

A Guide to Applying for NZATD Fellowship Membership

Getting Started

Congratulations on your decision to apply for Fellowship Membership of NZATD.

This guide is designed to help you through creating a portfolio of evidence and ensuring you meet all the requirements of the application process.

Save this document and complete it online or print it out.

Before you get started, we suggest you read the Q&A Section at the end of this document.

What is the Process?

- Step 1: Application Portfolio of Evidence**
 - Create your application portfolio of evidence by completing sections one to four 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: 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: Application Submission**
 - Submit your application by emailing the application form to nzatd@nzatd.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.

Good luck. We can't wait to confirm you as a Fellowship Member.

Putting Your Application Together

Work through each section below, complete the checklists, answer the questions, and gather the required evidence to create your portfolio.

Section 1: Application Eligibility Checklist

- Complete the following checklist. You must meet *all* criteria to progress to section 2.
 - I am a fully paid member of NZATD for the last four years, continuously.
 - I know my membership number. You can find this by logging into your NZATD account or emailing nzatd@nzatd.org.nz.
 - I have a minimum of six years' continuous experiences working within the L&D field.
 - I have been a professional member for at least three years.
 - I have served actively on an NZATD branch committee or National Executive Committee for at least two years.
 - I can provide an up-to-date CV of my experience within my portfolio of evidence (i.e. document or online - LinkedIn). Add your CV to your portfolio of evidence.
 - I can provide a Continuous Professional Development (CPD) log showing at least 20 hours in the past two years of CPD. The log should include the event name, date, length, and host name. (You can create this in a word document or excel spreadsheet and add to your portfolio of work.). Add this to your portfolio of evidence

Section 2: Competency Evidence

- You must have completed at least two of the following within the past three years:
 - Published at least one L&D related article: (Note: articles should be substantive, containing case studies, inciteful commentary or thought leadership.)
 - In Training and Development Magazine (or a similar professional journal)
 - In an academic journal
 - Online e.g., via a blog, LinkedIn post, publicly available website etc.
 - Other
 - Contributed to the NZATD Curated Content Resource Library.
 - Delivered a session at an NZATD branch meeting or NZATD conference (includes both online or face-to face).
 - Provided mentoring through the AITD/NZATD mentoring programme.
 - Been a judge for the NZATD awards.
 - Sat on an NZATD sub-committee or national project e.g., conference organising committee).

Section 3: Referee Statements

3. You must supply four referees as part of your application:
 - If employed, two employer representatives who know your work or if consulting, two clients who have commissioned your work.
and
 - Two learners.
- Download the [Referee Form](#).
 - Add the four completed referee forms to your portfolio of evidence.

Section 4: Submit your Application

Congratulations. You are ready to submit your application. The application process includes completing an application form and submitting it along with your portfolio of evidence.

- 1. Download the [Application Form](#) and complete it. In this, you will provide core information about yourself and your application.
- 2. Submit your application by emailing the application form to nzatd@nzatd.org.nz.

You will get confirmation email 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.

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

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: 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: What happens if I don't provide enough evidence to meet the requirements for Fellowship 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: Will my referees be contacted?

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

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. Please let us know if there is a requirement for a specific business NDA to be signed to submit your application

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

A: Please email nzard@nzard.org.nz.