When to use the Applicant Project Logbook

Use the 'logbook' to help you demonstrate your work experience and competencies. These are covered in Steps 5 and 6 in the Professional Member Application Form. The logbook template is at the end of this document.

Use this logbook alongside the Professional Member Competencies Checklist. Logbook entries can be used to provide evidence for the proficiency level and competencies self-assessment.

What is considered as 'HFE work experience'?

HFE work experience can mean any of the following activities:

- HFE practice - for example, consultancy.
- Teaching - for example, lecturing at a university.
- Research - for example, work completed at a university or another agency or institution.
- Supervision - for example, mentoring or supervising others.
- Management – for example managing a HFE programme or employees.

What is the qualifying period and how much evidence do I need to provide?

The table below outlines the qualifying period and the number of activities or projects you should provide.

	Certified	**Associate**	**Technical**
Qualifying period	Minimum of 300 days over at least 3 years	Minimum of 150 hours over 1 year	Minimum of 200 days over at least 2 years
Number of activities or projects	10-15 activities or projects	1-15 activities or projects	6-15 activities or projects

How much detail do I need to provide?

The projects or activities in your logbook must be of sufficient significance to demonstrate your HFE input and your development as an HFE professional over the qualifying period. You may also want to use the logbook entries as evidence you meet the competencies in the Professional Member Competencies Checklist. You don't need to go into lots of detail, but be clear and concise, and support each entry with evidence. If we need more information, we will ask for it.

What do I need to provide as evidence?

Examples of evidence may include (but are not limited to), the executive summary from a client report (or section excerpt), a publication, book chapter, or a presentation you delivered. Please redact any private information and the clients' details.

For very large projects, you may break them down into smaller activities if you need to. In this case you may use the same evidence, such as the client report, to support more than one entry. For example, you completed a literature review as the first part of a project, then completed a survey, and practical site assessments and made recommendations. The relevant sections from the client report, or executive summary could be used as evidence.

If you completed projects as part of a team, please be clear about your specific input in the project. For example, what you did yourself and provide evidence to support this.

Ensure that the evidence you provide is named in a consistent way and the filename is referenced in the logbook entry. You can also provide links to your evidence. Filename and link information is needed in the Application Form.

What happens if I can't provide evidence?

We understand that sometimes you might not be able to provide the evidence to support your logbook entries due to client confidentiality or security. Where possible select examples where you can provide evidence, but if you can't, please contact the PAB Convenor at: profmember@hfesnz.org.nz.

Start completing your logbook.

- The logbook template is on the next page.
- You need to copy and paste it into a new document so that you can use it for each logbook entry or download the template.
- Each entry should be one page.
- Save your logbook entries one after the other in **one document.**
- Only submit one document (logbook) with all your entries and ensure it is clearly named.
- Ensure you complete enough entries for the Professional Member category you are applying for.

Logbook activity record

* Please number your activity records.

Activity Record No.*	Activity name			

Dates from:		To:		Number of days of working time:	

Area(s) of Professional Competence covered (reference numbers in the Professional Competencies Checklist)

Brief summary of activity

Brief details of your input

Brief outlines of HFE skills employed

Outputs of the activity (e.g. report, publication, fact sheet)

Comments on how this activity has benefitted your professional development

Name of supervisor/mentor/collegial relationship and level of involvement or support

Filename of the relevant supporting evidence