



## **Training & Work Experience Structure for Young People: Landscape Gardening and Horticultural Traineeship**

### *Cultivate London, Redwood Skills and Green Corridor*

Cultivate London, an urban farm and social enterprise, aims to provide young unemployed people aged 16 – 24 with the skills, work experience and confidence they need in order to gain sustainable employment. In 2015, Cultivate London will be working with training partners Redwood Skills and Green Corridor to deliver a government-certified Traineeship in landscape gardening and horticulture. The programme is 3 months long for 5 days a week, 10am – 4pm (including a 1-hour lunch break). During this time trainees learn a wide range of basic horticulture skills, have the opportunity to achieve a qualification in practical Horticulture, Maths and Literacy, and are involved in many aspects of the running of Cultivate London’s award-winning social enterprise.

Training takes place across Hounslow and Ealing. Trainees attend Green Corridor on Mondays where they are assessed for their Horticulture qualification, and Redwood Skills on Fridays to study Maths and Literacy. Tuesday – Thursday are spent working at Cultivate London, where they are involved of all aspects of the business including garden maintenance, seed sowing, harvesting and customer service. All expenses are covered, including lunch, travel and equipment costs.

This is a great first step to becoming work-ready, and is a fantastic option for youth who are looking to get out there and try something new, while building their CV with the aim of gaining employment. During the programme, youth are supported in to either employment, an Apprenticeship or further education opportunities.

Among opportunities available, Cultivate London operates a paid Internship programme through which two paid placements within our core business are offered to two-three exceptional trainee graduates who demonstrate a keen interest in what we do, and a willingness to work hard. Apprenticeship opportunities are also available at both Cultivate London and Redwood Skills, and there are many opportunities to progress in education with Green Corridor.

The Following table outlines the programme structure, including projected learning outcomes. Programme dates are below this.



Month	Program of work	Learning outcomes
<p><b>Month 1</b> Weeks 1 - 4</p>	<p>In this month Trainees will be inducted into the Traineeship, and will begin to develop basic skills and competencies:</p> <ul style="list-style-type: none"> <li>• Initial learning assessments will be undertaken at Redwood Skills in order to determine level of functional skills and develop a learning plan</li> <li>• Trainees will be registered for a Level 1 Horticulture award, with Green Corridor</li> <li>• Work placements will commence at Cultivate London, where trainees will work closely with Cultivate London’s Head Grower, Apprentices and Learning Supervisor. They will be inducted into all safety and site procedures, meet the rest of the team and learn some of the basic skills required in working at Cultivate London.</li> </ul> <p>A review of Trainee progress will be undertaken at the end of week 4. This will provide a formal opportunity for a mutual sharing of feedback in order to ensure each Trainee is progressing well and that expectations are being met for all parties involved.</p>	<p><b>Redwood Skills:</b></p> <ul style="list-style-type: none"> <li>• Induction and initial assessment</li> <li>• Learning Styles questionnaire</li> <li>• Individual Learning Plan</li> <li>• English FS – Reading, Writing, Speaking and Listening preparation</li> </ul> <p><b>Green Corridor:</b></p> <ul style="list-style-type: none"> <li>• Induction to Green Corridor</li> <li>• Site Health and Safety</li> <li>• Introduction to Horticulture qualification</li> <li>• Prepare Ground for sowing or planting</li> </ul> <p><b>Cultivate London:</b></p> <ul style="list-style-type: none"> <li>• Induction into Cultivate London operations</li> <li>• Site Health and Safety</li> <li>• Use of hand tools</li> <li>• Sowing, cutting, potting and planting</li> <li>• Harvesting</li> <li>• Crop identification</li> </ul>

Month	Program of work	Learning outcomes
<p><b>Month 2</b> Weeks 5 - 8</p>	<p>This month trainees are considered fully inducted:</p> <ul style="list-style-type: none"> <li>• Trainees will continue to work towards a Horticulture award at Green Corridor, and Maths and English qualifications at Redwood Skills</li> <li>• At Cultivate London, Trainees will continue to learn basic skills, while becoming further involved in Cultivate London’s business operations. This includes working in Cultivate London’s plant nursery, as well as assisting Cultivate London staff with various landscape gardening work for customers across West London (transportation from a central location provided). Trainees will also be engaged in other aspects of the business such as sales and delivery.</li> </ul> <p>In week 6 and 7, Trainees will begin preparing to gain post-Traineeship employment. Trainees will be assisted with CV’s, and will begin practicing being interviewed. Targeted job searching will also begin.</p> <p>A review of Trainee progress will be undertaken at the end of week 8. This will provide a formal opportunity for a mutual sharing of feedback in order to ensure each Trainee is progressing well and that expectations are being met for all parties involved.</p>	<p><b>Redwood Skills:</b></p> <ul style="list-style-type: none"> <li>• Meetings to be arranged for Trainee’s who are interested in progressing into one of the subject areas Redwood delivers such as Business Administration, Childcare, Customer Service, IT</li> <li>• Maths FS</li> </ul> <p><b>Green Corridor:</b></p> <ul style="list-style-type: none"> <li>• Sowing Seed outdoors in Drills</li> <li>• Strimmer training</li> </ul> <p><b>Cultivate London:</b></p> <ul style="list-style-type: none"> <li>• Undertake work maintaining gardens for Cultivate London customers, under the supervision of Cultivate London staff</li> <li>• Selling and delivering crops</li> <li>• Plant nutrition and feeding</li> <li>• Pruning and caring for plants to get the best growth</li> <li>• Soil management</li> <li>• Pest and disease identification</li> <li>• Plant systems and biology</li> <li>• CV writing, interview skills, job searching</li> </ul>

Month	Program of work	Learning outcomes
<p><b>Month 3</b> <i>Weeks 9 &amp; 10</i></p> <p><i>Weeks 11 &amp; 12</i></p>	<p>In the final month of the programme, Trainees will be working to complete their Horticulture, Maths and English Qualifications. They will also continue to work at Cultivate London until week 10, building on the skills they have learned and continuing to be involved in the business: Landscape Gardening work, Delivering products, assisting at markets and events, taking part in harvests, being in charge of some jobs.</p> <p>Trainees will leave Cultivate London to complete 2-week work placements at external organisations. This is so trainees can work elsewhere in order to develop a broader range of skills and experience. If more time is required to enable Trainees to complete their qualifications, they will continue to attend Green Corridor and Redwood Skills to do so.</p>	<p><b>Redwood Skills:</b></p> <ul style="list-style-type: none"> <li>• Maths FS</li> </ul> <p><b>Green Corridor:</b></p> <ul style="list-style-type: none"> <li>• Maintain hand tools</li> <li>• Control weeds in a planted area</li> <li>• Harvest crop</li> <li>• Finish Horticulture qualification</li> </ul> <p><b>Cultivate London:</b></p> <ul style="list-style-type: none"> <li>• Most of the learning will be complete by now and so trainees will be practicing, improving and consolidating their skills and knowledge. They will have the opportunity to lead and manage small projects.</li> <li>• Trainees can now put their new skills to use in another work role. Giving them the chance to introduce themselves and their skills to a potential employer.</li> </ul>
<p><b>Review and Programme Exit</b></p>	<p>A final formal review will be undertaken in week 12 to look back on what has been accomplished by Trainees during the programme. Feedback and support will be provided, as will a written letter of reference.</p>	<p>At the end of the program Trainees will have either gained employment or moved into further education opportunities. Over the course of the Traineeship they will have gained a range of skills, competencies, qualifications and work experience that will improve their employability and life prospects in general.</p>



## Scheduled Traineeship Dates, 2015

### **March 2015 Traineeship: 3<sup>rd</sup> March – 22<sup>nd</sup> May**

Monday – Friday, 10am – 4pm

*Taster sessions:* February 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> (Tuesday, Wednesday, Thursday), 1:30pm – 4pm, Cultivate London site, South Acton Estate

Traineeship begin Tuesday, 3<sup>rd</sup> March, at Cultivate London (South Acton Estate), after which point the Traineeship schedule shall be as follows:

Monday: Horticulture Award, *Green Corridor, Green Man Lane, Heathrow*

Tuesday: Work Experience - *Cultivate London (South Acton and Isleworth sites)*

Wednesday: Work Experience - *Cultivate London (South Acton and Isleworth sites)*

Thursday: Work Experience - *Cultivate London (South Acton and Isleworth sites)*

Friday: Functional Skills, *Redwood Skills, Hounslow*

Trainees attend Green Corridor on Mondays to work towards an award in Horticulture, undertake work experience at Cultivate London on Tuesdays, Wednesdays and Thursdays and attend Redwood Skills on Fridays to work towards qualifications in Maths and English.

### **May 2015 Traineeship: 19<sup>th</sup> May – 7<sup>th</sup> August**

Monday – Friday, 10am – 4pm

*Taster sessions:* May 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> (Tuesday, Wednesday, Thursday), 1:30pm – 4pm, Cultivate London site, South Acton Estate

Traineeship begin Tuesday, 19<sup>th</sup> May, at Cultivate London (South Acton Estate), after which point the Traineeship schedule shall be as noted above.

### **September 2015 Traineeship: 7<sup>th</sup> September - 27<sup>th</sup> November**

Monday – Friday, 10am – 4pm

*Taster sessions:* September 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, (Tuesday, Wednesday, Thursday), 1:30pm – 4pm, Cultivate London site, South Acton Estate

Traineeship begin Tuesday, 8<sup>th</sup> September, at Cultivate London (South Acton Estate), after which point the Traineeship schedule shall be as noted above.





## About the Training Partners

### Cultivate London

Cultivate London Ltd is an urban farm and social enterprise (registered charity #1147015) that aims to support the personal development of youth furthest from the job market in order that they may gain sustainable employment. The organisation has three main objectives:

1. To generate training opportunities and jobs for unemployed young people aged 16-24
2. To convert derelict and vacant land across London into productive urban farms.
3. To increase the amount of local and organically grown produce consumed by Londoners.

From inception in 2011 they have established three growing sites in Hounslow and Ealing where they train youth in production horticulture and landscape gardening, growing potted plants and salad crops for sale at farmers markets and to retailers and box schemes across London.

[www.cultivatelondon.org](http://www.cultivatelondon.org)

@Cultiv8London

facebook.com/cultivatelondonurbanfarm

### Redwood Skills

Redwood Skills was established in 2008 by a team of directors with over 20 years of experience of successfully managing employment, training and qualification programmes. They employ 60 staff across London, delivering recruitment and training services across four sites.

They offer a range of services including business, customer services and IT related apprenticeships, pre-employment training and recruitment services for employers. Ofsted judged all of their training programmes to be 'Good' in 2011.

Quality, the learner and employer are at the heart of everything they do. They aim to make a difference, be it helping young people find their first job, helping adults progress to the next stage of their career or helping candidates develop the employability skills and confidence to successfully enter the jobs market.

[www.redwoodskills.com](http://www.redwoodskills.com)

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### Green Corridor

Green Corridor was founded in 2000 with the belief that disadvantaged young people have the right and the abilities to lead independent fulfilling lives as part of their communities. The registered charity (#1092093) offers young people the opportunity to expand skills, experience and qualifications through land-based activities. The ethos of the charity links young people with the environments around them, engaging them in volunteering programmes, accredited educational opportunities and practical education programmes as a route to improve their self confidence and their chances of gaining skills and employment.

[www.greencorridor.org.uk](http://www.greencorridor.org.uk)

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