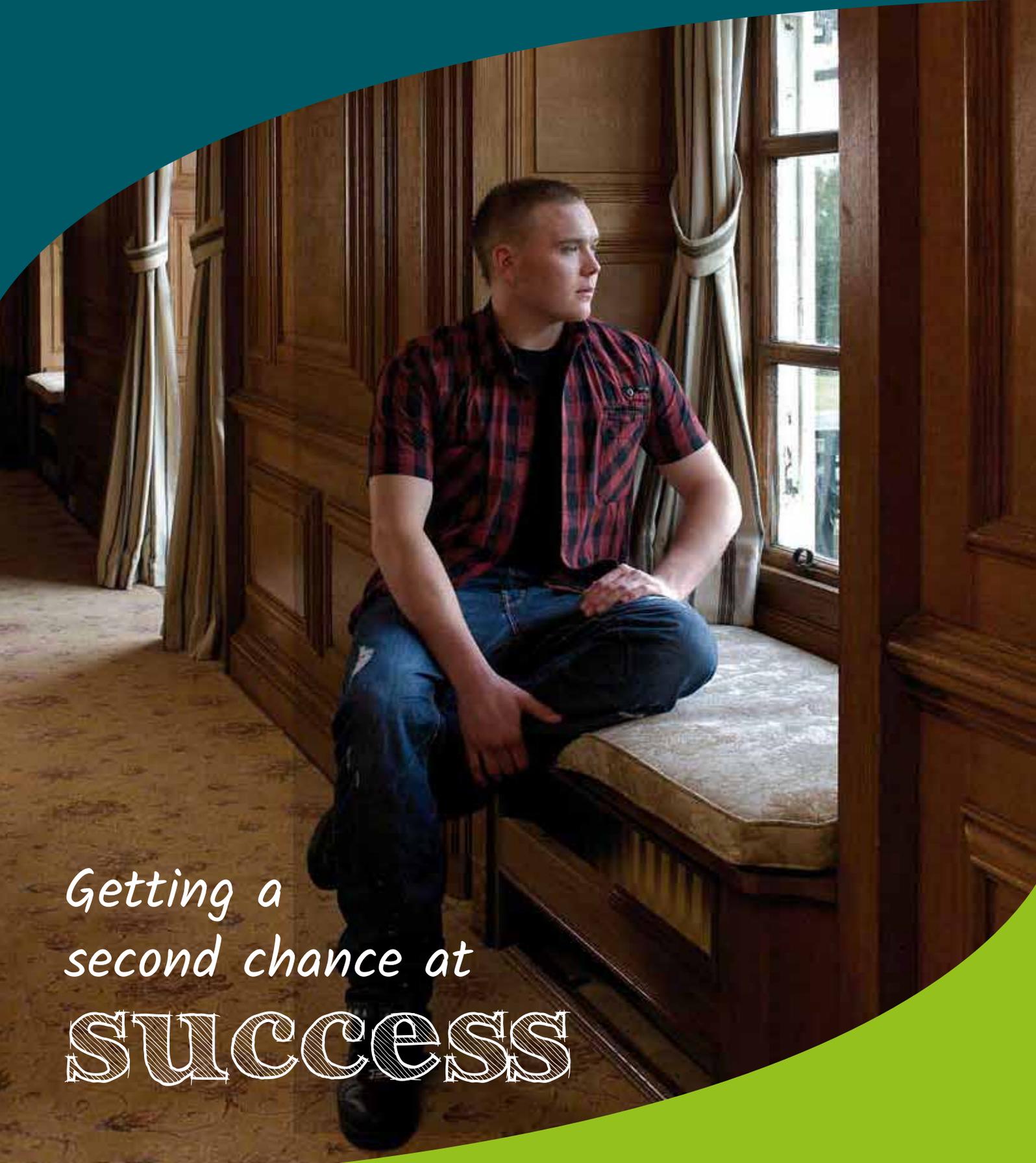




The Camelia Botnar Foundation



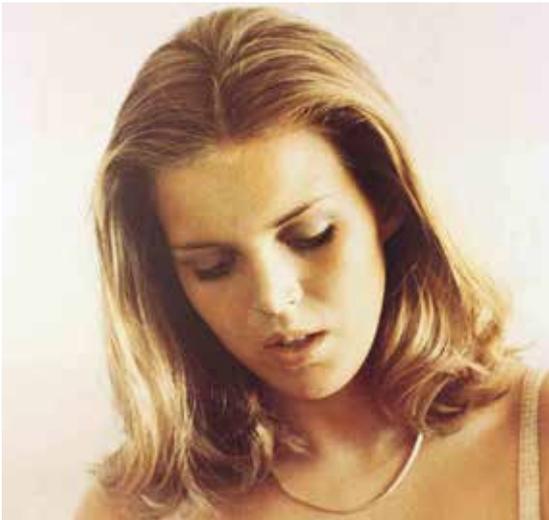
*Getting a  
second chance at*  
**SUCCESS**



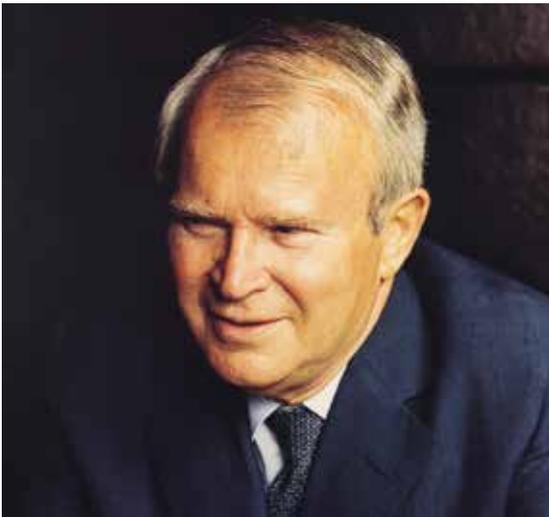
# Camelia Botnar

## The Camelia Botnar Foundation

The Camelia Botnar Foundation was established in 1979 by Octav Botnar and his wife Marcela, in memory of their only child, Camelia, who was killed in a car accident at the age of 20.



Octav Botnar was a highly successful entrepreneur who's commercial skills were legendary in the motor trade. He was a great, although discreet philanthropist and made donations of millions to charities during his lifetime.



He died in 1998 at the age of 84, leaving the Camelia Botnar Foundation as his enduring legacy to helping young people in difficulty.

### *Life Changing Opportunities*

The Camelia Botnar Foundation is situated in the heart of the West Sussex countryside, midway between Brighton and Horsham, and spreads over 500 acres of mixed arable, open grazing and woodlands.

The skills training centres are located around the estate and in the nearby garden centre, which is open to the public for the sale of the products made by the trainees. The main house, built in 1922, has been extended over the years to create modern and comfortable facilities within a traditional atmosphere and character.

Set in magnificent grounds, there are extensive workshops, activity and leisure facilities, which all help to create a productive but relaxed and informal environment that contributes to a real sense of rapport and trust between instructors and trainees.

### Training Departments:

- Wrought ironwork
- Site Carpentry
- Catering
- Horticulture
- Estate & grounds maintenance
- Studio ceramics
- Light building work
- Painting & decorating



# A second chance

## Getting a second chance at success

The Camelia Botnar Foundation provides residential training and work experience, helping young people to learn a skilled trade, embark on a useful career path and successfully make their own way in life.

The Foundation invites applications from anywhere in the UK. Potential trainees can be either male or female, but must be aged between 16 and 19 and have left full time schooling.

Applicants should be in a disadvantaged or problematic situation. They may be referred to the Foundation by their Young Offending Teams, social workers, schools, organisations that help young people in difficulty, or by direct approach from relatives, guardians or the applicants themselves. Whatever the referral, each application must be voluntary.

*No previous experience in a particular craft or skill is needed and no academic requirements are imposed.*

The Foundation welcomes applications from anyone who meets the basic entry criteria and who have a real and positive commitment to

learning a skilled trade and to changing the pattern of their life for the better and for good.

We endeavour to train and educate 16-21 year olds who are in need due to circumstances outside of their control. They are enabled to improve conditions in their lives and to develop as individuals. No educational qualifications are necessary and previous difficulties at school, at home, or with the authorities will not necessarily prejudice an admission. Each applicant is considered on his or her own merit.

The overriding requirements are that trainees are seriously committed to learning their chosen trade, and are prepared to adapt to the work ethic and to observe basic standards of behaviour. The Foundation aims to give young people a second chance to succeed.

In order to achieve these aims, the Foundation has established a residential training work experience complex in a spacious country estate at Cowfold, West Sussex. Training and work experience is offered in a wide range of craft and trade disciplines.

Products made by the trainees in pottery and in the forge, are designed and finished to a high standard, and retailed commercially through Camelia Botnar Homes & Gardens, the Foundation's retail outlet.



# Get a qualification

## Learn a skilled trade, get a qualification and build up some savings

Applications for a placement can be made at any time of the year using our online application form, which can be downloaded from our website [www.cameliabotnar.com](http://www.cameliabotnar.com). Applicants need to be between the ages of 16 (to have left school) and 19. The placement is for up to a two year period and trainees have to leave in their 21st year.

If the application profile fits our entry criteria, you will soon be invited to attend an interview at the Foundation in Cowfold, West Sussex. An informal interview takes place with an admission panel, afterwards a tour of the house and the facilities is given and the manager of the chosen department will give a tour of that department and the work that is being carried out.

Successful applicants will be offered a placement on the basis of a 5 week trial period. If that experience is seen to be constructive by both parties, a placement will be offered for a period of up to 2 years - depending on the applicant's age and circumstances. Trainees who stay for a two year period usually benefit more, as they have extra time in which to learn and consolidate their crafts and will therefore have better employment opportunities when they leave.

**No fees or charges are made for the training.** The Foundation is a non profit making organisation and the income generated by the business activities at Camelia Botnar Homes and Gardens helps to fund the charity.



### *Tutoring:*

Trainees are encouraged to aim for NVQs, Functional Skills Certificates and other relevant vocational qualifications, either directly in the workplace, or at local colleges. The Foundation has a Functional Skills tutor on site for teaching on a one-to-one basis.

### *Wages/working Day:*

Trainees work a 39 hour week and are paid every four weeks by BACS into a bank account. The pay is above minimum wage and, with six monthly performance bonuses, you can earn an attractive salary. You have four weeks paid holiday plus Bank Holidays and a packed lunch on working days. A small deduction is made to contribute towards food and our regular evening outings. We also encourage trainees to enter our savings scheme where we deduct a sum of £40 per month, with the aim of building up a lump sum for you to use at the end of the two years, such as a deposit on a flat or to purchase a car. Working hours are 8.45am to 5pm Monday to Friday with half an hour for lunch.

### *Self Development/Evening Studies:*

The ethos is to instil into our trainees that hard work, good work ethics and a commitment to succeed in the workplace can bring personal and professional success. Driving lessons through a local driving school can be booked during the evenings.

Also, the Foundation has a purpose designed library, stocked with books, journals, and multi-media resources, including internet links for wider research.

*The Foundation is a drug and alcohol free zone and therefore on your first day of joining you will be given a drug test.*

# Learn new skills

## *Accommodation:*

Living accommodation is initially provided in the main house on the estate and will be a large single room with your own key. Breakfast and evening meals are taken in the main house dining room.

In due course, trainees will move out to the Coach House, which is a short walk from the main building. The Coach House has 16 single bedded rooms, a tv room and separate laundry area. Whilst there are facilities for making hot drinks and light refreshments, the Coach House occupants will still take breakfast and evening meals in the main house dining room.

When individuals are considered to be capable and ready, independent accommodation is provided in a number of cottages on the Estate where trainees cater entirely for themselves. Weekly trips are made to the local superstore to buy provisions, and to the local general stores for small shopping items.

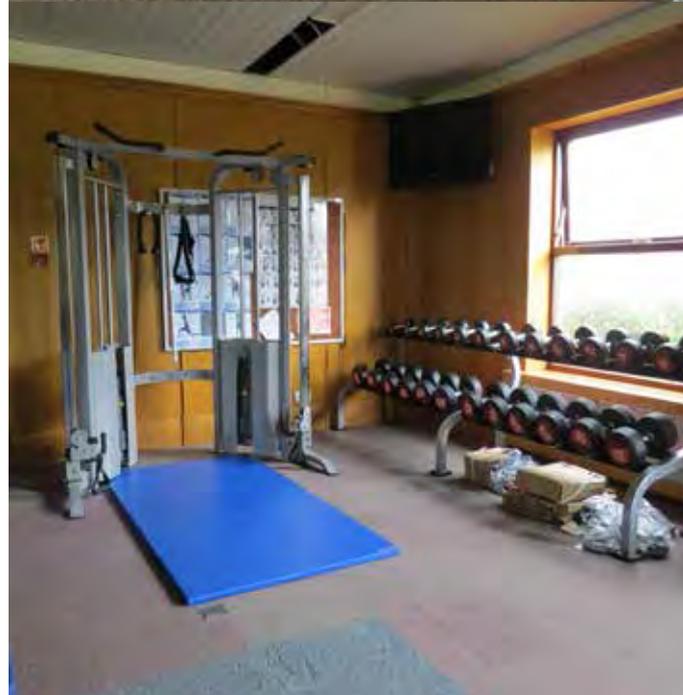
## *Weekends:*

At weekends trainees organise their own time and activities, mostly returning home or visiting friends. A minibus leaves Friday night to drop off at Horsham station for your journey home and collects again on Sunday night at 8pm to return back to the Foundation.

There may be opportunities to stay the weekend once you have completed the trial period, and for those over 18 years of age weekend overtime is sometimes available working at Camelia Botnar Homes & Gardens on a rota basis.

## *Evening entertainment:*

The Foundation has superb sporting and recreational facilities which are located in the main house complex. These include table tennis, snooker, pool, fully equiped gym, sports hall for indoor football, basketball, badminton, satellite TV, also a full size outdoor football pitch, tennis courts, library and computer room. Regular outings are booked in the evenings for example cinema, rock climbing, bowling, go-karting and swimming are just a few. Also there are weekly trips to the local superstore for any items you have forgotten or need.





# Metalwork

## The Metalwork Department

No prior experience or knowledge of working with metal is necessary for those who decide to join the metalwork department. Trainees who show an aptitude for the work will soon become competent to make products of increasing difficulty and intricacy, which will subsequently be sold through Camelia Botnar Homes & Gardens.

The knowledge that each piece they make will be sold helps to engender a sense of pride in their work with an understanding of commerciality and competition in the marketplace.

The metalwork department is fully equipped with forges, pillar drills, large power hammer, hydraulic guillotine, ring roller and large power drills, as well as the traditional hand tools, anvil and other forge equipment.

After two years of comprehensive training and working in the Forge, trainees should be in a position to embark on a career in any of the three disciplines of welding, fabrication or blacksmithing.

Those who achieve a high level of competence at college in mig and arc will have the opportunity to learn tig welding.

*Participation in vocational qualifications through day release at a local college is encouraged to achieve a NVQ Level 2 in Welding and Fabrication. Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and maths.*





# Woodwork

## The Woodwork Department

The Foundation's site carpentry department is housed in a large modern workshop, fully equipped to learn all aspects of site carpentry.

No prior experience is necessary as full training is given. During the first few days trainees will become conversant with Health & Safety procedures and will learn to work the machinery in the workshop.

Site Carpentry teaches fitting and hanging doors, windows, flooring, roofing, partitions, frames and stairs, all of which are essential skills for working in the construction industry.

After about two years of working in this department trainees will be competent Site Carpenters, qualified with a NVQ Level 2 certificate in Intermediate Apprenticeship in Wood Occupations.

Our Estate is over 500 acres and has many buildings requiring ongoing maintenance, repairs and rebuilds so there is plenty of varied work to give you a thorough experience of the trade.

After around two years of working in this department, trainees will be competent site carpenters and be able to have a good career in construction.



*Participation in vocational qualifications through day release at a local college is encouraged to achieve a City and Guilds/NVQ in Site Carpentry/Joinery qualification.*

*Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and maths.*

# Catering

## The Catering Department

The Foundation is a large and active community and on every working day packed lunches and meals must be prepared on site for all the trainees and staff. The challenge is to provide a balanced and nutritional diet, working within a specified budget, whilst providing an interesting choice and variety to suit different people's preferences as well as catering for special dietary requirements.

The main house has well-equipped kitchen facilities which are designed to commercial catering specifications. The trainees learn fast under the guidance and instruction of a qualified chef who runs the kitchen under the same strict disciplines and hygiene regulations prescribed for any professionally managed restaurant or hotel kitchen.

Trainees will be taught the rigorous standards relating to large scale food storage, handling and preparation as well as the art and skill of planning and preparing imaginative menus for larger numbers of people. In addition to the daily routine of breakfast, packed lunches and evening meals, cakes are made for supply and sale through the Camelia Botnar Coffee Shop. Trainees also work in the kitchens of the Coffee Shop, on a rota basis, which is our busy commercial cafe and offers a wealth of experience to our students. Here the emphasis

is given to customer service and attention to detail in food presentation.

During the year a few special events will take place such as Summer barbecues which can involve catering for up to 100 people.

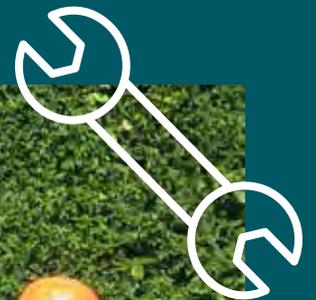
Trainees rapidly gain confidence through opportunities to lead the kitchen team, planning a themed menu and directing its creation through to delivery.

Career opportunities in the catering industry are considerable and varied and the path of a trainee's career will be determined by his or her own specific interests and aptitudes within the profession. No prior experience or qualifications are required - an interest in cooking coupled with enthusiasm will ensure success in this department.

*Participation in vocational qualifications through day release at a local college is encouraged in this department to complement the trainee's practical skills to gain NQV Level 2 in Professional Cookery. Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and Maths.*







# Grounds Maintenance

## The Estate Maintenance Department

There is an increasing public awareness of environment issues and a growing demand for access to open spaces and the countryside for leisure purposes. Organisations such as the National Trust, Forestry Commission and English Heritage are very active in preserving and developing our natural resources so there is a wide variety of career opportunities in this thriving specialist area. There are also numerous commercial enterprises such as golf and country clubs, private estates, as well as amenity sites such as fishing and nature reserves, who need people with the diverse range of rural grounds skills which trainees can acquire in this department.

The Foundation is responsible for over 500 acres of grazing, arable and woodland as well as for the formal gardens and sports field adjoining the main house and a large walled kitchen garden. Working under the guidance of an experienced

groundsman, trainees will learn the safe use of tractors, mowing, harrowing, rolling, topping, fertilising, hedge cutting, strimming and brush cutting, care of lawns, flowerbeds, shrubberies and the vegetable garden. In the Winter months, coppicing, forestry, ditching, fencing and watercourse maintenance are also on the agenda.

Extensive training and practical experience will be gained in the use of tractors and associated machinery, hedge cutters and chainsaws as well as the customary hand tools employed in maintaining grounds in good order.

Short courses on certain items of machinery can be undertaken leading to competence certification and trainees are encouraged to pursue relevant vocational qualifications. As with all other trainees, help from our in-house tutor is always available if required.

*Participation in vocational qualifications through day release at a local college is encouraged in this department to complement the trainee's practical skills to gain NQV Level 2 in Horticulture. Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and maths.*





# Painting & Decorating

## The Painting & Decorating Department

The Foundation occupies a fine array of buildings on the estate, including the main house which was built in 1922 to an outstanding specification. Externally the walls are faced with mellow local stone and the magnificent roof is clad in slates of hand-hewn Horsham stone.

Inside the principal rooms, hall and gallery retain their original features, including oak and painted panelling, vaulted ceilings, ornate cornices and architraves, plus fine doors, windows and fireplaces.

Adjacent to the main house is the sports hall and gymnasium complex and further afield around the estate are a number of houses and cottages of varying styles, and the modern workshop buildings. All of these properties are subject to a cycle of maintenance which includes periodic external and internal decoration.

The different styles of building provide trainees with experience of a variety of decorating tasks, ranging from plain staining of hardwood

external joinery, to employing specialist painting techniques to create a desired mood or effect in a particular room.

Hands-on training and instruction is given in all the essential aspects of preparation, painting and paper hanging. For the more unusual paint effects and finishes, trainees are encouraged to enrol at the local technical college which offers excellent courses in interior decorating techniques, leading to formal qualifications.

Literature in the Foundation Library is available for trainees to study to increase their knowledge of different styles from different generations and cultures, and to stimulate inspiration and the art of visual conceptualisation.

No previous experience or qualifications are necessary, only a serious motivation to learn this valuable trade, which is in great demand from the residential building industry as well as the traditional domestic and commercial customers.



*Participation in vocational qualifications is encouraged through day release at a local college to achieve NVQ Level 2 Painting and Decorating. Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and maths.*

# Building

## The Building Department

Trainees will learn the essentials of a number of skills, including brick and block laying, studwork, roof structures, plumbing, concreting, tiling, ground works, drainage and general building repairs.

The various facets of these different trades will be learnt in the course of the daily maintenance, repair and construction work carried out on the estate throughout the year. All the numerous buildings and structures on the estate are subject to a continual programme of repair and maintenance, which is done in-house wherever possible. This can range from renewing guttering, building new draining systems, rebuilding retaining walls, right up to designing and erecting new buildings from scratch.

Trainees are encouraged to think for themselves and to develop initiative. The work is ideal for anyone seeking to acquire a good all round knowledge and experience of the construction of modern estate buildings as well as general building maintenance and repair.

Trainees with a particular interest in a specialist aspect of building, for example, bricklaying, can enrol at one of the local technical colleges to acquire a deeper knowledge of that skill, leading

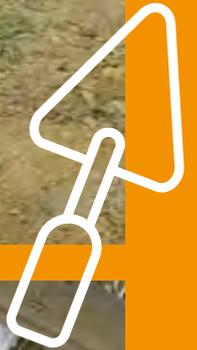
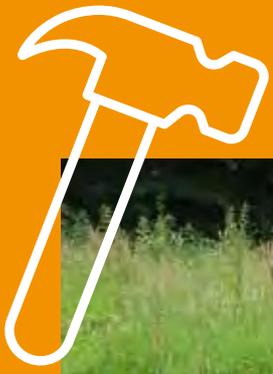
to a recognised vocational qualification. Others may be interested in a future in general light building work, maintenance and repair, perhaps on a self employed basis, in which case the experience gained at the Foundation will be invaluable to them.

The Foundation's tutor is available to assist with academic issues such as literacy and numeracy where these are needed to understand theoretical points.

No prior knowledge or experience is necessary. Candidates must, however, display a practical personality and a serious interest in this fascinating trade, coupled with the will to succeed. These are the pre-requisites for success.

*Participation in vocational qualifications is encouraged in this department through day release at a local college to achieve NVQ Level 2 Trowel Occupations and Brickwork. Our on-site tutor is available to provide any necessary support with any written work and with Functional Skills in English and maths.*







# Ceramics

## The Ceramics Department

The Pottery department is a well lit, purpose-built facility, with clay stores, glazing and kiln rooms and a drying out area.

Under the management and instruction of highly experienced potters, trainees will be introduced to the ancient arts of throwing, moulding, decorating, glazing and firing different clays by hand, skills which require considerable dexterity and patience to learn.

The Pottery has designed and developed its own unique ranges of ceramics over recent years, which are sold through Camelia Botnar Homes & Gardens. These include a varied range of stoneware dinner services plus other projects, all displayed in our showrooms. All of which encompass an extensive and constantly growing number and variety of pieces. The quality of workmanship is maintained to a very high standard, and any piece not meeting the strict criteria will be put into the recycling process.

*No formal qualifications or previous experience in this field are necessary.*

A place in the Studio Ceramics Department will appeal to those with an artistic and creative flair and the dedication, patience and interest required to learn this highly skilled art.



# Horticulture

## The Horticulture Department

The Nursery grows a wide range of native and ornamental trees and hedging, conifers, shrubs, herbaceous perennials, alpines, bulbs and seasonal bedding plants. There is a busy propagation and potting schedule throughout the year, with all production eventually being sold from Camelia Botnar Homes & Gardens.

The trainees acquire a thorough knowledge of the various methods of propagation and plant cultivation. They learn how to grow and care for plants both under cover and outside. This includes the use of different compost mixes, fertilisers, irrigation and heating systems. Integrated Pest Management is practised in the Nursery and as a result, the trainees study cultural, biological and chemical methods of pest and disease control.

The garden centre has a number of ornamental gardens on site which are all maintained by the trainees and Nursery staff. Retail experience can also be gained in the shop if the trainee is so inclined. All of these areas provide widespread experience in the garden centre sector.

Horticultural trainees receive training and certificates for the safe use of hedge cutters, strimmers and mowers. They learn the basic principles of horticulture including garden design and maintenance, planting schemes pruning, plant care, lawn care and management. Trainees should leave the Foundation with a skill set that will get them a job anywhere in the horticulture sector.





Participation in vocational qualifications through day release at a local college is encouraged in this department to achieve City and Guilds Level 2 Diploma in Practical Horticulture Skills, PA2 and PA6 spraying certificates, together with First Aid and Manual Handling training. Our on-site tutor is available to provide any necessary support with written work and with Functional Skills in English and maths.



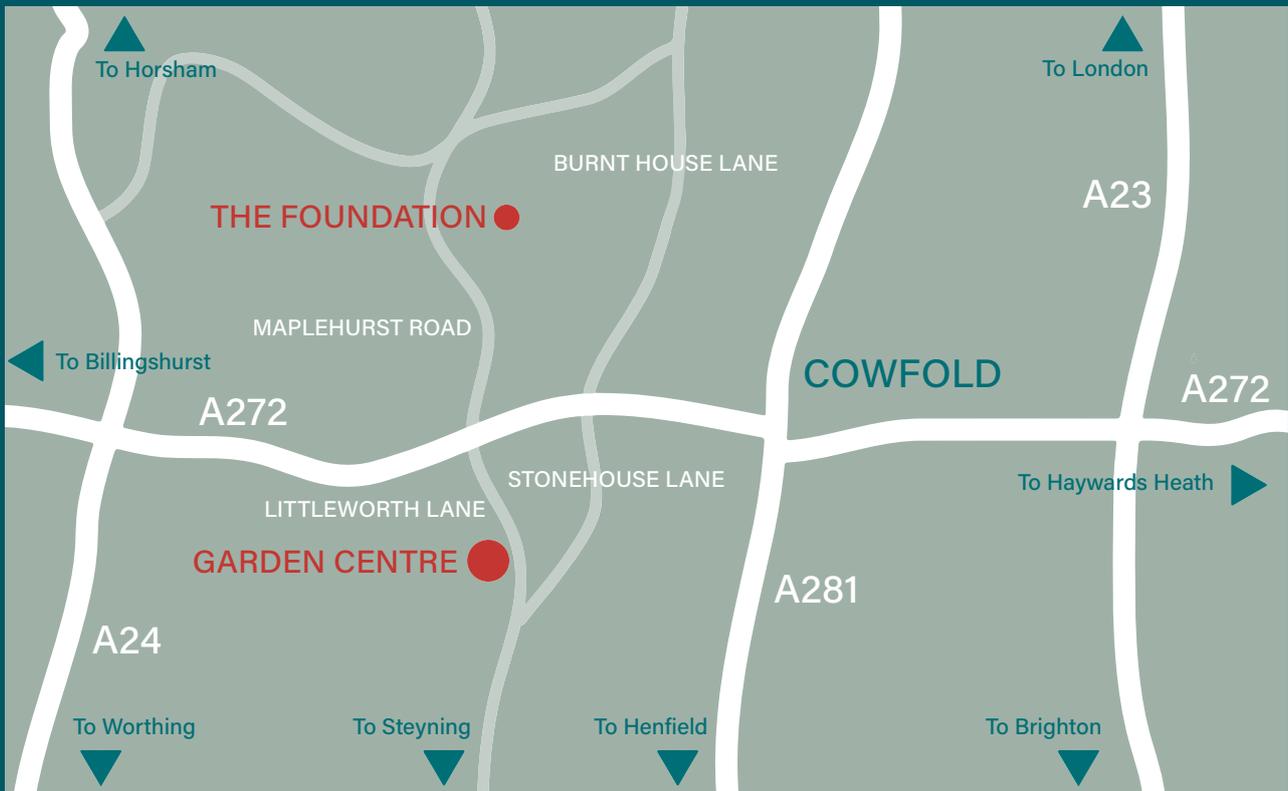
The Camelia Botnar Foundation invites applications from anywhere in the UK. Potential trainees can be either male or female, but must be aged between 16 and 19 and have left full time schooling. Trainees need to leave in their 21st year, so 19 years is the cut off age to allow for a two year placement.

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or by direct approach from relatives, guardians or the applicants themselves, Whatever the referral, each application must be voluntary.

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The Foundation welcomes applications from anyone who meets the basic entry criteria and who have a real and positive commitment to learning a skilled trade and to changing the pattern of their life for the better.



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