

## Supplementary Information for Application for the Grade of Member [MASNZ]

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### 1.0 Supplementary Information on ASNZ Rules

The Rules for the Acoustical Society of New Zealand Inc. are attached in Appendix A.

The Rules outline, amongst other things, the Objectives, Membership, Structure and Powers of Council, General Meetings and Notices of the Society. Members should make themselves familiar with these Rules.

The following sections provide supplementary information to the Rules:

#### 1.1 NZQA Levels

The New Zealand Qualifications Authority [NZQA] stipulates ten levels involved in a qualification – Level 1 is the least complex and Level 10 the most. Levels depend on the complexity of learning. They do not equate to 'years spent learning' but reflect the content of the qualification.

The following Graphic illustrates the NZQA table for qualifications:

<b>10</b>	<b>Doctorates</b>
<b>9</b>	<b>Masters</b>
<b>8</b>	<b>Postgraduate Diplomas and Certificates, Bachelors with Honours</b>
<b>7</b>	<b>Bachelors Degrees, Graduate Diplomas</b>
<b>6</b>	<b>Diplomas</b>
<b>5</b>	
<b>4</b>	
<b>3</b>	<b>Certificates</b>
<b>2</b>	
<b>1</b>	
<b>1</b>	

[Source: [www.kiwiquals.govt.nz/about/levels/index.html](http://www.kiwiquals.govt.nz/about/levels/index.html)]

#### 1.2 'Relevant Field'

In Rule 5(iv)A, the term 'relevant field' is intended to mean a field of study relevant to acoustics and recognised by the Council. Some examples of relevant field have been given in this Rule, but this list is not exclusive. Qualification outside these fields shall be assessed by the Council on a case by case basis.

#### 1.3 'Responsible Work'

In Rules 5(iv)A and 5(iv)B, the term 'responsible work' is intended to ensure that an Applicant's work history is relevant to the field of acoustics and would include the necessary integration of knowledge, understanding, skills and ethics thereof. It goes beyond the ability to perform specific tasks.

The application process also aims to confirm an Applicant's experience under the professional guidance of recognised and established practitioners in the field of acoustics.

Responsible work may include (but not be limited to):

1. Working for an established acoustic consultancy or practice where acoustics is their core business or a core component of their business, as recognised by the Council.
2. Academic research in Acoustics, or other relevant field, or other academic experience, as recognised by the Council.

The reasonable work period shall generally not include time spent studying towards any qualification, however an Applicant may wish to demonstrate to the Council otherwise.

The length of time engaged for reasonable work in acoustics means the length of work experience directly involved in the field of acoustics including but not limited to acoustic measurement, assessment, design, research etc. In assessing this time, work of a non-acoustical nature should be discounted. For example, candidates who have spent 50% of their time on acoustics over a period of 6 years would be assessed as being engaged on acoustics for 3 years.

## **2.0 ASNZ Rules of Conduct and Disciplinary Measures**

The Rules of Conduct and Disciplinary Measures for the Acoustical Society of New Zealand Inc. are on our website [www.acoustics.ac.nz](http://www.acoustics.ac.nz).

The Rules of Conduct outline the expectations of Members with regards to their professional conduct and ethics whilst they are a Member of the ASNZ. The Disciplinary Measures outline the procedures which shall be undertaken, should a Member be found to have breached the Rules of Conduct.

## **3.0 Frequently Asked Questions**

### **Who should consider becoming a Member?**

The Grade of Member applies to individual people i.e. not companies or other entities etc. with a professional involvement in acoustics. Members may be practising Environmental or Building Acousticians/Consultants, Academics, Environmental Health Professionals, Technicians, Researchers, Manufacturers and the like, provided they achieve the minimum requirements.

### **Why does the ASNZ provide a Member grade?**

The ASNZ has from time to time been called upon by external groups, (such as District Councils) to provide guidance in the area of defining a 'suitably qualified and experienced acoustic engineer' to complete certain types of work or measurement. The ASNZ Member grade will provide the necessary distinction.

Additionally, offering the grade of Member brings the ASNZ into line with other established International Acoustical Societies which value and support professionals in the acoustics industry.

### **What is the motivation of becoming a Member - What advantages would it hold?**

Peer recognition within New Zealand and abroad as being a person with sufficient knowledge and experience worthy of achieving the grade of Member. Vocational prospects may also be enhanced for those persons achieving the grade of Member.

The category of Member will give new graduates or employees something to aim for when starting out in the field of acoustics.

The potential right to undertake certain work that could be restricted by regulatory requirements i.e. wording of resource consent conditions which state work shall be carried out by a 'Member of the Acoustical Society of New Zealand' for example.

**Is there a Continued Professional Development (CPD) requirement for Members?**

As of April 2011, the council is working to develop a framework for CPD in the ASNZ.

A requirement for CPD amongst ASNZ Members will ensure a progressive and dynamic society, and will encourage branch meetings and other society events to be organised.

**What will the Costs/Fees be to become a Member?**

The subscription costs are outlined in the Membership Application Form, and are currently set at \$75 per annum.

Note that the first application for the Member grade will incur a \$200 administration fee in addition to the standard annual subscription. The administration fee is payable once only for a successful Membership application. If an application is unsuccessful, this fee will be refunded.

Fees for Membership renewals will not incur the administration fee.

**If I am not a Member or do not achieve that grading what level of membership will be open to me?**

Individuals who do not qualify for the grade of Member are encouraged to join the ASNZ as an Affiliate.

The ASNZ intends to maintain its original goals to ensure that it is a 'friendly' society open to all those interested in acoustics. It is important for those people working towards achieving the Member grade that they can participate in the society's activities at the Affiliate level in the meantime.

**Who will process my Membership application?**

The Council of the ASNZ is ultimately responsible for the administration of the system. Three council members, plus an administrator will be assigned to process each membership application. No more than one of the council members can work for the same company as the applicant. Further details of the approvals process are available on our website [www.acoustics.ac.nz](http://www.acoustics.ac.nz))

**When will I be able to apply for the category of Member?**

Applications for Member grade can be made at any time, however the annual roll-over date for all membership is 1 July. As outlined in the Transition Procedures (refer NZAS Journal Vol. 23, 2010 #3, Pg 16, or our website [www.acoustics.ac.nz](http://www.acoustics.ac.nz)), applicants who apply at other times of the year may apply for a pro-rata discount for their first year's membership.

**How long will it take to process my application?**

The Council will endeavour to process applications for Member grade within 20 working days [four weeks] of receipt of an application. This will at times be dependent on the availability of Council members.

The 20 day period shall start once all required information is provided to the Council.

Within 5 days of the initial application being received by the Council, the Council shall communicate in writing with the applicant that:

Their application has been received and will be processed within the 20 working day period

**OR**

Their application will take longer than 20 days to process, and the reasons for the delay

**OR**

Their application has been received however additional information is sought and their application will be placed on hold and not processed until such time that this information is received.

**OR**

Their application has been declined.

**How long will my membership last?**

The grade of Member will apply in perpetuity subject to the Member's adherence to the Rules of the Society, and payment of the annual subscription.

**How will information be kept safe, and who will see any 'private' information?**

All information provided is private and confidential and will be viewed only by the Council with their responsibility for reviewing the applications. Information shall be used, stored and disclosed as per the legal requirements of the Privacy Act 1993 and any subsequent changes as provided for by New Zealand Law.

All copies of qualifications, supporting information and other documentation supplied in the application process will be returned to the applicant upon determination of acceptance or rejection of the application.

The ASNZ will maintain a list of Members, which will include their:

1. Full name
2. Highest relevant qualification
3. Contact details

In the event of a reasonable membership enquiry by a third party, the ASNZ will not release the entire list, but may instead confirm or otherwise the presence of any Member on the list.

**How may I demonstrate that I am a Member of the Acoustical Society of New Zealand?**

A letter shall be issued to each Member stating that the Member grade requirements have been met. Additionally, Members may use the authorised title of ***Member of the Acoustical Society of New Zealand [MASNZ]***.