Technical Membership Entry

How To Complete The

Professionalism in Arboriculture and Forestry e-module
1. Introduction

The completion of an e-module on **Professionalism in Arboriculture and Forestry** is an integral part of the Technical Membership Entry (TME) submission. The e-module contains a number of important topics, including sections on Professionalism, the Code of Conduct, and Legal Proceedings. Following the completion of these sections and the consolidation of your knowledge, you will be asked to submit a response to a hypothetical ethical dilemma. There are a number of ethical dilemmas available and the one most suitable for discussion will depend upon the Competency Areas presented in your submission. In writing their response, applicants will be expected to describe their potential actions or behaviours were they in that situation.

This How To Guide details how to complete your **Professionalism in Arboriculture and Forestry e-module** as part of the TME process.

2. Silvestor - The online learning hub

The **Professionalism in Arboriculture and Forestry e-module** is the only part of the TME submission housed outwith the Members Area. Instead, the **Professionalism in Arboriculture and Forestry e-module** is housed in Silvestor, the Institute’s new online learning hub. To gain access to the Institute online learning hub, please visit,

[https://silvestor.org.uk/login/](https://silvestor.org.uk/login/)

Enter your username and password to login. If you have forgotten your password, there is the facility to reset it. If you have not yet been supplied with a username and password, please contact the Member Services Team at icf@charteredforesters.org.

The online learning hub will open a Dashboard.
On the Dashboard (above) you should see a link to the Professionalism in Arboriculture and Forestry e-module. Double click on the course image or title to enter.

Click on Enter when you are ready.

3. Completion of the e-module

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

The e-module is interactive - please follow the onscreen instructions, paying particular attention to the Navigation and Icons information (see below).

Once you have completed the Test Your Knowledge section, you should undertake the Ethical Dilemmas section.

4. The Ethical Dilemma

As part of the TME 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.

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.

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.

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.
In writing the response to the selected hypothetical dilemma you should consider your potential actions and behaviour were you in that position. You may also wish to consider some of the Key Questions outlined in the Code of Conduct.

The response to the selected hypothetical dilemma should be no more than 800 words in length.

Once complete, please submit your response to Dawn Elliot, Member Services Officer, at dawn.elliot@charteredforesters.org