

REGISTRATION POLICY

1) **Minimum Tertiary Qualification**

The minimum tertiary qualification for registration shall be determined by Council of the Institute. The Council may, at its discretion, accept a person for registration without an approved tertiary qualification.

2) **Experience**

An applicant for registration will require three years experience as a Primary Industry Professional. The applicant must demonstrate that two of the three years' experience has been gained in the two consecutive years prior to applying for registration.

Experience of one year is defined as a twelve month continuous period in which the applicant spent at least 1,000 hours in a salaried or self employed position working as a Primary Industry Professional.

An applicant for registration must supply a signed schedule of hours spent in various professional activities.

3) **Core Competencies**

The five core competencies (see Appendix one) for registration are:

- Knowledge
- Professional values (ethics)
- Business Practice
- Communication
- Management

4) **Standards Required for Core Competencies**

The standards required are:

Level of expertise: **High** out of none, low, medium, high or advanced

Standards of delivery: **Very Good** out of poor, fair, good, very good or excellent

5) **Pre-requisite Study**

An applicant for registration must pass the pre-requisite study programmes in ethics and communication administered by the Institute unless they have already passed substantially equivalent programmes whilst completing their tertiary studies. (Modules to be available in one form or another within 2 years from March 2010)

6) Continuing Education

An applicant for registration must meet the Institute's continuing education/professional development requirements, during the twelve months immediately prior to applying for registration, as if they were registered.

7) Supporting Evidence

An applicant for registration must submit (three copies of each) five reports prepared by the applicant and nominate three referees.

Each of the reports must be of a substantive nature demonstrating the applicant's level of knowledge in their field of expertise. Each report submitted must be less than three year's old at the date of application for registration.

The Registrar shall seek comment from each of the nominated referees.

The Registrar will seek comment on the suitability of the applicant for registration, from the committee of the branch (where applicable) to which the applicant belongs. Suitability is defined as having the character, skills, knowledge, ethics, ability and competency to be registered.

8) Testing the Level of Knowledge

To test the level of knowledge the Registrar will arrange an interview of an applicant for registration on the core competencies. The Registrar will delegate this responsibility to a sub committee which will consist of appropriate senior members (preferably Registered) of the Institute. The interview needs to be in context of an area of expertise where the interviewee is in their comfort zone.

9) Weighting of Components

The weighting of each component for registration will be as follows:

- 50 % for written reports
- 20 % for referees' reports
- 30 % for the interview

An applicant for registration must obtain an aggregate score of 65% and a minimum score of 65% for each component.

In all cases an applicant for registration is to be advised of the component scores.

10) Registration or Re-Registration is Declined

In the event of a registration or re-registration being declined the following will apply:

- No fees will be refunded.
- An applicant may reapply six months after receiving written advice from the Registrar declining their registration.
- If the applicant reapplies within the six months they will only need to pass the component in which they failed.
- An additional application fee, to a maximum of 25% of the original fee, will be paid by the applicant who reapplies for registration within twelve months of the initial refusal.
- If an applicant fails to reapply within twelve months of the initial refusal then a subsequent application will become a new application with full fees payable.
- There will be a maximum of three refusals, after which the applicant must wait two years, after the last refusal before applying again.

11) Re-Registration

The frequency of renewal for re-registration will be five years.

An applicant for re-registration must have completed the ethics module. (Module to be available in one form or another within 2 years from March 2010)

An applicant for re-registration must have met the Institute's continuing education/professional development requirements. The applicant must supply a declaration of hours spent on continuing education/professional development which will be signed by the Institute.

An applicant for re-registration must nominate three (3) "peer" Registered Members as referees who will be asked to comment on the suitability of the applicant for re-registration.

Suitability is defined as having the character, skills, knowledge, ethics, ability and competency to be registered.

Council retains the right to select one (1) "peer" Registered Member as an additional referee.

There are three types of members applying for re-registration.

Type A: Senior executives of an organisation who do not provide consultancy advice, eg Chief Executive of Meat Board.

Type B: People who provide consultancy advice to clients.

Type C: Others – who provide professional services, other than consultancy advice, internally i.e. within their organisation, or externally.

Council has the right to bring forward a review of a Registered member's registration if there is a query or complaint which would trigger such a review.

If sufficient evidence of competency is NOT provided then Council has the right to de-register the member.

The Registrar may have the discretion to require an applicant for re-registration to attend an interview.

12) Professional Indemnity Insurance

A Registered Member of the Institute will be required to confirm, each year when they pay their annual registration fee to the Institute, that they have a current Professional Indemnity Insurance policy that has a minimum cover of \$1 million. The policy may be in their own name as a sole trader/self employed person or in the name of the company which employs them.

13) Compulsion

Registration is not mandatory, however, **all** members are to be strongly encouraged to be registered.

14) Disciplinary Reserve Fund

The Institute shall create a fund to be called the Disciplinary Reserve Fund.

Each year, prior to the end of the financial year, an amount is to be transferred into the fund as follows:

- Registered Members at \$5.00 per member.
- All other members at \$5.00 per member.

A separate bank account – in the form of a short term deposit – is to be established and the amount in this account should be the equivalent of the amount in the reserve fund.

The minimum amount to be held in the fund is \$20,000.

The fund is to be used to reimburse the Institute for the direct costs incurred in holding disciplinary hearings against members of the Institute.

15) Registrar

The Registrar shall be the Executive Officer of the NZ Institute of Primary Industry management Inc (NZIPIM).

CORE COMPETENCIES

Relies on subjective judgement.

The real question becomes “Is the person skilful in their work”

1.0 Knowledge

Demonstrates professional knowledge or primary industry, agri-business or related industries.

Has applied professional knowledge to a role in primary industry, agri-business or related industries in New Zealand for the last three consecutive years or a period totalling three years out of the last five years.

Judged against:

- authoritative in field of expertise ie recognised
- depth of understanding in field of expertise
- breadth of understanding in field of expertise

Supplementary standards descriptors to include where appropriate:

- rarely or inadequately demonstrated
- sometimes demonstrated
- frequently demonstrated
- nearly always demonstrated
- always demonstrated

2.0 Professional Values (Ethics)

Engages in responsible and ethical business practice by demonstrating a full awareness and accountability for:

- confidentiality and honesty
- responsible fiduciary management
- the legal and contractual obligations of their employment
- professional responsibilities to:
 - clients
 - employers
 - employees
 - colleagues
- pursuing opportunities for professional and personal development
- providing leadership on professional values and practices
- only undertaking professional work in field of expertise

- recognising environmental aspects in the use of resources in primary industry, agri-business or related industries.
- duty of care
- conflict of interest

Judged against:

- personal demeanour and attitude.
Standards: friendly, helpful, personable, business like, professional attitude.
 - expectations of professional behaviour.
Standards: honest, reliable, tidy dress and work habits, diplomatic, open.
 - amount and subjects of continuing education and professional development.
Standards: consistently meets CPD requirements in full
 - comparison of work experience against claimed expertise
Standard: greater than 60% of work experience is in field of expertise
 - feedback
Standard: referees reports/testimonials strongly supportive.
 - level of involvement in the Institute of Primary Industry Professionals
Standard: attendance and contribution to NZIIP (may be difficult for outlying members say Nelson/Blenheim/Gisborne etc without establishment of sub branch or some other way of involving in institute affairs/events).
- Supplementary standards descriptors to include where appropriate:
- rarely or inadequately demonstrated
 - sometimes demonstrated
 - frequently demonstrated
 - nearly always demonstrated
 - always demonstrated

3.0 Business Practice

Demonstrates ability in any one or more roles in primary industry, agri-business or related industries including:

managing significant projects or businesses
 provision of expert professional advice
 scientific research and development
 collecting, analysing, interpreting and presenting information
 designing, delivering education programs to students
 delivery any other professional service

Judged against:

- reputation
- rigor
- timeliness of delivery
- accuracy
- reliability
- recommendations accepted

- recommendations acted on
- effectiveness
- efficient
- results obtained
- employment record ie good references

Supplementary standards descriptors to include where appropriate:

- rarely or inadequately demonstrated
- sometimes demonstrated
- frequently demonstrated
- nearly always demonstrated
- always demonstrated

4.0 Communication

Demonstrates professional skills in the preparation and dissemination of information about the primary industry, agri-business or related industries:

Has professional skills in any two or more of:

- Preparing and writing reports
- Knowledge in the use of computers
- Knowledge in the use of a variety of electronic communication devices
- Preparing and presenting talks or lectures
- Writing papers which are published in professional journals
- Writing technical papers
- Writing articles for general publication in an appropriate style.

Judged against:

- presentation of reports and speech
Standards: uncluttered, clear, logical, ordered, readable, audible, no repetition, duplication
- style
Standards: appropriate for the audience
- content
Standards: relevant to purpose, meets outlined objective
- timeliness
Standards: subject is topical?
- errors
Standards: No grammatical, arithmetic errors or layout errors ie wrong table numbers, errors in cross referencing
- feedback
Standards: favourable comment, objective criticism.

Supplementary standards descriptors to include where appropriate:

- rarely or inadequately demonstrated
- sometimes demonstrated
- frequently demonstrated
- nearly always demonstrated
- always demonstrated

5.0 Management

Demonstrates professional skills in the management of resources to achieve specified business, technical or social goals in primary industry, agri-business or related industries.

Has advanced and professional skills in:

planning, budgeting, directing, controlling, evaluating, or reporting on an enterprise in primary industry, agri-business or related industry.

Judged against:

- efficient
- effectiveness
- timeliness
- results
- staff morale
- staff turnover
- accountabilities
- responsibilities
- practicality
- decision making