

HR Accreditation Pack

Do CEO's, business owners and managers understand what great HR is? We don't think they do.

APPNZ's Accreditation and Chartering for HR professionals in New Zealand will change this perception.

We are promoting this to CEO's, Business Owners and Managers so that they finally understand that like a Chartered Accountant has specific skills, so too does HR.

We'd like to invite you to become accredited.



The Association of People Professionals

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What is Accreditation?

Unlike other membership associations, APPNZ is an independent regulatory body, governing the HR, Learning, Payroll and Talent Professions. We are working to ensure that APPNZ Accredited and Chartered HR professionals are recognised as being the only people qualified to deliver HR excellence.

The accreditation process includes:

- An employment legislation test
- A review of a dismissal process and recommendations on appropriate action
- A review of a restructuring proposal and recommendations on changes
- A review of an employment agreement

You must also provide an overview of your HR career and experience along with two referees we can contact.



Benefits of being accredited

There are a number of benefits to becoming accredited including:

- Having your skills and experience formally recognised
- Being listed on the APPNZ website as an HR Accredited Professional
- Being able to use the HR Accredited Professional logo and 'APPHR' after your name.
- Being included in the APPNZ promotional plan for 2017 and 2018 to promote accredited HR professionals across New Zealand.

Our promotional plan includes:

- Press releases for Monday 2 October 2017 launch
- A national advertising campaign
- Profile articles about accredited HR professionals
- Articles promoting accredited professionals
- Articles on what HR delivers



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How to apply

Fill in your details in the registration form.

You will then be sent a link to complete the online assessment which includes the employment legislation questions and written assessments of a dismissal process, restructure and Individual Employment Agreement.

APPNZ will also conduct the referee checks.

If you have passed, you will be approved as an Accredited HR Profession. If you have not passed, you have the opportunity to reapply.

Membership of APPNZ is \$195 + GST per year.

There is an application fee for sitting the Accreditation test of \$695 + GST.



The applicant agrees to the following terms and conditions:

- 1. Completion:** The applicant confirms that all information provided in the application form is true and accurate and that the applicant has personally completed Accreditation process. The online assessment and documentation must be completed with 30 days of the applicant applying.
- 2. Payment:** The application fee must be either paid by credit card as part of the applicants submission or invoiced and paid within 20 days. Unpaid invoices may incur penalty fees. Yearly membership fees must be paid within 20 days of the invoice for membership and the applicants Accreditation status to continue.
- 3. Logo/Status usage:** Applicants who have passed Accreditation and paid their fees, will be able to use the Accredited HR Professional logo (which is a trademark of APPNZ) and APPHR after their name. If their membership with APPNZ stops, then the applicant can no longer use this logo or promote themselves as accredited. Any usage outside of these terms is strictly prohibited. The usage of the logo by the applicant, does not confer any intellectual property or trademark rights.
- 4. Professional Development:** Accredited HR Professionals must complete 20 hours of Professional Development (PD) each year to remain accredited. A summary of training completed must be provided at the end of each membership year.
- 5. Conduct:** Applicants must act to promote the HR profession and APPNZ. Any behaviour that brings the profession or APPNZ into disrepute may result in the Accredited status being revoked and further action may be taken at the discretion of APPNZ.
- 6. Personal Details:** It is the applicants responsible to update APPNZ with any changes to their role and company or personal details. Applicants who choose to be listed on the APPNZ public Accreditation directory are solely responsible for the information provided. APPNZ accepts no responsibilities for inconsistencies. Your personal information is collected and stored as per the Privacy Act.



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