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**Wood Energy Adviser[[1]](#footnote-1) Registration Scheme – Application Form**

**[NOTE THAT THE SCHEME IS CONSTANTLY EVOLVING SO INFORMATION ABOUT YOUR EXPERIENCE IN USING THIS FORM WOULD BE APPRECIATED]**

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| ***Information box 1: About this form and the registration process*** |
| This form is to be submitted as part of a number of items of evidence for initial registration under the **Wood Energy Adviser Registration Scheme.** Use the **Wood Energy Adviser Registration Scheme Guidance Document** (WEARS 01) to assist you to complete this form.The Bioenergy Association of New Zealand (Bioenergy Association) Executive Officer is the designated ‘*Scheme Administrator’*.Further details about the scheme can be found at [www.usewoodfuel.org.nz](http://www.usewoodfuel.org.nz) or by contacting the Scheme administrator**Note - Information you provide as part in relation to the scheme is confidential to the Scheme Administrator and any Scheme Assessor contracted to assess applications for registration. Your details will not be disclosed to any other party.** |

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| 1. **About you**
 |

Note: registration relates to an individual and not a company or other entity.

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Details (1)** | **Contact Details (2)** |
| Name:Position:Company for which you work: | Tel:Mobile:Email: | Physical Address:Postal Address (if different):Web-site: |

Are you an individual Bioenergy Association member, or are you applying on the basis that that the company you work for is a member of the Bioenergy Association[Individual/Company]

Name of member:… ……………………………………………..

**Your personal experience and qualifications**

* 1. Give a brief outline below of your wood energy experience and your current wood energy activities to give the Scheme Administrator and any Assessors an overview of your experience in the wood energy sector. You may wish to include the following: how long you have worked with wood energy projects, your areas of expertise, which companies you have worked for on wood energy projects, your experience with heat plant and experience with wood fuel supply.
	2. Details of individual projects should be provided as detailed at the end of this application form.

[Use the boxes below, expand as required or attach the information]

Brief description of your wood energy experience

|  |
| --- |
| [Expand this box as required] |

Tip: The more information you provide the easier it is for you to demonstrate your experience in the wood energy sector and thus supports your registration.

* 1. Qualifications and experience:

|  |  |
| --- | --- |
| Do you have any qualification, certification or registration as a wood energy adviser from any other training or certifying body  | [ Yes / No ] Please detail the qualifications[[2]](#footnote-2) you hold and attach copies of relevant documentation. |
| What other relevant major qualifications do you hold? |  |
| Have you undertaken any relevant[[3]](#footnote-3) course of wood energy specific study? |  |
| How many years of practical heat plant experience do you have?  |  |
| How many years have you been working with wood energy projects? Show years for each relevant levels of responsibility? | Graduate level:Registered/Chartered engineer:Senior engineer:Principal engineer:Other (specify): |
| If employed by a company what position do you hold and how many years have you worked in your current employment position? |  |
| If self-employed provide evidence indicating that you undertake significant periods of paid time in the area of wood energy |  |
| Provide details of previous employment positions relevant to wood energy work showing the type of work, levels of responsibility and years in the position. |  |
| Outline your involvement with the Wood Energy Interest Group of the Bioenergy Association |  |
| Are you a member of any other professional association eg IPENZ. If so please list. |  |
| Are you a member of any other relevant wood energy related organization eg EMANZ, FICA, If so please list. |  |

 [Expand sections as required]

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| 1. **Information required for registration**
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The Scheme Guidance Document (Wears 01) sets out information on the requirements for training and continuing professional development.

Please submit a record of your training and the continuing professional development (CPD) you have carried out over the previous five years that is relevant to wood energy. To be registered an adviser you must be “up-to-date” with the wood energy market and related technical knowledge. This is determined by attaining at least 20 credits of relevant wood energy activities in the previous 2 calendar years. These may be earned on the basis of:

* 1. Wood energy related conference workshops, site visits and webinars[[4]](#footnote-4)
	2. Attendance at Wood Energy Interest Group meetings[[5]](#footnote-5)
	3. Completion of recognised training courses[[6]](#footnote-6), noting that the successful completion of a recognized training course does not have to have been in the last two years
	4. Responsible wood energy project work[[7]](#footnote-7)

|  |
| --- |
| ***Information box 2: Information required for registration*** |
| The following questions relate to your wood energy experience, what you have done, what you do and how you do it and in particular how you work to deliver quality wood energy advice. The information identified is required for a successful application, but is often different for each applicant, so provide information specific to yourself that demonstrates that you are knowledgeable and experienced in wood energy projects. (registration is of experts and not someone with limited wood energy experience so you should provide information which shows that you are an expert).The information you provide should focus on your personal knowledge and experience of wood energy technologies, markets and applications and where requested, provide explanations and supply the requested evidence. Where you are unable to provide the information please advise why this is the case and indicate your plans (and timescale) to address the issue. If the information is confidential we are happy that you provide an appropriate client contact who we can discuss your work with. The Scheme Administrator may issue you with a ‘Limited’ registration subject to your commitment to provide any missing information within an agreed timeframe. Avoid leaving blank spaces or unanswered questions. If you have no experience in an area please say so. |

***Categories for registration***

Advisers may have areas of specialisation for which they have specific knowledge and experience and only for which registration will apply. The areas of specialisation are recognized by endorsements to the registration. Tick the categories relevant to this application.

|  |  |  |
| --- | --- | --- |
| fuel and fuel handling  | includes biomass sourcing and fuel preparation; supply contracts |  |
| heat plant engineering and operation  | includes design of primary and ancillary equipment; tender, construction and commissioning |  |
| commercial feasibility and contracts  | includes commercial analysis; business case preparation; market analysis and development |  |
| engineering and commercial  | includes all aspects |  |

***Part A. Wood energy qualifications and continuing professional development***

Provide the following information (including CPD credits for each itemised activity) supported by relevant documentation/evidence:

Training courses attended

|  |  |  |
| --- | --- | --- |
|  | **Date attended** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

Conferences and webinars attended

|  |  |  |
| --- | --- | --- |
|  | **Date attended** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

Meetings of the Wood Energy Interest Group attended

|  |  |  |
| --- | --- | --- |
|  | **Date attended** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

Details of any other training or continuing professional development undertaken over the last two years.

|  |  |  |
| --- | --- | --- |
|  | **Date attended** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

***Part B – Wood energy work experience***

To recognize the experience gained from undertaking actual wood energy projects applicants can list up to 10 projects[[8]](#footnote-8) that they have undertaken within the last 5 years where they have been responsible for the bulk of the analytical and conceptual design work. Each project will accrue 1 credit. Generally a project will be a report but other forms of wood energy experience may be acknowledged by the Scheme administrator and accrue credits. The Scheme Administrator will advise if a project is acceptable.

Work experience

|  |  |  |
| --- | --- | --- |
|  | **Date of work** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

This section is to provide more in depth information on your experience by reference to actual projects. See the Scheme Guidance Document (WEARS 01) for more information.

For each project complete the table below and submit a portfolio of the work you were responsible for. Show the level of activity and responsibility for specific tasks undertaken by you on that project.

Name of Project #1:

Clients’ Contact person for further information:

Contact details:

Date of project activities:

For this project please describe your role and responsibilities for each project stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project stages** | **Description** | **Requirements** | **Role and responsibilities** | **Evidence attached to the application** |
| 1 | Project scoping and initial assessment | Broad knowledge of all aspects of biomass use: technologies, fuel supply and characteristics, conversion efficiencies etc. plus project economics  |  |  |
| 2 | Feasibility study: initial technical, commercial and environmental assessment | As above, but in greater depth, and with a clear understanding of project economics and project drivers: costs and benefits |  |  |
| 3 | Business case development | Strong commercial and  economic capability, and understanding of technology, plus knowledge of business requirements |  |  |
| 4 | Tendering process and contract administration | Sound knowledge of contract requirements and law, and ability to interpret site and customer requirements.Contracts may cover equipment supply (turnkey?), fuel supply, foundations and ancillary equipment and other aspects if supply is split |  |  |
| 5 | Operational support and system optimization | Knowledge of heat plant operation, performance and potential, plus experience of potential issues |  |  |

A senior person also involved in the project must certify that the information provided is correct. If that person is not able to sign on this application form then contact details so that they can be contacted must be provided.

Signed as correct…………………………………… Print Name……………………………… Date……………………

Name of Project #2:

Clients’ Contact person for further information:………………………………….

Contact details:…………………………………..

Date of work activities:

For this project please describe your role and responsibilities for each project stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project stages** | **Description** | **Requirements** | **Role and responsibilities** | **Evidence attached to the application** |
| 1 | Project scoping and initial assessment | Broad knowledge of all aspects of biomass use: technologies, fuel supply and characteristics, conversion efficiencies etc. plus project economics  |  |  |
| 2 | Feasibility study: initial technical, commercial and environmental assessment | As above, but in greater depth, and with a clear understanding of project economics and project drivers: costs and benefits |  |  |
| 3 | Business case development | Strong commercial and  economic capability, and understanding of technology, plus knowledge of business requirements |  |  |
| 4 | Tendering process and contract administration | Sound knowledge of contract requirements and law, and ability to interpret site and customer requirements.Contracts may cover equipment supply (turnkey?), fuel supply, foundations and ancillary equipment and other aspects if supply is split |  |  |
| 5 | Operational support and system optimization | Knowledge of heat plant operation, performance and potential, plus experience of potential issues |  |  |

A senior person also involved in the project must certify that the information provided is correct. If that person is not able to sign on this application form then contact details so that they can be contacted must be provided.

Signed as correct………………………… Print Name……………………………… Date……………………

***Part C – Total credits***

Total credits

|  |  |
| --- | --- |
|  | **Credits** |
| Training courses attended |  |
| Conferences and webinars attended |  |
| Meetings of the Wood Energy Interest Group attended |  |
| Other training |  |
| Work experience |  |
| Total |  |

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| 1. **References**
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In support of your application for Wood Energy Adviser Registration please provide the contact details of five customers, supervisors or industry professional peers as referees (at least one of each if possible and at least two of customers). The Scheme Administrator will contact at least two of these referees for feedback on the breadth and quality of your wood energy advice, work you have undertaken and their overall experience of doing business with you.

The Scheme Administrator will contact these referees. Provision of their contact details confirms your approval of this contact taking place.

|  |
| --- |
| **Customer /Contract Details** |
| Name:Contact details (e-mail preferred):Relationship:Fuel supplied: | Name:Contact details (e-mail preferred):Relationship:Fuel supplied: |
| Name:Contact details (e-mail preferred):Relationship:Fuel supplied: | Name:Contact details (e-mail preferred):Relationship:Fuel supplied: |
| Name:Contact details (e-mail preferred):Relationship:Fuel supplied: |  |
| 1. **Information for registration listing**
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The Scheme Administrator will maintain the names, contact information, and the details of Registered Wood Energy Advisers on the Scheme web-site as a profile so that your registration and services offered can be promoted to potential customers.

To assist with appropriate promotion of your specific activity, please provide no more than 200 words to outline the service you offer, who you are and what you do. Please also provide you or your company’s logo as a high resolution jpeg file.

|  |
| --- |
| [Enter your 200 words here] |

By signing this application you authorize the Scheme Administrator to publish your name, contact details and other information provided by you on the Wood Energy Adviser Registration Scheme website if you are registered

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| 1. **Privacy**
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The Scheme Administrator will retain one copy of your application documents on file. For your application to be processed, all questions must be answered.

The Scheme Administrator may seek the assistance of an external Assessor to consider your application. Your approval to any external assessor to be used will be sought prior to engagement and prior to them receiving any of your application material.

All details provided to the Scheme Administrator are provided in confidence to the Scheme Administrator and any agreed external Assessor. Your details and any information that you have provided (except that which is to be publically listed) will not be disclosed to any third party and they will be securely held.

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| 1. **Declarations and authorization for registration**
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If an employee provide a declaration from your employer:

*Declaration from employer*

1. ………….[Applicants name]……………(The Applicant) is currently an employee of ………[Name of company]…………………
2. The applicant is employed to work for significant periods in the area of wood energy
3. The applicant has the relevant skills and experience to be certified as a specialist Wood Energy Adviser.
4. The information provided in this application as regards his working for this company is appropriate.

*Declaration from applicant*

I am applying for registration under the Wood Energy Adviser Registration Scheme. If accepted I agree to;

1. be bound by the rules and regulations of registration.
2. work within the BANZ Members’ Code of Conduct
3. where applicable, will use BANZ Technical Guides and recommended best practices
4. participate in the BANZ complaints process
5. submit a renewal declaration every year

I confirm that I have:

1. not had any complaints against me upheld by a Court of law, Disputes Tribunal, or the Engineering Registration Board in the last 5 years relating to any wood energy business activity, or
2. had any conviction for dishonesty, theft or similar crimes in a court of law, or
3. not been the subject of any successful complaint to the Bioenergy Association Professional Standards and Complaints Committee within the last two years.

I confirm that my responses to all questions in this application are correct to the best of my knowledge and attest that these statements are true.

For the purposes of assessment of this application, I authorize the Scheme Administrator and any agreed Scheme Assessors to use all information provided by me in making this application and contact my referees and other persons directly or indirectly associated with the information that I have supplied.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

 (Applicant)

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| 1. **Processing this application**
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Please send your completed application, with $460 (Incl GST) payment covering the application and initial assessment fee payment, to the Wood Energy Adviser Registration Scheme Administrator at the address below.

**Please ensure you enclose all details / evidence required to support your application.**

|  |  |
| --- | --- |
| **Postal address:**Wood Energy Adviser Registration SchemeScheme Administrator c/o Bioenergy AssociationPO Box 11-595Manners StreetWellington 6142 | **Electronic address:**executive@bioenergy.org.nz |
| **Payment of Fees** |
| 1. By Cheque: payable to the ‘Bioenergy Association of New Zealand’ (to the above postal address)

Or by Direct Credit: to Bioenergy Association of NZ Inc by direct debit to **030510:0812287:00.** Noting ***Wood Energy Adviser Registration Scheme – [your organisation]*** |

1. An adviser is the party providing advice directly or through their employer to another party on wood energy matters. [↑](#footnote-ref-1)
2. You must be an engineer or equivalent in fields of work relevant to your area of wood energy specialisation. Equivalent may include advanced trades, science etc relevant to the work being undertaken. [↑](#footnote-ref-2)
3. A relevant course of study is a course recognised by the Bioenergy Association and noted on the scheme website as having relevance and may be a course provided by a tertiary training provider within New Zealand or internationally. [↑](#footnote-ref-3)
4. Unless otherwise indicated attendance at a minimum one day Bioenergy Association or Bioenergy Australia conference will accrue 6 credits, a half day workshop 3 credits, a webinar or site visit 1 credit. Attendance to an overseas one day conference will accrue 6 credits. [↑](#footnote-ref-4)
5. Attendance at a WEIG Committee meeting will accrue 1 credit [↑](#footnote-ref-5)
6. A successful completion of a Bioenergy Association training course will provide a number of credit specific to the relevant course. Successful completion of a one day training course will accrue 6 credits. The credits accrued from longer time courses will depend on the nature of the course, is at the discretion of the Scheme Administrator, and will be published on the website. [↑](#footnote-ref-6)
7. Up to 10 relevant projects may be listed each providing 1 credit. Applications received prior to 1 December 2018 may list up to 20 relevant projects each providing 1 credit. [↑](#footnote-ref-7)
8. Up to 10 relevant projects may be listed each providing 1 credit. Applications received prior to 1 December 2018 may list up to 20 relevant projects each providing 1 credit. [↑](#footnote-ref-8)