

PERSONAL IN CONFIDENCE

Why have you been given this referee report?

If you have received this document, you have been asked to provide a referee report by someone you know who is applying to become a professional member of the Human Factors and Ergonomics Society of New Zealand (HFESNZ).

Your report, the evidence you offer, and the recommendations you make are essential to assure the Professional Affairs Board (PAB) of the competence and professionalism of the applicant. The PAB are responsible for assessing all the professional member applications.

How to complete the referee report.

Please ensure you have read and understand the requirements for the relevant membership category the applicant is applying for. This should help you focus on what the PAB are looking for before you make your comments. Details of the membership categories are in the [Appendix](#) of this report.

Start completing the referee report.

Step 1. Your information

Please provide some information about you, as referee:

Name:	
Job title & employer:	
HFESNZ membership category or other professional affiliation:	

Step 2. Who are you providing this referee report for?

Please provide the name of the person you are providing this referee report for (the applicant) and which membership category they are applying for.

Applicants name:	
Membership category applying for:	Fellow <input type="checkbox"/> Certified <input type="checkbox"/> Associate <input type="checkbox"/> Technical <input type="checkbox"/>

Step 3. Declare a conflict of interest.

Please declare if you have a conflict of interest or potential conflict of interest in providing this reference. For example, you are related, or in a personal relationship with the applicant.

I have no known conflicts of interest:	<input type="checkbox"/>
I have a potential, or known conflict of interest (please outline below):	

Step 4. Complete the Referee Report.

Please provide a brief statement that outlines the suitability of the applicant to become a professional member of HFESNZ.

To help you complete the Referee Report there are some key points below you might find useful to help focus your statement:

- How do you know the applicant and their work? For example, as the applicant's supervisor, work colleague, or mentor.
- To your knowledge, how long has the applicant been engaged in the practice, teaching, research, supervision, or management of human factors and ergonomics? Was this in a full-time or part-time capacity?
- Why do you believe that the applicant's human factors and ergonomics knowledge and skills are sufficient to be a Professional Member of HFESNZ.
- Anything else that you think is helpful to demonstrate the applicant's suitability for professional membership.

Referee Report:

Step 5. Sign and return the referee report.

Once you have completed the Referee Report please return a PDF version directly to the PAB Convenor at: profmember@hfesnz.org.nz

Your signature:	
Date:	

Thanks, from the PAB.

The PAB would like to thank you for taking the time to complete this Referee Report. It's important that we can ensure our professional members are working at a high standard. By providing this information you are also helping to support the growth of professional HFESNZ members within Aotearoa New Zealand.

Appendix – Professional member categories

When to use the HFESNZ Professional Member category document?

Use this table and the [HFESNZ Member Pathway chart](#) to help you decide which Professional Member category to apply for. It outlines the purpose of the different Professional Members categories, and the requirements you will need to meet for the four key areas: knowledge criteria, supervised experience/mentored practice, work experience, and competencies. It also outlines the benefits of being a Professional Member and your ongoing professional requirements.

Purpose			
Fellow	Certified	Associate	Technical
To provide further opportunity for Professional Members to progress their professional level. To recognise their significant contributions to HFE and their senior professional responsibility.	To recognise those who hold a relevant HFE qualification and have broad experience across the HFE discipline.	To provide an opportunity for professionals who are almost ready for certification, but might be missing some requirements, such as more experience, breadth of competencies, or NZ experience.	To recognise that some HFE activities form a significant part of their work. They have detailed or specialist HFE knowledge and experience in a specific area.

Knowledge criteria - qualifications			
Fellow	Certified	Associate	Technical
<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, and – at least one year of which is in HFE e.g. Bachelor, PGDip, Masters, (or equivalent in a series of papers), OR – you have gained relevant work experience in HFE which is demonstrated across the five competency areas. 	<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, and – at least one year of which is in HFE e.g. Bachelor, PGDip, Masters, (or equivalent in a series of papers), OR – you have gained relevant work experience in HFE which is demonstrated across the five competency areas. 	<p>Demonstrates a level of knowledge equivalent to a minimum of:</p> <ul style="list-style-type: none"> – Level 7 NZQA (Bachelor’s degree), and – the core subject is related to the HFE discipline. 	<p>Demonstrates a level of knowledge equivalent to a minimum of:</p> <ul style="list-style-type: none"> – Level 7 NZQA (Bachelor’s degree), and – the core subject is related to the HFE discipline.
Supervised experience or mentored professional practice			
Fellow	Certified	Associate	Technical
<p>All Professional Member categories must:</p> <ul style="list-style-type: none"> – have received a minimum of 1 year supervised HFE experience, or – 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.</p>			

Work experience			
Fellow	Certified	Associate	Technical
<ul style="list-style-type: none"> – Demonstrates significant contribution to HFE for at least 10 years in HFE practice, and/or teaching, and or research, and/or supervision, and/or management. – Provides evidence of having at least 5 years of senior professional responsibility (SPR). – Provides at least one piece of evidence for each of the 5 competency areas. – Provides a 250 word summary to support the application and eligibility. This should be a coherent commentary that paints a picture of your professional development and achievements. 	<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). 	<ul style="list-style-type: none"> – Demonstrates a minimum of 1 years' HFE practice, and or teaching, and/or supervision, and/or management. – Provides evidence of having carried out a minimum of 1 HFE activity or project (maximum of 15) equivalent to a minimum of 150 days full-time work.). 	<ul style="list-style-type: none"> – Demonstrates a period of 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, and/or supervision, and/or management. – Provides evidence of having carried out a minimum of 6 (maximum of 15) HFE activities or projects).
Competencies			
Fellow	Certified	Associate	Technical
<ul style="list-style-type: none"> – Demonstrates 100% proficiency across the HFE competencies at level 3 or higher, with the majority at a proficiency of level 4-5. 	<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. 	<ul style="list-style-type: none"> – Demonstrates 80% proficiency across the HFE competencies at level 2 or higher. 	<ul style="list-style-type: none"> – Demonstrates 50% proficiency across the HFE competencies at level 1 or higher, <u>and</u> – At least one of the five major competency areas must be level 3 or higher for all competencies within that group.

Recognition – post nominals			
Fellow	Certified	Associate	Technical
<ul style="list-style-type: none"> - Can use the post-nominals FNZHFE (Fellow NZ Human Factors and Ergonomics Professional) 	<ul style="list-style-type: none"> - Can use the post-nominals: CNZHFE (Certified NZ Human Factors and Ergonomics Professional) 	<ul style="list-style-type: none"> - Can use the post-nominals: ANZHFE (Associate NZ Human Factors and Ergonomics Professional) 	<ul style="list-style-type: none"> - Can use the post-nominals: TNZHFE (Technical NZ Human Factors and Ergonomics Professional)
Other benefits			
Fellow	Certified	Associate	Technical
<ul style="list-style-type: none"> - Full voting rights. - Is eligible to apply for mentorship or to be a mentor. - Will be eligible for HASANZ Registration (pending application to HASANZ). 	<ul style="list-style-type: none"> - Full voting rights. - Is eligible to apply for mentorship or to be a mentor. - Is eligible for HASANZ Registration. 	<ul style="list-style-type: none"> - Full voting rights. - Is eligible to apply for mentorship or to be a mentor. - Expected to be eligible for HASANZ Registration (pending application to HASANZ). 	<ul style="list-style-type: none"> - Full voting rights. - Is eligible to apply for mentorship or to be a mentor. - Expected to be eligible for HASANZ Registration (pending application to HASANZ).
Ongoing requirements - Continuing professional development requirements (CPD)			
Fellow	Certified	Associate	Technical
<ul style="list-style-type: none"> - Provides a suitable up-to-date CPD record covering at least 5 activities over a 12-month period. - Provides a suitable up-to-date CPD record covering at least 3 activities outlining how they will maintain and develop their competencies in the following year. 	<ul style="list-style-type: none"> - Provides a suitable up-to-date CPD record covering at least 5 activities over a 12-month period. - Provides a suitable up-to-date CPD record covering at least 3 activities outlining how they will maintain and develop their competencies in the following year. 	<ul style="list-style-type: none"> - Provides a suitable up-to-date CPD record covering at least 5 activities over a 12-month period. - Provides a suitable up-to-date CPD record covering at least 3 activities outlining how they will maintain and develop their competencies in the following year. 	<ul style="list-style-type: none"> - Provides a suitable up-to-date CPD record covering at least 5 activities over a 12-month period. - Provides a suitable up-to-date CPD record covering at least 3 activities outlining how they will maintain and develop their competencies in the following year.

HFESNZ Membership Pathways

