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**The National Lottery**<sup>®</sup>  
through the Heritage Lottery Fund



## **Broads Reed & Sedge Bursary Scheme Application Pack 2008**



**Broads Authority**  
The Broads - a member of the  
National Park family

Dear Applicant

**Re: Application for the Broads Heritage Skills Heritage Lottery Funded Training Bursary Placement**

Thank you for your interest in our training programme which is supported by the Heritage Lottery Fund. Our project aims to provide you with practical experience and skills required to work as a Commercial Reed & Sedge Cutter or to obtain employment in the environmental conservation sector.

We offer a combination of practical work based training combined with formal training in a College to work towards NVQ Level 2 Environmental Conservation. In addition we offer specific skills based accredited training to enhance your employment opportunities for the future.

As a trainee you will receive a full Training bursary for 83 weeks. During this time you will work with professional Commercial Reed & Sedge Cutters and gain experience in the work place as well as the formal training at College in identifying species, habitat management and ecology. The work is physically hard and you will be working on sites that are isolated and difficult to access , you must consider these facts before you apply.

The training programme begins with a two week induction programme and regular attendance at Easton College one day per week. There will be other formal training opportunities available to you along with regular support to enable you to achieve the NVQ.

You will receive a monthly training bursary payment usually working Monday to Friday 37 hours per week with an entitlement of 20 days holiday plus bank holidays. We would ask that you try and avoid taking holidays during the reed cutting season January to March and also during the sedge cutting season May to August.

The payment you receive is not subject to PAYE . You will be expected to fund your own travel and it is important to remember you are not in employment whilst on this training programme. Whilst on this training programme you cannot claim unemployment benefit, however you may be entitled to housing and other benefits but you will have to enquire with the appropriate agencies.

All applications and any queries must be made to the Broads Heritage Skills Project Team and applications must arrive by 27/07/2008. Interviews will take place during August and successful candidates will start in September 2008.

Good Luck with your application

Yours sincerely

Graham Bayne

Broads Heritage Skills Project Manager

# Application for Broads Authority HLF Training Bursary

## CONFIDENTIAL

Please complete the form as fully as possible paying particular attention to the Relevant Experience section at the bottom, which you should complete fully and comprehensively.

If you are offered a training place the information you have given may form the basis of your Personnel Record and Individual Learning Plan.

Personal Details	
Surname	
Forenames	
Home Address	
Postcode	
Current clean full driving license?	
Do you have your own transport?	
Home Number	
Work Number	
Mobile Number	
Email Address	
How did you hear about the scheme?	

Secondary School and Further Education			
School, College or University	Dates from	Dates to	Examinations passed, degrees, awards

Other Training		
Dates	Organisation	Nature of Training

Present Employment	
Job Title	
Employers Name	
Employers Address	
Postcode	
Work Location	
Notice Period	

Previous Employment / Volunteering (most recent first)				
Employers name / address	Position Held	from	to	Salary or Grade

### Interests and other activities

Please give details of outside interests, pass-times or non-work organizations in which you have played an active part

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### Referees

Please give details of two referees who can vouch for you, one of whom should be your present or most recent employer.

<b>REFEREE A</b>	
Name	
Occupation	
Address	
email	
How do you know this referee?	
May we contact A before interview?	
<b>REFEREE B</b>	
Name	
Occupation	
Address	
email	
How do you know this referee?	
May we contact B before interview?	

**Convictions or offences**

If you have been convicted of any offence this must be disclosed unless it is “spent” under the Rehabilitation of Offenders Act. Failure to do so could result in dismissal. Any information you give here will be treated in confidence and only taken in account if strictly relevant.

Have you ever been convicted of any offences?

If yes please give details.

**Relevant Experience**

Briefly describe your experience in relation to this position, **highlighting** any particular achievements you consider relevant. (Please limit your reply to this box and one additional side of A4 maximum).

**Important:**

TO BE CONSIDERED FOR INTERVIEW YOU MUST DESCRIBE IN DETAIL HOW YOUR EXPERIENCES AND CURRENT SKILLS MEET THE PLACEMENT DESCRIPTION

I declare that the information herein is, to the best of my knowledge, true and that there are no significant omissions.

Signed:..... Date:.....

Please return the completed form to:

Broads Authority (Project HLF)  
18 Colegate, Norwich,  
Norfolk NR3 1BQ

**Applications must reach the above address by first post on Friday 27<sup>th</sup> July 2008.  
Applications received after this time will not be considered.**

## Placement Information and Trainee Specification Reed, Sedge and Fens

### Reed, Sedge and Fens bursary placements.

#### 1. Background

Did you know that Broadland and North Norfolk are now the only areas in Britain where reed and sedge for thatching is still cut commercially! Their product therefore has important role to play in the conservation and maintenance of existing thatched buildings. It is also good to know, that in certain parts of the country new thatched properties are springing up.

Cutting reed, sedge and fen is also an important practice for the conservation management of open fen as it adds to the range of different habitat types available for wildlife in the Broads.

#### 2. What are the purposes of the placement?

The bursary placement will provide you with the opportunity to acquire the skills necessary to become a reed and sedge cutter. You will also be given the opportunity to learn different land management and basic business that should enable you to consider a long term, possibly self employed, career in practical land management work.

#### 3. What we are offering

The Broads Authority are offering 10 bursaries over the life of the project over two programmes (5 on each programme) lasting 83 weeks each. During the cutting season your placement will be hosted by individual members of the Reed and Sedge Cutters Association. At other times it will be Broads Authority and their other partners.

The length of the training course is 83 weeks and as a successful bursary applicant you will receive bursary allowances over the period of your training. This allowance will be at least the equivalent of the minimum wage. Your placement title would be **Reed and Sedge Cutting Trainee** and you would be responsible to the **Bursary Training Officer**.

The allowances are not subject to PAYE and are a contribution to your subsistence. From this allowance you will be expected to fund any travel from your home address to your place of work or training course venue and to any other event that may be organised as part of the training (within Norfolk). You will be "not in employment" when you begin the training programme.

While on the training programme you are not entitled to employment benefit. Individuals may be entitled to Housing and other benefits but this is judged on a case-by-case basis by the benefits agency concerned, and has to be established by you.

## Placement Information and Trainee Specification Reed, Sedge and Fens

If you are successful in your application you will be asked to sign a declaration so please ensure that you read it carefully (insert 8).

### 4. What you must be aware of.

There is no doubt that the work and training will be physically hard and that sites where you will be working are isolated and difficult to access. For large parts of your training you will be working alongside commercial Reed and Sedge cutters and you will have to fit into their work patterns and arrangements to complete the harvests. You should consider these facts before you apply.

As well, we need you to be sure that you your will be able to finish the course and that you want ultimately to, work in this type of work and in this environment, although it wouldn't necessarily have to be in the Broads.

### 5. How will the training be implemented?

The work of the Reed and Sedge cutters is seasonal. Reed cutting takes place between December and March whilst sedge is cut during May to August. During these periods you would, on an individual basis, be paired with a commercial reed and sedge cutter.

At other times you will receive training in other land management tasks that will compliment the main training and provide you with other skills from which a year round living can be made. This additional training will take place throughout year but there may be blocks of time when you will be concentrating on developing on particular skill such as fen management.

To make sure that we provide the right training for you, you will work with the Bursary Training officer to develop a programme that is specific to your needs. This is called an individual learning plan.

You will be expected to keep an up-to-date folder of work carried out, to provide evidence of your achievements and for assessment. You will be given support to achieve this by the Bursary Training officer. You will be encouraged to undertake an NVQ Level 2 in Environmental Conservation that will involve attending Easton College once a week. This will increase your training opportunities.

The following training is likely to be included in the programme.

- *Overview of project site and equipment familiarisation;*
- *Historic background to Reed and Sedge cutting industry;*
- *Specific Health and Safety requirements;*
- *Cutting of reed and sedge, stacking and product drying techniques;*
- *Drain/dyke/sluiice cleaning and maintenance;*

## Placement Information and Trainee Specification Reed, Sedge and Fens

- *Basic Timber Construction skills (including workshop training);*
- *Chainsaw training and work;*
- *Brush cutter training;*
- *Fen management techniques;*
- *Habitat management techniques;*
- *Bird identification and nesting protocol;*
- *Water level management;*
- *Boat handling skills;*
- *First Aid;*
- *Business and marketing skills;*

In addition, and subject to the availability of funding, Easton College may be able to offer other types of land management training.

6. **Holidays and sickness** – There will be an allowance of 20 days for holidays plus the bank and Statutory holidays per full year. However the holidays should not be taken during the reed and sedge harvesting period (unless bad weather doesn't allow cutting) and should always be agreed with the Training officer.

We will monitor any periods of sickness. In short-term absences these may trigger particular management action. (See declaration for details – Insert 8)

- 7 **After completion the course** – You will hopefully have achieved at least an NVQ level 2 in Environmental Conservation and you will receive a further certificate from us saying you have completed our bursary-training course in Reed, Sedge and Fen management.

Although there is limited potential for employment in the local reed and sedge cutting industry, this programme will provide high quality training in skills which will be transferable and can be used in other heritage/conservation land management projects either in Norfolk or other parts of the country.

The Broads Authority will assist in developing long-term employment in this sector by:

- continuing to work with the reed and sedge industry sector to expand areas for cutting; and
- supporting the industry in its efforts to promote the skills and product.

### **Trainee specification**

To ensure that we will be giving the bursary training placements to the right people we need you to be:

## Placement Information and Trainee Specification Reed, Sedge and Fens

- enthusiastic and committed to learning and practicing the skills that are required to become a Reed and Sedge cutter;
- prepared to learn and practice other land management skills that will help you ultimately in your chosen profession;
- a good communicator;
- able to enjoy working in the outdoors, whatever the weather and in potentially isolated locations;
- happy to work with others on the scheme as part of a team
- prepared to maintain a good attendance record;
- flexible in your approach to working hours and patterns;
- Prepared to take on certain responsibilities. (See below).

Should you be selected to come to an interview, you should expect us to ask you questions to demonstrate that you are the right person.

### **Trainee responsibilities**

As a bursary trainee you will be expected to take on certain responsibilities whilst you are undertaking your training. You should be prepared to;

- get yourself to and from your place of work and or training;
- work and train alongside the placement reed and sedge cutter host and ensure that you are reliable, hard working and willing;
- carry out risk assessments which will include taking into account site conditions weather conditions and water levels to ensure that you and the people you work with are fully aware of all the potential hazards and that you take steps to minimise the risks from these hazards;
- learn about the sites you are working on ;
- learn about and practice environmental good practice with regards to bird identification and nesting protocol, the presence of rare plant communities and invertebrates;
- learn about site management plans;
- be involved in any open days organised through the project and any provide any information, assistance and advice to the public who may visit the site you are working on during events and open days;
- attend training workshops given by the Broads Authority and our partners;
- collect written and photographic which will be collected in a folder which will be used to demonstrate your increasing competence and

## Placement Information and Trainee Specification Reed, Sedge and Fens

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experience during the placement . It will also be used for assessment purposes;

- maintain high standards of the Health and Safety of self and others at all times especially when using machinery, equipment, boat handling and lone working;
- purchase and maintain your own hand tools;
- maintain and store all machinery, tools and equipment in good working;
- regularly submit signed timesheets (this will be necessary for you to receive the allowance on a regular basis); and
- gain a good knowledge and understanding of the Broads and to interact positively and sensitively to local people and visitors.

## Declaration

### **ALL SUCCESSFUL BURSARY APPLICANTS WILL BE ASKED TO SIGN THIS DECLARATION.**

**Please read this declaration carefully before signing it. If you choose not to sign it, we will be unable to process your application.**

As far as I know, the information I have given on this form is true and complete, and by signing this declaration I agree to be bound by the terms and conditions of the Bursary placement.

- a) I will supply any additional information that might be reasonably required by the Broads Authority to verify the information I have given on this form.
- b) I will comply with the terms relating to the management of sickness in that I acknowledge that short term absence which may trigger management action, is as follows:
  - 3 or more instances over 3 months
  - 6 or more instances over 6 months
  - 10 or more days over 12 months
  - on more than one occasion
  - Recurring recognisable patterns, such as frequent absenteeism on a Friday or Monday.
- b) I accept that the Broads Authority will immediately terminate or suspend my allowance if:
  - I withdraw from the training scheme;
  - I am suspended or excluded from any aspect of the scheme by the Broads Authority or those operating the various training courses;
  - I am unable to attend the course for any reason, including illness where it exceeds 15 consecutive days in total;
  - the Broads Authority believes it is reasonable in the circumstances for it to do so;
  - It is found by the Broads Authority that any information provided by me, or an assumption by the Broads Authority, on the basis of which the bursary has been paid, is incorrect;
  - I do not provide any additional information reasonably required by the Broads Authority when requested.
- c) I will pay back to the Broads Authority immediately any excess payment determined by the Broads Authority as being due, in the event of the following circumstance:
  - I withdraw from the bursary scheme
  - I am permanently suspended or excluded from any aspect of the scheme by the Broads Authority or those operating the various training courses;
  - I am unable to attend the bursary training scheme for any reason, including illness where it exceeds 15 consecutive days in total;
  - I fail to complete any training course that forms part of the scheme

**Declaration**

I understand that if I do not repay such monies, the Broads Authority will be entitled to actively pursue me for all sums of due from me, including, but not limited to Court proceedings, and that I will be liable for any costs, interest and expenses incurred by the Broads Authority in taking such action against me.

- d) I agree to inform the appropriate organisations from which I am receiving benefits, such as my local council and the Department of Work and Pensions, that I am receiving a bursary allowance.
- e) I understand that the terms and rates of my bursary allowance are subject to continued Heritage Lottery Funding and that the bursary amount and terms may change at any time without notice.
- f) I understand that the payment of the bursary allowance will only be made on the receipt by the Broads Authority of the relevant timesheet authorised by the site supervisor.
- g) I understand that the information supplied by me on this form and otherwise held by the Broads authority in connection with my applications shall be stored and processed by the Broads Authority only for the purpose associated with the assessment and payment of the allowance.

I (insert name).....

of (insert address) .....

Have made an application for a Broads Authority Reed, Sedge, Fens and Mills Bursary allowance

Full Name (printed)

Signature

# Ethnic Monitoring Form



Please complete the ethnic monitoring section of the Registration Form. Completion of this page is not compulsory, though the Heritage Lottery Fund (HLF) would be grateful for your assistance. One of the key aims of the HLF Training Bursaries Scheme is to attract people who are under-represented in the heritage sector. This will be achieved by encouraging applications from a wider section of the community, not by positive discrimination of the applicants. The monitoring information will be used purely to help us see how well the Scheme is doing in this respect.

Please tick the box which best reflects your origin.

a) Asian, Asian British, Asian English, Asian Irish, Asian Scottish or Asian Welsh

Bangladeshi

Indian

Pakistani

Any other Asian background (please write in)

b) Black, Black British, Black English, Black Irish, Black Scottish or Black Welsh

Caribbean

African

Any other Black background (please write in)

c) Chinese, Chinese British, Chinese English, Chinese Irish, Chinese Scottish or Chinese Welsh

Any other Chinese background (please write in)

d) Mixed, White and Black Caribbean

White and Black African

White and Asian

Any other background (please write in)

e) White, White British

White English

White Irish

White Scottish

White Welsh

Any other White background (please write in)

f) Other (please give details)

If you are a trainee based in Northern Ireland please tick the box which best reflects your religious background

Mainly Catholic

Mainly Protestant

Other (please give details)