

SEG (previously SEG (ABC) or Tech Cert) level 4 award, certificate and diploma in arboriculture

Thank you for enquiring about our professional courses

If you would like to talk about your career and qualification options or have any other queries, please do not hesitate to contact me. Office hours are Wednesdays to Saturdays from 2:30pm to 8pm (UK time).

Yours sincerely,



Lisa Sanderson
Training developer, tree hugger, fungus lover
Human Potential Coach
Arboricultural lecturer / SEG arboriculture course manager

Postal: 3 Spring Holme, Riseley
Bedfordshire, MK44 1BF

Contents

Company principles.....	3
Running our courses with the students in mind.....	3
Running our business with the environment and ethics in mind.....	4
Running courses with ethics in mind.....	5
Start dates.....	6
Online only and Blended (classroom + online hybrid) **.....	6
How to choose the right course for you?.....	6
Classroom vs online learning.....	7
Time table 2020-2021.....	8
Classroom venues.....	8
Fees.....	9
Blended diploma (classroom + online hybrid).....	9
Online only.....	14
Why choose one of our courses?.....	16
Course prerequisites and level 2 vs. level 4.....	17
Qualification guide – how the qualifications work.....	18
SEG (ABC) level 4 award in arboriculture.....	18
SEG (ABC) Awards level 4 certificate in arboriculture.....	19
SEG (ABC) level 4 diploma in arboriculture.....	20
Reading materials.....	21
Staff.....	21
Course structure.....	21
Time commitment and course workload.....	23
What you will need.....	24
Top ups.....	24
Learning support.....	24
Forums and emails.....	24
Tutorials and guidance.....	24
Completing the course.....	25
The level 4 and beyond.....	25
Enjoyment.....	25
The online system.....	26
Assignments.....	26
A Taster.....	26

Company principles

The Training Tree has a clear company vision that embraces the following principles:

Running our courses with the students in mind

We are student focused. How do we show this?

- ♥ **Feedback** - we take feedback seriously and are constantly reviewing and changing the way we deliver our courses based on your views.
- ♥ **Flexibility** - we run our business and courses so that we can be as flexible as possible to meet your changing needs. We can provide evening and weekend remote support if booked in advance (office hours are 2pm to 8pm (UK time) to increase your contact time when you're not at work). We can also provide one-to-one, face-to-face ½ day / full day tutorials outside of the classroom at alternative venues around the country (booked in advance at our discretion, fees apply).
- ♥ **Educational support** - we will do what we can to support you to achieve and can modify learning plans to suit your needs. This includes, where serious personal issues arise, at our discretion, a pause to your course enrolment period so that you don't miss out qualifying (on approval, by application only).
- ♥ **Eco-anxiety support** – we are aware of this **real phenomenon** (the company director had it big time in the past) and we teach with the aim of providing you with the tools you need to improve our natural environment. If you feel you are suffering from eco-anxiety, or any other form of anxiety or depression, please seek professional support. Further information on the newly defined condition can be found [here](#). There is a qualified naturopathic nutritionalist on staff that can provide basic further advice to support a holistic mental and physical health plan, should you find yourself needing a boost.

Running our business with the environment and ethics in mind

"We are facing an unprecedented global emergency. Life on earth is in crisis. Scientists agree we have entered a period of abrupt climate breakdown." (Extinction Rebellion 2019).

There's no time to wait to make changes – so we're making them now. It's a drop in the ocean but we're trying to do our bit. So far, we have:

- ♥ **Reduced student travel** - reduced the number of classroom days, focusing on specific topics that are enhanced by standing under real, live trees. We are working on live online and recorded lecturers and will build on this as we go. We encourage you to stay at home to study during your working week for an additional 9 days in your first academic year. This will allow you to focus on your studies and to reduce your carbon footprint. Book telephone / Zoom online video tutorials if it supports additional time off from work. It is important that you have everything you need to achieve your qualification and career goals.
- ♥ **Reduced staff travel** - more local lecturers sourced to facilitate classroom days and online live and recorded lectures have been introduced (still in early days but we're working on it).
- ♥ **Created online tutorials** - taking place online using modern technology, rather than in the classroom, further reducing the number of travel days. These will be scheduled throughout the year to support students in groups and in solo sessions.
- ♥ **Reduced use of valuable resources** – no more paper-based assignments (except legacy students already working with referrals / pre-printed assignments). All new submissions are via our virtual learning environment (Moodle). I print double-sided to help too!
- ♥ **Strike for climate change** – company director has attended the [global climate strike](#) and will continue to close the office to [march for climate days](#). The trees you manage need a stable environment to survive – you know this better than most – support your trees please.

♥ **Supporting other organisations** – The Training Tree supports the following organisations, either via membership or donations:

- ✓ [Amnesty International](#)
- ✓ [Arboricultural Association](#)
- ✓ [Crisis](#)
- ✓ [The Global Tree Initiative](#)
- ✓ [Greenpeace](#)
- ✓ [Pesticide Action Network UK \(PAN UK\)](#)
- ✓ [Plantlife](#)
- ✓ [Royal Forestry Society](#)
- ✓ [Woodland Trust](#)
- ✓ [Yorkshire Wildlife Trust](#)

♥ **Ethical banking.** We do the majority of our banking with [Triodos](#), whose mission is to help create a society that protects and promotes quality of life and human dignity for all. Since 1980, their sustainable financial products have enabled individuals and organisations to use their money in ways that benefit people and the environment.

Running courses with ethics in mind

The company was created to provide flexible courses for people with busy lives, who may not otherwise have chance to qualify. We're a modern company that wants to move with the times to meet the needs of our client base.

- ♥ **Fees.** For the last 5 intakes, we have reduced our course fees, with a view to making them accessible to more people. We will continue to try to make our courses more affordable in the future.
- ♥ **Bursary.** We have introduced an in-house bursary to support students living in certain difficult circumstances. Applications are closed now for the 2019-20 academic year. More information will be become available later this academic year for next academic year. Keep an eye on our website for details.

Start dates

~~Online only and Blended (classroom + online hybrid) **~~

August 1st 2020

October 1st 2020

February 1st 2021 (January 4th by arrangement)

**** Not currently available as at 27.7.20** - no classroom sessions are scheduled for the 2020-21 academic year, due to the current situation (COVID-19). A number of live and recorded webinars will be made available during the academic year at dates to be advised. The situation will be reviewed throughout:

1st academic year (2020-21) – if class room sessions or field trips are scheduled later in the year, students will be able to attend free of charge in this academic year. However, no classroom sessions are currently planned.

2nd academic year (2021-22) – if classroom sessions are run, there may be a nominal charge to attend, the total of which would not exceed the total current costs for the 1-year blended diploma course.

How to choose the right course for you?

Can you make it to the classroom? There are so many benefits of doing this if you can make it to the classroom (**not currently available as at 27.7.20**); it's easier and more enjoyable to learn, it provides a more structured framework to support achieving your qualification, the learning is deeper, there is a more hands on approach, we get to stand under real live (and sometimes dead) trees and talk about them and their features, and it's great for making industry contacts.

Want to complete in 1 year? This can be really hard work but it can be done. Please expect to put your life outside of work and study on hold. A good fast track if you need it!

Do you want to complete in 2 years? This is recommended absolutely for the online only course (there is much more self-study) and in many circumstances for the blended course. It is still hard work, do not be fooled (if you want to have a life too).

Want to do just the award (1 of the 8 diploma units)? If you do, you can still use the award to count towards a future certificate or diploma. It's all the same units. More info [here](#).

Want to do just the certificate (5 of the 8 diploma units)? If you do, you can still use that certificate to count towards the full diploma in the future by topping up those extra 3 units. They're all the same units. More info [here](#).

Classroom vs online learning

	Classroom - <i>(not currently available as at 27.7.20)</i>	Online
Pros	<ul style="list-style-type: none"> 🌲 Payment plant – deposit + instalments 🌲 Flexible timeframes 🌲 Interaction with industry peers 🌲 Group discussions 🌲 Guided learning from lecturers 🌲 A chance to ask questions as they arise 🌲 Dedicated time allowing focus 🌲 Structured learning helps keep within deadlines 🌲 Group assignment work 🌲 Field exercises and practical sessions with a range of lecturers 🌲 Networking (can lead to other jobs and new friends) 🌲 See and handle samples, e.g. fungi, decay evaluation equipment, ground protection for trees on development sites, etc. 	<ul style="list-style-type: none"> 🌲 Payment plan - unit by unit* 🌲 Flexible timeframes 🌲 Travel time saved (less than previous years) 🌲 Travel costs saved (less than previous years) 🌲 Time off work not required (less than previous years) 🌲 Work at your own pace 🌲 There may be no centres within reasonable travelling distance (no alternatives) 🌲 Can be undertaken at any distance 🌲 Can work to the advantage of disciplined, organised learners with industry experience / previous qualifications
Cons	<ul style="list-style-type: none"> 🌲 Time off work required (less than previous years) 🌲 Travel time 🌲 Travel costs 🌲 Cannot be undertaken at any distance 	<ul style="list-style-type: none"> 🌲 Missed face to face interaction with industry peers 🌲 Benefits of lectures and group interaction lost 🌲 Unable to ask questions as they arise 🌲 May be difficult for some to arrange structured time for learning, writing assignments and meeting deadlines

Time table 2020-2021

The timetable is still being contemplated.

With the current COVID-19 situation we are not sure when we will be able to start running the classroom sessions. However, we are working on a draft timetable for some classes to run sometime in the spring of 2021 and will likely be held on Fridays, Saturdays and / or Sundays. Unfortunately, the full classroom teaching time table will not be scheduled this year but we will still provide learning via live and recorded webinars.

We recommend that you enrol on the online course and once the time table is confirmed you can then pay a nominal day rate to attend the classes of your choice.

Classroom venues

(not currently available as at 27.7.20)

Please see above re: disruptions to the 2020-21 classroom timetable.

These vary throughout the year and are subject to change. Classes can be held at a variety of venues, including:

[Painshill](#) 18th century landscape garden in Cobham, Surrey – this is our main base.

[Sir Harold Hillier gardens](#), nr. Romsey, Hampshire

[Hillier's Container Nursery](#), nr. Romsey, Hampshire

[Richmond Park](#) education centre, Richmond, London

[Guildford College](#), Merrist Wood Campus

Fees

To qualify for any of the payment plan options (staged award – certificate – diploma route or unit by unit), you must commit to the whole qualification fees (an invoice schedule will be sent upon enrolment). If you wish to do only 1 unit as a trial, you can sign up for the Award qualification (currently, the *principles of tree management* unit is offered for the Award) and then continue on the staged route or unit by unit plan to the diploma).

Blended diploma (classroom + online hybrid) (not currently available as at 08.12.20)

You can do this over 1 year or 2 years (both upgradable to extend end dates – fees apply).

In addition to online access, you can also attend unlimited level 4 arboriculture classroom sessions in your first academic year (further class attendance by appointment only, at our discretion).

Seats are limited and are booked first come first serve (must be booked in advance).

Please note: this year the number of classroom sessions has been reduced from last year in order to reduce our carbon footprint, to support employers and to support the climate crisis movement. It is strongly recommended that 1-2 days each month is taken off of work in lieu of reduced classroom days.

All qualification fees incur additional SEG (ABC) Awards fees (subject to change).

Click below to access further information

[All qualification fees incur additional SEG \(ABC\) Awards fees \(subject to change\)](#)

[1-year blended diploma \(classroom + online hybrid\)](#)

[2-year blended diploma \(classroom + online hybrid\)](#)

1-year blended SEG (ABC) level 4 diploma in arboriculture (classroom + online hybrid)

(not currently available as at 08.12.20)

SEG (ABC) Awards fees

All qualification fees incur additional SEG (ABC) Awards fees (subject to change). All SEG (ABC) Awards fees are payable up front. The fees below are as at 25.9.19.

Award (principles of tree management unit)	£ 37.80
Certificate (fees dependant on optional unit)	£ TBA
Diploma	£125.80

Mid-academic year starts

You can start any course mid year (additional fees apply) £200.00

Diploma option 1 – 1-year blended

Classroom + online hybrid – one off, full fees payment:

Early bird (apply before July 31 st of that year)	£3,200.00
Normal bird (apply between August 1 st and October 15 th of that year)	£3,300.00
	* + SEG (ABC) Awards fees

For award and certificate, see option 2 below.

Diploma option 2 – 1-year blended

Classroom + online hybrid – staged qualifications (award, then certificate, then diploma):

SEG (ABC) level 4 award	£ 900.00
Top up to the SEG (ABC) level 4 certificate from the award	£1,400.00
Top up to the SEG (ABC) level 4 diploma from the certificate	£ 1,100.00
Total*	£3,400.00
	* + SEG (ABC) Awards fees

If signing up for the staged route, you are committed to the full diploma and will be invoiced accordingly.

You can also do the SEG (ABC) Awards award or certificate as standalone qualifications. This needs to be clarified before signing up for the course.

~~Diploma Option 3 – 1-year blended~~

~~Classroom + online hybrid – unit by unit payment plan:~~

~~(not currently available as at 27.7.20)~~

Unit	Level	Credit value	*Cost
Principles of tree management	5	9	900.00
Pest, disease and disorder identification	3	5	360.00
Tree biomechanics and maintenance	4	7	460.00
Tree development and protection	4	5	360.00
Woody vegetation formation and physiology	4	6	435.00
Selection, planting and design with hardy nursery stock for amenity and landscape purposes	5	8	535.00
Principles of woodland establishment & management	3	5	360.00
Tree related damage to built structures	4	4	285.00
Total diploma course fees*			£3695.00

~~+ SEG (ABC) Awards fees~~

~~The first unit payable is the *principles of tree management* unit (along with the SEG (ABC) fees). After that, the remaining units are payable (and released) at scheduled dates throughout the enrolment period (1-2 years).~~

~~If signing up for the staged route, you are committed to the full diploma and will be invoiced accordingly.~~

2-year blended SEG (ABC) level 4 diploma in arboriculture (classroom + online hybrid) (not currently available as at 08.12.20)

SEG (ABC) Awards fees

All qualification fees incur additional SEG (ABC) Awards fees (subject to change). All SEG (ABC) Awards fees are payable up front. The fees below are as at 25.9.19.

Diploma _____ £125.80

Mid-academic year starts

You can start any course mid-year (additional fees apply) _____ £200.00

Diploma general

All fees are payable in the 1st academic year, unless you apply to defer payment and access of 3 optional units of your choice into the second year.

Diploma option 1 – 2-year blended

Classroom + online hybrid – one off, full fees payment:

Early bird (apply before July 31st of that year) _____ £3,450.00

Normal bird (apply between August 1st and October 15th of that year) _____ £3,500.00

_____ * + SEG (ABC) Awards fees

Diploma option 2 – 2-year blended

Classroom + online hybrid = staged qualifications (award, then certificate, then diploma):

SEG (ABC) level 4 award _____ £ 900.00

Top up to the SEG (ABC) level 4 certificate from the award _____ £1,400.00

Top up to the SEG (ABC) level 4 diploma from the certificate _____ £1,300.00

Total* _____ £3,600.00

_____ * + SEG (ABC) Awards fees

If signing up for the staged route, you are committed to the full diploma and will be invoiced accordingly.

Diploma option 3 - 2-year blended

Classroom + online hybrid - unit by unit payment plan:

(not currently available as at 08.12.20)

Unit	Level	Credit value	*Cost
Principles of tree management	5	9	900.00
Pest, disease and disorder identification	3	5	360.00
Tree biomechanics and maintenance	4	7	510.00
Tree development and protection	4	5	360.00
Woody vegetation formation and physiology	4	6	435.00
Selection, planting and design with hardy nursery stock for amenity and landscape purposes	5	8	585.00
Principles of woodland establishment & management	3	5	360.00
Tree related damage to built structures	4	4	285.00
Total diploma course fees*			£3795.00

* + SEG (ABC) Awards fees

The first unit payable is the *principles of tree management* unit (along with the SEG (ABC) fees). After that, the remaining units are payable (and released) at scheduled dates throughout the enrolment period (1-2 years).

If signing up for the staged route, you are committed to the full diploma and will be invoiced accordingly.

Online only

This is purely based on distance learning (no classroom attendance included in the price) for up to 2 years enrolment. You may have the opportunity to attend classroom sessions and a day rate fees apply. Seats are limited and are booked on a first come first serve basis.

SEG (ABC) Awards fees

All qualification fees incur additional SEG (ABC) Awards fees (subject to change). All SEG (ABC) Awards fees are payable up front. The fees below are as at 08.12.20.

Award (<i>principles of tree management</i> unit)	£ 37.80
OR	
Certificate (fees dependant on optional unit)	£ TBA
OR	
Diploma	£125.80

Option 1 – online only (discounted December 2020)

One-off, full fees payment:

SEG (ABC) level 4 award 1-year only (<i>principles of tree management</i> unit)*	£ 700.00
OR	
SEG (ABC) level 4 certificate 1-year enrolment only *	£1,900.00
OR	
SEG (ABC) level 4 diploma end date July 10 th 2022 *	£2,750.00
OR	
SEG (ABC) level 4 diploma end date July 11 th 2023 *	£3,000.00

* + SEG (ABC) Awards fees

Option 2 – online only (discounted December 2020)

Staged payment (award, then certificate, then diploma):

SEG (ABC) level 4 award (<i>principles of tree management</i> unit)*	£ 700.00
+	
Top up to the SEG (ABC) level 4 certificate from the award*	£1,300.00
+	
Top up to the SEG (ABC) level 4 diploma from the certificate*	£1,050.00
Total*	£3,050.00

+ SEG (ABC) Awards diploma fees on enrolment

* Staged fees are conditional on the previous award / certificate being undertaken with us. The staged route commits you to the full diploma and will be invoiced accordingly. You can also do the SEG (ABC) level 4 award or certificate as standalone qualifications (see [Option 1](#)).

Option 3 – online only
Unit by unit payments:

Unit	Qual level	Credit value	* Cost
Principles of tree management	5	9	700.00
Pest, disease and disorder identification	3	5	330.00
Tree biomechanics and maintenance	4	7	460.00
Tree development and protection	4	5	330.00
Woody vegetation formation and physiology	4	6	400.00
Selection, planting and design with hardy nursery stock for amenity and landscape purposes	5	8	490.00
Principles of woodland establishment & management	3	5	330.00
Tree related damage to built structures	4	4	260.00
Total diploma course fees*	4	49	3300.00

* + SEG (ABC) Awards fees

The first unit payable is the *principles of tree management* unit (along with the SEG (ABC) fees). After that, the remaining units are payable (and released) at scheduled dates throughout the enrolment period (1-2 years).

If signing up for the unit by unit route, you are committed to the full diploma and will be invoiced accordingly.

Why choose one of our courses?

The SEG (ABC) diploma qualifications are:

- issued and moderated by a government approved awarding body SEG (ABC) Awards,
- recognised and regulated by Ofqual and Qualifications Wales (government bodies that regulate qualifications, examinations and assessments),
- recognised nationally and internationally,
- respected, written by and supported by the arboricultural industry, industry bodies and employers.

Our students receive:

- professional materials produced and sourced by qualified and experienced arboricultural practitioners and teachers,
- a learning plan to help you achieve your qualification,
- support from qualified and experienced industry professionals, and qualified teaching staff with arboricultural / horticultural experience and qualifications,
- access to telephone, email and skype support (office hours),
- access to tutorial sessions for additional learning support during office hours (office hours are 2pm to 8pm UK time). Currently these are only held online (tutorials at our teaching venues or by at our discretion at other venues around the country are on hold until further notice).
- access to classroom sessions to enhance your learning when available (FOC to online blended students, chargeable to online only students, conditions apply).

Course prerequisites and level 2 vs. level 4

Ideally, you will have already obtained at minimum a level 2 arboricultural or related qualification covering appropriate theory material or have equivalent knowledge from experience, self-study and workshops / seminars.

The level 2 is a good foundation for level 4, particularly science units. You are expected to have prior knowledge of tree physiology and function, and soils, amongst other topics.

Some students, through reading, experience, other courses, land-based degrees, etc., have enough knowledge already to undertake the level 4, whilst others need extra reading / research / training to achieve the foundation needed for success. Please take some time to look at the level 2 to make sure you would be comfortable answering questions, especially the tree physiology and soil science units, before undertaking the level 4.

Here's the link to the level 2 certificate in arboriculture syllabus

[https://www.SEG \(ABC\)awards.co.uk/qualification/level-4-diploma-in-arboriculture/](https://www.SEG(ABC)awards.co.uk/qualification/level-4-diploma-in-arboriculture/) (scroll down for the link to the assessment criteria in on the right).

The level 4 diploma is a fantastic qualification; however, it is also very intense and requires quite a lot of time to research and answer the assignments (no exam). As it is a financial investment and time commitment, we want to make sure the course is right for you, that you will be happy undertaking the assignments and that you will successfully achieve the qualification. If you do not have the minimum qualifications, with enough industry experience, on application we may require tree physiology entry questions to be answered, to enable us both to be confident it is the right course for you.

Qualification guide – how the qualifications work

SEG (ABC) level 4 award in arboriculture

If you wish to complete the award, either as a solo qualification or a step towards the diploma, you must complete 1-2 units, based on the rules below. SEG (ABC) Awards (the 'awarding body') dictates how you can combine credits to build qualifications.

Level 4 Award in Arboriculture

Rules of Combination: Learners must achieve a minimum of 9 credits and a maximum of 12 credits from any of the units below. A minimum of 7 credits must be at Level 4 or above.

Unit	Level	Credit Value	GL
Woody vegetation formation and physiology [D/503/3316]	4	6	35
Tree biomechanics and maintenance [M/503/3319]	4	7	40
Pest, disease and disorder identification	3	5	24
Principles of tree management [T/503/3323]	5	9	45
Development and tree protection [A/503/3324]	4	5	25
Selection, planting and design with hardy nursery stock for amenity and landscape purposes [L/503/3330]	5	8	40
Principles of woodland establishment and management [F/503/3325]	3	5	25
Tree related damage to built structures [L/503/3327]	4	4	20

This means, you would need to take ONE (1) - TWO (2) units that add up to between 9 and 12 credits from the list above, as long as 7 of the credits were at level 4 or above.

Example 1 (currently offered at The Training Tree as at April 2019)

Principles of tree management

= 9 credits at level 5, also meeting the criteria.

Example 2

Pest, disease and disorder identification (level 3 with 5 credits)

+

Tree biomechanics and maintenance (level 4 with 7 credits)

= 12 credits in total, meeting the criteria.

You can find more info [here](#) (SEG (ABC)'s L4 introduction) and [here](#) (the actual L4 syllabus).

SEG (ABC) Awards level 4 certificate in arboriculture

If you wish to complete the certificate, either as a solo qualification or as a step towards the diploma, you must complete FIVE (5) units, based on the rules below. SEG (ABC) Awards (the 'awarding body') dictates how you can combine credits to build qualifications.

Level 4 Certificate in Arboriculture

Rules of Combination: Learners must achieve a minimum of 31 credits. This must include 27 credits from the mandatory units.

Unit	Level	Credit Value	GL
Mandatory Units			
Woody vegetation formation and physiology [D/503/3316]	4	6	35
Tree biomechanics and maintenance [M/503/3319]	4	7	40
Pest, disease and disorder identification [M/503/3322]	3	5	24
Principles of tree management [T/503/3323]	5	9	45
Optional Units			
Development and tree protection [A/503/3324]	4	5	25
Selection, planting and design with hardy nursery stock for amenity and landscape purposes [L/503/3330]	5	8	40
Principles of woodland establishment and management [F/503/3325]	3	5	25
Tree related damage to built structures [L/503/3327]	4	4	20

This means, you would need to take all of the mandatory units:

Pest, disease and disorder identification (5 credits)

Tree biomechanics and maintenance (7 credits)

Woody vegetation formation and physiology (6 credits) and

Principles of tree management (9 credits)

= 27 credits and.....

+

any ONE (1) optional unit

e.g. *principles of woodland establishment and management (5 credits)*

= 32 credits

You can find more info [here](#) (SEG (ABC)'s L4 introduction) and [here](#) (the actual L4 syllabus).

SEG (ABC) level 4 diploma in arboriculture

If you wish to complete the diploma, you must complete all of the units, based on the rules below. SEG (ABC) Awards (the 'awarding body') dictates how you can combine credits to build qualifications.

Level 4 Diploma in Arboriculture

Rules of Combination: Learners must achieve a minimum of 49 credits. This must include 40 credits from the mandatory units.

Unit	Level	Credit Value	GL
Mandatory Units			
Woody vegetation formation and physiology [D/503/3316]	4	6	35
Tree biomechanics and maintenance [M/503/3319]	4	7	40
Pest, disease and disorder identification [M/503/3322]	3	5	24
Principles of tree management [T/503/3323]	5	9	45
Development and tree protection [A/503/3324]	4	5	25
Selection, planting and design with hardy nursery stock for amenity and landscape purposes [L/503/3330]	5	8	40
Optional Units			
Principles of woodland establishment and management [F/503/3325]	3	5	25
Tree related damage to built structures [L/503/3327]	4	4	20

As a bonus, if you complete the unit *Selection, planting and design with hardy nursery stock for amenity and landscape purposes*, this counts towards your SEG (ABC) level 6 diploma in arboriculture should you wish to qualify later (as at March 2019).

You can find more info [here](#) (SEG (ABC)'s L4 introduction) and [here](#) (the actual L4 syllabus).

Reading materials

You are expected to have a basic understanding of tree physiology and soil science.

It is advised you read Peter Thomas' *Trees; Their Natural History* (ideally 2nd edition) before starting coursework. It is an enjoyable read and it will help many of the assignments.

Please note: the book package is no longer available.

It is your responsibility to arrange access to the books in the attached [The Training Tree reading list](#), as they are required to complete the course.

Relevant industry books and British Standards can be obtained from [Summerfield Books / Tree Source](#), the [Arboricultural Association](#), [The Stationary Office](#) (online), [The Forestry Commission](#) and the [Ancient Tree Forum](#). See individual websites for details.

The attached [SEG \(ABC\) reading list](#) is a guide to resources that may be used to complete your diploma. Although it is not a requirement to read them all and we will provide resources needed to complete your studies, you may wish to invest in selected titles for your professional library.

It is recommended where possible, students arrange access to relevant British Standards for the *principles of tree management* unit (BS3998: 2010 Tree Work - Recommendations), the *tree protection and development* unit (BS 5837: 2012 Trees in relation to design, demolition and construction - Recommendations) and *selection, planting and design* unit (BS 8545: 2014 Trees: from nursery to independence in the landscape - Recommendations and BS3696-1: 1992 Nursery stock specification for trees and shrubs). These provide more depth to the topics; however, we provide sufficient info to support your studies.

Staff

The Training Tree are proud of our staff – they are hand-picked and all at the top of their game in terms of industry experience, dedication and passion for ensuring you learn to the best of your abilities. See the [website](#) for more details.

Course structure

This course is written assignment and online test based (no formal exams) with a final qualification awarded by SEG (ABC) Awards (the 'awarding body'). Some classroom sessions may include group work that counts towards your portfolios.

The award, certificate and diploma courses are divided into units (as detailed above).

Each unit is split into learning outcomes (Los). For example, the *pest, disease and disorder identification* unit has 5 learning outcomes in total, e.g. learning outcome 4:

4. Understand how fungi colonise woody tissues.

Each learning outcome has a number of assessment criteria. The assessment criteria break down the learning outcomes into bite size pieces and your knowledge is tested in these areas.

In the example of learning outcome 5 above, there are 3 assessment criteria (4.1-4.3):

Learning outcome	Assessment criteria
4. Understand how fungi colonise woody tissues	<p>4.1 Describe the four principal strategies employed by tree decay fungi to colonise woody tissues</p> <p>4.2 Describe each of the following types of rot and give an example of a fungal pathogen for each</p> <ul style="list-style-type: none"> ○ white – selective delignification ○ white simultaneous ○ brown ○ soft <p>4.3 For each of 20 principal decay fungi identify the following aspects:</p> <ul style="list-style-type: none"> ○ common hosts ○ colonisation strategy ○ type of rot caused ○ arboricultural significances ○ parts of host affected ○ any preventative measures/treatment

You will see SEG (ABC)s learning outcome and assessment criteria numbers on Moodle headings, assignments and some reading materials. We present the assessment criteria to you in the form of assignment briefs and online tests, sometimes using scenarios to make it easier to relate them to real life. You then show you understand the assessment criteria by completing assignments and online tests. Sometimes, prior learning can be used (e.g. PTI certificate).

In order to pass a unit, you need to pass all of the assessment criteria within that unit.

In order to obtain an award, certificate or diploma, you need to pass all assessment criteria within all of the required units in your plan (all assessment criteria for all units for the diploma).

Time commitment and course workload

It is possible to complete the diploma course within one year; however, it does take quite a considerable amount of time and commitment, especially if you are already working full time and have other commitments. After they've started, most students are surprised by the amount of time and effort that is required to qualify. Do not underestimate the time and effort commitment required! Equally, please do not underestimate the sense of achievement you will feel once you qualify.

You have up to 2.5 years to complete but you can apply to qualify within 1 year.

The amount of time needed for the course depends on a few factors, e.g. whether you have existing qualifications (level 2 certificate in arboriculture or similar), your experience, whether you need further study to fill in knowledge gaps, how comfortable you are with academic work (writing assignments), your typing speed / computer skills and how much uninterrupted time you have (as opposed to 5 minutes here and there).

For the year-long classroom diploma, my students spend 10-18 days in the classroom for guided learning (approx. 6 hours each day) and they say they spend an additional:

- between 2-4+ week day evenings + between ½ - 2 days on the weekend.

(Based on completing the majority of the work within 1 year, this varies for each individual).

SEG (ABC) Awards recommend that the total qualification time required to complete the full diploma is 490 hours. That's worth thinking about.

100% of all assessment criteria must be achieved for all assignments and units.

You can work at your own pace but it is recommended you work to a structured plan that we provide (assessment planner).

Assignments and tests do vary in size, so we recommend you set a goal of using the timetable we give you. 1 assignment per week allows you to finish all of your first submissions in approximately 36 weeks or 1 academic year (with the exception of the plant portfolio). This is quite an intense workload and although it can be done, it is important to be realistic about workloads to avoid disappointment. The plant portfolio assignment (part of the planting unit) is a large assignment best done over time in various seasons, so it is worth doing some of it each week or month over the course of your enrolment. Start now!

Please remember this is a valuable yet intense qualification, that commitment, time & focus are needed for success and that once you're glowing from your achievement, you regain your life again. And we will support you through it.

What you will need

The use of:

- Microsoft Word or MacBook Pages (MacBook documents to be submitted in a Word friendly format),
- reliable internet access,
- Google Chrome (Internet Explorer will work but the system and most websites work much better on Google Chrome),
- access to books (see prior knowledge and reading materials above),
- reliable email (checked regularly),
- a PDF reader,
- a lot of time and focus to do assignments,
- determination for success and
- an understanding that it is hard work and once finished, you will earn a valuable qualification.

Top ups

Already have some of the units or completed some of the assignments with us or another provider? Talk to us about your top up options to complete your qualifications without signing up to the full diploma.

Learning support

We are experienced in working with students who have dyslexia and are happy to talk to you about how we can help.

Forums and emails

Moodle contains interactive message forums, where you can discuss assignments, sources of information and topics of arboricultural interest with other students. Announcements and news may also be sent via email and through Moodle.

Tutorials and guidance

You have communication with your course tutor via email, through Moodle, Zoom and by phone during office hours. You are also welcome to book a tutorial at our teaching venue in Cobham, Surrey on teaching days. Priority is given to classroom students on those days.

On occasion, out of office hours tutorials can be arranged.

Completing the course

All centres offering SEG (ABC) Awards qualifications must have their processes and learners work checked before qualification certificates are issued (called an 'external moderation'). When you complete your coursework, your portfolio is moderated at the next scheduled moderation after your end date. Once complete, SEG (ABC) Awards issue your qualification certificate. Please bear with us, this can take some time for the process and for your qualifications certificates to be sent out.

The level 4 and beyond

This qualification has been developed in collaboration with industry, training providers and LANTRA for those learners working in arboriculture. It encourages learners to follow a programme of structured continued professional development, facilitates access to higher-level management qualifications, and improves job prospects by formalising professional skills and training.

Progression routes - what's next? Learners who achieve these qualifications could progress to other higher level qualifications such as the SEG (ABC) Awards level 6 certificate or diploma in arboriculture, the foundation degree / degree courses, gain promotion to more senior positions within existing employment, be provided with new employment opportunities for a variety of job titles, or begin entrepreneurial activities such as starting or expanding their own business. See the Arboricultural Association website for more info <https://www.trees.org.uk/Careers>.

Enjoyment

Most of all, whatever route you choose, please enjoy the learning. Once you start, it will take you down paths of knowledge and career opportunities not travelled before and with determination, will ultimately lead you to greater success.

The online system

When you enrol onto the course you will be assigned a course tutor and given login instructions to Moodle, our online learning system or virtual learning environment (VLE). This protected area is where you access reading materials, PowerPoints, research papers, book extracts, forums, videos, assignments and online tests. Materials are in PDFs, Word (PC), Excel (PC) and HTML format. Our digital content is monitored, updated and backed up regularly with a professional VLE hosting and support company.

You then work your way through the units by learning the material provided, and submitting online your assignments and tests. You are given instructions on how to do this. Assignments are then marked and returned to you online. The process sends automatic email notifications to you at every stage so you can keep track of your progress.

You will manage your own time to work towards unit end date goals set between you and your course manager.

Assignments

You will be marked with either:

- pass (you have met all of the assessment criteria) or
- refer (some or all answers need further information to meet the assessment criteria).

If your work is referred, your assessor will return this to you with feedback to support you in passing the assessment criteria. You can then resubmit your assignment online for marking.

You are given TWO (2) attempts (submissions) for each assignment to be marked under the enrolment fees. Further submissions to be marked may be chargeable. You are allowed to retake online tests as many times as you like during your enrolment until you pass.

Your completed assignments (example attached) form what is called a portfolio. This portfolio is evidence that you have passed the assessment criteria. It is a student's responsibility to ensure they manage and save their portfolio of marked work in a professional and safe manner.

Submitted work goes into a queue. We try to mark and return the work within 2 weeks of it being submitted (for students currently enrolled on 1 or 2-year academic courses), however, there are times when there will be longer delays due to holidays, enrolment periods, external moderation periods and sickness. We apologise in advance for delays and will get to your marking as soon as possible.

A Taster

Check out our [YouTube video](#) for an insight into The Training Trees online learning system.