



NEW ZEALAND
ASSOCIATION OF
**RESOURCE
MANAGEMENT**

Application form for NZARM Certification

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 year
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 31 March for consideration in that 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 30 June 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		

NZARM Resource Management Certification System

Under Clause 10 of the New Zealand Association of Resource Management (NZARM) constitution, there is a requirement for maintaining the professional competence of NZARM members. The NZARM Resource Management Certification system addresses that requirement. The new system was set up in 2010 to replace the Certified Practising Resource Manager (CPRM) system. The first new NZARM Resource Management Certificates were issued in November 2011.

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

1. The NZARM 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 NZARM Resource Management Certification Board (RMC Board) would provide support, direction and feedback on the NZARM member's training progress over time.
3. The two tier system has resulted in two certificates:
 - a. NZARM Certificate; and
 - b. NZARM Professional Certificate.
4. The RMC Board assesses each Certificate holder annually, and issues an A5 size Practising Certificate (on a biennial basis) to acknowledge that they are continuing their Professional Development Programme in accordance with the agreed outcomes.

Note: It is important to understand that the system is not an explicit training programme, as set up in the past under the Soil and Water Conservation Certificate or the CPRM system (Certified Practising Resource Manager). Instead, the Resource Management Certification system deals with competencies implicitly, by requiring minimum entry criteria, and committing the Certificate holder to an on-going Professional 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 along the direction that they choose to follow within the wide range of competencies held by members of NZARM.

The new programme will work as follows:

- To ensure that there is an efficient audit and feedback system, a database will be developed to track the individual member's progress, and direction for future professional development. The database will recognise the wide range of expertise that will exist under the NZARM umbrella, and how individual needs can be supported.
- The timing of the way in which the new system works is set out below:

- Applications for NZARM certification can be made at any time, but are assessed in April each year.
 - Applicants are informed of the decision of the Certification Board in time for the Annual Conference in October / November.
 - Certificates are presented at the AGM during the Annual Conference, or posted out to members who are not at the AGM.
 - Practising Certificates are valid for a two year period, (expiring on 30 June), but Declaration of Training Hours must be made on an annual basis.
- Information on their Certificate and training programme will be sent to all applicants in November / December of each year. The Declaration Form for Training Hours needs to be returned by 31 January showing the training hours completed in the previous calendar year.
 - New applications for the NZARM certificate can be made by members up to 31 March of each year. The NZARM RMC Board will meet after 31 March, to carry out a brief review of training programmes, and to assess new applications. This will be completed and members informed of any results by 30 June.
 - The Declaration for training hours must be sent in by 31 January for the previous calendar year. All new applications for the NZARM Certificates must be made by 31 March. The NZARM RMC Board will meet before 30 April to review all programmes, and respond to members by 30 June with new Practising Certificates (issued biennially) and if necessary, new or amended training programmes.
 - 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 gain and maintain the NZARM Certificate and NZARM Professional Certificate as part of their Professional Development Programme

Step 1: NZARM Professional Development Programme – NZARM Certificate

To apply for the NZARM Certificate, 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 their NZARM Certificate, the NZARM member must:

- Continue to be a member of NZARM; and
- Carry out a minimum of 10 hours of approved Professional Development Training¹ per year; and
- Continue to be actively involved in resource management work².

It is envisaged that a person would remain accredited on the NZARM Certificate level for a period of 3 years. If they did not wish to progress to the NZARM Professional Certificate level, that is up to them. At any stage, they can review or surrender their Certification. Recognition that a person is maintaining their NZARM Certificate is confirmed with the issuing of the Practising Certificate, which is valid for a period of two years.

Step 2: NZARM Professional Development Programme – NZARM Professional Certificate

Existing CPRM holders will be automatically grandparented to NZARM Professional Certificate. For the first 24 months of operation, all NZARM members who satisfy the following criteria can apply for NZARM Professional Certificate:

- 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 approved Professional Development Training 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 of operation, applicants must be NZARM members and meet the following minimum criteria when applying for the NZARM Professional Certificate:

- Have held NZARM Certificate for at least 2 years; and
- Have been an NZARM member for at least 5 years; and
- 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 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 the Declaration Form for Training Hours.

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

Step 3: To maintain NZARM Professional Certificate

Each accredited NZARM Certificate holder and NZARM Professional Certificate holder must remain an NZARM member and continue to be actively involved in resource management work.

Each NZARM Professional Certificate holder must also complete at least 40 hours of on-going Professional Development Training every year to maintain their Practising Certificate.

After 20 years of holding the NZARM Professional Certificate (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 RMC Board may, at their discretion, partially or fully suspend the 40 hour annual training hours requirement for on-going professional development for a period not exceeding one year, provided the member makes a request to the RMC Board in writing setting out the reasons (such as travel or ill health) why they are unable to complete the training for that year.

Norm Ngapo

Chairman of NZARM Resource Management Certification Board

June 2013

Attachment: Eligible Training Activities for Continuing Professional Development to maintain the NZARM Certificate and NZARM Professional Certificate.

Eligible Training Activities for Continuing Professional Development to maintain the NZARM Certificate and NZARM Professional Certificate.

Activities which are part of the normal work load of the NZARM Certificate holder are not eligible – however activities which contribute to the continued learning of the NZARM Certificate holder's skills or resource management knowledge base are eligible. If running seminars / workshops or forums are part of the NZARM Certificate holder's normal workload, then the allowable hours is at the discretion of the NZARM Certification Board.

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)

*People who organise and run workshops or training courses that are then repeated, can only claim the allowable training hours for the event once.

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. Trade shows (such as Agricultural Field Days) will be eligible for 2 hours, unless the time includes attendance at a specific seminar or workshop associated with the Trade Show.

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 NZARM Resource Management Certification Board (RMC Board).

Each declaration of annual training hours covers a calendar year, starting on 1 January and ending on 31 December. Your declaration must be received by the RMC Board no later than 31 January each year. Although not a requirement, you may attach to your Declaration of Training Hours any supporting information you consider necessary.

The RMC Board will make the final decision on whether the hours claimed are acceptable.

June 2013