Technical Membership Entry

How To Create

Technical Evidence

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1. Introduction

Technical Evidence is perhaps the most important means of demonstrating that you have acquired the technical competence expected of a Technical member. You are expected to submit some form of Technical Evidence as part of the submission that will demonstrate technical proficiency and professional awareness.

This How To Guide details how to create and collate your **Technical Evidence** as part of the Technical Membership Entry (TME) process.

2. The selection of appropriate Technical Evidence

Choosing a suitable subject for your Technical Evidence can be challenging – start by discussing possible options with your colleagues and, if appropriate, with your Verifier.

The Technical Evidence should reflect the Competency Areas presented in your TME submission. Applicants are strongly advised against presenting Technical Evidence that heavily focuses on **Competency Area 1. Business and Management Skills.** While these Competencies may bear some relevance to your chosen topic, you are strongly advised to choose a topic that falls more directly under the remit of one of your other claimed Competency Areas.

You will be expected, where appropriate, to demonstrate that you have considered matters such as health and safety, legal implications, conflicts of interest, professional standards and the Institute's Code of Conduct.

The Technical Evidence may be submitted as a written submission or a series of digital submissions, for example, a series of mobile phone recordings.

Whichever format you choose you will be expected to address the following themes in the Technical Evidence:

- **Introduction**
- **Methodology** or **Procedure**
- **Planning, Preparing** and **Operations**
- **Outcomes** or **Results**
- **Observations** or **Conclusions**.

Some of these sections may be adapted or merged together, depending on what you think would be appropriate, but together they form a framework for Technical Evidence.

3. Written Technical Evidence

If you intend to submit a written report as part of Technical Evidence, then the word count must not exceed 2,500 words.

Whilst you may choose to write the Technical Evidence as though it was a report, you may find it more beneficial to compose in the first-person given the emphasis on demonstrating your technical competence and personal professional development. Experience has shown that to best convey

your role and understanding to assessors writing in the first-person is beneficial. This should help you focus on your involvement in the task as well as your responsibilities.

In writing your Technical Evidence you should keep in mind the audience – the assessors. The assessors will be professionals practising in the same general field as you, so do not write it as though it is intended for someone without an arboricultural or forestry background.

The final work should be a professional document without spelling mistakes or grammatical errors. Pages should be numbered. Tables and diagrams should have descriptive labels and sources of information should be suitably referenced. A word count displayed on the document is generally appreciated by assessors. Where possible, you should ask colleagues to proof drafts and suggest ways of improving the descriptions or presentation and, where appropriate, to help ensure that it meets the brief.

The Technical Evidence submission is your own work. It should not, therefore, be submitted using any logos or branding of either your employer or the Institute of Chartered Foresters.

4. Spoken Technical Evidence

If you intend to submit a series of digital submissions, such as a series of short video clips recorded on a mobile phone, then the combined total of the evidence must not exceed 15 minutes.

Experience has shown that to best convey your role and understanding to assessors small, bitesize clips are preferred. You may wish to use the aforementioned themes to structure your recorded submissions.

Spoken Technical Evidence may be recorded on any digital device, including mobile phones, over an extended time period – recordings do not need to take place on the same day.
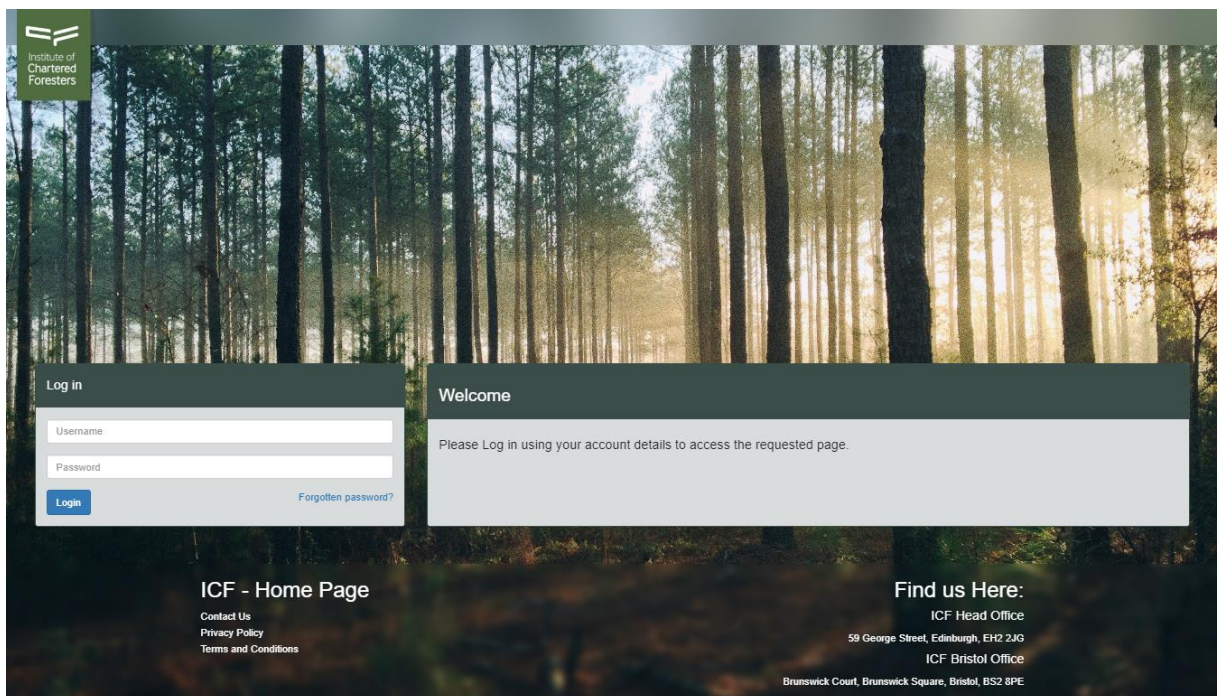
5. The Members Area

The TME application process is managed in the Members Area, accessed from the Institute's website – charteredforesters.org
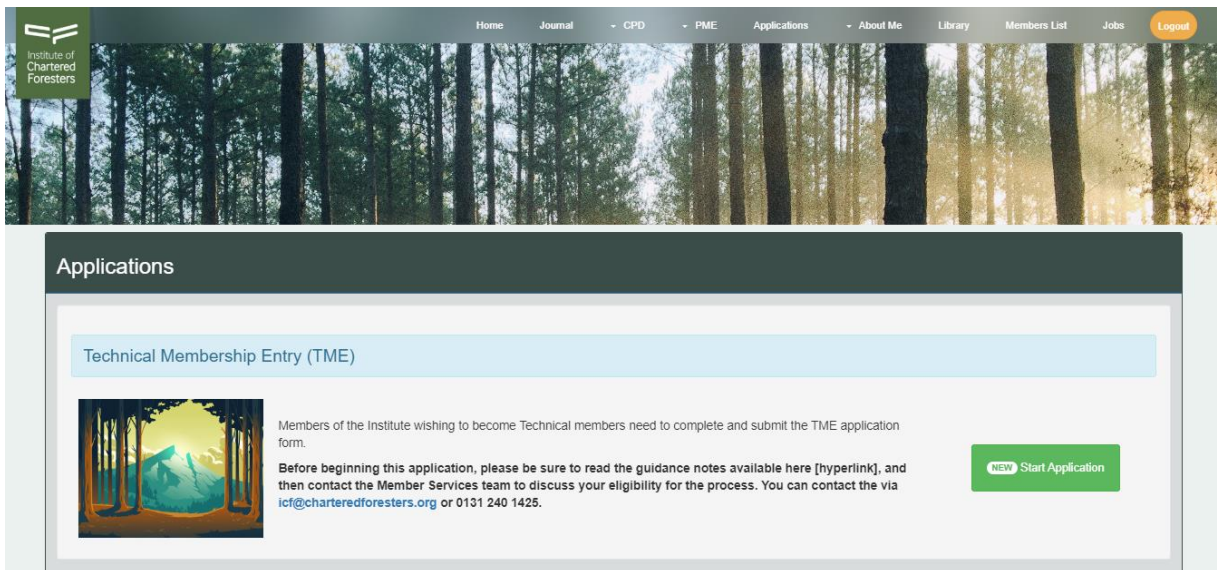
To access the Members Area, you should click on the **Members login** link at the top of the homepage (see above).

Clicking on the **Members login** button 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.

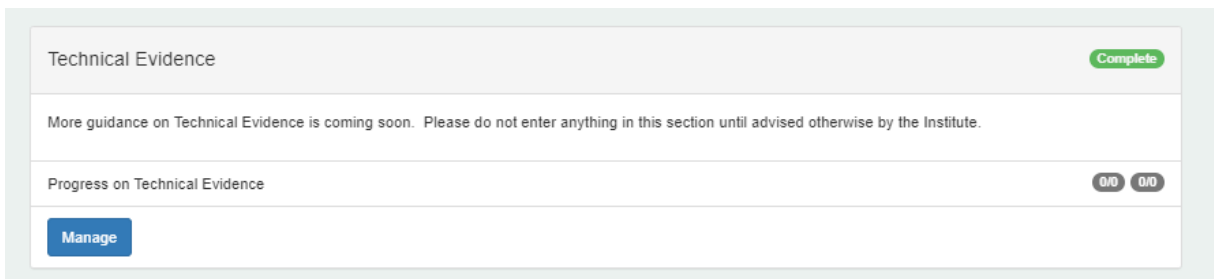TME How To Guide: Technical Evidence

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.
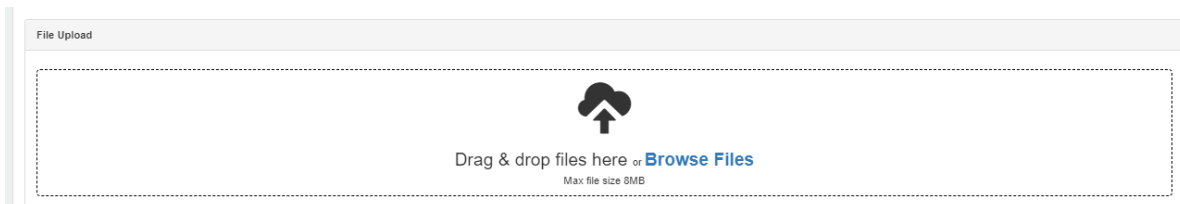

6. Uploading Technical Evidence to the Members Area

Scroll down to the **Technical Evidence** section. Currently the section states 'More guidance on Technical Evidence is coming soon. Please do not enter anything in this section until advised otherwise by the Institute.' Please ignore this advice, we will update this text in the coming days.

Click on the **Manage** button to upload your **Technical Evidence** irrespective of the format.

If you plan to submit the **Technical Evidence** as written evidence then click on **Select Section** at **Written Piece** [which will be changed to read **Written Evidence**] and upload your **Technical Evidence** in the **File Upload** box. Please note the maximum file size the platform will support is 8MB.

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If you plan to submit the **Technical Evidence** as spoken evidence then this section will be simplified to allow you to upload your **Technical Evidence** in the **File Upload** box. Again, please note the maximum file size the platform will support is 8MB.