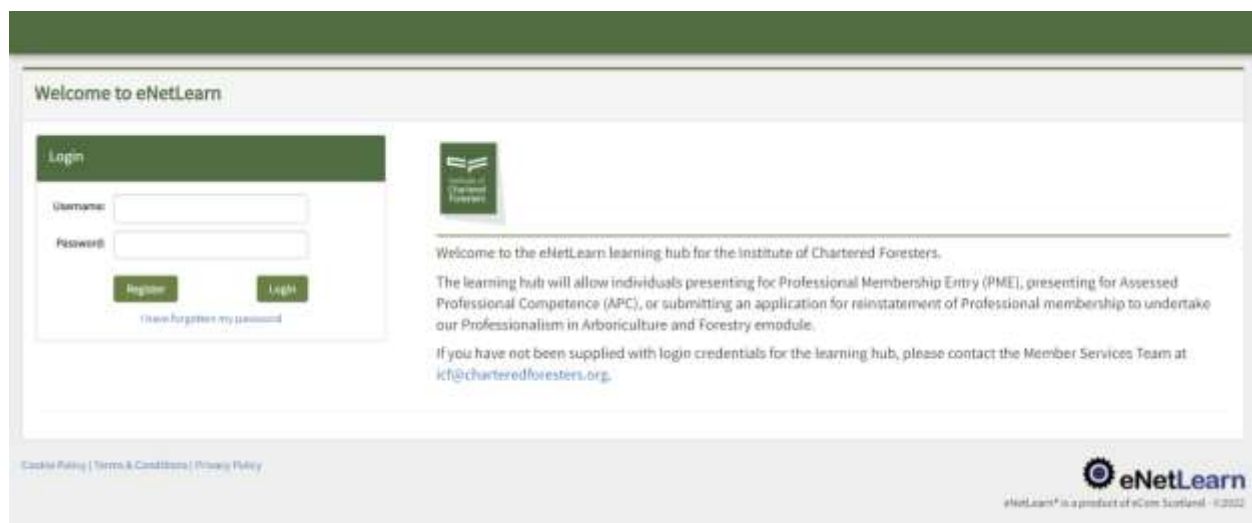


Professionalism E-Module Guidance Notes

These guidance notes are produced to assist individuals presenting for Professional Membership Entry (PME), presenting for Assessed Professional Competence (APC), or submitting an application for reinstatement of Professional membership to undertake our **Professionalism in Arboriculture and Forestry** e-module on our eNetLearn learning hub.

To gain access to the Institute eNetLearn learning hub, please visit

<https://enetlearn.com/CharteredForesters>



1. Please enter your username and password to login to the Institute of Chartered Foresters eNetLearn learning hub. If you have forgotten your password, there is the facility to reset your password. If you have not been supplied with a username and password, please contact the Member Services Team at icf@charteredforesters.org.
2. The eNetLearn learning hub will open a **Dashboard**. From the **Dashboard** you are able update your eNetLearn profile if you wish.
3. To enroll in a specific emodule, select **Workspace** from the menu on the left-hand side. This should bring up the **Professionalism and Arboriculture and Forestry** e-module on the lower half of the **My Learning** screen.
4. Select **Details**, to open a new window (see below).

Professionalism in Arboriculture and Forestry

[Module](#) | [Evidence](#) | [Group Dates](#)

Welcome to **Professionalism in Arboriculture and Forestry**.

By the end of this course, you will be able to:

- define what professional behaviour is and why it is key in arboriculture and forestry
- identify and explain the six professional and ethical standards and their role in the Code of Conduct
- state the different types of legal proceedings
- consider different ethical dilemmas relevant to you

Institute of Chartered Foresters

Evidence Status: Status: Started.
 Category: elearning
 Last Visit: 29/04/2022 08:54:34
 Score: 0%

Launch

5. In this new window there are three tabs – **Module**, **Evidence** and **Group Dates**. The window is set to open with **Module** as the default, but if **Module** is not underlined then select **Module** and then **Launch**, to open the **Professionalism in Arboriculture and Forestry** e-module.
6. You are now in the **Professionalism in Arboriculture and Forestry** e-module.
7. Please follow to the onscreen instructions to complete the sections of the e-module:
 - Introduction
 - Professionalism is Key
 - Code of Conduct
 - Legal Proceedings
 - Test Your Knowledge.
8. The e-module is interactive, please follow the onscreen instructions, paying particular attention to the **Navigation and Icons** (see below).





Navigation and Icons

Here are a few hints and tips on how to use this resource.



This icon is used as a reflection point. When you see this icon, take a minute to reflect on the question.



This icon is used to signpost important information.

In addition, there is a section at the end of this module containing further links and resources to aid your learning.

9. Once you have completed the **Test Your Knowledge** section, you should undertake the **Ethical Dilemmas** section.
10. As part of your submission all applicants are required to consider one hypothetical ethical dilemma and submit a response, which will be assessed as part of the final submission.
11. Read all the ethical dilemmas detailed in the **Ethical Dilemmas** section. The ethical dilemma most suited for discussion and submission will depend upon your Competency Areas.
12. After selecting an appropriate ethical dilemma, you must write your response to the selected dilemma by downloading the editable MS Word document. Download the MS Word document to your own computer to work on your response at your leisure.
13. In writing the response to the selected ethical dilemma you should bear in mind the reading audience – the assessors. The assessors will be professionals practising in the same general field as you, so do not write the response as though it is intended for someone without a forestry or arboricultural background.
14. In writing the response to the selected hypothetical dilemma you should consider your potential actions and behaviour were you in that position. You may wish to consider some of the **Key Questions** outlined in the **Code of Conduct?**
15. The response to the selected hypothetical dilemma should be no more than 800 words in length.
16. Once complete you should submit your response by returning to the Institute's eNetLearn learning hub. Login to the system as before and select **Details** on the **Professionalism in Arboriculture and Forestry** course. As before, a new window will open (see below).



Please upload your completed Ethical Dilemmas document for review.

Name:

File:

No file chosen

Allowed file types:

Upload Evidence

Status: To be submitted.

Submit

17. This time ensure **Evidence** is underlined. You will now be able to upload the MS Word document for review.

18. In naming the editable MS Word document, please use the file format:

FirstnameSurname_Ethical Dilemma no_2022

e.g. TorreyPine_Ethical Dilemma 10_2022.docx

19. Use **Upload Evidence** to upload the MS Word document and once uploaded, select **Submit**. At this point, you should see the status change from **Status: To be submitted** to **Status: Evidence is pending admin review**.