

## HASANZ REGISTER

### All you need to know to apply for the HASANZ Register

The information below will explain about the HASANZ Register and how to apply. Any NZISM member graded at Graduate or above is eligible to apply for the register and is encouraged to do so.

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#### 1. What is HASANZ?

- The Health and Safety Association of New Zealand (HASANZ) is an umbrella organisation representing workplace health and safety professions in New Zealand.
- NZISM is a founding member of HASANZ which only organisations, not individuals, can join.
- There is more information about HASANZ [here](#).

#### 2. What is the HASANZ Register?

- The HASANZ Register is a national, online register of verified workplace health and safety professionals.
- The Register provides an incentive that drives improvement in professional standards across the system where both **independent consultants** and **employees/in-house professionals** – generalists and specialists – who meet the required competency standards of a HASANZ member association can be listed.
- It will be a one stop shop for businesses to find reliable, quality health and safety advice and services. They can search for free to find providers that offer services across the whole sector. Business can filter these results by business size, location and industry. Searches will yield a list of professionals who can provide the required skills and professional services, including profiles for each. By clicking on the short profile of the people on their shortlist, users will be able to see the long profile for each individual to check out their full credentials and compare their skills and capabilities. It will show if they are a member of a professional body or an organisation whose members provide either specialist or general services.
- The Register is not a replacement for businesses undertaking their own due diligence. Businesses must still check that the person they wish to engage is right for them, as they would before engaging or hiring any new employee or consultant, for instance, by checking references and making preliminary calls to prospects to talk through their service offering.

### **3. What are the benefits of being on the Register?**

- It makes you more employable. Businesses are looking for workplace health and safety professionals with proven, relevant, knowledge and experience and being on the register will show your commitment.
- The Register is a tool to help people find you. If you are not on the HASANZ Register, you may miss out on business/employment.
- The HASANZ Register is about demonstrating your skills and experience to the market and ensuring your good standing among your professional peers. Being on the Register also helps lift professional standards across the sector and increase demand for qualified workplace health and safety advisers who meet competency standards.
- Listing on the HASANZ Register is the bona fide way of demonstrating your value to your employer. It provides assurance that you meet stringent competency standards for your profession.
- Being listed on the HASANZ Register is like having a warrant of fitness to practise as a workplace health and safety professional. Businesses can be confident that people on the HASANZ Register have met the standard of competence required by their professional association.
- Health and safety professionals listed on the Register will be able to use the “HASANZ Registered” quality mark on their business card, letterhead and promotional material to show they have the qualifications and authority to provide reliable advice to businesses.



### **4. When will the Register be open for applications?**

- The Register will be open for applications from Wednesday 13<sup>th</sup> December.
- In March 2018 the Register will open for business.

### **5. Who can apply to be on the Register?**

- Any NZISM member who is a currently graded at Graduate or above is able to apply to be listed on the Register.
- You must however meet the NZISM HASANZ Register Standards which includes ensuring you are maintaining your CPD via the NZISM or IOSH MyCPD system.

### **6. What are the NZISM HASANZ Registration Standards required to be on the Register?**

- The registration standards comprise of the requirements to list on the HASANZ Register as a workplace health and safety professional.
- These requirements cover qualifications, experience, continuing professional development, ethics, good character and insurance. They include application requirements (which need to be met by individuals at the time of applying) and ongoing requirements (which need to be met on an ongoing basis to maintain HASANZ registration).
- The standards for the Register of the individual organisations have been jointly reviewed and approved by the HASANZ Leadership Team. HASANZ has also done checks to ensure that the organisations have suitable systems and processes in place to assess the competence of their members, manage complaints and take required disciplinary action when things go wrong.
- You can view the full [NZISM HASANZ Registration Standards here](#).

### **7. What if I don't meet the NZISM HASANZ Registration Standards?**

- You will need to upgrade your skills to meet required standards by putting a plan in place. You may need to do further training or professional development to meet the criteria. The HASANZ Register is all about businesses having confidence in the competence of health and safety professionals.
- You can view a list of the qualifications and experience required for accreditation on the NZISM membership page – note you need to be accredited at Graduate level or above to apply for the HASANZ Register. If you have a number of years of experience but no formal generalist OHS qualification, you can consider reaching Graduate level by the recognition of prior learning route – further details [here](#).

## 8. What are the NZISM HASANZ Competency Criteria?

- The Competency Criteria are split into 4 areas as below.
  - General Services
  - Specialist Services
  - Specific Injury & Illness
  - Specific Area of Concern
- Each group has columns to give information on the item and its definition, whether it is classified as a General or Specialist competency and whether the competency standard has been met by being a Graduate or above NZISM member. Further columns give details of information you need to provide in the way of evidence if you have selected the particular item as being an area of your expertise for the HASANZ Register. ***Please read the information below (8.1 – 8.2) to understand which competencies you need to supply additional information for and which competencies no further information is required.***
- To ensure a speedy assessment, please only provide the information requested. If additional material is needed you will be contacted by the assessment panel.
- To view the NZISM HASANZ Competency Criteria, click [here](#)

### 8.1 Competencies you do NOT need to supply any further evidence:

- These are identified by having **BOTH** of the below:
  - **General** in the '**General or Specialist**' column.
  - **Yes** in the '**Meet Competency Standard Via Qualifications**' column.
- By selecting any/all of these competencies you do not need to supply any supporting evidence for them.

### 8.2 Competencies you MUST upload evidence for:

- If you select any other competency than those noted in 8.1 you will need to upload evidence with your application. The details of information you should upload are set out in the columns titled '**Competency Examples**' or '**Verification Evidence**' and will include:
  - Subject specific training and/or evidence of work experience in the specialty area.
  - Testimonials from clients/employer related to work the applicant has done in the specialty area.

## 9. What are the costs to be on the Register?

- One-off application fee of \$200 plus GST. This fee is for our administration costs and is non-refundable.
- Annual registration fee of \$100 plus GST. This fee is refundable if your application is declined because it does not meet the registration standards.
- Additional processing fees of \$14.75. This fee covers the cost of HASANZ providing the online payment facility and is non-refundable.

## 10. How do I apply to be on the Register?

- Check you meet the NZISM registration standards. See ['What are the NZISM Registration Standards'](#).
- Gather the required evidence documents to support your application. To find out what you need read the sections on the ['NZISM HASANZ Competency Criteria'](#) and also see ['What must I supply with my application?'](#).
- Go to [www.register.hasanz.org.nz](http://www.register.hasanz.org.nz).
- Create a HASANZ Register account.
- Complete the online application form. See ['What must I supply with my registration'](#).
- Submit your application for approval.
- Pay the required fees using the online link.
- Your application will be assessed by NZISM and HASANZ. You may be asked to provide more information. See ['What happens after I have applied'](#).
- Once your application is approved, HASANZ will email you a letter confirming approval.
- HASANZ will make your profile public when the Register opens for business and send you a registration pack, including your certificate of registration.

## 11. **What must I supply with my application?**

- To ensure a speedy assessment, please only provide the information requested. If additional material is needed you will be contacted by the assessment panel.
- Everyone that applies to list on the HASANZ Register must fill in an online application form. In certain places, applicants must upload evidence which supports their application.
- The application form is split into sections as outlined below (11.1 – 11.3) which gives further details of information you need to upload to support your application.
- You do not need to complete your application form in one go – you can save it and return to complete it later.

### 11.1 Professional Details:

***You will need your NZISM membership number, copies of your qualification certificates and copies of membership certificates/membership cards for any other professional organisations you belong to. You will also need to know what you want to write for your short & long profiles.***

- Enter your association name, association membership number (can be found by logging into the members section of the NZISM website) and occupation/profession.
- For 'Occupation/Professions':
  - Choose 'Practitioner' level if you are accredited at Graduate level.
  - Choose 'Professional' if you accredited at Certified level or above.
- Details of your Qualifications: Upload copies of either:
  - Your certificate (preferred) or
  - Your official signed transcripts noting the qualification has been achieved.
- Other Professional Memberships: Upload copies of either
  - Your current membership certificate or card showing the organisation name, member name and membership number and expiry date or
  - Your current annual practicing certificate.
- Short and Long Profiles: You will need to complete information about yourself in your short (up to 255 characters) and long profiles. Businesses searching for consultants can click on your short profile and view the long profile to check out your full credentials and to compare skills and capabilities of individuals on their shortlist.

### 11.2 Insurance coverage:

***You will need a copy of your certificate of currency if you work as a consultant/self employed***

- Consultants Only: Upload a copy of certificate of currency from your insurer showing cover for professional indemnity insurance and public liability insurance. NOTE: While statutory liability insurance is not a requirement, NZISM recommends that this insurance is held by consultants/self-employed persons.
- In-house Health and Safety Advisers: It is expected you are covered by your employers' insurance – please check with your employer if you are in doubt about being covered before applying.

### 11.3 Service offering:

***You will need evidence of subject specific training or testimonials from clients/employer relating to work done as outlined in the [NZISM HASANZ Competency Criteria Section](#)***

- Applicants can select the industries they have experience working in, the locations they can offer services in, and the sizes of business they have experience working with.
- There are 4 Register categories - general services, specialist services, specific injury or illness experience and specific subject matter experience (area of concern). You must select a **minimum of one option from the entire four lists** to indicate your service.
- Upload evidence as outlined in the [NZISM HASANZ Competency Criteria Section](#) – **not following this section correctly could delay the progress of your application.**

**12. What happens after I have applied?**

- Your application will first be checked by NZISM admin to ensure all the required basic information has been uploaded. If additional basic information is needed, you will receive an email notifying you to log in to the HASANZ website, where you will find a message explaining the additional information required.
- Under the Service Offering section, if you have only selected items with the competency criteria outlined in 8.1 and your application is correct in all other details, then it will be referred to HASANZ to approve and add your name to the Register.
- If you have selected any items with a competency criteria from 8.2 your application will be referred to assessors for review. Once the assessors are satisfied that all the required evidence has been uploaded and it meets the competency criteria, your application will be referred to HASANZ to approve and have your name added to the Register. If you have not supplied sufficient evidence you will receive an email asking you to log into the HASANZ website and read a message explaining the additional information required.

**13. What happens if I belong to more than one member association?**

- You should apply to be on the HASANZ Register through one association. We suggest you choose the association representing the profession that most closely matches your day to day work.
- It's possible to make multiple applications if you belong to more than one HASANZ member association, but you will pay multiple application and annual registration fees and have multiple profiles on the Register.

**14. Who can I contact to get additional information?**

- Joyce Tilbrook email: [grading@nzism.org](mailto:grading@nzism.org)