

PME Webinars 2022

Preparatory Notes for Session 2:

The Work Record & Continuing Professional Development

The Work Record

The practice of forestry or arboriculture encompasses many different competencies and no one professional can be expected to be competent in all. However, the Institute expects that all applicants wishing to achieve chartered status will have obtained an adequate range of related experience both through employment and in personal time. The Institute also expects applicants to demonstrate that they understand the limitations of their competencies so they can abide by the Institute's Professional Code of Conduct - in particular, Regulation 28(B) 2:

Know and act within your limitations. Be aware of the limits of your competence and do not be tempted to work beyond these. Only commit to what you can deliver.

You can start building your Work Record at any time. However, the submission deadline for PME each year is 1 August.

The Institute recommends that you record your work experience as you progress through your career. However, all or part of the Work Record can be entered retrospectively (up to two years) provided you have the necessary records, documentation and ability to have these entries verified.

Recording Work Experience

Members produce a Work Record by recording their work experience online through a secure recording platform available in the Members' Area of the Institute website.

To enable applicants to demonstrate the skills learnt through their relevant work experience, the Institute has identified 13 Competency Areas, each of which contains many related Competencies (see below).

You are required to record your work over a minimum period of two years against these competencies until you have achieved the required total of 2,600 hours (or more). The Institute would expect you to record work in two or three, perhaps more, of the Competency Areas. The exact mix recorded will depend on your work experience and will thus vary widely between applicants. However, all applicants must demonstrate that adequate experience has been gained in 'Competency Area 1. Business and Management Skills' by recording a minimum of 500 hours in this Competency Area.

To claim time against a competency, you need to have been actively involved in that particular activity or operation at a level that includes planning, performing, supervising, reporting, studying through observation, or any combination of these.

Recording is done on an hourly basis and you may enter as many as 500 hours in one Work Record block. We advise you to keep these records task-based and add hours as you work on each task. Normally a discrete block of work experience would cover 40-200 hours (a minimum of 25 hours and a maximum of 500 hours is accepted), but the specifics of this will depend on the nature of your work.

Blocks of work experience should represent discrete tasks. Sometimes this may be difficult, in which case a block can be a unit of time, perhaps a month or year. This approach, however, might suggest to the Assessors that your work experience lacks the variety and breadth expected.

Each completed Work Record block must be verified by an appointed Verifier.

When recording blocks of work experience you should be aware of the following:

- An activity cannot be recorded twice, e.g. against a generic activity and its component parts.
- Recording should be in hourly blocks of work experience against each competency until you have achieved the required total of 2,600 hours or more over a minimum of two years. It could take longer, for example, if you work part-time or where you believe more time is needed to develop a balanced submission. Over the total period of recording no less than 500 hours must be accumulated in Competency Area 1. Business and Management Skills.
- The remaining 2,100 hours can be distributed over one or more of the Competency Areas (recording only in Competency Area 1 is not acceptable).
- For hours recorded against a Competency Area to be counted towards your final total, you must record a minimum of 200 hours against that Area and demonstrate a sufficient breadth of relevant experience by recording hours against more than a quarter of its component competencies.
- The records must be independently verified as true and accurate before being submitted to the Institute.
- Should the number of hours in any one Competency Area exceed 1,100 hours in total, this area will be regarded as a major competency.

[The selection of a Verifier and their obligation](#)

The Institute requires you to find an appropriate person to verify your work records – “the Verifier”. Ideally, this person will be either your line manager but they could also be a Chartered Member of the Institute or a member of a similar chartered organisation (e.g. surveyor, landscape architect or engineer). Other individuals of professional standing are acceptable. The most important factor when appointing a verifier is that they need to have appropriate access to and knowledge of the work described.

There will be occasions where these conditions cannot easily be met. Consultants and sole traders for example, on rare occasions, may have difficulty in finding a Verifier to verify certain tasks. In these instances, it is acceptable for the applicant to ask a Chartered Member of the Institute to verify these blocks of evidence. However, as the Chartered Member would have no first-hand experience of the tasks described, the Institute would expect the Chartered Member to meet with the applicant to discuss components of the Work Record. Equally, the Institute would expect the applicant to share appropriate evidence with the Chartered Member to support the Work Record and the Verifier to note this in their comments. There will also be occasions where an applicant may need to use multiple Verifiers. For example, if you change jobs or use clients as Verifiers. In all such

cases, you must explain the difficulty and reasons for your choice of verifier when you register for PME with the PME1: Registration Form.

You should enter the Verifier details in the **My PME > Verifiers** section of the Members Area and ensure these details (particularly their email addresses) are kept up to date.

Applicants are responsible for discussing their Work Record and supporting CPD activities with their Verifier(s) before submitting. To aid the Verifier, you are expected to produce relevant time-sheets, work diaries, registration papers for meetings or anything else that will back up your claims, if requested. It is understood that not every block of evidence will have supporting documentation, but all significant claims should be verifiable.

Once you are ready to have your work record verified, submit the blocks of evidence through **My PME > Verification** in the PME portal. The Verifier will be sent a link that allows them to review each block of recorded work experience and will be asked to verify and comment.

If there is any doubt regarding the verification process relating to a particular applicant, the Institute's assessors may ask to see the evidence, or a sample of the evidence, submitted to the Verifier. In any case, the Institute reserves the right to communicate directly with the Verifier.

It is your responsibility to find a Verifier and to get their agreement to act in this capacity. The Verifier's role is crucial to the success of the PME process so you and your Verifier must understand the nature of this relationship.

Continuing Personal Development

All Associate members must record time spent on Continuing Personal Development (CPD) outside day-to-day work. This obligation continues as a Chartered Member at which point it will be referred to as Continuing Professional Development.

CPD can involve participating in activities organised by the Institute of Chartered Foresters (which you should endeavour to attend), as well as time spent on other work-related activities, such as relevant training, consultations, literature reviews and any other activity considered contributory to your professional development.

As well as attending forestry or arboriculture meetings, personal development includes meetings or classes on related aspects, such as wildlife, horticulture, business skills, IT and computing, or involvement in local community groups – a wide range of activities can be considered as relevant if participation makes you not only a better forester or arboriculturist, and better able to integrate these skills into wider society.

Some applicants experience difficulties in obtaining wide enough or balanced experience at the workplace but we expect you to have sought to compensate for this, in part, with alternate activities, for example, shadowing a colleague involved in a different area of forestry or arboriculture.

You must record at least 66 hours of Continued Personal Development over the two years before submission.

Competency Areas & Competencies

1. Business and Management Skills

- 1.01 Project Management (including planning and reporting)
- 1.02 Management of a workforce
- 1.03 Human relations (job assessment, management of competencies etc.)
- 1.04 Developing teams and individuals, planning, and monitoring their performance
- 1.05 Budgets and cash flows, identifying and monitoring effective resource allocation
- 1.06 Preparation of accounts
- 1.07 Forestry taxation and assessment advice
- 1.08 Grant applications and advice
- 1.09 Costing, tendering
- 1.10 Negotiations (with clients, developers, purchasers etc.)
- 1.11 Financial analysis
- 1.12 Raising finance, money markets
- 1.13 Preparation of contracts
- 1.14 Supervision of contracts
- 1.15 Developing ICT skills and/or equipment
- 1.16 Planning research programmes
- 1.17 Curriculum development, time-tabling
- 1.18 Policy planning (other than under Competency Area 11)
- 1.19 Insurance aspects
- 1.20 Management systems including ISO and OHSAS
- 1.21 Management and adherence to Health and Safety requirements
- 1.22 Compliance with appropriate standards and regulations
- 1.23 Contributing to the formulation of strategy to guide the work of an organisation
- 1.24 Developing plans to assist with the implementations of an organisations strategy
- 1.25 Participation in reviews of the performance of an organisation
- 1.26 External consultancy and management reports
- 1.27 Monitoring service delivery to meet needs of clients and customers
- 1.28 Resolving ethical issues
- 1.29 Communication of information to meet the needs of clients, customers or public

2. Forestry and Woodland Management

- 2.01 Planning and design of forest planting schemes
- 2.02 Forest site preparation
- 2.03 Planting
- 2.04 Tree maintenance, including vegetation management
- 2.05 Forest nutrition and fertiliser use
- 2.06 Forest protection (insects, fungi, mammals, fire, etc)
- 2.07 Selection and use of appropriate silvicultural systems
- 2.08 Establishment and management of natural regeneration
- 2.09 Soil, site and stand classifications and surveys
- 2.10 Volume and growth assessment
- 2.11 Thinning, felling and harvesting control
- 2.12 Preparation and up-dating of forest design plans
- 2.13 Compliance with appropriate forest management standards
- 2.14 Valuation of forests
- 2.15 Small and farm woodland design and management
- 2.16 Management of equipment and machinery
- 2.17 Adherence to Health and Safety requirements
- 2.18 Environmental Impact Assessments
- 2.19 Public liaison on forestry (unless under Competency Area 6)

3. Arboriculture and Urban Woodland Management

- 3.01 Planning and design of urban/parkland planting schemes
- 3.02 Site preparation

- 3.03 Planting in the urban/parkland environment
- 3.04 Plant maintenance, including vegetation management
- 3.05 Tree nutrition and fertiliser use
- 3.06 Tree protection (insects, fungi, mammals, vandals etc.)
- 3.07 Amenity woodland management (including natural regeneration)
- 3.08 Soil and site classifications and surveys
- 3.09 Tree inspections and hazard evaluation
- 3.10 Preparation and up-dating of tree management plans
- 3.11 Compliance with appropriate tree management standards
- 3.12 Management of TPOs and other designations
- 3.13 Valuation of amenity trees and woodlands
- 3.14 Investigation of tree-related structural damage
- 3.15 Pruning regimes and crown management
- 3.16 Line clearance and utility arboriculture
- 3.17 Management of trees on development sites
- 3.18 Management of veteran trees and/or historic landscapes
- 3.19 Management of equipment and machinery
- 3.20 Felling and removal of amenity trees
- 3.21 Adherence to Health and Safety requirements
- 3.22 Public liaison on arboriculture (unless under Competency Area 6)

4. Environment, Biodiversity and Wildlife Management

- 4.01 Environmental impact assessment and management
- 4.02 Landscape assessment and mapping (urban and rural)
- 4.03 Landscape design
- 4.04 Ecological and habitat assessment and mapping (urban and rural)
- 4.05 Measures to maintain or enhance biodiversity and sustainability
- 4.06 Wildlife management, planning and implementation
- 4.07 Production, processing and sale of venison and game
- 4.08 Firearm control and competencies
- 4.09 Management and adherence to Health and Safety requirements
- 4.10 Archaeology

5. Recreation Management and Planning

- 5.01 Assessment and mapping of recreation potential
- 5.02 Developing and implementing recreation plans
- 5.03 Tourism development and management
- 5.04 Hazard and risk assessment
- 5.05 Management for community safety
- 5.06 Management of recreation facilities
- 5.07 Management and adherence to Health and Safety requirements
- 5.08 Event planning and management
- 5.09 Access planning and interpretation
- 5.10 Path (cycle, bridle, foot) construction and maintenance
- 5.11 Environmental impact assessment and management

6. Public Consultation and Participation

- 6.01 Planning of consultation or participatory exercises
- 6.02 Liaison with public or statutory authorities
- 6.03 Liaison with NGOs and similar representational groups
- 6.04 Informal liaison with the general public
- 6.05 Liaison with neighbours
- 6.06 Liaison with formal local groupings
- 6.07 Management of volunteers
- 6.08 Environmental education for the public
- 6.09 Public attitude surveys
- 6.10 Other forms of community engagement

7. Tree Nursery Management

- 7.01 Nursery production planning
- 7.02 Soil cultivation, drainage and irrigation
- 7.03 Soil nutrition management
- 7.04 Sowing and seed bed management
- 7.05 Tending (transplanting, undercutting, wrenching etc)
- 7.06 Weed control
- 7.07 Hazard and risk assessment
- 7.08 Containers, filling and sowing
- 7.09 Greenhouse/polyhouse environment control
- 7.10 Marketing produce
- 7.11 Machine maintenance
- 7.12 Transport planning and management
- 7.13 Plant storage
- 7.14 Seed collection
- 7.15 Seed storage and preparation

8. Harvesting, Marketing and Utilisation

- 8.01 Planning and controlling harvesting operations
- 8.02 Sales/purchases of produce, planning and negotiation
- 8.03 Production of timber and non-wood products
- 8.04 Marketing of timber and non-wood products, including green waste
- 8.05 Quantification and valuation
- 8.06 Terrain classification
- 8.07 Hazard and risk assessment
- 8.08 Environmental impact assessment and management
- 8.09 Management of equipment and machinery
- 8.10 Produce transport planning and organisation
- 8.11 Site restoration
- 8.12 Chain of custody certification
- 8.13 Management and adherence to Health and Safety requirements

9. Forest Engineering

- 9.01 Road system planning
- 9.02 Road construction planning
- 9.03 Road construction and maintenance
- 9.04 Bridge construction and maintenance
- 9.05 Building construction and maintenance
- 9.06 Hazard and risk assessment
- 9.07 Environmental impact assessment and management
- 9.08 Management of equipment and machinery
- 9.09 Machine development (unless under Competency area 12)
- 9.10 Management and adherence to Health and Safety requirements

10 Timber Conversion

- 10.01 On-site timber conversion
- 10.02 Timber uplift and transport
- 10.03 Timber storage
- 10.04 Sawmilling operations
- 10.05 Production of engineered timber products
- 10.06 Pulp and paper production
- 10.07 Quality control
- 10.08 Project management
- 10.09 Hazard and risk assessment
- 10.10 Environmental impact assessment and management
- 10.11 Product development (unless under Competency Area 12)
- 10.12 Machine development (unless under Competency Area 12)

- 10.13 Marketing and market development
- 10.14 Value added processes
- 10.15 Management and adherence to Health and Safety requirements

11. Policy Development and strategic planning

- 11.01 Policy work at with governments at local, national or international levels
- 11.02 Meeting with policy makers (government, industry, professional etc.)
- 11.03 Meeting with policy implementers (industry, professional etc.)
- 11.04 Policy reviews
- 11.05 Best Value Review
- 11.06 Production of tree and woodland strategies
- 11.07 Production of Supplementary Planning Guidance document
- 11.08 Preparation of other relevant reports, submissions or publications
- 11.09 Participating in the formulation and implementation of policy
- 11.10 Development of forest certification and other sustainability initiatives

12. Forestry and Arboricultural Research

- 12.01 Silviculture
- 12.02 Arboriculture (except where other headings more apposite)
- 12.03 Mensuration and biometrics
- 12.04 Entomology
- 12.05 Pathology
- 12.06 Management
- 12.07 Statistics
- 12.08 Environment and biodiversity
- 12.09 Wildlife management
- 12.10 Nursery and tree production
- 12.11 Socio-economics
- 12.12 Archaeology and forest history
- 12.13 Machine/equipment development and assessment
- 12.14 Product development
- 12.15 Genetics, tree breeding, seed and relevant biotechnology

13 Forestry and Arboriculture Teaching

- 13.01 Silviculture
- 13.02 Arboriculture
- 13.03 Urban forestry
- 13.04 Mensuration and biometrics
- 13.05 Statistics (relevant to forestry or arboriculture)
- 13.06 Land-use planning
- 13.07 Forest management
- 13.08 Environment and biodiversity
- 13.09 Socio-economics
- 13.10 Landscape design
- 13.11 Business management (relevant to forestry or arboriculture)
- 13.12 Foundations of forestry/arboriculture (e.g. soil science, botany etc.)
- 13.13 Project planning (including preparation of management plans)
- 13.14 Field tours
- 13.15 Machine operation
- 13.16 Recreation and tourism