

PME Webinars 2022

Preparatory Notes for Session 1: Introduction, The Career Profile & Professionalism

Introduction

Membership of the Institute of Chartered Foresters brings international respect and recognition from peers, colleagues, stakeholders and the general public. As the professional body for our sector, the Institute requires members who will actively contribute to the image and future of forestry and arboriculture. In order to represent the profession effectively, all deserving Associate members must obtain chartered status by progressing to Professional membership of the Institute.

Whether you're building your business or advancing your career, obtaining Professional membership will underline your credentials, broaden your knowledge, and deliver a clear competitive advantage.

The Institute of Chartered Foresters is the only body that can award Chartered Forester or Chartered Arboriculturist status, a designation protected by law, to forestry and arboriculture professionals working in the UK.

Professional Membership Entry (PME) is the standard route to gaining chartered status. It applies to individuals who:

- have recently embarked on their careers and are accumulating professional, managerial experience in arboriculture, forestry or related disciplines; or
- may have been in the business for some time but have not, for whatever reason, undertaken the Institute's professional examination

PME is open to all Associate members who have obtained a minimum of 10 qualifying points from a combination of their qualifications and relevant professional experience. Of these 10 points, at least 4 must come from a single qualification (usually an honours degree) and at least 2 points must come from relevant experience, with 1 point awarded per year of relevant full-time work in a supervisory, managerial or scientific capacity.

Points awarded to academic qualifications that have been accredited by the Institute are reviewed regularly by the Institute's Professional & Educational Standards Committee (PESC). We do not distinguish between full-time, part-time or distance learning courses: points are based on the final qualification.

Individuals who possess a qualification that is not accredited will be assessed on an individual basis, through a self-assessment form to determine the number of points their qualification affords them.

Further information regarding PME qualifying points can be found on [the Institute's website](#).

The PME assessment forms an evaluation of your professional understanding, competency and experience. It is **not** a test of your forestry or arboriculture knowledge. PME is comprised of the following components:

The Career Profile – a demonstration of understanding of professional development as outlined in an extended curriculum vitae

The CPD Record – a record of activities outside the work place (Continued Personal Development) which could further professionalism

The Work Record – a verified record of work experience over a period of not less than two years

The Critical Analysis – a written critique of some challenging aspect faced by you in your work experience

***NEW FROM 2022:** *Professionalism & Ethics Module*

The Professional Interview – an interview based upon the work record, critical analysis and career profile in order to establish your ability, skills and knowledge

In combination, these components are designed to reveal whether you have taken responsibility for developing your professionalism and reached the standard expected of a Chartered Member of the Institute.

The assessment is carried out by specially trained assessors and is overseen by the Institute's Examinations Board under the guidance of the Professional & Educational Standards Committee. Assessors are appointed from a pool of Chartered Members, matched as closely as possible to your competency areas and specially trained to conduct the assessment process. The process is independently monitored by Moderators appointed by the Institute's Council.

All applicants are urged to read the PME Guidance Notes in full well in advance of submission as the PME assessment requires careful thought and preparation.

Timetable & Fees

To start:

- find a suitable Verifier(s) who will review and verify your Work Record, then discuss your plans for your PME submission with them and, if appropriate, your colleagues.

To register:

By 1 June 2022 -

- submit a completed **PME1: Registration Form**
- pay the first instalment of your assessment fees (£200)

To Submit:

By 1 August 2022 –

- submit a completed Career Profile, CPD Record, Work Record* and Critical Analysis via the online platform in the Members Area of the Institute's website
- complete the Professionalism E-Learning Module (to be made available to applicants after the registration deadline)
- pay the second instalment of your assessment fees (£250).
- **a signed paper copy of your PME documentation and two bound copies of your Critical Analysis must also arrive at the Institute's Edinburgh Office by 5pm on 1 August.**

*Work Record blocks are locked and can no longer be edited once submitted for verification.

The total examination fee of £450 may also be paid in full on registration by 1 June.

What Happens Next?

Following the submission deadline, the Examinations Board will appoint two assessors to consider your submission. The assessors are drawn from a list of Chartered Members, trained in the role and, where possible, matched in the same general field as you and with experience of the Competency Areas claimed in your submission. They will assess these against agreed standards of professionalism. If either assessor has any doubts, or if there is a difference of opinion, the documents are submitted to a Moderator appointed by the Council of the Institute for guidance in reaching a decision.

Possible outcomes

Following assessment of the PME submission, the decision may be that more work is needed to make the Critical Analysis acceptable, or that further work experience is required, in which case you will be informed that you will not be invited to attend a Professional Interview. The reasons for this decision will be explained and if appropriate, you will be invited to submit again at a later date.

An invitation to attend a Professional Interview does not necessarily imply that a submission has been judged to be acceptable. Rather, it means that the assessors have concluded that there is nothing in the written submission that could not be rectified or substantiated at a Professional Interview. Such issues for discussion will be drawn to the attention of the interviewing assessors.

All applicants will be informed of the outcome of their PME submission **in early October**. Applicants who are being invited to attend a Professional Interview will be informed of the date and time of their interview at that time. Interviews are arranged for early November and cannot be arranged for any other time. **Failure to attend your Professional Interview is regarded as a failed application.**

Resubmission

A total of three PME submissions can be made over the 10 years permitted for Associate membership.

An applicant may be asked to resubmit with a new Critical Analysis, or a record of further work experience, or both.

Applicants who resubmit will be required to follow the PME timetable as before, unless instructed otherwise by the Examinations Board.

Applicants who have to resubmit will be required to pay the examination fees as before, unless instructed otherwise by the Examinations Board.

Appealing a decision

Applicants who are referred have the right to appeal the decision if it can be shown that there was an administrative error, or that the procedure was not in accordance with the Institute's regulations or that insufficient attention was given to extenuating circumstances. Details of the appeal process can be found in Appendix 5.

Applicants with special needs

If you have dyslexia, disabilities or other special needs you should advise the Institute in writing at the time of registering for PME (when submitting the **PME1: Registration Form**). You may be asked to provide documentation supporting your case.

It is the position of the Institute to seek to accommodate any legitimate special needs of any applicant wherever and whenever this is possible.

Any extenuating circumstances affecting the progress of the period of professional experience or the submissions must be notified in writing to the Chair of the Examinations Board. You may be asked to provide documentation supporting your case, which will be treated in confidence.

Any extenuating circumstances affecting your performance in the professional interview should be notified to the assessors of the interview panel at the time of that interview. Again, you may be asked subsequently to provide documentation supporting your case.

Career Profile

The Career Profile is not an assessed part of the PME submission but rather designed to guide your Professional Interview, should you be invited to attend one.

You should complete all the relevant sections of the About Me section on your Members' Area account:

- My Profile
- Work Experience
- Skills & Achievements
- Education

Remember that Assessors can only consider and comment upon the information provided by you. You should record voluntary positions as well as salaried positions. Do not assume that assessors will know anything about your extra-curricular activities and previous involvement with the Institute unless you have documented these activities in your career profile.

You should use the My Profile section to describe your background and career development and to summarise how you are developing your competency base and your career progression towards gaining chartered status.

You are encouraged to use the CV Wizard in the **Career Profile** section to create a personal curriculum vitae for inclusion in the PME submission.