

## NZATD Professional Membership

### Commonly Asked Questions

#### Q: What is the process?

A: Step 1: Create an application portfolio of evidence

- Create your application portfolio of evidence by completing sections one to five in this guide. Refer section 'Putting Your Application Together'.
- As you create your portfolio of evidence, keep it all in one place online so it can be shared (Google drive or similar) or can be zipped and emailed.
- Ensure your naming conventions for documents are clear and easy to understand.
- Include your name on each document.

Step 2: Complete the Application

- Once your portfolio of evidence is finished, complete the application form. In this, you will provide core information about yourself and your application.

Step 3: Submit your application

- Submit your application by emailing the application form to [nzard@nzard.org.nz](mailto:nzard@nzard.org.nz).
- You will get confirmation that your application has been received. Application assessments can take up to four weeks. We will let you know the outcome by email or contact you if we have any questions.

#### Q: What is a Portfolio of Evidence?

A: In this application, you will create a Portfolio of Evidence. This is a range of documents or examples of either your thinking or your work. It is how you demonstrate application within your field of practice. Evidence examples can vary such as (but not limited to):

- |  |                                     |
|--|-------------------------------------|
| • Lessons plans                                      | • Strategy documents                |
| • Personal reflections/diary                         | • Email correspondence              |
| • Peer reviews                                       | • Self-evaluation                   |
| • Planning documents                                 | • eLearning modules                 |
| • Scope documents                                    | • On-the-job resources/cheat sheets |
| • Needs analysis documents                           | • Facilitator guides                |
| • Evaluations  | • Participant guides                |
| • Photos   | • On-job resources                  |
| • Videos   | • Evaluation forms                  |
| • Interviews   | • Feedback forms                    |
| • Subject matter expert requirements and reflections | • Power-point presentations.        |

**Q: Do I need to have completed a formal qualification such as NZ Certificate in Adult Tertiary Teaching (Level 4 or 5), a National Certificate in Adult Education and Training (Level 4 or 5) or equal or higher qualification in adult learning and development to apply for professional membership?**

A: No, you don't. There are two evidence pathways to following – one for people with a qualification and one without. In other words, you can still apply for membership without an existing qualification.

**Q: What are the different pathways for someone who has a qualification and someone who does not?**

A: No qualification

1. Provide evidence for the core competency Adult Learning Principles.
2. Provide evidence for the core competency Learning Development Practice.
3. Choose at least one specialist area and provide evidence for this competency
  - Instructional Design
  - On-Job Training
  - Facilitation
  - eLearning
  - Coaching
  - Informal/Social Learning
  - Assessment
  - Evaluation
  - Learning Leader
  - Learning Strategist

B: Existing qualification

1. Provide a copy of your qualification. You do not need to provide evidence for the core competencies.
2. Choose at least one specialist area and provide evidence for this competency
  - Instructional Design
  - On-Job Training
  - Facilitation
  - eLearning
  - Coaching
  - Informal/Social Learning
  - Assessment
  - Evaluation
  - Learning Leader
  - Learning Strategist

**Q: How many evidence examples do I need to include?**

A: There is no set amount. Just as long as you demonstrate all elements within a competency. You might be able to demonstrate this with one or two examples or you might need more.

**Q: Do I need to address every Competency element within a chosen competency?**

A: Yes, every element for a competency must be addressed. E.g. if you choose Instructional Design, all 9 elements must be addressed:

- **Instructional Design:**
  - Instructional design, its purpose and key elements.
  - Conducting a needs assessment.
  - Conducting a learning needs analysis.
  - Designing learning activities consistent with adult learning principles.
  - Designing learning activities which achieve learning objectives.
  - Designing to meet accessibility standards.
  - Building assessment into the learning design.
  - Employing appropriate engagement techniques.
  - Using appropriate techniques to enable others to deliver on the learning design.

**Q: What happens if I don't provide enough evidence to meet the requirements for Professional Membership?**

A: We want you to succeed. If you don't provide enough evidence in your initial submission, we will work with you to help you achieve the required standard. This could include (but is not limited to) submitting extra information or an interview with the panel.

If it is felt that you are not yet ready to submit your application, the NZATD Board will explain what else you need to do and if required allocate a mentor to work with you to guide you on what further learning and/or experience is required.

**Q: What is the average time taken to prepare an application?**

A: It can vary depending on the application process you take and the amount of evidence you provide. As an approximate guideline, an application may take anything from half to day to a few days.

**Q: Will my referees be contacted?**

A: Depending on the level of information provided, the NZATD Board reserve the right to contact referees.

**Q: What NZQA unit standards are linked to the competencies?**

| Competency                        | Related NZQA Standard   |
|-----------------------------------|---|
| Adult Learning Principles         | 7102, 7115, 29690   |
| Learning and Development Practice | 7093, 7103, 7104, 7105, 7110, 29692, 29693  |
| Instructional Design              | 7093, 7094, 20470, 29689  |
| Assessment                        | 4098, 4099, 4100, 4101, 11280, 11281, 18203, 26171, 30421, 30422, 30423, 30424, 30425 |
| On-the-job Training               | 7091, 7096, 7108, 7115, 19444, 11551, 21982, 29691                                    |
| Coaching                          | 7095, 7106, 7114  |
| Evaluation                        | 7098, 7099, 7100, 7113, 7116, 11551, 11552, 20469, 29693, 30424, 30426                |
| E-Learning                        | 10472, 10473, 10474, 10475, 10476, 25779, 25780, 25781                                |
| Facilitation                      | 7091, 7096, 7097, 7107, 7115, 19444, 29691, 29692                                     |
| Social Learning                   | -   |
| Learning Leader                   | 7092, 7100, 7101, 7109, 7112, 10474, 11280, 25780, 26172, 30426, 30427                |
| Learning Strategist               | 7099, 7101, 7109, 7112, 26171, 30424  |

**Q: Who will assess my application?**

A: Your application will be assessed by members of the NZATD Board of Studies. The Board comprises five Fellow Members with at least 15 years of Learning and Development experience. A panel will comprise of three of the five members.

**Q: Is the information I provided in my application confidential?**

A: All information supplied is treated as highly confidential and will not be shared without the expressed permission of an applicant. All assessors have signed non-disclosure agreements (NDAs). Copies can be provided on request. Please email [nzard@nzard.org.nz](mailto:nzard@nzard.org.nz). Please let us know if there is a requirement for a specific business NDA to be signed to submit your application

**Q: How long does it take for an application to be reviewed?**

A: The NZATD Board of Studies Panel will try to process professional membership applications within four weeks. It will take longer if some information is missing.

**Q: Who should I contact if I have further questions?**

A: Please email [nzard@nzard.org.nz](mailto:nzard@nzard.org.nz).