



Membership Application Procedure

Thank you for your interest in applying for membership of IPROW.

If at any point you need any help or advice with your application please email membership@iprow.co.uk

This is what you need to do now:

1. Applicants should complete all sections of the application form in **type** or **black ink** referring to the guidance given.
2. Return your form with a cheque **for the sum of £34.20** (made payable to IPROW Ltd) if your application is for associate or full membership or **for the sum of £165.60** if your application is to become a Principal or Fellow. (You should call 07894 572171 prior to making an application for Principal or Fellow). This is a non-refundable administration fee to cover the costs of processing your application. Do not send your annual subscription (currently £84) as this will only become due when you are notified of your admission to membership of the Institute.

If you would rather make an online payment you can do so using the bank details below - giving your name as a reference:

BANK: National Westminster
SORT CODE: 54 10 41
ACCOUNT NAME: IPROW
ACCOUNT NUMBER: 19639732

Completed forms should be sent to:

The Institute of Public Rights of Way and Access Management
PO Box 913
Lancaster
LA1 9LN

Or emailed to membership@iprow.co.uk

Categories of Membership

Membership is available to professionals who are paid to undertake work on, or are paid for their association with, the management of public rights of way and / or access (including common land/commons registration etc).

The following information is intended as guidance only, the decision of the Directors or appointed Group is final.

Associate (AIPROW) appropriate to anyone whose experience of rights of way / access management work is limited either by virtue of the nature of their job or recent employment in the field.

- Someone paid to undertake work on, or paid for their association with, the management of public rights of way and / or access (including common land/commons registration etc) but whose experience is limited either by virtue of the nature of his/her job or recent employment in the field.
- Will be required to complete an application form and provide details of referees.
- May be required to attend an interview (at own expense) if further clarification of suitability is required.

Full Member (MIPROW) open to anyone whose professional experience and involvement in rights of way / access management is considered by the Directors or appointed Group to be sufficient.

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As a guideline, in the case of a full member, experience of rights of way / access management work may be either broad-based or specialised but will span a period of at least **5 years** (full time or equivalent).

- Someone paid to undertake work on, or paid for their association with, the management of public rights of way and / or access (including common land/commons registration etc) and whose professional experience and involvement is considered by the Directors or appointed Group to be sufficient. (As a guideline, in the case of a full member, experience may be either broad based or specialised but is likely to span a period of at least 5 years full time or equivalent).
- Will be required to complete an application form and provide details of referees.
- Will be asked to demonstrate a good level of professional competence within his/her sphere of work with an overview of the wider framework of rights of way and access issues. This will be demonstrated, once provisional acceptance has been granted, by completing at least one of the following options to the satisfaction of the Directors or the appointed Group. The three options given will be:
 - a) Submitting a significant piece of work already undertaken by the applicant eg a committee report, further education assignment, evidence for public inquiry or court, evidence for a definitive map modification order etc. – type of work to be agreed as suitable before submission.
 - b) Submitting a paper of around 2,000 words on a topic chosen from a list of suggested titles or a topic of choice if title agreed in advance.
 - c) Preparing and giving, at the applicants expense, an informal presentation of around 10 minutes long on a subject of own choosing (suitability to be agreed beforehand), followed by a discussion.
- a. May be required to attend an interview (at own expense) if further clarification of suitability is required.

Principal (PIPROW) open to anyone whose professional experience and involvement in rights of way / access management is considered by the Directors or appointed Group to be sufficient.

As a guideline, in the case of a Principal, experience of rights of way / access management work may be either broad-based or specialised but will span a period of at least **7 years** (full time or equivalent).

- Someone paid to undertake work on, or paid for their association with, the management of public rights of way and / or access (including common land/commons registration etc) and whose professional experience and involvement is considered by the Directors or appointed Group to be sufficient. (As a guideline, in the case of a Principal, experience may be either broad based or specialised but is likely to span a period of at least 7 years full time or equivalent).
- Will be required to complete an application form and provide details of referees.
- Will be asked to demonstrate a high level of professional competence within his/her sphere of work with an overview of the wider framework of rights of way and access issues. The attainment of this will be demonstrated by the submission of a portfolio of work that will be expected to include a listing of work undertaken, with examples (such as a ROW improvement plan, evidence for public inquiry or court, paper written for journal such as the Rights of Way Law Review etc.).
- Will be required to submit a continuing professional development logbook (or equivalent), demonstrating a commitment to personal development.
- Will normally be required to attend an interview (at own expense).

Fellow (FIPROW) open to anyone whose professional experience and involvement in rights of way / access management is considered by the Directors or appointed Group to be sufficient.

As a guideline, in the case of a fellow, experience of rights of way / access management work may be either broad-based or specialised but will span a period of at least **10 years** (full time or equivalent).

- Someone paid to undertake work on, or paid for their association with, the management of public rights of way and / or access (including common land/commons registration etc) and whose professional experience and involvement is considered by the Directors or appointed

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Group to be sufficient. (As a guideline, in the case of a Fellow, experience may be either broad based or specialised but is likely to span a period of at least 10 years full time or equivalent).

- Will have made a substantial contribution to the profession.
- Will be required to complete an application form and provide details of referees.
- Will be asked to demonstrate extensive professional competence within his/her sphere of work with a comprehensive overview of the wider framework of rights of way and access issues. The attainment of this will be demonstrated by the submission of a portfolio of work that will be expected to include a listing of work undertaken, with examples (such as a ROW improvement plan, evidence for public inquiry or court, paper written for journal such as the Rights of Way Law Review etc.).
- Will be required to submit a continuing professional development logbook (or equivalent), demonstrating a commitment to personal development and thereafter will usually be required to submit a CPD log (or record of work undertaken), on an annual basis.
- Will normally be required to attend an interview (at own expense).

	Associate	Full	Principal	Fellow
Number of years required in paid ROW or access work	0	5	7	10
Level of experience required	Basic	Good	High	Extensive experience and substantial contribution to the profession
Application form	✓	✓	✓	✓
References	✓	✓	✓	✓
CPD	✗	✗	✓	✓
Supporting information	None	1 x paper/piece of work or presentation	Portfolio of work	Extensive portfolio of work
Interview	✗	✗	✓	✓
Application fee	£34.20	£34.20	£165.60	£165.60
Membership fee	£84	£84	£84	£84
Can apply online	✓	✓	✗	✗

Membership Upgrades

Progression to higher levels of membership will depend on the gaining of experience, which the Directors consider sufficient to qualify.

Members will be required to keep a record of all experience gained and training events attended from the date they become a member. This record will need to be submitted when an upgrade of membership is requested, whether it be an upgrade to full, principal or fellow.

A non refundable administration fee (£34.20 for full membership or £165.60 for principal or fellow) will be charged for all applications to upgrade membership.

Guidance Notes for Completion of Form

The following information is outlined under the headings of the various sections of the form.

JOB DESCRIPTION – Please outline the main duties and responsibilities of your present employment and indicate **what percentage of the total time**, on average, is spent on each area. You may include a job description **in addition** to completing the form.

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STATEMENT OF PROFESSIONAL TRAINING AND EXPERIENCE – Please indicate full details of all your relevant professional experience in relation to the management of public rights of way / access. Please provide as much information as possible as the Directors or appointed Group of the Institute will base much of its decision on your submission. You should give, in the space provided, the dates during which specific experience/training was obtained, together with details of the actual tasks and responsibilities undertaken. If any of your experience or training was obtained under the supervision of, or in association with, a person who is a full member, a principal or a fellow of IPROW, please give full details including the member's name and membership number (if known).

STATEMENT OF OTHER RELEVANT TRAINING AND EXPERIENCE – Please provide details of any relevant experience you have obtained in a non-professional capacity. This may include voluntary unpaid work, experience gained as a member of a user-group, club, society or organisation, work as a part-time warden or ranger etc. Please give dates between which relevant experience was gained.

PREVIOUS EMPLOYMENT – Please include brief details of previous employment even if the job was not directly connected with the management of public rights of way / access.

EDUCATION AND ACADEMIC QUALIFICATIONS – You need only give details of those qualifications you consider appropriate to your application. You may be required to provide proof of relevant qualifications (photocopies will suffice).

MEMBERSHIP OF ANY OTHER PROFESSIONAL BODIES – Please give details of membership of all professional bodies, institutes, associations, and an indication as to whether or not your membership is current.

MEMBERSHIP OF ORGANISATIONS WITH AN INTEREST IN PUBLIC RIGHTS OF WAY OR ACCESS MANAGEMENT – Please include details of your membership of any organisation, club, society, pressure group etc. with an interest in public rights of way / access management, whether current or past. Please indicate whether you hold, or held, any official position in the particular organisation, and give the dates during which you were a member and indicate whether your membership is current.

REFEREES – Please give the names, addresses, telephone numbers and emails of persons from whom the Directors of the Institute can seek verification, or further information, regarding your current employment, relevant experience, training or previous employment referred to on the form. **Your referees will be contacted** so please do ensure that they are willing, able and ready to reply as it tends to be this part of the application process where delays occur.

Please note that in the event that the Directors or appointed Group considers that you have not adequately demonstrated a sufficient breadth and/or depth of experience, knowledge or competence in the fields of public rights of way / access management work, it may require you to provide a supplementary written submission giving fuller details of your experience, or may require you to attend a professional interview (at your own expense).

An applicant for admission to full membership whom the Directors or appointed Group feel does not, at the time of application, justify such status may be offered associate membership. Along the same lines, an applicant for principal may be offered full or associate membership, and an applicant for fellow may be offered principal, full or associate membership.

Completed your application form? Have you remembered to:

- 1. Sign the declaration (on the last page).**
- 2. Enclose a cheque for the administration fee (made payable to IPROW Ltd) or make an online payment.**

Need help completing your form? Please contact the Membership Officer on or email membership@iprow.co.uk.