



Associate Professional Member Application Guide

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Information to help you apply to be an Associate Professional Member

This document will help you to work through the process to apply to be an Associate Professional Member. You will need to use it along with the other supporting documents to complete your application.

What is the purpose of being an Associate Professional Member?

To provide an opportunity for professionals who are almost ready to be Certified, but might be missing some requirements, such as experience, breadth of competencies, or New Zealand experience.

How much does it cost?

- The application fee to become an Associate Member is \$75+GST.
- The annual membership fee is \$250+GST.

What information do I need to provide?

Use the application form and follow the steps outlined in the 'Professional Member Application Flowchart'. Along with a current CV and verification of your qualifications, you will also need to complete the Logbook, Competencies Checklist and provide relevant supporting information, and references.

Associate Professional Member requirements to meet the criteria in the four key assessment areas

The requirements for Associate Professional Members are outlined in the table below. These are also shown in the 'Membership Categories' document. You will need to use the Applicant Project Logbook and the Professional Competencies Checklist and provide supporting evidence to demonstrate that you meet the Associate Member requirements.

Key assessment areas	Associate Professional Member Requirements
Knowledge criteria – qualifications	Demonstrates a level of knowledge equivalent to a minimum of: <ul style="list-style-type: none"> – Level 7 NZQA (Bachelor's degree) (or equivalent), and – the core subject is related to the HFE discipline.
Supervised experience or mentored practice	All Professional Member categories must: <ul style="list-style-type: none"> – have received a minimum of 1 calendar year supervised HFE experience, or – a minimum of 1 calendar year HFE mentored professional practice. Supervision must be provided by a Fellow or Certified HFESNZ Professional or equivalent. This experience or mentored practice can include project work, a thesis completed under supervision (as part of a HFE educational course), or working closely with other human factors professionals/ergonomists on a joint project, etc. This may be interweaved with or follow on from the formal HFE component. Supervision can include oversight over the duration of a course rather than direct contact hours.
Work experience	<ul style="list-style-type: none"> – Demonstrates a minimum of 1 years' HFE practice, and/or teaching, and/or research, and/or supervision, and/or management. – Provides evidence of having carried out a minimum of 1 activity or project (maximum of 15) equivalent to a minimum of 150 days full-time work.
Competencies	<ul style="list-style-type: none"> – Demonstrates 80% proficiency across the HFE competencies at Level 2 or higher.

Use the Applicant Project Logbook to demonstrate how you meet the requirements.

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. This is covered in Step 5 in the Application Form.

You will also want to use the logbook entries as evidence you meet the competencies in the Professional Member Competencies Checklist (Step 6 of the Application Form). 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.

Self-assessment using the Professional Competencies Checklist

Use the Professional Member Competencies Checklist as part of your application, this is Step 6 of the Professional Member Application Form.

The five competency areas are:

- HFE principles.
- HFE theory and practice.
- Human capabilities and limitations.
- Design and development of systems.
- Professional skills and implementation.

You will be asked to provide:

- An estimate/self-assessment of 80% of the HFE competencies (38 out of the 48 competency statements), at a proficiency Level of 2 or higher.
- Evidence to support your proficiency self-assessment (maximum of 3 examples).
- A short statement on how the evidence relates to that competency.

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 or competencies checklist. 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.

How many referees do I need to provide?

You will need to provide the name and contact details of two referees and send them the Reference Form.

- One referee must work outside of where you are currently employed AND is a Fellow or Certified professional member of HFESNZ (or equivalent related professional body, for example, CIEHF)
- One referee must be a Fellow, Certified, or Technical professional member of HFESNZ (or equivalent related professional body, for example an IEA-endorsed professional body).

Your referees will be asked to email the Reference Form directly back to the PAB Convenor.

If you have a referee but are unsure if they meet the above requirements, please contact the PAB Convenor at: profmember@hfesnz.org.nz.

Do I need insurance?

Currently the HFESNZ only requires Certified Professional Members to hold appropriate insurance cover. However, HFESNZ **recommends** that as an Associate Member you should hold appropriate insurance if you are practicing as an HFE Professional.

Recommended types of insurance coverage are Professional Indemnity, Public Liability, and Statutory Liability.

For professional members working within organisations you can check your coverage under your employer's insurance scheme.

The need for insurance coverage may change in the future for Associate Professional Members. This will depend on HFESNZ applying to the Health and Safety Association New Zealand (HASANZ) to have all Professional Members (including Associates) to be eligible to apply for HASANZ Registration. This is something we are working towards.

Complete the declaration and check you have your supporting evidence.

At Steps 9 and 10 of the Application Form make sure you have all provided all the relevant documents and evidence to support your application. Complete the declaration and read the linked documents and then submit to: profmember@hfesnz.org.nz.

Help I still have more questions!

If you unsure about the member category to apply for, or if you have any questions about your application, or are unsure about the process please contact the PAB Convenor at: profmember@hfesnz.org.nz we are happy to help.

Appendix: HFESNZ Member Pathway

HFESNZ Membership Pathways

