

NZIA APL REGISTRATION PROGRAMME

Pathway 1 Registration - Helpful Hints

NZRAB's Registration Committee considered a Report following the recent Pathway 1 registration intake and it was agreed that all Pathway 1 applicants be updated with the following changes:

- All case studies must be in **PDF** format and applicants must use the [case study template](#) available on the NZRAB's website. *[There is one exception only to this and that is for applicants who have previously been declined registration and provided a hard copy case study; they may provide a hard copy case study on any subsequent application.]*
- **Blank proforma documents** or **blank templates** are not to be included in the case study; where these documents are used, it must be the completed document relating to the project in the case study.
- **Footnotes** should not be used in the case study as this creates a lot of confusion and additional work for the Assessors flicking backwards and forwards.
- **Headings** are to be included on all pages of the Appendices.
- All **Appendices** must be grouped at the end of the commentary, not spread throughout the case study.
- The **hyperlink back facility** is to appear on every page of the Appendix so the Assessors don't have to scroll to the end of a multi-page appendix document to find the link back to the commentary.
- All applicants must bring a laptop with an **HDMI facility** to the professional conversation as there is no facility available to convert the laptop into an HDMI connection. Applicants should also test it on a TV prior to sending in/attending the professional conversation.
- The case study is not assessed but it is an aide memoir to the professional conversation.