



GUIDANCE NOTES
For Golf Club Employers Offering Work Placement

Overview

Enjoy the great outdoors? Enjoy practical skills? Enjoy golf?

Golf greenkeepers play a vital role in golf course maintenance and management. It's a rewarding career with a healthy lifestyle, which can take you across the world.

It would be your job to achieve the finest playing conditions in the most cost effective way. One week you may be involved in a construction project, or supervising the repair of a complex piece of machinery. The next, your course may be hosting a major tournament for the game's elite players.

You will be working amongst some of the most beautiful countryside you can imagine.

If the environment is your love, conservation and ecology is at the heart of a greenkeepers role. Flora and fauna (plants and animals) are to be found on the

vast majority of golf courses and as a greenkeeper you will be the custodian of the natural environment.

Training courses and qualifications are available to students at all levels to allow ambitious and enthusiastic individuals work towards becoming greenkeeping management professionals.

Vocational training and qualifications are available in addition to college-based qualifications. There is something for everybody!

For more information on a career in greenkeeping visit www.the-gtc.co.uk - Free career literature pack available.

Golf club employers can offer work experience and a **Government Approved Apprenticeship** is available should greenkeeping become your chosen career.

For more information on Work Related Learning, go to www.safelearner.info/blueprint/ - further details on the next page.



The following induction and tasks have been taken from the **Greenkeepers Training Committee's Training Manual** and have been given as a guideline for the training of students on work experience. The student's ability, age etc. as well as time of year etc. may limit the number of tasks that the student can undertake during their time on the course.

FOR EMPLOYERS MORE INFORMATION IS AVAILABLE ON
www.safelearner.info/blueprint/

Day 1

Induction of new employees

All new members of staff, whether a new employee or a trainee, require an induction to their new workplace. Below are the subjects which, as a minimum, should be covered as part of induction: -

- The safety policy of the club
- Wages, holidays etc. if applicable
- Training policy of the company
- The position of the first aid boxes, fire assembly point, exit routes from all buildings the employee will be in.
- Sensible clothing and protective footwear
- Tools and equipment
- Tour of sheds (facilities)/workshops
- Tour of golf course
- Tour of clubhouse
- Management structure within the golf club

Greenkeeper's code of ethics - is available in the GTC Training Manual

Greenkeeper's code of practice - is available in the GTC Training Manual

Health and safety

All new members of staff, whether a new employee, or on work placement trainee, **MUST** observe Health and Safety in the workplace.

Areas to cover are: -

Health and Safety at Work Act

- Employer's role
- Employee's role

Accident and emergency procedures

- Reporting personal health information
- Reporting hazards or dangers
- Reporting accidents
- First Aid
- Risk Assessment
- Fire procedures
- Manual handling
- Hygiene
- Noise at work
- Personal Protective Equipment (PPE)
- COSHH
- Security



Day 2 – 10 inclusive

The following Elements/tasks from the **Greenkeepers Training Committee's Training Manual** have been given as a guideline for the training of students on work experience. Many tasks may be dependent on the student's ability, age etc. as well as what tasks are being undertaken on the golf course at that time, time of year etc.

NOTE: The learner **MUST** be accompanied by a competent mentor on all tasks until the learner has proved competence in the task.

Element/task 101	Switching or brushing
Element/task 113	Repairing divot holes
Element/task 119	Renovation and repair of turf
Element/task 201	Course preparation
Element/task 202	Moving tee markers
Element/task 203	Maintaining bunkers
Element/task 205	Changing holes
Element/task 303	Carry out routine maintenance to equipment and machinery
Element/task 401	Prepare ground for establishing plants
Element/task 601	Grass identification*
Element/task 602	Plant identification*

* It may well be that only a small number of grasses, plants, pests, weeds and diseases will be taught but giving a student an overview of this important aspect of a greenkeepers knowledge is why these are included as **possible tasks**.

Additional tasks that may be incorporated into the training: -

Trimming round irrigation sprinklers
Driving a buggy
Cleaning the maintenance facilities

Employers are reminded that the GTC has developed a Training Manual, Learning Materials (all the knowledge relating to Greenkeeping and Golf Course Supervision) in CD and hard copy format plus sector specific Health & Safety Guidance Notes and a wall chart designed to record your clubs equipment and staffs competencies.



Health and Safety in Golf Course Management and Maintenance



These can all be purchased through the GTC's website:
www.the-gtc.co.uk

For further information contact the GTC direct on Tel: 01347 838640

GTC is supported by:

