



ANZIV

Process Document 2017

A guide to the meaning and process of Associate Membership of the New Zealand Institute of Valuers (ANZIV)

NZIV Council 2017



Contents

1. Overview
2. Process Flowchart
3. Marking Matrix
4. Information Specific for Branches
5. Information Specific for PINZ
6. Application Form



Associate Membership of the New Zealand Institute of New Zealand (ANZIV)

Overview

The New Zealand Institute of Valuers (NZIV) provides for different categories of membership.

The Associate membership is about recognising those Members who have successfully demonstrated their progression of being a Registered Valuer to NZIV Council, their local Branch and potential users of their valuers services. The aim of Associate membership is to improve the standard of our profession, thus improving the regard to which valuers are held in by users of our services.

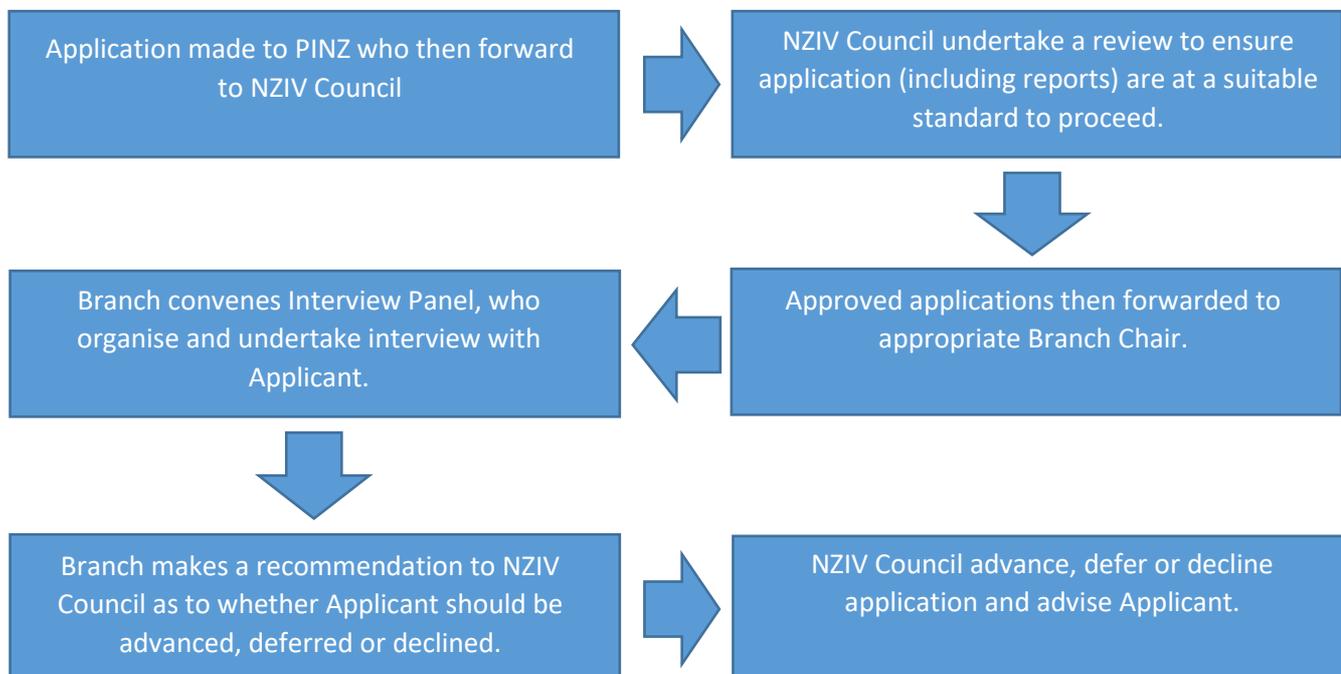
A successful ANZIV applicant should demonstrate knowledge of the profession above that of the minimum standard expected of a newly Registered Valuer. The ANZIV interview process is not intended to merely be a re-examination at registration level. Instead, ANZIV is there to signal that a valuer has progressed from the standard expected of a newly registered Valuer.

Members wishing to obtain Associate membership must complete an application form, and then take part in an interview process conducted by a panel of senior Registered Valuers appointed by the local Branch. Successful applicants will then advance to Associate status and will be entitled to use the initials ANZIV as provided by the Code of Ethics.

With sufficient cause, NZIV Council may review, suspend or cancel such status.

Process Flowchart

The ANZIV process is summarised by the flowchart below



ANZIV Marking Matrix

Topic	Candidate requirement	Good	Average	Poor	Pass Yes	Pass No
Valuers Act	Demonstrate an understanding and knowledge of the Valuers Act					
Code of Ethics	Explain aspects of the Code of Ethics such as (not limited to); <ul style="list-style-type: none"> Professional Responsibility Responsibility to Clients Professional Competency 					
Standards	Be able to provide an overview of the current standards, recent changes and exposure drafts in circulation.					
CPD	Summarise recent CPD undertaken and discuss types and knowledge obtained. The applicant must have completed the Ethics and Standards module (face to face not online) within the immediate 2 years preceding the application.					
Experience	Discuss the types of work undertaken, as provided in the application, and explore the depth of that experience and knowledge of the relevant markets. If the work summary is narrow in work types further examination on the knowledge of other work types must be undertaken to determine breadth of understanding. (A candidate must be capable of demonstrating technical knowledge across a range of property types and valuation methodologies)					
Legal/Planning	Demonstrate knowledge of recent legal /planning decisions					
Reports	The reports should provide the following; <ul style="list-style-type: none"> Authored and prepared by the applicant The applicant confirms and takes ownership of the reports submitted A good range across various property types and for varying valuation purposes Acknowledge and comply with the appropriate standards including scope of works Does the report content provide adequate description and discussion on the physical aspects of the property and the market Do the reports explain the impact on value of any property features, planning, consents or legal interests Does the valuation lead the reader through the valuation process with clear linkage of the valuation methodology adopted, calculations, assessment and valuation conclusions 					
Character	Has the applicant; <ul style="list-style-type: none"> Demonstrated a high level of professionalism and moral compass Is held in high regard by their peers and the public 					
Conclusion						
Recommendation	The applicant is suitable for advancement (circle one)				Yes	No
Confirmed by						

ANZIV Information Specific for Branches

- The Branch Committee to decide upon make-up of Interview Panel members.
- Interview Panel to consist of three members as per the following:
 - Branch Chair (unless conflicted or not practicable).
 - Ideally an NZIV Councillor if practicable.
 - Registered Valuers with either ANZIV or FNZIV status.
 - At least one panel member should ideally operate in the same field as the applicant.
 - Non-local Branch members can be on the panel. This option useful where there is conflict or expertise issues.
- The Interview Panel must use the marking matrix as approved by NZIV and report back to NZIV Council (as per the *Example Letter* below) as to whether or not they recommend advancement to Associate membership, or alternatively, whether they have deferred their recommendation.
- For consistencies' sake, the Interview Panel should remain as consistent as practicable over time, and Branches should remain wary of ensuring the Interview Panel is as consistent as possible.
- NZIV is to provide yearly training to a representative of each Branch as to the standard expected of ANZIV successful Applicants, and also provide support for Branches. Training could ideally take place at the Branch Chairs' yearly face-to-face.
- Deferments should be restricted to six months.
- If declined, an Applicant can re-apply at any time.

Example Letter

Date

Ref: ANZIV Application *{Name of Applicant}*

- 1) On behalf of the {region} Branch, an Interview Panel consisting of *{name of panel members}* undertook an interview with the Applicant on *{date}*.
- 2) The Interview Panel is satisfied that the Applicant fulfils the standard required of the ANZIV status as per the approved Marking Matrix and accordingly recommends to NZIV Council that the Applicant is advanced to ANZIV status and the Branch has been asked to record this in their minutes.

OR

- 3) The Interview Panel considered the Applicant was satisfactory in many areas, however, were concerned with the Applicants.... *{Expand and explain}*. The Interview Panel have therefore decided to defer their recommendation and have asked the Applicant to re-submit six more reports in six months' time, and give some attention to those areas identified above.

OR

- 4) The Interview Panel were concerned with the Applicants.... *{Expand and explain}*. The Interview Panel therefore recommends the Applicant is declined advancement to ANZIV status at this time.

{Branch Chair}

ANZIV Information Specific for PINZ

- PINZ to receive ANZIV Applications on behalf of NZIV Council and liaise with members, where necessary, to keep members informed as to what stage the Application is at.
- PINZ to keep clear records of any money received from ANZIV applications
- All Applications must be completed as per the Application Form approved by NZIV Council.
- PINZ to forward completed Application to NZIV Council, along with a note of the Applicants CPD history for the two years prior to the date of Application.
- PINZ to schedule yearly training session for Branch representatives (could ideally be at annual Branch Chair face-to-face meeting), undertaken by NZIV Council.
- Once approved/declined/deferred by NZIV Council, PINZ to liaise with Applicant as requested by NZIV Council.



APPLICATION FORM

NZIV ADVANCEMENT TO ASSOCIATE

1. Personal Details

Surname: _____ Given Names: _____

Preferred Name: _____ Title (circle one): Mr Mrs Ms Miss Dr _____

Date of Birth: _____

2. Contact Details

Address: _____ Suburb: _____

Town/City: _____ Postcode: _____

Home Phone: _____ Mobile: _____

Email: _____

Name of employer: _____

3. Summary of Work Experience *(Details may be set out on supplementary Pages)*

The applicant must provide a selection of not less than 6 valuation reports prepared within the 12 months immediately preceding application for Associate and providing evidence of the range of the applicant's experience.

Note: Rule 11 of the NZIV rules provides that an Associate shall have:

- A. Been employed in the profession to the satisfaction of the Council for not less than 4 years out of the previous 6 years. The applicant must have been employed within New Zealand for the 6 months immediately prior to application.
- B. Shall be registered as a Valuer under the Valuers Act 1948, and have obtained at least 12 months post-registration experience.

i) Summary of Post Registration Experience

Name of Current Employer: _____

Company Address: _____

Length of time in role: _____

Please give details of the nature of valuations you carry out in your role within the above mentioned company: _____

Name of Employer: _____

Length of time in role: _____

Nature of valuation work carried out: _____

Name of Employer: _____

Length of time in role: _____

Nature of valuation work carried out: _____

Name of Employer: _____

Length of time in role: _____

Nature of valuation work carried out: _____

ii) Summary of Post-
Qualification Experience

Name of Employer: _____

Length of time in role: _____

Nature of Valuation work carried out: _____

Name of Employer: _____

Length of time in role: _____

Nature of Valuation work carried out: _____

Name of Employer: _____

Length of time in role: _____

Nature of Valuation work carried out: _____

Please provide details of qualifications held in the spaces provided below. Further details may be set out on supplementary pages.

4. Qualifications

Name of Qualification: _____

Name of Teaching Establishment: _____

Date of Completion: _____

Name of Qualification: _____

Name of Teaching Establishment: _____

Date of Completion: _____

Date of Admission to the New Zealand Institute of Valuers: _____

Date of Registration as a Valuer (under The Valuers Act 1948): _____

For evidence that I am of good character and reputation, reference may be made to the following persons:

*Note: At least one of the following referees must not be employed within the same company (or associated company/firm) that the applicant is currently employed.

5. Referees and Sponsors

Referees must not be relatives of the applicant. The referees must have consented to provide a written report if required by the Valuers Council.

One of the Applicant's referees should also be prepared to sponsor the application. The role of your sponsor is to coach you in any deficiencies identified by the Council or Branch committee. Your sponsor should be invited to attend your interview as an observer and your mentor and must hold a minimum membership status of Associate and be a financial member of the New Zealand Institute of Valuers.

Name of Referee/Sponsor: _____

Company: _____

Address: _____

Phone: _____

Signature of Referee/Sponsor: _____

continue over...

Name of Referee: _____

Company: _____

Address: _____

Phone: _____ Signature of Referee: _____

Name of Referee: _____

Company: _____

Address: _____

Phone: _____ Signature of Referee: _____

6. Disclosure

Please advise if you are currently or ever have been the subject of a professional institute or other regulatory authority disciplinary hearing either in New Zealand or an overseas jurisdiction: Yes No

If yes, please provide details: _____

7. Important notes for Candidates **Please read carefully before submitting application for consideration.**

Summary of Work Experience

A summary of post-qualification and post-registration work experience should set out dates, nature of valuations and volume of work in sufficient detail to enable the adequacy of the applicant's work experience to be determined.

Sample Valuation Reports

You are required to provide, with your application, a selection of not less than 6 valuation reports which have been prepared by you within the 12 months immediately preceding the lodgment of your application. Please note that all reports must comply with Valuation Standards applicable at the effective date of the report.

Professional Interview

Professional interviews for advancement to Associate status are undertaken by a panel of peers, which is appointed by the local Branch. The interview is to determine that the applicant has sufficient professional knowledge and understanding to warrant their advancement to Associate. It is on the basis of Associate status that the NZIV has reciprocal rights with the Australian Property Institute, the Appraisal Institute of Canada, the Royal Institution of Chartered Surveyors and the Singapore Institute of Surveyors and Valuers.

Composition of Interview Panel

The Branch will notify you of the date, time and venue of the interview. They will also advise you of the personnel involved. The panel will normally comprise of 3 members, at least one of whom undertakes the same kind of work as the applicant:

- A. The Branch Chairperson or Regional Councillor (or other senior member of the profession in the Chairperson's absence)
- B. Two other Registered Valuers with ANZIV or FNZIV status.

The Branch will also advise you who your contact person is.

Scope of the Interview

A Marking Matrix (approved by NZIV Council) will form the basis of the scope of the interview. The Marking Matrix is available to all applicants.

NZIV Rule 11 Associates

Every applicant for admission as or advancement to an Associate must satisfy the following conditions:

- a) They shall have been employed in the profession to the satisfaction of the council for not less than 4 years out of the previous 6 years, the last 6 months within New Zealand; and
- b) They shall be registered as a valuer under The Valuers Act 1948 and have obtained a minimum of 12 months post registration experience and display to the satisfaction of the Council that they have achieved a level of skill, knowledge competency and understanding for the efficient practice of the profession; and
- c) The applicant shall conform to such other conditions as the Council may in any case require to be observed.
- d) Provided also for sufficient cause the Council may review, suspend or cancel such status.

Standards Expected

Background information and experience requirements are stated in section 3 of the application form. Applicants should ensure that they fulfill these criteria.

Up to 12 months of any overseas experience may be considered as part of your cumulative 4 years experience.

Overseas Resident Members

Enquiries for advancement from overseas resident NZIV members should be made to National Office.

8. Conditions for Non-Practising Valuers

Conditions for Non-Practising Valuers * Note: this section is to be completed by New Zealand Resident Member candidates who fall under one of the following 2 categories. Each case will be considered on merits. If you do not fall under one of the following 2 categories, please proceed to section 9.

A) Senior members following an academic career

Academics teaching valuation may be considered for advancement to Associate status on the following grounds:

They have been actively engaged in valuation activity (e.g. teaching) to meet the 4 year criteria In lieu of valuation reports they are permitted to produce evidence of academic attainment e.g. papers authored, articles published within the past 4 years (4 such articles).

Attend a mandatory professional interview.

Fulfill all other current criteria (registration etc)

B) Other Senior intermediate members

Each case will be considered on merits, but within the following criteria, having regard to seniority and reputation of the applicant:

Have been and currently engaged in the 'property' industry for at least 10 years continuously

Attend a mandatory professional interview

Otherwise meet all other criteria apart from the production of valuation reports (i.e. registration etc)

I make my application under category (please tick one)

A

B

continue over... 4 of 5

9. Checklist

- All information has been completed
- You have provided 6 valuation reports which have been carried out in the 12 months immediately preceding the submission of this application
- Your sponsor and referees have signed where required
- You have attached evidence of CPD for the past 4 years (to incl. Ethics module)
- You have accurately detailed your work experience for the past 4 years
- You have signed the application form in the correct place

I declare that to the best of my knowledge the information supplied in this form is true and correct. Under the terms of The Privacy Act 1993, I acknowledge that this information is required for the processing of my application for advancement to Associate status within the New Zealand Institute of Valuers and that it will be held as part of the Institute's records of my membership. I further understand that it will be used from time to time for mailing Institute publications, newsletters and advice of educational and other matters to me.

Applicants Signature:

Date:

9. Submit application

Email:

membership@property.org.nz

Post:

PO Box 5304, Wellington 6145, New Zealand

Courier:

NZIV Associate Membership
Gleneagles Building, Level 3 69-71 The Terrace
Wellington 6011, New Zealand

Website:

www.propertyinstitute.nz

Telephone:

64 4 471 5543 or 0800 698 258

10. Cost

Applicants will be invoiced \$230