



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwarangi

Application Form: AAPNZ 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

Westpac Bank A/c Number: 03-0104-0384627-00

GST Number: 29-016-420

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: **Cert.** **Surname** **Membership No.**

Declaration

I wish to apply for recognition as a 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:

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 certification and have worked not less than a total of 1200 hours - (400 hrs per year).

Evidence Requirements:

- 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 not self-verify but have either a Group President or someone within a professional organisation who has knowledge of the applicant's position sign the application.

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 eligible for listing on the NZQA Qualifications Framework.

To be certificated you must have a formal qualification at Level 5 or above that listed on the NZQA Framework. (This includes certificates, diplomas and degrees.) The qualification/s you hold must also meet the criteria:

- The qualification is a complete qualification
- The qualification is at least 120 credits (one year or longer in length)
- The qualification can be made up of two 60 credit level 5 or above certificates

For international qualifications:

It is the responsibility of the applicant to ensure the 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 University for enrolment in a degree as being at an appropriate level – a formal letter from the university advising such must be supplied with the application.

Evidence Requirements

A verified copy of Certificate of Achievement 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.

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

Section C: Informal Learning

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

Informal Learning Requirements

- A minimum of 25 hours (or 125 points) of informal learning in a business administration related field over the past five years.

Definitions: Informal learning – includes attendance at training seminars, workshops, conferences etc.

NB: Informal learning can be training opportunities as provided by AAPNZ and from 2016 all AAPNZ professional development opportunities will attract a number of points which can be used to provide the appropriate number for both applying for Certification and for renewal.

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 eligible for listing on the NZQA Qualifications Framework.

Evidence Requirements

Any combination of the following that combined show you have met the minimum hour requirement:

- Attendance certificates (noting number of points achieved) e.g. local AAPNZ group Certificate of Attendance at a professional development meeting, Certificate of Attendance at the AGM/Conference, etc.
- Achievement of AAPNZ Competency Certificates – evidence of this would be required noting points achieved.
- A letter or other documentation from your employing organisation's HR Dept or your Manager outlining professional development opportunities you have undertaken (e.g. external training courses, in-house training courses/opportunities, etc), this might be recorded and signed off in your Performance Appraisal document.
- Confirmation of attendance at a non-AAPNZ event (letter or certificate from training provider, conference organiser, etc).

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

Date	Name of Course	Hours attendance
	Total of hours	
AAPNZ professional development points (5 points = 1 hr)		Points
	Total of points	
FINAL TOTAL hrs		