



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwarangi

Application for AAPNZ Provisional Certification

Instructions

It is the responsibility of you, the applicant, to source and provide all the supporting information required. Incomplete applications will be returned to you.

Please use the attached sheets as a guide and a cover sheet for each section. This greatly assists the Professional Development Sub-committee (PDSC) to check if all criteria are met.

Please do not send originals of qualification certificates etc. It is preferred that you submit your applications electronically, scanned and saved as a PDF. Otherwise, please forward **one** hard copy to the Chairman, PDSC. We recommend that you keep a copy for your records. The application and supporting information will be held on AAPNZ files and will not be returned to you.

Include your application fee of \$65.00 with this application. This can be by cheque or by direct credit. If payment is by direct credit please ensure you advise the Chairman that this has been done and the date of the direct credit. This will ensure that your payment is properly recorded.

Applications can come in at any time. The **final date for application is 20 March** in any year for presentation at the AGM in that same year. Feedback will then be provided by the PDSC. There is then a two month period to allow individuals to provide any information that may be missing, prior to final consideration by the PDSC.

Only send in the information that is required.

Please Note: Late applications received after 20 March in any year will not be accepted and will be held over until the following year.

Return your application form to:

Email: professional.development@aapnz.org.nz

Or:

Chairman
Professional Development Sub-Committee
Association of Administrative Professionals New Zealand Inc
P O Box 5431 Lambton Quay
Wellington 6145

Application Form: AAPNZ Provisional Certification

Please complete all sections.

Last Name:

First Name(s): **Preferred Name:**

AAPNZ Membership Number:

Date joined AAPNZ Inc

Address:

Post Code:

Email Address:

Phone:

Mobile:

This form is a Tax Invoice: AAPNZ Inc

A/c Number: 03 0104 0384627 00

GST Number: 29-916-420

Provisional Certification application fee is \$65.00 (including GST component \$8.48)
Application fee covers from date of acceptance to 31 March two years later.

I include my cheque for \$65.00

Or

I paid by Direct Credit on (date):

Details, code and reference information for your payment: **ProvCert.** **Surname** **Membership No.**

Declaration

I wish to apply for recognition as a Provisional Certificated member of AAPNZ based on the information provided here, which I affirm as being true and correct.

I authorise AAPNZ to publish my name in connection with administering and promoting AAPNZ certification.

I authorise AAPNZ to contact persons named in this application to verify any information provided

I authorise AAPNZ to answer enquiries from third parties in relation to my certification status.

Signed:

Date:

Please Note: if you put your name where the signature space is and send this electronically from your work email this would constitute a signature. Alternatively complete electronically, print, sign and then scan to send electronically.

Section A: Work History

(Use this form as a cover sheet for this section)

Work History Requirements

To be certificated you must have been employed as a business administrator in a paid or voluntary role at least three years prior to applying for Provisional Certification and have worked not less than a total of 1200 hours - (min ~400 hrs per year).

Evidence:

- 1 *Employment.* A signed letter from your manager or HR Department that states your role, start date, hours of work (if part time, hours per week need to be specified), and the nature of the work undertaken.

If you are or were self-employed, any relevant combination of evidence of work contracted, letters from clients, IRD records etc may be used. Those who are self-employed may self-verify but must have supporting documentation. This might be from an organisation they have worked with or someone who has knowledge of the applicant's position (e.g. their AAPNZ Group President) who will sign the application that documentation is "true and correct".

If you are a volunteer, it should be signed by the chairperson, or equivalent person in authority.

- 2 *Job descriptions.* These should specify the tasks undertaken in the role, and should include a business administration component that meets or exceeds the minimum hour requirement.

Tutors of business administration – please ensure that your role description includes the administration you undertake outside your direct teaching role, to demonstrate you undertake actual administration tasks as well as teach them.

This evidence should make it clear that in your work you have undertaken a minimum of 400 hours of business administration activities each year for the past three years.

List here the documents you have attached to support Section A of your application:

Doc 1		
Doc 2		
Doc 3		
Doc 4		

Section B: Formal Learning

(Use this form as a cover sheet for this section)

Formal Learning Requirements

Definition:

Formal learning – recognises achievement rather than just attendance. It is learning which is assessed and leads to the award of a recognised qualification. Formal learning will be in a programme listed on the NZQA Qualifications Framework.

For Provisional Certification formal learning refers to certificates and diplomas at Level 4 or above. The qualification/s you hold must also meet the criteria:

- The qualification is a complete qualification
- The qualification is at least 60 credits (which is six months or longer in length)

For international qualifications:

It is the responsibility of the applicant to ensure that any international qualification has been matched through NZQA and meets the requirements set out above. Documentary proof of this results matching from NZQA must be provided. Alternatively it may have been accepted by a New Zealand tertiary education organisation (TEO) for enrolment in a qualification as being at an appropriate level – a formal letter from the TEO advising such must be supplied with the application.

Evidence:

A verified copy of your achievement (certificate) from your tertiary provider and/or course transcript showing results and/or record of learning.

Definition: verified means that the document (a copy of the original certificate) you are submitting has been verified by any one of a lawyer, a Justice of the Peace or at a District Court

Please note – some older qualifications no longer in use may not be listed on the NZQA Qualifications Framework. This does not necessarily mean that they are not valid. However, it is up to the applicant to undertake any research and provide the evidence of meeting the above criteria.

Checklist

List here the document(s) you have attached to support Section B of your application:

Qualification Name	Year it was awarded	Institute Awarding	Total No. of Credits

