



COETIROEDD  
GWELL  
I GYMRU



BETTER  
WOODLANDS  
FOR WALES

Grantiau a chymorth  
i greu a gwella coetiroedd

Grants and support for creating  
and improving woodlands

# Selecting Management Planners & Specialist Assessors

## Introduction

### Purpose

This document explains how people will be selected to prepare Better Woodlands for Wales Management Plans, by means of a Selection Process.

### Background

Forestry Commission Wales (FCW) wants to ensure that the Selection Process is open, effective, cost efficient and can evolve. Therefore, the process will be administered by FCW with an 'Assessment Panel' assessing applications. The panel will comprise one person from FCW, one from FC Research Agency and one ICF representative. FCW will also use external assessors to undertake field assessments.

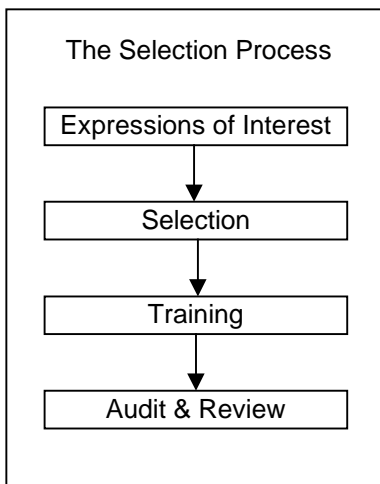
### Payment

The Selection Process will be funded by FCW and candidates will not have to pay to apply but will be expected to give their time free for the preparation and completion of relevant documentation, attendance at assessment interviews and training. Grant-rates for preparing Management Plans will take account of the time given.

## The Selection Process

FCW has developed a Selection Process based on the assessment of the skills and knowledge required for the various roles associated with preparing a Management Plan. The Selection Process has four parts, as shown in the diagram below:





## Expressions of Interest

Candidates should register their interest at any time by returning an Expression of Interest form, which outlines their experience, skills and knowledge. All Expressions of Interest must be made on an individual basis rather than corporately. These will be assessed every 6 months. The timetable for this process is published separately.

## Selection

The Assessment Panel will consider Expressions of Interest and invite those with relevant skills and knowledge to apply for selection. Anyone not invited to apply will be given reasons why it was not thought worth them applying at this stage. Application packs are available online. The pack will contain an application form together with a number of supporting documents. These are outlined below:

(a) Application form: This will be in the form of a checklist setting out the knowledge and skills for each role being applied for. Candidates will be required to complete the checklist and provide a Portfolio of evidence that they have the necessary knowledge and skills. The Portfolio will be kept simple with a brief history of experience and references from woodland owners or other relevant referees.

(b) IT Infrastructure: Management Planners (Planners) will access the G&L Online system (the computer system for administering BWW) electronically via the web. To do this they will require a certain level of IT equipment: the details of which are defined by the FCW document 'Approach to IT Infrastructure and IT Skills' (AT17). Candidates will self-assess their IT equipment and verify that it meets the requirements. Alternatively, after undertaking the self-assessment candidates can confirm their willingness to get the appropriate IT if they are approved as a Planner. Candidates who do not have the appropriate IT equipment and are not willing to give an undertaking to get it will not be selected for BWW. Specialists do not need access to the G&L Online system but will need to complete electronic assessment formats.

(c) Code of Practice: Candidates will be asked to agree to a Code of Practice identifying how they and FCW will interact. This Code has been written by FCW in consultation with the BWW Steering Group. Candidates unwilling to comply with the Code of Practice will not be selected for BWW.

(d) Specimen Contract: Candidates will be given a copy of the contract that will form the basis of the contractual relationship between approved Planners and FCW. Candidates must indicate that they are willing to accept this contract should they be approved for BWW. Those unwilling to accept it will not be selected for BWW.

Completed applications can be submitted at any time. The Assessment Panel convenes approximately every 6 months and will assess applications, approving them where they are satisfied that it clearly demonstrates the candidate's ability to take on the relevant role. Where the Assessment Panel feels that the applicant hasn't clearly demonstrated this, the panel will identify potential shortfalls in skills and knowledge and may ask for more information or invite the candidate to interview. The candidate could also be invited to attend a field-based assessment, probably lasting one day. A range of field-based skills will be tested with different assessors doing this. In some cases the panel may decline an application and provide feedback.

## **Training**

Candidates who are selected will be invited to undertake training. Training will be run periodically. The training will focus on the technical aspects of using the new G&L Online system and the preparation and completion of Management Plans. FCW will not provide general training on forestry and woodland related skills as part of the BWW scheme. Candidates will be expected to have these or get them before entering BWW. However, FCW will consider providing training where a specific skills shortage which may undermine the scheme has been identified. On successfully completing training candidates will be registered and will be able to undertake Management Plan preparation.

One condition of being a Management Planner or Specialist will be to attend a defined amount of update training per year.

## **Audit & Review**

Ongoing review and assessment is an important part of the BWW scheme. People who repeatedly fail to meet the work standards defined within BWW will be referred to the Maintaining Standards Panel, which may recommend training or removal from the approved list.