

New Zealand Sterile Science Association

Qualification Approval Framework

The New Zealand Sterile Science Association (NZSSA) has created a clear and specific qualifications approval process. This procedure guides the process where the applicant was trained and received their qualifications outside of New Zealand.

It also demonstrates to applicants that the NZSSA has a robust procedure for assessing qualifications. If you trained outside New Zealand you will need to have your qualifications approved.

Please read all instructions below before completing and submitting your NZSSA Qualifications Approval application.

The average processing time for applications is about six weeks. Please allow for at least this. If your application is straightforward and is sent with all the correct paperwork, the time can be less than this.

Instructions for application for NZSSA Graduate Membership under the Qualifications Approval Framework

These instructions apply to individuals who have trained overseas. Please read all instructions before completing and submitting your NZSSA Qualifications Approval application.

1. All applicants must complete the application form, including the disclosure, consent and declaration sections. Failure to complete the whole application will result in the application being rejected.
2. A full payment of \$750.00 (in New Zealand Dollars) must be submitted with the application. Incomplete payment will result in the application being rejected.
3. All applicants must read and agree to abide by the NZSSA Constitution and Rules, including the code of ethics contained therein.
4. A certified true copy is a copy of an original that has been certified as a true copy by either a solicitor/lawyer/notary or a justice of the peace. Original document(s) which have been altered cannot be certified.

Please note: The solicitor/lawyer/notary or justice of the peace must see the original document(s) and must provide the following on the copy:

1. PRINT their name and position/title
2. The date the certified true copy was made
3. The address and telephone number of the person certifying the document(s)

4. The signature of the person certifying the document(s)
 5. A stamp or wording indicating “This copy is a true copy of the original document which has not been altered in any way” or wording of similar effect.
 5. Applicants must request a letter of good standing from their home association attesting that they:
 1. hold current certification/membership (i.e., are a practising member of the profession)
 2. are in good standing (i.e., have paid the fees for the home association and have no outstanding complaints or disciplinary proceedings against them).
 6. The letter of good standing must be dated and obtained no more than one year before submission for NZSSA Graduate Membership. Letters dated more than one year before submission will not be considered, and a current letter will be requested. All letters of good standing must be sent directly from the applicant’s home association to NZSSA and on association letterhead with an original signature of an authorised representative of the home association.
 7. Before applying, you must have all the required documentation to upload with your application. A translation and a certified copy (as described in point 4) in the original language must be supplied when a document is in a language other than English.
 8. Applicants with a sterilising technology qualification completed in a language other than English or those for whom English is their second language must attach an original copy of IELTS “General” or “Academic” score of 5.5 with no band score lower than 5.
 9. Please allow up to six weeks from submitting the full application for processing. You will be notified in writing as to the outcome of your application.
 10. Immigration requirements to allow you to work in New Zealand are your responsibility. If your application is approved, a letter will be sent to you. New Zealand Immigration Service may require this letter to apply for a permit /visa to allow you to work in New Zealand as a sterilising technician.
 11. Once NZSSA grants Graduate Membership, the successful applicant will have the same rights and privileges and be subject to the same responsibilities, obligations, and restrictions as all other NZSSA Graduate Members. These include membership maintenance through an annual payment of fees, adherence to the NZSSA Constitution and Rules, including the code of ethics contained therein and participation in continuing professional development.
 12. Should NZSSA Graduate Membership lapse, applicants wishing to reinstate their application will be required to do so according to the policies and procedures in effect at the time of the new application.
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What is the process for application processing?

The following process applies in processing applications:

1. The NZSSA processes applications on receipt of the application and payment. Applicants will be issued an invoice once their application has been received. Once full payment has been received, the application will be forwarded for approval.
2. The administrator completes the qualifications approval checklist and may, where necessary, request more information from the applicant.
3. If an applicant does not meet the minimum International English Testing System score of 5.5, their application will not be processed further until they meet the minimum requirement.
4. The checklist and supporting documentation are forwarded to the qualifications approval committee (QAC).
5. The QAC reviews the application. The following outcomes are possible:
 - NZSSA Graduate Membership is granted.
 - Additional information is sought from the applicant before approving or declining the application.
 - Where concerns exist around the educational standards of an applicant's qualifications, the application is reviewed by a senior academic from an NZSSA-accredited programme. A decision is then made based on their recommendations. The reviewer will assess whether the applicant's training programme provided comparable learning outcomes to NZSSA-accredited programmes.
 - The application is denied.
6. Applicants are advised in writing of the outcome of their application.

Who assesses the qualification approval application?

Applications are submitted to the NZSSA Qualifications Approval Committee (QAC). This committee comprises the President, NZSSA and the professional standards portfolio holder with administration assistance.

Appeals

The decision of the Qualifications Approval Committee is final. Applicants may not appeal the decision. The application fee is non-refundable.

Payment

The fee for the qualification approval process is NZD750.00 and is non-refundable.

Applicants will be issued an invoice once their application has been received. Once payment has been received, the application will then be forwarded for approval.

Electronic payment to NZSSA account number: **03 0156 0173557 00**

(Swift code is **WPACNZ2W**)

Documentation required for application under the NZSSA Qualification Approval Framework.

The documentation required to be provided with your application under the NZSSA Qualification Approval Framework includes, but may not be limited to:

- Curriculum vitae
- Passport bio-data page
Section of the passport that shows our photograph, name, date of birth, and nationality
- Evidence of name change
If your current legal name (the name that is listed on your passport) is different from the name listed on your award certificate(s), you must provide evidence of your name change. This could be a marriage certificate, deed poll or affidavit.
- English language evidence if required
- Award Certificate for sterilising technology qualification
The certificate issued by the awarding organisation in the original language.
- Transcript for the sterilising technology qualification, academic record or mark sheet
 - Transcript
 - Academic record
 - Mark sheet

This must show details for each year of study. It must include the subject names and results of classes/modules/papers you completed.

If you cannot provide a transcript (for example, if your awarding organisation did not offer them at the time), you must supply a syllabus from the time of your study. We recommend that you include a syllabus wherever possible, especially if you are applying for a Skill Shortage List evaluation.

English translations (required if applicable)

If your documents were not issued in English, you must provide an English translation by a recognised official translation service for each document. Include scanned copies of your original documents along with the translated copies.

File formats

- All files must be saved as separate files, clearly labelled with what they are, and uploaded individually during the application process. Documents with multiple pages must be saved as one file.
- All documents must be legible, scanned digital copies. If your original document is in colour, then you must upload a colour copy. Black and white copies of colour originals will not be accepted.
- The scans must be of the complete document with no missing edges, corners or information.
- Documents must be scanned on the back as well if they contain any information, such as stamps, seals, or instructions.
- All files should be saved as .pdf, .jpg, .png, or .docx

We reserve the right to ask for additional proof of authenticity for any documents submitted.

We may also ask you to resubmit documents if the content is unclear or ambiguous.
