



CONSERVATION STUDIES

CONTINUING PROFESSIONAL DEVELOPMENT 2012



Building Conservation Masterclasses,
including Professional Development Diploma
Professional Conservators in Practice

WEST DEAN COLLEGE

THE EDWARD JAMES FOUNDATION

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West Dean College opened its doors for the first time in 1971. Edward James, Founder of the College and an influential patron of 20th century visual culture, believed that West Dean 'should concentrate on helping young artists and craftsmen; and in teaching others to be artists and craftsmen'.

The College occupies a fine 19th century flint-faced mansion and houses an important decorative and fine art collection. Students are surrounded by an extensive range of artefacts and a remarkable landscape that provide primary source material for research and project work.



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BESPOKE COURSES

West Dean College is able to design and tailor 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.

DISCOUNTS AND BURSARIES

BCM

10% discount on course fee to employees of English Heritage, Cadw, Historic Scotland and Northern Ireland Environment Agency and members of Building Limes Forum Ireland. Drake Trust bursaries are available.

PCIP

10% discount on course fee to members of Icon.

VALIDATION

West Dean College's building conservation courses, including the Professional Development Diploma, have been developed in collaboration with English Heritage and adhere to its guidelines and standards aimed at improving practice. All the courses are validated by English Heritage and are the result of an ongoing collaboration that began in 1997.

English Heritage advises the government on the protection of the historic environment, its primary aim being the conservation of England's historic areas, sites, buildings and monuments. It supports the development of the skills needed so that the historic environment is understood, protected and managed effectively.

In addition, the Royal Institute of British Architects (RIBA) has approved West Dean as one of its official CPD providers. West Dean courses are worth double CPD points to RIBA members. The Professional Development Diploma is part of the new RIBA Skill CPD programme and qualifies as a Conservation Training Course for entry to the RIBA Conservation Register.

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

Construction Skills (CSkills) approves West Dean's building conservation courses, many of which are eligible for CSkills grants.

Many Icon members find that West Dean courses are an invaluable contribution towards meeting the learning objectives they set themselves as part of the process of continuing professional development.

These courses are accredited by the British Accreditation Council for Independent Further and Higher Education.

BUILDING CONSERVATION MASTERCLASSES (BCMs)

The programme of Building Conservation Masterclasses (BCMs) at West Dean provides training in technical and practical skills in the repair and maintenance of historic structures. These intensive short courses have been designed by, and are delivered by, leading practitioners in the field of building conservation. All the courses count towards your CPD requirements as indicated at the foot of page 2 and you will receive a certificate validated by English Heritage.

The unique ruquette at West Dean – on which students can practise conservation and repair techniques – is a purpose-built structure exhibiting many of the problems found on historic buildings.

New this year is an extra optional day straight after the Conservation and Repair of Architectural and Structural Metalwork course. This day is not certificated. It is a day of

practical work in the Metals Workshop and the Forge, and will give participants the chance to consolidate what they have learned over the previous three days.

Aimed at those who need to develop practical skills and those who need to understand, specify and supervise these skills, the BCMs are relevant for craftsmen, conservators, conservation officers, architects, surveyors, planners, construction managers, specifiers, specialist contractors and archaeologists. The Professional Development Diploma can be achieved through the successful completion of 10 BCMs and the submission of a final essay. Further details are given below.

West Dean's building conservation programme has its origins in the work of English Heritage. The organisation's training base at Fort Brockhurst in Hampshire was transferred to West Dean in 1997.

Professional Development Diploma: Conservation of Buildings, Interiors and Sites (PDD Building Cons)

The Diploma is awarded in recognition of the successful completion of 10 Building Conservation Masterclasses (BCMs) and the submission of a final 3,000 word essay. The essay consists of a statement that demonstrates the link between the candidate's overall experience gained from the BCMs, and past, current or intended professional practice as a conservator of buildings, interiors and sites. 31 students have now received this Award.

To be eligible for the award of Professional Development Diploma (PDD), and prior to the submission of your final essay, you must undertake full attendance and demonstrate satisfactory performance in a total of 10 BCMs, seven of which are compulsory and a further three which can be selected from any of those remaining (see below). The 10 BCMs can be taken in any order but must normally have been completed within a maximum period of five years prior to the submission of the final essay.

The seven compulsory BCMs are:

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

A further three BCMs are selected from:

- Practice and Theory: Managing Change in Historic Buildings
- Specifying Conservation Works
- Conservation of Stone Surfaces and Detail
- Conservation and Repair of Masonry Ruins
- Managing Wildlife on Historic Monuments
- Masonry Cleaning
- Conservation of Concrete
- Conservation of Historic Floors
(Professional Conservators in Practice 2012 Programme)

Detailed specifications relating to the presentation of the written work may be obtained from the PDD administrator. Following the assessment and approval of the final essay, a recommendation will be presented to the College Assessment Board that the PDD in the Conservation of Buildings Interiors and Sites is awarded to the candidate. Holders of the Diploma may use the title PDD (Building Cons).

West Dean Professional Development Diploma qualifies as a Conservation Training Course for entry to the RIBA Conservation Register.

BCM Course Fees:

Non-residential fee from **£497**
(Except **BC2D25** from **£334**)

Fully inclusive residential fee from **£632**
(Except **BC2D25** from **£424**)

Fee for Professional Development Diploma:

Conservation of Buildings Interiors and Sites (PDD Building Cons) Administration fee payable on submission of final essay **£260**

BUILDING CONSERVATION MASTERCLASSES (BCMs)



16-18 JANUARY 2012

Practice and theory: Managing change in historic buildings

BC2D25

Non-residential fee: £334

This course places the technical issues of building conservation within the broader conservation context to consider why we conserve buildings. The objective of the course is to provide participants with a better understanding of broader conservation processes and expand awareness and understanding of current principles and practices in the conservation of the built heritage. It aims to improve communication between the building conservator and other heritage sector professionals in decision making processes.

The course will consider the history of conservation, charters, values, and current Heritage Lottery Fund and English Heritage guidelines. These topics will be examined with reference to a series of case-studies reflecting the seven compulsory Professional Development Diploma courses, linking practice to planning and management concerns.

The course will be delivered by a range of practical conservators, conservation architects and conservation policy advisors.

COURSE LEADER: Helen Hughes



30 JANUARY-2 FEBRUARY 2012

Conservation and repair of architectural and structural metalwork

BC3D157

Non-residential fee: £497

This course covers the conservation of structural metalwork, architectural features and statuary. It includes both ferrous and non-ferrous metals, with tuition on a wide range of repair techniques from leading practitioners. The course 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 includes 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. See column 2 for new extra optional day.

COURSE LEADER: Geoffrey Wallis

3 FEBRUARY 2012

Optional day of practical work

Conservation and repair of architectural and structural metalwork

BC3D157a

Non-residential fee: £163

An optional follow-on one-day course will give the participants the opportunity to obtain further practical experience in metal-work conservation techniques in the College's well-equipped traditional forge. Two tutors will demonstrate shaping and joining metals, the skills of the blacksmith, copper-beating, arc and gas welding, soldering, hot-set riveting, and surface-patination. There will be an opportunity to practise any or all of these techniques.

COURSE LEADER: Geoffrey Wallis

5-8 MARCH 2012

Conservation of stone surfaces and detail

BC3D158

Non-residential fee: £497

A course designed for craftsmen, contractors and specifiers, with experience of basic masonry conservation techniques, who wish to acquire specialist skills to tackle more difficult jobs. It covers aspects of stone conservation and repair specifically relevant to ashlar and architectural detail, including recording and taking off detail, poultice design for cleaning, mortar repairs, small scale stone piecing, fracture pinning and grouting, the replication of tooled surfaces and the use of consolidants and cosmetic treatments. Practical sessions using the ruinette and other stones on the banker give students the opportunity to practise all techniques under close supervision.

COURSE LEADER: David Odgers

PRINCIPAL TUTOR: Colin Burns



BUILDING CONSERVATION MASTERCLASSES (BCMs)



19-22 MARCH 2012

Specifying conservation works

BC3D159

Non-residential fee: £497

This course covers specifying conservation works from inception to final account and post-contract debrief. Participants will be led through the compilation of specifications accurately tailored to an individual building and assessing the quality of the specified works. They will look at the role of the conservation contractor, and how to prepare and compile a clear, unambiguous tender document. The course draws on many real contracts, with good humour and serious intent. It is well-illustrated with diverse and lively examples of the best in conservation today. Participants could be quantity surveyors, engineers or conservation professionals, as well as architects and building surveyors.

COURSE LEADER: Ian Constantinides

2-5 APRIL 2012

Conservation and repair of plasters and renders

BC3D160

Non-residential fee: £502 (including cover charge for visit)

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.

COURSE LEADER: Graham Abrey

PRINCIPAL TUTOR: Colin Burns

8-11 MAY 2012

Conservation and repair of masonry ruins

BC3D161

Non-residential fee: £497

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

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

14-17 MAY 2012

Conservation and repair of brick, terracotta and flint masonry

BC3D162

Non-residential fee: £497

This course provides an understanding of, and basic skills in, the conservation and repair of traditional brick, terracotta and flint masonry. The starting point is an understanding of the nature and characteristics of the materials. A range of brick, terracotta and flint buildings will be studied to illustrate methods of construction, common failures and decay processes. Common problems, including poor practices, will be identified and solutions investigated. Methods of repair, joint treatments and cleaning relevant to brick, including gauged brick, terracotta 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, terracotta 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.

COURSE LEADER: Peter Minter

PRINCIPAL TUTOR: Colin Burns

11-14 JUNE 2012

Managing wildlife on historic monuments

BC3D163

Non-residential fee: £497

The plants and animals that occur on historic buildings and sites are not only important for wildlife conservation but they contribute to the aesthetic appeal and are a valuable educational resource.

Whilst some may be damaging to masonry or artefacts, others are benign and some may actually give protection from erosion or decay.

The course will consider the flora and fauna of historic structures and their surroundings,

grasslands on archaeological sites and the use of vegetation to protect ruined wall-tops. Lectures will be supplemented by excursions to look at practical examples.

Many of the plants and animals occurring on historic sites are now protected by law. The implications for site management with reference to bats and their conservation requirements will be discussed with a visit to a hibernation site.

COURSE LEADER: Alan Cathersides

PRINCIPAL TUTOR: Vince Giavarini



BUILDING CONSERVATION MASTERCLASSES (BCMs)

18-21 JUNE 2012

Masonry cleaning BC3D164

Non-residential fee: **£497**

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 SEPTEMBER 2012

Conservation and repair of stone masonry BC3D165

Non-residential fee: **£497**

An important course providing an overview of the complex issues involved in the conservation and repair of stone masonry, including practical exercises using the ruinette; building stone identification and characterisation, recognition and diagnosis of decay, assessment of condition, repair options and techniques, cleaning, surface treatments and specification. A mix of lectures, demonstrations, case studies and practical exercises.

COURSE LEADER: Graham Abrey

PRINCIPAL TUTOR: Colin Burns

10-13 SEPTEMBER 2012

Conservation of concrete BC3D166

Non-residential fee: **£517** (including cover charge for materials)

This course is intended for architects, surveyors, engineers, contractors and conservators responsible for, or otherwise involved in, the repair, conservation and maintenance of architecturally or historically significant structural or decorative concrete.

The course has been prepared in response to the increasing number of concrete buildings, both pre-cast and in-situ structures, which are beginning to be recognised as being historically significant, and are showing signs of severe deterioration and/or are in need of sympathetic renovation and repair. Concrete conservation is a relatively new and developing area of expertise.

The course includes development and implementation of a philosophy; manufacture and construction processes; constituent materials and their characteristics; weathering and decay processes related to detailed design and environment; corrosion of reinforcement; surveying, recording and assessment of condition; suitability of proprietary repair systems; applying traditional repair approaches; assessing cracks, corroding reinforcement and surface spoiling; patch repairs; casting techniques; matching surface finishes; cleaning and other surface treatments; maintenance programmes; the importance of patina.

COURSE LEADER: Catherine Croft

PRINCIPAL TUTOR: Colin Burns

24-27 SEPTEMBER 2012

The structural repair of historic buildings BC3D167

Non-residential fee: **£505.50** (including cover charge for visit)

A course of special value to those wishing to gain a new perspective in applying engineering principles to the conservation of historic structures; the programme covers inspecting, monitoring and repair works ranging from pointing and grouting to tying and underpinning. It includes practical exercises, demonstrations and trials of equipment, and remedial/monitoring techniques and a visit to a local industrial museum. The course will be of value to architects, conservation officers, masons, carpenters and others involved in conservation as well as to engineers.

COURSE LEADER: Ian Hume

PRINCIPAL TUTOR: Terry Girdler

8-11 OCTOBER 2012

Conservation and repair of timber BC3D168

Non-residential fee: **£497**

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 and practical exercises.

COURSE LEADER: Richard Harris

PRINCIPAL TUTOR: Peter McCurdy

5-8 NOVEMBER 2012

Mortars for repair and conservation BC3D169

Non-residential fee: **£497**

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: Colin Burns

PRINCIPAL TUTOR: Catherine Woolfitt



BUILDING CONSERVATION MASTERCLASSES (BCMs) COURSE TUTORS' BIOGRAPHIES

Graham Abrey trained as a building surveyor and has specialised for the past ten 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 with Ingram Consultancy in Somerset.

Colin Burns is a Master Mason and former Senior Training Officer with English Heritage.

Alan Cathersides is Senior Landscape Manager with English Heritage.

Ian Constantinides set up St Blaise Ltd in 1980 with the aim of conserving historic buildings by melding the skills and philosophy of the conservator with those of the traditional trades. St Blaise has acquired a portfolio of experience on some of the country's finest buildings and architectural works of art.

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

Vince Giavarini is a freelance ecologist living in Poole, Dorset. 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, Head of Heritage Engineering with Conisbee and was Chief Engineer at English Heritage until moving to Conisbee in 2009.

Richard Harris is the former Director of the Weald and Downland Open Air Museum and runs a number of timber related day schools at the Museum. He is also a Visiting Professor at the University of Chichester.

Helen Hughes now runs a consultancy company, Historic Interiors Research and Conservation (HIRC), after a long career with English Heritage. She has published widely and is a Fellow of IIC and Visiting Professor at Lincoln University.

Ian Hume is former Chief Engineer at English Heritage. Ian is a visiting lecturer on a number of university post-graduate 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 plc.

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

Peter Minter is the Managing Director of the family firm, Bulmer Brick and Tile Company Limited. The company was formed in 1936, and runs the works on a site which was producing tiles as early as 1450, and which has been in continuous use for over 200 years.

Malcolm Starr is a Historic Buildings Architect with English Heritage.

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.

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

Catherine Woolfitt is an Archaeologist and Conservator, and Director of Catherine Woolfitt Associates Limited.

PROFESSIONAL CONSERVATORS IN PRACTICE (PCIP)



West Dean College has joined with other institutions to develop a series of short courses designed for professional conservators to refresh their skills and update their knowledge of developments in materials and techniques. 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 conference-style events.

19-24 FEBRUARY 2012

An introduction to the conservation of transport and industrial collections

PCI201

Non-residential fee: £611

This course delivers the fundamental information needed to understand the role and approach of the conservator involved in the care of a transport collection, and to extend the conservator's knowledge of conservation principles. The programme consists of demonstrations, lectures and handling sessions, concentrating on conserving the many different materials encountered in transport collections, preventative conservation, handling, storage and display, and on environmental monitoring and control.

COURSE LEADER: Chris Knapp

TUTORS: A team of acknowledged experts in their respective fields covering materials science, risk assessment, storage and display, and accessing information.

12-15 MARCH 2012

Identification of materials

PCI202

Non-residential fee: £381

The ability to identify what an object is made of is fundamental to our understanding of that object. It allows us to gain valuable information on how it was made, its authenticity, its possible date of manufacture and its historic origins. More importantly, it gives an indication of value – both intrinsic and monetary. This course will look at a wide range of materials used in our historic and artistic past, and see how they can be accurately identified using simple, non-costly means. The format of the course will be through lectures, demonstrations and 'hands-on' practical sessions.

Theory

The material world and the natural resources used in the making of objects; methods of manufacture and design to form materials into objects; Identification methods of the three categories of objects – animal, vegetable and mineral; care and conservation techniques to preserve and maintain the objects, and how to carry out basic cleaning processes and achieve the conditions to maintain them in pristine condition.

Techniques

The aim of the course is to allow participants to see and handle a wide variety of objects made from different materials. They will be encouraged to compare and contrast 'the real thing' from fakes, copies and imitations. Participants are encouraged to bring their own objects for discussion.

COURSE LEADER: Bob Child

16-20 APRIL 2012

Art and object handling

PCI203

Non-residential fee: £497

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 concerns work at West Dean College. After touching on the principles of art handling, health and safety and manual lifting, the second day is devoted to transport and packing by Cadogan Tate Fine Art Limited. The third day deals with picture handling, hanger fitting and storage, and display in a gallery mock up, and the fourth day will concentrate on sculpture.

We gratefully acknowledge the major contribution from Cadogan Tate Fine Art Limited.

COURSE LEADER: John Bracken

TUTORS: A team of acknowledged experts in their respective fields covering works on paper, paintings and sculpture.

PROFESSIONAL CONSERVATORS IN PRACTICE (PCIPs)



23-26 APRIL 2012

Conservation of leather

PCI204

Non-residential fee: £381

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, and it will be presented by two leading practitioners working and teaching in this specialist area.

COURSE LEADERS: Yvette Fletcher and Roy Thomson

28-31 MAY 2012

Integrated pest management workshop

PCI205

Non-residential fee: £381

This workshop will give guidance on how to deal with insect pest problems likely to be encountered in museums, collections, archives and historic houses. It will focus on insects and the damage they cause, together with new information on the detection, monitoring and trapping of pests. The emphasis is on pest-prevention as the key to successful integrated pest management, but this workshop will also evaluate the advantages and disadvantages of physical and chemical control measures. Practical sessions will include: identification of insect damage and insect pests; carrying out a survey to examine factors which encourage pests; evaluating issues relating to treatment of objects using freezing, heating and anoxia.

At the end of the workshop, you will be able to: identify the main insect pests; understand the life cycles of pests and what they eat; identify environmental factors which encourage pests; understand the need for monitoring and the way trap results are used; know the correct course of action to take when pests are found; evaluate the advantages and disadvantages of control options; develop and implement an integrated pest management programme for participants' collections.

COURSE LEADER: David Pinniger

2-5 JULY 2012

Preventive conservation

PCI206

Non-residential fee: £381

Participants may be practising conservators and collections managers who wish to develop the range of their 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 to 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 LEADERS: Linda Bullock and Helen Lloyd



PROFESSIONAL CONSERVATORS IN PRACTICE (PCIPs)



1-4 OCTOBER 2012

Conservation of horologists

PCI207

Non-residential fee: £381

An essential course for the professional horologist aspiring to gain the Institute of Conservation (Icon)'s Accredited Conservator-Restorer (ACR) qualification. Although experienced in repair and restoration, many horologists lack an understanding of the conservation approach to horology necessary for accreditation. This course, approved by Icon, is designed to bridge that gap. The first day explores the composite nature of horological objects: metals, corrosion processes and treatments, the conservation of organic materials and surface finishes. The second day covers conservation ethics, and uses case studies to examine the assessment of objects, treatment options and record keeping. The final day concentrates on the PACR application and assessment process, providing guidance on how to complete the application documentation, including CPD.

Participants are encouraged to bring examples of conservation issues with them for group discussion in the evenings. Visiting lecturers include the senior horological curator at the British Museum and a recently-qualified horologist ACR.

COURSE LEADER: Trevor Waddington

PRINCIPAL TUTOR: Elliott Nixon

15-19 OCTOBER 2012

Archival documents for conservators

PCI208

Non-residential fee: £497

Traditional archival documents provide vital historical evidence of our society and the lives of people. They are distinct from such items as personal letters or written art forms, in that they provide a legal record of transactions and life changes. Until the late 20th century they had a clear and recognisable format on parchment or paper, and even now a formal document requiring an individual's signature or even seal of office is still produced in 'hard-copy' where so much else has become digital.

This course aims to help conservators to understand why archival documents look like they do, what aspects of them must be preserved, and how to set about protecting them and their provenance. It will comprise lectures on archival history and conservation, and sustained practical workshops that involve handling and care for real archives dating from medieval times to the present. It presents an opportunity to identify, record and undertake protective measures for documents and, for conservators especially, a chance to develop new skills in identifying formats and materials, and undertaking treatments for parchment, early papers and wax and shellac seals.

COURSE LEADER: Chris Woods

22-25 OCTOBER 2012

Conservation of historic floors

PCI209

Non-residential fee: £381

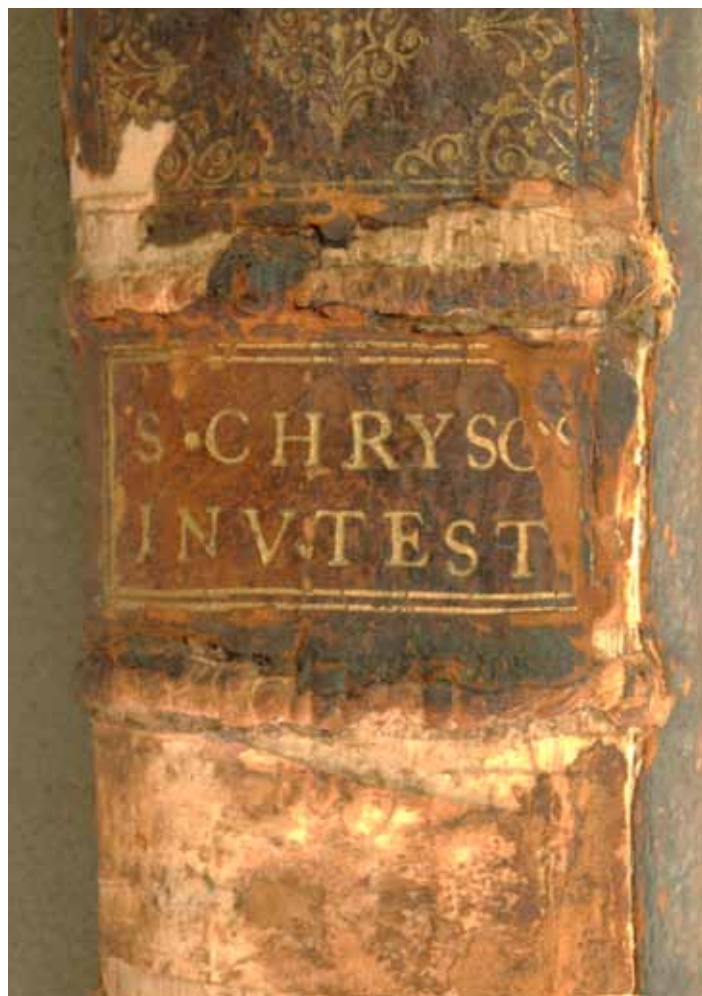
The contribution a floor makes to a historic interior, be it of mosaic, marble, tile or parquetry, is readily appreciated, while that of stone paving or boarding may be less obvious. However, all are subject to the daily erosion of visitor traffic that takes its toll on this part of the historic fabric of a building more than any other.

In an ecclesiastical building, the loss of historical evidence by the destruction of inscriptions on ledger stones adds a further dimension to the loss.

On this course, leading authorities will address these issues and offer some solutions to the conflicting demands of tourism and conservation.

COURSE LEADER: Francesca Scoones

PRINCIPAL TUTOR: Jane Fawcett



PROFESSIONAL CONSERVATORS IN PRACTICE (PCIPs) COURSE TUTORS' BIOGRAPHIES

John Bracken has thirty 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 Limited.

Linda Bullock is a private sector conservator and lecturer. She has worked at the National Gallery, London, the Instituut Collectie Nederland, Amsterdam and most recently the National Trust.

Bob Child was formerly Head of Conservation at the National Museum of Wales, having initially trained as an industrial chemist. He later worked as an archaeologist and then conservator in the Royal Albert Memorial Museum in Exeter, and subsequently the Welsh Folk Museum in Cardiff. He specialises in the interaction of objects and their environment, and is currently a Consultant in Preventative Conservation through his company, Historyonics.

Jane Fawcett, MBE, Hon FRIBA, FSA, is former Secretary to the Victorian Society and Tutor to the Building Course at the Architectural Association and the author of the ICOMOS Survey of 44 Cathedral Floors.

Yvette Fletcher has a first degree in Art History and an MA in Conservation of Historic Objects from Lincoln. Following a six-month internship at the Leather Conservation Centre (LCC) she has been working in conservation since 2001, both at the LCC and in historic building conservation, and is an Accredited Conservator. In 2005 she was made Senior Conservator at the LCC and in 2009 was appointed Head of the LCC.

Chris Knapp joined the Imperial War Museum at Duxford in 1990 and has specialised in the conservation of aircraft. He has trained as an industrial conservator with the Science Museum, and in 2002 he was awarded an MSc in Museum Studies by Leicester University. Chris is an accredited conservator with Icon.

Helen Lloyd joined the National Trust in 1981 and in 2002 became Preventive Conservation Adviser (Housekeeping) and Deputy Head Conservator.

Elliott Nixon is a former horological conservator at the British Museum and a university lecturer and is currently a conservator for the National Trust based in Leicester. He is a PACR assessor and a member of Icon's Accreditation Committee.

David Pinniger is an entomologist who provides specialist consultancy and training on pests in museums, archives and historic houses. He is the pest management strategy adviser for English Heritage and many of the major museums and historic houses in the UK. He has run IPM training courses and workshops at venues across the UK and in many other countries. David was awarded the 2008 Plowden medal for his contribution to preventive conservation and also received an MBE in the Queen's 2008 Birthday honours list.

Francesca Scoones was formerly Curator for Chattels and Archives with the National Trust and from 1995 to 2005 was in charge of the Continuing Professional Development Programme for the National Trust's Curators.

Roy Thomson is an Accredited Conservation Manager, Fellow of the Royal Society of Chemistry, a Fellow and past president of The Society of Leather Technologists and Chemists and a Fellow of the International Institute of Conservation. He was Chief Executive of the Leather Conservation Centre for nearly 12 years, until his retirement in 2004.

Trevor Waddington, OBE FBHI ACR, a private horological conservator-restorer in Wiltshire, he is a PACR assessor and represents the BHI on Icon's Conservation Register Advisory Board.

Chris Woods is an Accredited Conservator with 25 years' experience in the heritage sector. He was formerly Head of Preservation at the Bodleian Library and Director of Collection Services at the Tate. He currently runs Conservation Ltd, leads the National Conservation Service and is a research fellow for University of the Arts London. He is consultant to Lincoln Cathedral for the care of its 1215 Magna Carta of King John and Chairman of the British Standards Institution's committee reviewing guidance on the storage of archival documents.

CHRONOLOGICAL LIST OF COURSES 2012



Building Conservation Masterclasses 2012

16-18 JANUARY

Practice and Theory: Managing Change in Historic Buildings
Helen Hughes BC2D25

30 JANUARY-2 FEBRUARY

Conservation and Repair of Architectural and Structural Metalwork
Geoff Wallis BC3D157

3 FEBRUARY

Conservation and Repair of Architectural and Structural Metalwork
Optional day of practical work
Geoff Wallis BC3D157a

5-8 MARCH

Conservation of Stone Surfaces and Detail
David Odgers BC3D158

19-22 MARCH

Specifying Conservation Works
Ian Constantinides BC3D159

2-5 APRIL

Conservation and Repair of Plasters and Renders
Graham Abrey BC3D160

8-11 MAY

Conservation and Repair of Masonry Ruins
Graham Abrey BC3D161

14-17 MAY

Conservation and Repair of Brick, Terracotta and Flint Masonry
Peter Minter BC3D162

11-14 JUNE

Managing Wildlife on Historic Monuments
Alan Cathersides BC3D163

18-21 JUNE

Masonry Cleaning
David Odgers BC3D164

3-6 SEPTEMBER

Conservation and Repair of Stone Masonry
Graham Abrey BC3D165

10-13 SEPTEMBER

Conservation of Concrete
Catherine Croft BC3D166

24-27 SEPTEMBER

The Structural Repair of Historic Buildings
Ian Hume BC3D167

8-11 OCTOBER

Conservation and Repair of Timber
Richard Harris BC3D168

5-8 NOVEMBER

Mortars for Repair and Conservation
Colin Burns BC3D169

Professional Conservators in Practice 2012

19-24 FEBRUARY

An Introduction to the Conservation of Transport and Industrial Collections
Chris Knapp PC1201

12-15 MARCH

Identification of Materials
Bob Child PC1202

16-20 APRIL

Art and Object Handling
John Bracken PC1203

23-26 APRIL

Conservation of Leather
Yvette Fletcher PC1204

28-31 MAY

Integrated Pest Management Workshop
David Pinniger PC1205

2-5 JULY

Preventive Conservation
Linda Bullock and Helen Lloyd PC1206

1-4 OCTOBER

Conservation for Horologists
Trevor Waddington PC1207

15-19 OCTOBER

Archival Documents for Conservators
Chris Woods PC1208

22-25 OCTOBER

Conservation of Historic Floors
Francesca Scoones PC1209

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

ACKNOWLEDGEMENTS

Contributors to West Dean College's conservation courses are drawn from a wide cross-section of conservation specialists, including:

Bovington Tank Museum
Bulmer Brick and Tile Company
Cadogan Tate Fine Art

Catherine Woolfitt Associates Ltd
Cliveden Conservation
Conisbee
Dorothea Restorations Limited
English Heritage
Eura Conservation Limited
Fleet Air Arm Museum
Hampshire County Council

Museums Service
Helen Hughes (HIRC)
Ingram Consultancy Ltd
Institute of Conservation
Leather Conservation Centre
National Trust, The
Natural England
Odgers Conservation
Consultants

Patina Art Collection Care Limited
Restorative Techniques Limited
Rowan Technologies Limited
Royal Armouries
St Blaise Ltd
Tensid UK Plc
Twentieth Century Society, The





FULL-TIME MAs AND DIPLOMAS IN CONSERVATION AND MAKING

The College is an internationally renowned centre for graduate and postgraduate training in the conservation and making of:

- Books and Library Materials
- Ceramics and Related Materials
- Clocks
- Metalwork
- Furniture and Related Objects
- Stringed Musical Instruments

The students and tutors at West Dean College have been brought together by a shared desire to create and conserve. The mix of artists and craftsmen working alongside one another, sharing ideas and drawing inspiration from the artefacts and landscape of West Dean, generates a synergy and atmosphere unlike anywhere else.

All Conservation and Making programmes ensure that a passion for creativity, making and the historical are integrated in all study.

The Conservation programmes train and educate conservators to become professionals capable of the highest quality of care of historic and artistic artefacts. Practical conservation requires a high level of technical skill allied with aesthetic sensitivity, and all programmes teach students to make the objects that they conserve, in order to enhance the understanding of the original craftsmanship. Whilst the Making programmes largely focus on the practical craftsmanship in creating furniture or musical instruments, the future care for the objects is considered throughout the making process.

Across all Conservation and Making programmes, you will enjoy:

- working with tutors at the top of their profession
- low staff to student ratio (approximately one to eight)
- high levels of personal tuition
- practical hands-on experience in bench skills and treatments
- support from West Dean's other Conservation and Making departments
- visiting lecturers from public and private institutions
- fully equipped studios with dedicated equipment
- visits to leading studios and workshops in your discipline

In addition, all Conservation programmes involve:

- access to artefacts of historical importance from the public and private sector
- theoretical, scientific and analytical study of artefacts and materials
- historical research and interpretation of the objects you work on
- an understanding of the ethical practice of national and international heritage organisations
- instruction in the skills to write condition and conservation reports, documenting the objects in your care

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

MA Conservation Studies

awarded by the University of Sussex

1 calendar year

MA Design

awarded by the University of Sussex

1 calendar year

Postgraduate Diplomas in Conservation

awarded by the University of Sussex

1 academic year

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

Graduate Diplomas in Conservation

awarded by the University of Sussex

1 academic year

Books and Library Materials
Ceramics
Clocks
Furniture and Related Objects
Metalwork

West Dean College Diploma

awarded by West Dean College

1 academic year

Furniture Making Practices
Furniture Restoration Practices
Conservation and Making of Clocks and other dynamic objects

2 academic years

Making Stringed Musical Instruments

Professional Development Diploma

awarded by West Dean College

1 academic year

Ceramics and Related Materials (Conservation)
Clocks and other Dynamic Objects (Conservation and Making)
Furniture and Related Objects (Conservation and Making)
Metalwork (Conservation and Making)
Stringed Musical Instruments (Making)

Full-Time MAs and Diplomas Programme Tutors in Conservation and Making:

MA Conservation Studies: Programme Leader – Lorna Calcutt
Books & Library Materials: Programme Leader – David Dorning
Ceramics & Related Materials: Programme Leader – Lorna Calcutt
Conservation & Making of Clocks: Programme Leader – Matthew Read
Furniture & Related Objects: Programme Leader – David Dorning
Furniture Tutor – Norbert Gutowski
Metalwork: Programme Leader – Matthew Read
Metalwork Tutor – Jon Privett
Stringed Musical Instruments: Programme Leader – Ben Hebbert
MA Design: Programme Leader - Robert Pulley, Principal

CENTRE FOR CONSERVATION AND MAKING

The Centre for Conservation and Making exemplifies the educational philosophy of College founder, Edward James. The Centre offers bespoke conservation and making services. The quest for preserving making skills and for conserving material heritage remains as alive today as it was over forty years ago, and it is embodied throughout the conservation and making workshops at West Dean.

Conservation services

Conservation of historic ceramics, metalwork, clocks, books, furniture and related objects is carried out on behalf of the trade, private individuals, heritage organisations and the museum sector. All work is consistent with current accepted conservation standards, and the completed object is accompanied by a treatment report. Specific services include:

- practical conservation of historic objects by students and tutors;
- collection and object condition survey;
- educational and exhibition support.

Making services

New making of tapestries, stringed musical instruments, clocks, metalwork, ceramics and furniture may be commissioned by private individuals, heritage organisations and the museum sector. The unique combination of conservation and visual arts programmes at West Dean means that the Centre is able to offer a diverse portfolio and match work with the appropriate makers, artisans and designers.

For more information on the services of the Centre please contact Su Fullwood on (01243) 818302 or su.fullwood@westdean.org.uk.



Paul Kerslake working on an Edward Cockey clock from Longleat House

CONSERVATION STUDIES COURSE BOOKING FORM

For office use

Room: _____ ID: _____

TITLE, FORENAMES AND SURNAME _____	CORRESPONDENCE ADDRESS (IF DIFFERENT) _____
ORGANISATION _____	_____
ADDRESS _____	_____
_____	_____
POSTCODE _____	POSTCODE _____
TEL _____	TEL _____
EMAIL _____	EMAIL _____
JOB TITLE _____	_____

	Non-residential course fee <i>please tick</i>	Fully residential course fees		
		Shared bathroom facilities <i>please tick</i>	Std room with private bathroom facilities <i>please tick</i>	Ensuite room <i>please tick</i>
		Building Conservation Masterclasses		
1 day extra optional day Metalwork	£163 <input type="checkbox"/>	£208 <input type="checkbox"/>	£225 <input type="checkbox"/>	£238 <input type="checkbox"/>
2 days Managing change in historic buildings	£334 <input type="checkbox"/>	£424 <input type="checkbox"/>	£458 <input type="checkbox"/>	£484 <input type="checkbox"/>
All 3 days courses except those below	£497 <input type="checkbox"/>	£632 <input type="checkbox"/>	£683 <input type="checkbox"/>	£722 <input type="checkbox"/>
Conservation and repair of plasters and renders	£502 <input type="checkbox"/>	£637 <input type="checkbox"/>	£688 <input type="checkbox"/>	£727 <input type="checkbox"/>
Conservation of concrete	£517 <input type="checkbox"/>	£652 <input type="checkbox"/>	£703 <input type="checkbox"/>	£742 <input type="checkbox"/>
Structural repair	£506 <input type="checkbox"/>	£641 <input type="checkbox"/>	£692 <input type="checkbox"/>	£731 <input type="checkbox"/>

	Non-residential course fee <i>please tick</i>	Fully residential course fees		
		Shared bathroom facilities <i>please tick</i>	Std room with private bathroom facilities <i>please tick</i>	Ensuite room <i>please tick</i>
		Professional Conservators and Practice		
All courses except those below	£381 <input type="checkbox"/>	£516 <input type="checkbox"/>	£567 <input type="checkbox"/>	£606 <input type="checkbox"/>
5 days - The conservation of transport and industrial collection	£611 <input type="checkbox"/>	£836 <input type="checkbox"/>	£921 <input type="checkbox"/>	£986 <input type="checkbox"/>
4 days - Art and object handling	£497 <input type="checkbox"/>	£677 <input type="checkbox"/>	£745 <input type="checkbox"/>	£797 <input type="checkbox"/>
4 days - Archival documents	£497 <input type="checkbox"/>	£677 <input type="checkbox"/>	£745 <input type="checkbox"/>	£797 <input type="checkbox"/>

COURSE CODE _____ DATES _____ INSERT TOTAL AMOUNT £ _____

COURSE TITLE _____ (Course fee and/or accommodation fee - if applicable)

Access by wheelchair required? Vegetarian? Any special requirements? _____

PAYMENT DETAILS

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

FULL FEE DEPOSIT now and I will forward the balance six weeks before the start date of the course or please charge my card

FULL FEE DEPOSIT now and the balance will be taken six weeks before the start date of the course.

CARD No:

SECURITY CODE: (last 3 digits on reverse)

NAME (as on card): _____ EXPIRY DATE (as on card): _____

SIGNATURE: _____ DATE: _____

Cancellation protection is available; full details are available on request. If you require a pro-forma invoice please tick here

This will be sent to the organisation address unless otherwise indicated. Twin occupancy rooms are available - please contact Bookings Office, (0)1243 811301

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

CONSERVATION STUDIES

PROFESSIONAL EXPERIENCE

TO BE COMPLETED BY 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, West Dean, Chichester, West Sussex PO18 0QZ

Registered Charity No. 1126084

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. Find out more at ukba.homeoffice.gov.uk.

FURTHER INFORMATION

HOW TO BOOK

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

- To book a course send a deposit of £95.
- 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 an organisation is paying by invoice, final payment is required six weeks before the start of the course.
- If booking within six weeks of the start of the course, full payment is required.
- If booking within six weeks of the start of the course, and an organisation paying by invoice, guarantee of payment must be made by debit or credit card.

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 queries about booking, contact the Bookings Office:
Monday to Friday 9am-1pm and 2pm-5pm:
Tel: +44 (0)1243 811301
Email: cpd@westdean.org.uk
Web: www.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.

HOW TO FIND US

West Dean College is situated in South East England, on the A286, six miles north of the historic city of Chichester and six miles south of Midhurst. **Please see area maps on page 19.** There is convenient road and rail access from London (65 miles) and from Gatwick and Heathrow airports. It is within easy reach of Eurotunnel connections as well as cross channel ferries from Portsmouth, Dover and Newhaven. The nearest railway station is Chichester (from London Victoria) where participants can be met by the College minibus with prior booking. There is also a fast rail connection from London Waterloo to Haslemere which is a 20-minute taxi journey away. Further travel details are sent with our booking confirmation letter.

CANCELLATION PROTECTION

Cancellation Protection can be arranged at the time of booking. If the appropriate Cancellation Supplement Fee has been paid, we will reimburse you (The Covered Person) up to £1,450 for Accommodation and Course Fee (excluding the Cancellation Supplement Fee) less an amount of £10 should your participation in the Course be cancelled or curtailed before completion, directly as a result of

- i. Death, **Bodily Injury**, illness or compulsory quarantine of:-
 - (a) a Covered Person, or
 - (b) any person accompanying a Covered Person, or
 - (c) any close relative (including fiancé(e)) or business associate necessitating a Covered Person to cancel or curtail his/her participation in the course.
- ii. Redundancy (provided that such redundancy qualifies for payment under Redundancy Payments Act) or marital breakdown (provided that formal legal proceedings have been commenced) of:-
 - (a) a Covered Person, or
 - (b) any person accompanying a Covered Person.
- iii. Summoning to jury service or witness attendance in a court of law of:-
 - (a) a Covered Person, or
 - (b) any person accompanying a Covered Person.
- iv. Major damage or burglary at the home or place of business of:-
 - (a) a Covered Person, or
 - (b) any person accompanying a Covered Person.
- v. Adverse weather conditions making it impossible for a Covered Person to travel to the point of departure at commencement of the outward trip.
- vi. Unforeseen occupational posting of a Covered Person by his/her current employer (not applicable to self-employed persons).
- vii. Theft of a private motor vehicle up to 7 days prior to commencement of the outward trip, or a motoring accident occurring during travel to the point of departure of:-
 - (a) a Covered Person, or
 - (b) any person accompanying a Covered Person.
- viii. Strikes, locked out workers, industrial action, riots &/or civil commotions, hi-jack, avalanches, landslides, adverse weather or mechanical

breakdown of scheduled aircraft, coach, train or sea vessel services in which a Covered Person was booked to travel to participate in the course.

DEFINITIONS

- (1) **"BODILY INJURY"** means identifiable physical injury which:-
 - (a) is sustained by a Covered Person, and
 - (b) is caused by an **Accident** during the Period of this Protection, and
 - (c) solely and independently of any other cause, except illness directly resulting from or medical or surgical treatment rendered necessary by such injury, occasions the death or disablement of a Covered Person within twelve months from the date of the **Accident**.
- (2) **"ACCIDENT"** means a sudden, unexpected, unusual, specific event which occurs at an identifiable time and place, but shall also include exposure resulting from a mishap to a conveyance in which a Covered Person is travelling.

EXCLUSIONS

- (1) Participation in the course which is booked or commenced by a Covered Person:-
 - (a) contrary to medical advice, or
 - (b) to obtain medical treatment, or
 - (c) after a terminal prognosis has been made.
- (2) Pregnancy and childbirth.
- (3) Any condition or set of circumstances known to a Covered Person at the time of effecting this Protection, where such condition or set of circumstances could reasonably have been expected to give rise to Cancellation or Curtailment.
- (4) Mountaineering (normally involving ropes &/or guides &/or special equipment) sports tours and motor competitions.
- (5) The first £10 each claim, each Covered Person.
- (6) Any claim(s) in any way caused or contributed to by an act of terrorism involving the use or release or the threat thereof of any nuclear weapon or device or chemical or biological agent. For the purposes of this exclusion an act of terrorism means an act, including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) of persons,

whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious, ideological or similar purposes or reasons including the intention to influence any government and/or to put the public, or any section of the public, in fear.

- (7) This Protection does not cover
 - (a) loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any legal consequential loss.
 - (b) any legal liability of whatsoever nature, directly or indirectly caused by or contributed to by or arising from (i) ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel (ii) the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.

GENERAL CONDITION

Any fraud, misstatement or concealment in the statement made by or on behalf of a Covered Person prior to or when effecting the Protection or in the submission of a claim made hereunder shall render this Protection null and void and all claims hereunder shall be forfeited.

NOTICE TO THE COVERED PERSON

The Protection referred to herein is subject to English Law.

All claims for reimbursement should be addressed to Poole Martin Limited who will act as the appointed Claims Coordinator.

The address is:
Poole Martin Limited – Insurance Brokers
8 Elmdale Road
Bristol
BS8 1SL
Tel: (0117) 9276676
Fax: (0117) 9226935
E-mail: andrew.bollen@poolemartin.com

WEST DEAN COLLEGE CONSERVATION STUDIES

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.

4 PAYMENT & CHARGES

- 4.1 You must pay the Deposit or the full Course Fee (if such amount is less than or equal to the minimum Deposit value stated in the Brochure) at the same time as You send the College the Booking Form. A receipted invoice will be issued with your Course joining instructions. Payment of the balance of the Course Fee (if relevant) will be due six (6) weeks prior to the Course start date.
- 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 in 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; then
 - 5.5.2 if appropriate, the College will promptly send You a cancellation protection insurance claim form.

6 REFUND POLICY

- 6.1 If You cancel Your booking within the Cooling Off Period (as defined in clause 19.1.3), 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 less than six (6) weeks prior to the Course start date, the College will refund any Course Fee You have paid, save for Your Deposit.
- 6.3 The College will refund neither the Course Fee nor Your Deposit if You:
 - 6.3.1 cancelled 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 (both times GMT) 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 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.
- 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.

WEST DEAN COLLEGE CONSERVATION STUDIES TERMS AND CONDITIONS

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 Head of Business and Finance at the address set out on the front page of this Brochure or as otherwise specified by the College in writing to You.

12 WAIVER

- 12.1 A waiver of any term, provision or condition of these Terms shall be effective only if given in writing and signed by both parties and then only in the instance and for the purpose for which it is given.
- 12.2 No failure or delay on the part of the College in exercising any right, power or privilege under these Terms shall operate as a waiver of such right, power or privilege, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise of it or the exercise of any other right, power or privilege.

13 INVALIDITY

- 13.1 If any provision of these Terms (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of these Terms, and the validity and enforceability of the other provisions of these Terms shall not be affected.
- 13.2 If a provision of these Terms (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

14 ENTIRE AGREEMENT

- 14.1 These Terms and its Schedule constitute the entire agreement and understanding between the parties and supersedes any previous agreement between the parties relating to the subject matter of this Agreement.
- 14.2 You acknowledge and agree that in accepting these Terms You do not rely on, and shall have no remedy in respect of, any statement, representation, warranty, or understanding (whether negligently or innocently made) of any person (whether party to these Terms or not) other than as expressly set out in these Terms. Nothing in this clause shall operate to limit or exclude any liability for fraud.
- 14.3 Unless otherwise expressly provided elsewhere in these Terms, the Agreement may be varied only by a document signed by both parties.

15 EXCLUSION OF THIRD PARTY RIGHTS

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

16 GOVERNING LAW AND JURISDICTION

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

17 ENQUIRIES AND OTHER IMPORTANT INFORMATION

- 17.1 The following are not permitted on the College's premises (or in the courtyard eating area):
- 17.1.1 Smoking; or
- 17.1.2 pets, other than assistance dogs (and such must not be left in vehicles in the College's car park at any time).
- 17.2 The College will endeavour to cater for special diets required for medical reasons. You must provide details on Your booking form if You have any special dietary requirements. If You wish to discuss Your requirements in detail, contact the College's Catering Manager on telephone number 01243 818268. The College is unable to cater for strict vegans.

18 CANCELLATION PROTECTION INSURANCE

- 18.1 The terms of the cancellation protection insurance are as set out in the Brochure.
- 18.2 In order to take out Cancellation Protection you must tick the appropriate box on the Booking Form and enclose the appropriate cancellation protection fee and send it together with your Booking Form and deposit to the College's Bookings Office.

19 DEFINITIONS

- 19.1 In these Terms the following words shall have the following meanings:
- 19.1.1 "**Brochure**" means the current Course brochure in which the Course was advertised;
- 19.1.2 "**Booking Form**" means the form contained within the Brochure;
- 19.1.3 "**Cooling Off Period**" means the period beginning two (2) days after You send Your completed Booking Form to the College and ending upon the expiry of the following seven (7) business day period;
- 19.1.4 "**Consumer Protection Regulations**" means the Consumer Protection (Distance Selling) Regulations 2000 (SI 2000/2334), as amended by the Consumer Protection (Distance Selling) (Amendment) Regulations 2005 (SI 689/2005).
- 19.1.5 "**Course**" means the course of study run by the College;
- 19.1.6 "**Course Fee**" means all the fees to be paid by You or on Your behalf to the College under these Terms (including accommodation, but not including the Deposit), as stipulated in the Brochure;
- 19.1.7 "**Deposit**" means the deposit to be paid to the College to reserve Your place on the Course (as set out in the Brochure);
- 19.1.8 "**Refund**" means a refund of the Course Fee following cancellation under clause 5 of these Terms such refund to be made within thirty (30) days beginning with the date on which notice of cancellation was sent;
- 19.1.9 "**Terms**" means these standard terms and conditions.



BUILDING CONSERVATION MASTERCLASSES, including
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