

## **TERMS OF REFERENCE**

### **FPBC RFT Competency Working Group**

January 13, 2022

#### **1. PURPOSE**

- 1.1. The core purpose of the competency working group (CWG) is to support the needs and interests of the credentials committee (committee) with respect to ensuring the competency of trainee forest technologists who have not completed ABCFP council-approved programs. In accordance with FPBC's public interest mandate, the goal of this work is to ensure allied science trainee forest technologists (ASTFTs) meet certification requirements for entry into the profession as ethical, competent, and accountable practitioners. Requirements are met when ASTFTs complete gap-filling prescriptions assigned by the CWG.

#### **2. AUTHORITY**

- 2.1. The credentials committee delegates authority to the CWG under:
  - 2.1.1. PGA 32(5)(b)
  - 2.1.2. bylaw 7-10 (1)(b)
  - 2.1.3. bylaw 7-10 (2)

#### **3. OFFICERS AND POLICIES**

- 3.1. The registrar or designate is responsible for implementing the CWG's decisions.
- 3.2. The CWG follows FPBC bylaws and registration policies for the functioning of the working group.

#### **4. MEMBERSHIP**

- 4.1. The CWG consists of the following people who must be appointed by the credentials committee:
  - 4.1.1. at least three practicing or retired RPFs/RFTs; and
  - 4.1.2. the registrar, or designate.
- 4.2. Terms of office appointments
  - 4.2.1. A single term must not exceed four (4) years.
  - 4.2.2. Members may be removed before the expiry of a term by a resolution of the credentials committee.
  - 4.2.3. Terms may end before the expiry date if members deliver written notice of resignation to the registrar or designate.
  - 4.2.4. CWG members and former CWG or Registrar's RFT Academic and Panel review members are eligible for reappointment to the CWG at any time.
- 4.3. Merit-based competencies
  - 4.3.1. Desirable competencies of members include, any combination of:
    - 4.3.1.1. FPBC practicing or retired registered professional foresters (RPF) or practicing or retired registered forest technologists (RFT)
    - 4.3.1.2. Senior levels of experience in the professional forestry practice areas
    - 4.3.1.3. Current or former members of the credentials committee
    - 4.3.1.4. Post-secondary educator
    - 4.3.1.5. Administrative justice

- 4.3.1.6. Knowledge of national certification standards for professional forestry technology practice

## **5. DUTIES, FUNCTIONS & RESPONSIBILITIES**

- 5.1. Competency Assessment of ASTFTs
  - 5.1.1. The CWG will, directly and indirectly, support the process of assessing ASTFTs. This involves participation in the adjudication of ASTFT credentials.
- 5.2. Prescribe gap-filling measures
  - 5.2.1. The CWG is responsible for setting individualized gap-filling requirements for ASTFTs, based on Credential Assessment Process (CAP) results and relevant supplemental information, submitted post-CAP.
- 5.3. Course-based options for meeting FPBC entry standards
  - 5.3.1. The CWG, with support from FPBC staff, should maintain a list of courses available to satisfy the standards of entry for professional forest technology practice.
- 5.4. Continuous improvement of the adjudication process
  - 5.4.1. CWG members will suggest ways to improve the adjudication process to ensure that it is fair, transparent, and efficient.
- 5.5. ASTFT discussions, advice, and/or make decisions:
  - 5.5.1. CWG members shall take the lead on individual ASTFT decisions on a rotating basis.
- 5.6. ABCFP registration team designate will:
  - 5.6.1. organize and moderate CWG meetings.
  - 5.6.2. develop the meeting agenda, notices, ASTFT information packages, and CWG prescriptions.
  - 5.6.3. whenever possible, provide notice of meetings at least one week prior to the designated meeting date.
  - 5.6.4. liaise between the CWG and ASTFT candidates.

## **6. CONDUCT OF MEETINGS**

- 6.1. Conflict of Interest
  - 6.1.1. Members must disclose any situations or circumstances where there is a real or perceived conflict of interest. Members must also ensure necessary measures are taken so a conflict of interest does not bias decisions or recommendations.
- 6.2. Quorum
  - 6.2.1. Quorum required for the transaction of business at a meeting is a majority of the CWG.
- 6.3. Decision Making
  - 6.3.1. CWG decisions are made by consensus.
- 6.4. Frequency
  - 6.4.1. An annual schedule of meetings will be established at the outset of each fiscal year dependent on the nature of the CWG's business.
  - 6.4.2. Additional meetings may be called at the discretion of the registration team designate in consultation with members.

6.4.3. The meeting schedules and length of meetings will be at the discretion of the registration team designate in consultation with members.

6.5. Meeting Format

6.5.1. The CWG may meet and conduct business in person, or by video, telephone conference, webcasting, or an equivalent method of telecommunication that allows all CWG members, ASTFTS, and their sponsors in attendance to hear and interact with each other.

**7. OPERATING FUNDS AND MEMBER REIMBURSEMENT**

7.1. Funds for the CWG activities shall be administered by the registration team designate, consistent with the council's approved annual operating budget, and used for the purposes of:

- 7.1.1. CWG meetings, including all reasonable expenses incurred by members and as per FPBC's *Travel Expense Claim Policy*,
- 7.1.2. all such reasonable costs and expenses as may be necessary and incidental to allow the CWG to fulfill its mandate as set out above; and
- 7.1.3. all such other extraordinary costs and expenses as may be required and as may be approved by the Chief Executive Officer from time to time.