



# 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.

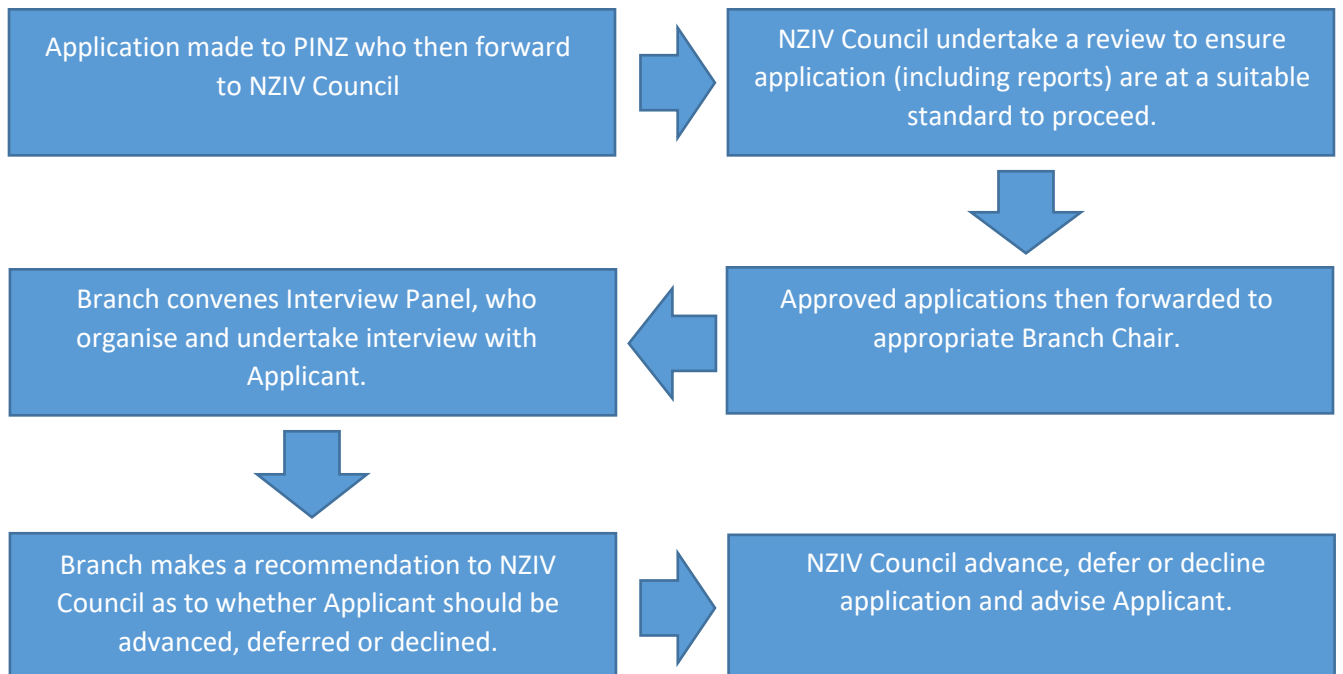
A successful ANZIV applicant should demonstrate knowledge of the profession above that of the minimum standard expected of a newly Registered Valuer. The ANZIV interview process is not intended to merely be a re-examination at registration level. Instead, ANZIV is there to signal that a valuer has progressed 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"> <li>Professional Responsibility</li> <li>Responsibility to Clients</li> <li>Professional Competency</li> </ul>					
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"> <li>Authored and prepared by the applicant</li> <li>The applicant confirms and takes ownership of the reports submitted</li> <li>A good range across various property types and for varying valuation purposes</li> <li>Acknowledge and comply with the appropriate standards including scope of works</li> <li>Does the report content provide adequate description and discussion on the physical aspects of the property and the market</li> <li>Do the reports explain the impact on value of any property features, planning, consents or legal interests</li> <li>Does the valuation lead the reader through the valuation process with clear linkage of the valuation methodology adopted, calculations, assessment and valuation conclusions</li> </ul>					
Character	Has the applicant; <ul style="list-style-type: none"> <li>Demonstrated a high level of professionalism and moral compass</li> <li>Is held in high regard by their peers and the public</li> </ul>					
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.

## ANZIV Application Form

*(ANZIV application form to be inserted here)*