

# PROFESSIONAL SHORT COURSE / ASSESSMENT FACT SHEET

## **ATTENDANCE:**

**Training:** meet tutor at the main reception area at 8.45am.

**Assessment:** meet assessor at the Assessment Centre 15 minutes prior to assessment scheduled time.

## **HEALTH & SAFETY:**

1. All candidates must be over 16 years of age.

2. Candidates must bring their own personal protective equipment (PPE) for both training and assessment.

**Arboriculture** PPE consists of:

- Chainsaw safety boots
- Chainsaw gloves
- Chainsaw trousers (Class 1, Type A or C)
- Non-slag clothing
- **For Tree Climbing and Rescue you will need comfortable clothing and boots that protect your ankle.**

**Equipment for training:** will be provided by the college. This consists of:

- Safety helmet
- Visor
- Ear protectors

**Equipment for chainsaw assessment:** can be hired from the Assessment Centre at a nominal fee of £35 (£10 if you are a current student at Capel Manor College). This includes; chainsaw, petrol and maintenance kit.

All equipment hired will require a deposit via credit/debit card or cheque for £350 (£50 if you are a current student at Capel Manor College). It is the responsibility of the candidate to take the equipment for assessment to the felling site not the College.

**Horticulture** PPE consists of:

- Waterproof clothing
- Waterproof boots, (for PA1/PA6A Pesticides course you will also need calculator, pens, paper)
- Steel toe capped boots (for Mowers, Tractors, Hedge Trimmer courses)

**Equipment provided by the college.** This consists of:

- Overalls
- Knapsack sprayer
- Gloves
- Face shield

3. A LOLER certificate needs to be provided for climbing equipment in the event that you should bring your own climbing equipment for training and assessment.

4. Any declaration of disability or learning difficulty needs to be supported by a Statement of Educational Needs and submitted prior to training / assessment start. This is to establish if any extra time can be permitted for Evolve online tests. Please ensure this is valid.

## **TERMS & CONDITIONS:**

1. Signing equipment in and out:

You will be asked to complete an equipment loan document by a practical instructor. By signing this document you agree to return all the equipment in a satisfactory condition.

***Please ensure you allow time before and after the assessment to complete this procedure.***

2. Transport:

**Transport for training:** as part of your training package, transport to other sites will be provided by the college.

**Transport for assessment:** it is the candidate's responsibility to make their own way to the assessment site.

3. Identification:

All candidates must have a valid photo ID e.g. passport, drivers' license or work ID on the day of assessment / Evolve test. Failure to do so may result in your assessment being cancelled without any refund.

***Pictures are needed prior to the course start date to ensure that NPTC or Lantra can issue ID cards with the final certificate, please send in your digital pictures via email to employerservices@capel.ac.uk.***

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## 4. Results of Assessment:

Candidates should notify the Assessment Centre if the certificate or ID card has not been received within 25 working days of the assessment date.

## 5. Cancellation / Refunds of bookings:

Cancellation of confirmed bookings must be made no later than 3 weeks prior to the course start date. **Please note you will incur a £40 administration fee. No refund will be given to cancellations outside this time frame.**

In the event that Capel Manor College cancels your training or assessment, we will contact you to discuss alternative dates. If we are unable to offer you an alternative date a full refund will be provided.

## 6. Non attendance of candidates:

Non attendance will incur the full course and assessment fees. In the event of illness preventing attendance, evidence of a doctor's certificate will be required before a refund is considered.

## 7. Lunch and refreshments:

Candidates can bring their own food and refreshments. It is highly recommended that candidates bring a packed lunch when taking a chainsaw course as it is likely you will be off campus and at a felling site, where no refreshments or lavatories are available.

No alcohol can be consumed on site.

Anyone found to have breached this rule will be excluded from participating in any activity within the College.

## **INSURANCE FOR TRAINING:**

Capel Manor has taken out suitable insurance to cover candidates undertaking chainsaw and related operations under the guidance and supervision of a professional Capel Manor instructor. The College will not be held liable for any claim arising from any damage or injury caused to anyone by any operative through acts of negligence or wilful disregard for the correct health and safety procedures. Any damage caused or loss of protective clothing and equipment through acts of negligence by operatives will be charged in full to you or your organisation.

## **INSURANCE FOR ASSESSMENT:**

It is in your own interest that you ensure that your organisation has insurance cover for such events.

Any damage caused or loss of protective clothing and equipment through acts of negligence by operatives will be charged in full to you or your organisation.

## **COMPLAINT PROCEDURE:**

If you are unhappy with any aspect of your training or assessment please submit your concerns as soon as possible to the Assessment Centre Co-ordinator. Your concerns will be taken seriously and investigated promptly in line with our complaint and appeals procedures which are available on request.

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## CENTRES:



### **Enfield campus:**

By rail: Served by Turkey Street Station (from Liverpool Street Station), the College is approximately 20 minutes walk from Turkey Street. Buses: 217 and 317.

Bullsmoor Lane, Enfield, Middlesex, EN1 4RQ  
Tel: 08456 122 122 ext 1178 / 1245



### **Gunnersbury Park campus:**

By tube: Acton Town tube station (Piccadilly Line) is 10 minutes walk from the centre.

Popes Lane, Acton, W3 8LQ  
Tel: 020 8993 6266



### **Crystal Palace campus:**

By tube: Station Crystal Palace via London overground Crystal Palace Park Centre

Ledrington Road, London, SE19 2BS  
Tel: 020 8778 5572



### **Regents Park campus:**

By tube: Great Portland Street / Baker Street Station

The Store Yard Inner Circle, Regent's Park,  
NW1 4NR  
Tel 020 7486 7930

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## HOW TO GET TO ASSESSMENT CENTRE (ENFIELD):



The map above shows you how to get to the Assessment Centre at our Enfield campus. Follow the red line (above) from the Duchess of Devonshire reception to the Assessment Centre.