



Institute of Foresters of Australia

Registered Professional Forester Scheme

Policy & Procedures Manual

Part A – Policy

Part B – Procedures

Annexure A - IFA Regulations

Annexure B - Forms

Annexure C - Continuing Professional Development Rules

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Registered Professional Forester Scheme

POLICY & PROCEDURES MANUAL

PART A - Policy

Section 1 - Overview, scope, applications and definitions

1.1 Preface

- 1.1.1 The RPF[®] scheme was developed with the assistance of an RPF Board and with the IFA Chief Executive Officer acting as Project Director. The IFA Board approved the principles and requirements of the scheme.
- 1.1.2 The Manual was prepared using ISO 9001:2000 as a guide for developing a Quality Management System to administer the RPF scheme.

1.2 Scope

- 1.2.1 This Manual provides a generic guide for the establishment and implementation of the Registered Professional Forester (RPF[®]) scheme involving handling and processing of applications, assessment of applications, registration, deregistration and maintenance of the scheme.
- 1.2.2 The Registered Professional Forester scheme is an iterative process consisting of well defined steps which, taken in sequence, provide a process for determining the suitability of professional foresters for registration.

1.3 Application

- 1.3.1 The Registered Professional Forester scheme is a voluntary, national system implemented by the Institute of Foresters of Australia (IFA), which recognises the currency of professional forestry knowledge, skills and experience by registering professionally qualified foresters who have been approved for registration following assessment by the Registered Professional Foresters Registration Committee.
- 1.3.2 All enquiries, applications and subsequent actions shall be taken in accordance with the requirements of this Manual.

1.4 Definitions

- 1.4.1 The terminology used in this Manual is generally well known, however the following definitions are specifically stated:
 - (a) unless otherwise defined in this Manual:
 - 1. words which are given a special meaning by the Law have the same meaning in this Manual
 - 2. words importing the singular include the plural and vice versa
 - 3. words importing any gender include all other genders
 - 4. expressions referring to 'writing' shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, facsimile, electronic means (such as email) and other modes of representing or reproducing words in visible form, and
 - 5. 'file' may mean hard copy or electronic file.

1.5 The Product

- 1.5.1 The acceptance of the scheme by external stakeholders is critical to the IFA achieving its objectives for the scheme.

Section 2 – Objectives & Structure

2.1 Objectives

- 2.1.1 RPF is recognised as an integral part of good management practice. The recruitment of RPFs for certain forester employment should become part of an organisation's management culture.
- 2.1.2 The IFA initiated the scheme as a service to members and to forestry. The scheme aims to extend high standards in forestry throughout the profession and to provide a system of recognition to help Australian public and private forestry bodies meet the perceived future demand for the third party certification of forest managers.
- 2.1.3 The scheme intends that Registered Professional Foresters (RPFs) shall be rewarded through increased professional status which may lead to increased demand for services.
- 2.1.4 Third Party Certification is an objective for the scheme. Detailed requirements for Third Party Certification by an External Auditor are shown at Section 3.8 External Auditor.

2.2 Principles

- 2.2.1 The IFA Board has resolved that the Registered Professional Forester scheme would be based on an accurate, rigorous and balanced approach and would involve:
 - a. a submission at a professional level in writing requiring the applicant to demonstrate knowledge, skills and experience
 - b. a review of the application by the profession
 - c. reference checks of the applicant
 - d. evidence of the applicant's continuing professional development and
 - e. certification by applicant of having current Professional Indemnity Insurance cover if engaged in providing consulting services.
- 2.2.2 Non-IFA members are welcome to participate in the scheme, providing they meet IFA Voting Member qualifications and pay a non-member fee determined by the Board.
- 2.2.3 The management of quality and impartiality should be an integral part of the RPF scheme process.

2.3 Fees

- 2.3.1 An Application fee and a Renewal of Registration fee may be applied to finance the scheme.
- 2.3.2 Non-IFA members are subject to a separate fee than IFA members (See 2.2.2).

2.4 Audit

- 2.4.1 The recognition framework adopted by the IFA Board aims to provide a substantial, accountable system of recognition that shall achieve the respect of professional forester clients. To this end, the registration process of the scheme shall be subject to independent, external (Third Party) audit.

2.5 Selection of Assessors & Reference Checkers

- 2.5.1 The IFA shall have a Policy Statement regarding the Appointment & Selection of Assessors & Reference Checkers (Section 12 – Policy – Appointment and Selection of Assessors & Reference Checkers).

2.6 Exemption

- 2.6.1 Applications for Exemption from providing Annual Returns or meeting CPD requirements, may merit special consideration (such as registrants on long leave, ill health, extensive travelling, maternity leave, unemployment and for other compassionate reasons). Applications (formal and informal) may be considered and decided by the RPF Administrator. Decisions made under this Exemption clause must be noted on the Registrant's personal file and the RPF Register.

2.6.2 The RPFRC Administrator may decline to assess the application or refer the matter to the RPFRC, as appropriate, for direction.

2.6.3 The RPF Administrator may waive requirements under this Exemption clause, for a maximum period of 3 years.

2.7 Report to Members

2.7.1 An Annual Report shall be provided to members as part of the Company Annual Report.

2.8 Trademark

2.8.1 The Registered Professional Forester scheme has a registered trademark: RPF®.

2.9 Security of information

Procedures are to be developed to ensure internal RPFRC considerations of applications and the private and personal details of applicants are adequately protected.

Section 3 - Roles & Responsibilities

3.1 Organisation

3.1.1 The organisational structure of the RPF® scheme consists of the following:

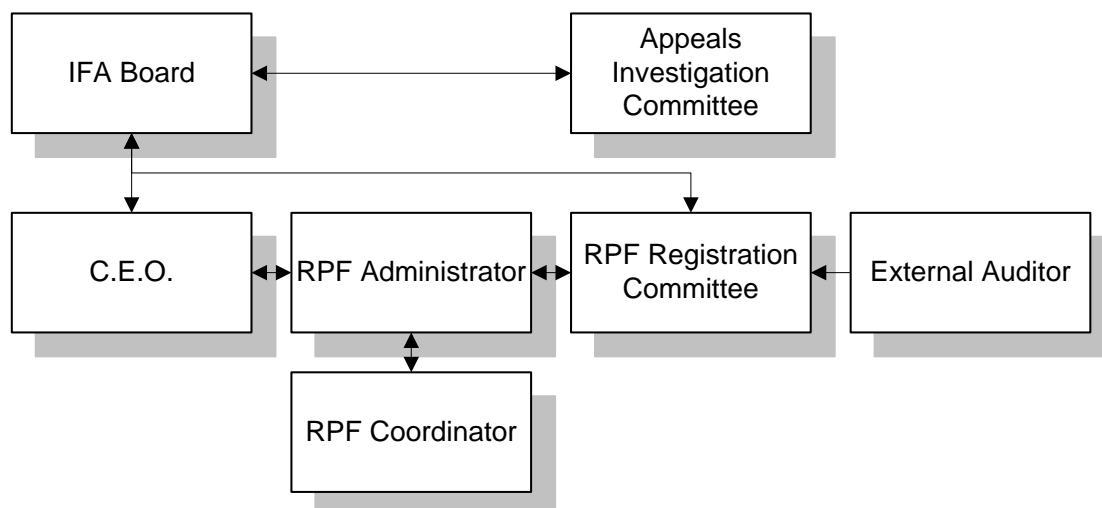


Figure 1

3.2 IFA Board

3.2.1 The IFA Board is responsible for ensuring the RPF® scheme is the right product and as initiators of the scheme, has a responsibility to members for intensively marketing the scheme to stimulate the perceived demand for the product.

3.2.2 The IFA Board has overall responsibility for the scheme. This includes responsibility for (but not restricted to):

- the strategic direction, legal and resource aspects, the quality of the scheme
- setting of fees
- appointment of RPF Registration Committee members, including the Chairman.

3.3 RPF Registration Committee

3.3.1 The Board has delegated responsibility for the policy, principles and for supervising management of the scheme to the RPF Registration Committee. See IFA Regulations at Annexure A.1 – Registered Professional Forester Registration Committee (RPFRC).

3.3.2 The RPFRC is responsible for assessing whether the applicant meets the requirements for professional skills and knowledge for the nominated area/s and/or continues to meet requirements for continuing professional development overall management and performance of the scheme. The RPFRC may call on the services of the RPF Administrator for support in fulfilling the RPFRC management responsibility.

3.3.3 In the absence of the permanent RPFRC Chair, the RPF Administrator shall appoint a person to deputise for the permanent Chair.

3.3.4 The RPFRC Executive Committee shall comprise of 3 members, being the RPFRC Chair, the RPF Administrator, and one other member of the RPFRC.

3.3.5 The RPFRC Executive Committee shall have authority to approve, apply conditions of approval, or not approve applications for RPF. However if the recommendations are not unanimous, then this same authority shall be conferred on the full RPFRC for final decision.

3.4 Chief Executive Officer

- 3.4.1 The IFA Chief Executive Officer shall be the link between the RPF Administrator and the Board of Directors. The Chief Executive Officer shall submit RPF scheme reports to the Board and other information required by the Board and ensure that Board directions are complied with.

3.5 RPF Administrator

- 3.5.1 The RPF Administrator is a member of the RPFRC Executive Committee.
- 3.5.2 The RPF Administrator has overall responsibility for the day-to-day management of the RPF Scheme including determining and administering procedural detail.
- 3.5.3 The RPF Administrator shall ensure that all processes are performed in line with this Manual.
- 3.5.4 The RPF Administrator shall report to the Chair of the RPFRC and the Chief Executive Officer.

3.6 RPF Coordinator

- 3.6.1 The RPF Coordinator shall be responsible for responding to initial and follow up enquiries and to undertake the supporting work in processing applications, reviewing Annual Returns and the maintenance of relevant records.

3.7 Appeals Investigation Committee

- 3.7.1 The Appeals Investigation Committee is authorised under IFA Regulations (Annexure A Section A.2 - Appeals Investigation Committee) to investigate appeals on RPF Registration Committee decisions.

3.8 External Auditor

- 3.8.1 The External Auditor shall be a Registered Company Auditor.
- 3.8.2 The role of the External Auditor shall be to check compliance of the administration of the scheme in accordance with the Processing Procedures contained in PART B - Sections 6 - 13 of this Manual.
- 3.8.3 The External Auditor shall report to the IFA Board through the Chair of the RPF Registration Committee.

Section 4 - Main Elements

4.1 Main Elements - Logical steps

The RPF scheme process involves 6 main elements, which follow logical steps:

4.1.1 Application (Sections 6.1 & 6.2 – Enquiries and Receiving of applications)

- a. establish a process for handling and processing enquiries from potential applicants and employers
- b. the publication of an information kit as the primary means of explaining the scheme and the application process
- c. recording and monitoring of applications received.

4.1.2 Assessment & Approval (Section 6.3)

- a. a formal assessment process approved by the RPFRC.

4.1.3 Registration (Section 6.4)

- a. a process of registering the approved applicant.

4.1.4 Maintenance (Section 6.5)

- a. a system of scheme reviews
- b. the availability of an RPF Administrator and IFA staff to service the scheme
- c. the collection of statistics to inform on performance and accountability
- d. report to IFA Members on the scheme's performance.

4.1.5 Re-registration (Section 7)

- a. a process of reviewing the approval of current registrants.

4.1.6 Deregistration

- a. a process for deregistering registrants.

Section 5 - IFA Staff Attributes & Training

5.1 Staff Attributes/Training

Staff with the following attributes and training shall be required to service the scheme:

5.1.1 RPF Administrator

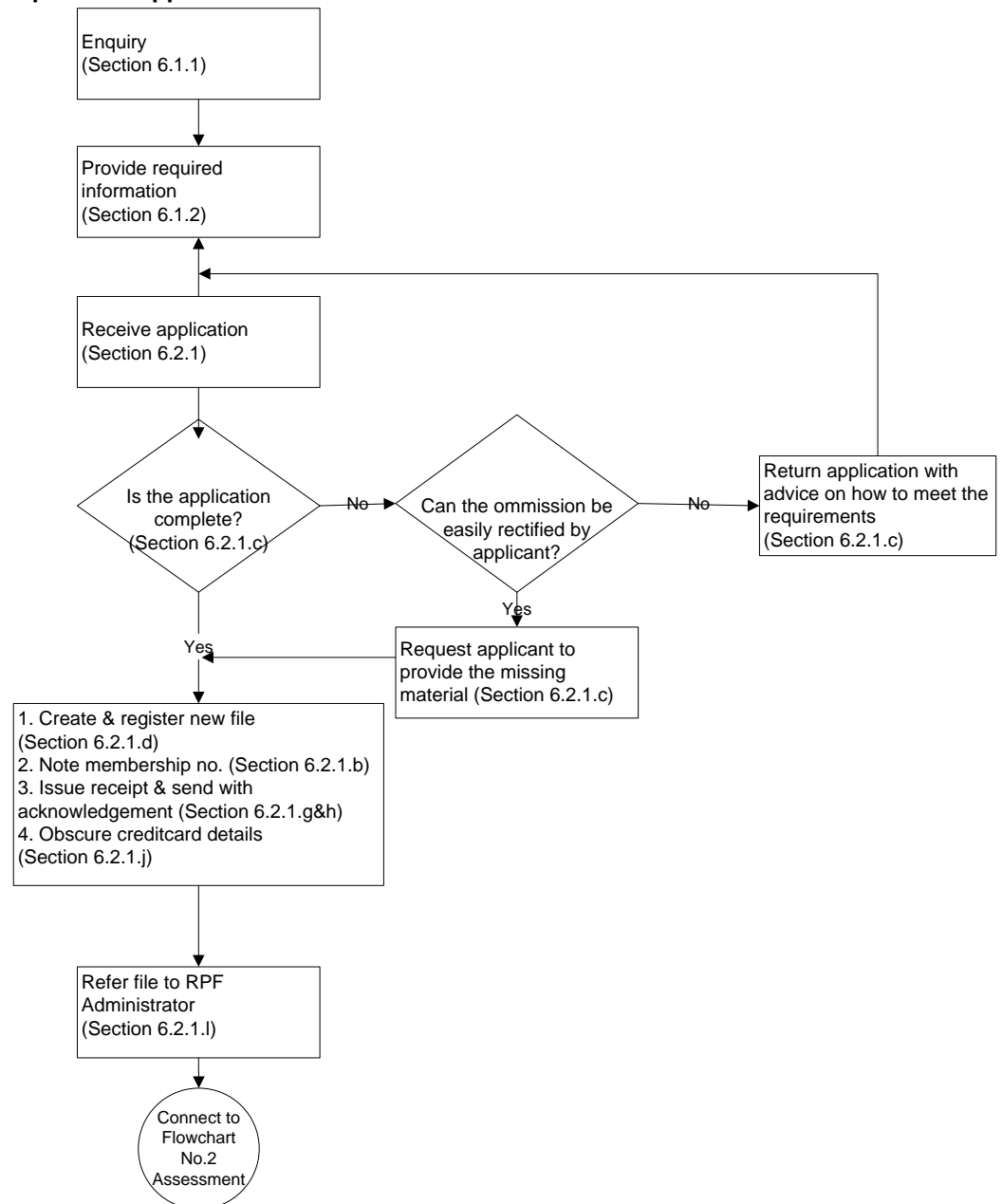
- a. experience in the management of professional organisations
- b. a knowledge of RPF policy and application procedures
- c. an ability to individually tailor scheme documentation
- d. an understanding of and ability to maintain a professional accreditation scheme.

5.1.2 RPF Coordinator

- a. a knowledge of RPF application procedures
- b. knowledge of the scheme documentation
- c. organisational skills.

PART B – Procedures

Flowchart No.1 - Enquiries & Application Process



Flow Chart 1 - Enquiries & Application Process

Section 6 - Processing

6.1 Enquiries

6.1.1 Initial enquiries originate from either:

- a. telephone
- b. email
- c. website - general enquiry
- d. post mail or
- e. in person.

6.1.2 the RPF Coordinator shall inform the enquirer that RPF details are available for download from the IFA website (www.forestry.org.au).

6.1.3 a person requiring further information should be referred to the RPF Administrator.

6.2 Receiving applications

6.2.1 The application may be received either electronically or in hard copy.

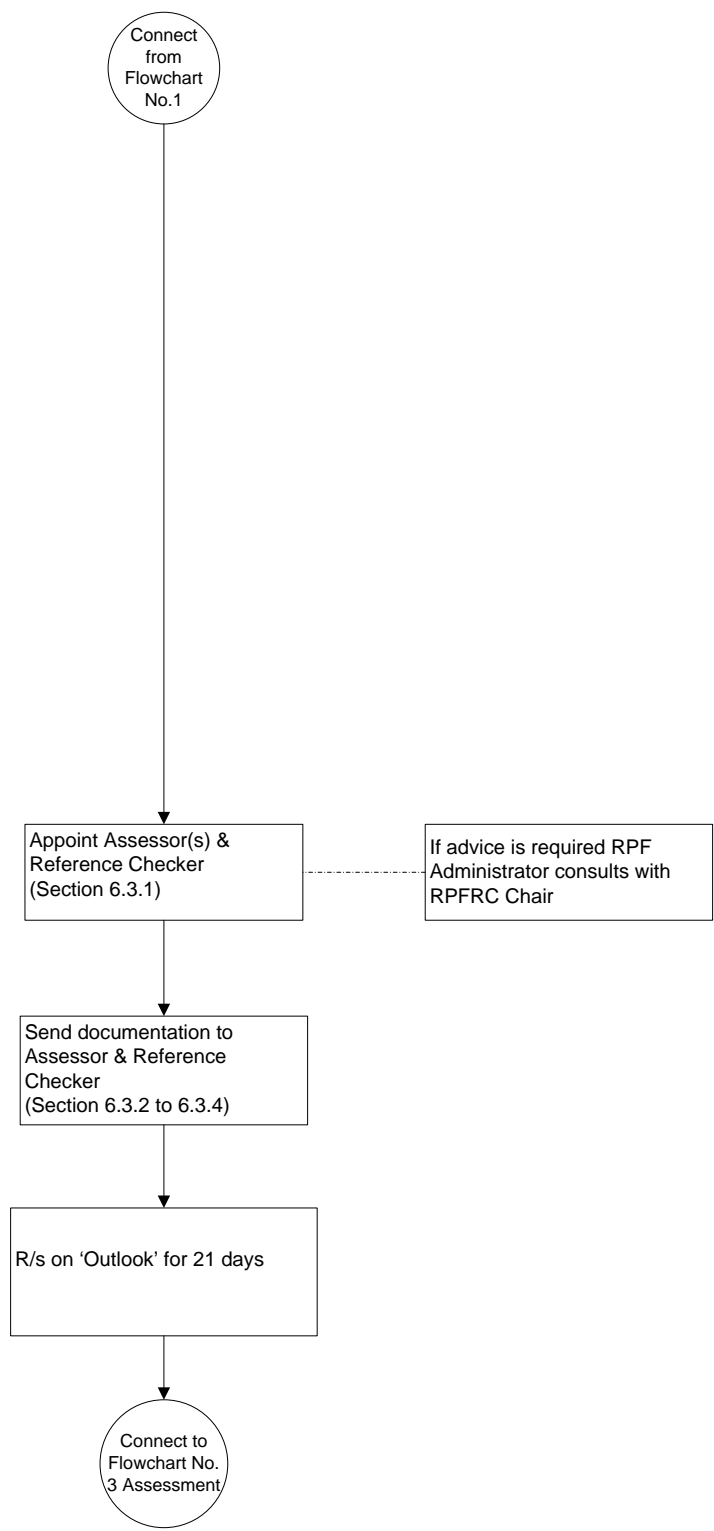
On receipt of an application the RPF Coordinator shall:

- a. where a hard copy only has been provided - scan the application documents to provide an electronic copy
- b. stamp the application with the 'Received date' and note the Applicant's IFA membership number on Application Form (or note if Registrant is not a member)
- c. check that all required documents are provided

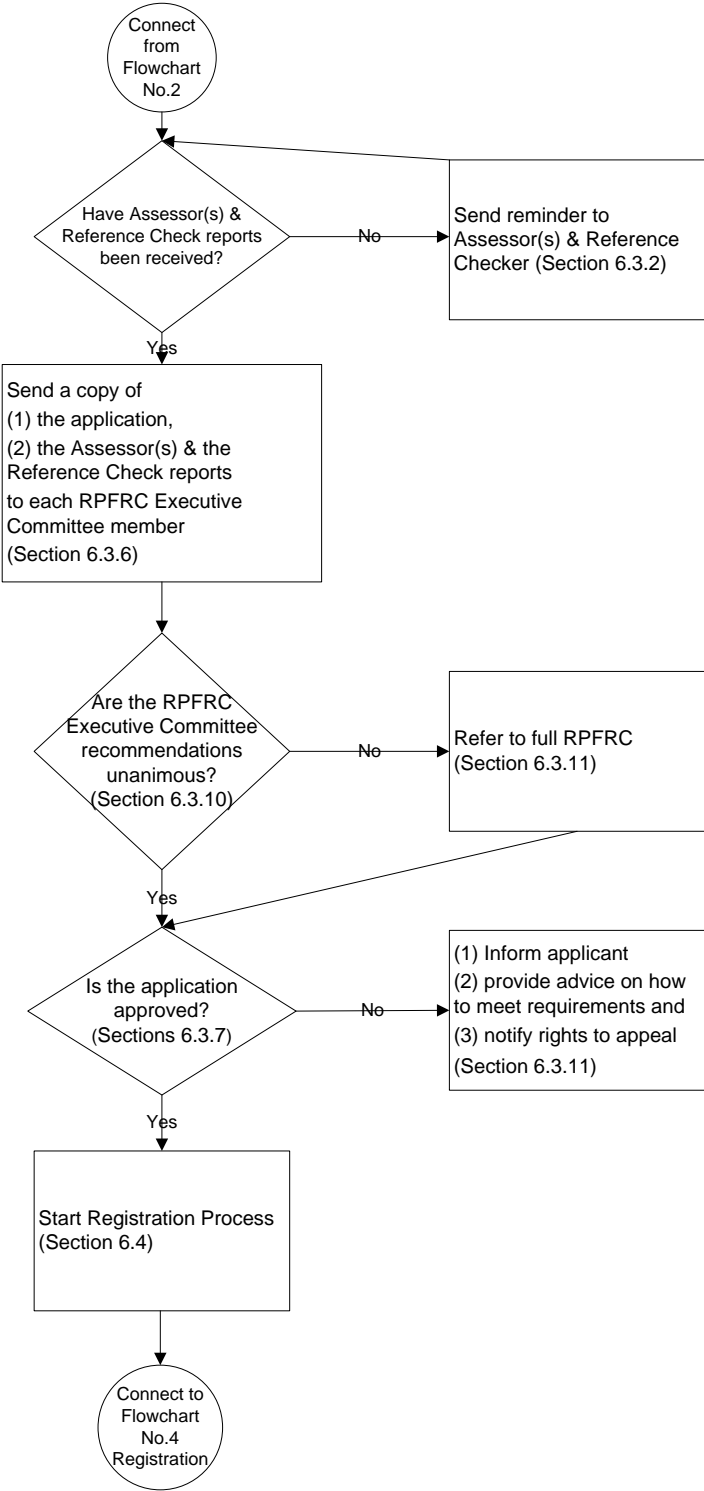
Note: Where all documents ARE NOT provided, advise the Applicant to provide them.

- d. when all documents ARE provided, create and register a new file (electronic filing is acceptable) for each new applicant
- f. ensure correct fee has been paid and give the Accounts Clerk a copy of the Application Form to process payment
- g. the Accounts Clerk shall email the receipt to the Applicant and send a copy to the RPF Co-ordinator for filing on Applicant's file
- j. obscure credit card details on the Application Form, so that the creditcard details are not passed on to others when copied. Scan the obscured Application Form and title it RPF Application Form - (name of applicant) V2
- k. create and maintain an electronic folder for the applicant in 'RPF Scheme Folder/Applicants/Name' and place a copy of all the applicants documents in that folder.

Flowchart No.2 - Assessment Process



Flowchart No.3 - Assessment Process (ctd)



6.3 Assessment & Approval

6.3.1 The RPF Co-ordinator shall in consultation with the RPF Administrator/RPFRC Chairman, as necessary, shall (in accordance with Section 12 – Policy – Appointment and Selection of Assessors & Reference Checkers):

- a. determine a suitable Assessor
- b. determine a suitable Reference Checker

6.3.2 The RPF Coordinator shall then send an email to the potential **Assessor** inviting him/her to undertake the task and provide the following documents:

1. a covering briefing note
2. Assessor Report (Form RPF15) to complete and return within 21 days, and
3. a copy of the application plus supporting documents.

6.3.3 The RPF Coordinator shall send an email to the potential **Reference Checker** inviting him/her to undertake the task and provide the following documents:

1. a covering briefing note
2. Reference Check Report (Form RPF17) to complete and return within 21 days, and
3. a copy of the application plus supporting documents.

Note: Where any of the Assessor Reports and/or the Reference Check Report ARE NOT received after 21 days, the RPF Coordinator shall keep reminding the defaulting Assessor & Reference Checker to provide the Reports and note the Outlook Reminder Flag accordingly.

6.3.6 When the completed Assessor Report and the Reference Check Report are received the RPF Coordinator shall send to the RPFRC Executive Committee a copy of:

1. the application and supporting documents (e.g. CV and Statement in Support of application/covering letters from Applicant)
2. the completed Assessor Report (Form RPF15)
3. the completed Reference Check Report (Form RPF17)

Note: Where any of the RPFRC Executive Committee member decisions ARE NOT received after 14 days, the RPF Coordinator shall remind the defaulting members to provide the Reports.

6.3.7. The RPFRC Executive Committee may signify their respective decisions by noting 'Approved' or 'Not approved' by email.

6.3.8 Where a decision of 'Not approved' is provided by an RPFRC Executive Committee member a statement of reason(s) should be stated on the email advice.

6.3.9 The RPF Executive Committee shall resolve to either:

- a. APPROVE the application

Note: The RPFRC resolution shall state the Registered area(s) approved and the period of approval. Each approval for Registration shall be for a maximum period of 5 years.

or

- b. NOT APPROVE the application.

6.3.10 When all RPFRC Executive Committee decision advices are received, the RPF Coordinator shall ascertain if the advices:

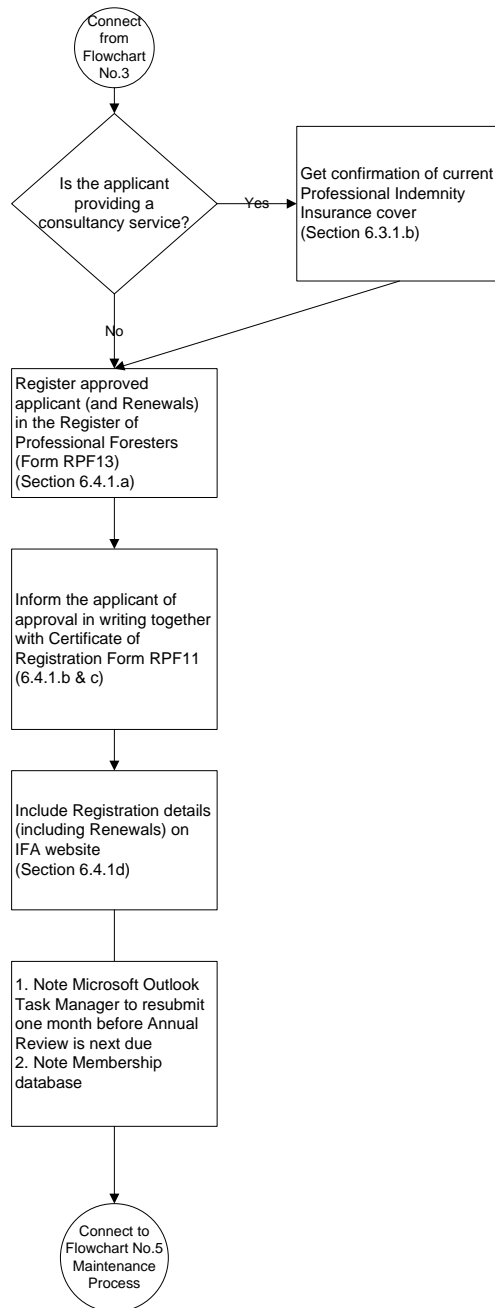
- a. ARE unanimous - process the application in accordance with Section 6.4.1
- b. ARE NOT unanimous - send a copy of the following documents to the full RPFRC for review and recommendation:
 1. the application and supporting documents (e.g. CV and Statement in Support of application/covering letters from Applicant)
 2. the completed Assessors Report and
 3. the completed Reference Check Report.

6.3.11 If the application is not approved the RPF Co-ordinator shall:

- a. inform the applicant in writing
- b. notify the applicants of his/her rights to appeal (See Section 9 – Right of Appeal).
- c. start the Registration process (See Section 6.4).

6.4 Registration process

Flowchart No.4 – Registration process

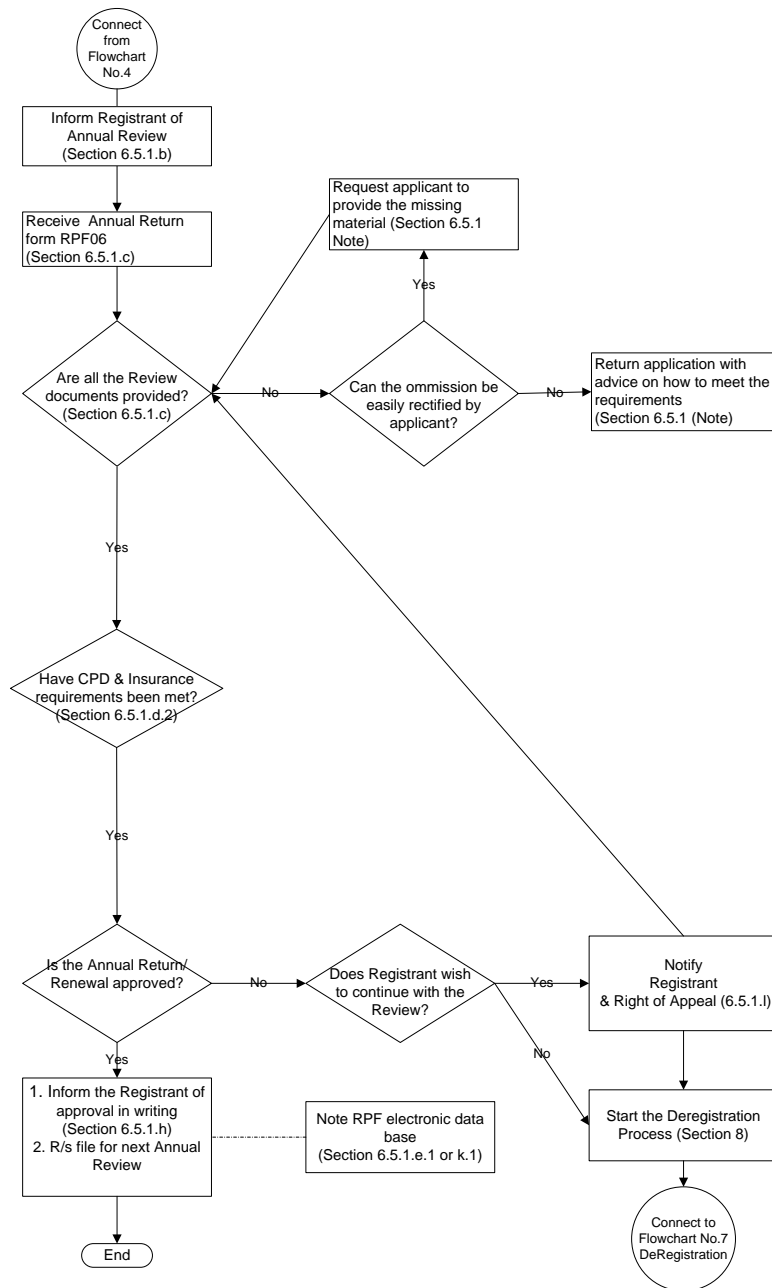


6.4 Registration process

6.4.1 On receipt of advice of APPROVAL of the application the RPF Coordinator shall:

- a. register the applicant with the next consecutive number and relevant details in the Register of Professional Foresters (Form RPF13)
- b. inform the applicant in writing of the approval
- c. issue a Certificate of Registration (Form RPF11) to the applicant
- d. include registration (including Renewals) on the IFA website page - 'Register of Professional Foresters'
- e. note IFA Membership records (Access).

Flowchart No.5 - Maintenance Process



6.5 Maintenance Process

6.5.1 Annual Review of approvals

- a. each Registration approval shall be reviewed annually for the purposes of ensuring that the Registrant complies with the approval requirements
- b. the RPF Coordinator shall advise the Registrant that a completed Annual Return form RPF06 is required by a due date.
- c. on receipt of Annual Return form RPF06, the RPF Co-ordinator shall check that all required documentation and evidence are provided

Note: Where all documents and evidence ARE NOT provided, advise the Applicant to provide them.

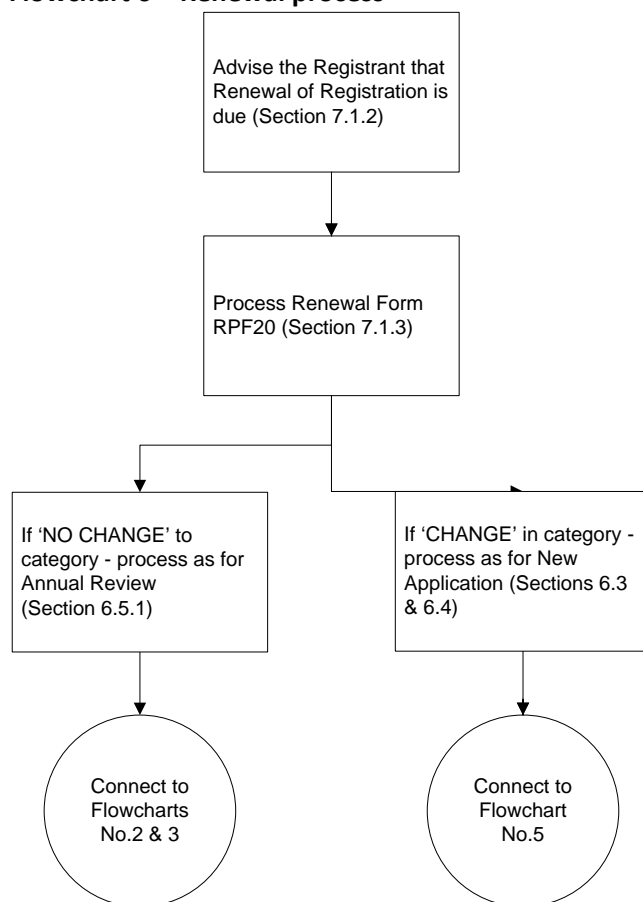
- d. when all documents ARE provided the RPF Co-ordinator shall:
 1. check that the Annual Return provided meets the requirements as set out in Annexure 'C' – Continuing Professional Development Rules
 2. check that if the Registrant is engaged in consulting services that the Registrant has certified that (s)he has arranged Professional Indemnity Insurance cover.
- e. if satisfied that all requirement are met, the RPF Coordinator shall:
 1. approve the Annual Return/Renewal of Registration
 2. inform the Registrant of approval (email is acceptable)
 3. note the Annual Return approval date on the Register of Registered Professional Foresters (Form RPF13).

Note: The RPF Administrator is authorised to defer or waive the Annual Return for a period of no more than 3 years. The reason for any deferment/waiver is to be noted on the Registrant's file and the RPF Register (Form RPF13 – see Part A – Clause 2.6.

- f. if the RPF Administrator/RPF Co-ordinator does NOT APPROVE the Annual Return he/she shall send a copy of his/her reasons plus a copy of the Annual Return form RPF06 to the RPFRC Executive Committee for decision
- g. the RPFRC Executive Committee shall resolve to either:
 1. APPROVE the Annual Returnor
 2. NOT APPROVE the Annual Return.
- h. if the RPF Executive Committee APPROVES the Annual Return, the RPF Coordinator shall:
 1. note the Annual Return dates on the RPF Register (Form RPF13).
 2. inform the Registrant of approval (email is acceptable).
- i. if the RPFRC Executive Committee does NOT APPROVE the Annual Return the RPF
- j. if the Annual Return is NOT APPROVED by the RPF executive Committee, the RPF Coordinator shall:
 1. inform the Registrant in writing (email is acceptable) and
 2. notify the Registrant of his/her Rights of Appeal (See Section 9 – Right of Appeal)

Section 7 Renewal of Registration

Flowchart 6 – Renewal process

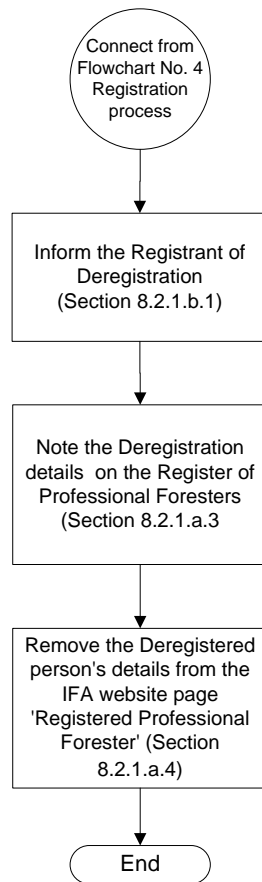


7.1 Renewal of Registration

- 7.1.1 the maximum Period of Registration shall be 5 years, subject to an Annual Return process each year (as detailed in Section 6.5.1).
- 7.1.2 RPF Coordinator shall advise the Registrant that the Registration is due to expire and that a Renewal Application is required. The Registrant shall be invited to submit a Renewal of Registration Application (form RPF20) & pay a Renewal fee (at a rate determined by the IFA Board).
- 7.1.3 on receipt of a Renew of Registration (Form RPF20), the RPF Coordinator shall:
 - a. ensure correct fee has been paid and send a copy of the Application Form to the Accounts Clerk to process payment and (1) issue a receipt to the Registrant and (2) send a copy to the RPF coordinator for filing.
- 7.1.4 if the Registrant elects NOT TO CHANGE the approved category of approval, the process shall be the same as for the Annual return (Section 6.5.1)
- 7.1.5 if the Registrant elects TO CHANGE the approved category of approval, the process shall be the same as for processing a new application (Sections 6.3 & 6.4)
- 7.1.6 The RPF Administrator may grant reinstatement of RPF registration of former registrants who may have been de-registered within the previous 3 years.

Section 8 – Deregistration

Flowchart No.7 Deregistration



8.1 Deregistration conditions

8.1.1 The Registered Professional Forester shall be deregistered if he/she:

- a. fails to comply with the IFA - RPF Requirements for Registration
- b. fails to comply with the IFA Code of Ethics (Form RPF07)
- c. no longer wishes to be Registered.

8.2 Deregistration process

8.2.1 The process of deregistration shall be implemented:

- a. in implementing the Deregistration process the RPF Coordinator shall:
 1. inform the applicant in writing of Deregistration (email advice is acceptable)
 2. file a copy of the Deregistration advice on the Registrant's personal RPF file.
 3. note the Deregistration & date on the applicants entry on the RPF Register (Form RPF13)
 4. remove the Deregistered person's details from the IFA website page 'RPF - Register of Professional Foresters'.
 5. Note the IFA membership database (Access).

Section 9 - Right of Appeal

9.1 Appeal Rights and Process

- 9.1.1 An applicant whose application, annual review, or renewal, for Registration as a Registered Professional Forester is not approved, or where approval is conditional, may appeal.
- 9.1.2 The process for an appeal shall be as stated in IFA Regulations (See Annexure A.2 – Appeals Investigation Committee).

Section 10 - Review of Scheme

10.1 Process of Review

The following processes of reviewing the Scheme shall be implemented:

- 10.1.1 IFA Board (annually)
 - a. consideration of Annual Report from RPFRC
 - b. consideration of feedback from members
 - c. advice from the RPF Administrator
- 10.1.2 RPFRC (as required)
 - a. The RPFRC shall endeavour to hold at least one meeting each year to review and consider the RPF scheme and related issues.
- 10.1.3 RPF Administrator (as required)
 - a. implementation, monitoring and ongoing administration of the scheme
 - b. clarification of the Information contained within the Information Kit and Assessment Documentation and/or changes to scheme
 - c. design and layout of documents
- 10.1.4 External audit (every 5 years)
 - a. the purpose of the audit shall be to assess and check compliance of the RPF Scheme Systems Manual.

Section 11 - Security of Information

11.1 General

- 11.1.1 All information shall be held, disseminated and stored in accordance with the Federal Privacy Act 1988 (as amended).
- 11.2.2 'Unrestricted information' shall be freely available. 'In-confidence information' shall be protected to ensure access by only authorised persons on a need-to-know basis.
- 11.1.3 The process of security of information involves 'Information Category' and 'Information and Storage Control'

11.1.3.1 Information category

Information Category	Level	Access
a. Records of RPFRC Meetings	Unrestricted	Freely available
b. Application & attachments Reports submitted by: Assessors Reference Checker	In-confidence In-confidence In-confidence	RPF Coordinator IFA Coordinator RPFRC Assessor Reference Checker Appeals Investigation Committee Applicant External Auditor
c. Appeals Investigation Committee Meetings Records and related documents	In-confidence	

11.1.3.2 Information & Storage Control

- a. The RPF Coordinator shall maintain a Master Copy of the RPF Systems Manual, all RPF forms templates and Applications.
- b. Electronic copies of RPF Applications and supporting documents, assessment reports, reference reports and other personal information shall normally be accessible to the RPF Administrator and RPF Coordinator only. Others may gain access on a 'need-to-know' basis.
- c. Hard copies of RPF Applications and supporting documents, assessment reports, reference check reports and other personal information shall be filed by the RPF Coordinator in a lockable room with restricted access.
- d. The RPF Register (Form RPF13) shall be maintained in electronic form and stored on the RPF Coordinator's computer.
- e. Certificates shall be forwarded to approved applicants and shall remain in their possession for the period of Registration.
- f. Agenda and Minutes of RPF Registration Committee meetings shall be stored on the RPF Administrator's or RPF Co-ordinator's computer.

Section 12 - Policy - Appointment and Selection of Assessors & Reference Checkers

12.1 Overview

- 12.1.1 The IFA Board has determined that the Registered Professional Forester scheme shall be based on an accountable, rigorous and balanced approach that would achieve the acceptance of external stakeholders.

12.2 Appointment of Assessors & Reference Checkers

- 12.2.1 The allocation of Assessors and Reference Checkers shall be at the discretion of the RPF Administrator/RPF Co-ordinator, in consultation with the RPFRC Chair as necessary.

12.3 Selection of appropriate number

- 12.3.1 A review by the profession of each application is a fundamental aspect of the process. A minimum of one Assessor and One Referee Checker is required for each application.
- 12.3.2 The RPF Administrator/RPF Co-ordinator, shall select the Assessors and Reference Checkers for an application; giving consideration to the achievement of a balanced assessment and remaining sensitive to any potential conflicts of interest.

12.4 Roles & Qualifications of Assessors & Reference Checkers

- 12.4.1 The role of an Assessor is to provide a forestry professional's assessment of the extent to which an applicant's skills, knowledge and experience is current in the area of recognition for which he/she has applied. This differs from the Reference Checkers who may not be forestry professionals but who are able to provide comment on the professional qualities of the applicant.
- 12.4.2 Assessors of applicants for RPF® shall be foresters and other specialist professionals recognised by the RPF Coordinator or RPF Administrator as having sufficient competence, experience and ethical standard to assess candidates.
- 12.4.3 The RPF Scheme acknowledges that an accountable, rigorous, balanced and open assessment scheme shall be achieved by involving as many members of the profession in the role of Assessor and Reference Checker, as is practicable.

Section 13 - Statistics

13.1 Assessors & Reference Checkers

- 13.1.1 The names of participating Assessors & Reference Checkers shall be reported in the Company Annual Report as a measure of the open nature of the scheme.

13.2 Company Annual Report

- 13.2.1 The Company Annual Report shall include the following statistics:
- a. number of uncompleted applications carried forward from previous year
 - b. number of applications received during year
 - c. number of applications approved during year
 - d. number of applications waiting finalisation

Annexure 'A' - IFA Regulations

A.1 Registered Professional Forester Registration Committee (RPFRC)

The RPFRC is governed by the following IFA Regulations:

103. The Institute shall have a Registered Professional Forester Registration Committee (RPFRC).
104. The RPFRC is accountable to the IFA Board for the management of the RPF scheme.
105. Specifically, it shall:
 - (i) Construct and manage an auditable method of assessment of applicants to the RPF Scheme,
 - (ii) Withdraw a registration where sufficient evidence has been documented warranting such withdrawal or the registrant has undertaken actions which may bring the RPF scheme into disrepute,
 - (iii) Ensure the confidentiality of any material supplied and specified by an applicant,
 - (iv) Promote the RPF Scheme to members and forestry stakeholders,
 - (v) Review and report annually to the IFA Board on the operations of the scheme.
106. The IFA Board shall be responsible for appointing members to the RPF RC and for appointing one of the RPF RC members as Chair.
107. The membership of the RPF RC should represent both plantation and natural forest sectors and shall comprise the following:
 - 1 member representing the IFA Board
 - 1 member from Australia's leading consulting foresters association
 - 1 member with expertise and experience in Australian public forestry
 - 1 member with expertise and experience in Australian private forestry
 - 1 member with expertise and experience in Australian forest regulation
 - 1 member with expertise and experience in the Australian forest education industry
 - 1 member with expertise and experience from a non-timber production forest sector
108. The RPFRC shall have an Executive Committee. The Executive Committee shall manage the processing of RPF applications assessment and make decisions on applications.
109. The RPFRC Executive Committee shall comprise of 3 members, being the RPFRC Chair, the RPF Administrator, and one other member of the RPFRC. For periods when any member of the RPFRC Executive shall be unavailable to attend to business the RPF Administrator shall nominate an alternative RPFRC member to act as a member of the RPFRC Executive.
110. Generally, the term of appointment for a member of the RPFRC shall be three years.
111. The RPF RC shall conduct its business by the most cost effective and efficient means. Business may be conducted out of session. A quorum of four shall be required for Committee meetings.
112. The business of the RPFRC shall be conducted in accordance with the IFA Memorandum & Articles and the IFA Regulations.
113. The IFA Board shall ensure an Administrator is available to support the work of the RPF Committee.

A.2 Appeals Investigation Committee

114. It is the position of the IFA to attempt to resolve dissatisfaction with decisions or actions of the IFA at the lowest possible level. The IFA encourages the informal resolution of such matters. However, as there may be cases where this is not possible, the IFA has developed a process for the investigation of formal appeals in order to address this eventuality.

115. The IFA Board shall consider appeals on Institute decisions including decisions by IFA bodies such as the RPF Registration Board and the IFA Committees.
116. The IFA shall have an Appeals Investigation Committee (AIC).
117. The AIC shall convene upon the direction of the President of the IFA.
118. An appeal must be made in writing, stating the grounds of the appeal and details supporting the appeal, and lodged with the Executive Director within two calendar months from the date of the decision affecting the individual(s)/organisation(s) making the appeal.
119. The IFA President shall refer the appeal to the AIC for investigation upon receipt of the appeal by the Executive Director.
120. The AIC shall contact the appellant and other relevant parties and invite them to submit evidence and other relevant information.
121. The AIC shall report to the IFA Board within two months following the referral of an appeal for investigation by the IFA President.
122. The IFA Board shall consider the AIC's recommendation(s) within one month of receiving an AIC report.
123. The AIC shall review evidence and report with substantiating documentation along with its recommendations to the IFA Board. Recommendations by the AIC shall be in accordance with the Memorandum and Articles of Association and IFA Regulations. The IFA Board shall decide the appeal, based upon its own deliberations and taking into account the recommendations of the AIC.
124. The IFA Board shall advise its decision to the individual(s)/organisation(s) making the appeal in writing and may include the grounds for the IFA Board's decision.
125. The AIC shall reflect an appropriate gender balance and comprise of the following persons – unless there is a conflict of interest in the matter under dispute, in which case, the President shall appoint an alternative member:
 - a former IFA Board Member, appointed by the President
 - one other member of the IFA appointed by the IFA Executive Committee of the Board who is not on the IFA Board or the IFA body which made the decision under appeal and
 - a person with experience and expertise in industrial relations and natural justice.
126. The appellant may object to any person sitting on the AIC. Any such objection shall be considered by the President who shall make a determination to either dismiss the objection or to uphold it and appoint another person.
127. The business of the AIC shall be conducted in accordance with the IFA Memorandum & Articles and the IFA Regulations.
128. Generally the appointment of a member of the AIC shall be for the period of each appeal.
129. The IFA Board and AIC shall conduct their appeal proceedings in accordance with the principles of natural justice.
130. The AIC shall conduct its business by the most cost effective and efficient means. Business may be conducted out of session. A quorum of three shall be required for Committee meetings.
131. The Executive Director of the IFA shall act as Secretary of the AIC.
132. The decision of the IFA Board regarding an appeal is final.

Annexure 'B' - Forms

Form No.		Form Title
RPF01	-	Information about the Scheme
RPF02	-	Information of Applicants
RPF03	-	Obsolete
RPF04	-	Requirements for Registration
RPF05	-	Application Form - Registered Professional Forester
RPF06	-	Continuing Professional Development – Annual Return
RPF07	-	Code of Ethics
RPF08	-	Call for Applications for Voting Membership
RPF09	-	Registration Progress Form (Obsolete)
RPF10	-	Decision Form (Obsolete)
RPF11	-	Certificate of Registration
RPF12	-	Obsolete
RPF13	-	Register of Professional Foresters
RPF14	-	Covering Letter to Assessor
RPF15	-	Assessor - Report
RPF16	-	Covering Letter to Reference Checker
RPF17	-	Reference Check - Report
RPF18	-	Decision Form
RPF19	-	Letter of Approval template
RPF20	-	Renewal of Registration Form

Annexure 'C' – Continuing Professional Development – Rules

Minimum requirement of CPD hours

30 hours a year must be attained.

Compliance

An RPF applicant does not have to comply with the CPD requirements until after s/he is registered.

Annual Record of activities

Activities must be recorded on an annual basis and the Annual Return Form RPF06 completed and provided to the RPF Coordinator. Completion of the Scheme's requirements on an annual basis is basic to maintaining RPF registration.

Verification

Verification must be such that an auditor could confirm that the activity was carried out as stated. It can include written confirmation of attendance by an organiser or a peer, receipts, inclusion in list of delegates, printed material, notes taken at seminars, etc. (*Note: Verification & supporting documents should not be sent with Annual Return, unless requested to do so*).

Recognised Activities

Below is a list of activities that the RPF Registration Committee will recognise. The list below is not complete and members may undertake other professional development activities in the spirit of the CPD requirements.

Activity No. 1 Conferences, workshops, seminars, fieldtrips

Attendance at professional & management conferences, workshops, field trips and seminars and preparation time and presentation of papers

Activity No. 2 External, employer provided and self-study programs

Participation in programs conducted by tertiary institutions/commercial education providers, including relevant award and short courses and distance learning programs using reading, video, audio or computer assisted learning. Activities presented by the employers that are designed to expand the professional's knowledge, eg, supervision courses, project management. Training programs.

Activity No. 3 Updating existing knowledge

Updating existing knowledge through self-directed study and reading eg, computing skills, inventory techniques and study tours.

Activity No. 4 Teaching and research activities outside normal employment

Preparation and publication of a paper in a suitable professional journal such as *Australian Forestry*. Teaching or formal lecturing.

Activity No. 5 Mentoring

Providing support, advice and guidance to a less experience forester. The time devoted to this activity may be claimed by both parties.

Activity No. 6 Community Service

Leadership or major contribution in Landcare, Bushcare, Greening Australia, Australian Forest Growers, "friends of" agroforestry/growers groups or international aid.

Activity No. 7 Professional Service

- a) Service on the IFA Board or other IFA Committees or service on a similar professional organization such as ACFA, and AFG.
- b) Reviewing a paper for *Australian Forestry* or similar standard journal
- c) Preparation of articles in the IFA newsletter: forestry knowledge articles, general interest articles.
- d) Contribute to the standing of the forestry profession, or to Australian or world forestry.

8. Other Activities

Other activities considered by the member to be appropriate.

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