



# Tree Life

Short Course Information for 2022-2023

*It's all about  
Life Long Learning!*

## **Contents:**

- Short Course Dates
- Short Course Information
- Covid Safety Requirements
- Prices & Application Form

Tree Life

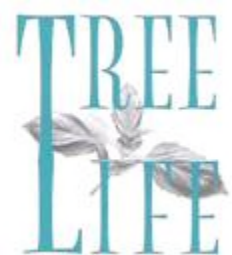
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## Table of Contents

Tree Life Short Course Dates 2022.....	2
Tree Life Short Course Dates 2023.....	3
BS5837 Workshop.....	4
Subsidence Investigation Workshop.....	4
Fungi Recognition & Response Course .....	5
Mortgage Report Writing Course .....	6
Tree Strategy Workshop .....	7
Tree Risk Management Course .....	9
Tree Report Writing for Arboriculturists.....	10
Expert Witness Insight Workshop.....	11
BS3998 Seminar .....	12
LANTRA Professional Tree Inspection.....	13
LANTRA Professional Tree Inspection Resit.....	15
LANTRA PTI Technical Update and Refresher .....	16
COVID-19 Requirements for Short Courses .....	17
Accessibility.....	17
Prices and Booking Forms.....	17

## Tree Life Short Course Dates 2022

Please note that places are limited & it is first come first served for all short courses.

<i>September 2022</i>		
September 26 - 28	Professional Tree Inspection	Burrough Court
<i>October 2022</i>		
October 4	BS5837 Workshop	Syston
October 5	Subsidence Investigation Workshop	Syston
October 6	Fungi Recognition & Response	Syston
<i>November 2022</i>		
November 2	Tree Strategy Workshop	Syston
November 3	Tree Risk Management Course	Syston
<i>December 2022</i>		
December 6	Mortgage Report Writing Online	Online
December 7	BS5837 Workshop	Syston

## Tree Life Short Course Dates 2023

Please note that places are limited & it is first come first served for all short courses.

### *February 2023*

February 7	BS5837 Workshop	System
February 8	Subsidence Investigation Workshop	System
February 9	Fungi Recognition & Response	System

### *March 2023*

March 8	Tree Report Writing Course	System
March 9	BS3998 Seminar	System

### *April 2023*

April 18 - 20	Professional Tree Inspection	Burrough Court
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### *May 2023*

May 2	PTI Refresher	Burrough Court
May 3	Expert Witness Insight Workshop	System
May 4	BS5837 Workshop	System
May 24	Mortgage Report Writing Online	Online

### *June 2023*

June 6 - 8	Professional Tree Inspection	Burrough Court
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### *August 2023*

August 1 - 3	Professional Tree Inspection	Burrough Court
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### *October 2023*

October 3 - 5	Professional Tree Inspection	Burrough Court
October 17	BS5837 Workshop	System
October 18	Subsidence Investigation Workshop	System
October 19	Fungi Recognition & Response	System

### *November 2023*

November 8	Tree Strategy Workshop	System
November 9	Tree Risk Management Course	System

### *December 2023*

December 5	Mortgage Report Writing Online	Online
December 6	BS5837 Workshop	System

"You cannot overinvest in education"

## BS5837 Workshop

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** it is essential that attendees come with a laptop computer, coloured pencils, drawing compass and a scale rule. A copy of BS5837 with you would also assist you on the day. Attendees will be working with a template in Microsoft Word format.

**The aim of the course** is to provide a program that allows attendees to go away with sufficient working knowledge of BS5837 in relation to:

- Undertaking a tree survey
- Determining a category of tree retention
- Identifying the preliminary constraints posed by trees and preparing an initial statement of arboricultural impacts
- Producing an Arboricultural Impact Assessment
- Producing a Tree Protection Plan and an Arboricultural Method Statement (AMS)
- Each candidate will be provided with templates and other relevant information which they can take away

**Guide to the day:** The day will start with an in depth look at the use of BS 5837 and progress through the preparation of a plan showing the constraints posed by trees, an arboricultural impact assessment, a draft tree protection plan and discussion on a final development design for a real site. After lunch the candidates will prepare an AMS and a tree protection plan appropriate to their final design with the guidance of the course tutor.

## Subsidence Investigation Workshop

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** note taking materials

**The aim of the course** The aim of the course is to provide a programme that allows Arboricultural attendees to go away with sufficient understanding of how a claim to fell a tree implicated in subsidence should be processed in relation to:

- Understanding the insurance prospective
- Undertaking a desk top study of available data
- Data interpretation
- Making a site visit
- Mitigating the damage caused

The programme will cover the following issues:

- Subsidence a persistent problem
- What is Heave
- Preliminary actions in an alleged case of subsidence
- Diagnosing subsidence problems
- Trees and desiccation
- Subsidence monitoring
- Interpretation of laboratory and monitoring results
- Mitigating subsidence damage in relation to tree works

Each candidate will be able to take away with them a template that can be used to methodically work through a claim and allow conclusions to be drawn and thereafter can present these to other parties such as LA solicitors as a means of seeking a permanent solution to the claim.

## Fungi Recognition & Response Course

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** Note taking materials

**Reasons for the course:**

Fungi are interesting to people for a variety of reasons:

- Perhaps they like to eat them
- they may be interested in them for the wildlife they support
- more likely it is because some of them help trees fall over
- so your interest may be culinary
- it may be ecological
- but it is probably more likely to be primarily legal!

Fungi represent a huge variety in terms of size, shape, colour, appearance, texture, and more importantly in their strategies and the types of decay they cause.

It is essential, particularly in this litigious day and age, that anyone who owns or is responsible for trees, whether that be working on them or offering professional advice about them, has sufficient knowledge to be able to recognise fungi and decide on the appropriate action.

**So what does this course offer?**

- guidance on the recognition of fungal fruiting bodies
- knowledge of the way they gain access to their hosts
- an understanding of their life cycles
- an awareness of what they are doing inside the tree
- the ability to reach sensible conclusions as to their significance.

**Is this course for you?**

If you can answer yes to any of the following questions then our answer to you is 'yes'

- do you climb trees for a living and want to be sure they'll take your weight?
- do fungi simply fascinate you and you wish you knew more about them?
- do people ask you "what's that and what's it doing to my tree?"
- do you know a little but wish you knew more?
- did you perhaps learn about them years ago, and want to refresh your knowledge?
- do you offer advice, however simple, to any of your customers about fungi and sometimes feel a little out of your depth?

## Mortgage Report Writing Course

**Venue:** Online - Live Video Call via Microsoft Teams

**Times:** 9.30am-3.00pm.

*This course will take place in three video calls over the day, with a midmorning break for refreshments and a long break for lunch of approximately 90 minutes*

**Does this course qualify for CPD:** Yes

**Certificate:** a digital Certificate of Attendance will be provided

**Pre-requisites:** A minimum level 3 (NQF) Arboricultural qualification

**Be aware:** Candidates for this course should have a minimum level 3 (NQF) Arboricultural qualification. If you are unsure whether this course is appropriate for you, please contact [Tree Life for advice.](#)

**Equipment Required:** Essential – Writing materials, a good understanding of the inter-relationship between shrinkable clay soils, built structures, water movement in soils and uptake by woody vegetation. Desirable – Reference books related to direct and indirect

damage. You are advised to have any reference books related to direct and indirect damage you already own to hand.

**Course outcome:** Candidates can source appropriate information in order to write a good report that informs the client appropriately whilst protecting the report author. Course notes and other useful material will be provided in a course handbook.

**Course aims:**

- Examine the information required to enable an effective analysis to be made of the risk posed to property by woody vegetation growing within influencing distance for the purposes of a house purchaser who requires to obtain a mortgage or insurance.
- Evaluate what level of information is required and to identify sources of information in order to complete a report that is appropriate to the client needs.
- To construct a report based on a prediction of the potential for woody vegetation to cause indirect and direct damage to a property and one that protects the author from possible legal proceedings.
- The course tutor will provide guidance at each stage of the information gathering and report construction and you will receive a completed report at the end of the day to use as a template if desired.

## Tree Strategy Workshop

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** note taking materials

**The aim of the course:** to write a Good Tree Strategy that can become Policy

**Workshop overview - Dave Dowson:**

*“My experience of 41 years in arboriculture and 25 years of teaching professional diploma level tells me that the arboricultural industry is not good at writing strategic documents to become policy and carrying out performance management. Many Tree Officers don’t know what a good tree strategy is or how to produce one. It is not their fault because, on the whole, they have not been taught the skills and knowledge to be able to write one. Many tree strategies in my experience sit on the shelf not in use or are unusable or have not become implemented as policy. Importantly the tree officer should not be the sole author of a tree strategy but the facilitator to the production. Understanding what a strategy is and what is policy is vital to the success of the implementation of a tree strategy long term.*”

*Generally, most arboriculturists are not familiar with tree life span and can't be expected to be due to a short human life span compared to trees. The Victorians left a legacy of trees that are enjoyed and valued today. However, this legacy is deteriorating and being threatened by climate change and pests and diseases. The arboriculturists of today are the first to experience the reality of sustaining and enhancing what was created by great foresight well before their lifetime. To realise what resilience and sustainability means and to ensure the best value is made of tree management heading towards 2100, or at least for the current generation of Tree Officers, a strategy to become policy is required for each village, town and city if tree cover and its values are not to diminish.*

*The three pieces of the puzzle from an organisation's perspective are:*

*Where are we now? - Where are we going? - How will we get there?*

*Strategic planning involves outlining an organisation's purpose, goals and the methods that will be used to accomplish those goals. The situation in Sheffield has highlighted a significant issue of communication and lack of trust between parties.*

*How a strategy is put together and who by is critical to it becoming policy and this requires wider skills than just one person has. Becoming policy adopted at an executive level in an organisation is crucial to a strategies implementation and review of progress. Having measurable aspects set within a strategy is key to the success of achieving the goals set.*

*Trees are a long-term investment; a strategy must allow for change in direction if, and when, needed. London plane trees are clearly under threat, how significant is that threat? Should replacement planting be like for like? How can the same or enhanced ecosystem benefits be realised in the future? These questions equate to the three pieces of the puzzle.*

*The workshop would primarily offer a list of contents and justification for their inclusion along with how to go about the task with a tree officer as a facilitator to the production of a strategy to be adopted at executive level and become policy.*

*The second goal of the workshop will be exercises in writing SMART objectives and performance indicators. One of the necessary skills to writing a good strategy is the incorporation of measurable aspects i.e., SMART objectives (Specific, Measurable, Achievable, Realistic and Timebound) and performance indicators. The writing of which is a skill in itself. Many current strategies do not have these essential items and are therefore let down badly when it comes to assessing how the implementation of a strategy is progressing. Thoughts on sustainability, resilience to climate change and pest and disease and how these can feature in a strategy will conclude the day."*

## **Workshop aims**

At the end of the day, the candidates will be able to:

- Distinguish between what is a strategy and what is a policy document
- Understand that the tree officer should only be a facilitator to the writing of a strategy
- Understand who are the shareholders
- Know what the possible contents of a strategy could be
- Know the importance of having measurable items in a strategy



- Be able to write SMART objectives and performance indicators
- Understand the need for resilience in a tree population

### Programme

- Introduction - What is a strategy?  
What is a policy?
- Presentation - Strategy construction
- Break
- Strategy construction continued
- Writing SMART objectives and performance indicators
- Lunch
- Writing SMART objectives and performance indicators
- Break
- Strategy integration with national and local plans
- Thoughts on sustainability, resilience to climate change and pests and diseases and how these can feature in a strategy.

## Tree Risk Management Course

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** note taking materials

**The aim of the course** The aim of the training day is to provide a program that allows candidates to go away with sufficient working knowledge to compile a strategy and start the processes of implementing a Tree Risk Management Strategy within their organisation or for an organisation where a strategy does not exist.

The day will utilise up to date information from organisations such as the National Tree Safety Group, Health and Safety Executive, research groups such as the Centre for Decision Analysis and Risk Management, consultants, court precedent, statute law and other relevant sources to provide guidance and advice on the formation of a strategy of tree risk management that is appropriate for the level of risk that exists with trees.

The information presented should ensure that the candidate can, with the aid of a template, prepare a risk management strategy that identifies the requirements of such a document e.g. strategy formation, zoning, inspection regimes, inspector qualifications, data collection, record keeping processes and prioritisation needs etc.

Tree Life has been involved with writing and overseeing strategy production for a number of large organisations in the UK including Local Authorities and private organisations. With one particular organisation the system in place has been tested in court and stood up to

scrutiny confirming the relevance of our work. The other side of putting a system in place is the examination of a system when things go wrong – in these matters Tree Life have a had a good deal of experience. This work assists us to improve our advice and to know what a good system requires.

In evaluating the requirements of a system, we have bench marked our work against the better local authorities and other large organisations to ensure that what we advocate is consistent with the standards of our industry.

*Each candidate will be provided with templates and other relevant information which they can take away.*

## Tree Report Writing for Arboriculturists

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** Essential – Tree inspection equipment, writing materials, reference materials, laptop computer, outdoor clothing. Desirable – digital camera that links to the laptop or a phone which will take good photos that can be shared to the laptop. This is useful but not necessary, so please don't worry if you don't have one to hand.

**Pre-requisites:** a minimum Level 2 Arboricultural qualification is desirable, but not necessary.

**The aim of the course:** Construction of a report based on a single tree inspection covering data collection, and the instructions through to management recommendations. The course tutor will provide guidance at each stage of the report construction and you will receive a completed report at the end of the day to use as a template if desired.

Tree report writing is an additional skill required to that of simply being a good arboriculturist, the higher the level of report required the greater the degree of skill required to write a successful report for your clients.

Tree Life has put together a practical programme that will allow a candidate to develop their report writing skills and to receive feedback on their performance. This one-day course will provide guidance and give the necessary feedback opportunities to candidates undertaking report writing instruction.

The programme for the day includes a presentation in the morning followed by an inspection of a tree followed by writing up the data into a report format. The course will

provide the tools to construct a preliminary ground level report of a single tree inspection carried out on the day.

**Course outcome:** Candidates can write a good report that informs the client appropriately whilst protecting the report author. Candidates will undertake a report and submit that to Tree Life for written feed back on their performance.

## Expert Witness Insight Workshop

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** Essential – writing materials however, notes of the course material will be provided. The course will require candidates to submit a report document in answer to a given scenario and a CV 2 weeks in advance of attendance to allow the course tutor to prepare barrister type questions ready for cross examination. Candidates need to be prepared to be cross examined in the day based on their work submitted.

Desirable – a Level 6 (or working towards this) arboricultural qualification or equivalent, and/or considerable experience in a specialised area of arboriculture e.g. chainsaw operations, tree inspection, subsidence.

**Be aware:** This course will require candidates to submit a report document and a CV 2 weeks in advance of attendance, and candidates need to be prepared to be cross examined on the day based on their work submitted. If you are unsure whether this course is appropriate for you, please contact Tree Life for advice.

**Course outcome:** Candidates can appreciate the additional knowledge and skills required to work as an expert witness and decide if the work is for them and if a qualification such as offered by Bond Solon/Cardiff University law school is the next course of action.

### Course aims:

Expert advice and evidence can be crucial to the outcome of a court case. Many consultants operating as experts have no experience or formal training in this area of work and thus are unprepared for what lies ahead in terms of report writing, the Civil and Criminal Procedure Rules (CPR), court procedure and cross examination by a barrister in an adversarial system.

This day is designed to provide a highly qualified specialist in the field of arboriculture with an insight into:

- the English legal system
- court structure

- the role of the expert witness
- writing an excellent expert report
- an understanding of the CPR part 35 as applicable to an expert
- an expert witness meeting
- what a judge wants
- cross examination (practical session)
- working as a single joint expert
- the main pitfalls of working as an expert
- an explanation of terminologies used in expert witness work

Also, to act as preparation for undertaking a recognised qualification in this area of work.

Being a good expert witness is an additional skill required to that of simply being a good arboriculturist, expertise is essential but learning how to use it in the legal arena is extremely important and very different to the everyday work of a consultant. Poor representation can lead to the expert being discredited within their specialist field in quite a public arena and can also lead to a negative effect on the case being heard.

Tree Life pride themselves on providing training of the highest quality based on their educational and arboricultural expertise and experiences combined with that of practicing in the field. The course is to be taught by a qualified teacher, a Cardiff University/Bond Solon (CUEW) qualified expert witness who is also an ICF Chartered Arboriculturist and a Registered Consultant of the Arboricultural Association. The role of the expert is not to 'win the case', but to act as an educator for the parties concerned, this aspect is not understood by many acting as experts.

Tree Life regularly provides a range of expert reports for claimants, defendants and enforcement agencies, for example, the Health and Safety Executive covering a range of subjects from subsidence damage, direct damage, injury and death caused by fallen trees/branches and industrial accidents involving chainsaws.

Lord Woolf, former Lord Chief Justice and Master of the Rolls, has urged that all experts receive training with it being critical to do so. Good solicitors will always look for experts who can demonstrate that they have a thorough understanding of Practice Direction 35, Pre-Action Protocols and of the CPRs Part 35 and are able to produce court compliant reports and give evidence in court.

## BS3998 Seminar

**Venue:** the Tree Life Training Centre, Syston, Leicestershire LE7 2EN

**Times:** 9.30am-4.30pm

**Does this course qualify for CPD:** Yes

**Certificate:** a Certificate of Attendance will be provided

**Equipment Required:** note taking materials

### **British Standard 3998:2010 'Tree Work – Recommendations' – A One Day Seminar**

British Standards are recognised the world over as the benchmark for a wide variety of products, procedures and processes. Since 1966 there has been a British Standard for tree work operations, which has led the way in all aspects of tree maintenance.

Since 1966, there have been many advances in our knowledge about trees: more is now understood about how trees actually work and what their requirements are. BS3998 was most recently updated in 2010, to take account of the very latest advances in our knowledge, and appreciation of the value of trees.

Trees enrich our lives, but those in towns and cities will always need to be actively managed; the way we manage them can either shorten or prolong that period of enrichment. An appreciation of how to manage them in the best possible way is vital to those involved in their maintenance, and the objective of this seminar is to provide just such an appreciation.

#### **Seminar aims:**

The aim of the day is to provide an understanding of the most recent BS3998, which will enable those who are involved in the management and maintenance of trees to operate at the highest possible standard.

#### **Seminar Programme:**

- Historic and legal context of the British Standard
- Planning work and site management
- Management of the rooting environment
- Break
- Pruning and related work
- Lunch
- Wound and injury treatment
- Management of weak structures
- Break
- Tree felling and stump management
- Final roundup
- Depart

## **LANTRA Professional Tree Inspection**

**Venue:** Burrough Court, near Melton Mowbray, Leicestershire LE14 2QS

**Times:** 9.00am-5.00pm on all three days.

*Note: If you wish to take just the exam as a re-take then please contact the office*

**Equipment Required:** It is expected that candidates will come with their tree inspection equipment. Please be aware that for part of the course you will be outside so please bring suitable clothing for outdoor weather.

### **Pre-requisites for the course:**

As a pre-requisite of attending the course it is fully expected that you will have a detailed knowledge of tree biology, the tree as an undamaged self-optimised structure, biological and mechanical weaknesses, pathology, legislation, remedial options and their likely implications and the British Standard 3998 Recommendations for Treework; also any other specific arboricultural knowledge such as may affect detection and measurement of tree defects and recommendation of control measures that reduce the risk posed to an acceptable level.

This course is designed as a competency based course and pre-requisites for the course is a minimum of arboricultural qualification at level three or equivalent, plus five years experience in carrying out tree survey and inspection, is expected.

It is also an opportunity for candidates to update their level of knowledge and its application to inspecting trees particularly if that previous knowledge was gained sometime ago.

**Be aware:** Candidates for this course should have a minimum Level 3 (NQF) Arboricultural qualification or equivalent, plus five years of experience in carrying out tree survey and inspection. If you are unsure whether this course is appropriate for you, please contact Tree Life for advice.

**Format of the course:** The three-day course aims to provide specific tree inspection programme at an advanced level for competent arboriculturists to enable them to reach a level of competence that can be recognised as having received adequate training.

Candidates are required to inspect trees and specify the necessary remedial works and record the inspection process. This would then form part of a defensible system. The course is not aimed at covering report writing however, presentation of findings will be examined and advice given.

### **Course Content:**

- The legal framework
- The tree as a dynamic living system
- The tree as an undamaged, self-optimized structure
- The law of the minimal lever arm and strategy of flexibility
- Visual Tree Assessment (VTA)
- Principle fungal decay organisms
- Mechanical symptoms of defects
- Tree inspection equipment
- Making and writing management recommendations
- Practical exercises
- Workshop sessions
- Hazard evaluation
- VTA tree walk
- Introduction to decay detection and measuring equipment
- Assessment
- Final round up

### **Course Objectives:**

- recognise the role of the tree inspector in risk management and identify the legal framework in the context of statute and common law that affect tree inspection and the duties and liabilities of the owner, manager, and inspector
- summarise how a tree system functions, what constitutes a safe tree and understand that energy is required to keep the tree healthy
- adopt a systematic and consistent methodology for carrying out visual tree inspection at an advanced level
- collect data in accordance with the inspection instructions using a suitable format
- observe mechanical and biological defects seen in trees and confirm by the use of textbooks where necessary
- identify a range of commonly seen pests, diseases and disorders especially fungi that affect tree safety, identifying them by the use of textbooks where necessary.
- understand and be able to state the arboricultural significance of finding fungi in the field.
- state the appropriate control or remedial measures required to eliminate or reduce risks identified in the inspection process to an acceptable level. Determine when an aerial inspection is required, also if pro-active management recommendations can be made which may eliminate future defects from forming.
- prioritise the necessary tree or management works with time scales based on a broad category of risk assessment
- identify when it is appropriate to recommend the use of decay detecting or measuring equipment
- understand that a balance between the remedial measure opted for and the range of benefits/values that a tree may have requires special attention, for example amenity, wildlife, historical, veteran, rarity, and public access.

### **Assessment:**

The objectives of the course will be assessed, by written question paper, fungi identification and practical tree inspection. At the end of the course candidates will undertake a competence based assessment directly related to tree inspection. The pass mark for the test is 70% overall and 70% in each of the two tree inspections.

## **LANTRA Professional Tree Inspection Resit**

*If you wish to take the PTI exam as a re-take then please contact the office. This is a one day resit where you will be joining us on the third day of the PTI course for a refresher session in the morning and the exam in the afternoon. This gives you a bit of time to settle before taking the examination, which we find helps candidates!*

*For venue, times & all other information please see LANTRA Professional Tree Inspection above. This is an exam day only course and is available on the third day of our PTI courses by arrangement with the Tree Life office.*

## LANTRA PTI Technical Update and Refresher

**Venue:** Burrough Court, near Melton Mowbray, Leicestershire LE14 2QS

**Times:** 9.00am-5.00pm. This is a one day course.

**Equipment Required:** It is expected that candidates will come with their tree inspection equipment. Please be aware that for part of the course you will be outside so please bring suitable clothing for outdoor weather.

**Pre-requisites for the course:** LANTRA Professional Tree Inspection

**Be aware:** Candidates for this course should have the LANTRA Professional Tree Inspection. If you are unsure whether this course is appropriate for you, please contact Tree Life for advice.

**Aim of the course:** This refresher training programme is designed to utilise existing knowledge and information provided as part of the Professional Tree Inspection programme. There are technical updates contained within the course.

The programme is not designed to describe management methods of identifying systems of prioritising the inspection of trees with potential defects or to give training related to risk reduction management systems, for example risk zoning such as may be adopted by tree owners.

The need for this refresher programme has arisen out of a recent inquest (2014) where council highway inspectors had not completed any hazard-related training for seven years and a common sense approach to reinforcing previously acquired knowledge and skills.

### **Course objectives:**

- Be reacquainted with material previously studied in the professional tree inspection programme (PTI) to ensure the previous knowledge and skills acquired are kept current
- Review key concepts, such as systematic and diagnostic tree inspection procedures
- Share ideas and experiences gained since completing the PTI programme
- Update knowledge and skills in technical matters
- Ensure compliance with regulatory and best practice changes
- Ensure that you continue to possess the skills and knowledge needed to perform the important tasks connected to tree inspection. The day will include a tree inspection exercise and feedback

**Assessment:** No assessment procedure is in operation for this refresher course.



## COVID-19 Requirements for Short Courses

You are requested to inform Tree Life should you test positive for the virus within 10 days of attendance at a course. You will be advised if any candidate or member of staff contracts the virus with 10 days of the course.

Tree Life will transfer a booking to a later date if you inform us that you can't attend due to symptoms, a positive test for the virus or being in self-isolation. **You must inform us immediately if you cannot attend the course.**

Candidates are requested to abide by the following guidance and recommendations

1. Do not attend any session if you are showing symptoms of the virus or have had a positive test.
  - a new continuous cough.
  - a high temperature.
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
2. Undertake a lateral flow test the day prior to attending any session and notify Tree Life immediately if this is positive. You will be notified if the course has to be postponed due to a positive test.
3. Tree Life reserves the right to apply a temperature test on arrival. If the candidate's temperature exceeds 37.8 degrees centigrade entry to the session will be refused.
4. If a learner shows symptoms of COVID-19 during the course they will be sent home immediately.
5. Let Tree Life know if you contract the virus with 10 days of the date of the course.
6. We are no longer requiring face masks are to be worn during the session; candidates may wear a mask if they wish.
7. Hand sanitiser will be available during the course.

***Psst! Use the code TREELIFE5\* to get 5% off when booking more than one date at our Syston Training Centre!***

*\*Includes Online Mortgage Report Writing; does not apply to any PTI Course, PTI Refresher, or other course held at Burrough Court. Offer available at Tree Life's discretion.*

## Accessibility

Tree Life are happy to discuss any accessibility requirements for our courses; for all questions on accessibility please contact the office.

## Prices and Booking Forms

Prices for all short courses can be found in the Short Course Booking Form on the next page. For more information on any of our short courses, please contact the office.

# Tree Life Short Course Application Form

Please ensure all information has been completed so that the form can be processed without delay and a place given. The full name given here will be used on your course certificate.

## Candidate Details

Title:	*Name: <sup>1</sup>	Date of Birth: <sup>2</sup> <i>(for PTI Course candidates only)</i>
Home Address:		
*Mobile contact number:		Home contact number:
*How did you hear about the course?		
Do you have any medical conditions, dietary requirements or learning difficulties we should be aware of?		
*E-mail:		
*Relevant Qualifications and Experience: Please list below any qualifications and experience you believe is relevant to the course you wish to undertake, so that we can ensure you have the pre-requisites for your course. <b>This is especially important for PTI Candidates.</b>		

## Employer Details if applicable

Current Employer:	
Business Address:	
Position:	Business Phone:

## Emergency Contact

*Contact's Name:	
*Contact's Phone:	Contact's Relationship to you:

## Payment Method

*For all courses payment or an order number must be given along with this application for it to be processed and a place gained.			
<input type="checkbox"/>	I have paid via BACS <sup>3</sup> with a reference of:		
<input type="checkbox"/>	I have paid via PayPal using this email address:		
<input type="checkbox"/>	I enclose an Order Number for an invoice to be sent by Tree Life:		
* Address where invoices/receipts for payment are to be sent:	Home	Work	Specified address <sup>3</sup>
	<input type="checkbox"/>	<input type="checkbox"/>	

For office use only: Entered  Invoiced  Confirmation sent: / / Notes:

### Course Details

Course – Please Tick	Date & Comments:	Cost before VAT	Cost inc. VAT
BS5837 Workshop <input type="checkbox"/>		£160.00	£192.00
Subsidence Investigation Workshop <input type="checkbox"/>		£185.00	£222.00
Report Writing Course <input type="checkbox"/>		£150.00	£180.00
Mortgage Report Writing Online <input type="checkbox"/>		£100.00	£120.00
Expert Witness Insight Workshop <input type="checkbox"/>		£180.00	£216.00
Fungi Course <input type="checkbox"/>		£120.00	£144.00
BS3998 Seminar <input type="checkbox"/>		£120.00	£144.00
Tree Risk Management Course <input type="checkbox"/>		£150.00	£180.00
Tree Strategy Workshop <input type="checkbox"/>		£180.00	£216.00
PTI Full Course (includes Exam) <input type="checkbox"/>		£480.00	£576.00
PTI Resit Exam Only <input type="checkbox"/>		£125.00	£150.00
PTI Refresher <input type="checkbox"/>		£180.00	£216.00

**Total: £**

**New Total: £**

**I have a discount code:**

### Booking for Multiple Candidates

If you are booking for multiple candidates, please add the number of candidates to the Dates & Comments section of your selected course. A completed Candidate Details section and Emergency Contact section must be submitted for each candidate, which can be done using the appendix below.

### Signature

**All Candidates:**

I understand that the payment is non refundable or transferable and hereby give permission for my details to be used in order to process my booking form. I have read, understood and accepted Tree Life's Terms and Conditions.

*A receipt in the form of a letter by email will be sent to you once the booking form has been processed.*

Signature of Candidate:

Date:

Signature of authorised person if employer is paying course fees:

Date:

Name of authorised person & position:

Please fill in form and send to [admin@treelifeac.co.uk](mailto:admin@treelifeac.co.uk). A star (\*) indicates required information.

<sup>1</sup> This will be the name on your certificate for the course

<sup>2</sup> Date of Birth is required for the LANTRA PTI Course: if you are not booking a PTI course please leave this blank.

**<sup>3</sup> Tree Life BACS Details:**

Account Name: Tree Life AC Ltd

Account Number: 30490219

Sort Code: 606006

Reference: The candidate's name

<sup>4</sup> Please write address in the space provided. Include email address if appropriate.

## Tree Life Terms and Conditions: Short Courses.

### Terms of reference

For the purpose of these terms and conditions of the contract a candidate is defined as a person engaged in undertaking training provided or managed by Tree Life.

For the purpose of these terms and conditions of the contract Tree Life is a company under the Companies Act 2006. **Definition:** A large company is defined as 50 or more employees.

### Terms and conditions.

#### **1. Location**

- 1.1. Tree Life reserves the right to change the course location at any time so long as notice is given to any student booked on the course having paid the full course fee.
- 1.2. It is not the responsibility of Tree Life to direct anybody to the site or offer any form of transport.
- 1.3. Any items brought onto the location are the sole responsibility of the candidate and Tree Life can in no way be held liable.

#### **2. Payment**

- 2.1. Full payment is required along with the application form to make a booking for this course; this can be made by cash or cheque. An order number will be accepted if it is from a Local Authority in which case an invoice will be sent detailing that order number. Until full payment is made the payment is the candidate who booked on to the course's responsibility. Any invoice sent out must be paid within 30 days of the invoice date or by any payment terms stated on the invoice.
- 2.2. No refund of any money will be given except in exceptional circumstances which will be determined and assessed by Tree Life on a case by case basis.
- 2.3. Tree Life is VAT registered and therefore all invoices will include VAT which will be clearly identified on the invoice.
- 2.4. If payment for goods and services are not received Tree Life are legally entitled to take the unpaid invoice to the small claims court to reclaim the balance outstanding.
- 2.5. Tree Life reserves the right to charge large companies (defined in terms of reference above), a rate of 8% interest over base rate for each late day of the agreed time limit for payment. The rate is set by the Late Payments of Commercial Debts (Interest) Act 1998,

#### **3. Discontinuation of the course**

- 3.1. Even if a candidate does not show up to the course they are still liable for the payment.
- 3.2. No course is transferable to either another course or to another person.

#### **4. Communication**

- 4.1. All communication relating to any change in circumstances must be notified in writing, by letter, e-mail or fax.
- 4.2. Any other important information regarding elements of the course must be given in writing.
- 4.3. All details of the course such as timings are the candidate's responsibility to make sure they have received or heard all of the information that has been available.

#### **5. Personal details**

- 5.1. Any personal information relating to the candidate will be kept on file but will not be given to third parties at any time without written authorisation from the candidate in question.
- 5.2. Information may be held for up to 10 years after candidates have been on a course with Tree Life.
- 5.3. It is for the candidate to decide if they are right for the course not Tree Life.

#### **6. Copyright**

- 6.1. Any material produced by Tree Life is copyright of Tree Life and therefore cannot be reproduced without permission.

## Appendix - Booking for Multiple Candidates

When booking for multiple candidates, please fill in the Booking Form as usual and use this section to include additional booking information.

### Course Details

Please use this section to list your candidates and the courses you are booking for them, with the course date.

Candidate Names

Course & Date

If you are booking PTI Candidates, please tick to confirm all PTI Candidates have the prerequisites for this course

### Additional Payment Information

If there are any additional payment information or invoicing requirements not given on from the Payment Methods section of the Booking Form, please give details here. For example, where there are multiple Order Numbers.

*If a supplier setup form is required, please contact us directly with the relevant information; these may take time to process depending on the information requested.*

### Comments

Please add any further information or comments relevant to your group booking here:

## Additional Candidate Form

When booking for multiple candidates, please fill in the Booking Form as usual and use this section to include additional candidate information.

Candidate Details		
Title:	*Name: <sup>1</sup>	Date of Birth: <sup>2</sup> <i>(for PTI Course candidates only)</i>
Home Address:		
*Mobile contact number:		Home contact number:
*How did you hear about the course?		
Do you have any medical conditions, dietary requirements or learning difficulties we should be aware of?		
*E-mail:		
*Relevant Qualifications and Experience: Please list below any qualifications and experience you believe is relevant to the course you wish to undertake, so that we can ensure you have the pre-requisites for your course. <b>This is especially important for PTI Candidates.</b>		
Emergency Contact		
*Contact's Name:		
*Contact's Phone:	Contact's Relationship to you:	
Course & Date		
Course:	Date:	
Signature		
I hereby give permission for my details to be used in order to process my booking form. I have read, understood and accepted Tree Life's Terms and Conditions.		
Signature of Candidate:	Date:	
<p><b>A star (*) indicates required information.</b></p> <p><sup>1</sup> This will be the name on your certificate for the course</p> <p><sup>2</sup> Date of Birth is required for the LANTRA PTI Course: if you are not applying to this course please leave this blank.</p>		