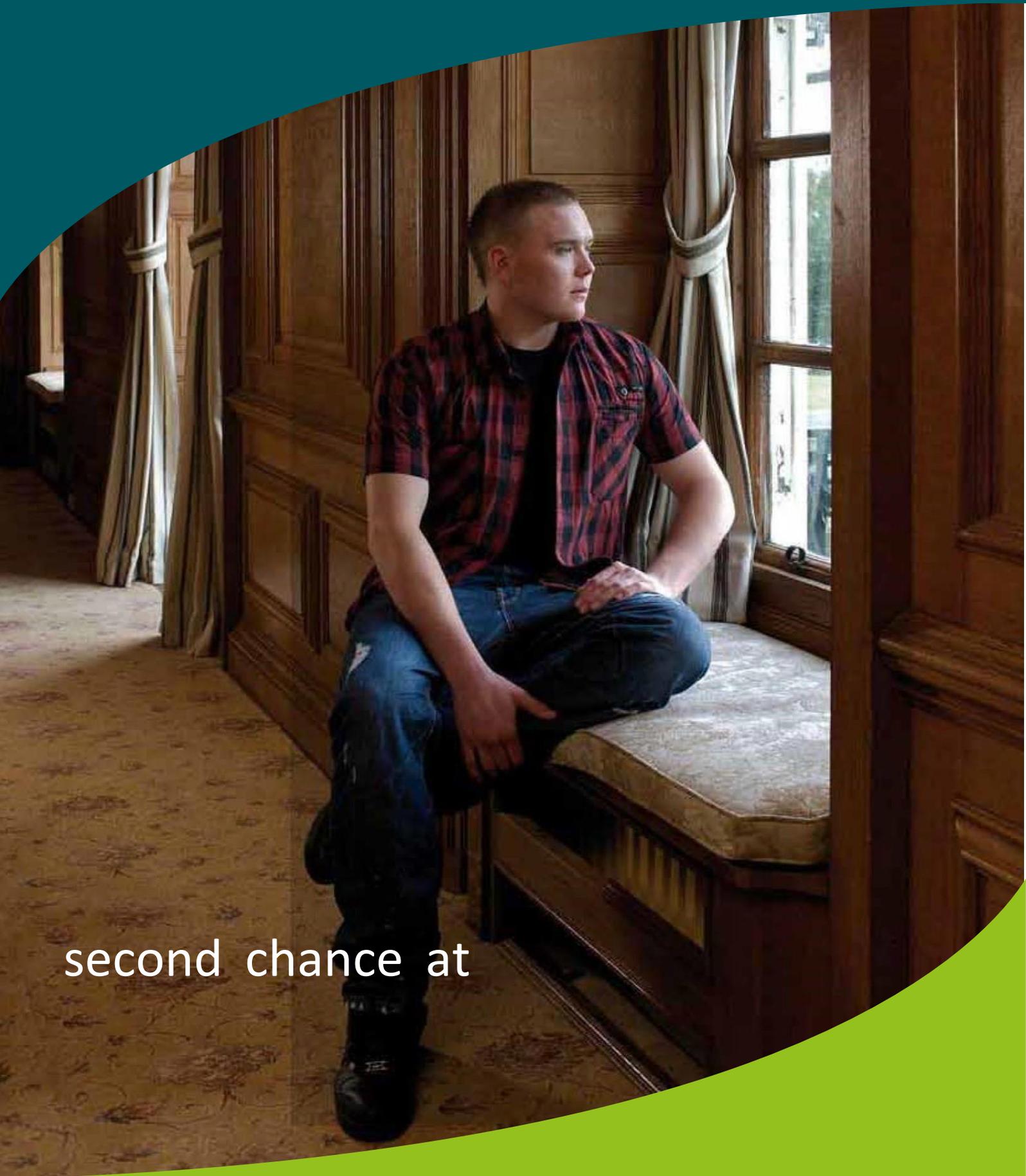
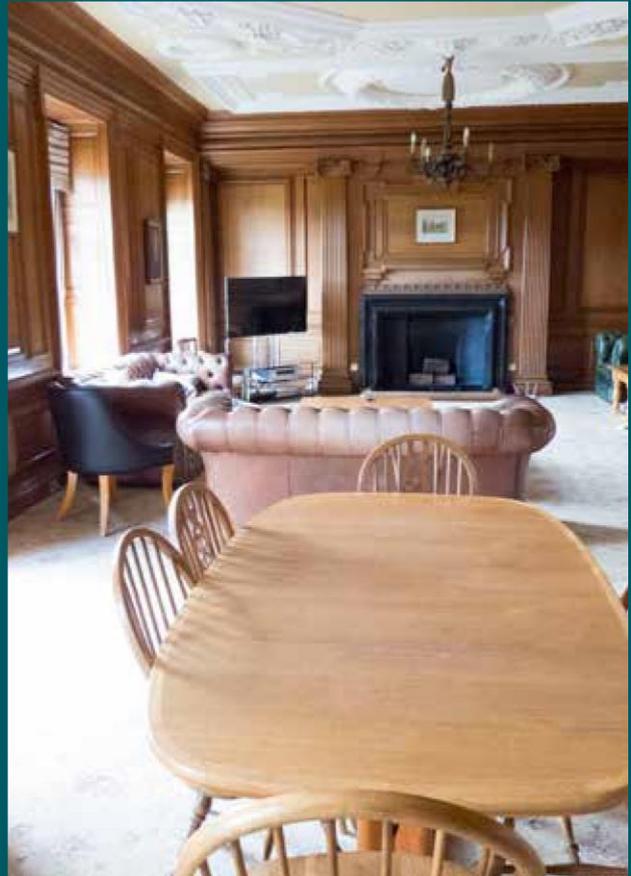




# The Camelia Botnar Foundation

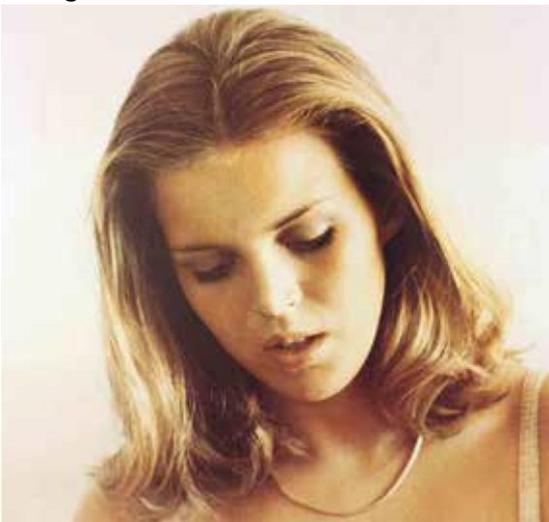


second chance at

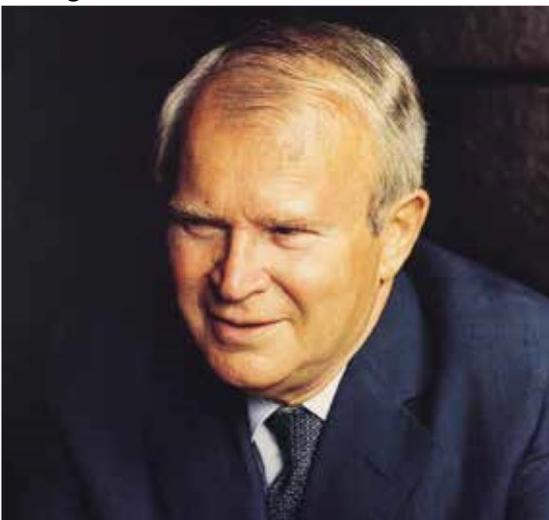


## The Camelia Botnar Foundation

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<sup>some</sup> 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:

- Metalwork
- Building Maintenance
- Site carpentry
- Catering
- Horticulture / Landscaping
- Estate & grounds maintenance
- Motor Vehicles
- Painting & decorating



## Getting a second chance at success

The Camelia Botnar Foundation provides residential care for young people who have a real and positive commitment to learning a training and work experience, helping young people skilled trade and to changing the pattern of their life to learn a skilled trade, embark on a useful career for the better and for good. path and successfully make their own way in life.

We endeavour to train and educate 16-21 year olds who are in need due to circumstances outside the UK. Potential trainees can be either male or female, but must be aged between 16 and 19 and conditions in their lives and to develop as individuals. No educational qualifications are

necessary and previous difficulties at school, at Applicants should be in a disadvantaged or home, or with the authorities will not necessarily be 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 The overriding requirements are that trainees are relatives, guardians or the applicants themselves. seriously committed to learning their chosen trade, and are prepared to adapt to the work ethic voluntarily. and to observe basic standards of behaviour. The

Foundation aims to give young people a second **No previous experience in a particular craft or skill is needed and no academic requirements are imposed.** In order to achieve these aims, the Foundation has established a residential training work experience complex in a spacious country estate at Cowfold,

offered in a wide range of craft and trade disciplines.

being carried out. **During Covid times these interviews will be carried out via a videolink.**

The Foundation welcomes applications from anyone who meets the basic entry criteria and who

West Sussex. Training and work experience is



Some products made by the trainees, are

Successful applicants will be offered a placement on the basis of educational training and work experience for a 6 month trial period. If that Centre designed and finished to a high standard, and retailed commercially through Camelia Botnar Garden the Foundation's retail outlet.

experience is seen to be constructive by both parties,

## 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 can be 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 employment months

manager of the chosen department will give a tour of that department and the work that is will be offered for a period of up to 18

- 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 Garden Centre helps to fund the charity.

assessor, or in some departments at local colleges. The Foundation has a Functional Skills tutor on site for teaching on a one-to-one basis.

### Work experience/working Day:

Trainees are here for a 35.75 hour week and will benefit from a tax-free bursary on completion of each full week of training. This will be £100 per week and paid by BACS into a bank account on a Friday evening prior to weekend departure. There are opportunities to obtain certificates in a variety of modules in each of our 7 departments. Levels 1 and 2 are each for a 3 month period. Trainees that successfully complete Levels 1 and 2

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.

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

can possibly transfer to Level 3 when they will receive an employment contract for up to a further 18 months based on minimum wage, 20 days holiday plus Bank Holidays, driving lessons and in some departments the possibility of an NVQ qualification. 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 your placement, 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 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:

### Tutoring:

Trainees are encouraged to aim for Functional Skills Certificates and other relevant vocational

qualifications, either directly in the workplace via an

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 flats 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.

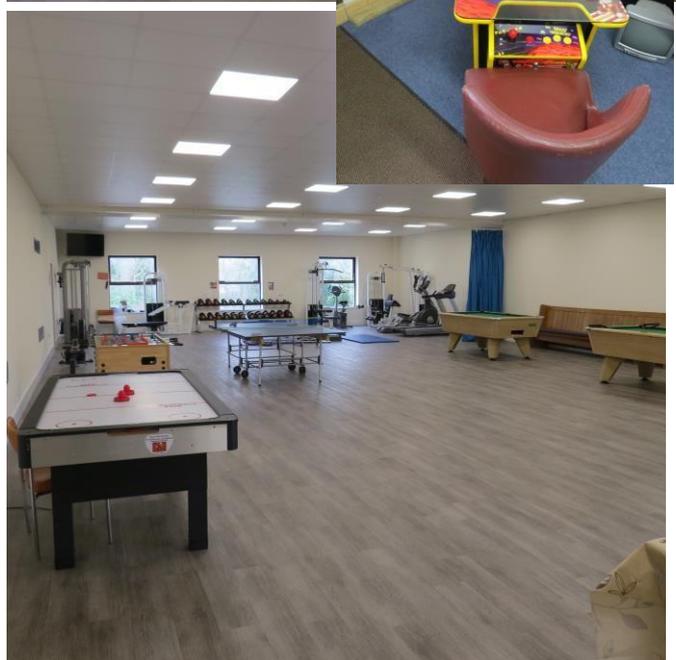
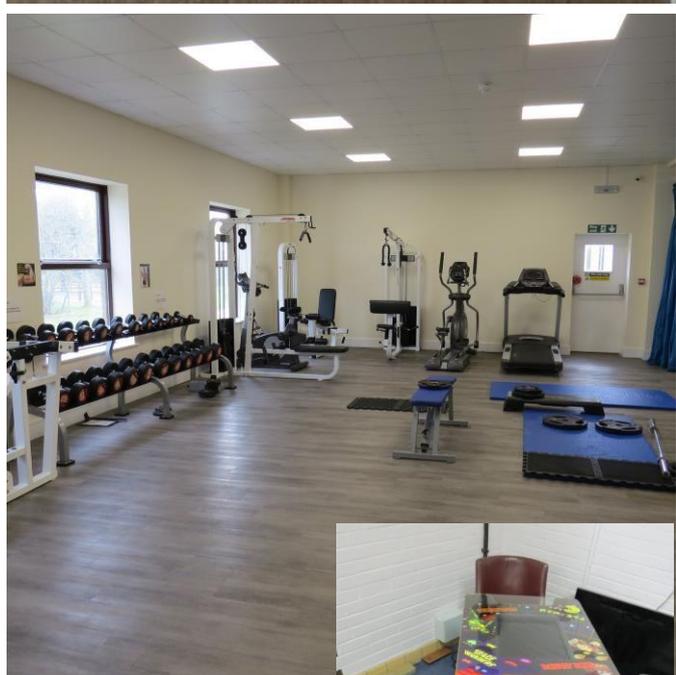
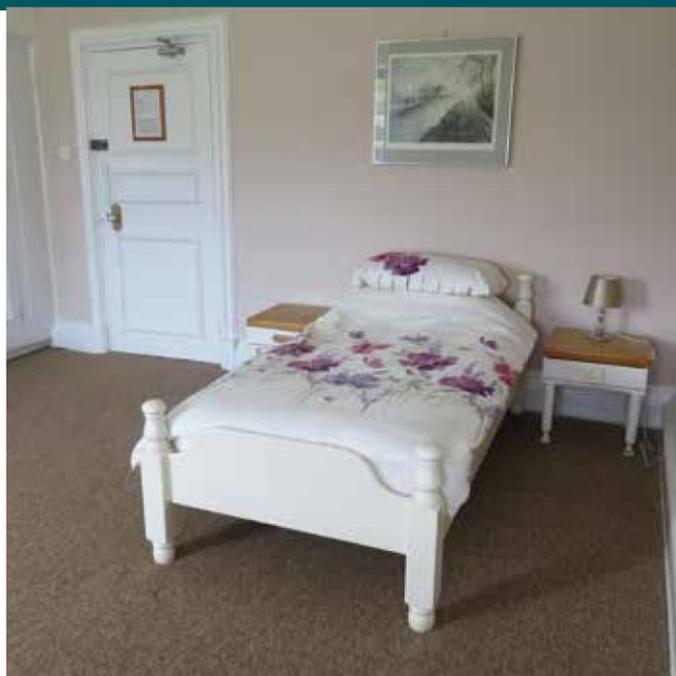
### Weekends:

At weekends trainees organise their own time and activities, 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.

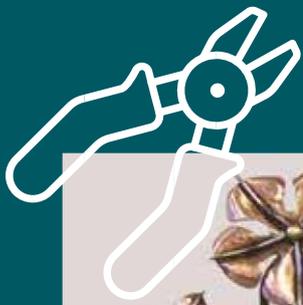
There may be opportunities to stay the weekend once you have successfully completed Levels 1 and 2, and those over 18 years of age overtime can be worked at the Camelia Botnar Garden Centre. **Evening entertainment:**

The Foundation has superb sporting and recreational facilities which are located in the main house complex. These include table tennis, snooker, pool, fully equipped 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.

**During Covid times outings have been suspended and gym visits are limited to restricted numbers and times.**







## 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 Gardens Centre

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.

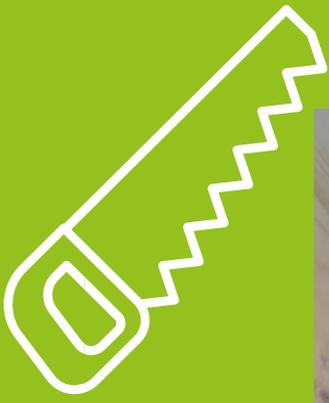
After two years of comprehensive training and working in the Forge, trainees should be in a position to embark on a career in any of the three disciplines of welding, fabrication or blacksmithing.

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 possible to those who have successfully completed Levels 1 and 2 who can then go on 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.





## The Site Carpentry Department

The Foundation's site carpentry department is housed in a large modern workshop, fully equipped to teach you the required skills needed in the construction industry.

No prior experience is necessary as full training is given. This is a very popular and exciting department to join and you will learn to be fully conversant in hanging/fixing doors, frames, mouldings, skirting boards, roofing and flooring all of which are essential skills in the construction industry.



If you are committed and prepared to make an effort you will leave with your functional skills in Maths and English



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.

and be prepared for an exciting career in Site Carpentry.

Trainees will be taught the rigorous standards. 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.

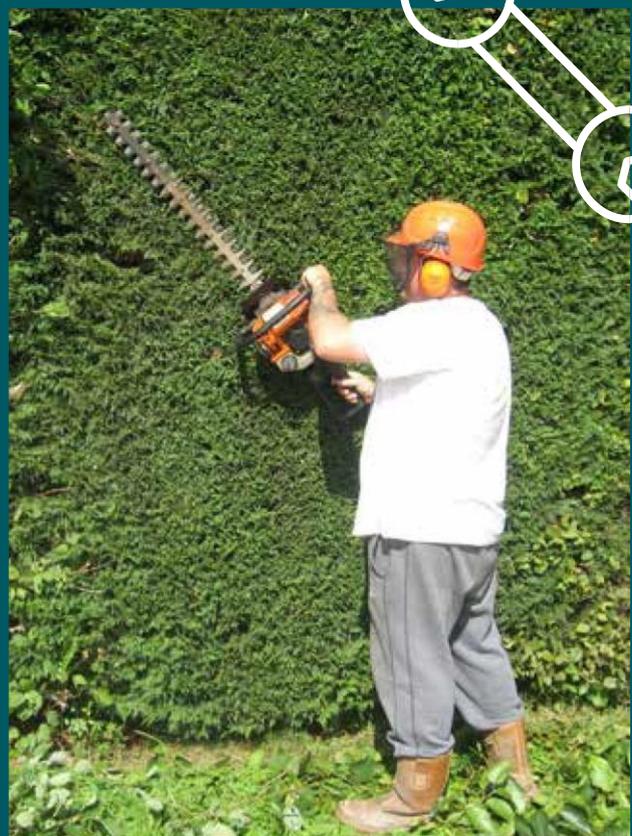
Career opportunities in the catering industry are considerable and varied and the path of a trainee's career will be determined by his or her own specific interests and aptitudes within the profession. No prior experience or qualifications are required - an interest in cooking coupled with enthusiasm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

and preparation as well as the art and skill of



planning and preparing imaginative menus for  
relating to large scale food storage, handling 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.





## 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.

Training on certain items of machinery can be undertaken leading to competence certification. As with all other trainees, help from our inhouse tutor is always available if required.





## 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. More unusual paint effects and finishes are encouraged in interior decorating techniques, by our in house tutor.

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.

# Building

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.

## 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, 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 example, bricklaying, a deeper knowledge of that skill

Others may be interested in a future working 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. of building can

learn

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



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

building new draining systems, rebuilding No prior knowledge or experience is necessary. retaining walls, right up to designing and erecting Candidates must, however, display a practical new buildings from scratch. personality and a serious interest in this fascinating

trade, coupled with the will to succeed. These are the pre-requisites for success.







## The Horticulture Department

The Nursery grows a wide range of native and ornamental trees and hedging, conifers, shrubs, herbaceous perennials, alpine, 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 Garden Centre.

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.





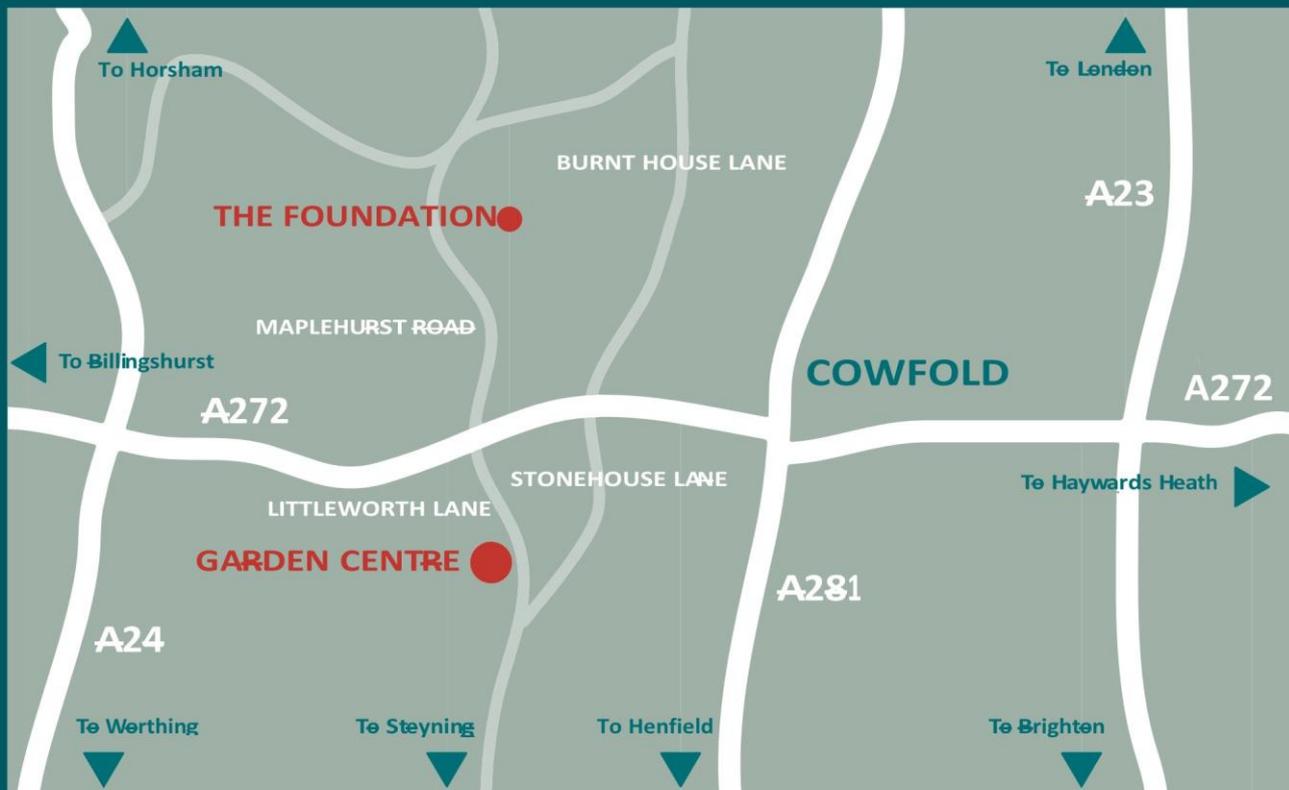
The Camelia Botnar Foundation invites applications from anywhere in the UK. Potential trainees can be either male or female, but must be aged between 16 and 19 and have left full time schooling. Trainees need to leave in their 21st year, so 19 years is the cut off age to allow for a two year placement.

Applicants should be in a disadvantaged or problematic situation at home. They may be referred to the Foundation by their probation officers, social services, schools, any organisation 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 skill is required 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.



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