



# Learning Accreditation Pack

**Do CEO's and managers understand what skills and experience make a qualified L&D or OD Professional?**

**We don't think they do.**

**APPNZ's Accreditation and Chartering for L&D and OD people in New Zealand will change this perception and finally give recognition of what makes a qualified and effective Learning Professional.**



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 Learning professionals are recognised as being the only people qualified to deliver L&D and OD.

## The accreditation process includes:

- Having worked in Learning roles for 5 – 8 years with experience across the competency areas, and references provided to confirm this
- Passing an online exam covering learning principles and methods
- Completing assessments on your learning design and training strategy skills
- Accepting the code of practise and working to promote excellence in learning and development through your career



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# 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 L&D or OD Accredited Professional
- Being able to use the Learning Accredited Professional logo and 'APPLD' after your name.
- Complimentary attendance on any APPNZ Professional Development events (L&D, HR, Talent or Payroll).
- Access to the L&D Resources and Templates library.
- Being included in the APPNZ promotional plan for 2018 to promote accredited Learning professionals across New Zealand.

Our promotional plan includes:

- Press releases
- A national advertising campaign
- Profile articles about accredited L&D professionals
- Articles promoting accreditation
- Educational articles on what L&D and OD deliver



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# How to apply

Fill in your details in the registration form. Your experience will be assessed by our Learning Advisory Panel.

You will then be sent a link to complete the online exam, which includes questions about learning principles and methods. This is an open book test. You will also be able to download the 2 skills assessments on designing learning sessions and training strategy.

APPNZ will also conduct the referee checks.

If you have passed, you will be approved as an Accredited Learning 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 Learning 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 Learning 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 Learning 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 responsibility 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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