging Baskets	19		
Health and Safety	16		
Hedge Trimmer	25		
Horse Clicker Training	7		
Horticulture and Landscaping	18		
Lawn and Turf Care	20		
Lungeing	7		
Machinery Use and Maintenance	23		
Mowers (Ride-On and Pedestrian Operated)	25		
Paved Surfaces	20		
Pesticide Application (NPTC)	26		
Photography	14		
Propagation	20		
Pruning Shrubs and Fruit Trees	21		

## Availability of Courses

At Writtle College we are obliged to provide courses which are cost effective. This means that each programme must recruit a minimum number of students. Occasionally this does not occur and as a last resort it may be necessary to cancel a programme. Please be assured that this is a situation which we will do our utmost to avoid. In the event that we cannot offer you a place on your preferred course for this reason, we will, wherever possible, offer you a place on an alternative course or refund accordingly.

Please note: Every attempt has been made to ensure that the information contained in this guide is correct at the time of going to press. However Short Course Training accepts no responsibility for any errors or omissions. New courses are continually being introduced and optional modules revised so readers are advised to contact Short Course Training for up to date course details. Short Course Training reserves the right to withdraw courses or parts of courses where there is insufficient demand; to charge a registration fee to cover aspects such as learning materials and to vary modes of delivery. All Short Course Training fees are non-transferable and non-refundable. Our offer to you and your acceptance of a place will be subject to this express condition. The General College Regulations are contained in the Student Handbook, which is available on request.



# Conferences

## The ideal location...

Writtle College, set within a 220 hectare estate, is the ideal location for your conference or event.

From informal lunch meetings to corporate launches and exhibitions, Writtle College has conference facilities to cater for all events accommodating up to 200 delegates.

Professional catering, overnight accommodation and state of the art audio-visual equipment is available, including video conferencing.

From wedding receptions and birthday parties to Christmas dinners and onsite residential holidays, Writtle College is the ideal location for your next event, whatever you're celebrating.

For further information and to arrange a visit, please contact:

**Conferences and Events Office**

**01245 424200**

**[conferences@writtle.ac.uk](mailto:conferences@writtle.ac.uk)**

**[www.writtle.ac.uk/conferences](http://www.writtle.ac.uk/conferences)**



# Writtle College

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