

HFESNZ Membership Criteria
Motion of amendment to change membership criteria
HFESNZ AGM
Date: 30 May 2023

Notice of Motion

The Committee proposes that: the ‘**Rules of the HFESNZ Incorporated**’ (18 June 2020) are modified.

The purpose of the Notice of Motion is to gain approval from Society members for the changes to the membership criteria recommended by the PAB (see Appendix 1):

The members of the HFESNZ will vote on the 15th June 2023 whether or not they agree with the membership criteria changes (Appendix 1).

In order for the membership criteria to be changed (as in Appendix 1), the HFESNZ Rules will be updated in order to support the PAB recommendations (see Appendix 2). In addition, the implementation of changes to membership criteria will be undertaken according to the Implementation Plan (Appendix 3).

Rule 28.2, which states:

Any proposed motion to amend or replace these Rules shall be signed by at least 10% of eligible Members (n=105) and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal. (HFESNZ Society Rules, 18 June 2020)

In order for this motion to be proposed at the AGM, 10% of the HFESNZ members signed this motion on the 3 March 2023. Approval of this motion, recommended by the committee, has triggered the preparation to notify the Society for final approval, in accordance with rule 28.3 which states:

At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has. (HFESNZ Society Rules, 18 June 2020)

Appendix 1 - PAB Member feedback

1. Background

A proposed set of changes to the membership criteria was developed during 2021 and 2022 by members of the WDP (WS1) and the Professional Affairs Board (PAB). After a number of engagement sessions with HFESNZ members over this period, these criteria changes were voted on by the professional members of the HFESNZ in November 2022. The results of the survey have been used to make minor amendments to the proposed criteria changes.

See Appendix A for the original proposed criteria.

2. Survey Method

An online questionnaire survey with 11 questions was developed by the PAB and distributed to all HFESNZ professional members in November 2022. They were given 2 weeks to complete it and were sent 2 additional reminders. In total, 16 people responded out of a total of 26 professional members (61.5% response rate). Three of the PAB members completed the questionnaire, which was deemed to be appropriate, as they are members of the HFESNZ too.

The PAB have addressed the comments made by the questionnaire respondents and have identified ways to overcome the majority of issues raised. These are detailed below for each change proposed.

3. Survey results and points raised

Change 1. A new “Early Career” membership category to be included

Logic: This new category will provide a steppingstone for those who have graduated from a BSc, BA, PGCert, PGDip, (or equivalent) in HFE (Level7 NZQA), but do not yet have the experience to become professional.

Voting results: 81.25% agreed (n=13); 18.75% disagreed (n=3)

Additional points:

- Limit the membership to between 1-3 years post qualification.
- Reduced conference fees for the first year

Change 2. A change to Technical membership criteria

Logic: This change is proposed to make the requirements of technical membership clearer and similar to CIEHF.

Change from:	Change to:
‘carrying out HFE as a significant part of your work’	‘specifying the need for a ‘level of knowledge equivalent to Level 7 NZQA (Graduate Degree – related to HFE)’
‘work done over at least a 2 year period’	‘demonstrates qualifying work experience of a minimum of 200 days over a period of at least 2 years in HFE practice and/or teaching and/or research’.
‘You have carried out at least 6 significant activities or projects’	‘provides evidence of having carried out at least 6 significant human factors/ ergonomics activities or projects’
‘You have at least 5 documented examples of your recent work such as final reports’	‘Logbook detailing HFE related work must include 6-12 activities equivalent to a minimum of 200 days’ full-time work’.

Voting results: 75% agreed (n=12); 25% disagreed (n=4)

Additional points:

- Provide a list of subjects (in FAQ) that would help applicants understand which undergraduate degree are related to HFE
- Provide examples of how to collect information on time spent on HFE in their job (e.g. via timesheets and logbooks) and indicate that 'estimated' time spent is ok.

Change 3. The length of qualifying work experience to become a Certified member

Logic: Currently Certified members have to evidence 200 days of qualifying work experience. It is proposed that this is increased to 300 days to be in line with CIEHF (UK) requirements.

Change from:	Change to:
"at least three years of tertiary education including at least one year human factors/ergonomics education plus one year (approximately 2000 hours) supervised training by a Certified NZHFE or equivalent followed by two years' experience working in the field of human factors/ergonomics"	"Three years tertiary education in an HFE-related subject including one year in HFE, with 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."

Voting results: 81.25% agreed (n=13); 18.75% disagreed (n=3)

Additional points:

- Minor changes to be made with regard to supervised training. For those people who do not have access to a supervisor, we need to find a way to incorporate the mentoring service as an option instead of supervised training
- PAB to provide examples of tasks/projects people might be doing that is not labelled as HFE, but they are doing HFE.

Change 4. The level of evidence required to become a Certified member

Logic: The new process stipulates the minimum and maximum number of HFE activities which applicants are to provide details and evidence for.

Change from	Change to:
These are not stipulated in the current process.	"Certified membership applicants must submit a minimum of 10 (max 20) activities equivalent to a minimum of 300 days' full-time work. Provides evidence of having carried out at least 10 significant human factors/ ergonomics activities or projects."

Voting results: 75% agreed (n=12); 25% disagreed (n=4)

Additional points:

- Provide supporting guidance on:
 - o What is meant by 'significant' and an 'activity' and that projects can be broken down into various activities. *Activities, going on a course, to project, journal article etc. 10 activities over the 3 years.*
 - o how to redact sensitive information, make it anonymous.
- *It could be kept open in order to use discretion during the assessment process.*

Change 5. The level of evidence required to become an Associate member

Logic: The proposed change clarifies the number (maximum and minimum) of supporting documents based on the applicant's number of years' experience.

Change from	Change to:
No stipulation of the number of activities Associate member applicants need to provide evidence for.	<i>"Associate membership applicants must submit a minimum of 1 activity or project equivalent to a minimum of 150 days' full-time work. The minimum number of supporting reports must be one per year of qualifying experience claimed (max 20)."</i>

Voting results: 75% agreed (n=12); 25% disagreed (n=4)

Additional points:

- Have a FAQ to help clarify difference between Associate and Certified
- FAQ or guidance on how to calculate hours into days. This level of detail will be qualified when the membership information is sent out.
- FAQ / screening tool on which membership category is relevant
- FAQ to clarify that a project is made up of various activities. *We need to explain this and make sure we are consistent with describing an 'activity' and 'project'. Journal articles? How do we assess this?*
- *Missing supervision for this, which is what sets it apart from certified member.*

Change 6. The format of evidence required for professional member applicants

Logic: Provide clear evidence of HFE work-experience in a structured format to support the application. This should help to simplify the application process and make it clear to applicants what is required.

Change from:	Change to:
Current process for Certified and Associate members does not use Logbooks (although it is used for Technical applicants)	<p><i>All Professional member applicants will need to complete a Logbook to submit with their application. Each activity must include:</i></p> <ul style="list-style-type: none"> • <i>Dates and number of days or hours of work for each project</i> • <i>Brief summary</i> • <i>Areas of competence covered</i> • <i>Discussion of the salient HFE components involved and how they link to the required competencies</i> • <i>Discussion of the applicant's involvement in the activity and the professional skills employed</i> • <i>Outputs of the activity</i> • <i>Comments on how this activity has benefitted the applicant's professional development</i>

Voting results: 93.75% agreed (n=15); 6.25% disagreed (n=1)

Additional points:

- A basic template would be provided to applicants and further guidance would be provided in FAQ on how to complete the Logbook (and a worked example)
- FAQ will explain that a range of activities can be captured in the log book such as journal review, publishing, research, teaching, mentoring etc

Change 7. The structure of the HFE knowledge and proficiency criteria by which applicants are assessed

Logic: Applicants can demonstrate sufficient proficiency depending on which professional membership category they are applying for.

Change from:	Change to:
<p>The five Knowledge Areas:</p> <ul style="list-style-type: none"> - HFE principles - Human characteristics - Work analysis and measurement - People and technology - Professional issues 	<p>The introduction of HFESNZ Competency Framework to support the professional membership application and assessment process (see attachment for reference) The five areas are:</p> <ul style="list-style-type: none"> • HFE principles • HFE theory and practice • Human capabilities and limitations • Design and development of systems • Professional skills and implementation

Voting results: 100% agreed (n=16)

Change 8. Technical Professional Members' eligibility to apply for HASANZ registration

Logic: Technical members are highly skilled HFE members within their specific area of expertise and should therefore be included in the HASANZ register.

New:
<ul style="list-style-type: none"> • All HFE HASANZ applications are reviewed by PAB to ensure that the categories members claimed match their skills and experience. • Technical members must complete an annual CPD log.

Voting results: 81.25% agreed (n=13); 18.75% disagreed (n=3)

Additional points:

- Need to check with HASANZ, follow the correct process.
- Karl will bring this up with HASANZ when he talks about the competency framework.
- What is the implication for other professional bodies who have technical members? If HASANZ allows us, do they have to allow others? Karl to draft us an email for us to review.
- PAB still approves the categories.

Change 9. Associate Professional Members will not be eligible to apply for HASANZ registration (no change)

Logic: Associate members may not be at a sufficient level and should therefore not be eligible to apply for HASANZ registration.

No change:
<p>Associate members will not have to complete an annual CPD log, although they will be encouraged to do so.</p>

Voting results: 75% agreed (n=12); 25% disagreed (n=4)

Additional points:

- CPD requirements should have some flexibility (courses, reading, online webinars, etc) so that those taking career breaks, are still able to meet the requirements, so don't easily 'fall off' the system.
- Associate can be a case by case basis as there are many different situations where you may be eligible to be an Associate (e.g. maternity leave; retired; working part-time etc).

- We don't necessitate that CPD is undertaken, however we encourage and expect Associate to complete CPD, so that they can progress to Certified.
- This will be covered in the screening tool, and we will encourage people to speak to the convenor.
- Associates will have the option to be mentored which can support them to become certified members, therefore CPD log must be completed.
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Change 10. The recertification process.

Logic: The current 3-yearly re-certification process is time consuming, and other HFE societies (e.g. CIEHF) as well as HASANZ require annual CPD.

Change from:	Change to:
Currently only Certified Professional Members must complete 3-yearly recertification, demonstrating their CPD throughout the entire period.	<ul style="list-style-type: none"> • <i>Certified and Technical professional members must provide annual CPD records that will be submitted at a certain time of year (e.g. in March) in order to retain their professional membership.</i> • <i>Random sampling of Certified members' CPD will be assessed each year</i> • <i>If a certified or technical member does not submit a CPD on time, their membership could potentially lapse.</i>

Voting results: 81.25% agreed (n=13); 18.75% disagreed (n=3)

Additional points:

- The recertification process will need to be planned in detail
- All CPD logs will be skim checked, and a smaller, random sample of CPD records will be audited in more detail
- Agree % being sampled each year – depends on the roll-out. If all at once (19 (cert + tech), 30% would be 6 applications. Is this OK or too much.
- Use whole of PAB to divide up so each submission has 2 assessors to reduce individual workload
- Will require a semi-random system, to ensure each person gets a review in their 3 years.
- The current HFESNZ CPD system will need a broader implementation plan to build it up.
- Identify what percentage of professional members will be audited.
- Start the recertification process by auditing a higher percentage of members at the early stages of the process of modifying the Prof Membership processes.
- Regular reviews will ensure that potential gaps and issues are identified early.
- Another method could be to have planned reviews rather than random reviews, with people needing to maintain an ongoing logbook
- Part of this planning will be to set a requirement for hours/type of CPD activity,
- A process needs to be defined for lapsing and reactivation of certified status
- Identify the best time to do the auditing (April/May)

Change 11. Referee conditions for all three professional membership categories

Logic: To have similar referee requirements as the CIEHF. Flexibility of the referees to be outside of NZ or from different professional bodies (relevant to HFE).

Change from:	Change to:
Provide a character reference from (at least) one referee (e.g. honesty, integrity, abiding the law).	<i>Applicants will need to supply 2 referees. At least 1 of the referees must work outside the applicant's current organisation and is a member of HFESNZ (or equivalent in a related</i>

professional body), AND at least 1 of the referees is a Certified Professional Member of HFESNZ (or equivalent in an IEA-endorsed professional body).

Voting results: 87.5% agreed (n=14); 12.5% disagreed (n=2)

Additional points:

- The process will need to be flexible to allow the PAB to make allowances for people who are new and don't know anyone, so this will be undertaken on a case-by-case basis.
- Remind potential new members to come and talk to us – so they don't give up before trying.
- Consider equity issues. Let people know it is achievable. Encourage people.
- There will be a Referee template.
- The referee can be a technical member.

Appendix 2 – proposed rule changes

13.4 Membership categories are:

- (a) Student Members – those with an interest in ergonomics and human factors, whom are attending a full time course of study.
- (b) General Members - those with an interest in ergonomics and human factors;

And the three Professional Membership categories that require adherence to a professional Code of Conduct:

- (c) Certified Professional Members – those who in addition to the education and supervised training requirements of Associate Members have also completed two full time years of professional practise, at least one year of which has been in New Zealand.
- (d) Associate Professional Members – those with at least 3 years of academic formation in any field, at least one year of which is in Human Factors/Ergonomics, and one fulltime year of supervised practise in Human Factors/Ergonomics; Rules of the Human Factors and Ergonomics Society of New Zealand Incorporated 18 June 2020 Page 5 of 10
- (e) Technical Professional Members – those with detailed knowledge of at least one core human factors/ergonomics education topic and some knowledge from one other; and be working with a ‘systems approach’ as a significant part of their work.

13.5 In order to maintain Certified Professional Membership, re-certification is required every three years in addition to payment of the annual registration fees.

Is changed (in bold) to:

13.4 Membership categories are:

- (a) Student Members – those with an interest in ergonomics and human factors, whom are attending a full time course of study.
- (b) General Members - those with an interest in ergonomics and human factors;
- (c) **Early Career Members - For those people interested in HFE, who have completed a minimum of a Level 7 NZQA (Bachelor’s degree) HFE qualification, but do not yet have sufficient education or experience in HFE to meet the requirements for professional membership categories.**

And the three Professional Membership categories that require adherence to a professional Code of Conduct:

- (d) **Certified Professional Members – Demonstrates a level of knowledge equivalent to a minimum of Level 7 NZQA (Bachelor’s degree) in which the core subject is related to the HFE discipline, and at least one year of which is in HFE e.g. Bachelor, Master, PGDip (or equivalent in a series of papers) in HFE. 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 at least 10 significant human factors/ ergonomics activities or projects.**
- (e) **Associate Professional Members – Demonstrates a level of knowledge equivalent to a minimum of Level 7 NZQA (Bachelor’s degree) in which the core subject is related to the HFE discipline. Has 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 at least 1 human factors/ ergonomics activity or project equivalent to a minimum of 150 days' full-time work.

(f) Technical Professional Members – Demonstrates a level of knowledge equivalent to Level 7 NZQA (Bachelor's degree) in which the core subject is related to the HFE discipline. Provides evidence of having carried out at least 6 significant human factors/ ergonomics activities or projects (over at least a two year period equivalent to 200 days full time.

13.5 In order to maintain Certified Professional and Technical Professional Membership, and up-to-date CPD record is provided annually (end of the year) covering 5 activities over the previous 12 month period and 3 activities showing how the applicant will maintain their competencies in the following year. CPD records are not required for Associate membership but it is encouraged, as it can be used to support the process of becoming a Certified professional.

Appendix 3 - Plan for Implementing membership criteria changes

1. Purpose

The aim of this implementation plan is to affect changes to the current HFESNZ membership process to make it simpler to apply for membership as well as to assess membership applications. The aim is to develop a process that will encourage people to join the Society as Professional Members by making it more accessible and current. This document presents the criteria changes and a proposal of how these changes will be implemented.

We encourage all relevant stakeholders, including the PAB, Professional members, and HFESNZ Committee to read this document.

Date	Tasks	Req'd stakeholders	Status
Now	1. Prepare a motion of amendment to be sent to committee <ul style="list-style-type: none"> • Seek 10% of all members need to sign motion before sending = 11 to 12 members. 	KB/RG	complete
10 March (critical End of FY23)	2. Ratify changes. <ul style="list-style-type: none"> • Karl to contact HASANZ regarding Technical members ability to join HASANZ Register. • Call a committee meeting to ratify these changes ASAP. <i>(Any proposed motion to amend or replace these Rules shall be signed by at least 10% of eligible Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal)</i> • Advise membership (via newsletter) that a rule change will be discussed and occur at next AGM. • PAB to decide on CPD template for Re-certification. • PAB to agree on Report to HFESNZ Committee. • PAB to do email poll for CPD template feedback. • KB/RG to produce a proposal for changes. • HFESNZ Committee to vote on the changes presented in this document. • Organise AGM to agree rule changes. • Agree deadline for switch over (suggest post Jun 23 PAB meeting) • Communicate timeline to members (if required) via newsletter. 	HFESNZ Committee	Complete
10 March	3. Documentation. <ul style="list-style-type: none"> • The documents required for the new membership process have been developed but will require some revision (planned to be done by Karl and Rachael). For each of the membership categories, the following documents will be required: <ol style="list-style-type: none"> i. Application forms ii. Guidance manuals/FAQ for applicants iii. Templates for referees and guidance iv. Templates for the Logbook 	PAB	Complete

	<ul style="list-style-type: none"> v. Template for the Competency framework checklist vi. Draft website version of all forms, upload, and webpage announcing new membership criteria (deadline is April 01) 		
17 March	<p>4. PAB Support documentation.</p> <ul style="list-style-type: none"> • Guidance manual for assessment • Assessor documents for the PAB • Agree % being sampled each year 	PAB	Complete
24 March	<p>5. CPD planning, development and testing and development plan</p> <ul style="list-style-type: none"> • Assess current CPD gaps on member websites • Prepare forms / questions & guidance. • Agree the CPD switch – on re-cert date/year 	Admin PAB Select members	TBD
31 March	<p>6. Screening process</p> <ul style="list-style-type: none"> • Develop FAQ tool to enable people to identify which membership category they should apply to 	KB/RG Select members	Complete
April	<p>7. Member comms.</p> <ul style="list-style-type: none"> • HFESNZ Members to be informed of the decision for change to membership criteria (newsletter and AGM) for ratification • Webpages go live 	Secretary / editor	Complete
Mid May	<p>8. Preparation for AGM</p> <p>9. Get documentation and paperwork together for secretary.</p> <p>10. At least 14 days before the [Annual] General Meeting at which any Rule change is to be considered, the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.</p>	KB/RG/Secretary	Complete
June (decision point)	<p>11. AGM</p> <ul style="list-style-type: none"> • Discuss and (hopefully) agree rule change <ul style="list-style-type: none"> a. The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a 75% majority of those Members present (including teleconference) and voting (including proxy and/or electronic/postal votes). • Secretary (with aid of Admin) to document rule change to Registrar of Incorporated Societies 	Chairperson	
June	<p>12. June 23 assessments:</p> <ul style="list-style-type: none"> • <i>Replace existing Re-cert form with a word doc CPD form (temporary solution). If passed, these people will move onto the annual CPD system. Once this has been tried and tested, we can explore moving it online.</i> • <i>New prof members applications use current forms/criteria</i> 	Admin	
June/July	<p>13. June / July - Post-AGM / Conference</p> <ul style="list-style-type: none"> • <i>Release new membership forms and guidance.</i> • <i>Update website, PAB systems, PAB manual etc.</i> 	Admin	
July	<p>14. Decommissioning.</p> <ul style="list-style-type: none"> • Agree deadline for old process applications • Remove old application process. 	KB/RG/Admin	

	<ul style="list-style-type: none"> • Submit end July (people get a reminder at the AGM), assess in August 		
August	15. New process goes live 16. Advise in newsletter/website	Editor	
October	17. <i>October 23 assessment:</i> <ul style="list-style-type: none"> • <i>Oct re-cert assessments to follow same as June. All re-certs as they become due will move to the annual CPD system</i> 18. <i>New prof members applications use new forms/criteria</i>		

