



Qualification Approval Framework

The New Zealand Sterile Sciences Association Incorporated (NZSSA Inc.) has created a clear and specific qualifications approval process. This procedure guides the process where the applicant was trained and received their qualifications while living and working in reprocessing in a hospital setting outside of New Zealand.

It also demonstrates to applicants that the NZSSA Inc. has a robust procedure for assessing qualifications. If you trained and gained an overseas qualification while living outside of New Zealand, you will need to have your qualifications approved to be recognised as a qualified sterilisation technician in New Zealand.

Please read all instructions below before completing and submitting your NZSSA Inc. 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 Inc. Graduate Membership under the Qualifications Approval Framework.

These instructions apply to individuals who have trained and gained their qualification while living and working in reprocessing medical devices in a hospital setting overseas. Please read all instructions before completing and submitting your NZSSA Inc. 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 Inc. 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. Provide evidence of current sterilising association membership that has at least 6 months remaining until expiry. If the applicant does not have membership with any sterilising association this needs to be noted on the application.
 6. 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.
 7. 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 **6.5 with no band score lower than 5**.
 8. 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.
 9. 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.
 10. Once NZSSA Inc. 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 inc. Graduate Members. These include membership maintenance through an annual payment of fees, adherence to the NZSSA Inc. Constitution and Rules, including the code of ethics contained therein and participation in continuing professional development.
 11. Should NZSSA Inc. 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.

What is the process for application processing?

The following process applies in processing applications:

1. The NZSSA Inc. 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 6.5, 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 Inc. 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 Inc.-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 Inc.-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 Inc. Qualifications Approval Committee (QAC). This committee comprises the President, NZSSA Inc. 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 Inc. account:

| | |
|--------------|------------|
| Bank: | Westpac |
| Branch: | Henderson |
| BSB | 030156 |
| Bank Account | 0173557 00 |
| Swift Code | WPACNZ2W |

Documentation required for application under the NZSSA Inc. Qualification Approval Framework.

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

- Curriculum vitae
Demonstrating a minimum of 5 years experience in reprocessing medical devices as a sterilisation technician
- Passport bio-data page
Section of the passport that shows our photograph, name, date of birth, and nationality
- Evidence of home country association membership
Membership must be valid for a minimum of 6 months at time of application
- 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
If English is not the applicants first language, evidence is 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, as 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.
