



## NZATD Professional and Fellow Membership Referee Form

Endorsement of professional learning and development practice

Thank you for agreeing to be a referee for someone who is applying for Professional and Fellow Membership with the NZ Association for Training Development.

Professional and Fellow Membership is awarded to training and development professionals who have proven their ability to provide competent learning and development services. This competence may be demonstrated through a range of activities such as designing, developing, delivering and / or evaluating training.

You are asked to provide information only on those aspects that you have directly observed and/or experienced. Any information you provide will only be used for the purposes of assessing the candidate and is only one of several criteria they will be required to meet.

Other criteria include:

- Qualifications in adult education or learning and development
- Assessment of examples from their body of work by the NZATD Grading Panel
- Referees who can vouch for their competence from different perspectives
- Attendance at continuing professional development events
- Commitment to the NZATD Code of Professional Practice

We ask that you consider the points below that make up the NZATD Code of Professional Practice and provide comments to attest to the member's level of professionalism.

Please provide answers to the questions on this form.

1. What is your name?

2. What is your job title?

3. What is your email address?

4. What is your contact phone number?

5. Please confirm the name of the person for whom you are completing this reference.

6. How long have you known the candidate? (Select from the list)

- Less than one year
- One – two years
- Three to five years
- More than five years

7. In what capacity can you comment on their competence? (You may select more than one area if relevant.)

- L&D peer
- Direct manager
- Indirect manager – more senior
- Line manager using L&D services
- Client
- Student
- Other (please specify)

8. Please outline the type of L&D services you have witnessed the candidate providing. (You may select more than one, if required.)

Note: It does not matter which media is used (i.e., it could be face to face, e-learning, social learning, action learning, on-the-job, etc.).

- Conducting needs analysis
- Assessing individual learning prior to L&D intervention
- Designing L&D programmes
- Developing learning programmes
- Delivering learning programmes
- Evaluating learning for student reactions and level of learning
- Evaluating learning programmes for on-the-job application and business impact
- Designing learning frameworks and / developing curricula,
- Coaching
- Mentoring
- Other (pleases specify)

9. To what extent was the candidate responsible for the L&D Services you witnessed?

- Solely responsible for everything
- Responsible for the delivery of everything alongside a team.

Please explain the extent of the candidate's involvement.

10. Briefly summarise the quality of the candidate's L&D work from your perspective with examples where possible (maximum 200 words).

11. Do you believe the candidate upholds the NZATD Code of Professional practice? (Refer below.)

- Yes
- No (please describe below)

**NZATD Code of Professional Practice**

*If you employ or engage a member of the association they have agreed to:*

- *Accept responsibility for their work and effective use of resources entrusted to them following the guidelines mutually drawn up and agreed to by client and member.*
- *At all times the applicant accepted an appropriate level of responsibility for their work*
- *At all times the applicant accepted responsibility for the effective use of resources entrusted to them, following the guidelines mutually agreed between us.*
- *The applicant accepted assignments within their own competence or brought in appropriate expertise from suitably qualified individuals.*
- *The applicant always worked to the highest legal and ethical standards.*

- *The applicant made every effort to establish and maintain appropriate relationships with all personnel with whom they worked and for whom they were responsible within the scope of this endorsement, so that effective learning and development took place.*
- *The applicant established measureable plans to ensure that those for whom they have responsibility for training and development within the scope of this endorsement did meet agreed learning objectives.*
- *The applicant at all times paid proper regard to the health, safety and well-being of the personnel within their responsibility within the scope of this endorsement.*
- *The applicant was seen to respect the dignity and privacy of the individual at all times.*
- *The applicant was not seen to discriminate between individuals on the grounds of gender, race, status, age and beliefs.*
- *The applicant used suitable methods and media to ensure that those for whom they have responsibility for training and development within the scope of this endorsement could meet agreed learning objectives.*
- *It was considered that the applicant made every attempt to enhance the integrity and the credibility of the training profession and NZATD.*

12. Is there any other information you wish to provide, which may be relevant for those assessing this application for professional membership of NZATD?

Thank you very much for taking the time to complete this reference. We may contact you to confirm this reference.

For questions, please email [nzatd@nzatd.org.nz](mailto:nzatd@nzatd.org.nz)

Version No.	Reviewed and updated by	Changes	Date Approved	Approved by
Version 1	Diane Edwards Fiona Berthold John Faisandier Beryl Oldham Steve Punter	Form reviewed to incorporate the NZATD Competency Framework and reflect the L&D profession in 2021, particularly the increased activity online.		