



# IT Professionals NEW ZEALAND

Te Pou Hangarau Ngaio

## CITPNZ Renewal Form

v1.2 Oct 2017

This fillable PDF form should be completed and returned to ITP within the 6 months prior to your CITPNZ 5-yearly renewal.

Evidence of meeting the requirements should not be attached to this document, however ITP strongly recommends retaining evidence for 12 months as details provided may be audited as part of the renewal and ongoing CITPNZ process.

Your Name: \_\_\_\_\_

CITPNZ/Member #: \_\_\_\_\_  
(Your number can be found on the CITPNZ register, or in the member area. Leave blank if you are unsure)

Current Role/Occupation: \_\_\_\_\_

Current Employer/Entity: \_\_\_\_\_

Brief outline of your roles/occupations over the last 3 years:

*Details provided in this form may be used to update ITP member records*

# 1. Evidence of working at SFIA Level 5

Please provide examples of your continuing work, and achievement of results, operating at SFIA level 5 (or above) in the areas of **Autonomy, Influence, Complexity** and **Business Skills**. This is expected to be for at least 2 of the last 3 years.

## 1.1 Autonomy

*"Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities."*

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Autonomy requirement:

*Please use the last page of this document if you need more space*

## 1.2 Influence

*"Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments."*

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Influence requirement:

*Please use the last page of this document if you need more space*

### **1.3 Complexity**

*"Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements."*

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Complexity requirement:

*Please use the last page of this document if you need more space*

## 1.4 Business skills

*"Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder."*

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Business Skills requirement:

*Please use the last page of this document if you need more space*

## 2. Continuing Professional Development

Chartered IT Professionals NZ must undertake an average of at least **30 hours** of Continuing Professional Development (CPD) each year. This is audited periodically.

ITP uses a points system to determine how much of each activity counts towards this total (ie what proportion of an activity counts as CPD). Those with CITPNZ need 30 points in total, with **One (1) CPD point** earned for any activity lasting up to 3 hours (including networking) and for longer activities, **three (3) CPD points** are earned per half-day.

CPD can include:

- Any of the following to a maximum of 15 points each (per year):
  - Formal training, workshops, conferences, courses, presentations, events, trade presentations or other related activities, up to 15 points for any one activity.
  - "On the job" training, where such training is not just standard work.
  - Professional reading including relevant academic journals, trade magazines or general IT or other publications related to the work of the individual.
  - Participation in ITP's Mentoring, TechHub in Schools or other outreach programmes
- Up to 7 points for service on the Institute's National Board, Branch Committees, Boards, Advisory or Steering Groups or other similar formally constituted group.
- Other activities which may be approved by ITP. Contact us to see if yours is included.

Please provide brief details of the CPD you've completed over the last 12 months:

When	Description	Duration	CPD Points
<i>e.g. Feb 2017</i>	<i>e.g. Attended ITP event "Future of DevOps"</i>	<i>2 hours</i>	<i>1</i>

Please use the last page of this document if you need more space

**Total Points:** \_\_\_\_\_

### 3. Service to the Community

Chartered IT Professionals must undertake an average of at least **5 hours** of “pro bono” or unpaid service to the community each year. “The community” can include the IT professional community or the wider community (where assisting in your capacity as an IT Professional).

Note that this service does not have to be via ITP, however it does need to be in your capacity as an IT Professional (rather than simply a charitable member of the public). Activities undertaken as part of paid employment, or as a publicity or marketing exercise, cannot be included.

Examples of service to the community include:

- Participation in ITP’s Mentoring, TechHub in Schools or other outreach programmes.
- Service on the Institute’s National Board, Branch Committees, Boards, Advisory or Steering Groups or other similar formally constituted group.
- Helping to organise an IT-related meetup or networking group.
- Helping out a local school or charity (in your capacity as an IT Professional).
- Helping in the CITPNZ assessment process for other applicants as a Subject Expert.
- Serving on an ITP Degree Accreditation panel.

You CAN use the same activity to meet both the CPD and Service to the Community requirements where an activity meets both definitions (for example, serving as a Mentor).

Please provide brief details your (unpaid) service to the community over the last 12 months:

When	Description	Duration
<i>e.g. Feb 2017</i>	<i>e.g. Undertook 3x TechHub presentations in schools</i>	<i>3 hours</i>

**Total Hours:** \_\_\_\_\_

## 4. Confirmations

Please confirm the following statements by placing a tick in each of these boxes:

- To the best of my knowledge, I believe I continue to meet the CITPNZ ongoing requirements in every way.
- I have not been convicted of a crime in the last 5 years, and to the best of my knowledge I am not currently under investigation by the New Zealand Police, nor do I have charges pending, on any matter related to dishonesty or fraud. *(If so, please outline on the following page)*
- I continue to be available to assist in the assessment of other CITPNZ applicants as a Subject Expert (subject to my availability)
- I have answered all questions in this form truthfully to the best of my knowledge.

Please enter your name in the following box to indicate you have answered these details honestly and in full:

Date: \_\_\_\_\_

Please email this completed form to [cpd@itp.nz](mailto:cpd@itp.nz)

## Additional writing space (if required)

Use this page if you need additional space to answer any of the previous sections. Please note clearly which section this text relates to.