



# CONSERVATION

## SHORT COURSES 2016

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



# INTRODUCTION

West Dean is an independent Higher Education College, part of the Edward James Foundation (a charitable trust) which also comprises West Dean Gardens, West Dean Estate and the West Dean Tapestry Studio.

The College offers full-time graduate and postgraduate study in Conservation, Visual Arts and Making Stringed Musical Instruments, as well as over 700 short courses each year in arts, crafts, gardening and music.

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 for education and training in conservation and in the visual and applied arts.

## CONSERVATION SHORT COURSES

West Dean's programme of conservation short courses comprising Building Conservation Masterclasses and Object and Materials Conservation courses has been designed to enable conservators to refresh their skills and update their knowledge of developments in materials, techniques and current practice. Collaboration with relevant organisations and specialists has resulted in 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.

All the courses are taught by leading experts in their specialist fields.

Teaching resources include the purpose-built Ruinette and many courses make use of the various objects and artefacts within West Dean House.

Staying at West Dean House gives students an excellent opportunity to network and socialise with fellow students and tutors in the evenings.

For further information please contact the CPD Course Organiser, West Dean College, West Dean, PO18 0QZ, UK. Tel +44 (0)1243 818219  
Email: [cpd@westdean.org.uk](mailto:cpd@westdean.org.uk)  
[www.westdean.org.uk/college](http://www.westdean.org.uk/college).

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## BESPOKE COURSES

West Dean College is able to 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 can be offered.

## ACKNOWLEDGEMENTS

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

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

## BUILDING CONSERVATION MASTERCLASSES

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 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.

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.

The unique Ruinette (pictured) 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.

**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

Following the successful completion of the ten Building Conservation Masterclasses required to qualify for the Professional Development Diploma, 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 in historic building conservation and repair. 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 10 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 10 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.

## The seven compulsory BCMs are:

- Conservation and Repair of Architectural and Structural Metalwork
- Conservation and Repair of Plasters and Renders
- The 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
- Stone Masonry: Conservation of Architectural Detail and Surfaces
- Conservation and Repair of Slate and Stone Roofing
- Managing Wildlife in the Historic Environment
- 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 essay.

# PROFESSIONAL DEVELOPMENT DIPLOMA STUDENT PROFILES



**ANDY CLEWORTH**  
2014

I work for a publicly funded organisation, the States of Jersey Transport and Technical Services Department, as

a chargehand of the Ancient Monuments Team, dedicated to the preservation of historic buildings, mostly forts and towers dating from around the Napoleonic era. I attended my first masterclass as part of a training programme organised by my employer, and following that, I decided to continue my studies towards the diploma.

I found the Masterclasses individually to be informative, enjoyable and thought-provoking and I never failed to be impressed by the wealth of expertise the tutors had for their specialist subjects. Whilst knowledgeable and enthusiastic I also found them to be friendly and approachable. I found the interaction with the tutors and fellow students after the day's lectures particularly helpful and enjoyable....a real sharing of knowledge!

Since obtaining the diploma, I have been able to apply the principles and techniques learnt to my everyday work conserving the masonry of the historic sites I work on and have a greater appreciation of their historic significance as a result of my learning.



**KEVIN JONES**  
2014

I am a Chartered Architectural Technologist based in Ringwood, Hampshire and my practice, Sheerin Bettle Architecture, regularly

undertakes engagements for clients with historic and listed buildings. Whilst I enjoyed the challenges of working on these projects I realised that it was an area of expertise in which I required further training.

I found that the West Dean approach to teaching allowed me to gain the most from the courses. The training was delivered by combining both formal lectures and practical experience using the Ruinette in the dedicated workshop, and was presented by lecturers who are some of the most experienced people in their field of building conservation. However what really made my experience unique and enjoyable was the way that the learning continued beyond the formal sessions in the day. The residential element of the course enabled lecturers and students to continue discussions in to the evening over dinner or in the bar. This combined with the varied backgrounds of the students enabled me to form a network of other like-minded professionals with whom I still maintain contact. I completed the PDD in 2014 and I am now using the knowledge gained at West Dean in my application to become a Historic England recognised CIAT Accredited Conservationist.



**BRENDAN TEASDALE** 2015

The Building Conservation Masterclasses at West Dean have given me the correct tools to commence and carry out my current role as a conservation mason and my path to saving buildings at risk.

As a direct result of my training at West Dean College I have made great strides and gone on to manage my own conservation company currently employing twelve members of staff. During this time my company, Team Force Restoration Ltd, has acted

as the principal contractor on historic projects, and also helped to successfully remove two historic buildings from the Heritage at Risk Register. Thank You West Dean.

# 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

1-4 February 2016

Non-residential course fee £563

BC3D209 (3 day course)

## 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 electrotype 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

8-11 February 2016

Non-residential course fee £598

BC3D210 (3 day course)

“It was a good idea for me to see what it was like on the other side of the fence, being a contractor.”

Brendan Teasdale,  
Specifying Conservation Works



## STONE MASONRY: CONSERVATION OF ARCHITECTURAL DETAIL AND SURFACES

A course designed for craftsmen, contractors and specifiers with experience of basic masonry conservation techniques who wish to develop more specialist skills. It covers aspects of stone conservation and repair specifically relevant to architectural detail, including recording mortar repairs, stone replacement, fracture pinning and grouting, the replication of tooled surfaces and cleaning, as well as the use of consolidants and surface treatments.

Practical sessions using the Ruinette give students the opportunity to practise all techniques under close supervision.

This course is usually best taken after attending the 'Conservation and repair of stone masonry' course.

**COURSE LEADER:** David Odgers

**PRINCIPAL TUTOR:** Colin Burns

21-24 March 2016

Non-residential course fee: £598

BC3D211 (3 day course)

## CONSERVATION AND REPAIR OF PLASTERS AND RENDERS

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

4-7 April 2016

Non-residential course fee £598

BC3D212 (3 day course)





# BCM COURSES

## 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, 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  
**11-14 April 2016**  
**Non-residential course fee £598**  
**BC3D213 (3 day course)**



## THE 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 engineers.

**COURSE LEADER:** Ian Hume  
**25-28 April 2016**  
**Non-residential course fee £572**  
**(including £9 cover charge for visit)**  
**BC3D214 (3 day course)**

## MANAGING WILDLIFE IN THE HISTORIC ENVIRONMENT

This course is intended for architects, surveyors, contractors and site managers. The teaching is divided between illustrated lectures and local site visits to a hill fort, church and ruined priory, and unique access to the West Dean bat tunnel accompanied by a licensed bat handler.

The course aims to give an understanding of the plants and animals which occur on and in historic buildings and sites and the implications of legislation in their management. These are not only important for wildlife conservation but they also contribute to the aesthetic appeal of sites and are a valuable educational resource. While some may be damaging to masonry or artefacts, others are benign and might actually give protection from erosion or decay.

The course will look at the flora and fauna of historic structures and their surroundings, the use of vegetation to protect ruined wall-tops ('soft capping') and the implications for site management with special reference to bats and their conservation requirements.

**COURSE LEADER:** Alan Cathersides  
**PRINCIPAL TUTOR:** Vince Giavarini  
**9-12 May 2016**  
**Non-residential course fee £598**  
**BC3D215 (3 day course)**



## 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.

**PRINCIPAL TUTOR:** Colin Burns  
**23-26 May 2016**  
**Non-residential course fee £618**  
**(EB+T PBC books are £17 more than other PBC books)**  
**BC3D216 (3 day course)**



# BCM COURSES



## 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:** Peter McCurdy  
**PRINCIPAL TUTOR:** Joe Thompson  
6-9 June 2016  
Non-residential course fee £598  
BC3D217 (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  
13-16 June 2016  
Non-residential course fee £618  
(including £20 cover charge for materials)  
BC3D218 (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  
11-14 July 2016  
Non-residential course fee £598  
BC3D219 (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  
12-15 September 2016  
Non-residential course fee £598  
BC3D220 (3 day course)

“Exceptional amount of information to set scene and allow to go deeper into subject.”

Simon Binns,  
Conservation and Repair of  
Stone Masonry.





# BCM COURSES



## MASONRY CLEANING

This is a comprehensive course for architects, surveyors and practitioners which covers the complex aesthetic, technical and practical issues involved in cleaning masonry (including brick and terracotta). The programme includes technical presentations that provide a sound theoretical basis for making decisions on cleaning techniques, as well as practical sessions where participants will have the opportunity to see and use a variety of cleaning systems. The course will also cover the removal of paint and biological growth from masonry and options for surface treatment following cleaning.

**COURSE LEADER:** David Odgers  
**PRINCIPAL TUTOR:** Brian Klelund  
3-6 October 2016  
Non-residential course fee £598  
BC3D221 (3 day course)

## MORTARS FOR REPAIR AND CONSERVATION

This course involves a detailed study of traditional mortars, including a brief history of their use, investigation and basic analytical techniques and the recognition and diagnosis of typical failures. Appropriate mortars for a range of masonry conditions, exposures and durabilities are described and demonstrated. Repair techniques, including mixing, placing and curing, together with specifications and costings for remedial works, are considered. There is practical instruction and exercises using the Ruinette.

**COURSE LEADER:** Catherine Woolfitt  
**PRINCIPAL TUTOR:** Colin Burns  
24-27 October 2016  
Non-residential course fee £598  
BC3D222 (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.

**Alan Cathersides** is National Landscape Advisor with Historic England.

**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 Manual on Concrete. She has been an English Heritage Historic Buildings Inspector and a caseworker for the Victorian Society.

**Vince Giavarini** is a freelance ecologist. His principal interest is lichens, especially the conservation of threatened lichen habitats. In his spare time he studies moths.

**Terry Girdler** is a Chartered Structural and Civil Engineer and was Chief Engineer with English Heritage until moving to become Head of Heritage Engineering at Conisbee in 2009.

**Terry Hughes** is a Fellow of the Institute of Roofing and has experience of 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.

**Brian Klelund** is Director of Tensid UK Ltd. He has been active in the restoration cleaning business for almost 30 years, supplying cleaning, protection and maintenance products, together with equipment and training. The projects have varied from historical to more contemporary work around the UK and worldwide.

**Peter McCurdy** trained in architecture and has long specialised in repair projects on timber buildings, one of his company's achievements being the reconstruction of Shakespeare's Globe Theatre.

**David Odgers** is Director of Odgers Conservation Consultants who provide support, advice and training for clients, architects, surveyors, local authorities and others involved in the conservation of historic structures.

**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.

**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.

**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 the following and interpreting the evidence along with a natural skill in teaching.

**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



## 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, 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.

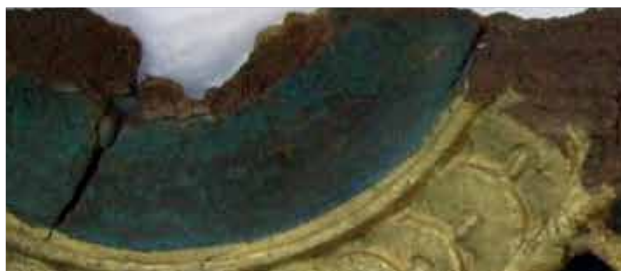
It is usually not possible to do this in detail without thorough knowledge or specialised equipment. However, there are many other aids for characterisation and identification. This workshop helps you to get to know your own collection and objects, their nature and their needs.

**COURSE LEADER:** Yvonne Shashoua  
29 February-3 March 2016  
Non-residential course fee £430  
OM1601 (3 day course)

## ART AND OBJECT HANDLING

The course is designed to offer participants guidance and practice in established methods for the handling, packing, storage and display of paintings and sculpture. The first day begins with discussion of object handling work at West Dean College, followed by a talk and demonstration of audio-visual installations. After touching on the principles of art handling, health and safety and manual lifting, the second day is devoted to transport and packing. The third day deals with picture handling, hanger fitting and storage, and display in a gallery mock up. The fourth day will concentrate on sculpture.

**COURSE LEADER:** John Bracken  
**TUTORS:** A team of acknowledged experts in their respective fields covering works on paper, paintings and sculpture.  
14-18 March 2016  
Non-residential course fee £563  
OM1602 (4 day course)



## CONSERVATION OF LEATHER

Leather can be found in a wide range of objects and has been used over many centuries and across the globe. The course is designed to explore the history, manufacture and chemistry of leather and to review current practice in its conservation. The format of the course includes lectures, demonstrations and practical sessions. It will be presented by two leading practitioners working and teaching in this specialist area.

Lectures and case histories include using a wide range of examples to provide an overview and basis for understanding an approach to leather conservation, discussion of diagnostic techniques and developing an appropriate methodology for solving conservation problems, and conservation and restoration techniques, including choice of materials.

The practical sessions are designed to give an opportunity for conservators to test a range of techniques and materials which they may be able to utilise or adapt for future projects.

**COURSE LEADER:** Yvette Fletcher  
18-21 April 2016  
Non-residential course fee £430  
OM1603 (3 day course)



## PREVENTIVE CONSERVATION

Participants may be practising conservators and collections managers who wish to develop their range of skills. This course will equip participants with an understanding of the 'agents of deterioration' which affect the integrity of materials in collections, how to assess and prioritise those risks and develop methods of mitigation which are appropriate in the context of each collection and its resources.

Topics will include the monitoring and control of the environment (relative humidity and temperature), light and lighting, gaseous and particulate pollutants (including dust and dirt), biological agents (mould and pests) and mechanical damage, resulting from handling, abrasion, routine cleaning and visitor access. The course will include 'hands-on' practical sessions using current technology and opportunities to exchange ideas and experiences.

**COURSE LEADER:** Linda Bullock  
26-29 September 2016  
Non-residential course fee £430  
OM1604 (3 day course)

“The practical stories with examples are very useful for illustrating problems and solutions. Meeting a wide range of people from different companies and organisations was a great surprise and very informative.”

Kieran Ferris, Art and Object Handling.

# OMC COURSES



## KARIBARI BOARD MAKING

This course is designed to introduce the student to the construction, fabrication and use of the karibari (Japanese drying board) through the practical experience of making a board. The four-day programme also covers the use of traditional Japanese materials, tools and techniques and the properties of Japanese papers.

Working in teams of two, participants will make their own boards comprising a wooden lattice core (100 x 60 cms) covered with eight layers of handmade Japanese kōzo (mulberry) paper; with the top layer coated with a traditional waterproofing agent kaki-shibu.

Instruction in the preparation of wheat starch paste by cooking, sieving, mashing and diluting, and the use of traditional pasting, wetting and smoothing brushes will be essential components of the course; as will the use of Japanese rulers, knives, spatulas and awls.

The course fee includes the cost of the drying board and you will be able to take it away with you at the end of the course.

**COURSE LEADER:** Ranson Davey

**10-14 October 2016**

**Non-residential course fee £688**

**(including £125 cover charge for board)**

**OM1605 (4 day course)**

## CONSERVATION OF WAX OBJECTS

This course will look at the issues involved in the care of wax collections and provide an understanding of wax objects from a technological, structural and historical perspective. It will also look at examples showing typical degradation and conservation issues concerned with waxes and case studies showing the conservation and repair of a variety of pieces.

This largely practical course will demonstrate a number of methods used to conserve and restore wax objects. Delegates will be involved in cleaning objects and simple repairs of broken objects and infills.

The course is aimed at object conservators who wish to develop a greater understanding of the examination and treatment issues involved in the preservation of waxes, and all the tutors are involved in production, examination and conservation and restoration in this specialised field. It is hoped that those who attend the course will share their own experiences in an informal group and will all be eager to hear of any restoration and conservation attempts.

The course aims -

- To provide an introduction to wax items, their history, current context and conservation
- To provide practising conservators with knowledge and understanding about the care of wax items, their vulnerability and conservation problems and what preservation advice they should give to owners and custodians.
- To equip conservators with the necessary skills to carry out first aid to damaged wax items and to package items appropriately for storage and use.

**COURSE LEADER:** Roberta Ballestrero and Amy Anderson

**7-10 November 2016**

**Non-residential course fee £430**

**OM1606 (3 day course)**

## OMC COURSE LEADERS AND PRINCIPAL TUTORS

**Amy Anderson** is an accredited conservator with 15 years' experience in the conservation of objects, sculpture and decorative surfaces. She currently works for Plowden and Smith as a Senior Conservator.

Prior to this she worked for the National Trust at Sudbury Hall Museum of Childhood and Calke Abbey and for Holden Conservation as a sculpture conservator.

**Dr Roberta Ballestrero** graduated from the Academy of Fine Arts in Venice and completed her European PhD at the Complutense University of Madrid. She is an associate lecturer on the Master of Art and Science course at the University of London and since 2013 has been an Art Historian in Residence at the Gordon Museum, London.

Her research concerns the history and conservation of Ceroplastica and wax figures throughout the centuries, including anatomical models, portraits, ex-voto, wax sketches and contemporary art.

She started her research on the art of wax modelling in 1995 and since 2004 has presented at numerous conferences and has published several articles on her thesis subjects.

**John Bracken** has 30 years' experience in the art world and a strong practical foundation in all aspects of the handling, installation and transit of artworks. He spent 16 years at the Tate, the last five as Operations Manager for their Collection Centre. In 2005 he left the Tate to set up Patina Art Collection Care Ltd.

**Ranson Davey** is currently a senior paper conservator at the National Gallery of Ireland in Dublin.

He has given courses on the construction and use of Japanese drying boards in Australia, the United Kingdom and Ireland, after doing an ICCROM course with Mr Masuda in Rome, and a 2-month course on the Conservation of Japanese Folding Screens with Mr Suguira of The Freer Art Gallery, in Hawaii.

Further experience was gained working with Oriental scroll-mounters in Sydney, and through conserving folding screens in collections in Australia and the UK.

**Yvette Fletcher** has a first degree in Art History and an MA in Conservation of Historic Objects from Lincoln. She has been working in conservation since 2001, both at the LCC and in historic building conservation, and is an Accredited Conservator. In 2009 she was appointed Head of the Leather Conservation Centre.

**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.

“West Dean always offer high quality courses with excellent tutors. Staff are exceptional here and combined with such a beautiful setting, makes for a wonderful experience.”

Claire Reed,  
Conservation of Plastics.





## BCM COURSES 2016

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

1-4 February  
BC3D209

### CONSERVATION OF ARCHITECTURAL AND STRUCTURAL METALWORK

8-11 February  
BC3D210

### STONE MASONRY: CONSERVATION OF ARCHITECTURAL DETAIL AND SURFACES

21-24 March  
BC3D211

### CONSERVATION AND REPAIR OF PLASTERS AND RENDERS

4-7 April  
BC3D212

### CONSERVATION AND REPAIR OF SLATE AND STONE ROOFING

11-14 April  
BC3D213

### THE STRUCTURAL REPAIR OF HISTORIC BUILDINGS

25-28 April  
BC3D214

### MANAGING WILDLIFE IN THE HISTORIC ENVIRONMENT

9-12 May  
BC3D215

### CONSERVATION AND REPAIR OF BRICK AND FLINT MASONRY

23-26 May  
BC3D216

### CONSERVATION AND REPAIR OF TIMBER

6-9 June  
BC3D217

### CONSERVATION OF HISTORIC CONCRETE

13-16 June  
BC3D218

### CONSERVATION AND REPAIR OF MASONRY RUINS

11-14 July  
BC3D219

### CONSERVATION AND REPAIR OF STONE MASONRY

12-15 September  
BC3D220

### MASONRY CLEANING

3-6 October  
BC3D221

### MORTARS FOR REPAIR AND CONSERVATION

24-27 October  
BC3D222

## OMC COURSES 2016

### CONSERVATION OF PLASTICS

29 February-3 March  
OM1601

### ART AND OBJECT HANDLING

14-18 March  
OM1602

### CONSERVATION OF LEATHER

18-21 April  
OM1603

### PREVENTIVE CONSERVATION

26-29 September  
OM1604

### KARIBARI BOARD MAKING

10-14 October  
OM1605

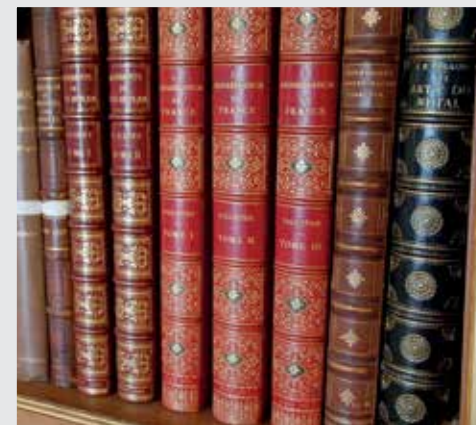
### CONSERVATION OF WAX OBJECTS

7-10 November  
OM1606

## 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](http://www.westdean.org.uk)



# DIPLOMA AND DEGREE PROGRAMMES IN CONSERVATION

If you are looking for an opportunity for full-time study in a conservation or creative arts related subject, West Dean offers specialist programmes which have made the College renowned both nationally and internationally. The College's MA/MFA degrees and graduate and postgraduate diplomas are validated by the University of Sussex.

You can expect:

- A low student-to-staff ratio which averages 8:1
- Fully equipped studios with dedicated equipment
- Teaching from experts in their field

In conservation you will:

- Gain practical hands-on experience in bench skills and treatments
- Visit leading studios, workshops, and museums
- Undertake theoretical, scientific and analytical study of artefacts and materials
- Carry out historical research and interpretation of the objects you work on
- Gain an understanding of ethics and other contemporary issues in conservation practice
- Develop skills to write professional condition and conservation reports

Some programmes also offer work placements within a museum or commercial setting.

We also offer MA Diploma and Degree programmes in Creative Arts:- Creative Writing, Making Stringed Musical Instruments and Visual Arts (Painting and Drawing, Sculpture, Tapestry and Textile Art).

For more information please contact the Academic Office on +44(0)1243 818291 or [admissions@westdean.org.uk](mailto:admissions@westdean.org.uk)

## FOUNDATION DEGREE

*Awarded by the University of Sussex  
(subject to validation)*

### 2 academic years

Historic Craft Practices: Clocks, Furniture or Musical Instruments

## GRADUATE DIPLOMAS

*Awarded by the University of Sussex*

### 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 Metalwork

## POSTGRADUATE DIPLOMAS

*Awarded by the University of Sussex*

### 1 academic year

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

## MA CONSERVATION STUDIES

*Awarded by the University of Sussex*

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

## PROFESSIONAL DEVELOPMENT DIPLOMA

*Awarded by West Dean College*

### 1 academic year

With flexible entry requirements West Dean College offers a negotiated course of study, managed and programmed between the student and tutor. You will have a workshop space at West Dean, access to lecture series, taught sessions, tutorials and specialist short courses.

# 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 collections survey. All work is consistent with modern professional practice and is overseen and guided by programme tutors.

If you have an historic object or collection in need of treatment please contact us:  
[+44\(0\)1243 818302](tel:+44(0)1243818302) [ccm@westdean.org.uk](mailto:ccm@westdean.org.uk)



# SHORT COURSES AT WEST DEAN

Check out West Dean's short courses programme for a full list of courses run all year round in subjects ranging from watercolour painting to blacksmithing. Courses are open to all abilities and tutors are practising professionals.



Browse our latest Short Course brochure or Full Time programmes online by visiting [www.westdean.org.uk](http://www.westdean.org.uk)

“The course was really interesting and useful for my current, and hopefully future, work.”

Diana Palmer, Courtauld Institute of Art, Damaged Books, British Library course.



# ABOUT THE COLLEGE

## THE LEARNING ENVIRONMENT

The College and its important archive and decorative 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 also tennis courts, croquet and bowls lawns and an outdoor swimming pool, for the use of the students.



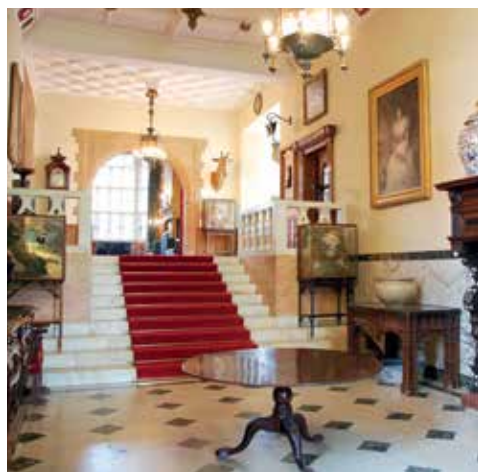
## MEETINGS AND EVENTS

West Dean is an ideal venue for meetings, conferences, parties, away-days and launches.

In West Dean House there are a number of versatile meeting rooms with full audio visual equipment. For key events such as conferences and banquets we have three magnificent inter-connecting Edwardian style State Rooms - the Old Library, the Old Dining Room and the Music Room. There is also the Oak Hall, a grand double-height panelled reception room with a large open fireplace.

In the grounds our Auditorium, which is located in a 19th Century traditional flint Sussex barn, is ideal for product launches and conferences. Outside events can be held in the gardens and parkland that surround West Dean House.

For further details please contact  
[meetings@westdean.org.uk](mailto:meetings@westdean.org.uk)



# HOW TO FIND US



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; though those aged sixteen (16) or seventeen (17) must be accompanied by an adult.
- 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 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, Deposit and cancellation protection fees You have paid.

## 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 Director of Finance and Enterprise 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

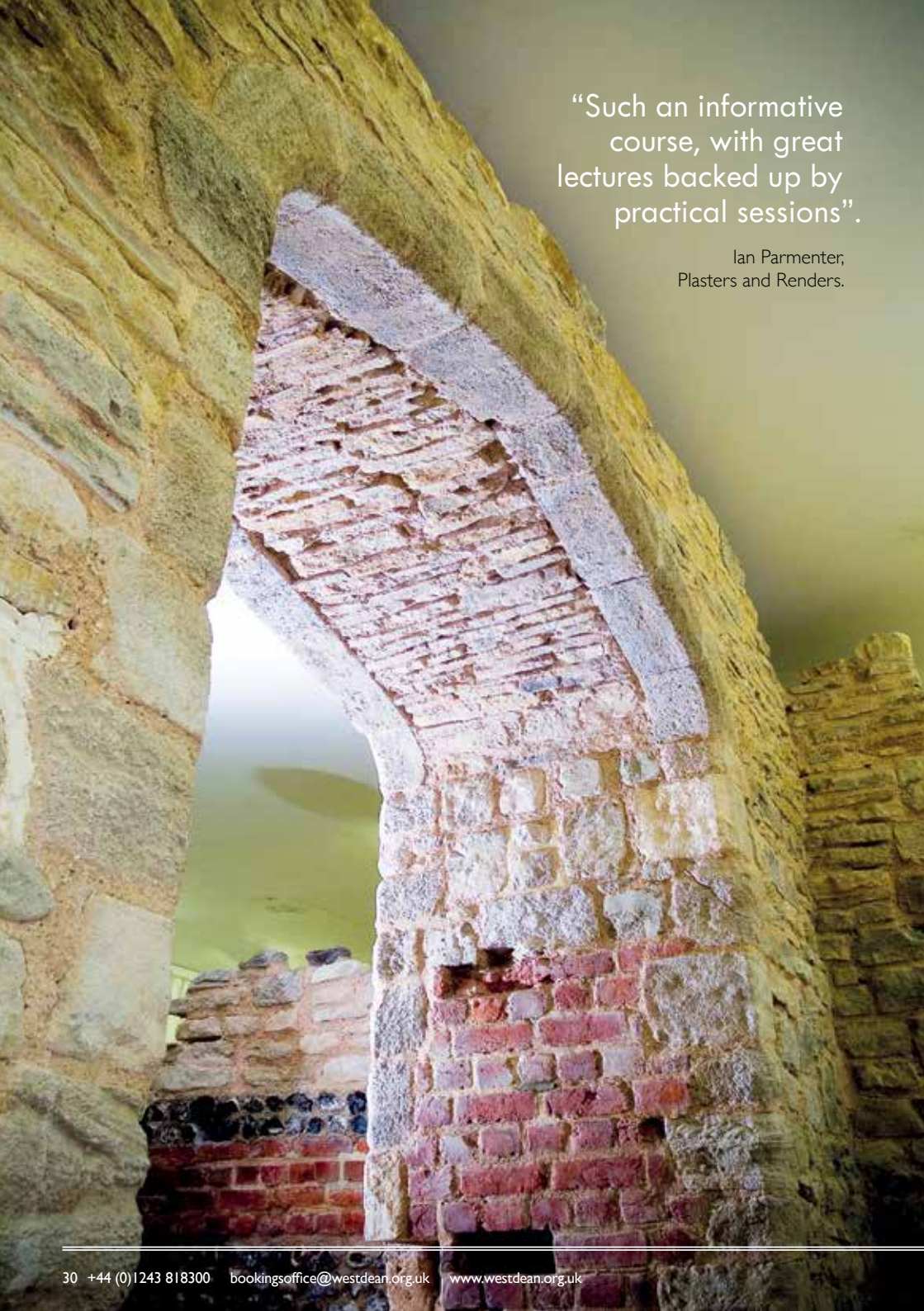
- 16.1 These Terms, and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to them or their formation, shall be governed by and construed in accordance with the laws of England and the parties submit to the exclusive jurisdiction of the English Courts.

## 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.

## 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 "Cooling Off Period" means the period after You send Your completed Booking Form to the College and ending upon the expiry of the following fourteen (14) day period;
  - 18.1.4 "Consumer Protection Regulations" Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013;
  - 18.1.5 "Course" means the course of study run by the College;
  - 18.1.6 "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;
  - 18.1.7 "Deposit" means the deposit to be paid to the College to reserve Your place on the Course (as set out in the Brochure);
  - 18.1.8 "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;
  - 18.1.9 "Terms" means these standard terms and conditions.



“Such an informative course, with great lectures backed up by practical sessions”.

Ian Parmenter,  
Plasters and Renders.

## 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](http://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 – 1pm or 2pm – 5pm on  
Tel: +44 (0)1243 818300,  
Email: [bookingsoffice@westdean.org.uk](mailto: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. In-house accommodation is allocated on a first come, first served basis.



# 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](http://ukba.homeoffice.gov.uk).

Registered Charity No. 1126084

# WEST DEAN COLLEGE

## THE EDWARD JAMES FOUNDATION

### Building Conservation Masterclasses only:

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 tick ☐

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

Please supply a purchase order number here.

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

Room: ..... ID: .....

Title, Forenames and Surname

Correspondence Address (if different)

Organisation

Address

Postcode

Postcode

Tel

Tel

Email

Email

Job Title

Course code

Dates

Course Title

BCM and OMC non-residential Course fee: £ <input type="text"/> (inc lunches and dinner)	Accommodation and Breakfast		
	Single room with shared bathroom facilities in Main House or single room with ensuite in Annexe	Standard room with ensuite or adjacent private bath or shower	Superior room with ensuite bathroom
Course Length			
3 days	£156 <input type="checkbox"/>	£216 <input type="checkbox"/>	£276 <input type="checkbox"/>
4 days	£208 <input type="checkbox"/>	£288 <input type="checkbox"/>	£368 <input type="checkbox"/>

Total

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



**WEST DEAN COLLEGE**  
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