



# Accreditation Scheme

Brochure and Application Form

2009

# The New Zealand Recreation Association Accreditation Scheme

## Aim

To independently recognize an individual's standard of professional attainment within the recreation profession.

## Benefits

The benefits of being accredited are many and varied, with each person will have a different motivation for wanting to go through the accreditation process. Benefits include:

- Employer recognition and support for on-going professional development
- Peer and public recognition
- Ability to add ARPro. (Accredited Recreation Professional) or ARPrac. (Accredited Recreation Practitioner) after your name (e.g. on business cards)
- Certificate and lapel pin (presented at NZRA National Conference)
- Status recorded on NZRA website

## Categories

There are two levels of accreditation:

### Accredited Recreation Professional (ARPro)

*For those working in policy, planning, academic, consulting, and operations management.*

### Accredited Recreation Practitioner (ARPrac)

*For those working in an entry to supervisory level role, usually operational.*

## Qualifying standards

Applicants must be able to demonstrate:

- Professional commitment
- Relevant experience
- Relevant tertiary qualification
- Professional contribution by way of a graded presentation to peers
- Relevant ongoing professional development

## Accredited Recreation Professionals

For people working in policy, planning, research, consulting and/or operations management.

## Eligibility

- Professional commitment with two years continual NZRA (or overseas equivalent) membership prior to application date, AND
- Three years full-time equivalent post-qualification work experience in the recreation industry in policy, planning, research, consulting, operations management (or similar) AND
- A nationally approved degree or relevant postgraduate qualification or have significant senior level experience in lieu of a formally recognized academic qualification.

## Assessment

- A 20 - 30 minute presentation at an NZRA (or equivalent) conference or regional seminar/conference on a topic related to advancing our understanding of an aspect of recreation, parks or aquatics in New Zealand, AND
- Submit a written document (2,500 – 3,000 words) to the NZRA assessor(s) on the day of presentation that demonstrates a comprehensive understanding about the significance of the topic to the recreation industry.

## Ongoing

To remain accredited the person must:

- maintain membership of NZRA and demonstrate continued professional development by successfully completing a relevant tertiary paper OR
- fully participating in a conference or seminar, or equivalent professional development or service once every two years.

## Accredited Recreation Practitioners

For people working at the entry to supervisory level, usually operational.

### Eligibility

- Professional commitment with two years continual NZRA (or overseas equivalent) membership prior to application date, AND
- Three years full-time equivalent post-qualification work experience in the recreation industry at an entry to supervisory or technical level, AND
- A nationally approved one-year level 4 certificate or diploma related to the recreation industry *or* having gained significant supervisory or technical responsibility in lieu of a formally recognized academic qualification.

### Assessment

- Poster (1m x 2m maximum) presentation using a combination of text (600 words maximum) and images/graphics at an NZRA conference on a topic related to practice in the recreation industry OR
- Present a 20 – 30 minute seminar on a topic related to practice in the recreation industry at a professional development regional workshop AND
- Submit a written document (1,200 – 1,500 words) to the NZRA assessor(s) on the day of presentation that clearly illustrates an understanding about the significance of the topic to the recreation industry.

### Ongoing

To remain accredited the person must:

- Maintain membership of NZRA and demonstrate continued professional development by successfully completing a relevant tertiary paper OR
- Attend a conference, seminar or participate in a two day recreation related professional development course once every two years.

## Accreditation Board

The National Executive will appoint an NZRA Accreditation Board of six members for a period of two years. Board members will have demonstrated professional credibility and experience in the recreation industry, including one member from the National Executive.

The terms of reference for the Accreditation Board (including full assessment criteria) is available from the Accreditation section of the NZRA website ([www.nzrecreation.org.nz](http://www.nzrecreation.org.nz)).

The Board will grade presentations to set criteria and review applications verified by the NZRA National Office. The Board will confer accreditation to those who have met the qualifying standards.

The Certificate of Accreditation may be presented to successful applicants at the NZRA National Conference Awards, at other appropriate functions, or posted as preferred.

Accreditation is validated every two years conditional on achieving continuing education and membership.

### Fees

\$100 for the Accredited Recreation Professional and Practitioner initial application and no charge subsequently every three years for validation of continuing education.

\$50 for the Accredited Recreation Practitioner initial application and no charge subsequently every two years for validation of continuing education.

Fees are in addition to the NZRA membership fee.





# New Zealand Recreation Association ACCREDITATION SCHEME APPLICATION FORM

This form should be completed once the associated information brochure has been read.

Full Name: \_\_\_\_\_  
 (as it will appear on your certificate)  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (day) \_\_\_\_\_

I wish to apply to be an (tick one):

- Accredited Recreation Professional \$100
- Accredited Recreation Practitioner \$50

**Professional Commitment:** NZRA member since \_\_\_\_\_

**Tertiary Qualification(s):** List below and submit a copy of certificates by institution or transcript certified by institution, or NZQA assessment of overseas qualification (NZRA may verify).

Qualification \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Date Achieved \_\_\_\_\_

Qualification \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Date Achieved \_\_\_\_\_

Qualification \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Date Achieved \_\_\_\_\_

**Relevant Work Experience:** List your **paid, full-time, year-round** experience in brief below and submit a copy of your CV and signed employer statement(s) re duration employed (may be verified).

Organisation 1 \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Organisation 2 \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Organisation 3 \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Total number of years in paid, full-time, year-round employment in the recreation industry: \_\_\_\_\_

**Payment** (tick one)

Credit Card      Cheque Enclosed

Account #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiry: \_\_\_\_\_ / \_\_\_\_\_

Amount: \$ \_\_\_\_\_      Name on Card: \_\_\_\_\_

I certify that all the information given in this application is true and correct to the best of my knowledge. I understand that my previous supervisors and/or training provider(s) may be contacted to verify information provided. I also understand that any fees paid are non-refundable, regardless of the Accreditation Board's decision.

Signed (applicant) \_\_\_\_\_      Date \_\_\_\_\_

**Checklist:**

- A completed signed form
- Payment
- Academic transcripts/ copies of certificates
- Verification of work experience

<b>ACCREDAPPL</b>	
<i>FOR OFFICE USE ONLY:</i>	
Application approved?	Essay received:
Renewal date:	Presentation:
Membership #:	Certification Board review completed:

**Receipt of your application will be confirmed in writing.**