



Arboricultural Association

Training Course Information



Course title	Arboricultural consultancy Day 2: Report writing
Course objectives	To enable you to: <ul style="list-style-type: none"> • Identify the benefits of, and requirements for, professional indemnity insurance • Describe the requirements for a well structured arboricultural report • Produce reports to include all relevant sections and appendices • Understand appropriate e-mail etiquette
Who is the course aimed at?	Existing consultants and contractors with some experience of providing advice, reports, etc for clients, wishing to expand their knowledge and professional standards in producing reports
Pre-requisites	Significant experience working within the arboricultural industry, including an in depth knowledge of arboricultural plant science, pests, diseases and legislation
Duration	1 day
Course content	An overview of insurance for professional indemnity The importance of reports Basic principles Layout Report elements Templates
Materials provided	Ring binder with course notes Templates for report writing
Certification	Arboricultural Association attendance certificate