



Institute of
Chartered
Foresters

Technical Membership Entry
How To Create
Career Profile

1. Introduction

There is no right or wrong answer when it comes to the question, “Where should I begin with my Technical Membership Entry (TME) submission?” Many applicants begin with their **Career Profile**.

The **Career Profile** is used to introduce you, the applicant, to the assessors. It is usually the first part of the submission read by an assessor. However, assessors can only consider the information you provide. Therefore, it is important that you record voluntary positions in addition to salaried positions. Do not assume that assessors will have knowledge of your extracurricular activities and involvement with the Institute, or insight into your motivations for wishing to obtain Technical membership, unless you have documented these activities in your **Career Profile**.

Take this opportunity to get your story across. Don’t undersell yourself, but equally, don’t exaggerate!

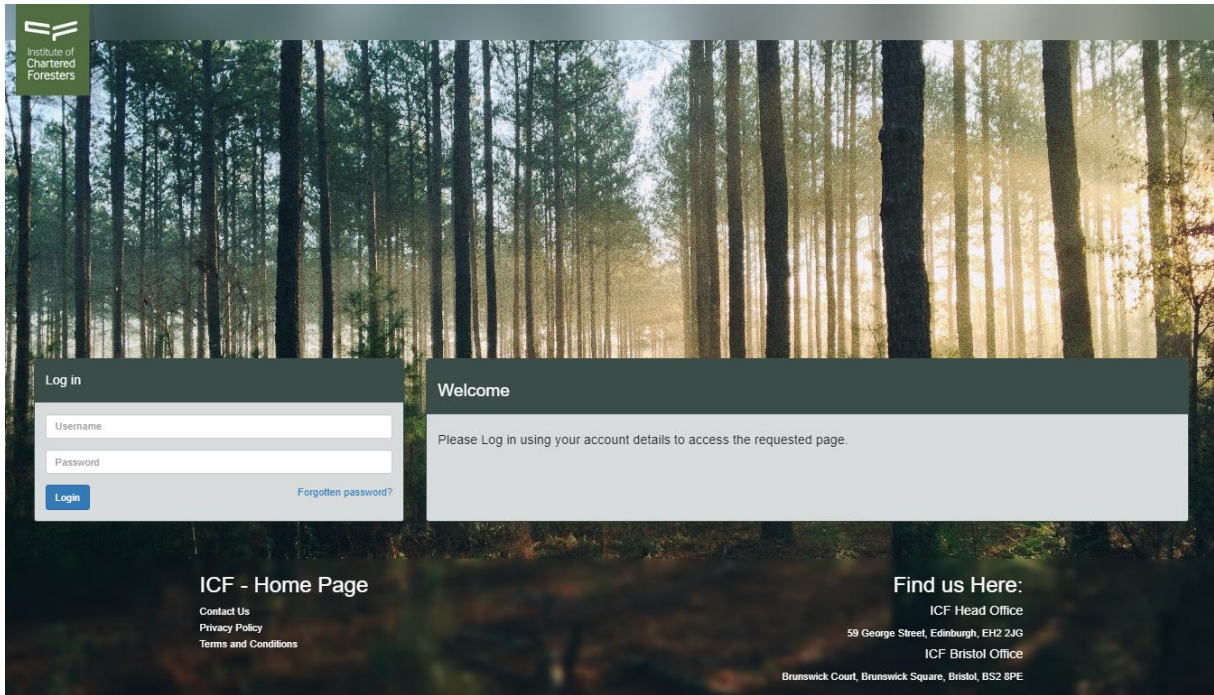
2. The Members Area

The TME application process is managed in the Members Area, accessed from the Institute’s website – charteredforesters.org

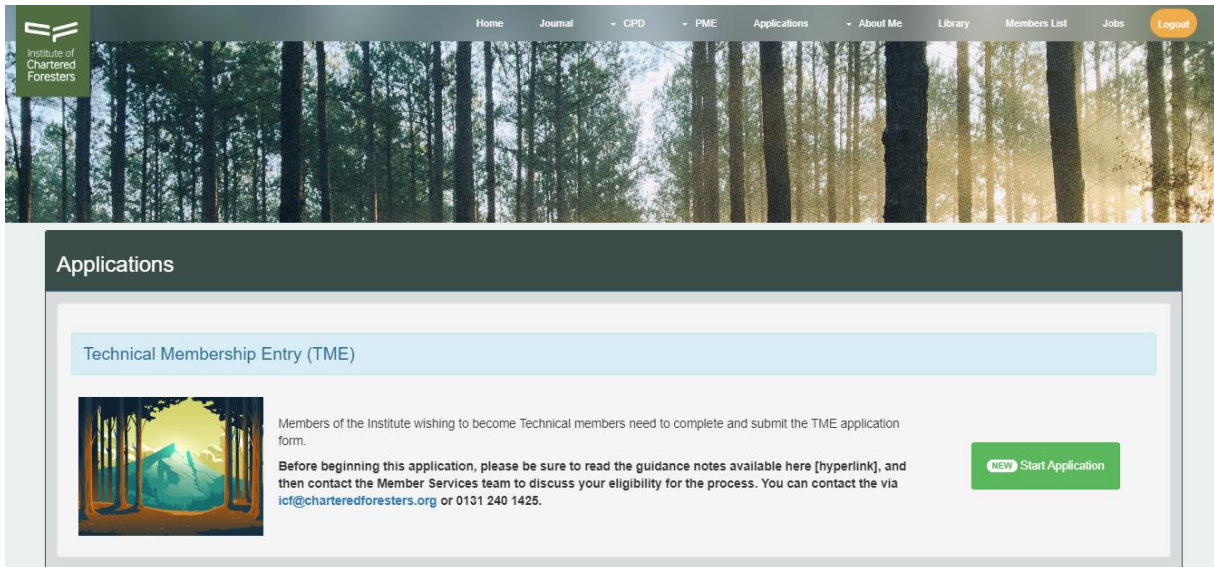


To access the Members Area, you should click on the **Members login** link at the top of the homepage (see above).

Clicking on the **Members login** tab will open the login screen where you will be prompted to enter your **Username** and **Password**. There is a **Forgotten password?** function, but if you have any difficulties, please contact our Member Services team via icf@charteredforesters.org or 0131 240 1420 and they will gladly assist you.

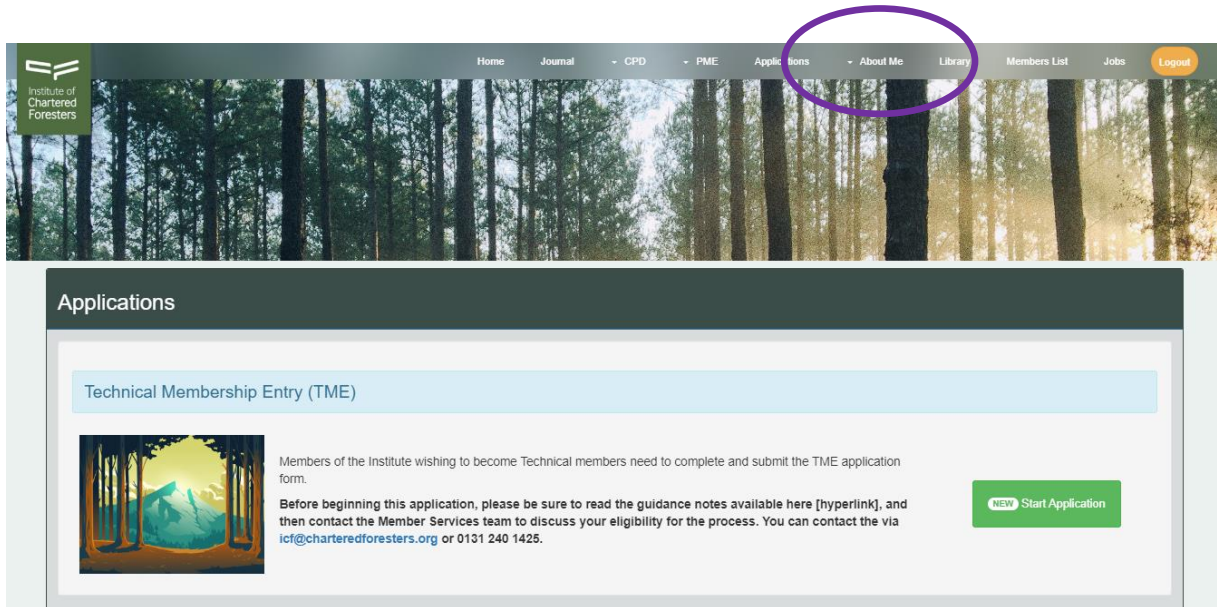


The TME application is managed in the **Applications** tab of the Members Area. If you click on the **Applications** tab, the **Technical Membership Entry (TME)** application will appear (see below). Click on **Start Application** to begin entering your details.



3. Building Your Career Profile

The **Career Profile** section can be found in the **About Me** section of the Members Area (see below).



When you click on the **About Me** menu item, five subheadings appear:

- **My Profile**
- **Work Experience**
- **Education**
- **Skills and Achievements**
- **CV Wizard**

You should complete all the relevant sections – **My Profile, Work Experience, Education, Skills and Achievements** – in the **About Me** section, then use the **CV Wizard** to create a personal curriculum vitae for inclusion in your TME submission.

4. My Profile

In the **My Profile** section you should add a few lines to describe the main skills and qualities you bring to any job. Write about the work you have done and any significant achievements to date. You should also explain your reasons for wanting to obtain Technical membership.

My Profile

In a few lines try and say what are the main skills and qualities you bring to any job and write about the work you have done and your main achievements.
You can change this section for each job for which you apply because it is important you capture the reader's interest and show at the start of the CV that you will bring to the job the skills they want.

Profile
Last Updated date: 2023-10-04

From an early age, I knew I wanted to work outdoors and arboriculture has enabled me to do just that.

I started as a climber with A1 Tree Surgeons in April 2018 and immediately was identified as the most competent and most suitable to lead a team of three climbing arborists. As I grew in confidence and ability, I made the decision to undertake some additional learning in arboriculture. Having never been the most academically minded, this was a massive decision for me. One that I am extremely proud of. In May 2021, I was awarded a Certificate in Arboriculture from Myerscough College having completed the online course over the previous academic year.

Obtaining the qualification gave me the confidence to advance my career and I began applying for surveying and inspection roles. In October 2021, I accepted a position with Canopy Tree Care as a Tree Surveyor. Canopy Tree Care have been excellent, and have greatly supported my plans for further professional development. Canopy Tree Care put me through the Basic Tree Survey and Inspection course, and I plan to undertake the Professional Tree Inspection course in the spring of 2024. Canopy Tree Care will then allow me to undertake more complex tree surveys, including B55837 tree surveys for construction projects.

In time, and with experience, I would like to become a consultant, perhaps running my own tree consultancy. Who knows?

I am now keen to achieve Technical Membership status with the Institute of Chartered Foresters as I believe this will demonstrate my technical competency to others and aid my credibility in the world of arboriculture.

Outside of work, I am a qualified climbing instructor and lead two Saturday morning climbing classes for children under the age of 11 at the Glasgow Climbing Centre, as well as being a volunteer coach for a girls under-11's football team.

5. Work Experience

In the **Work Experience** section you should enter any relevant jobs, including temporary positions or unpaid voluntary positions. You should include:

- The name of the employer
- The dates you worked for them
- Your job title
- Your main duties, roles and responsibilities

Work Experience

Employers want to see how your experience will be useful to them, so be brief about jobs that are totally different from the one you're applying for. Relevant jobs should be listed in more detail, showing not only your main duties and responsibilities but giving examples of the skills you used and what you achieved. This is the information the employer uses when deciding whether to interview you or not. Your employment history shows your experience and suitability for the job. Include useful information but leave out anything that's not relevant.

Relate your skills and experience to the job description and what the employer is looking for. Also include any relevant temporary or unpaid work. Avoid unexplained gaps in your employment history. Start with your present or most recent job and work backwards, using bullet points. Include:

- The name of each employer
- The dates you worked for them
- The job title
- Your main duties

Records

Title	Organisation	Start Date	End Date		
Tree Surveyor	Canopy Tree Care	18/10/2021	30/09/2023	Edit	Delete
Team Supervisor	A1 Tree Surgeons	02/04/2018	15/10/2021	Edit	Delete

6. Education

In the **Education** section you should list any formal qualifications you have attained since leaving school. These can include academic qualifications and vocational qualifications.

Education

Start with your most recent study and go back to the qualifications you obtained at secondary school. Using bullet points or a table include:

- The university, college or school you went to
- The title of the qualification
- The dates the qualifications were awarded and any grades
- Any other courses, if they're relevant

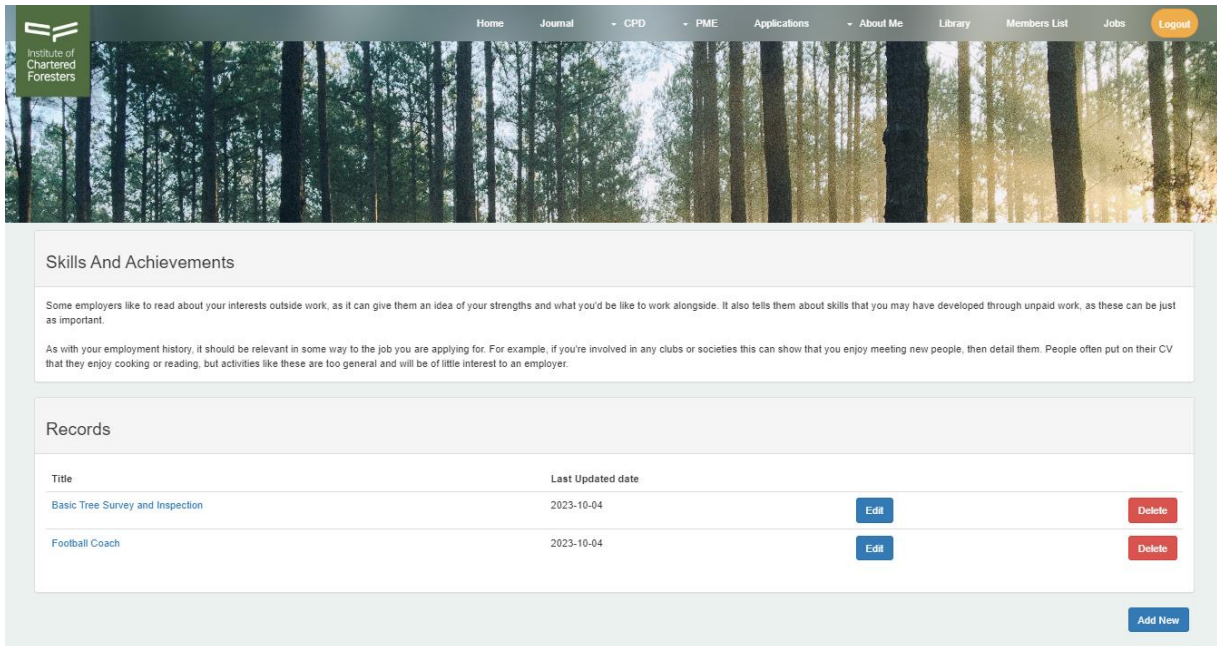
Records

Course	Provider	Start Date	End Date		
Felling and Processing Trees over 380mm	LANTRA Awards	31/10/2018	31/10/2018	Edit	Delete
Certificate in Arboriculture	Myerscough College	21/09/2020	28/05/2021	Edit	Delete

[Add New](#)

7. Skills and Achievements

In the **Skills and Achievements** section you should record less formal qualifications and your interests outside of work, especially if these denote skills that are relevant or transferable to your current role. For example, coaching a sport may demonstrate that you are technically competent, an effective communicator, and work well with young people.



The screenshot shows the 'Skills And Achievements' section of a web application. At the top, there is a navigation bar with links for Home, Journal, CPD, PME, Applications, About Me, Library, Members List, Jobs, and a Logged in status. Below the navigation bar is a header image of a forest. The main content area is titled 'Skills And Achievements' and contains two paragraphs of explanatory text. Below the text is a table with the following data:

Title	Last Updated date		
Basic Tree Survey and Inspection	2023-10-04	Edit	Delete
Football Coach	2023-10-04	Edit	Delete

At the bottom right of the table area, there is an [Add New](#) button.

8. CV Wizard

If you click on the **CV Wizard** section a dashboard featuring your **My Profile**, **Work Experience**, **Education** and **Skills and Achievements** entries will appear (see image below).

CV Wizard

You can use the information in the **About Me** section, for lots of different purposes. It may be that you are applying for a job, or because you are required to describe your learning activity over a period of time, or due to the fact that you need to highlight your skills and achievements in a particular area of practice.

You can use this tool to select the items of information in the **About Me** section that you want to use for a specific reason.

When you select each item below, you will be presented with a list of all the sections of information that you have entered, which describe your work, your skills and achievements, and your education. Just check on those items which you want to include in your CV document.

My Profile	Work Experience
<input checked="" type="checkbox"/> From an early age, I knew I wanted to	<input checked="" type="checkbox"/> Tree Surveyor
	<input checked="" type="checkbox"/> Team Supervisor
Skills and Achievements	Education
<input checked="" type="checkbox"/> Basic Tree Survey and Inspection	<input checked="" type="checkbox"/> Felling and Processing Trees over 380mm
<input checked="" type="checkbox"/> Football Coach	<input checked="" type="checkbox"/> Certificate in Arboriculture

Generate CV

You will notice that each entry has a tick box adjacent to the entry heading. You should tick the entry headings that you wish to display in your **Career Profile**, then press the green **Generate CV** button on screen.

9. Appendix

The document produced by the **Generate CV** button on screen is your **Career Profile**. Please see the example below (from test record of Associate member, Torrey Pine).

TORREY PINE

ASSOCIATE MEMBER

My Profile

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Work Experience

Canopy Tree Care

2021 - 2023

Tree Surveyor

My main responsibilities at Canopy Tree Care include carrying out,

- Tree inventory surveys
- Tree health surveys
- Basic tree surveys
- Detailed tree surveys
- BS5837 tree surveys

At the moment I have only assisted a senior consultant with BS5837 tree surveys. However, once I have gained my Professional Tree Inspection certificate (March 2024) I will undertake BS5837 tree surveys without supervision.

A1 Tree Surgeons

2018 - 2021

Team Supervisor

I was employed as the Team Supervisor (and Lead Climber) for a team of three climbing arborists. As a climbing arborist, I was required to undertake a variety of pruning techniques, including deadwood removal, crown thinning, crown reduction, crown raising and clearance pruning. I was also responsible for the removal of trees of a variety of sizes and degrees of difficulty (incorporating various rigging systems) and implementing bracing systems to reduce the chance of tree failure. As Team Supervisor, I was responsible for ensuring that all tasks were undertaken in accordance with the company's Health and Safety standards, as well as the day-to-day management and professional development of the climbing team.

Skills and Achievements

Basic Tree Survey and Inspection

I successfully completed the Basic Tree Survey and Inspection course, ran by LANTRA and taught by Chris Simpson MICFor (Inspired Trees) on 15 September 2023 at the University of Stirling.

Football Coach

In my spare time, I volunteer as a coach for an under-11's girls football team - Glasgow Girls FC. In this capacity, I have completed the Scottish Football Association's.

- 1.1 Introduction to Coaching
- 1.2 Children's Coaching Certificate
- 1.3 Children's Coaching Award

Education

LANTRA Awards

2018 - 2018

Felling and Processing Trees over 380mm

The SCQF Level 5 Felling and Processing Trees over 380mm certificate from LANTRA Awards is a minimum requirement for professional chainsaw users in the UK. The course, a mixture of theory and practical, ensures users have an understanding, and professional forestry and arboricultural operations, and are working to industry best practice standards.

Myerscough College

2020 - 2021

Certificate in Arboriculture

The Level 2 Certificate in Arboriculture is an introductory distance learning course covering all aspects of tree work that are needed to be employed by an arborist. The qualification is well recognised within the arboricultural industry.

The modules I undertook included,

- The interaction of soil environments and woody plants
- Woody plant physiology
- The supply, planting and aftercare of woody plants
- Principles of tree surgery operations
- Tree inspections and statute and common law applied to trees
- Principles of woodlands, forestry and ecology
- The principles of managing special trees