



Application form for NZARM Certification 2011

1. Name:
2. Address:
3. Phone/fax:
4. Email:
5. Present position (include location where the position is based):
6. Employer:
7. No. of years as Member of NZARM:
 - Less than 2 years
 - 2 to 5 years
 - More than 5 years
8. Date of birth (optional):
9. Academic and Professional Qualifications:
(Include whether you have been certified as Stage 3 Leading Professional by NZARM and NZIAS, and whether you held a certificate as Certified Practising Resource Manager (CPRM) up to 2005):

10. Work history:

Date from	Date to	Position	Employer	Tasks / activities

11. Summary of current work undertaken:

12. Fill in the matrix below indicating the full range of work that you have undertaken over the years in terms of resource management work. To provide an indication of the amount of experience you have in terms of the workload, use the qualifying terms of Nil / Low / Moderate / High. **Please assess every box and fill in Nil if appropriate.**

This will require a degree of judgement. As an example, if you have 5 years experience in the field of resource management as a Consents and/or Compliance Officer for a Council, dealing with land use consents, your workload will have been predominantly **Regulation** work on **Land** (high), but you will have also been involved with some **Advisory** work on **Land** (low), and perhaps some coastal permits **Regulation** work on **Coast** (low). If you have been the principal processing officer involved with processing a large consent application (such as an application for a hydro-electric dam), you could also fill in **Project Management** under **Land** and **Water** (low). If you have been in the position for 15 years, it is possible that you will be able to fill in other parts of the matrix or change some workloads from low to moderate or high.

	Land	Water	Air	Coast	Energy
Advisory / Education (Includes facilitation)					
Operational (Planning of works and/or direct control of works)					
Regulation (Consents / Compliance / Enforcement)					
Policy (Resource planning, policy development and analysis)					
Science / Research / Investigations / Surveys / Assessments (includes technical, social, cultural, historical, economic, etc)					
Project Management (Management of a specific project, or having responsibility for a particular aspect of a large project)					
Management (Management of resources / personnel / finances)					



Using terminology from the matrix in section 11 to help with the development of your Personal Development Programme – Be quite clear, and use specific statements including location of position, and type of employment (regional council / private consultancy / university etc).

Within the next 2-5 years:-

	In 2 Years Time	In 5 Years Time
What type of position do you aspire to?		
What are the gaps in your work history that may hinder your achievement of the above?		
How do you propose to close the gaps		

15. Names and contact details of two referees experienced in resource management, who can support your application.

(a) Name:
 Position:
 Email:
 Mobile:

(b) Name:
 Position:
 Email:
 Mobile:

16. Any other relevant information to support your application. You may wish to attach a CV or resume to your application.

CV Provided Yes/No

Name of applicant:.....

Date:.....

Please send your application to the NZARM Certification Board at the address below by 30 June 2011 for consideration this calendar year.

RETURN TO: NZARM Certification Board:
 Email: nzarm@groundworkassociates.co.nz
 PO Box 4315 Hamilton East, HAMILTON 3247



WHAT HAPPENS NOW?

1. Your application will be received and acknowledged
2. Your application will be assessed and you will be contacted by 31 August regarding activation of your Professional Development Programme
3. Informal review in 1 year, following receipt of your completed training schedule
4. Formal review in 2 years

Note: All information provided in this application will be confidential to the NZARM Certification Board

Administration:

	Date	Comments
Application received and acknowledged		
Reference number		
Forwarded for assessment		
Assessed		
PDP Activated		
Feedback provided		
Annual training schedule sent out		
Hours completed Year 1		
1 st Review		
Annual training schedule sent out		
Hours completed Year 2		
2 nd Review		



Appendix – On-going Professional Development Training

Eligible Training Activities for Continuing Professional Development to maintain the NZARM RMC Gen and RMC Prof accreditation

Activities which are part of the normal work load of the RMC holder are not eligible – however activities which contribute to the continued learning of the RMC holder’s skills or resource management knowledge base are eligible.

Examples of eligible activities are:

- Short courses
- Conferences
- Postgraduate studies
- Workshops
- Field days
- Night classes for specific skills identified in the personal Professional Development Programme
- Leadership programmes
- Self study when it is given formal recognition
- Field / study tours
- Job secondment for a specific purpose associated with training
- Organising and running a workshop (up to twice the hours allowable for the workshop)
- Member of a project team/committee organising and running a conference (up to twice the hours allowable for the conference)

Examples of ineligible activities are:

- Lecturing or Lecture tours
- Work experience
- Editing and refereeing
- Committee work or Media work (other than being a member of an organising committee for a conference or workshop as identified above)
- Policy reviews
- Job rotation within an organisation
- Supervision of students
- Assessment panels

Time allocated for each activity.

The time claimed for each activity should reflect the amount of time spent actively involved in acquiring skills or knowledge. Normally conferences and Field Tours will be allocated a maximum of 6 hours per day, unless there are reasonable grounds for allowing a longer time to be allocated. Job secondment work that is deemed eligible will be given up to 8 hours per day.



NZARM sponsored events such as the Annual NZARM Conference or NZARM Workshops will be accorded the actual workshop or conference session or field trip time as noted by the organising committee to the Resource Management Certification Board (RMCB).

Applicants will be permitted to average their hours for training/continued professional development over a period of two consecutive years by carrying a maximum of 40 excess hours in any one year forward to the second year. Hours may not be carried forward more than two consecutive years.

The hours will be recorded and forwarded to the RMCB for their audit if required. The RMCB will make the final decision on whether the hours claimed are acceptable. However, the Executive Committee of NZARM will provide guidelines for the Board to follow in cases where there is uncertainty.



Explanation of NZARM Resource Management Certificate

A. Establishment of the new Resource Management Certification (RMC) system resulted in the following approach.

1. The RMC system should be considered as a Professional Development Programme for NZARM members rather than a certification recognising a minimum level of competence in natural resource management.
2. The Professional Development Programme is personal to the NZARM member and the RMC Board would provide support, direction and feedback on the NZARM member's progress over time.
3. This would be confirmed with a Certificate certifying that the NZARM member is fulfilling the requirements of the Professional Development Programme on an annual basis.
4. The two tier system is supported and is outlined in section B below.

Note: It was important to establish that the system is not a training programme per se, as set up in the past under the Soil and Water Conservation Certificate or CPRM. The NZARM RMC Board will not assess people for competence to a minimum standard; rather they will be assessed on the basis that they fulfil the appropriate entry criteria and then that they commit to an ongoing Personal Development Programme catering to their specific aspirations. The RMC Board will provide a feedback loop of support and direction so that over time, the NZARM member can improve their knowledge, experience and skill base. Ultimately, the outcome for individual members will be that they will become more proficient in their knowledge and skill base, but the programme is not a standards based certificate.

- As members' requirements are assessed, it is envisaged that gaps in training will be identified. This is likely to mean that NZARM could actively support or encourage targeted training options in the future. This may result in the development of short courses through Universities, specific regional meetings, targeting of specific themes at future conferences, or sponsoring pre-conference training courses etc.
- There will be a greater and more important ongoing role for NZARM regional coordinators to provide suitable regional workshops or direction for appropriate training options where gaps are identified.
- The benefits of the system will ultimately be to the NZARM members, as their ongoing Personal Development Programme will be tailored to their needs and aspirations, and as long as they remain in the programme, their knowledge and skill base will continue to develop over time.

B. Criteria for Applicants to Professional Development Programme

Step 1: NZARM Professional Development Programme – General level

To apply for RMC Gen, the applicant must be a member of NZARM and meet the following minimum criteria:

- Have completed a minimum 3 year tertiary qualification in an appropriate field of resource management, as well as 1 years experience in resource management work, or have at least 10 years experience in resource management work; and
- Have been a member of NZARM for at least 1 year; and
- Provide the names of at least 2 referees to support their application. The referees must have a strong background in resource management.

Once accredited to the programme, to maintain RMC Gen, the NZARM member must:

- Continue to be a member of NZARM; and
- Continue working in the field of resource management; and
- Carry out a minimum of 10 hours of approved professional development training per year.

It is envisaged that a person would remain accredited on the RMC Gen level for a maximum of 3 consecutive years. If they did not wish to progress to the RMC Prof level, it is likely that their PDP Gen level would be reviewed, and possibly surrendered.

Step 2: NZARM Professional Development Programme – Professional level

Existing CPRM holders will be automatically grandparented to RMC Prof.

For the first 24 months of operation, all NZARM members who satisfy the following criteria can apply for RMC Prof:

- Have been a member of NZARM for at least 5 years; and
- Have completed a minimum 3 year tertiary qualification in resource management work, as well as 5 years experience in resource management work, or if they do not have the minimum 3 year tertiary qualification then have at least 15 years experience in resource management work;
- Have completed at least 80 hours of On-going Professional Development Training¹ in the last 5 years. (The training must include at least 2 NZARM events such as NZARM Regional Meetings or Workshops or NZARM Annual Conference); and
- Provide the names of at least 2 referees to support their application. The referees must have a strong background in resource management.

After the initial 24 months, applicants must be NZARM members and meet the following minimum criteria when applying for the RMC Prof to the RMCB:

- Have held RMC Gen for at least 2 years;
- Have completed at least 80 hours of On-going Professional Development Training. The training in this instance must include at least 2 NZARM events (such as NZARM Regional Meetings or Workshops or NZARM Annual Conference).

¹ On-going Professional Development Training comprises a range of activities which will contribute to continuing professional development for the certificate holder by way of learning new skills and knowledge. A full explanation is provided in Appendix 1 attached to this document.

Step 3: To maintain RMC Prof

Each accredited RMC Prof holder must remain an NZARM member and continue to be actively involved in resource management work². Each RMC Prof holder must also complete at least 40 hours of On-going Professional Development Training every year to maintain their RMC Prof status.

After 20 years of holding RMC Prof (or previous equivalent of CPRM or Soil and Water Conservation Certificate), the requirement to complete at least 40 hours of On-going Professional Development Training per year drops to 20 hours per year.

The RMCB may, at their discretion, partially or fully suspend the 40 hour annual hours requirement for on-going professional development for a period not exceeding one year, provided the member makes a request to the RMCB in writing setting out the reasons (such as travel or ill health) why they are unable to complete the training for that year.

Accreditation of the RMC Gen and RMC Prof:

The Professional Development programme would work and be formally recognised. The system would work initially on a “recognition of last year’s progress, and looking forward to next year and longer term”. Therefore, a certificate would be issued certifying that the Professional Development Programme as confirmed with the accredited holder has been followed. For new applicants commencing resource management work (such as a new graduate) the system would “look forward” and set out a programme to be followed over the next 12 months. After 12 months, and following audit of the programme, a certificate would be issued confirming that the programme had been followed. In this way, the onus is largely on the applicant to set out their professional development programme, and the NZARM Resource Management Certification Board will audit their programme as it is completed, as well as support, encourage and assist them in their programme, by way of feedback, facilitation and direction as necessary.

The recognition of members as accredited general or accredited professional NZARM members in terms of how that would be identified when they sign their name has not yet been resolved. We do not want to have confusion with the RMA Certificate required for members of Hearing Panels established under the Resource Management Act 1991.

² Actively involved in resource management work is set at a minimum of 20 hours per week.