



NZISM

PROC002 HASANZ Registration Standards

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HASANZ Registration Standard Introduction

The Health and Safety Association of New Zealand (HASANZ) is developing a national register of workplace health and safety professionals (the “register”). The main aims of the register are to facilitate business access to quality-assured health and safety expertise, and to provide an incentive that drives improvement in professional standards across the system.

Individuals that are members of the professional associations that make up HASANZ will be eligible for listing on the register, provided that they meet their association’s registration standard. As each association that is a member of HASANZ is unique, each association has a different set of requirements that comprise the standard that applies for listing on the register (the “registration standard”).

This document sets out NZISM’s approach to meeting the criteria set by HASANZ. The Leadership team of HASANZ has agreed that the whole HASANZ Leadership Team will review each association’s proposed registration standard and make a decision in one step. The advantage of using the whole Leadership Team is that the process is completed more quickly, in one step, and all members get to debate the proposed standards together. This registration standard has been approved by HASANZ at the Leadership team meeting on Friday 16th June 2017.

Each association would then be expected to make its registration standard known to its members, for example, by publishing this on its website.

1 HASANZ Registration Standard

PROPOSED PROFESSION NAME		GENERALIST HEALTH AND SAFETY PRACTITIONER / PROFESSIONAL																		
ELEMENT	STANDARD	PROPOSED BY NZISM																		
Qualifications	<p>Application requirements: The association’s registration standard must set out which educational or professional qualifications/accreditations/certifications are acceptable.</p> <p>A qualification at NZQA Level 6 (or an international qualification at an equivalent level) is the minimum standard for the HASANZ Register.</p> <p><i>Evidence:</i> the association’s registration standard must require applicants to provide evidence of their qualifications to the association. For instance, this could be an original or certified academic transcript or completion certificate which details the qualification type and time of completion.</p>	<p>NZISM Members who have been Graded at either Graduate or Certified Level have had their qualifications assessed by the NZISM Grading Committee. The criteria to achieve these levels is as follows.</p> <table border="1"> <thead> <tr> <th>Graduate Member <i>GradNZISM</i></th> <th>Certified Member <i>CertNZISM</i></th> <th>Certified Fellow <i>CFNZISM</i></th> </tr> </thead> <tbody> <tr> <td>Professional Member status: An OHS qualification equivalent to NZQA Level 6 or any other qualification that NZISM assesses as meeting the criteria e.g. Bachelor’s/PGD/MSc, NEBOSH International Diploma or Cognate Degree (60% OSH)</td> <td>Professional Member status: Open Assessment and or Skills Development Portfolio.</td> <td>Professional Member status: Successful application including portfolio and interview</td> </tr> <tr> <td>Experience required: 4000 hours of OHS practice, can be completed by either full time (over 3 years maximum) or part time (over 5 years maximum)</td> <td>Professional Peer Review</td> <td>Minimum five years as Certified Member in New Zealand</td> </tr> <tr> <td></td> <td>Experience for progression to Certified status is assessed according to qualification route. Minimum of 2 years formal CDP required.</td> <td></td> </tr> <tr> <td></td> <td>This is NZISM’s core membership level representing ownership of key knowledge and experience to be regarded as top of their health and safety profession</td> <td></td> </tr> <tr> <td>Obligatory CPD</td> <td>Obligatory CPD</td> <td>Obligatory CPD</td> </tr> </tbody> </table> <p>Based on the fact that the qualifications have already been assessed, NZISM members who wish to apply for listing on the HASANZ Register will not need their qualification re-assessed. They will need to supply evidence of completion of their qualification in their HASANZ Register Application. This for the purposes of document and quality control.</p>	Graduate Member <i>GradNZISM</i>	Certified Member <i>CertNZISM</i>	Certified Fellow <i>CFNZISM</i>	Professional Member status: An OHS qualification equivalent to NZQA Level 6 or any other qualification that NZISM assesses as meeting the criteria e.g. Bachelor’s/PGD/MSc, NEBOSH International Diploma or Cognate Degree (60% OSH)	Professional Member status: Open Assessment and or Skills Development Portfolio.	Professional Member status: Successful application including portfolio and interview	Experience required: 4000 hours of OHS practice, can be completed by either full time (over 3 years maximum) or part time (over 5 years maximum)	Professional Peer Review	Minimum five years as Certified Member in New Zealand		Experience for progression to Certified status is assessed according to qualification route. Minimum of 2 years formal CDP required.			This is NZISM’s core membership level representing ownership of key knowledge and experience to be regarded as top of their health and safety profession		Obligatory CPD	Obligatory CPD	Obligatory CPD
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<p>Experience</p> <p>Application requirements: The association’s registration standard must include a requirement that the applicant has worked for a specified time period in the profession or in a specialist stream in that profession in areas or on tasks relevant to the profession the association represents; this can vary for different professions.</p> <p>In relation to an individual’s profile on the register, any claims of competency in a subject matter area that is outside the association’s experience may need to be referred to another relevant HASANZ member association for verification.</p> <p><i>Evidence:</i> the association’s registration standard must require applicants to provide evidence that the requisite experience level is met. This evidence may include a written statement from employers of the duration of employment; a CV (accompanied by a declaration of the truth of its contents); time sheets from hours worked and so on.</p> <p>Ongoing requirements: Individuals must demonstrate ongoing currency of professional practice, allowing for reasonable levels of leave. Individuals should be prepared to provide evidence of this if the association chooses to confirm this.</p> <p><i>Evidence:</i> the association’s registration standard should include a requirement that each person listed on the register confirm their fulfilment of the professional practice requirements with their association, and be prepared to provide evidence of this if the association chooses to confirm this. In this circumstance, the association should commit to auditing a certain number of members each year to ensure compliance.</p>	<p>To ensure that practising Health and Safety members applying for professional grading present both knowledge and experience, NZISM applies its Qualification, Evaluation and Verification (QEV) foundation that combines recognition of both. NZISM Members who have been Graded at either Graduate or Certified Level have had their experience assessed by the NZISM Grading Committee. The criteria to achieve these levels is as follows.</p> <p>To achieve Graduate level grading an applicant member must have undertaken 4000 hours of occupational health and safety practice in the previous 3 years or part time over the previous 5 years.</p> <p>To achieve Certified Level the applicant must have held current Graduate grading for 2 years and to progress to Certified member needs to follow the specific Graduate to Certified Process (GtCP) consisting of three parts:</p> <ol style="list-style-type: none"> 1. Completion of a Skills Development Portfolio (SDP) designed as evidence of practical experience. 2. Electronic Online Assessment (EOA) to provide evidence of theoretical knowledge 3. Peer Review Interview (PRI) to ensure the person attending the interview is the same person who completed the SDP and EOA parts. <p>In terms of assessing the skills an applicant may have selected in their HASANZ Register application this will need to be assessed by NZISM. NZISM will assess the HASANZ matching criteria and determine which of these areas of competency would be covered as part of an individuals qualification. These criteria will not require an applicant to provide additional evidence of competency.</p> <p>All members submitting an application for registration on the HASANZ register will submit as part of their application an Experience Portfolio which address each of the areas within their application that the applicant has deemed themselves competent. This document will be assessed in the same way as is done for NZISM members wishing to progress from Graduate status through to certified status. Evidence of competency could be via formal training, time spent working in the particular area of competency, applicants may also wish to submit references or testimonials from clients or employers where they have completed such work.</p> <p>The Experience portfolio will be assessed by a team of NZISM members who hold Certified or above accreditation within the NZISM Accreditation scheme.</p>

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<p>CPD</p>	<p>Application requirements: the association’s registration standard must include a requirement that individuals are engaged on their association’s continuing professional development (CPD) scheme.</p> <p>Ongoing requirements: The association’s registration standard must set out requirements for CPD sufficient to maintain an individual’s professional currency and competence. <i>Evidence:</i> the association’s registration standard must include a requirement that each person listed on the register confirm their fulfilment of the CPD requirements with their association annually, and be prepared to provide evidence of this if the association chooses to confirm this. In this circumstance, the association should commit to auditing a certain number of members each year to ensure compliance.</p>	<p>All NZISM members graded at Technician through to Certified fellow are required to undertake a CPD process and record this on the NZISM MYCPD Platform / IOSH MYCPD Platform, or both.</p> <p>Details of the CPD process is contained within NZISM document COM04 Guide to CPD Members version v2.02. This has been assessed by HASANZ as part of NZISM’s membership.</p> <p>Graded members (Graduate, Certified & Certified Fellow, for the purposes of the HASANZ Register) are reminded that continuous development is obligatory to retain professional membership. To assist with this NZISM will perform an audit every quarter. Failure by a member to comply with CPD requirements will result in the following.</p> <ul style="list-style-type: none"> • A letter/email will be sent by NZISM advising the person of their obligations to record their CPD and that a follow up audit will be conducted in the next quarter. • Should there be further evidence at this second audit that CPD is not being recorded the member will receive further advice that their grading status is now at risk or being revoked. • At the next quarterly audit if no further evidence shows that CPD is being recorded the member will be advised in writing that their professional grading and HASANZ listing has been revoked. • Should the member wish to reinstate their professional grading and HASANZ listing they will be required to re-submit full grading applications and HASANZ Register applications including along with appropriate application and registration fees. <p>Members are responsible for the administration functions on their NZISM and HASANZ Profiles and therefore any lost communications due to incorrect email addresses, phone number or other contacts will not be deemed an appropriate reason for lack of response by the member to request for evidence of CPD being supplied.</p>

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Ethics	<p>Application requirements: The association’s registration standard must include requirements that individuals to be listed on the register have read, understand, and will abide by the association’s code of ethics and/or conduct.</p> <p><i>Evidence:</i> the association’s registration standard must require applicants to confirm that they have read, understand, and will abide by the association’s code of ethics and/or conduct and to submit this acknowledgement to the association in writing.</p> <p>Ongoing requirements: The association’s registration standard must include ongoing requirements that relate to an individual’s adherence to the association’s code of ethics and/or conduct. For example, requirements which are contained in an association’s code of conduct or constitution.</p> <p><i>Evidence:</i> Rather than a requirement that the member prove that this element is being met on an ongoing basis, the association’s registration standard could include a requirement that the member inform the association of any ethical or professional complaints that are made against them. The association will then determine if this conduct has breached the ongoing requirement to adhere to the code of ethics and/or conduct.</p>	<p>NZISM membership application process requires that all new members confirm that they have read the NZISM Code of Professional Ethics. This is a check item which members must confirm during both new membership application and during their renewal process.</p> <p>The above code is published on the NZISM website in the public area of the member’s page.</p>

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<p>Good Character</p> <p>Application requirements: The association’s registration standard must require some evidence to show that the requirements in the association’s Constitution, code of conduct and/or other rules that members must be of “good character”, are met.</p> <p>An applicant will be considered to be of good character if they are a fit and proper person² to practise in the association’s industry.</p> <p><i>Evidence:</i> the association’s registration standard must require applicants to provide written disclosure³ (to the association) of any professional disciplinary proceedings or rulings within the last 5 years, or any other matter, that could bring into question the applicant’s compliance with ethical and professional requirements . The association could also require the applicant to provide character references to accompany the declaration as appropriate.</p> <p>Ongoing requirements and evidence: The association’s registration standard must include ongoing requirements that require that applicants inform the association of any character-related complaints that are made against them including criminal offences, bankruptcy etc. The association will then determine if this conduct has breached the ongoing requirement to maintain good character.</p>	<p>The following sets out the NZISM Policy for verifying as far as is reasonably practicable the good character and professional standing of its members.</p> <p>NZISM Graded members (Technician, Graduate, Certified, Certified Fellow) All persons who submit an application for NZISM Professional Grading and HASANZ Register listing will be required to sign a document declaring that to the best of their knowledge they are of good character and are not aware of any proceedings against them either in their professional role or otherwise. This will be done as part of the application process for and on an ongoing basis (annually) for all members who apply for Professional Grading and HASANZ Register listing.</p> <p>For existing graded members this declaration will form part of their next membership renewal process.</p> <p>Affiliate & Student Members All persons who submit an application for affiliate or student membership will be required to submit the declaration upon their applying for membership of NZISM. For existing members this declaration will form part of their next membership renewal process.</p> <p>It is noted that as Affiliate and Student members cannot represent the New Zealand Institute of Safety Management (NZISM) or use any associated NZISM post nominals.</p> <p>Professional Standing In addition to the above members will be current with their CPD requirement’s and membership fees.</p>

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<p>Insurance</p> <p>Application requirements: The association's registration standard must require that the work of all applicants be covered by professional indemnity, statutory liability and public liability insurance sufficient to cover the nature of their duties. This insurance may be carried by the individual applicant, or by the organisation that employs them.</p> <p><i>Evidence:</i> Where the applicant is not an in-house advisor, the association's registration standard must require applicants to provide evidence that they hold the requisite insurance to the association in the form of an original or certified confirmation of the policy/policies. This confirmation must indicate the commencement and expiry dates of the policy/policies.</p> <p>Ongoing requirements: The association's registration standard must include ongoing requirements that relate to an individual's continued insurance cover. For example, the use of an annual declaration that the insurance cover remains valid.</p> <p><i>Evidence:</i> The association's registration standard must require applicants to provide an annual declaration to the association that the required insurance cover remains valid. Further, where a policy expires or is terminated, the member must provide evidence that it has been renewed or replaced with an equivalent policy to the association in the form of an original or certified confirmation of the policy/policies.</p>	<p>Insurance requirements only apply to those members who are self-employed. NZISM has provided guidance to its members via its website with an information sheet on appropriate insurance products relevant to a self-employed generalist practitioner. The NZISM Application process for members wishing to list on the HASANZ Register is as follows.</p> <ul style="list-style-type: none"> • Applicant to submit evidence of current insurance on application. • This will be verified as being current and fitting the HASANZ Criteria for Public Liability, Professional Indemnity and Statutory Liability Insurance. (Note the level of insurance held by the applicant is not specified by HASANZ or NZISM). <p>On an annual basis members graded at Graduate or Certified/Certified Fellow will be requested to provide evidence of their insurance remaining current. This will be done in line with their annual membership renewal.</p> <ul style="list-style-type: none"> • Failure by a member who is listed on the HASANZ Register to submit evidence of the currency of their insurance within a period of 3 months of being requested by NZISM to this information will result in the following. • A letter will be sent by NZISM giving the person a period of one further month to submit evidence of currency of their insurance. • Should the above not be received within this time frame a formal letter will be sent to the member advising of their removal from the HASANZ Register. • Should the member wish to reinstate their HASANZ listing they will be required to re-submit full applications including evidence of currency of insurance along with appropriate application and registration fees.

2 Referenced documents

Reference	Document reference details
	NZISM Qualification, Evaluation, Verification Measure (QEV)
	NZISM Graduate to Certified Membership Process - Overview
	NZISM HASANZ Register Experience Portfolio
	NZISM Guide to CPD
	NZISM Code of Professional Ethics
	NZISM Good Character and Professional Standing Guide
	NZISM Insurance Forms
	HASANZ Documents <ul style="list-style-type: none">• Registration Standards