

Associate Member of New Zealand Institute of Valuers (ANZIV)

Process Document 2025

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

NZIV Council 2025

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

1.1 Purpose

The Associate Membership of the New Zealand Institute of Valuers (ANZIV) is established to formally recognise Registered Valuers who have demonstrated professional development and competence beyond the minimum standard required for registration. This membership category aims to elevate the standards of the valuation profession and enhance the credibility and trust placed in valuers by clients, stakeholders, and the public.

1.2 Objectives

- To acknowledge and promote professional growth among Registered Valuers.
- To provide a clear pathway for valuers seeking to demonstrate advanced competence and commitment to the profession.
- To support the NZIV's purpose of maintaining high professional standards and ethical conduct

1.3 Eligibility Criteria

Applicants must:

- Be a current Registered Valuer in good standing.
- Demonstrate professional development and experience beyond the requirements for registration.

1.4 Application and Assessment Process

- Applicants must complete and submit the ANZIV application form, accompanying a sample of 6 valuation reports (including scope of works, or appropriate reference thereto). Reports need to be submitted as a genuine PDF and photocopies will not be accepted. The ANZIV Membership Committee will review and confirm report suitability for applicant to proceed to interview by the Branch ANZIV panel.
- Each applicant will undergo an interview conducted by a panel of Registered Valuers (with minimum of ANZIV status) appointed by the local NZIV Branch.
- The interview is designed to assess the applicant's progression and depth of professional knowledge, not to replicate the registration examination.
- A recommendation is made from the branch to ANZIV Membership Committee who will recommend to Council to approve, decline or defer the application.

1.5 Outcome and Entitlements

Successful applicants will be granted Associate Membership status.

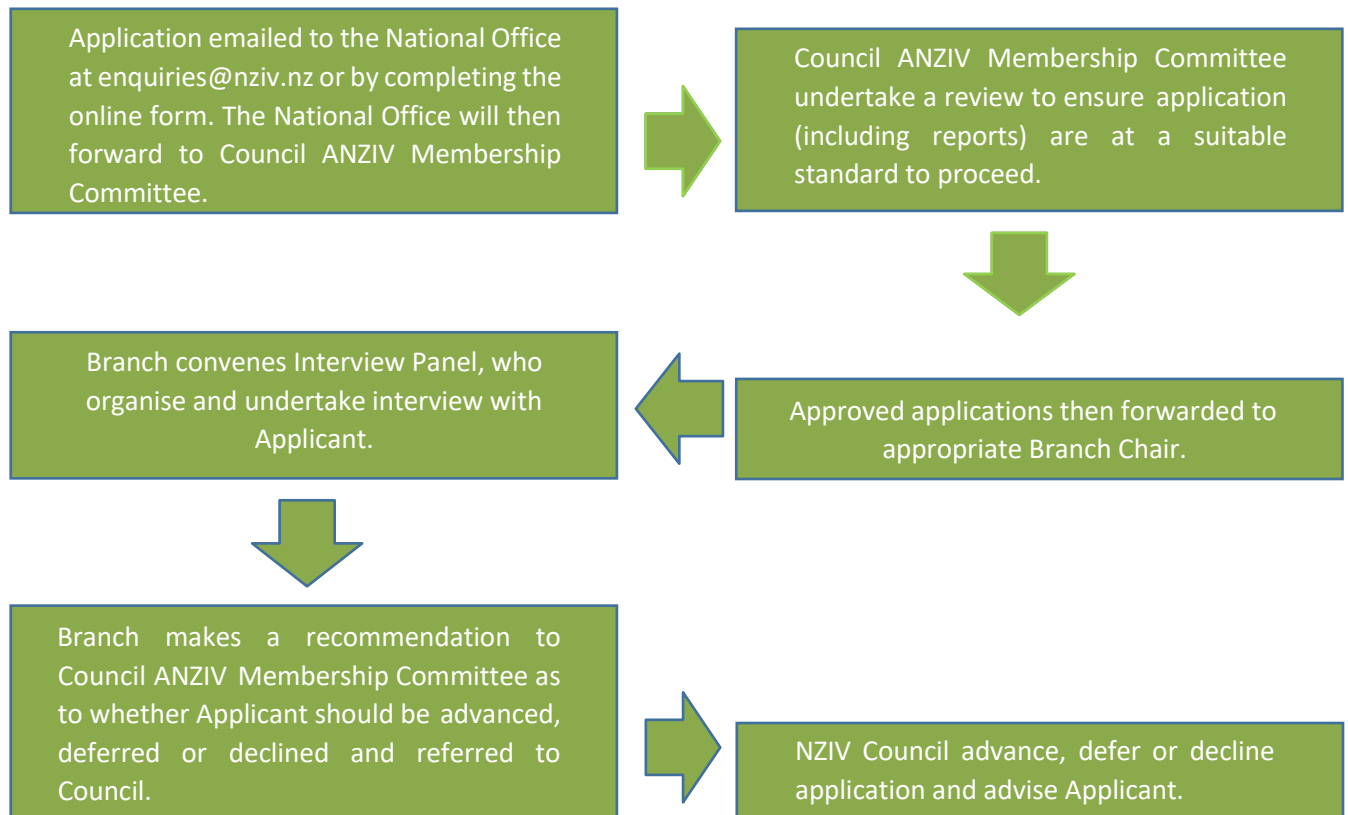
Members awarded this status are entitled to use the post-nominal ANZIV, in accordance with the NZIV Code of Ethics.

1.6 Governance and Review

The NZIV Council reserves the right to review, suspend, or revoke Associate Membership status where there is sufficient cause, including breaches of professional or ethical standards.

Process Flowchart

The ANZIV process is summarised by the flowchart below



1. 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 an NZIV Approved Ethics CPD event & NZIV Approved Standards CPD Event within the immediate 2 years preceding the application. NZIV strongly encourage members to complete the compulsory NZIV approved Ethics CPD event and the NZIV approved Standards CPD event face-to-face but, where this is not possible, members are able to complete these events through an online session that has been scheduled as part of the annual NZIV events calendar. Online completion (if applicable) will also require mandatory participation in successfully answering all questions on the online participation verification quiz conducted at the conclusion of the event.					
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						

2. 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).
- An NZIV Councillor (if local or practical).
- 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 is useful for the smaller branches, or where there is conflict or expertise issues.

The Interview Panel must use the marking matrix as approved by NZIV and report back to Council. A NZIV Membership Committee (as per the *Example Letter* below) as to whether 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.

If the applicant is uncomfortable having their reports submitted to local peers or branch colleagues due to confidentiality or commercial sensitivity, then an interview at an alternate branch can be requested to the NZIV Membership Committee at the time of application.

NZIV is to provide annual training to a representative of each Branch as to the standard expected of ANZIV successful applicants, and provide support to Branches. Training could ideally take place at the Branch Chairs' annual face-to-face meeting.

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*}

3. ANZIV Information Specific for Administration Purposes

NZIV Secretariat to receive ANZIV Applications on behalf of NZIV Council through enquiries@nziv.nz or the online form and liaise with members, where necessary, to keep members informed as to what stage the Application is at.

NZIV Secretariat 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.

NZIV Secretariat to forward Application to Council ANZIV Membership Committee, along with a note of the Applicants CPD history for the two years prior to the date of Application.

Where applicable, NZIV Secretariat to audit online completion of the NZIV Approved Ethics Event & NZIV Approved Standards Event, including correctly answering all questions provided by the online participation verification quiz.

NZIV Secretariat to schedule annual 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, NZIV Secretariat to liaise with Applicant as requested by NZIV Council.

4. ANZIV Application Form

(ANZIV application form to be inserted here)