



# Application Form



Certified Fencers are recognised by FCANZ, New Zealand's industry body for fencing, as professional and knowledgeable tradespeople, who consistently deliver quality work.

## ENDORSEMENT BENEFITS

Fencing Contractors Association NZ promote Certified Fencers as recognised as being a business owner or foreman-level fencing contractor capable of running jobs on behalf of their employers.

Being an FCANZ endorsed Certified Fencer provides benefits including:

- **Certified Fencers brand**  
Providing you with recognition of your skill level and professionalism.
- **Industry training**  
Access technical, workplace, business and health and safety training.

**To apply to become a Certified Fencer, you must be a current FCANZ member and be able to provide proof that you have:**

- Attained NZQA Level 4 in Fencing
- Successfully managed jobs, including (but not limited to) being able to:
  - Run a job without supervision by carrying out work to a high standard, meeting the client brief and expectations.
  - Effectively communicate with clients.
  - Arrange materials and get them delivered onsite (if supplying materials) and / or determine their suitability for the job.
  - Set out the project so works can proceed based on your knowledge.
  - Use machinery if applicable and be aware of the risks in order to operate in a safe manner.
  - Oversee or carry out the installation of materials, demonstrating a high level of workmanship based on industry best practices.
  - Deliver the project within the estimate/quote and advise the client of variances.
  - Oversee and manage on-site health and safety, including risk assessments, pre-start meetings, machinery pre-start checks and involving other workers.
  - Oversee and manage other workers (if applicable)

## ENDORSEMENT CRITERIA

In order to achieve the FCANZ Certified Fencer endorsement, applicants are required to meet the following criteria:

### FCANZ Current Member - Applicant

Certified Fencers must hold a current membership with Fencing Contractors Association NZ. Self-employed applicants must hold a General membership. Those who are employees must have an employee membership (at a minimum).

### FCANZ Current Member - Employer

The applicant's employer must hold a current General membership with Fencing Contractors Association NZ.

### FCANZ National Certificate in Fencing Level 4

Evidence of completed assessment of NZQA Certificate in Fencing Level 4

### Employer/Client Verification

Employer or client verification/testimonial confirming that the fencer is a foreman or capable of running a job.

### Signed Declaration

Signed FCANZ declaration and agreement to abide by the Certified Fencer endorsement conditions, FCANZ rules and quality standards.

Once granted, the Certified Fencer endorsement is renewed annually on the basis that applicants retain employment within the fencing industry, hold a current FCANZ membership and that their employer is a current FCANZ member.

## ENDORSEMENT INVESTMENT

An initial non-refundable application fee of \$100.00 plus GST is payable upon application. An annual renewal fee of \$50.00 plus GST is payable to maintain endorsement. The applicant's annual FCANZ membership must also remain current.

## ENDORSEMENT TERMS & CONDITIONS

1. Certified Fencers agree to follow the FCANZ rules and abide by the FCANZ Code of Conduct.
2. Certified Fencers will uphold high standards of fencing.
3. Certified Fencers uphold ethical behaviour in representing business undertakings.
4. Audit and decision relating to certification status is the full and final decision of the FCANZ Review Panel. Should the Review Panel be unable to make a decision, further evidence may be requested.
5. Certified Fencers agree to follow the FCANZ brand guidelines for certified fencer endorsement.
6. Employers of Certified Fencers will refrain from using the Certified Fencer logo and status in all business advertising should the Certified status cease.
7. On change of employer, the certified fencer status goes with the individual; however, their new employer must be a member of FCANZ.
8. Certified Fencers may be subject to an FCANZ workmanship audit.

## ENDORSEMENT PROCESS

Steps	Responsible	Details
<b>Complete application</b>	Applicant	Send the completed application form and supporting documents to Administration Manager admin@fcanz.org.nz <ul style="list-style-type: none"> <li>• Level 4 Certificate in Fencing</li> <li>• Employer/client Statement</li> <li>• Signed declaration</li> </ul>
<b>Application screening</b>	Administration Manager	Screen the application, seeking further details if required.
<b>Invoice sent</b>	Administration Manager	Send invoice to applicant.
<b>Application assessment</b>	Review Panel	Assess the application and supporting documents, seeking further details if required.
<b>Notify</b>	Administration Manager	Notify applicant of outcome .
<b>Certification</b>	Administration Manager	<ul style="list-style-type: none"> <li>▪ Email certificate, logo and brand guidelines.</li> <li>▪ Attach certificate to member profile on website</li> <li>▪ Update database</li> <li>▪ Update WIRED</li> <li>▪ Update website listing.</li> </ul>
<b>Annual Renewal</b>	Administration Manager	<ul style="list-style-type: none"> <li>▪ Schedule 12 monthly checks to renew endorsement.</li> </ul>

## CERTIFIED FENCER APPLICATION FORM

Applicant Name:	Applicant Phone:
Applicant Email:	Applicant Job Title:
Legal Company Name:	Company Phone:
Trading name:	Phone (A/H)
Company Email:	Website:
Sole Trader/Partnership/Company Please circle	Years in business:
Names of Directors/Partners/Sole Trader	
Companies Office Registration No.	
Postal Address	
Physical Address	
Regions worked:	
Number of Employees: Full Time: Part Time:	Casual: Subcontractors:

## DECLARATION

I \_\_\_\_\_  
(Applicant Name)

of \_\_\_\_\_  
(Business Name)

at \_\_\_\_\_  
(Business Address)

declare that the information contained in this application is true and correct. I declare I will uphold the FCANZ Code of Conduct & Ethics, and maintain the expected high standards of an FCANZ Certified Fencer.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION CHECKLIST

- FCANZ Current Member - Applicant**
  - Certified Fencers must have a current membership with Fencing Contractors Association NZ. Self-employed applicants must hold a General membership. Those who are employees must have an employee membership (at a minimum).
  
- FCANZ Current Member - Employer**
  - The applicant's employer must hold a current General membership with Fencing Contractors Association NZ.
  
- FCANZ National Certificate in Fencing Level 4**
  - Evidence of completed assessment of NZQA Certificate in Fencing Level 4
  
- Employer/Client Verification**
  - Employer or client verification/testimonial confirming that the fencer is a foreman or capable of running a job.
  
- Signed Declaration**
  - Signed FCANZ declaration and agreement to abide by the Certified Fencer endorsement conditions, FCANZ rules and quality standards.



0508 432 269  
admin@fcanz.org.nz

## OFFICE USE ONLY

Date received:

Manager:

Review Panel Members

Panel notes