



The Management Resource

Application for Professional Qualification or Qualification Advancement

All applicants must complete Part A and only those applying for the Associate Fellow or Fellow Qualification are required to complete Part B. See page 3 for guidelines.

Part A

PERSONAL DETAILS

Family Name Given Names
 Title: Mr Mrs Miss Ms Dr etc Preferred Name
 Home Address Home Phone
 Post Code

Please indicate your **current** professional qualification.

Non-classified ANZIM MNZIM AFNZIM (Please tick one)

Please indicate the qualification you are making an application for.

ANZIM MNZIM AFNZIM FNZIM (Please tick one)

EMPLOYMENT INFORMATION

Business Position/Title Date Appointed
 Organisation
 Type of Business Phone
 Business Address Fax
 Email

ADDRESS FOR CORRESPONDENCE Private Business (Tick only one please)

EMPLOYMENT SUMMARY (Highlights only - show current position first)

Year From To	Total Years	Position	Organisation	No. of people directly re- porting to you	Organisation		Total no. of employees
					Annual Turnover	Total Assets	

SUPPORTING DOCUMENTATION

- 1) You may wish to attach a letter in support of your application from your manager or chief executive or if you are the head of the firm, a business associate would be appropriate.
- 2) A copy of your current job description.

EDUCATIONAL QUALIFICATIONS Please provide copies of qualifications, if available.

Degrees, Diplomas, Certificates etc awarded	Where Obtained	Year

Office Use Only	Date	Recommended Qualification	By Whom	Date
Date of Meeting	Date Received			
Qualification	Billing Date			
Certificate Despatched		Final Recommendation		

Part B

(This section to be completed by Associate Fellow and Fellow Applicants only)

MANAGEMENT ACHIEVEMENTS

If your management experience/achievements indicate a possible qualification of Associate Fellow or Fellow please list below outstanding managerial career achievements which have significantly influenced the organisation(s) you have been associated with.

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OTHER CURRENT INTERESTS & AFFILIATIONS

(Include entries relevant to your application as explained in General Criteria on Page 3.)

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REFEREES - Please have your application signed by two persons, who will act as your referees any may be contacted by NZIM to confirm that you meet the criteria. The first referee should be your CEO or, if you are the head of the firm, a business associate would be appropriate.

Name Address
Phone (daytime)
Name Address
Phone (daytime)

SUPPORTING DOCUMENTATION

To assist the Qualifications Committee to assess your professional qualification, or qualification advancement please attach the following information. **Failure to provide this information will delay the approval of your application.**

- A copy of your organisation chart - showing your position clearly.
- You may wish to attach a letter in support of your application from your manager or chief executive or if you are the head of the firm, a business associate would be appropriate.
- A copy of your current job description plus any other relevant job description.
- If you are an owner/manager, a copy of your current annual accounts would be helpful.

In accordance with the **Privacy Act 1993** the information you provide will be used only for the purposes of membership registration, membership qualification and the provision of membership services. You are a member of the New Zealand Institute of Management Inc. but your personal information is held by a division and national office.

DECLARATION BY APPLICANT

In support of my application I submit personal details and I understand that this information may be passed on to any NZIM Division and Divisional Council, NZIM National Office, National Council and National Qualifications Committee, in order to determine my professional qualification. I also understand that various people may be asked for supporting references and that this information is provided on the understanding that it is evaluative material in terms of Sections 29(1) and 29(3) of the Privacy Act 1993 and will not be disclosed to me.

I hereby apply for membership of the New Zealand Institute of Management Inc. I agree to be bound by the Rules of the Institute and to abide by the Code of Ethics and I declare that all the information supplied is accurate. I understand that if I wish to withdraw my membership from NZIM I will do so in writing and I will surrender my professional qualification certificate. If my membership lapses, my records will be destroyed and I will have to reapply for membership and professional qualification.

Signature of applicant..... **Date**

Auckland Division PO Box 26001 Epsom, Auckland 09 525 3300	Central Division PO Box 11 781 Wellington 04 495 8300	Canterbury Division PO Box 13 044 Christchurch 03 379 2302	Otago Division PO Box 1117 Dunedin 03 477 9277	National Office PO Box 67 Wellington 04 495 8303
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If you do not wish to receive information not directly related to NZIM, please tick this box.

MEMBERS' GUIDE TO THE PROFESSIONAL QUALIFICATIONS SYSTEM

ETHOS

The NZIM Professional Qualifications system has always been at the heart of personal membership. It gives members the chance to seek public recognition of their experience, capability and achievement in the field of management.

Today, managerial success is measured by achievement and ability, not longevity in the job or with the employer. To remain relevant in today's high-paced business environment, NZIM's professional qualification system must be based on the same criteria.

WHAT THE PROFESSIONAL QUALIFICATIONS SYSTEM OFFERS MEMBERS

- A meaningful qualification status by which employers can judge applicants for promotion, employment, salary reviews etc. or by which Boards can judge future Directors or CEO's.
- A series of objectives towards which members may strive, with meaningful recognition at each achievement.
- A measure of the ability of managers to make a transition by reviewing their achievements and contributions.
- An enhanced professional image for NZIM which signals to the business community that NZIM members are part of a relevant organisation, dedicated to improving the quality of management in New Zealand.

CATEGORIES OF MEMBERSHIP

Membership of the Institute, is open to anyone engaged or interested in advancing the objective of the Institute which is to improve the quality of management in New Zealand. Membership is divided into the following categories: Non Classified, Associates, Members, Associate Fellows, Fellows, Life Fellows.

GENERAL CRITERIA

PERSONAL QUALITIES

All applicants for membership must be of good character and may be required to supply character references sufficient to certify their suitability as members of NZIM.

OTHER INTERESTS

NZIM may take into account other interests such as service to NZIM, contribution to the profession of management by teaching, publishing or other relevant activity, service to the community, membership of other associations, or achievement of special recognition by making a distinguished contribution to the management profession.

MEMBERSHIP OF OTHER PROFESSIONAL ASSOCIATIONS

Qualification criteria differ for all professional associations. A specific qualification in another association does not necessarily warrant a similar qualification in NZIM, where criteria are **focussed on the management content of the job position, achievement and ability** rather than technical knowledge and expertise in a variety of disciplines.

PROFESSIONAL QUALIFICATION GUIDELINES

The following *minimum standards* will apply when assessing the qualification of applicants.

Guidelines for "Associate" (ANZIM)

To qualify as an Associate, an applicant **must fulfil** the following requirements:

- Have held a position as a manager of a department or section for three (3) years and had responsibility for planning and decision-making, including responsibilities for operative staff; **and**
- have exhibited some measureable achievements.

Guidelines for “Member” (MNZIM)

To qualify as a Member, an applicant **must fulfil** the following requirements:

- Have a minimum qualification of the NZIM Certificate in Practising Management or relevant educational attainment; **and**
- have had at least five (5) years management experience with responsibility for planning and decision making, management of people and/or management of assets or activities and financial responsibility for an aspect of the organisation; **and**
- have exhibited a significant managerial achievement in that time.

Guidelines for “Associate Fellow” (AFNZIM)

To qualify as an Associate Fellow an applicant **must fulfil** the following requirements:

- Have a record of proven performance over ten (10) years in business, industrial, governmental or similar experience, including at least three (3) years as either the **Chief Executive of a medium size organisation** with overall responsibility for all aspects or the organisation’s operations, or as a **senior executive in a medium to large organisation reporting directly to the Chief Executive**, being responsible for the management of a major segment of the organisation and have several outstanding career achievements; **or**
- as an owner/manager, have initiated, established and developed a successful **small to medium sized organisation**, be recognised in the community as a leader, and demonstrated a high degree of management skills, covering all aspects of the organisation over a period of normally not less than six (6) years; and have several outstanding career achievements; **and**
- hold a minimum qualification of an NZIM Certificate in Practising Management or relevant educational attainment, **or**
- be an individual who has contributed in some way to the profession of management; either through writing, practice and achievements, or examples of excellence.

Guidelines for “Fellow” (FNZIM)

To qualify as a Fellow of the Institute an applicant **must fulfil** the following requirements:

- Have a record or proven performance over a period of ten (10) years in a **senior position with a high level of managerial responsibility** including planning and decision-making affecting the organisation’s overall operations including a record of proven performance over a period of not less than three (3) years as either the **chief executive of a medium to large organisation** with overall responsibility for all aspects of the organisation’s operation, or as a **senior executive in a large organisation**, reporting directly to the chief executive, being responsible for the management of a major segment of the organisation; **or**
- as an owner/operator, have initiated, established and developed a successful **medium sized organisation**, be recognised in the community as a leader, and demonstrated a high degree of management skills, covering all aspects of the organisation over a period of normally not less than ten (10) years; **and**
- have several outstanding career achievements; **or**
- have contributed to the profession of management in some way, either through writing, practice and achievement or examples of excellence; **and**
- should hold the NZIM Diploma in Management, or the NZIM Certificate in Practising Management or an appropriate university degree, or a high academic or professional qualification; **or**
- in the absence of formal qualifications, the applicant will have a good record of proven performance at the required level of management responsibility as specified above, but in this instance a period of normally **not less than six (6) years as the chief executive/senior executive level** will be required

except that in the case of an owner/manager of a medium sized organisation the period shall normally be not less than eleven (11) years.

Guidelines for “Life Fellow” (Life FNZIM)

Life Fellowship is normally granted to a person by National Council “in recognition of outstanding services to the Institute”. Any person who has not served as a Division President or as a Division Councillor *and* as an elected officer of the National Council over a long period is unlikely to be considered for Life Fellowship by the National Council. The *positive* contribution made by the nominee to the direction and improvement of NZIM during his/her participation at Division and National levels is an over-riding factor and is more important than actual time served.

NON-CLASSIFIED MEMBERS

Non-classified members may be practising managers who join NZIM to obtain access to the membership services offered and to enhance their knowledge and skills through their involvement with NZIM but who do not wish to apply for a qualification; or a student, new manager or person who has not acquired skills or qualifications to be admitted to qualified membership but who wants to enhance their knowledge and skills through involvement with NZIM. This could lead to a qualified membership.

RETIRED MEMBERS

A personal member upon retiring from active business may retain the membership status held at the date of retirement and shall pay such reduced rate of subscriptions as the Institute may decide. A retired member shall have the same rights as a personal member of the same status.

CODE OF ETHICS

All members will be required to abide by the NZIM Code of Ethics. (See page 6)

MANAGEMENT ACHIEVEMENTS

The professional qualification system is based on measuring the individual manager’s **achievement**, application of **management skills**, commitment to **ongoing learning** and **ethical management practice**. The type of outstanding achievements we are looking for are those that have **significantly influenced** the organisation(s) you have been associated with. Professional achievement will be measured in respect of preset goals and objectives, sustained performance, results achieved, innovation demonstrated. The qualification system will also give cognisance to new skills developed such as:

- what - how - when - where applying the new skill
- community involvement and participation
- progress/development in job and/or responsibilities
- recent achievements/success milestones/projects undertaken
- other - which support currency in management techniques, philosophies and skills

EDUCATIONAL QUALIFICATIONS

The following education credits may apply, provided the educational qualifications concerned have been completed immediately prior to, or within, the relevant time frame of years of management experience being assessed at each professional qualification level.

- a) Applicants holding a University degree or Advanced Diploma in Management or a qualification in business studies, or in a discipline appropriate to the applicant’s management work (or other equivalent courses of study in management, as approved by the NZIM) may receive a two (2) year credit against the required years of proven management achievement.
- b) Applicants holding postgraduate qualifications in management/business studies may gain a further credit one (1) year against the required years of experience.
- c) Education credits of one (1) year may also apply in respect of other relevant education qualifications including NZIM senior/executive management courses and Polytechnic Certificates or Diplomas in management/business.

The **maximum credits that can be applied** are three (3) years at the Member and Associate Fellow level. Please note that there are no education credits available at the Associate level.

PROCESSING OF QUALIFICATION APPLICATIONS

Applications for Associate and Member Qualifications will be processed by the Division Qualifications Committee. Applications for Associate Fellow and Fellow will go first to the Division Qualifications Committee and then to the National Qualifications Committee with Fellow applications requiring the approval of National Council.

CODE OF ETHICS

The New Zealand Institute of Management Inc. recognises that the well being of New Zealand society is dependant on the economic success of its private and public organisations and acceptance of community and environmental responsibilities.

This can only be achieved through the high standards of performance, integrity and ethical and moral behaviour of management within such organisations.

NZIM membership is therefore dependent on the acceptance by each member of a code of ethics that requires these high standards to be met.

This code of ethics sets out the responsibilities that all members have to the stakeholders of the organisations for which they work, the community and their own development.

Responsibilities to those who use our managerial skills (employers)

- Discharge responsibilities as a manager with integrity, not misuse authority or office and ensure proper disclosure of any financial interest that conflicts with the financial interests of the organisation.

Responsibilities to the Community

- Have regard to the interests of society in acting loyally and honestly in carrying out the policies of the organisation.
- Demonstrate humanity and avoid all discriminatory practices.

Responsibilities to those who are the object of our managerial skills (public, customers, fellow employees)

- Not injure directly or indirectly, the professional reputation of others.
- Respect the confidentiality of information that comes to me in the course of my duties.
- Ensure the fair and equitable treatment of employees and respect cultural and moral values and the dignity of the individual.
- Comply with the laws of New Zealand.
- Make every endeavour to conserve the environment, balancing the rights of future generations with current economic needs.

Responsibilities to the Profession

- Behave in such a manner as to uphold the standing and reputation of the New Zealand Institute of Management Inc.

Responsibilities to develop self and others

- Commit to my personal and others' ongoing professional development.

Auckland Division	Central Division	Canterbury Division	Otago Division	National Office
PO Box 26001	PO Box 11 781	PO Box 13 044	PO Box 1117	PO Box 67
Epsom, Auckland	Wellington	Christchurch	Dunedin	Wellington
09 525 3300	04 495 8300	03 379 2302	03 477 9277	04 495 8303
Fax 09 525 3322	Fax 04 495 8301	Fax 03 366 7069	Fax 03 477 9239	Fax 04 495 8302