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| **APPLICATION FORM (Sept 6th 2025 - October 2026)** |
| **Section 1 - course / QUALIFICATION details \*** |
| SEG level 4 diploma in arboriculture - FULL DIPLOMA  |  |
| SEG level 4 diploma in arboriculture - FULL DIPLOMA TOP UP from AWARD  |  |
| SEG level 4 diploma in arboriculture - FULL DIPLOMA TOP UP from CERTIFICATE |  |
| \* **IMPORTANT NOTE**: failure to complete the full diploma by end date may result in some assessed work having to be redone post-October 2026 to reflect a revised SEG Awards qualification being released later this year. Until it has been released, we are unable to comment on the amount of additional work that may be required if you are unable to complete on time. However, it is absolutely achievable (and commonly achievable) to complete your diploma qualification within your enrolment period if we stick to the plan and support each other through it. |

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| **Section 2 - personal details** |
| FIRST NAME (**exactly** **as written on your official ID**):  |  | LAST NAME (**exactly** **as written on your official ID**):  |  |
| WHAT YOU LIKE TO BE CALLED (Short form name or nick name): |  |
| DATE OF BIRTH:  |  | AGE: |  | FEMALE  |  | MALE |  |

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| **Section 3 - contact details** |
| CURRENT FULL POSTAL ADDRESS:  |  |
| POST CODE: |  |
| TEL (HOME):  |  | TEL (MOBILE):  |  |
| EMAIL (preferred): |  |
| PERSONAL EMAIL (if the above is a work email)  |  |

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| **SECTION 4 - Employment Information (IF SPONSORED BY EMPLOYER)** |
| CURRENT EMPLOYER:  |  |
| CONTACT NAME for SPONSORSHIP: |  | POSITION HELD:  |  |
| PHONE (WORK): |  | E-MAIL: |  |
| CONTACT NAME for INVOICING (if different): |  | E-MAIL: |  |
| POSTAL ADDRESS:  |  |

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| **Section 5 –EMERGENCY / ALTERNATIVE Contact** |
| CONTACT 1 | CONTACT 2 |
| NAME:  |  | NAME:  |  |
| PHONE:  |  | PHONE:  |  |
| RELATIONSHIP:  |  | RELATIONSHIP:  |  |

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| **SECTION 6 – nationalitY** |
| NATIONALITY:  |  | USUAL COUNTRY OF RESIDENCE: |  |

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| **SECTION 7 - Support services** |
| In order that The Training Tree can provide appropriate support for you, please tell us about any particular health, educational or other issues you may have that you feel may influence your learning path. Any medical information you provide will be shared with the appropriate people in the case of an emergency situation. Please tick or put an x in all that apply and give further details on a separate sheet if necessary: |
| Do you consider yourself to have a learning specifics or other disability or health problem that may affect your learning support needs? | YES |  | NO |  |
| Colour blindness  |  | Dyslexia |  | Dyscalculia |  |
| Autism spectrum disorder |  | Blind / visual impairment |  | Deaf / hearing impairment |  |
| Other, please state: |  |
| I have had learning support before | YES |  | NO |  |
| If you answered **yes**, please describe the support received |
|  |
| If you answered **yes**: I felt this support was effective  | YES |  | NO |  |
| If you feel you require learning support for this course, please describe the support you feel would be helpful this time |
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| I have a learning or health condition that I would like to discuss  |  |

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| **Section 8 – qualifications (NPTC PRACTICAL / gsce’s / o / a levels not required) AND PROOF OF EXISTING QUALIFICATIONS** |
| Until you have submitted proof of existing qualifications (certificates) or provided reasons why the course is right for you without any academic qualifications, your application will not be considered live.  |
| I have the following arboricultural academic qualifications:  | College / University | Year graduated | I have attached the certs | I have not attached the certs \* |
| ABC / SEG level 2 certificate in arboriculture |  |  |  |  |
| BTEC / C&G level 3 diploma in arboriculture |  |  |  |  |
| ABC / SEG Level 4 award or certificate in arboriculture |  |  |  |  |
| PTI |  |  |  |  |
| Other land based academic qualification |  |  |  |  |
| Other non-land based academic degree / masters |  |  |  |  |
| \* I **have NOT** attached the above certificates. Here’s the reason why (including whether they will be submitted at a later date): |
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| **Section 9 – COURSE PREPARATION** | **YES** | **NO** |
| I have started reading / have read Peter Thomas’s *Trees their natural history* (ideally the 2nd edition but not mandatory)  |  |  |
| I intend to start reading / have read Peter Thomas’s *Trees their natural history* (ideally the 2nd edition but not mandatory) by the time the course commences |  |  |
| I understand that there is a course recommended reading list that I should invest in, so that I can undertake my studies properly. |  |  |

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| **Section 10 – personal statementS** |
| What does tree care mean to you?  |
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| Why do you want to work with trees? |
|  |
| Why do you want to do this course? |
|  |
| Anything else you would like to share? |
|  |
| It is expected that you have relevant work experience, an existing arboricultural or land based academic qualification (or a degree in a non-related field). **If this isn’t your current reality**, what work experience, volunteer roles or other achievements or information should we know about when considering your application? An interview or entry question may be required in addition (example course question to be answered and assessed).  |
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| **Section 11 – for statisticAL (VOLUNTARY INFORMATION)** |
| What are you intending to do on completion of your course? |
| Find new paid employment |  | Remain with existing employer |  |
| Set up your own business |  | Continue running / expanding existing business |  |
| Higher education course |  | Other  |  |
| How did you hear about this course? |
|  Recommended by TTT student |  | Recommended by employer |  | Recommended by other |  |
| TTT website |  | Another website |  | TTT stand at a show |  |
| TTT email / Mailchimp |  | Magazine ad or article |  | Leaflet  |  |
| Facebook |  | Twitter  |  | I am a previous student |  |
| Other |  |

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| **Section 12 – PAYMENT METHOD** |
| Who will be paying the course fees? | Me |  | My employer |  |
| **PREFERRED PAYMENT METHOD:** |
|  | **DIPLOMA** - full fees payment / topping up from the level 4 award or certificate  |  |
| **DIPLOMA** – deposit and payment plan – by special arrangement only |  |

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| **Section 13 – Privacy** |
| Please find our privacy statement here <https://www.thetrainingtree.co.uk/general-5>  |
| Can we contact you? Please note, during your enrolment we do send out industry relevant information, e.g., workshops run by ATF, AA updates, pest and diseases info, etc.  |
| I do not wish to be contacted about TTT courses, learning or coaching opportunities |  |
| I do not wish to be contacted for surveys / research |  |

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| **Section 14 – student declaration and learning agreement** |
| **I confirm all of the information I have given is correct.** I have received advice and guidance on my choice of learning programme including entry requirements, guided learning hours, additional research and writing time to complete coursework, the nature of the programme and progression opportunities. I confirm this programme is suitable.I understand that:* I will take responsibility for my own learning, completing assignments on time to my best ability and in accordance with assessment planner provided on enrolment.
* I am aware of (and will conduct myself in accordance with) the company policies and procedures, as available [here](https://1drv.ms/u/s%21AiW7QMmKugwPkFWdjrU6uAJ5PnJa?e=Ms9TcU).
* I will inform learn@thetrainingtree.co.uk in writing, within 5 working days, if my contact details change (e.g., phone number, address, email) or if I decide to leave the programme, giving reasons. Full fees still apply.
* It is my responsibility to ensure that all my fees are paid whether they are committed to by me or my sponsor.
* That my fees must be paid prior to or during enrolment and that no refunds or waivers will be given once I start attending the course, unless the course is cancelled by the company.
* The company reserves the right to change or cancel courses. Refunds are issued in accordance with the refund policy.
* My sponsor will be asked to fill out an authorisation to invoice form as part of my enrolment. This must be done in a timely manner to ensure enrolment deadlines are met and your place is secured on the course.
* Additional fees will be incurred if I fail to meet assignment submission deadlines and / or if I submit more than 2 submissions per assignment (see ‘fees’ in the information letter).
* Additional fees incurred during the course will be paid within 1 month of the fees being charged.
* If I do not pay fees in full, I may be liable for charges the company incurs whilst collecting payments and / or my access to the course may be removed.
* The company accepts no liability for additional costs that I may incur whilst undertaking this course.
* I accept that the company may require a photograph of me for my learning records.
* I accept that the company may record live internet zoom sessions or classroom sessions for use on the online learning portal. It is my responsibility to ensure that the name my computer displays and the use of my own video conforms to my own wishes in terms of privacy.
* Further terms will be agreed on enrolment.

I authorise the company to provide appropriate information to my parent(s) or guardian(s) (if under 19) or employer or sponsor (if sponsored) on progress and attendance on courses for which I have enrolled, or in the event of any cause for concern or a medical emergency. |
| **APPLICANTS Signature** |
| Signature of applicant: |  | Date: |  |

**Please return with your qualification certificates as indicated above to** **learn@thetrainingtree.co.uk**