

Membership Handbook



Arboricultural
ASSOCIATION

trees.org.uk



The Home of Arboriculture

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Welcome to the Arboricultural Association

The Home of Arboriculture

Arboriculture can be an isolated profession. Whether you are working as part of a small contracting or consultancy business, freelancing as a climber, groundsman or surveyor, or working in local government, research or education; you may not have regular contact with other arboricultural professionals. As an organisation we aim to change that; offering individuals working in all disciplines a home and a voice.

Our objective is to provide you with up to date information, opportunities to develop your skills and knowledge, events and activities where you can network and share idea with other professionals and chances to get involved with steering the development and professionalisation of Arboriculture, not just in the UK but globally.

Our members' support has enabled us to build a wide portfolio of courses, available across the UK and Ireland; deliver world class conferences with speakers and delegates from across the globe, and attend fairs, shows and events around the country, introducing the public to trees and their management. Our magazines encompass science, news and opinion from multiple disciplines and have contributors from

around the world and all our content is edited in-house to ensure that you only get the stories and news that matters to you.

We believe that membership should be more than just a transaction; that you, as a member, should have the opportunity to get involved and see your organisation react to your industries needs. But this goes both ways – if you have something that needs to be said, tell us; and let us tell the government, the public, the world. If you have training needs, let us know and let us build something for you. If we've done or not done something, and you aren't happy, let us make it right.

We exist for our members, so please don't be afraid to be heard – we aren't afraid to listen.

All the very best



Stewart Wardrop, CEO

The ARB Magazine

Your official member publication is an unrivalled resource. One of the most valued benefits, the *ARB Magazine* brings you the latest news, science, research and opinion quarterly to your doorstep and in your pocket with access to the current digital magazine and recent back catalogue.



The Arboricultural Journal

The Journal has been in existence nearly as long as the Association itself. You'll receive four issues each year and get **full online access** to the entire back catalogue (*online access excludes Foundation or Corporate membership*). Please note Student members only have electronic access.

Members can access the online *Arboricultural Journal* by logging in via our website, bringing all of your electronic resources together for the first time.

Training Courses

We hold around 100 training courses per year for arborists and tree professionals. We aim to raise standards of education and knowledge across the industry through our events and training activities.

Members can benefit from up to **35% discount** on arboricultural training courses at all levels, covering everything from basic tree inspection skills to Arboricultural consultancy.



The ARB Show and Amenity Conference

You get **Free Entry** to the **The ARB Show** – *The UK's biggest pure Arb trade fair*, with over 6,000 attendees, on average, enjoying the event every year. Even better; during the show, you also get free entry to the stunning National Arboretum at Westonbirt.

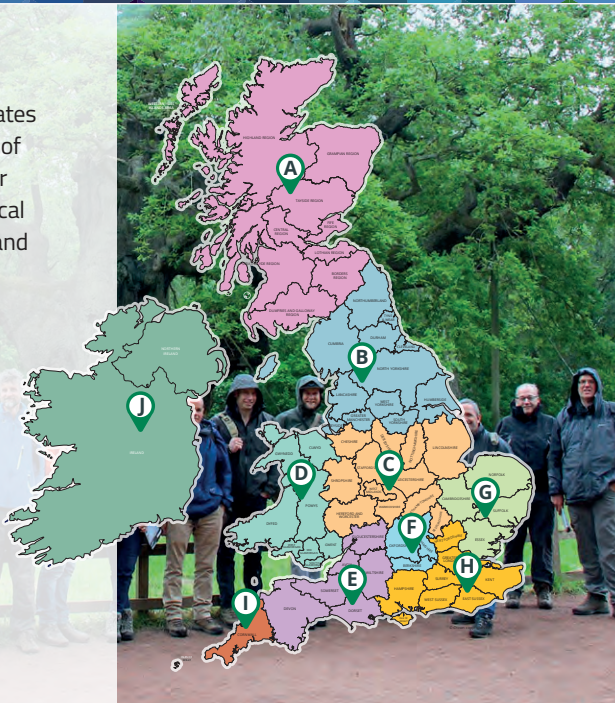
You're also entitled to big savings on the National Amenity Conference, the UK's biggest arboricultural conference, now considered a world-class event.

Branch Network

The Arboricultural Association operates a Branch network across the whole of the UK and Ireland. Run by volunteer members, our Branches organise local training events, lectures, seminars and field trips – **all on your doorstep!**

Check out your local branch or get involved to build up your contacts and meet like-minded individuals in your area.

Visit www.trees.org.uk/Branches



Free Technical Support

Need advice on a job or just want to bounce a question off someone?

Our team of Technical Officers are here to help just give them a call on **01242 522152**. Our membership team is also available to offer advice on professional training, Higher Education and Further Education options.

Arborist Resources

Help for Arborists is a great library of generic and arb-specific guidance resources available for members to download and use.

www.trees.org.uk/Help-for-Arborists

Arboricultural Association **Membership Handbook**



Get involved with

If you really want to get involved with the Arboricultural Association and the wider arb industry there is no better way than get involved with our Branches, Committees and Working Groups.

Branches

Branches are a great way to connect in your local area, you can propose and set-up events (with support from our headquarters team) and arrange fieldtrips and tours. Branch officers often represent the Association at local events, do school and careers talks and help recruit and support new members in their area.

Committees

We have three distinct committees, each with a particular remit, and we are always looking for experienced and knowledgeable members to contribute. If you've got a 'particular set of skills' or a particular interest, please make yourself known! Committee elections take place in September each year but you can be co-opted onto a committee at any point so don't hesitate to get involved.

Professional Committee

Media and Communications Committee

Education and Training Committee

Working Groups



Professional Committee

- The professional status of the AA.
- Oversight of our accreditation schemes – Registered Consultants and ARB Approved Contractors
- To ensure we adhere to best Arboricultural practice: legislation, codes of practice, etc.
- To review service provision to practising members.



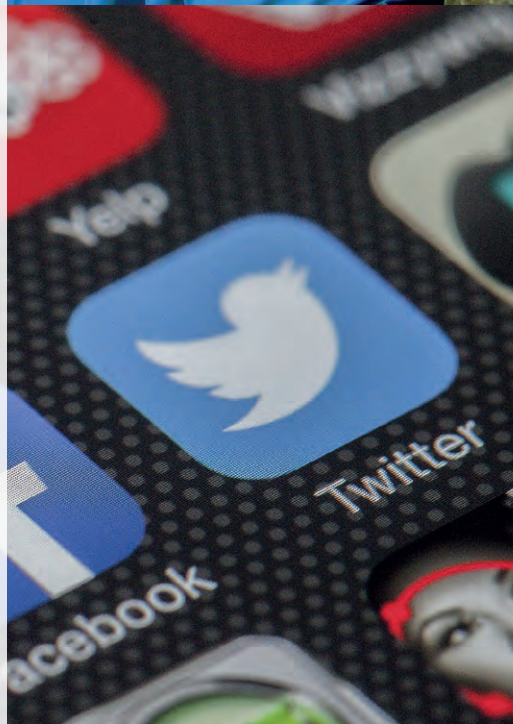
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Media and Communications Committee

- To ensure that the way and means by which we communicate with each other is as good as it's possible to be
- We review Publicity policy and strategy
- Input to Arboricultural Association publications: The ARB Magazine, guidance notes and leaflets
- Input to:
 - Promotional literature (e.g. membership recruitment literature)
 - The Annual Amenity Conference
 - The ARB Show
 - The Association's website

© Pixabay



Education and Training Committee

- To review, advise and influence Arboricultural education, training and research
- Input to the development of a programme of events: workshops, seminars etc
- The award of the Arboricultural Association research grants
- To influence the syllabus and standards of professional examinations
- Setting and monitoring standards of Continuing Professional Development
- Careers and apprenticeships



Working Groups

Our working groups are sub-groups of the Professional Committee and exist to represent and support particular groups within Arboriculture.

The current groups are:

- Utility Arboriculture Group (UAG)
- Arborists Working Group (AWG)
- Consultants Working Group (CWG)
- Women in Arboriculture Group (WiA)





Arboricultural
ASSOCIATION
Technician Member



Arboricultural
ASSOCIATION
Professional Member



Arboricultural
ASSOCIATION
Fellow Member

Career Recognition

Our qualified grades provide you with professional career recognition that is widely known throughout the arboriculture industry. As well as having use of our post nominals and membership grade logos, which you can use on your promotional materials and stationery.



Trade Discounts Exclusively for our Members

You now have access to over 50 suppliers providing offers to AA members on everything from new equipment and insurance to first aid training and security.

Look overleaf to view the full list of categories and suppliers.

www.trees.org.uk/Discounts

Please note discounts may change throughout the year so please check the website for the latest listings.

Category Key

- | | |
|--------------------------------|-------------------------------|
| B Books & Publications | Mi Miscellaneous |
| I Insurance | R Recruitment Agencies |
| To Tools & Equipment | Tt Training Providers |
| M Management & Software | Ts Tree Supplies |

CEnv
Chartered Environmentalist

Chartered Environmentalist

If you are a **Professional** or **Fellow** member with a strong environmental focus, you could apply to become a Chartered Environmentalist (CEnv) through the Arboricultural Association.

Check out our website for details on how CEnv accreditation can benefit you, and how to apply!

www.trees.org.uk/CEnv



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www.trees.org.uk/discounts

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The Arboricultural Association requires its members to meet and maintain high standards of competence and to conduct themselves in a way that inspires trust and confidence in the profession.

Given the wide range of factors involved in amenity tree care, not all members of the Arboricultural Association will provide the same recommendations or undertake the same work under similar circumstances. However, all members are required to be able to justify their advice and practice, and undertake works, in line with relevant laws, regulations, industry standards and industry best practice.

This document is a code of professional conduct and practice, setting out the standards, ethics and professional behaviour expected of members of the Arboricultural Association. It is not an exhaustive statement of the conduct expected of members, but sets many of the minimum standards that they must observe.

The Arboricultural Association requires its members to adhere to six core principles, namely:

- Competence
- Honesty and integrity
- Independent professional judgement
- Due care and diligence
- Equality and respect
- Professional behaviour

The following numbered clauses indicate the required standards, ethics and professional behaviour of these six principles.

Competence

1. Members must maintain their professional competence, keeping themselves informed of changes affecting the profession and broader developments relevant to their work and ensure that their knowledge, skills and techniques are up to date.
2. Members must be aware of the limits of their competence and not be tempted to work beyond these, only committing to what they can deliver.

3. Members who, as employers or managers, have responsibility for other Members or professionals must take all reasonable steps to encourage and support them in the maintenance of professional competence.
4. Members must work in accordance with all relevant laws, regulations, standards and Codes of Practice.

Honesty and integrity

1. Members must always be honest and trustworthy in all that they do and not deliberately mislead, whether by withholding or distorting information.
2. Members must ensure that they do not allow bias, conflict of interest or the undue influence of others to override their professional or business judgments and obligations or their professional duty to adhere to best practice.
3. Members must always have regard to the interest of their clients or others to whom they have a professional responsibility.
4. Members must respect confidential information from their clients and potential clients, divulging information to others only if they have a professional or legal responsibility to do so.
5. Members should take all reasonable precautions to ensure that no conflict of duty arises between the interests of one employer, client or business associate and the interests of another.
6. Members must disclose to employers or clients, as appropriate, any potential conflicts of interest.
7. Members must not offer or accept inducements, financial or otherwise, to influence a decision or professional point of view.
8. If members use the services of others they should ensure that they pay for those services within the timescale agreed.
9. Members must not disclose or use to the advantage of themselves, their employers or clients, information acquired in confidence in the course of their work.

Independent professional judgement

1. Members must exercise their independent professional judgment impartially and to the best of their skill and understanding.
2. Members must not make or subscribe to any statements or reports which are contrary to their own bona fide professional opinions, nor knowingly enter into any contract or agreement which requires them to do so.

Due care and diligence

1. Members must discharge their duty to their employers, clients, colleagues and others with due care and diligence.
2. Members must ensure the work carried out by their employees and sub-contractors is discharged with due care and diligence and in accordance with these codes.
3. Members must work within the scope of their competence.
4. Members must be open, transparent and objective at all times, giving clear and appropriate advice, communicating in a way that will allow their client to make informed decisions.
5. Members should be clear about what service their client or employer wants and the service to be provided, including timescales.
6. Members should be transparent about fees and any other costs or payments such as referral fees or commissions.
7. Members must respond to complaints made against them in appropriate and professional manner and do all they can to resolve the matter to the satisfaction of the complainant as far as the member can, as quickly as possible.
8. If a member thinks something is not right, they should be prepared to question it and escalate the matter as appropriate.
9. Members must take all reasonable care to avoid damaging the environment or creating any danger of death, injury or ill-health to any person or damage to property.
10. Members engaging in arboricultural practice must, where applicable, be adequately insured against claims.

Equality and respect

1. Treat everyone fairly with courtesy and respect.
2. Members must not discriminate on grounds including but not limited to race, nationality, gender, sexual orientation, religion, disability or age.
3. Members must challenge discrimination by others and promote equality of opportunity throughout their professional activities.

Professional behaviour

1. Members are expected at all times to conduct themselves in such a manner that does not prejudice their own reputation, the reputation of the profession, or that of the Arboricultural Association.
2. Members should always meet the spirit of their professional standards and not just the letter of the standards.
3. Members must be accountable for, and take full responsibility for their actions, and be prepared to act if they suspect a risk to safety or malpractice of any sort.
4. Members must, wherever possible, fulfil their contractual obligations, doing what they say they will do in a timely fashion.

General provisions

The Code of Ethics & Conduct (the Code) operates under the oversight of the Arboricultural Association's Chief Executive, Board of Trustees, and Professional Committee.

1. The constitution and powers of any examining group or committee charged with investigating alleged breaches of this Code will be determined by the Arboricultural Association Board of Trustees.
2. In this code the word 'member' means every Approved Contractor, Registered Consultant, and all members of the Arboricultural Association who are engaged in the practice of arboriculture in a professional capacity.
3. All members are required to adhere to, and promote this code, in order to uphold the integrity and reputation of the profession of arboriculture and of the Arboricultural Association.
4. The requirements of this code apply regardless of any permission or agreement to the contrary by or

with the client or body employing or consulting any member.

5. Members shall endeavour to ensure that the acts of their employees, insofar as they relate to the scope of their practice, whether or not they are members of the Association, also comply with this Code.
6. Members shall abide by the current rules of the Arboricultural Association regarding the use of its logo and post-nominal letters.
7. It is the duty of every member, subject to any restrictions imposed by law or the courts, to report to the Arboricultural Association any alleged breach of this Code of which he or she becomes aware and to assist the Arboricultural Association in its investigations.
8. It is the duty of every member who is the subject of investigation by the Arboricultural Association to assist the Arboricultural Association in its investigations.
9. Disciplinary action will be taken only when the Arboricultural Association believes that the member is personally responsible for the conduct or action in question.
10. Members who are an Approved Contractor or Registered Consultant of the Arboricultural Association shall comply with the rules and requirements of the relevant scheme.

11. Words implying the singular number include the plural and vice versa.
12. The Board of Trustees may from time to time publish supplementary regulations and Members must comply with any such regulations.
13. The Board of Trustees has power to discipline any member who:
 - a. in the opinion of a disciplinary committee contravenes any of the provisions of the Code of Conduct.
 - b. is convicted by a court of a criminal offence which in the opinion of the Arboricultural Association results in a breach of the Code of Conduct.
 - c. in the opinion of the Arboricultural Association is guilty of gross professional misconduct or incompetence or of such conduct as to render him or her unfit to continue to be a member of the Arboricultural Association.
14. A failure to comply with this Code will not necessarily give rise to disciplinary proceedings;; however, a failure to follow any guidance associated with the Code is a factor that will be considered should it be necessary to examine the conduct of a member.
15. The Arboricultural Association reserves the right to publish information about upheld complaints.

What is it?

CPD is training or any other development activity that you undertake to help you retain or expand the level of knowledge you need to do your job.

How much do I need to complete?

- **Technician members** should complete 30 hours over 3 years or 10 hours per year.
- **Professional members** should complete 40 hours over 3 years, which is approximately 13 hours per year.
- **Fellow members** should aim to complete at least 50 hours over 3 years, which is approximately 16-17 hours per year.
- **Registered Consultants** must complete at least 25 hours of CPD per year.

Members in other grades don't need to complete CPD to maintain their membership but you may find it helpful if you are planning to upgrade in the future and just for your personal development!

What activities count as CPD?

- Training Courses and seminars
- Workshops and talks
- Trade Shows and Exhibitions
- Conferences
- Qualification Courses
- E-Learning and online study
- Research
- Mentoring
- Reading professional publications
- Toolbox talks and product specific CPD

We would recommend trying to attend at least one structured CPD activity a year – such as a training course, workshop, seminar or conference. The remaining hours can be made up with other activities. It's always worthwhile checking out our course listings and branch events before looking elsewhere as you may often receive a substantial discount on our course fees.

When do I need to submit my CPD?

The best time to input or update your CPD log is just after you've completed it, so you always have an up to date record for your personal reference. However, we will usually carry out a CPD review in October each year, where we will randomly sample members from Technician grade and upwards. The higher the level of your membership, the greater the sample taken, and Chartered Environmentalists are reviewed every year.

How to log your CPD

You can access our online CPD form by logging into your Profile on our website, you will then see a tab called CPD where you can start recording.

We are still happy to receive CPD records in other formats but please ensure that you have documented your learning outcomes and hours fully.



International Society of Arboriculture

Becoming an Associate Organisation of the ISA has opened many doors for our members, including giving you the opportunity to attain new qualifications such as TRAQ and the widely recognised **Certified Arborist®** credential.

Apply online at the ISA website and register for the Arboricultural Association Study Programme at www.trees.org.uk/Training

Biosecurity in Arboriculture and Urban Forestry

Position Statement

The Arboricultural Association is committed to promoting the implementation and understanding of good biosecurity practices to assist in safeguarding the future of our trees from the introduction and spread of harmful organisms.

This statement outlines some basic biosecurity principles that should be adopted to reduce the unwanted introduction and spread of tree pests, diseases and invasive tree species:

1. Operatives and organisations undertaking work on or around trees should consider the reasonably foreseeable consequences of their activities. Adopting **biosecurity risk assessment** processes and **policy** commitments are prudent first steps.
2. Those undertaking work on or around trees have a responsibility to implement routine **biosecurity control measures** for all sites and specific measures for higher risk sites highlighted by the biosecurity risk assessment process.



Don't give
pests and
diseases
an easy ride

This should include the cleaning and disinfection of clothing, PPE, tools, equipment and vehicles.

3. Arboricultural operations such as pruning, felling and planting should be planned, managed and supervised to minimise the movement of arisings and soil. All arisings must be **appropriately disposed of**.
4. Organisations working on sites with trees should ensure that their operatives understand biosecurity issues and comply to adopted biosecurity measures. **Training, guidance and supervision** should be provided when necessary.
5. Anyone planning, designing, or implementing planting projects should aspire to source **home grown** and nursed specimens avoiding, where

These
principles are
supported by
the following
organisations



possible, directly imported stock to reduce the risk of introduction of pests and diseases.

6. Anyone responsible for tree supply should ensure that trees and associated soil are supplied to customers **free of pest and disease** at all points in the supply chain. Consideration must be given to the latency period* and life cycles of all pests and diseases in order to achieve this. Special attention must be given to imported stock.
7. Good urban forestry practice involves managing tree populations to **increase**

species and genetic diversity by focusing on the establishment and maintenance of trees with qualities suited to the site and the prevailing climatic conditions. Additionally, good species composition, age structure, stock quality and condition will help reduce the future loss of trees due to the introduction, hybridisation or spread of tree pests and diseases.

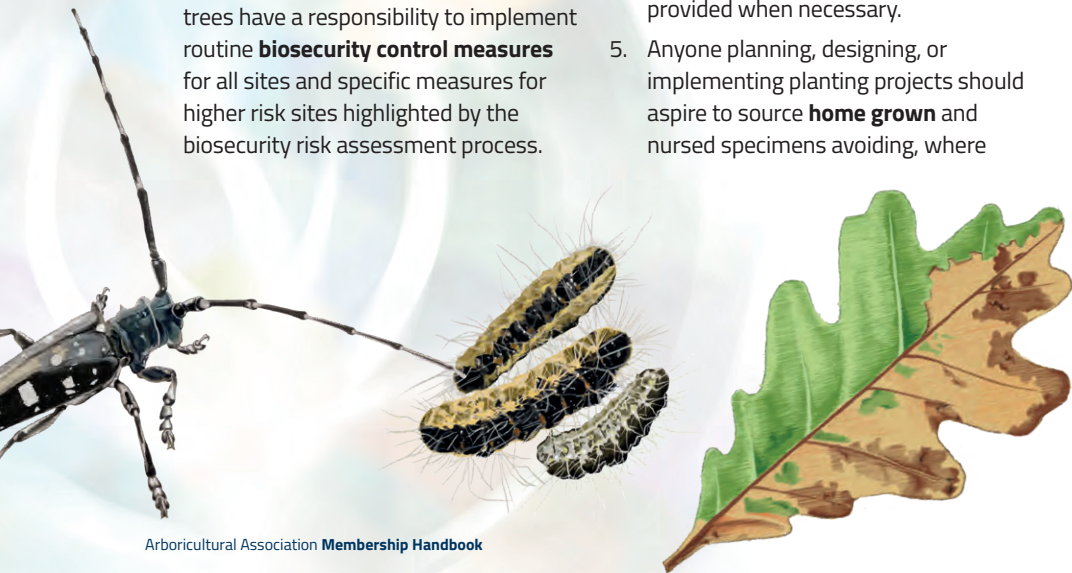
8. Anyone involved with trees must encourage and promote adherence to these guiding principles and above all **act as role models** in this regard.

** A period of time where a plant may be infected or infested by a particular pest or disease but where there are no physical symptoms that indicate ill health.*

If you are unsure about any of these guiding principles **do not ignore them**. More information and guidance can be found from the following sources:

Arboricultural Association
www.trees.org.uk

Forestry Commission
www.gov.uk/guidance/prevent-the-introduction-and-spread-of-tree-pests-and-diseases



Tree Climbing Competitions

Each year the Association also organises 3 national tree climbing competitions; the **3ATC College Climbing Competition**, the **3ATC UK Open** at The ARB Show and the **UK & Ireland Tree Climbing Competition**. As well as being a great spectacle, these events provide opportunities for climbers of all levels to learn new techniques, improve their skills and connect with like-minded arborists.

Student Arboriculture Conference

The AA also holds **free** Student Arboriculture Conferences to offer young professionals the chance to delve into some fantastic CPD and enjoy demonstrations and meet industry exhibitors.

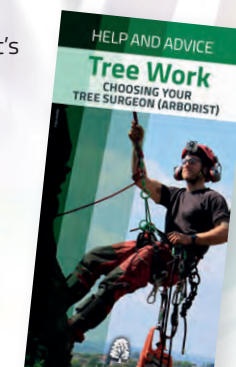


Going to an Event?

AA Promotional Materials Available

If you are exhibiting at an event and need some educational or promotional materials, please let us know. We have lots of useful content in stock and are happy to provide them free of charge, whether your event is industry or public focused.

If you would like to know what's available and how to order it, please contact head office on **01242 522152** and ask for the marketing team.



Perennial helps anyone who makes or maintains gardens, parks, woodlands, sports grounds and other green spaces, including everyone working in and retired from arboriculture. **As your charity, Perennial can help you and your family whenever you need.**

Perennial's friendly and experienced team provide free and confidential help, which includes one-to-one advice, support and financial assistance tailored to your individual situation. They can visit you at home, or be just at the end of the telephone, for as long as you need.

People may find themselves in need of extra help for any number of reasons including injury, long-term illness, losing a family member, redundancy or another life-changing event. As arborists are often self-employed, there is frequently little contingency. Whether you are facing financial problems, loss of income or difficulties in navigating the benefits system, no problem or question is too big or small.

It can be hard to ask for help, but if you're struggling financially, physically or personally, please get in touch.

If you or someone you know needs Perennial's help, please get in touch.

All advice is completely free and confidential.

Helpline: 0800 093 8543

Email: services@perennial.org.uk

Visit: www.perennial.org.uk



Helping people
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The Home of Arboriculture