

# Professional Membership via Assessment Guidance



Arboricultural  
ASSOCIATION

Professional Member

## Background

Professional membership via Assessment offers experienced industry professionals without Level 5 qualifications, the opportunity to demonstrate their knowledge, competence and experience through a portfolio style submission and achieve Professional membership.

The application is evidence based and divided into subject specific elements.

There are fifteen elements to choose from with ten in total to be completed.

Each element covers a different aspect of arboriculture and has its own set of requirements, listing what you must be able to do and have a good understanding of.

You must then provide sufficient evidence to enable the assessor to make a judgement on whether you meet the requirements for each element.

## Choosing your elements

The application form includes elements that relate to many different areas of arboriculture. If you specialise in a particular field, you may look at some of these and think they are irrelevant to your work and wonder how you'll be able to provide evidence for ten.

However, there is some scope for creativity in how you approach some of these elements, for example; whilst Elements 1 and 2 appear to be tailored specifically to educators, you could interpret this to cover the mentoring of junior staff members, or the provision of inhouse training to colleagues and apprentices. Likewise, Element 7 which relates to Tree Protection Legislation could be approached from a Tree Officer perspective, but also as a consultant or contractor.

## What constitutes evidence?

Evidence can be:

- **Anecdotal**

Anecdotal evidence may well form the back-bone of your submission, with you describing a particular example of a piece of work you've completed that demonstrates the key requirements for an element.

You will see in the application form that each element is split into two sets of requirements: things you can do, and things you must know and understand.

This means that your example should demonstrate that not only do you know how to do something, but that you understand why you are doing it and how your knowledge and understanding informed your approach. Make sure to refer to the list of 'what you must be able to do' and 'what you must know and understand' when providing your evidence.

Sometimes it can be hard to format this type of evidence in a clear and concise manner so you might like to consider using the STARE method:

- o Situation – set the scene by providing background/context
- o Task – explain the task undertaken
- o Action – explain the action you took and the reasons behind your choices and methodologies.
- o Result – describe the outcome
- o Evaluation – review and reflect on the process

Each element should be no more than 1 A4 page. If your initial example does not cover all of the requirements for the element you may need to add another example, so you can increase this if required. There is no maximum or minimum wordcount for each element so you can include whatever you feel is necessary but it is often easier for both yourself and the assessor if you can be as succinct as possible, whilst still hitting the required criteria.

- **Existing Documents and Reports**

These should be documents or reports that demonstrate activities carried out by yourself that relate to the chosen element. Please provide a covering letter which lists the documents provided for each element and clearly indicate which requirement(s) each one demonstrates.

- **Certificates**

You can include copies of certificates for specific technical qualifications or certifications relevant to an element i.e. LANTRA Professional Tree Inspection certificate for Element 6, VETcert consulting level for Element 8, NEBOSH diplomas for Element 13, etc.

Certificates are usually considered to be supportive evidence for an element and further evidence of a different type may be needed to cover all the requirements.

- **Articles, Blogs/Vlogs and non-academic research**

You can include copies of or links to any articles, blogs, vlogs, or research you have carried out that you feel demonstrates your understanding of a particular element. Make sure you reference this clearly and explain what you feel this shows the assessor.

However you choose to provide your evidence, remember it is your opportunity to convince the assessor of your knowledge and skills. Make sure to sell yourself and be clear on what **you** can do. Writing in the first person (i.e. I did this, I undertook) will help with this.

## **Formatting your application**

Applications are often easier to put together electronically as you can divide documents into clearly labelled folders or chapters and hyperlink to related documents, webpages and videos etc. It also has the benefit of being both cheaper and more environmentally friendly for you to prepare and submit.

We do accept paper submissions but, as these then often need to be posted to our assessor, it can take slightly longer to complete the review.

Your completed application can be emailed to [membership@trees.org.uk](mailto:membership@trees.org.uk) or posted as below:

Arboricultural Association  
The Malthouse  
Stroud Green  
Standish  
Stonehouse  
GL10 3DL

Hopefully this guide may answer many of your questions but if you have specific queries or any concerns at all, please contact us on 01242 522 152 opt1 or via email [membership@trees.org.uk](mailto:membership@trees.org.uk)