

Professional Membership Entry Guidance Notes

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1. Introduction

Membership of the Institute of Chartered Foresters brings international respect and recognition from peers, senior colleagues and stakeholders. Whether building your business or advancing your career, the leap to Professional membership will underline your credentials, broaden your knowledge and deliver a clear competitive advantage. The Institute of Chartered Foresters is the only body that can award Chartered Forester or Chartered Arboriculturist status, a designation protected by law, to forestry and arboriculture professionals working in the UK.

Professional Membership Entry (PME) is the standard routeto chartered status. It applies to individuals who,

* have recently embarked on their careers and are accumulating professional, managerial experience in arboriculture, forestry or related disciplines
* may have been in the business for some time but have not, for whatever reason, undertaken their professional exams

PME is open to all Associate members who have obtained a minimum of 10 qualifying points from academic qualifications and relevant experience. The total is made up of points for academic qualifications (a minimum of 4 points) and points for each year of relevant work experience (a minimum of 2 points). Points awarded to accredited academic qualifications are reviewed regularly by the Institute’s Professional & Educational Standards Committee. We do not distinguish between full-time, part-time or distance learning options – points are based on the final qualification.

Individuals who wish to join the Institute of Chartered Foresters and possess a qualification that is not accredited will be assessed on an individual basis, through a self-assessment form to determine the number of points their qualification gives them.

Further information regarding PME qualifying points can be found on the Institute’s website - [www.charteredforesters.org/study](http://www.charteredforesters.org/study) and the Associate Information Guide (also available to download from our website).

PME is based on an evaluation of your professional understanding and experience. PME is comprised of the following components:

* **The Work Record** – a verified record of work experience over a period of not less than two years
* **The CPD** **Record** – a record of activities outside the work place (continued personal development) which could further professionalism
* **The Critical Analysis** – a written critique of some challenging aspect faced by you in your work experience
* **The Career Profile** – a demonstration of understanding of professional development as outlined in an extended curriculum vitae
* **The Professional Interview** – an interview based upon the work record, critical analysis and career profile in order to establish your ability, skills and knowledge

Together these components are designed to reveal whether you have taken responsibility for developing your professionalism, and have reached the standard expected of a Chartered Forester or Chartered Arboriculturist.

The assessment is carried out by the Institute of Chartered Foresters’ Examination Board, under the guidance of the Professional & Educational Standards Committee. Assessors are appointed from a pool of Chartered Members, matched as closely as possible to your competency areas and the process is independently monitored by a Moderator appointed by the President of the Institute.

The Institute urges all applicants[[1]](#footnote-1) to read these guidance notes in full and to pay particular attention to the section on the Critical Analysis which will require careful thought and preparation, well in advance of submission.

1. The Work Record

The practice of forestry or arboriculture requires many different skills, or competencies, and no one professional can be expected to embrace them all. However, the Institute does expect that an adequate range of related experience will have been obtained (both through employment and in personal time) by all applicants wishing to achieve chartered status. You are also expected to understand the limitations to your competencies so that you will be able to abide by the Institute’s Professional Code of Ethics, Regulation 28(B) 5, which states that,

*“Every member shall perform only those services within a member’s competency.”*

You can start recording your work experience at any time. However it is important to realise that the submission deadline for PME each year is 1 August.

The Institute prefers you to record your work experience as you go along, in many ways this is easier. However, all or part of the work experience can be entered retrospectively (up to two years) provided you have the necessary records and documentation.

* 1. **Recording work experience**

Members can record work experience online through a secure recording platform available in the Members’ Area of the website, entitled **My Work Record**.

In order that you can demonstrate the skills learnt through relevant work experience, 13 **Competency Areas** have been defined by the Institute of Chartered Foresters, each containing many related **Competencies** (see Appendix 1).

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 obviously be wholly dependent on your own work experience. All applicants, however, must show that adequate experience has been gained in **‘Competency Area 1. Business and Management Skills.’** A minimum of 500 hours in this Competency Area is expected by the Institute.

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

Recording is on an hourly basis (although you could enter as many as 500 hours in one go). 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 (minimum of 25 and a maximum of 500 hours), but it very much depends 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 of work. This approach, however, might suggest to the Assessors that your work experience lacks the variety and breadth they expect.

Each completed block of recorded work experience will require to be verified by a named Verifier.

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

* 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. 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 two or more of the competency areas (recording only in Competency Area 1 is not acceptable).
* For a Competency Area to be counted in the final total it must contain a minimum of 200 hours over the two years or more.
* You should seek to show breadth of experience by recording hours in more than a quarter of the competencies listed in any claimed competency area.
* These records must be independently verified as true and accurate before being submitted to the Institute of Chartered Foresters.

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.

* 1. **The selection of a Verifier and their obligation**

The Institute of Chartered Foresters requires you to find an appropriate person to verify your work records, the Verifier. Ideally this person will be either your line manager or someone who is a Chartered Forester, or a member of a similar chartered organisation (e.g. surveyor, landscape designer, engineer). Other individuals of professional standing are acceptable. It is important that the Verifier has appropriate access and knowledge of the work recorded.

It is understood that there will be occasions where these conditions cannot be met in which case you must explain the difficulty and reasons for your choice when you register for PME with the Registration Form PME1. In addition, you should enter the Verifier details in ‘My Verifiers’ section of the Members Area and ensure these details are kept up to date.

There will also be occasions where it is advisable for you to nominate multiple Verifiers. For example, if you change job or use clients as Verifiers.

Applicants are responsible for discussing their work records, including details recorded under personal development, 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 (it is understood that not everything will have supporting documentation, but all significant claims should be verifiable).

Once you are ready to have your work record verified, submit it through ‘My Verification’ online. The Verifier will be emailed every block of recorded work experience and will be asked to verify and comment.

In order not to over-burden the Verifier with numerous small blocks of work experience, it is advisable to ask for these to be verified in blocks of 200-500 hours.

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 his or her agreement to act in this capacity. The Verifier’s role is crucial to the success of the PME 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 Appendix 2.

**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.**

1. Continued Personal Development

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

CPD includes time 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, even involvement in local community groups – a wide range of activities can be considered as relevant if participation makes you not only a better forester, arboriculturist or business manager, and better able to integrate these skills into wider society.

It is common for applicants to experience difficulties in obtaining wide enough or balanced experience at the work place but we expect you to have sought to, at least partly, compensate for this 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 year period.**

1. The Critical Analysis
	1. **What is the critical analysis?**

The critical analysis is one of the most important means of demonstrating that you have acquired the professional competence expected of a Chartered Forester or Chartered Arboriculturist. An inadequate or substandard critical analysis is the most common reason for applicants failing to reach the Professional Interview stage. For this reason it is important that the critical analysis should be thought about well in advance, ideally more than six months before submission, to allow sufficient time for planning, writing, reflection and review.

The critical analysis is defined as,

*“A written introspective examination and critique of some task or situation, or series of tasks or situations, in which the applicant has been involved.”*

In other words you are asked to describe a professional challenge you have faced at work, explain how you (or you and your colleagues) set about solving the problems identified and detail the lessons you learned.

Generally you will be expected to address the following questions in a critical analysis:

* **What was the problem?** Briefly describe the situation, the problem encountered and the objectives set.
* **What was your role?** You are not expected to have been the manager or final decision-maker, but Assessors need to know the extent to which you were involved in the decision making. It is important that together these two descriptive sections do not occupy more than one third of the completed critical analysis.
* **What were the possible solutions?** Identify and analyse the options which were (or might have been) available to you in order to achieve the objectives.
* **What solution was chosen and why?** Outline the process that led to your choice.
* **What happened?** Did it turn out as expected and what were the reasons for any successes or failures?
* **What would you do next time?** Recommend, with reasons, how you would handle a similar situation in the future.
* **What did you gain from the experience?** What lessons did you come away with, particularly in relation to your professional development?

While the first third (or less) of the work is descriptive, the rest should be an analytical examination of the options, solutions and results with appropriate deductions and recommendations. It is not a simple historical account, it is a *critical analysis*. Unless you show that you can identify, and critically review, the problems and possible solutions it will not demonstrate the professionalism being looked for by the Assessors.

The critical analysis should demonstrate the required level of competence in:

* Written communication
* Data collection and handling
* Problem solving
* Reflective analysis
* Understanding of the role of the professional
	1. **Writing style**

You may choose to write the critical analysis as though it was a report, avoiding the use of the first person. However experience has shown that your role and understanding are best expressed by writing all, or at least the last two thirds, of the analysis in the first person, employing phrases such as:

* “the options available to me were”
* “the reason we decided to”
* “my motives were”
* “in the future I would”

Of course this rather more intimate style does not mean that you do not acknowledge your sources of information or the contribution of others.

In writing your critical analysis you should keep in mind that the reading audience – the Assessors – will be professionals practising in the same general field as yourself, so do not write it as though it is intended for someone without a forestry or arboricultural background.

It should also be noted that a critical analysis is not merely an essay detailing a particular aspect of your job. You should avoid lengthy descriptions of a technical nature and concentrate on those aspects that tested your professional skills, such as problem solving, conflict resolution and knowledge boundaries.

* 1. **Choice of subject**

We know that this can be difficult so we urge you to start by discussing possible subjects with your colleagues and, if appropriate, your Verifier. What you choose should be sufficiently complex to be open to critical analysis. If there is only one obvious solution there would be no need to call on the advice of a professional. This being said, subjects with too many key issues are best avoided as they cannot be adequately examined in the space we allow you. Examples of subjects submitted by previous applicants are given in Appendix 3.

As well as analysing, and recommending between, options you will be expected, where appropriate, to show that you have considered matters such as health and safety, legal implications, conflicts of interest, professional standards and the Institute’s Professional Code of Ethics*.*

* 1. **Presentation**

Naturally you will be striving to produce a thoroughly professional document without spelling mistakes or grammatical errors. The Institute requires that you send two well-presented and securely bound hard copies to our Head Office by 1 August. Tables and diagrams should have descriptive labels and sources of information should be suitably referenced. You should also consider confidentiality and ensure that the permission of particular individuals has been obtained or that their identities are disguised.

Where possible ask colleagues to read your drafts to suggest ways of improving the descriptions or presentation.

The final work should be between 3,000 and 3,500 words in length excluding any tables, figures, maps, photographs, bibliographies and appendices, although in combination these should not cover more than five pages.

1. Career Profile

The career profile is not an assessed part of the exercise but rather designed to guide the interview should you be invited to attend one. Complete all the relevant sections online – My Profile, Work Experience, Skills & Achievements and Education in **About Me.**

Assessors can only assess and comment upon the information provided by you. It is imperative that you record voluntary positions as well as salaried positions. Do not assume that Assessors will have knowledge of your extra-curricular activities and involvement with the Institute, unless you have documented these activities in the career profile.

You should summarise how you are developing your competency base and your career progression towards chartered status.

You are encouraged to use the CV Wizard in the ‘Career Profile’ section to create a personal curriculum vitae**.**

1. Assessment

Following the submission deadline the Examination Board will appoint two Assessors to consider the submitted work. The Exam Assessors are drawn from a list of Chartered Members, trained in the role and where possible matched in the same general field as you and with experience of the Competency Areas claimed by you. They will assess these against agreed standards of professionalism. If either Assessor has any doubts, or if there is a difference of opinion, the documents are submitted to a Moderator appointed by the President of the Institute for guidance in reaching a decision.

Following assessment of the PME submission the decision may be that more work is needed to make the critical analysis acceptable, or that further work experience is required, in which case you will be informed that you will not be invited for interview. The reasons for this decision will be explained and you will be invited to submit again at a later date.

Alternatively, the Assessors may decide to invite you to interview. This does not necessarily imply that the submission is judged acceptable but rather that it is thought that there is nothing that cannot be rectified or substantiated at interview. Such issues for discussion will be drawn to the attention of the interviewers.

Applicants invited to interview will be **informed of this in early October.** Interviews are arranged for early November and cannot be arranged for any other time. Failure to attend at interview is regarded as a failed application.

1. The Professional Interview

Professional interviews are held in early November, usually in Edinburgh.

The Examination Board will appoint an interview panel of two chartered members, chosen where possible to reflect the special interests of you. Normally at least one of these will have been an Assessor of your written submission. The Professional Interview generally lasts about 45 minutes.

The purpose of the interview is to allow applicants to:

* correct or justify weak points in the written submissions
* elaborate and develop on the written submissions
* demonstrate a wider professional competence and awareness

Much of the questioning is based upon the Assessors’ comments on the written work, particularly, but not solely on the critical analysis. The questioning is designed to allow you to explain, develop and expand on the written submissions and to give you the opportunity to demonstrate your wider professionalism. You will not be asked questions outwith your competency areas and there are no ‘trick’ questions.

The Moderator will attend for a part of most interviews but will not participate in the questioning. The Moderator’s role is to ensure uniformity of assessment standards and, where requested, to provide advice to the interviewers over matters of procedure and interpretation.

The conclusion will be either that you are recommended to the Institute of Chartered Foresters for full chartered membership (subject to approval by Council) or that you are referred, to try again at a later date. In the latter case the reasons you have been referred will be detailed in writing. You may be asked to resubmit with a new critical analysis, or a record of further work experience, or both.

Where, in the opinion of the Assessors, an applicant has shown exceptional ability, the Examination Board may recommend that Council award a Distinction.

1. Resubmission

A total of three submissions can be made over the 15 years permitted for Associate membership.

An applicant may be asked to resubmit with a new critical analysis, or a record of further work experience, or both.

Applicants that resubmit will be required to follow the PME timetable as before, unless instructed otherwise by the Examination Board.

Applicants that have to resubmit will be required to pay the Examination fees as before, unless instructed otherwise by the Examination Board.

1. Appealing a decision

Applicants who are referred have the right to appeal the decision if it can be shown that there was an administrative error, or that the procedure was not in accordance with Institute regulations or that insufficient attention was given to extenuating circumstances. Details of the appeal process can be found in Appendix 4.

1. Applicants with special needs

If you have dyslexia, disabilities or other special needs you should advise the Institute in writing at the time of registering for PME (when submitting the Registration Form PME1). You may be asked to provide documentation supporting your case.

It is the position of the Institute to seek to accommodate any legitimate special needs of any applicant wherever and whenever this is possible.

Any extenuating circumstances affecting the progress of the period of professional experience or the submissions must be notified in writing to the Chair of the Examination Board. You may be asked to provide documentation supporting your case which will be treated in confidence.

Any extenuating circumstances affecting your performance in the professional interview should be notified to the Assessors of the interview panel at the time of that interview. Again, you may be asked subsequently to provide documentation supporting your case.

1. Timetable and fees

**To start.** Find a suitable Verifier and discuss your plans with him or her and, if appropriate, your colleagues. Then submit a completed ‘Registration Form PME1’ (available as a download from our website) in which you will register your name, address and other contact details, together with the name, contact details and professional position of your proposed Verifier. If the Institute has any concerns regarding your suggested Verifier, it will contact you about this.

**Intention to submit.** By 1 June of the year in which you wish to be assessed, submit a completed ‘Intention To Submit Form PME3’, together with payment of the first instalment of the examination fees. Examinations fees are detailed on the ‘Intention To Submit Form PME3’ and website.

**PME submission**. By 1 August, submit a completed work record, CPD record and career profile. These should be submitted online in the Members Area.

Please note that once you have submitted your online records, the records are ‘locked’ – you will no longer be able to amend or edit these.

**Although the submission will be online, the Institute also require that you post a signed paper copy of your PME documentation and two bound copies of your critical analysis.**

You must also have paid your second instalment of the Examination fees by 1 August. Examinations fees are detailed on our website.

1. Summary: A outline of the PME process

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**APPENDIX 1: Competency Areas and Competencies**

**1. Business and Management Skills**

1.01 Project Management (including planning and reporting)

1.02 Management of a work force

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

**APPENDIX 2: Guidance for verifiers**

It is the responsibility of each applicant to find a Verifier and to get his or her agreement to act in this capacity. The Verifier’s role is crucial to the success of the PME process so it is important that both Verifier and applicant understand the nature of this relationship. To assist in this process a guidance letter for Verifiers has been produced by the Chair of the Examinations Board.

**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.**



**APPENDIX 3: Examples of subjects for critical analyses**

The following are some of the topics used by previous applicants and are offered merely to assist applicants when considering the subject matter of their proposed critical analysis. It in no way constitutes an approved list of subjects.

* A critical analysis of ancient semi-natural woodland management and restoration of plantations on ancient woodland sites on a mixed rural estate in the Midlands.
* A critical analysis of the strategies undertaken to bring a SSSI woodland into positive management.
* Amenity land management: Critical analysis of options and results.
* Analysis of past claim patterns related to local authority procedures concerning trees and related subsidence.
* Analysis of the design plan process for a 500 hectare woodland in a National Park.
* Analysis of the issues, and the consequent research needs, involved in the conservation of remnant ancient oaks in an important heritage area.
* An analysis and examination of the applicant’s role using appropriate technology in a developing country.
* An analysis of management regimes and their effect on windblow in the Welsh uplands.
* An analysis of the impact of development plans on veteran trees in an historic parkland landscape.
* An examination of the economic and practical options for individual tree protection on a disputed site.
* An investigation of the circumstances before and during instances of unauthorised timber removal.
* Assessment of successes and failures associated with a farm woodland project based on a case study approach.
* Between a road and a river – Clearfelling a small, but challenging woodland in South Scotland.
* Compliance with a statutory plant health notice and ensuring the delivery of client objectives.
* Critical examination of methods of putting a monetary value on amenity trees.
* Dealing with the *Phytophthora ramorum* outbreak in South West Scotland.
* Decision on the division of lots and the market approach to woodland sales, recognising the potential conflict of interest through loss of woodland management of the site.
* Design and sourcing requirements for a wood fuel storage depot at biomass-fuelled plant.
* Design, implementation and management of a tree risk strategy.
* Designing a short rotation forestry planting scheme.
* Determination of the fuel supply mix for a proposed biomass power plant, considering the optimum balance from a range of fuel sources.
* Determining the growth rate of trees in the urban environment.
* Fencing – Creating boundaries, in both the physical and professional sense.
* Gaining felling approval on a large estate.
* Hazard Assessment and Report: Mature English Oak on a village green.
* Implications of logging in natural forests in a developing country.
* Issues arising in the identification and delivery of compensatory planting under the policy on the control of woodland removal.
* Land management options for heathland restoration in upland forest areas.
* Land management planning for the Flow Country: Determining appropriate responses to the call for bog restoration.
* Management of a byway open to all traffic during forest operations.
* Management of a novel silvo-pastoral research project, an analysis covering fund-raising, building internal support, local community engagement and media management.
* Management of a timber harvesting and marketing programme, with particular reference to developing relationships with customers and contractors, and improving quality control.
* Modelling of the suitability for acquisition of land in Central Scotland, from a woodland creation perspective.
* Production of a tender response for delivery of a large scale native woodland creation scheme.
* Removal of storm damaged roadside trees using explosive charges.
* Researching, developing and establishing a firewood supply business.
* Retaining trees on development sites: Balancing the often conflicting objectives.
* The effectiveness of a range of management options in meeting specified objectives for a small area of state-owned recreation and amenity woodland.
* The effects of discovering a protected species on a harvesting site.
* The influx of *Chalara fraxinea* reports to Forest Research in winter 2012-2013.
* The management of broadleaf elements of a woodland creation project.
* The management of young memorial woodland at first thin.
* The remote design and implementation of the Claggain Native Woodland Creation Scheme, to support the Ardmore, Kildalton and Callumkill Woodlands SSSI Ardtalla Estate, Isle of Islay.
* Tree felling at Doncaster Racecourse: The use of legislation to secure a mutually beneficial outcome.
* Trees in relation to the implementation of an approved development.
* Vegetation surveys for utility management, the short-comings and benefits of different approaches.

**APPENDIX 4: The appeal procedure**

**4.1 Principles**

4.1.1 If an applicant is denied Professional Membership and he or she believes one of the following applies:

* That the Assessors have given insufficient weight to extenuating circumstances
* That the applicant’s performance was adversely affected by extenuating circumstances which the applicant, for good reason, was unable to make known to the Assessors
* That there was, in the view of the applicant, a material administrative error at a stage in the assessment process, or that some material irregularities occurred
* That the assessment procedure was not conducted in accordance with the Institute’s Regulations and Bylaws

4.1.2 Should you believe one of these instances arose then a written appeal should be lodged with The Secretary at 59 George Street, Edinburgh EH2 2JG within six weeks of notification of the referral.

**4.2 The Appeal Board**

4.2.1 The Appeal Board will comprise:

* the Chair of the Examination Board

* a chartered member with experience of acting as an Assessor, but who has not previously assessed the applicant
* a chartered member of the Institute who, at the time of the assessment under appeal had no direct involvement in the Institute’s entry procedures.

4.2.2 No member of the Appeal Board will have a direct interest in the appellant’s case. The powers of the Appeal Board are:

* To determine the validity of the grounds for the appeal. The appeal will not proceed if the Board does not deem the grounds of appeal to be valid
* To uphold the appeal based on the evidence presented and to refer the matter back to the Examination Board
* To turn down the appeal and to uphold the original decision of the Assessors

4.2.3 The Appeal Board may seek a report on any aspect of the administrative arrangements for the Professional Membership Examination from the Secretary of the Institute and on the conduct of the Professional Interview.

4.2.4 The Appeal Board will meet to determine the appeal before them. Their determination of the appeal will be based on the evidence before them.

4.2.5 In the event that the Appeal Board upholds an appeal, the Chairman of the Appeal Board will take immediate action to reconsider the appellant’s Professional membership examination result. The appellant will be advised of the form of this reconsideration within 14 days of the Appeal Board hearing.

4.2.7 The decision of the Appeal Board will be final.

1. “Applicant” is the term used to denote an individual embarking on Professional Membership Entry process. [↑](#footnote-ref-1)