

[Electronic Case Study Submission Instructions for Applicants](#)

The following guidelines and mandatory requirements are for applicants use in the preparation of electronic case studies for submission with Pathway 1 applications for initial registration and the professional conversation.

Case study content guidelines

- Every applicant is required to present a minimum of one and a maximum of three projects to comprise their case study which the applicant has had a direct involvement with. It is recommended that projects are chosen which were undertaken within five years prior to making an application for registration. The case study is to be presented in standard NZ English and checked for spelling and grammar errors.
- The case study must cover projects with which the applicant has had a close personal involvement for as much of the period of the project as possible.
- The case study must in total cover the range of experience areas only once.
- If the applicant has not had a personal involvement with some part or stage of a project, this must be clearly indicated in the written commentary.
- A case study should not include standard template documents such as the Standard Conditions of Contract or standard technical literature, but should include documents specific to the project. You should include one example of each of the following documents:
 - Commissioning agreement
 - Briefing documentation
 - Preliminary design sketches
 - Developed design sketches
 - E-mails and file notes and other relevant correspondence
 - Notes to consultants
 - Minutes of a design meeting
 - Example of construction drawings
 - Example of specification sections
 - Schedules to Conditions of Contract and Conditions of Tender
 - Tender analysis documents
 - Examples of contract instructions
 - Example of minutes of site meetings
 - Example of a progress payment schedule and all Certificates
 - Any other documents you consider relevant.

Case study technical mandatory requirements

- The entire case study (both commentary and appendices) should be saved as one single pdf file (document) in Adobe Acrobat Professional.
- The combined file size of the case study is not to be greater than 500mb.
- Applicants will be required to confirm that their written commentary for all experience areas is limited to a maximum total of 15,000 words including contents and headings, etc but excluding appendices.
- Appended documents should not exceed 500 pages total.
- The minimum permitted font size is 10 point.
- All pages are to be consecutively numbered.
- All documents should be in A4 format with legible drawings/images. Large originals can be included as A3 if needed. Please include these in their original orientation to enable Assessors to read without changing the orientation of the view.
- Assessors may want to print specific pages if they think this will assist them during the professional conversation.
- The case study must start with a comprehensive contents page, referring to the page numbered sections.
- Where possible avoid using scanned documents, use an original electronic document in preference if one is available. Scanned documents inserted into the case study won't show up using the word search facility and may significantly increase the size of your case study.
- Your case study must include a brief précis of each project, describing the work, the project delivery process and your role.
- Where more than one project is submitted, a summary sheet in tabular form must be included clearly identifying the Experience Areas covered under each project.
- The case study must consist of sections covering each Experience Area leading chronologically through the project(s), each section having a written commentary and examples of typical documents relevant to each stage of the project.
- In each case the commentary should include your analysis of that project in relation to the Experience Area requirements and reflections and observations on how the process evolved.
- As a minimum, all sections, sub-sections and appendices are to be electronically bookmarked to match the table of contents, including but not limited to, all case study chapters, all appendix reference sections with all single references bookmarked. Each Appendix is to be grouped at the end of the case study and not scattered throughout the document and they should be in order of the hyperlinks. Note; the NZRAB Secretariat will randomly sample bookmarks in case studies to make sure that they work prior to distributing case studies to Assessors.
- Hyperlinks to access the referenced sections, and back again, should be clearly used where at all possible. Hyperlinks need to be clearly labelled forward and back. Note; the NZRAB Secretariat will randomly sample hyperlinks in case studies to make sure that they work prior to distributing case studies to Assessors. Hyperlinks must be clearly visible and easy to find. [A how to guide is also available here](#). Adding the hyperlinks takes considerable time and we recommend you check that they work correctly before sending in your application and case study. *(Note – should this link not work then please copy and paste the following into your search engine http://www.adobe.com/cfusion/search/index.cfm?term=hyperlinks&loc=en_us).*
- Use the reference codes to create a clear hyperlink back facility within the appendix.
- Save your case study file to your USB stick and label as 'Case Study (your surname followed by your first name)'. The memory stick is to be couriered with your application documentation see below.

Application information technical requirements

- Other application information e.g. the application form and accompanying documents should be included as electronic copies and must be scanned in A4, colour as one separate file (document) saved to the USB stick. This document must have the pages in their original orientation to enable it to be read without the Assessors having to change the orientation of the view and bookmarks are to be included for each section of documents. Where forms require signatures and/or certification, these can be scanned and included in this file. The supporting documentation must be in the same order as the application form/checklist (e.g. application form, qualifications, project record forms, CV, professional development, client release letters, photographic ID, etc with the Checklist being the last page of the pdf file). Note, the original application form, checklist and any certified documents must also be sent to NZRAB in hard copy format as A4, colour, single sided and paper clipped together (do not staple or bind).
- Save your application form and supporting documents to your USB stick and label as 'Application Documentation (your surname followed by your first name)'.
• Check your USB stick works on another pc to ensure that both documents are working correctly; including the hyperlinks, bookmarks and page orientation, prior to sending it to NZRAB.

Technical advice on setting up hyperlinks etc. is available through Trish at trish@nzrab.org.nz.

A model page/section set up in Adobe Acrobat Professional is at the end of this document.

Sending your case study and application information to NZRAB

- Place your USB stick, along with the original hard copy of your fully completed certified application form, checklist and any certified documents in an envelope and courier to NZRAB to arrive by the due date and time. Late applications are not accepted.

Courier to:
The Administration Officer
NZRAB
Level 5
79 Boulcott Street
Wellington 6011
Tel - 04 471 1336.

Device to bring to the professional conversation and the room layout

- You will need to bring your own laptop which will be connected to the in room monitor (likely to be a 36-50inch screen) by HDMI cable. Note, that if there are unforeseen problems with your laptop that cannot be sorted prior to the conversation commencing, then one of the Assessors will lend you their device. Please also note that the screen which will be available in the room is only for reference to view specific parts of a document, it is not to be referred to continually during the conversation. You may be asked to use the monitor only when the Assessors need you to show them a specific document or explain a referenced item.
- Ensure your laptop has already been setup to automatically display as mirror image on the in-room monitor.
- As a safeguard it may pay to bring a spare USB stick with your case study saved on to it.

- You will have access to the room 15 minutes before the professional conversation begins for a limited time to set up your laptop and test using your case study.
- A mouse makes a very suitable pointer, but do remember that this is still a professional conversation and not a presentation. The professional conversation will progress in the same way it would were there hard copies only of your case study.
- There will be a meeting table at which you and the two Assessors will sit, and an adjacent monitor. You will not be seated directly in front of the monitor.

CASE STUDY FRAMEWORK EXAMPLE



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A Experience Area

1 Experience Area Sub Heading

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Reference:
Experience Area Appendix Reference (Date-Author) - A1.1



2 Experience Area Sub Heading

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Reference:
Experience Area Appendix Reference (Date-Author) – A2.1

3 Experience Area Sub Heading

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Reference:
Experience Area Appendix Reference (Date-Author) – A3.1

A Experience Area Appendix



Experience Area Appendix Reference (Date-Author) - A1.1
Experience Area Appendix Reference (Date-Author) - A1.2
Experience Area Appendix Reference (Date-Author) - A1.3



APPENDIX DOCUMENT



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