

# Arboricultural Association Professional Membership Information and Application Pack

Professional Membership of the Arboricultural Association is open to arboriculturists whose competence satisfies the Association's Board of Trustees in any of the following ways:

Either

1. By qualification. Applicants must hold either:
  - a. The Professional Diploma in Arboriculture (RFS); a UK degree or masters in arboriculture or urban forestry; a Higher National Certificate/Diploma in arboriculture or urban forestry or the full AALGO award, or
  - b. A degree/HNC/HND in forestry; environmental science (e.g. ecology, countryside management etc.); horticulture (with arb. specialism); landscape design/landscape management supported by appropriate experience in the arboriculture industry (a record of relevant CPD and a CV submitted with the application), at the discretion of the Board of Trustees. See [www.trees.org.uk](http://www.trees.org.uk) for more information on the list of level 4 qualifications in arboriculture and equivalents,

Or

2. By assessment. See pages 3 - 16

Applicants wishing to join the Association at Professional Member grade should complete a membership application form (available from the website or from the Association's headquarters) sections A, B, E and F and either the Professional Member Application Form (by Qualification) or (by Assessment).

Existing Association members seeking an upgrade to Professional Member grade should complete either the Professional Member Application Form (by Qualification) or (by Assessment).

Professional Members of the Association may use the initial letters "M.Arbor.A." after their name for business and professional purposes. Qualification Applications are determined by the Association's Education and Training Committee and a right of appeal exists to the Association's Board of Trustees. Assessment Applicants are determined by a panel of Assessors and a Verifier, a right of appeal exists to the Verifier and ultimately the Association's Board of Trustees. Applicants and existing Professional Members should note that Continuing Professional Development is an essential requirement for on-going Professional membership; the current requirement is 40 hours over a three year period. A CPD recording proforma is available from the website if required.

Arboricultural Association Ampfield House Ampfield Romsey Hants SO51 9PA, UK  
Tel: +44 (0) 1794 368717 - Fax +44 (0) 1794 368978 - E: [admin@trees.org.uk](mailto:admin@trees.org.uk) - W: [www.trees.org.uk](http://www.trees.org.uk)



# Professional Member Application Form (by Qualification)

I am seeking to join the Association at or be upgraded to Professional Membership grade and provide evidence that I hold the appropriate qualification:

Title ..... Surname: ..... Forename(s): .....

Date of Birth: ..... Membership number if known: .....

Address.....

.....

County ..... Postcode .....

Daytime telephone number: .....

E-mail address: .....

Qualification(s) held: ... ..

I enclose the following:

(All applicants)

1. A copy of my qualification certificate(s)

(Applicants whose qualifications are from section 1b of page 1)

2. A copy of my record of relevant CPD and my CV.

I confirm that the enclosed documentation is correct to the best of my knowledge. I understand that

1. If accepted as a Professional Member of the Arboricultural Association I will become entitled to use the initials "M.Arbor.A." only after written confirmation from the Association
2. If my subscription to the Arboricultural Association lapses at any time I will cease to be entitled to use the initials "M.Arbor.A." after my name, and
3. If subsequent to a membership lapse I rejoin the Association, Professional Membership can only be regained by fulfilling the Professional Membership requirements applicable at the time of membership renewal
4. Continuing Professional Development is an essential requirement for on-going Professional Membership and that failure to engage in CPD and to provide evidence when requested may jeopardise my future entitlement to the grade of Professional Member of the Arboricultural Association
5. I must observe the Rules of the Association as set out in the Memorandum and Articles of Association, its Code of Ethics and Code of Professional Conduct
6. I must do all in my power to further the objectives of the Association
7. I must not use the Association's name or logo in my advertising or on my stationery unless authorised to do so in writing by the Arboricultural Association (see note 1 above).

Applicant's signature: ..... Date: .....

Return this completed form and supporting documentation to:

Head of Support Services, Arboricultural Association

Ampfield House, Ampfield, Romsey, Hants, SO51 9PA

Tel: +44 (0) 1794 368717 Fax: +44 (0) 1974 368978 E-mail: admin@trees.org.uk

## Professional Member Application Form (by Assessment)

I am seeking to join the Association, at or be upgraded to, Professional Membership grade and provide a portfolio of evidence to be assessed.

Title ..... Surname: ..... Forename(s): .....

Date of Birth: ..... Membership number if known: .....

Address.....

.....

County ..... Postcode .....

Daytime telephone number: .....

E-mail address: .....

I enclose my portfolio of evidence and the relevant element checklist for the below 10 elements (please mark each element that you have submitted)

Elements

1	2	3	4	5	6	7
8	9	10	11	12	13	

I enclose the non-refundable assessment fee of £50.00 and understand that should I require an interview that a further non-refundable fee of £75.00 will be payable.

I confirm that the enclosed documentation is correct to the best of my knowledge.

I understand that

1. If accepted as a Professional Member of the Arboricultural Association I will become entitled to use the initials "M.Arbor.A." only after written confirmation from the Association
2. If my subscription to the Arboricultural Association lapses at any time I will cease to be entitled to use the initials "M.Arbor.A." after my name, and
3. If subsequent to a membership lapse I rejoin the Association Professional Membership can only be regained by fulfilling the Professional Membership requirements applicable at the time of membership renewal
4. Continuing Professional Development is an essential requirement for on-going Professional Membership and that failure to engage in CPD and to provide evidence when requested may jeopardise my future entitlement to the grade of Professional Member of the Arboricultural Association
5. I must observe the Rules of the Association as set out in the Memorandum and Articles of Association, its Code of Ethics and Code of Professional Conduct
6. I must do all in my power to further the objectives of the Association
7. I must not use the Association's name or logo in my advertising or on my stationery unless authorised to do so in writing by the Arboricultural Association (see note 1 above).

Applicant's signature: .....Date: .....

## Assessed Route – Information and Evidence Criteria

The candidate will be assessed against a portfolio of evidence\* for the performance criteria of 10 from 13 elements (taken from the National Occupational Standard) as listed.

Element choice will be up to the candidate.

The Assessor will judge the candidate's portfolio against the requirements of the NOS and decide 1) – Pass, 2) – Fail or 3) Invite to interview for clarification. This result will then be subject to verification and the applicant informed appropriately.

Note that any appropriate AALGO elements can be used as evidence.

### Assessor

Rhoderic Taylor

### Verifier

Guy Watson

### Timing

Assessment and decision to be dealt with within 6 weeks of application including verification, providing that no interview is required. Interviews will be held twice a year at venues and times published on the Arboricultural Association website and in the Newsletter.

### Appeals

Appeals are to be made in writing within 3 weeks of receiving the result. Appeals will be dealt with by the Verifier within 3 weeks with a decision in writing explaining the reasons if turned down.

### Assessment Charge – non-refundable

The fee of £50.00 is payable on application. If an interview is required a further £75.00 will be payable before the interview.

### Information and Enquiries

Information on the procedure over and above the written detail can be obtained from :

Guy Watson

Rhoderic Taylor

\* **Portfolio of Evidence** – The portfolio of evidence for each element will need to match the Performance Criteria as stated.

**If necessary assistance can be obtained from the Assessor as to the type of evidence which would be suitable.**

**Candidates should endeavour to provide only sufficient documentation to meet the requirements for that element.**

**Element 1 - T37.1 Monitor and maintain tree health**

The candidate has undertaken the following:

Yes      No

1. Ascertain and use correctly your legal powers to inspect and monitor trees
2. Examine trees using appropriate techniques in order to arrive at a decision for future action
3. Communicate your decisions internally or to clients
4. Keep suitable records of tree health monitoring activities
5. Ensure your actions comply with health and safety requirements and industry recognised standards

Applicant

Assessor

Date



**Element 3 - T41.1 Administer tree protection legislation**

The candidate has undertaken the following:

Yes No

1. Put in place procedures to deal with applications and enquiries
2. Keep records to identify the stages in the process
3. Seek appropriate permissions where inspections need to be carried out
4. Ensure procedures follow the required timescales for implementation
5. Liaise with other sections, colleagues and authorities as necessary
6. Ensure documentation meets the necessary statutory requirements
7. Deal with appeals according to statutory requirements
8. Deal with applications to carry out work within the necessary timescales
9. Seek advice and support where necessary or appropriate
10. Ensure your actions comply with health and safety requirements and industry recognised standards

Applicant  
Date

Assessor

**Element 4 - T43.1**

**Manage veteran trees**

The candidate has undertaken the following:

Yes    No

1. Maintain the health and safety of yourself and others at all times
2. Identify opportunities and constraints relevant to the management of veteran trees.
3. Take into account issues surrounding the site, the trees and public access
4. Evaluate the potential of the trees as a good example of its type and its ecological benefits
5. Identify resources to enable implementation of management and monitoring procedures.
6. Produce plans which contain the necessary information for their effective implementation
7. Monitor the plan throughout its timescale.
8. Ensure your actions comply with health and safety requirements and industry recognised standards.

Applicant  
Date

Assessor

**Element 5 - T44.2**

**Monitor and control the use of resources**

The candidate has undertaken the following:

Yes      No

1. **Communicate** in the most effective way the contribution each individual can make to the control of resources
2. Ensure that **expenditure** is within agreed budgets, does not compromise future spending requirements and conforms to the organisations' procedures
3. Refer promptly to the appropriate people, requests for **expenditure** outside the manager's responsibility
4. Ensure that records of **expenditure** are complete, accurate and legible
5. Pass recommendations for improving the efficiency of operations on to the appropriate people with minimum delay
6. Fully assess and correctly interpret information on **costs** and resource utilisation and take effective action
7. Take prompt corrective action in response to actual or potential significant deviations from **plans**
8. Ensure your actions comply with health and safety requirements and industry recognised standards

Applicant  
Date

Assessor

**Element 6 - CU82.1**

**Plan the establishment of planted areas**

The candidate has undertaken the following:

Yes      No

1. Establish the intended purpose and uses of the planted area
2. Identify opportunities and constraints relevant to establishing the planted area
3. **Produce plans** which achieve the best balance between the purpose and use of land and opportunities and constraints
4. Identify resources required to achieve the plan and establish their availability
5. **Produce plans** which contain the necessary information for their effective implementation
6. **Present plans** in a way which is suitable for those who are to implement them
7. Draw up the necessary specifications to achieve the plan objectives
8. Maintain the health and safety of yourself and others at all times

Applicant  
Date

Assessor













