



WEST DEAN
COLLEGE



CONSERVATION

SHORT COURSES 2017

Building Conservation Masterclasses, including Professional Development Diploma,
Object and Materials Conservation





INTRODUCTION

Refresh your skills and update your knowledge of developments in materials, techniques and current practice. Ideal for conservators, our conservation short courses comprise **Building Conservation Masterclasses**, **Object and Materials Conservation courses** and **British Library courses**. You can expect:

- Tuition from leading practitioners
- Hands-on learning using 'live' artefacts, or the purpose built Ruinette
- Collaboration with other participants and specialists

Collaboration with relevant organisations and specialists delivers an outstanding range of expertise on each course. Teaching approaches vary according to the demands of the subject matter: Some courses are workshop-based with a high practical content, while others are lecture-based.

Staying at West Dean House, home to the college, means to network and socialise with fellow students and tutors in the evenings.

For further information please contact the CPD Course Organiser:
Tel +44 (0)1243 818219
Email: cpd@westdean.org.uk

ABOUT WEST DEAN COLLEGE

West Dean College is an independent Higher Education College with an international reputation for Conservation and Creative Arts education. Study options range from 700 short courses to Foundation and Masters degrees. The College is part of the Edward James Foundation, a charitable trust.

Edward James (1907-1984), a poet and lifelong collector of art, is best remembered for his patronage of painters, particularly the Surrealists, Dali, Magritte, Tchelitchew, Fini and Carrington. In 1964 he created a charitable trust, the Edward James Foundation, to fulfil his desire to nurture music, traditional crafts and the visual arts. The Foundation opened West Dean College in 1971 as a centre of education and training in conservation and in the visual and applied arts.

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BESPOKE COURSES

West Dean College can develop and deliver specific conservation short courses for organisations on request. Drawing on a wide range of expertise amongst our tutors, a comprehensive range of training courses can be offered.



BUILDING CONSERVATION MASTERCLASSES (BCM)

The Building Conservation Masterclass programme (BCMs) provides training in technical and practical skills in the repair and maintenance of historic structures. These intensive short courses, including the Professional Development Diploma, are the result of an ongoing collaboration with Historic England (formerly English Heritage) that began in 1997. All the courses are recognised by Historic England and adhere to its guidelines and standards aimed at improving building conservation practice. They have been designed and are delivered by leading practitioners.

The courses follow the latest knowledge and developments in technology, craft and science applicable to historic buildings, archaeological sites and monuments and, in particular, the approach set out in the Practical Building Conservation series.

The unique Ruinette at West Dean, on which students practise conservation and repair techniques, is a purpose-built structure exhibiting many of the problems found in historic buildings. The courses are aimed at those who need to develop practical skills and also those who need to understand, specify and supervise these skills. The BCMs are relevant to craftspeople, conservators, conservation officers, architects, surveyors, planners, construction managers, specifiers, specialist contractors and archaeologists.

You will receive a certificate recognised by Historic England. To help meet your CPD needs the courses have also been recognised by leading institutions such as RIBA, IHBC and CIAT.

Historic England is the government's expert advisory service for England's historic environment. Prior to 1 April 2015, Historic England was known as English Heritage.

Historic England provides expert constructive advice to local authorities, owners and the public, championing historic places and helping people to understand and enjoy them, now and for the future.

Working with others, Historic England supports the development of the skills needed so that the historic environment is understood, protected and managed effectively.

Students on the Building Conservation Masterclasses will each receive a copy of the Practical Building Conservation volume relevant to their course, with the exception of those attending Specifying Conservation Works and the Structural Repair of Historic Buildings.



PROFESSIONAL ASSOCIATIONS

In addition to the recognition by Historic England, the Royal Institute of British Architects (RIBA) has recognised the Professional Development Diploma as part of its RIBA Career Learning brand. RIBA Career Learning helps architects to gain essential skills through courses of three days duration and longer. The Professional Development Diploma course is part of this programme and qualifies as a Conservation Training Course for entry onto the RIBA Conservation Register at the CR level.

The Institute of Historic Building Conservation (IHBC) has approved West Dean as one of its recognised CPD providers.

The Chartered Institute of Architectural Technologists (CIAT) has recognised a number of West Dean's courses as appropriate CPD for its members. The Professional Development Diploma is part of this programme and will assist candidates in their progression to specialise in conservation and ultimately towards applying for CIAT's Conservation Register.

The Professional Development Diploma, which incorporates the 10 Building Conservation Masterclass courses, is currently supported by a Construction Industry Training Board (CITB) grant which, on achieving the qualification, is payable to in-scope employers and their employees registered with CITB.



PROFESSIONAL DEVELOPMENT DIPLOMA IN HISTORIC BUILDING CONSERVATION AND REPAIR

The West Dean Professional Development Diploma can be achieved through the successful completion of ten Building Conservation Masterclasses and the submission of a final 3,000-word portfolio.

Following the successful completion of the ten BCMs, a final portfolio of evidence demonstrating your knowledge and understanding of the issues covered, must be submitted for assessment. The portfolio is intended to give you an opportunity to demonstrate the link between the overall experience gained from the BCMs and your past, current or intended professional practice as a conservator of buildings, interiors and sites: It consists of three separate sections:

- a reflective review of the ten BCMs you have completed
- case studies indicating the relation of these BCMs to your past, current or future professional practice
- a critical reflection on the ethical, philosophical and practical considerations encountered in the conservation of buildings, interiors and sites.

The portfolio should include a combination of written text, photographs, diagrams and drawings.

Of the ten BCMs required to qualify for the Diploma, seven of the courses are compulsory and a further three can be selected from any of those remaining (see list). The ten BCMs can be taken in any order but should be completed within a maximum period of five years prior to the submission of the portfolio.

“These courses have had a very significant effect on both my personal and professional development, and perhaps more importantly has given our clients the confidence to entrust us with major conservation projects.”

Peter Grills, Professional Development Diploma.

The seven compulsory BCMs are:

- Conservation and Repair of Architectural and Structural Metalwork
- Conservation and Repair of Plasters and Renders
- Structural Repair of Historic Buildings
- Conservation and Repair of Brick and Flint Masonry
- Conservation and Repair of Timber
- Conservation and Repair of Stone Masonry
- Mortars for Repair and Conservation

A further three BCMs to be selected from:

- Specifying Conservation Works
- Conservation of Architectural Detail and Surfaces (alternate years)
- Conservation and Repair of Slate and Stone Roofing
- Managing Wildlife in the Historic Environment (alternate years)
- Conservation of Historic Concrete
- Conservation and Repair of Masonry Ruins
- Masonry Cleaning

Fees as listed for each of the 10 courses plus the administration fee payable on submission of the final portfolio.

PROFESSIONAL DEVELOPMENT DIPLOMA STUDENT PROFILES



ROBERT LANGLEY

I am the Estates Manager at Magdalen College, Oxford. Many of our buildings are Grade I listed and of national historic significance; The central core of the College dates back to the 15th century and is largely unchanged.

I attended my first masterclass soon after joining Magdalen, and following that I decided to continue with my studies towards the diploma.

I have found the style of teaching with its mix of formal classroom sessions and practical workshops at the Ruinette to be very effective. The tutors (some of whom are the most experienced people in their field of building conservation) are friendly and approachable. Unique to West Dean the learning carries on after the day's sessions with lively and enjoyable debates over dinner and in the bar.

The knowledge gained at West Dean has helped me in my role at Magdalen. I have been able to apply the principles and techniques learnt in many of my projects and this has led to me having a greater appreciation of my role as a custodian of these important heritage assets.



AIDAN QUIGLEY

I am the owner of a property called Loftus Hall in Hook Head, County Wexford, Ireland.

When we purchased this magnificent building in 2011, I had no idea of the journey it would take me on. The building is a nine-bay Victorian mansion of some 25,000 square feet in need of significant work to conserve it and save its many unique features from the elements.

When I arrived at West Dean in February 2015 I was in desperate need of sound guidance and skills development to ensure the correct treatment for our building. From the first course through to the last it has been a steady and sure learning curve, benefiting from the expertise and experience of both tutors and fellow students in such a unique environment.

I can say that the Diploma as been priceless for the development of my project and my own professional development.

I would like to thank everyone at West Dean and all the people I had the pleasure to meet in this wonderful place.



SARAH TATTERSALL

I am a Chartered Structural Engineer and work in a small specialist team in a large engineering consultancy, Arup, where I specialise in the investigation, refurbishment and repair of historic buildings.

The reason I signed up for the diploma is that I wanted to broaden my knowledge of historic structures beyond the work I do every day – and the courses have certainly delivered. I've really enjoyed the mix of theoretical and practical sessions from great tutors and the beautiful setting is an added bonus.

One unexpected benefit from attending the courses, is that the attendees come from a wide range of backgrounds – I've noticed that we all approach a challenge from the perspective of our own profession or trade, which has opened my eyes to new ways of thinking.

I intend to apply the principles that I've learnt to augment my day-to-day work, building up experience for applying to the Conservation Accreditation Register for Engineers (CARE).

BCM COURSES

SPECIFYING CONSERVATION WORKS

This course covers all aspects of specifying conservation repairs in the life of a project; from initial surveys and project planning, through the tendering stage, to the work on site and the effect on the building.

It presents a reliable methodology for compiling clear, unambiguous specifications that will address the repair needs of historic buildings and produce reliable costings from the tendering process. The problems of working with particular materials and repair techniques are also considered.

The teaching is based on a lively themed presentation of many real examples, with good humour but serious intent, showing what worked well where, what didn't, and why. The course tutors present views from the practising professional, the contractor, and the "permission-giver".

While the content of the course is comprehensive, its emphasis can be tailored to suit the particular needs of individual delegates or the group as a whole.

As well as ample opportunities for "question and answer" sessions with the tutors, there will also be guided exercises and individual tuition in writing the key elements of a specification, using selected buildings at West Dean as examples.

The course would suit quantity surveyors, engineers, and other conservation professionals or practitioners, as well as architects and building surveyors.

COURSE LEADER: [Malcolm Starr](#)

30 January-2 February 2017

Non-residential course fee £585

BC3D223 (3 day course)

"The practical exercise in surveying and writing specifications gives you the confidence to develop in this area."

Dave O'Brien, Specifying Conservation Works.



CONSERVATION AND REPAIR OF ARCHITECTURAL AND STRUCTURAL METALWORK

This course covers the conservation of structural metalwork, architectural features and statuary. It includes both ferrous and non-ferrous metals, with tuition from leading practitioners on a wide range of repair techniques. It also includes the methods of manufacture and shaping of ferrous metals, the history of their use, deterioration, surveys, practical cleaning methods, surface preparation and coatings, and specifying metalwork repairs. It covers corrosion science, the latest developments in cathodic protection as a remedial solution to rusting cramps, and the science of traditional electrotyping forming as used for statuary.

There will be a 'hands-on' opportunity in the Forge when students will be able to try out traditional and modern techniques relevant to architectural conservation, such as forging at the hearth, arc and gas welding, flame cutting and needle gunning.

COURSE LEADER: [Geoff Wallis](#)

6-9 February 2017

Non-residential course fee £620

BC3D224 (3 day course)



CONSERVATION AND REPAIR OF MASONRY RUINS

This course is primarily designed for those concerned with the conservation of ruined structures, although the principles and skills are also applicable to roofed buildings.

It will include assessment of the structural and surface condition of masonry walls, identification of traditional materials, fault diagnosis, removal and control of organic growth, consolidation and treatment of wall tops, specification of mortars and grouts and the preparation and placing of mortar, with practical exercises using the Ruinette.

COURSE LEADER: [Graham Abrey](#)

PRINCIPAL TUTOR: [Colin Burns](#)

27-30 March 2017

Non-residential course fee £620

BC3D225 (3 day course)



STRUCTURAL REPAIR OF HISTORIC BUILDINGS

This course is of special value to those who wish to gain a new perspective in applying engineering principles to the conservation of historic structures.

Various permanent repair methods, which might be applied to historic buildings, are discussed and there will be debate about the merits of hidden repairs as against more obvious repairs. Not all historic buildings are as hazardous as they sometimes seem and we will discuss alternatives to the carrying out of repairs to apparently unstable structures.

The programme covers inspecting, monitoring and repair works ranging from pointing and grouting to tying and underpinning. It also includes practical exercises, demonstrations and trials of equipment and remedial monitoring techniques. Use will be made of case studies to illustrate various points, discussion from the floor will be encouraged and there will be opportunity for discussion in small groups to consider specific problems. There will also be a visit to the Weald and Downland Open Air Museum and Amberley Museum and Heritage Centre.

The course will be of value to architects, conservation officers, masons, carpenters and others involved in conservation, as well as to engineers.

COURSE LEADER: [Ian Hume](#)

3-6 April 2017

Non-residential course fee £594

(including £9 cover charge for visit)

BC3D226 (3 day course)



CONSERVATION AND REPAIR OF SLATE AND STONE ROOFING

This course covers the history of traditional slate and stone roofing but mainly concentrates on their conservation and repair.

The starting point is an understanding of how roofs work and the different materials used, including regional variations and methods of construction. Modern codes of practice and standards are covered, along with practical demonstrations and hands-on work in making and preparing slates and mortar, and their application to roofs, including setting out, recording and the construction of both random and single-sized roofs. The course will be supplemented by films and practical sessions on surveying old roofs, traditional detailing, writing specifications and finding sources of information.

COURSE LEADER: Terry Hughes
24-27 April 2017
Non-residential course fee £620
BC3D227 (3 day course)



CONSERVATION AND REPAIR OF TIMBER

This course provides an intensive introduction to historic timber-framed structures. It begins by examining the original methods of framing and construction and then concentrates on problems, failures and methods of repair. The course comprises lectures, case studies, demonstrations, practical exercises, discussions and tours of the Weald and Downland Museum's timber buildings, with particular reference to the development of timber repairs undertaken at the Museum over more than forty years. It includes lectures on fungal decay, insect attack and their conservative treatments, with current research and recent case studies on the subject.

COURSE LEADER: Joe Thompson
8-11 May 2017
Non-residential course fee £620
BC3D228 (3 day course)



Weald and Downland Museum



CONSERVATION AND REPAIR OF BRICK AND FLINT MASONRY

This course provides an understanding of, and basic skills in, the conservation and repair of traditional brick and flint masonry.

The starting point is an understanding of the nature and characteristics of the materials. A range of brick and flint buildings will be studied to illustrate methods of construction, common failures and decay processes and common problems, including poor practices, will be identified and solutions investigated. Methods of repair, joint treatments and cleaning relevant to brick, including gauged brick and flint, will be discussed and form part of the practical sessions.

The course aims to establish a firm appreciation of the importance and quality of brick and flint as masonry materials and to show how to assess the condition of walls, prepare the repair schedule and specification, and carry out the correct remedial work to a high standard. A visit to look at the brick and flint buildings of Chichester is included.

COURSE LEADER: Catherine Woolfitt
PRINCIPAL TUTOR: Colin Burns
22-25 May 2017
Non-residential course fee £640
BC3D229 (3 day course)

CONSERVATION AND REPAIR OF PLASTERS AND RENDERS

This course will provide an understanding of, and basic skills in, the conservation and replication of traditional internal and external plaster.

Rendered and plastered masonry and timber-framed buildings with rendered infill panels form a very important part of our historic and traditional building stock. Repair and maintenance can be a major problem and remedial work and specification are often of poor quality. This unique course covers history, documentation, condition survey, repair options, specifications, execution and quality control of remedial works to lime, gypsum and cement-based internal and external wall plasters and renders, from roughcast to stucco and including plain, moulded, modelled and cast work, with practical workshop exercises.

PRINCIPAL TUTOR: Colin Burns
30 May-2 June 2017
Non-residential course fee £620
BC3D230 (3 day course)



CONSERVATION OF HISTORIC CONCRETE

This course is intended for architects, surveyors, engineers, contractors and conservators working with architecturally or historically significant structural or decorative concrete.

It has been prepared in response to the increasing number of concrete buildings, both pre-cast and in-situ structures, which are now recognised as historically significant and are being listed.

The course discusses how to develop and implement a conservation and repair strategy for concrete buildings and includes constituent materials and construction processes and consideration of weathering and decay processes. It will consider how to address both design deficiencies and changing performance requirements and will cover testing methods.

Lectures, practical demonstrations and practical exercises will be complemented by films and discussions.

COURSE LEADER: Catherine Croft
PRINCIPAL TUTOR: Andrew Coxall
12-15 June 2017

Non-residential course fee £640
(including £20 cover charge for materials)
BC3D231 (3 day course)

CONSERVATION AND REPAIR OF STONE MASONRY

This course provides a comprehensive study of building and decorative stone from its formation and extraction through to its repair and maintenance in the building context. The programme includes basic geology of building and decorative stone; a detailed description of decay mechanisms of limestone, sandstone, marble, slate and granite; traditional construction methods; modes of failure; large and small scale repair options; cleaning methods, surface treatment and remedial work; specification and costing.

The teaching is divided between illustrated lectures and practical instruction. It makes use of the Ruinette, the purpose-built structure incorporating many of the faults found in historic masonry, enabling students to practise repair and remedial techniques. These include cutting out, repairing in stone and mortar; raking out joints and repointing and preparation and placing of mortars. Instruction is provided in some basic laboratory techniques, including recognition of stone samples and analysis of mortars.

COURSE LEADER: Graham Abrey
PRINCIPAL TUTOR: Colin Burns
25-28 September 2017

Non-residential course fee £620
BC3D232 (3 day course)



BCM COURSE LEADERS AND PRINCIPAL TUTORS

Graham Abrey trained as a building surveyor and has specialised for the past 10 years in contract work involving repair, conservation and maintenance of historic buildings. He has had many years' experience working for a masonry contractor, and more recently as a freelance consultant specialising in the survey, cleaning and surface repair of stone, brick, terracotta and stucco buildings. He is currently Managing Director of Ingram Consultancy Ltd in Somerset.

Colin Burns is a Master Mason and Consultant in the conservation and repair of historic buildings. From 1980 to 1989 he was the Senior Training Officer at English Heritage.

Andrew Coxall is a conservator, consultant and educator, with over 17 years of practical and management experience in the conservation of historic buildings and structures.

Catherine Croft is Director of the Twentieth Century Society, author of Concrete Architecture and contributor to the English Heritage Practical Building Conservation volume on Concrete. She has been an English Heritage Historic Buildings Inspector and a Caseworker for the Victorian Society.

Terry Hughes is a Fellow of the Institute of Roofing and has experience in the slate industry worldwide including 15 years at Penrhyn quarry in Gwynedd. He is past Chairman of the BSI and European (CEN) technical committees for roofing slates and a member of the Code of Practice committees for Slating and Tiling. He founded and chairs the Stone Roofing Association. He is the author of many technical publications on slate and stone roofing and was the main contributor to the chapters on these roof types in English Heritage's Practical Building Conservation: Roofing.

Ian Hume is a former Chief Engineer with English Heritage. He is a visiting lecturer on a number of university postgraduate conservation courses and runs seminars on the structural aspects of conservation. He has published a number of papers and articles.

Malcolm Starr is a Historic England architect who previously worked in private practice, as an advisor in a county conservation team, and as a conservation officer in a local authority. His long and varied experience has involved him in a considerable number of specifications and the consequences of their qualities or deficiencies for historic buildings.

Joe Thompson of Sussex Oak and Iron is carpenter in residence at the Weald and Downland Open Air Museum. He teaches a range of historic carpentry courses at the museum. He has developed a keen analytical eye and a scholar's passion for following and interpreting the evidence along with a natural skill in teaching.

Geoff Wallis is a consultant with over three decades' practical experience in the conservation of architectural and structural metalwork and historic machinery. He is a founder and former Chairman of Dorothea Restorations Ltd and a Chartered Mechanical Engineer.

Catherine Woolfitt is an archaeologist, conservator, and director of Catherine Woolfitt Associates Ltd, providing consultancy services in the conservation of the built heritage, including ancient monuments and sculpture.

OMC COURSES

A wide choice of primary training is available in this country in aspects of object care. However, there are relatively few opportunities for conservation professionals to find specialist training in traditional skills and enhance their knowledge of materials and techniques. West Dean College has developed a series of short courses aimed at meeting this training need.

CONSERVATION OF TRANSPORT AND INDUSTRIAL COLLECTIONS

Many museums have industrial or transport objects in their collections which require specialist skills to conserve safely, so traditionally museums have employed engineers with those skills to look after their large object collections. There is little training available for those engineers with regard to conservation requirements or understanding.

This course is aimed at giving them the fundamental information needed to understand the role of the conservator. The programme consists of lectures, case studies and a student project. The topics covered include conservation ethics, identifying stakeholders, storage and display requirements and the importance of accurate record keeping.

COURSE LEADER: Chris Knapp
20-23 February 2017
Non-residential course fee £436
OMI701 (3 day course)



CONSERVATION OF PLASTICS

The course is designed to offer participants guidance and practice in state-of-the-art techniques for the handling, packing, storage and display of plastics. It consists of theory and practical sessions, concentrating on recognising the many different materials encountered in collections, and their preventive and active conservation. As well as conservation issues, topics will include history and development of plastics, production technology and use in industry and everyday culture.

Most plastics age much faster than traditional materials, between five and 35 years after manufacture, and during their ageing process they can also accelerate the degradation and corrode the materials that surround them. They need special attention when it comes to preventive conservation, but what delays the decay of one plastic might accelerate the ageing of another. Therefore it is essential that these various types of plastics are identified.

It is usually not possible to do this in detail without thorough knowledge or specialised equipment. However, there are many other aids for characterisation and identification. This workshop helps you to get to know your own collection and objects, their nature and their needs.

COURSE LEADER: Yvonne Shashoua
27 February-2 March 2017
Non-residential course fee £436
OMI702 (3 day course)

FILLING AND RETOUCHING OF THREE-DIMENSIONAL OBJECTS

The course is intended primarily as a review of current conservation practices related to filling and retouching of three-dimensional objects, such as sculpture and architectural elements.

It comprises lectures, demonstrations, practical sessions and relevant case studies, concentrating on traditional materials such as stone, wood, plaster, terracotta, lime and sand-based techniques, and a wide range of polychrome. It does not cover metals, ceramics, glass and some modern materials, such as plastics.

A broad range of practical exercises will be available to all participants, who will also be encouraged to contribute and discuss their own experiences in the form of short presentations.

The course is taught by conservators with many years of experience as practitioners and tutors in their specialisms, both in museums and in private practice, and it is intended for practising conservators as well as other professionals in related fields.

The participants will need to bring a set of personal conservation hand tools and a set of retouching brushes. Materials for the practical part of the course will be provided.

COURSE LEADER: Alexandra Kosinova
6-9 March 2017
Non-residential course fee £436
OMI703 (3 day course)



CONSERVATION OF ARMS AND ARMOUR

Most museum collections will have some arms and armour, whether it be a dagger, a shotgun or a full Japanese armour. However, there are relatively few opportunities for conservation professionals to find specialist training in these objects. Often, particularly with firearms, conservators forget what they know about materials and allow someone with firearm shooting experience to take the lead. Techniques for working firearms are often inappropriate for those in museums and this course is aimed at giving the conservator that knowledge and confidence.

This course is designed to offer participants guidance in established methods for the conserving of European and Oriental arms and armour and the safe handling and treating of edged weapons and antique firearms. It will assume knowledge of metal and organic conservation so as to focus on the specific problems of these types of objects.

COURSE LEADER: Suzanne Dalewicz-Kitto
5-8 June 2017
Non-residential course fee £436
OMI704 (3 day course)





ENVIRONMENT: EFFECTIVE MONITORING AND MANAGEMENT

Preventive conservation, the act of caring for objects, has always been embedded within conservation. Whilst some in conservation engage with the material qualities of the objects to return them to stability, preventive conservation engages with the environment and context in which an object is used to create conditions to enable its use over the long term. Understanding the impact of environmental parameters such as light, humidity or temperature on the stability of materials helps those responsible for collections care to make judgements about how best to use those objects whilst retaining their value into the future.

This course will provide an introduction to agents that cause deterioration of museum and cultural heritage objects. Students will examine a range of strategies, from technical to managerial, to understand and modify conditions to create acceptable levels of care for collections.

The course will consider the process of environmental management, from the identification of environmental factors to be considered, targets, monitoring conditions and data capture, to the interpretation of results with subsequent action.

Delegates will work on targets for light, ultraviolet light, temperature and humidity for their organisations. There will be a discussion of other targets such as pollution, pests and emergency preparedness and about how to integrate these concepts into the collection management plan.

The course will complete the cycle by discussing how to respond to and report on the findings of the data. Simple reporting and action plans will be discussed followed by a short session on making your recommendations not only accurate but influential.

COURSE LEADER: Jane Henderson

10-13 July 2017

Non-residential course fee £436

OM1705 (3 day course)

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CONSERVATION OF BOTANICAL COLLECTIONS

This course will cover the conservation of botanical collections, both herbaria and bound volumes and will address these issues by applying modern techniques.

Botanical specimens have been collected and preserved as far back as the 1600s and their purpose, methods of mounting and methods of preservation will be discussed.

There is much interest in conserving bound herbaria and it is widely accepted that these collections are conserved by paper conservators. However, recent research has established that techniques recommended for paper are not appropriate for plant specimens and this course will explain why.

Freshly prepared material as well as historical collections will be available for the group to work with. The fresh material will demonstrate the criteria that are required to produce a new herbarium sheet, and the historical material will highlight the differing techniques used through the centuries and will provide an opportunity to study and re-mount this material following current best practice. Pest and mould damage will also be discussed.

The course aims –

- To introduce the group to pressed plant collections, to their scientific importance and the issues surrounding their preservation.
- To inform on the process of collecting, identification and pressing of a fresh specimen, as well as explaining the significance of assembling the data at the time of collection and the methods involved to produce an herbarium specimen to guarantee its longevity.
- To demonstrate the differences between fresh and historic collections and to address their conservation appropriately.
- To address the health and safety issues surrounding working with natural science collections and how best to address the probable applications of historic biocide applications.
- To provide guidance on general handling, storage and environmental conditions for housing botanical collections.

COURSE LEADER: Victoria Purewal

18-21 September 2017

Non-residential course fee £436

OM1706 (3 day course)

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OMC COURSE LEADERS AND PRINCIPAL TUTORS

Suzanne Dalewicz-Kitto is a Conservation Manager at the Royal Armouries, Leeds.

Jane Henderson is Senior Lecturer in Conservation at the University of Cardiff. Jane has worked in conservation in both the public and private sectors including acting as Conservation Manager for the Council of Museums in Wales. She now teaches on Cardiff University's BSc in Conservation and the MScs in Collections Care and in Conservation Practice.

Chris Knapp specialises in the conservation of aircraft. He trained as an industrial conservator with the Science Museum and is now Head of Conservation at the Imperial War Museum Duxford. He is an accredited conservator with the Institute of Conservation.

Alexandra (Sasa) Kosinova is an Icon accredited sculpture and wallpaintings conservator with 30 years of experience.

Victoria Purewal worked at the National Museum of Wales for 24 years and recently started her own practice. She is an accredited conservator, undertaking work mainly relating to botanical collections, specialising in conserving reconstruction of large un-mounted specimens, of note the collection of Alfred Russell Wallace's Palms. She has also devised a novel method of identifying historic mercury contamination on collections.

Yvonne Shashoua is Senior Researcher in Modern Materials at the National Museum of Denmark. Her research into the degradation and conservation of plastics was gained both from working in the polymer industry and the British Museum.



BCM COURSES 2017

All the compulsory courses for the Diploma will be held every year but some of the optional courses will be held every other year

SPECIFYING CONSERVATION WORKS

30 January-2 February
BC3D223

CONSERVATION OF ARCHITECTURAL AND STRUCTURAL METALWORK

6-9 February
BC3D224

CONSERVATION AND REPAIR OF MASONRY RUINS

27-30 March
BC3D225

THE STRUCTURAL REPAIR OF HISTORIC BUILDINGS

3-6 April
BC3D226

CONSERVATION AND REPAIR OF SLATE AND STONE ROOFING

24-27 April
BC3D227

CONSERVATION AND REPAIR OF TIMBER

8-11 May
BC3D228

CONSERVATION AND REPAIR OF BRICK AND FLINT MASONRY

22-25 May
BC3D229

CONSERVATION AND REPAIR OF PLASTERS AND RENDERS

30 May-2 June
BC3D230

CONSERVATION OF HISTORIC CONCRETE

12-15 June
BC3D231

CONSERVATION AND REPAIR OF STONE MASONRY

25-28 September
BC3D232

OMC COURSES 2017

CONSERVATION OF TRANSPORT AND INDUSTRIAL COLLECTIONS

20-23 February 2017
OM1701

CONSERVATION OF PLASTICS

27 February-2 March
OM1702

FILLING AND RETOUCHING OF THREE-DIMENSIONAL OBJECTS

6-9 March
OM1703

CONSERVATION OF ARMS AND ARMOUR

5-8 June
OM1704

ENVIRONMENT: EFFECTIVE MONITORING AND MANAGEMENT

10-13 July
OM1705

CONSERVATION OF BOTANICAL COLLECTIONS

18-21 September
OM1706

BRITISH LIBRARY COURSES

West Dean College has collaborated with the British Library to deliver a programme of courses in preservation and collection care for libraries. The programme focuses on Continuing Professional Development and is aimed at professionals, conservation students and others interested in furthering their skills in this area.

For further information and to book
www.westdean.org.uk

“I am about to start a new role cataloguing a photographic collection and I feel this course will give me the best possible understanding of preservation concerns.”

Bryony, Preserving Historic Photographs.

BRITISH LIBRARY

DIPLOMA AND DEGREE PROGRAMMES IN CONSERVATION

If you are looking for further study opportunities in conservation, West Dean College's specialist programmes are internationally renowned.

Programmes include our new MA Collections Care and Conservation Management (p/t) and MA Conservation Studies. Subject specialisms include Books, Ceramics, Clocks, Furniture and Metalwork. Our Foundation, Diploma and Masters degrees are validated by the University of Sussex.

You can expect:

- A low student-to-staff ratio which averages 8:1
- Dedicated studios and workshops with excellent technical support and Analytical Laboratory
- Teaching from experts in their field, including visiting lecturers
- To gain practical hands-on experience in bench skills and treatments
- To visit leading studios, workshops, and museums
- To undertake theoretical, scientific and analytical study of artefacts and materials
- To gain an understanding of the contemporary issues in conservation practice
- To develop skills to write professional condition and conservation reports

Many programmes offer work placements within a museum or commercial setting.

www.westdean.org.uk
admissions@westdean.org.uk

The following are validated by the University of Sussex:

MA COLLECTIONS CARE AND CONSERVATION MANAGEMENT

2 academic years, part-time

FOUNDATION DEGREE

2 academic years

Historic Craft Practices: Clocks, Furniture, Musical Instruments or Metals

GRADUATE DIPLOMAS AND POSTGRADUATE DIPLOMAS

1 academic year

Conservation of Books and Library Materials
Conservation of Ceramics
Conservation of Clocks and Related Objects
Conservation of Furniture and Related Objects
Conservation of Metalwork

MA CONSERVATION STUDIES

Additional units of study and a 10 week extension to your Postgraduate Diploma

Awarded by West Dean College:

PROFESSIONAL DEVELOPMENT DIPLOMA

1 academic year

A negotiated course of study, managed and programmed between the student and tutor.

CONSERVATION IN PRACTICE

The treatment of historic objects in the domains of Ceramics, Clocks, Furniture, Metals, Books and Library Materials are central to the teaching and learning at West Dean. Students carry out a range of treatments, repairs and re-making of historic works, together with condition reporting and collection survey. All work is consistent with modern professional practice and is overseen and guided by programme tutors.

We are often on the lookout for suitable objects for students to treat. If you have an item that needs conservation work please contact us to discuss possibilities.

+44(0) 1243 818302 ccm@westdean.org.uk



OTHER SHORT COURSES

Check out our programme of over 700 arts and crafts short courses, in subjects ranging from painting to blacksmithing. Courses are open to all abilities and tutors are practicing professionals.

Why not explore:

Japanning: Western lacquerwork for beginners with Judy Wetherall, 18-20 November 2016

Bookbinding repair techniques with John Robinson, 21-24 November 2016

Lettercutting in stone and slate with Tom Perkins, 26 February-2 March 2017



Browse our latest Short Course brochure or Full Time programmes online by visiting www.westdean.org.uk

ABOUT THE COLLEGE

THE LEARNING ENVIRONMENT

The College and its important archive and art collection are housed in an exceptional early 19th century flint country house, with an extraordinary range of artefacts, providing inspiration and, on occasion, source of material for your study.

Stay at the College and enjoy the beautiful views and inspiring environment. Bedrooms are comfortably furnished in traditional and contemporary styles. The Steward's Bar is a great place to socialise and relax in and the Dining Room with a courtyard terrace, serves quality diverse seasonal hot, cold and vegetarian dishes.

You will have access to the College's dedicated Conservation and Art Library which houses approximately 8,000 books and 70 journals.

Wireless internet access is available in both the College Library and Oak Hall. There is also a computer suite and an excellent craft shop.

The main house is surrounded by award-winning gardens which are open to both the public and students. There are tennis courts, croquet and bowls lawns and an outdoor swimming pool for the use of students.



MEETINGS AND EVENTS

West Dean is a versatile venue offering conferences, corporate events, weddings and private dining in beautiful state rooms.

Whether you wish to host an intimate dinner for 10 in the stunning Old Dining Room, or a reception for 100 in the Old Library, we can cater for your needs.

We now host weddings within West Dean House for up to 90 guests, as well as lawn weddings held within our award-winning gardens.

For further details please contact meetings@westdean.org.uk

ABOUT THE COLLEGE



West Dean is situated in glorious Sussex countryside between Chichester and Haslemere, adjacent to the Weald and Downland Open Air Museum and very close to Goodwood.

BY CAR

We are just over 90 minutes from central London, two hours from Oxford and three hours from Birmingham.

BY RAIL

The nearest station in Chichester; is under two hours from London Victoria plus a 20 minute taxi ride. Good alternatives are Haslemere or Petersfield stations which are one hour from London Waterloo plus a 30 minute taxi ride.

BY AIR

West Dean is one hour from both London Gatwick and Southampton airports by car and by rail. It is also under two hours from London Heathrow by car.

TERMS AND CONDITIONS

1 BOOKING A COURSE

- 1.1 Courses are open to anyone aged sixteen (16) and over.
- 1.2 In order to book a place on a Course you must complete the Booking Form and return it to the Bookings Office with the appropriate Deposit.
- 1.3 Your place on a Course will be subject to:
 - 1.3.1 availability; and
 - 1.3.2 the College's assessment of the extent and appropriateness of your professional experience. The College's decision in this respect will be final.
- 1.4 Your place on any Course will not be confirmed until we send you the Course joining instructions.
- 1.5 If the College is unable to offer you a place on the Course of your choice, it will notify You and Your name will be added to a Course waiting list. Any sums You have already paid to the College in respect of this Course will be returned to You.

2 THE COLLEGE'S RIGHTS AND OBLIGATIONS

- 2.1 The College reserves the right to change the venue, time, date, or Tutor of any Course where such change is necessary to facilitate the delivery or better delivery of such Course.
- 2.2 The College reserves the right to modify the content or method of delivery of any Course from time to time.
- 2.3 The College reserves the right to withdraw from any accreditation scheme at any time or to cancel any Course if in the College's opinion it is no longer viable.

3 YOUR RIGHTS AND OBLIGATIONS

- 3.1 You should bring Your joining instructions with you to the start of the Course.
- 3.2 You must notify the College, in writing, if any of Your registration details change including but not limited to Your name, address, telephone number and/or e-mail address.
- 3.3 You agree to comply with all of the College's policies and procedures applicable to You and to act with courtesy, consideration and integrity at all times towards the College, its staff and other students at the College. The College reserves the right, in its absolute discretion, to terminate this agreement and to remove You from the Course and/or to exclude You from the College in circumstances where Your conduct is deemed by the College to be unfit or unsuitable or damaging to the College or its reputation. If You are removed from the Course in accordance with this clause, the College will not refund any sums paid by You to the College.
- 3.4 The College may take and use without a credit images of You and/or Your work (including any videos or photographs or sound recordings) ("Images") for any purpose in connection with promoting the College and its activities. You must notify the College in writing prior to the Course start date if You do not agree to any such Images being used.

4 PAYMENT AND CHARGES

- 4.1 You must pay the Deposit at the same time as You send the College the Booking Form. Payment of the Course Fee (less any Deposit paid) will be due six (6) weeks prior to the Course start date. If the Course Fee is less than or equal to the Deposit value stated in the Brochure, or if booking online, You must pay the full Course Fee at the time of booking.
- 4.2 If you fail to pay the full Course Fee when it is due the College reserves the right to cancel your place on the Course with immediate effect and to keep any Deposit that you may have paid.
- 4.3 The Course Fee and accommodation fee are as stated in the Brochure. The Course Fee includes use of the facilities and refreshments as further described in the full course description.
- 4.4 You may pay (or part-pay) the Course Fee for short courses (including any accommodation charges) using gift vouchers (which are available from the College to the values of £5, £10, £25, £50 and £100).
- 4.5 You must pay all charges in connection with any payments made by bank transfer.
- 4.6 Any damage caused by You (other than fair wear and tear) to the College, its facilities, equipment or resources will be separately invoiced by the College and such amounts shall be payable by You on demand.

5 COURSE TRANSFER / CANCELLATION

- 5.1 You may transfer Your booking to an alternative published course, providing there is a place available on that course. However Your request must be received at least six (6) weeks prior to the Course start date for the original Course. The College will charge You an administration fee of twenty-five pounds (£25) in order to transfer courses. If the Course Fee for the alternative Course is more expensive than the original Course you must pay any additional Course Fee immediately upon making the request to transfer. The College will reimburse the difference in Course Fees to you (less the £25 admin charge) if the original Course Fee was more expensive than the Course Fee for the alternative Course.
- 5.2 The College reserves the right to cancel this agreement with You if it is prevented from or delayed in the carrying on of its business due to circumstances beyond its reasonable control.
- 5.3 The College reserves the right to cancel the Course at any time. In this event You will be notified as soon as possible.
- 5.4 If Your booking and/or Course is cancelled by the College You can:
 - 5.4.1 transfer to another Course (You will have to pay any additional Course Fee); or
 - 5.4.2 receive a full Refund for any Course Fee or Deposit You have paid.

TERMS AND CONDITIONS

5.5 Cancellation of bookings by You:

5.5.1 If You wish to cancel Your booking, You must notify the Bookings Office as soon as possible by telephone and then confirm such cancellation in writing.

6 REFUND POLICY

6.1 If You cancel Your booking within the Cooling Off Period (as defined in clause 18.1.3), You will be entitled to a full Refund (including Refund of Your Deposit), pursuant to the Consumer Protection Regulations.

6.2 Subject to clause 6.1, provided You cancel Your booking no later than six (6) weeks prior to the Course start date, the College will refund all sums paid by You in respect of the booking save for the Deposit value stated in the Brochure.

6.3 The College will refund neither the Course Fee nor Your Deposit if You:

6.3.1 cancel Your booking within six (6) weeks of the Course start date; or

6.3.2 fail to attend all or any part of the Course for any reason whatsoever including (without limitation) ill health.

6.4 Save as provided for in clauses 6.1 and 5.3, the College will be under no obligation to refund Your Deposit.

6.5 Subject to clause 6.1, You will not be entitled to a Refund of any Course Fee (or other fees) if the College terminates this Agreement due to Your breach of any of these Terms.

7 ACCOMMODATION

7.1 Accommodation for Course study is allocated on a first-come, first-served basis. If the College does not offer You Your preferred choice of accommodation, then the College will use reasonable endeavours to allocate You alternative accommodation and Your fees will be adjusted accordingly.

7.2 The College will use reasonable endeavours to ensure that Your room is available from 4.00pm on the day you are due to arrive and You must vacate rooms by 10.00am on the last day of your Course.

7.3 You must ensure that the accommodation, its furnishings and effects are kept as clean and tidy as is consistent with their proper use and in any event You shall ensure that such are in no worse a condition (fair wear and tear excepted) upon the end of Your stay than they were when You originally entered such accommodation.

7.4 You will notify the College immediately of any damage to the accommodation, its furnishings or effects (whether caused by You or otherwise) on vacating Your room. You are not permitted to share Your room with anyone else at any time unless arranged in advance with the College and any additional fees have been paid.

8 ACCESSIBILITY

8.1 The College's premises comprise a large historic building with several changes in floor level. The College has made some adaptations to its premises in an attempt to enable those with disabilities to attend Courses. You must indicate any concerns You may have in relation to access (or any other concerns) on Your booking form. You can give specific details on a separate, confidential, sheet of paper. You will then be contacted by a member of the College's staff who will discuss Your individual requirements.

9 LIMITATION OF LIABILITY

9.1 This clause 9 sets out the entire liability of the College in respect of any breach of these Terms; and any tortious act or omission including negligence arising under or in connection with these Terms.

9.2 Notwithstanding any other provision in these Terms, neither party's liability to the other for death or personal injury resulting from its own negligence shall be limited.

9.3 The College shall not be liable to You for any of the following losses or damage (whether or not such losses or damage were foreseen, direct, foreseeable, known or otherwise):
loss of revenue; loss of actual or anticipated profits (including without limitation loss of profits on contracts); loss of the use of money; loss of business; loss of opportunity; loss of goodwill; loss of reputation; loss of, damage to or corruption of data; or any indirect, special or consequential loss or damage howsoever caused.

9.4 Subject to clauses 9.2 and 9.3 above, the total aggregate liability of the College arising out of, or in connection with these Terms whether for negligence or breach of contract or any case whatsoever shall be capped at the total amount of sums paid to the College by You.

9.5 The terms of this clause 9 shall survive the termination of these Terms.

10 CHANGES TO PUBLISHED INFORMATION

10.1 While the College has made reasonable endeavours to ensure the accuracy of the Brochure, the College reserves the right to make changes to any Courses (or other information) as may be necessary. You will be notified of any proposed changes to the Course in advance, wherever this is reasonably possible.

11 NOTICES

11.1 Any notice or other communication required to be given by You to the College under these Terms, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by courier, to the Group Head of Finance at the address set out on the front page of this Brochure or as otherwise specified by the College in writing to You.

12 WAIVER

12.1 A waiver of any term, provision or condition of these Terms shall be effective only if given in writing and signed by both parties and then only in the instance and for the purpose for which it is given.

12.2 No failure or delay on the part of the College in exercising any right, power or privilege under these Terms shall operate as a waiver of such right, power or privilege, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise of it or the exercise of any other right, power or privilege.

13 INVALIDITY

13.1 If any provision of these Terms (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of these Terms, and the validity and enforceability of the other provisions of these Terms shall not be affected.

13.2 If a provision of these Terms (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

14 ENTIRE AGREEMENT

14.1 These Terms and its Schedule constitute the entire agreement and understanding between the parties and supersedes any previous agreement between the parties relating to the subject matter of this Agreement.

14.2 You acknowledge and agree that in accepting these Terms You do not rely on, and shall have no remedy in respect of, any statement, representation, warranty, or understanding (whether negligently or innocently made) of any person (whether party to these Terms or not) other than as expressly set out in these Terms. Nothing in this clause shall operate to limit or exclude any liability for fraud.

14.3 Unless otherwise expressly provided elsewhere in these Terms, the Agreement may be varied only by a document signed by both parties.

15 EXCLUSION OF THIRD PARTY RIGHTS

15.1 The Contracts (Rights of Third Parties) Act 1999 shall not apply to these Terms and no person other than the parties to the Agreement shall have any rights under it, nor shall it be enforceable under that Act by any person other than the parties to it.

16 GOVERNING LAW AND JURISDICTION

16.1 These Terms, and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to them or their formation, shall be governed by and construed in accordance with the laws of England and the parties submit to the exclusive jurisdiction of the English Courts.

17 ENQUIRIES AND OTHER IMPORTANT INFORMATION

17.1 The following are not permitted on the College's premises (or in the courtyard eating area):

17.1.1 Smoking; or

17.1.2 pets, other than assistance dogs (and such must not be left in vehicles in the College's car park at any time).

17.2 The College will endeavour to cater for special diets required for medical reasons. You must provide details on Your booking form if You have any special dietary requirements. If You wish to discuss Your requirements in detail, contact the College's Head Chef on telephone number +44 (0)1243 818268.

17.3 A copy of our current Student Complaints and Appeals Policy is available on our website or on request from the College.

18 DEFINITIONS

18.1 In these Terms the following words shall have the following meanings:

18.1.1 "Brochure" means the current Course brochure in which the Course was advertised;

18.1.2 "Booking Form" means the form contained within the Brochure;

18.1.3 "College" means West Dean College, part of The Edward James Foundation Ltd (charity number 1126084, company number 6689362);

18.1.4 "Cooling Off Period" means the period after Your booking is confirmed by the College and ending upon the expiry of the following fourteen (14) day period;

18.1.5 "Consumer Protection Regulations" Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013;

18.1.6 "Course" means the course of study run by the College;

18.1.7 "Course Fee" means all the fees to be paid by You or on Your behalf to the College under these Terms (including accommodation), as stipulated in the Brochure;

18.1.8 "Deposit" means the deposit to be paid to the College to reserve Your place on the Course (as set out in the Brochure);

18.1.9 "Refund" means a refund of the Course Fee following cancellation under clause 5 of these Terms; such refund to be made within fourteen (14) days beginning with the date on which notice of cancellation was sent;

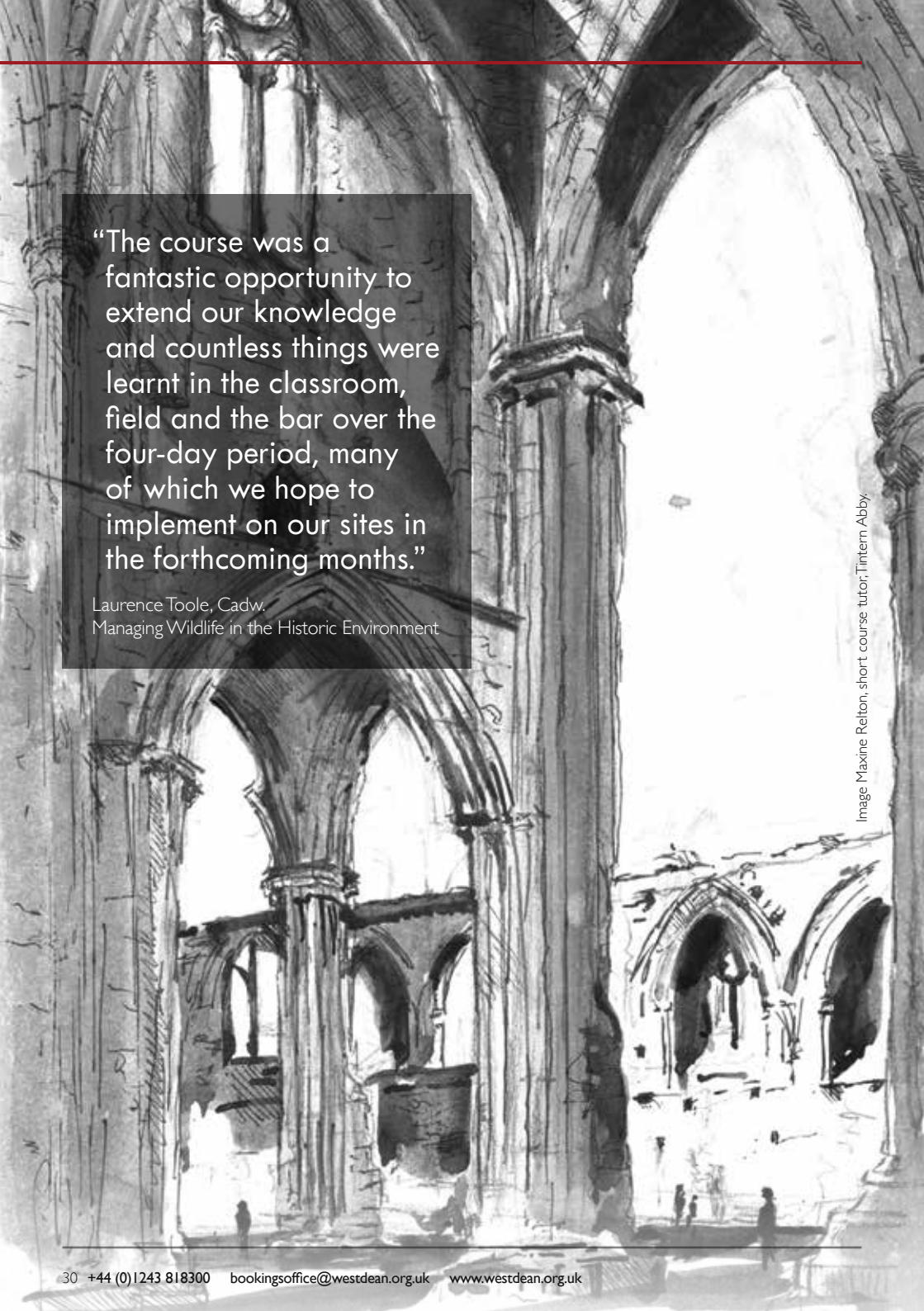
18.1.10 "Terms" means these standard terms and conditions.

NOTES

ACKNOWLEDGEMENTS

Tutors on West Dean College's conservation courses are drawn from a wide cross-section of conservation specialisms, including:

Between Time Ltd	Institute of Conservation	Simpson Brickwork
British Library	Jordan Heritage Roofing Ltd	Conservation Ltd
Bulmer Brick and Tile Company	Leather Conservation Centre	SMB Restoration
Catherine Woolfitt Associates Ltd	McCurdy and Co Ltd	South Coast Roof Training
Conisbee	National Museum of Denmark	Stand Consulting Engineers
Fleet Air Arm Museum	Odgers Conservation Consultants	Stenning and Co
Geoff Wallis Conservation	Patina Art Collection Care Ltd	Tensid UK Ltd
Harrison Brookes Architects	Pure Conservation	Tom Beattie Stone Repair and Conservation
Heritage Blacksmith Partnership	Restorative Techniques Ltd	Twentieth Century Society
Historic England	Rowan Technologies Ltd	V&A Museum
Imperial War Museum, Duxford	Royal Armouries	Weald and Downland
Ingram Consultancy Ltd	Rupert Harris Conservation	Open Air Museum



“The course was a fantastic opportunity to extend our knowledge and countless things were learnt in the classroom, field and the bar over the four-day period, many of which we hope to implement on our sites in the forthcoming months.”

Laurence Toole, Cadw,
Managing Wildlife in the Historic Environment

Image Maxine Reiton, short course tutor, Tintern Abbey.

HOW TO BOOK

Please complete one booking form, per person per course. A booking form is included in this brochure. If additional forms are required please photocopy or download the form from the website, www.westdean.org.uk.

- To book a course send a deposit of £125.
- The final payment is due six weeks before the start of the course.
- If paying by debit or credit card this includes authorisation of the final payment six weeks before the start of the course.
- If booking within six weeks of the start of the course, full payment is required.
- If an organisation is paying by invoice, either a debit or credit card number or a purchase order number will be required to cover the deposit (payable at the time of booking) and final payment, which is payable six weeks before the start of the course.

If there is a place on the course, a booking confirmation pack will be sent to you as soon as possible. This contains all the information necessary for your visit, including the full course details.

If the course is fully booked you will be contacted promptly; your name will be added to the waiting list and any monies paid will be returned.

Send your completed booking form and deposit to: Bookings Office, West Dean College, West Dean, Chichester, West Sussex, PO18 0QZ.

If you have any queries about booking, please contact the Bookings Office from Monday to Friday, 9am – 5pm on Tel: +44 (0)1243 818300, Email: bookingsoffice@westdean.org.uk.

In certain circumstances it may be necessary to provide accommodation outside West Dean College. In this case all meals will be taken at West Dean and transport will be provided to and from the College. Residential accommodation is allocated on a first come, first served basis.

This year's brochure runs from January to September 2017. From October 2017 the course programme will follow the academic year with the next brochure running from October 2017 to September 2018.

CONSERVATION STUDIES PROFESSIONAL EXPERIENCE

TO BE COMPLETED BY ALL APPLICANTS FOR ALL COURSES

Participants will ideally have training/experience in the field and/or a minimum of two years' practical experience. Please give a description of your education, qualifications and previous training.

Please state your present employment and main area of work.

What experience have you had relating to the subject of this course?

Please state any specific topics you would hope to cover on the course.

I wish to receive further information from West Dean College YES ☐ NO ☐

Please return this form to:
The Bookings Office, West Dean College, Chichester, West Sussex PO18 0QZ
bookingsoffice@westdean.org.uk

Overseas Students

New UK immigration rules state that if you plan to engage in any study while you are in this country you should now enter the UK as a student and not as a tourist. You may apply for a Student Visitor Visa in advance, or apply for entry clearance as a Student Visitor when you arrive at a UK airport. Please check before you travel which applies. Find out more at [ukba.homeoffice.gov.uk](https://www.ukba.homeoffice.gov.uk).

Registered Charity No. 1126084

WEST DEAN COLLEGE

THE EDWARD JAMES FOUNDATION

Building Conservation Masterclasses only:

Employees of Historic England, English Heritage, Cadw, Historic Environment Scotland and Northern Ireland Environment Agency receive a 10% discount on the non-residential course fee.

Bursaries: Drake Trust bursaries are available. Please contact the Course Organiser for more details.

I am a member of BLF or BLFI and wish to claim a 10% discount on the non-residential course fee.

Membership Number:

Object and Materials Conservation courses only:

I am a member of Icon and wish to claim a 10% discount on the non-residential course fee

Membership Number:

Any special requirements?

Diet ☐ Mobility ☐ Wheelchair User ☐

Please provide details:

How did you hear about the course

PAYMENT DETAILS

I enclose a cheque for £ payable to 'The Edward James Foundation Limited'

Full fee ☐

£125 Deposit ☐ Final balance is due six weeks before the start of the course or please charge my card

Full fee ☐

Deposit ☐ now and we will take the balance six weeks before the start date of the course

Card no: Security Code:

Name (as on card): Expiry Date (as on card):

Signature: Date:

If you require a pro-forma invoice please supply a purchase order number here.

This will be sent to your organisation's address unless otherwise indicated.

Twin occupancy rooms are available - please contact Bookings Office, +44 (0)1243 818300

Please return your completed booking form to: Bookings Office, West Dean College, Chichester, West Sussex, PO18 0QZ bookingsoffice@westdean.org.uk

For office use

Inv No: Room:

Title, Forenames and Surname Correspondence Address (if different)

Organisation

Address

Postcode

Tel

Email

Job Title

Course code Dates

Course Title

BCM and OMC non-residential	Accommodation and Breakfast		
	ANNEXE ROOM with ensuite shower (Easter and Summer holidays only)	STANDARD ROOMS with ensuite or adjacent private bathroom (Main House/Vicarage)	SUPERIOR ROOMS with ensuite bathroom (Main House/Vicarage)
Course fee: £ <input type="text"/> (inc lunches and dinner)			
Course length 3 days	£171 <input type="checkbox"/>	£231 <input type="checkbox"/>	£291 <input type="checkbox"/>

Total

WE ADVISE BOOKING WELL BEFORE THE COURSE START DATE
TO AVOID DISAPPOINTMENT



**WEST DEAN COLLEGE
THE EDWARD JAMES FOUNDATION LIMITED**

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West Sussex
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F +44 (0)1243 811343

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