

# Application Guidelines

To complete your application for Professional Membership you will be required to supply the following:

### 1. ADNZ Professional Membership application form

Complete all relevant sections of this form and provide certified documentation as requested.

### 2. Licensed Building Practitioner details

All practicing architectural designer applicants are required to hold a DBH Design Licence and provide the licence number.

### 3. Professional Indemnity Insurance

Applicants are required to submit a copy of their Professional Indemnity Insurance to the ADNZ National Office.

### 4. Professional conduct

Please answer all questions on professional conduct.

### 5. Declaration

Please complete and sign the declaration. All ADNZ members must understand and adhere to the ADNZ Code of Ethics and Rules. A copy of the Code and Rules can be found on the ADNZ web site or you can contact the National Office to have a copy mailed to you.

### 6. Membership application and assessment fee

Applicants are required to submit a membership application and non-refundable assessment fee of \$250.00 plus GST with their completed application form. This fee covers ADNZ's processing and administration costs and the costs of engaging trained assessors to carry out the membership assessment. On approval of application for Professional membership, the new member will be invoiced, and required to pay, the annual (or pro-rata) membership national and branch subscription fees for Professional membership.

### 7. Referee details

The people you select must know you and understand the work you did on the relevant project, and be able to confirm the competence of your work. **Your referees CANNOT be members of your own family.**

### 8. Qualifications

Applicants must have, as a minimum tertiary qualification, a Diploma of Architectural Technology

or equivalent. If you do not hold a tertiary qualification, your application will be assessed on a case by case basis, taking into account your work history, relevant experience, knowledge, ability to meet ADNZ competency standards, design ability and references. You must attach a certified copy of each qualification with your application. (Certified as a true copy of the original by a Justice of the Peace, Notary Public or an official of the institution that issued the original document). **Please do not send original documents with your application.**

### Recent relevant learning activities

You do not have to have undertaken any of the types of activities mentioned below but, if you have, they will be good evidence to demonstrate how you have kept up with industry developments. Relevant learning activities may include: attending seminars, conferences, trade events and/or supplier training days, reading an industry publication on a regular basis, mentoring a graduate. List any activities like this that you have done during the past three years. For any seminars, conferences, etc attended, please show each activity, who it was run by and when it occurred. Otherwise, provide some information about mentoring you have provided yourself, or industry publications you read regularly.

### 9. The assessment process

Once you have submitted your application to ADNZ, you will be assessed by a fully trained assessor who is qualified as an architectural designer.

#### The assessor will:

- Contact you to arrange a face-to-face assessment to discuss your application, good practice and design
- Discuss your application with your referees
- Make a recommendation on membership to the ADNZ Board.

### 10. What if there is a conflict of interest?

The assessors will be asked to declare whether there is a conflict of interest with any application they are assessing, such as where the person is personally known to them or is in direct business or professional competition. Similarly, you can ask for another assessor for a face-to-face assessment if you identify a conflict of interest. However you will not be able to specify which assessor you want.