



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwarangi

AAPNZ COMPETENCY CERTIFICATES

The AAPNZ Competency Certificates Resource was launched at the 2012 AAPNZ AGM & Conference in Wellington. There are three modules that make up the Competency Certificates resource and these are:

- Module 1 - Participation in your AAPNZ Group
- Module 2 - You and Your Organisation/s
- Module 3 - Systems and processes

AAPNZ members can complete all the modules or just one or two, it is up to them entirely. The first module does not cost anything, the second and third modules do have a set fee (currently \$60.00* incl GST each) as they need to be assessed by one of **AAPNZ's** independent workplace assessors (IWAs).

The Competency Certificate resource is designed to fit within a workplace assessment process as used for attaining nationally recognised qualifications. Attaining a national qualification in turn leads to the association's Certification process which is a statement of the skills you have and take with you from role to role. Certification is similar to the concept of professional registration that applies to teachers, nurses, doctors, plumbers and accountants and gives value to those skills demonstrating that your skills are up to the benchmark or standard required to practice your profession.

Holding Certification gives you the opportunity to say to the world at large that your skills are valuable, they are recognised and they meet the benchmark required for the work you have been employed to do. This is your chance to value yourself so that others value you.

AAPNZ SKILLS ANALYSIS

If you wish to gain a formal qualification to attain Certification, AAPNZ provides the opportunity to undertake a skills analysis. The skills analysis will determine the level of qualification appropriate for you, the best method for you to achieve the qualification and the make-up of the qualification if achievement is through workplace assessment.

AAPNZ provides access to workplace assessment to attain that qualification. Workplace assessment is most often through oral assessment and providing the required supporting evidence from the work you do day-to-day. Workplace assessment would be through an independent workplace assessor (IWA) and the Skills Organisation, an industry training organisation (ITO).

There is a cost to undertaking a Skills Analysis of \$300.00* + GST which covers the time of the IWA to complete the analysis and produce the written report. The written report provides much of the information required to build a case to receive financial support from your employer.

For further information on either Competency Certificates or a skills analysis, contact the AAPNZ Professional Development Officer at professional.development@aapnz.org.nz

AAPNZ CERTIFICATION

WHAT IS CERTIFICATION?

AAPNZ Certification is a credentialing/registration process that verifies you are a professional and have skills that demonstrate excellence in your field. Holding Certification will give you an edge when applying for a job, when asking for a promotion, or when going through a performance evaluation. AAPNZ Inc is the only administrative organisation in New Zealand offering an accreditation/registration pathway through this Certification process.

Certification is similar in concept to the professional registration that applies to teachers, nurses, doctors, plumbers and accountants. Just as a chartered accountant needs to gain a qualification, undertake a period of practical work experience and undertake continual professional development. AAPNZ developed Certification to recognise the sum total of the **administrative professionals' formal learning** and practical experience and it states that you have the standards required to practice your profession.

CERTIFICATION REQUIREMENTS

Certification application has a fee of \$65.00* incl GST. The four areas of achievement required are:

1. Formal learning (a formal qualification at Level 5 or above e.g. National Diploma Business Administration L5 or a degree)
2. Continuing Professional Development (CPD) (125 CPD points achieved over the previous 5 years. NB: unless specified otherwise 1 point = 5 hrs CPD)
3. Work history (1200 hours in an administrative role over the previous 3 years)

PROVISIONAL CERTIFICATION

Provisional Certification is an interim step to Certification and may be achieved when the formal qualification you hold is a Level 4 certificate. All the other criteria of CPD and work history are the same. Upgrading to full Certification, once a Level 5 qualification has been achieved, can be done at the same time as the two yearly renewals.

CERTIFICATION RENEWAL

Once you have achieved Certification, you need to maintain it — this process is called Certification Renewal. This is required every two years with a cost of \$50.00* incl GST. Requirements for renewal are two-fold:

1. Continue working at least 400 hours a year for each of the 2 years.
2. 40 CPD points over the 2 years.

Provisional Certification also must be renewed two-yearly. If you have since gained a higher level qualification and wish to upgrade to Certification you can do this at the time of renewal.

For further information on Certification, contact the AAPNZ Professional Development Officer at professional.development@aapnz.org.nz