



Certified Professional Member Application Guide

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Information to help you apply to be a Certified Professional Member

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

What is the purpose of being a Certified Member?

To recognise those who hold a relevant HFE qualification and have broad experience across the HFE discipline.

How much does it cost?

- The application fee to become a Certified Member is \$75+GST.
- The annual membership fee is \$350+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.

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

The requirements for Certified 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 Certified Member requirements.

Key assessment areas	Certified Member Requirements
<p>Knowledge criteria – qualifications</p>	<p>Demonstrates a level of knowledge equivalent to a minimum of:</p> <ul style="list-style-type: none"> – Level 7 NZQA (Bachelor's degree) (or equivalent), and – the core subject is related to the HFE discipline (for example, psychology, physiotherapy, engineering, design, sport and exercise science, physiology). <p>In addition, you must also have:</p> <ul style="list-style-type: none"> – at least one year of study being in HFE (for example, Bachelor, PGCert, PGDip, Masters) - or equivalent in a series of papers, OR – have gained relevant work experience in HFE which is demonstrated across the five competency areas.
<p>Supervised experience or mentored practice</p>	<p>All Professional Member categories must:</p> <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. <p>Supervision must be provided by a Fellow or Certified HFESNZ Professional or equivalent.</p> <p>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.</p>
<p>Work experience</p>	<ul style="list-style-type: none"> – Demonstrates a minimum of 300 days of qualifying work experience over a period of at least 3 years in HFE practice, and/or teaching, and/or research, and/or supervision, and/or management. – Provides evidence of having carried out a minimum of 10 (maximum of 15) significant HFE activities or projects).
<p>Competencies</p>	<ul style="list-style-type: none"> – Demonstrates 100% proficiency across the HFE competencies at Level 2 or higher, <u>and</u> – At least two of the five major competency areas at Level 3 or higher for all competencies within that group.

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 all (100%) of the HFE competencies at a proficiency Level of 2 or higher, and at least two of the five major competency area should be at Level 3 or higher for all competencies within that group,
- evidence to support your proficiency self-assessment (maximum of 3 examples), and
- 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?

The HFESNZ requires that Certified Professional Members hold appropriate insurance cover for Professional Indemnity and Public Liability insurance. Statutory Liability insurance is recommended.

If you will be practicing as an HFE Professional, you need to provide evidence that you hold appropriate Professional Indemnity and Public Liability insurances or will hold appropriate insurance after Certification is confirmed.

Certified Professional Members working within organisations must check their coverage under their employer's insurance scheme and provide evidence of cover (for example an email confirming coverage).

Certification will be provisional until proof of insurance is received.

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 are 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

