



Institute of
Chartered
Foresters

Technical Membership Entry

How To Create

Work Record

1. Introduction

Arboriculture and forestry encompass many different skills, or competencies, and no single individual is expected to be competent in all of them. However, the Institute does expect that an adequate range of related experience will have been obtained by all applicants wishing to achieve Technical membership.

The purpose of the **Work Record** is to provide evidence of your competency in the area of the profession in which you are actively engaged. As your career progresses, you will be required to undertake appropriate continuous professional development (CPD) to maintain your knowledge and skills and to develop these to support any moves into new areas of the profession.

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

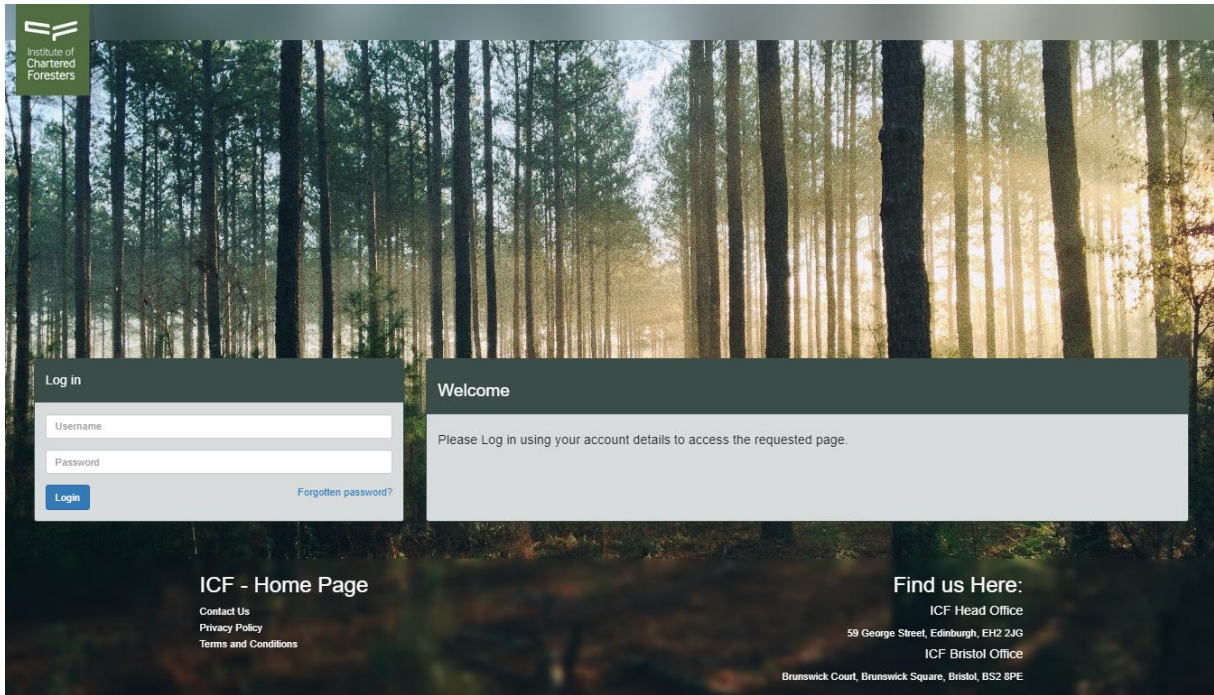
2. The Members Area

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

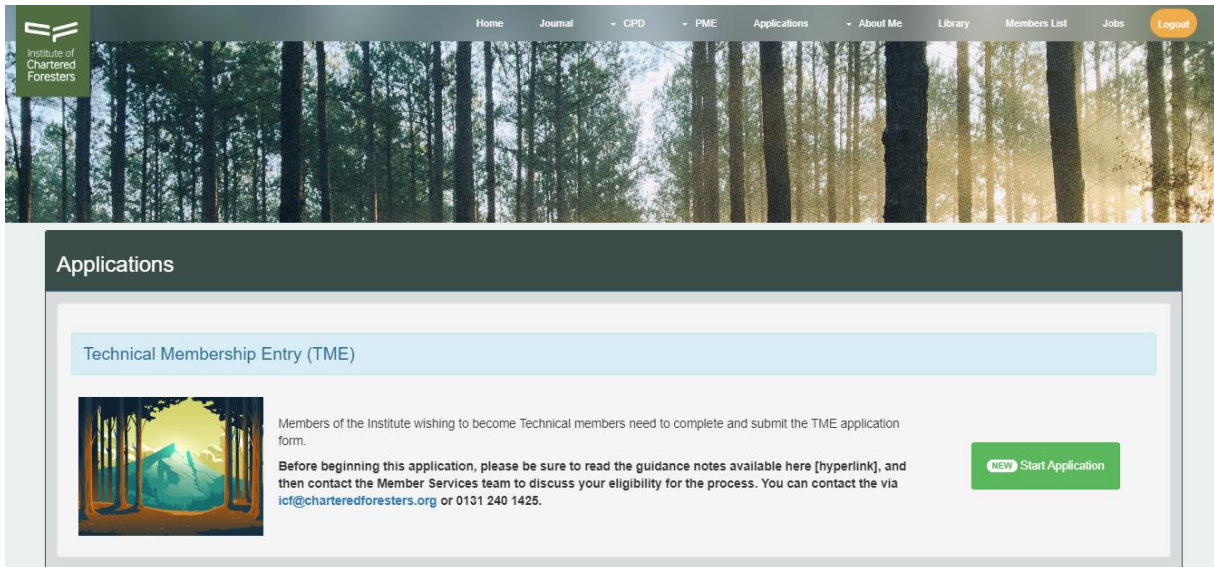


To access the Members Area, you should click on the **Members login** link at the top of the homepage (see above).

Clicking on the **Members login** 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.

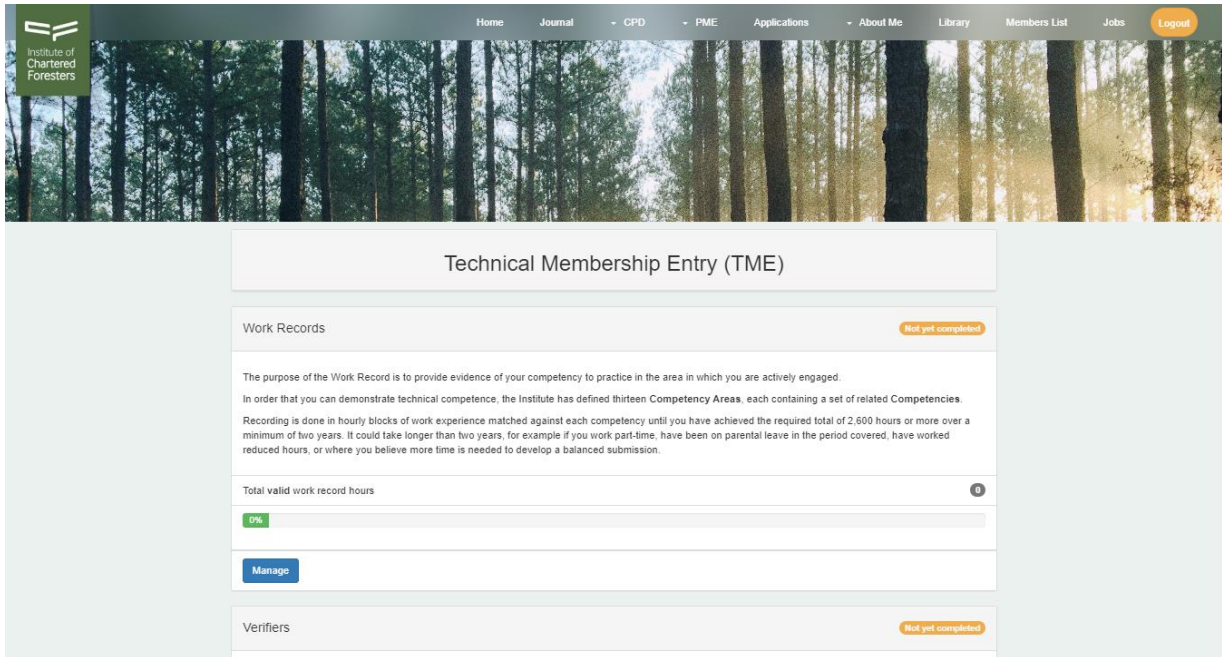


The TME application is managed in the **Applications** tab of the Members Area. If you click on the **Applications** tab, the **Technical Membership Entry (TME)** application will appear (see below). Click on **Start Application** to begin entering your details.

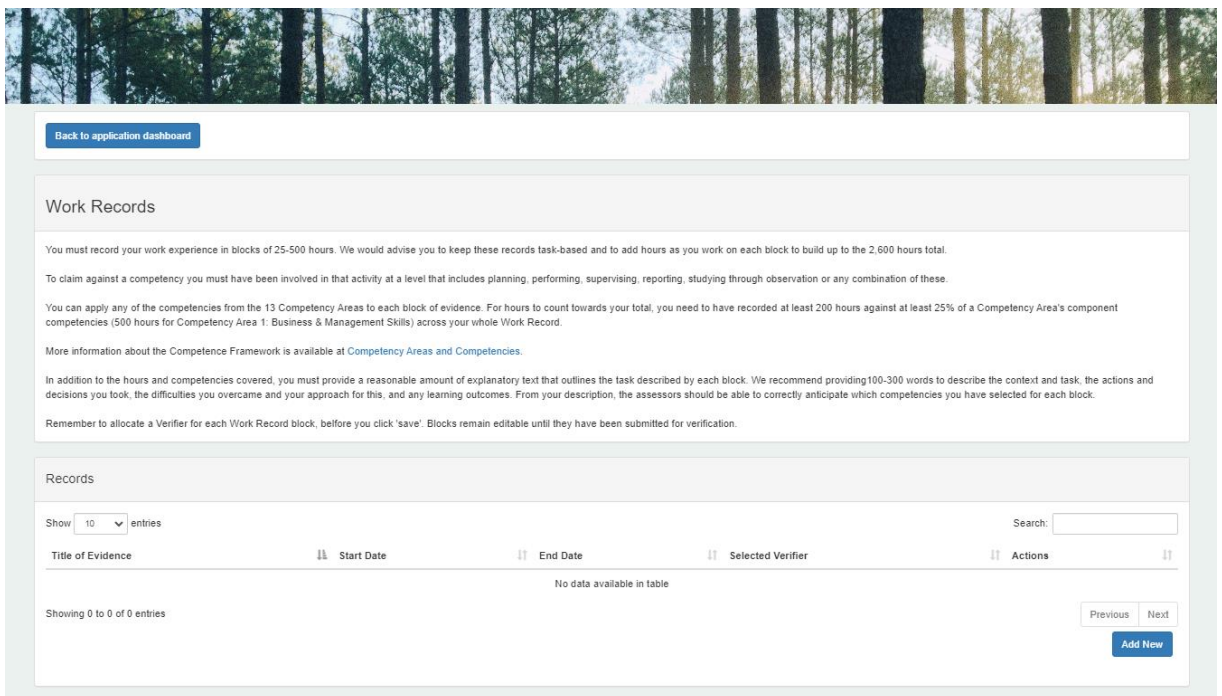


3. Building Your Work Record

If you click on **Start Application**, the **Work Record** is immediately visible in the TME dashboard (see below).



Click on the **Manage** button to enter your Work Record in a series of blocks of evidence. These blocks of evidence will demonstrate your technical proficiency in the allocated competency. Remember – to claim against a competency you must have been involved in that activity at a level that includes planning, performing, supervising, reporting, studying through observation or any combination of these.



To enter a new block of evidence click on **Add New**.

Please enter a **Title of Evidence** which best identifies the task, job or project you are recording. In this example, the applicant has entered **Tree Inventory and Inspection: Oak Road Playing Field**.

Please enter the **Start Date** of the task, job or project you are recording. In the example, the applicant has entered **10/08/2023**.

Please enter the **End Date** of the task, job or project you are recording. In the example, the applicant has entered **11/08/2023**.

To provide a better understanding of the task, job or project recorded, you must provide some explanatory text for the assessors. We recommend providing between 100–300 words to describe the context and task, the actions and decisions you took, the difficulties you overcame and your approach to this. From your description, the assessors should be able to anticipate which competencies you have selected for each block.

The screenshot shows a form titled "Record Details" with the following sections:

- Title of Evidence ***: A text input field with the instruction "Enter a title which best identifies the Job, Task or Project you are recording."
- Start Date**: A date picker with the instruction "Enter the end date of the Job, Task or Project." and a calendar icon.
- End Date**: A date picker with the instruction "Enter the end date of the Job, Task or Project." and a calendar icon.
- Description of Evidence**: A text area with the instruction "Provide a concise summary no more than 200 words of the Evidence presented to the Assessor." and a rich text editor toolbar.
- Select Verifier**: A dropdown menu with the instruction "Please use the buttons below to select the verifier who will review this work record."

A "Save and continue" button is located at the bottom right of the form.

In the example, the applicant has entered:

I was contracted to carry out a Tree Inventory and Inspection report on a small stand of trees at Oak Road Playing Field, Cumbernauld for North Lanarkshire Council. The stand of trees is sandwiched between a 4G football playing field (to the northwest) and a busy, residential B-road, Moss Road (to the southeast). I carried out a Tree Condition Survey and Report, a standard, formal ground-level inspection. The inspection was carried out with due care and attention to best practice – I adhered to the company’s lone-working policy, completed a risk assessment on arrival and conducted the survey whilst wearing the appropriate PPE. Height, stem diameter and crown spread were all recorded, as well as the health of each tree. The survey yielded the following results – the stand consisted of 11 European ash, seven rowan, seven silver birch, two English elm, one common beech and one Scots pine. All 11 European ash trees were showing signs of Chalara ash dieback.

Finally, please select a Verifier from the dropdown menu who will be able to review and verify this block of evidence [see section six for details of how to add a Verifier]. In this worked example, the applicant has selected **Douglas Fir** from the drop down menu.

4. Claiming Competencies

When you click on **Save and continue**, a second screen opens which will allow you to add specific competencies to the block of evidence.

In the worked example, **Tree Inventory and Inspection: Oak Road Playing Field**, let's imagine that over the course of two days the applicant spent six hours on site carrying out the inspection and four hours in the office manipulating the data and producing the draft report. Then the applicant may allocate the 10 hours claimed as follows,

- 4 hours on **1.26 – External consultancy and management reports**
- 5 hours on **3.09 – Tree inspections and evaluation**
- 1 hour on **3.21 – Adherence to Health and Safety requirements**

The screenshot shows a form titled "Add Competency" with a table for entering data. The table has three columns: Competency Code, Competency Description, and Hours Claimed. The first three rows are populated with data from the worked example, and the remaining five rows are empty. Each row has a "Clear" button to the right. A "Save and Finish" button is located at the bottom right of the form.

Competency Code	Competency Description	Hours Claimed	Action
1.26	External consultancy and management reports	4	Clear
3.09	Tree inspections and hazard evaluation	5	Clear
3.21	Adherence to Health and Safety requirements	1	Clear
		0	Clear
		0	Clear
		0	Clear
		0	Clear
		0	Clear

Save and Finish

Once entered, you should click on **Save and Finish**. At this point, the block of evidence has been entered, and may still be edited because the block of evidence has not yet been verified.

5. Guidelines for claiming competencies

For the purposes of demonstrating technical competence, the Institute has defined thirteen Competency Areas, each encompassing a series of component Competencies¹ against which you are required to record your work until you meet or exceed the requirement outlined below.

Recording is done in hourly blocks of work experience, matched against relevant Competencies, until you have reached the required total of 2,600 hours (or more) over a minimum of two years.

There is no mandatory number of Competencies or Competency Areas required in TME. Instead, the exact mix of Competencies recorded will be wholly dependent on your work experience.

¹ The complete list of Competency Areas and associated Competencies can be found in the TME Guidance Notes.

To claim competency in one of the Competency Areas, you must attribute at least 200 hours to that Competency Area. If you do not meet the required hours within a Competency Area, these hours will not count towards your total as they will not be deemed to demonstrate competency.

You can enter up to 500 hours in each block of evidence. A discrete block of evidence would normally cover 50–250 hours (a minimum of 25 and a maximum of 500 hours), but this very much depends on the nature of your work. We advise you to keep these blocks of evidence task-based and apply hours to each Competency demonstrated within the task as you work on it. You can attribute up to eight Competencies per block of evidence.

In some rare cases, it may be not be possible to break your work into discrete tasks, in which case you may treat a block as a unit of time, perhaps a month or year. Recording in this way is more difficult because multiple tasks will likely be undertaken over a period of time and will likely be replicated across projects. It may be difficult to keep such blocks of evidence within the eight Competency and 500-hour limits, **therefore, you are strongly advised to keep your Work Record task-based wherever possible.**

6. The selection of a Verifier

Each completed block of evidence will require verification from a named Verifier. Ideally, this person will be either your line manager or someone of professional standing. The individual you appoint to verify each block of evidence must have the appropriate oversight and knowledge of the work described so they can verify that your record is a true and accurate account of your work.

There will be occasions when it is advisable for you to use multiple Verifiers – for example, if you change job or intend to use clients as Verifiers.

You should enter the Verifier details from the TME dashboard. Click on **Manage** and enter the details of your Verifier.

Verifiers Not yet completed

You are required to appoint an appropriate individual (or individuals) to verify your Work Record. Ideally, this will be the line manager who oversaw the work described. However, chartered members of the Institute or of similar organisations (e.g. surveyors, landscape architects, engineers or accountants) or other individuals of professional standing are also acceptable. The individual you appoint to verify each block must have appropriate access to and knowledge of the work described so they can verify that you have provided a true and accurate account of your work.

It is acceptable to use multiple Verifiers where appropriate (for example, if you have changed job or are using clients as Verifiers).

You are responsible for discussing your Work Records with your verifier(s) before sending your blocks to them for verification. Where appropriate, you are expected to produce relevant time-sheets, work diaries, registration papers for meetings or anything else that will back up your claims. It is understood that not every block of evidence will have supporting documentation, but all significant claims should be verifiable.

Please ensure that you pass a copy of the [TME Letter to Verifiers](#) to your chosen verifier(s) before sending them any verification requests.

Total verifiers set-up 0

[Manage](#)

Verifier Invites

Verifier Invites allows you to manage the invites to verifiers, it allows you to see existing invites along with their expiry and also renew and create invites to verifiers.

Total verified work records 0

Total unverified work records 1

[Manage](#)

If you click on the **Add New** button, you will be required to enter the following details,

- **Verifier Name**
- **Verifier Email Address**
- **Verifier Telephone Number**
- Verifier Address
- **Verifier Post Code**
- Position Occupied by Verifier
- **Type**

You should complete all fields, although the fields highlighted in bold font are a mandatory requirement.

Back to application dashboard

My Verifiers

You are currently viewing/editing Verifier records.

Record Details

Verifier Name *

Verifier Email Address *

Verifier Telephone Number *

Verifier Address

To paste text into this field, please use the paste option in the edit menu or use the keyboard shortcut Control/Command + v

Edit -

B / I / A - / [Rich Text Editor Icons]

Verifier Post Code *

Position Occupied by Verifier

To paste text into this field, please use the paste option in the edit menu or use the keyboard shortcut Control/Command + v

Edit -

B / I / A - / [Rich Text Editor Icons]

Type *

Line Manager

Save and finish

When all details have been added, click on **Save and Finish**. You have now created a Verifier for your TME submission. You must ensure these details are kept up to date throughout the application process.

Applicants are responsible for discussing their **Work Record** with their Verifier prior to submitting them. 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.

7. Verification of the Work Record

Once a block of evidence is completed it should be emailed to your Verifier for approval.

You submit blocks of evidence for verification online through the **TME dashboard**. When you are ready to submit a block of evidence for verification, click on **Manage** in **Verifier Invites**. This will open a screen called **My Verification Requests**.

Back to application dashboard

My Verification Requests

Below you will see a list of your verifiers and the requests you have made for verification.

Create a new invite

Verifier	Date created	Date expires
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Select the **Verifier** you wish to **Create a new invite** for from the dropdown menu. Once selected, click on the **Create Invite** button.

My Work Records

Below you will see a full list of all Work Records you have associated with **Douglas Fir**
Please select those you wish request Verification on at this time.

Select	Title	End Date
<input type="checkbox"/>	Tree Inventory and Inspection: Oak Road Playing Field	11/08/2023

Comments for verifier

Enter a message for your verifier here

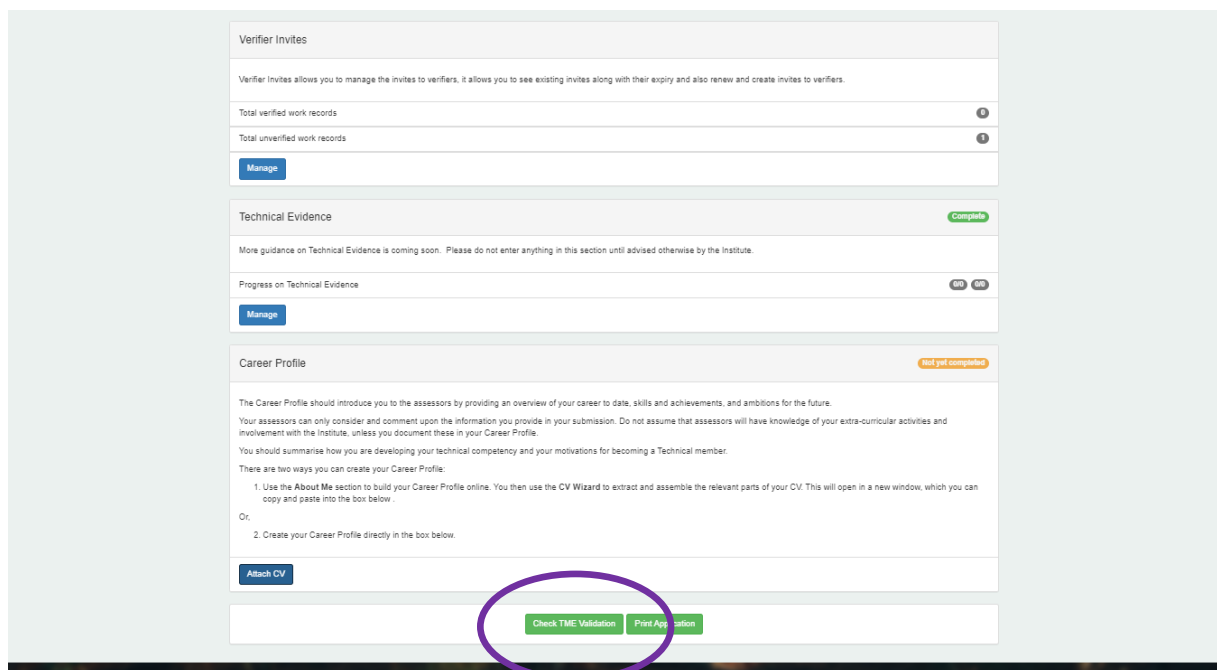
All outstanding blocks of evidence that need verification by that Verifier will then appear on the **My Work Records** screen (above).

In the worked example, **Tree Inventory and Inspection: Oak Road Playing Field** is the only allocated block of evidence for the Verifier, **Douglas Fir**. You check the tick box for **Tree Inventory and Inspection: Oak Road Playing Field** and enter a message in the **Comments for verifier** text box if you wish to communicate with your Verifier. You then click on **Save Selection and Email Verifier** and all selected blocks of evidence will be emailed to your Verifier for approval.

The Verifier will be emailed each block of evidence and will be asked to verify and comment. When this is done that block of evidence is closed and can no longer be modified. Therefore, only send blocks of evidence to your Verifier when you are completely happy with the content, including the competencies and hours claimed.

8. Keeping track of your TME submission

You are able to keep track of your TME application from the **TME dashboard** by selecting **Check TME Validation** at the bottom of the screen.



The screenshot displays the TME dashboard interface. It is divided into three main sections: 'Verifier Invites', 'Technical Evidence', and 'Career Profile'. The 'Verifier Invites' section shows 'Total verified work records' and 'Total unverified work records', both with a count of 0. The 'Technical Evidence' section indicates 'Progress on Technical Evidence' with a count of 0/0. The 'Career Profile' section provides instructions on how to create a profile. At the bottom of the dashboard, there are two buttons: 'Check TME Validation' and 'Print Application'. The 'Check TME Validation' button is circled in purple.

The screen will tell you how many blocks of evidence have been approved by your Verifier and how many are unapproved. In order for blocks of evidence to count towards your 2,600 hours total, the block of evidence must be approved by your Verifier.

Competence and hours

You must:

Achieve a total of 2,600 valid hours

Achieve atleast 500 hours in each competence area

Cover at least 25% of the competence outcomes for a competence area for it to count

All your work records need to be verified

- You have 0 approved work records
- You have 1 unapproved work records

Competencies

Competence Area	Hours	Competence	Met requirement
01. Business and Management Skills	4	3%	No
02. Forestry and Woodland Management	0	0%	No
03. Arboriculture and Urban Woodland Management	9	9%	No
04. Environment, Biodiversity and Wildlife Management	0	0%	No
05. Recreation Management and Planning	0	0%	No
06. Public Consultation and Participation	0	0%	No
07. Tree Nursery Management	0	0%	No
08. Harvesting, Marketing and Utilisation	0	0%	No
09. Forest Engineering	0	0%	No
10. Timber Conversion	0	0%	No
11. Policy Development and strategic planning	0	0%	No
12. Forestry and Arboricultural Research	0	0%	No
13. Forestry and Arboriculture Teaching	0	0%	No
Valid Hours Total	0		

Please review the detailed analysis below which will show you what you need to do to submit your PME application

In addition, the table details the Competency Area recorded against, the cumulative number of hours recorded against that Competency Area and the percentage of Competencies with that Competency Area recorded against.

9. Appendix

It is your responsibility to find an appropriate Verifier and to get their agreement to act in this capacity. The Verifier's role is crucial to the success of the TME process so it is important that you and your Verifier understand the nature of this relationship. To assist in this process a guidance letter for Verifiers can be found in the **TME dashboard**.

This letter must be passed to the proposed Verifier, fully discussed and his or her approval gained before the individual can be named as a Verifier.



<Insert Addressee>
<Insert Address>
<Insert Postcode>
<Insert Town>

Dear <Insert Name>,

Verification Process for the Technical Membership Entry (TME) Assessment Process

The process you are being asked to assist with is essential for the maintenance of professional standards in forestry and arboriculture.

The Institute of Chartered Foresters is asking you to endorse, to the best of your knowledge, the experience that the applicant claims to have gained, both at work and in their personal development. This requires the applicant to look back over a period and provide you with sufficient evidence to support each claim they make in a particular competency. Such evidence may take the form of some combination of work diaries, [time-sheets](#), written reports and a record of attendance at meetings and events. In short, whatever evidence is sufficient to enable you to endorse each submitted block of evidence in their Work Record.

To assist us in our assessment process, we ask that you verify the submission provided by the applicant detailing precisely the evidence produced to support their claims. We fully understand that no such set of documents can totally detail everything the applicant has been involved with, and we are certainly not asking you to spend time confirming details. Rather, we are looking for an assertion that you reasonably believe that the applicant is honest and trustworthy in claiming what they have recorded.

If you have no reason to disagree with the applicant's claims, please confirm this by completing the email you were sent. Where possible, please use the comments section to paint a fuller picture for the assessors who will review this submission.

If, for whatever reason, you feel unable to sign off the full claim, please inform the applicant and briefly explain the reason for your decision. It is then the applicant's responsibility to explain this to the Institute of Chartered Foresters. Should you feel that there are strong concerns about the applicant's honesty or professional competence, please contact the Institute immediately.

Exceptionally, the Institute may wish to contact you directly. We hope that this has your approval.

In the meantime, if you have any questions regarding the verification process or concerns about a submission you have been asked to verify, please do not hesitate to contact the Institute's Member Services Director, Dr Stuart Glen, on 0131 240 1425 or at stuart.glen@charteredforesters.org.

Our sincere thanks for your help in this important task.

Alex Murray FICFor

Chair of the Examinations Board
Institute of Chartered Foresters

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