

Master Sign Maker Accreditation

Individual Application Inquiry Form



Enhancing expert knowledge to the highest standard.





What is a Master Sign Maker Accreditation?

In our industry a member that has proven over time to be highly proficient in a wide range of signage solutions, creative designs and production methods and techniques, as well as having shown to be reliable, trustworthy and competent is a true representation of what it takes to be a Master Sign Maker.

The Benefits of becoming a Master Sign Maker

The Master Sign Maker Brand is industry recognised nationwide. The symbol offers many direct benefits.

- It highlights your competence and credibility.
- Gives you national recognition within the industry, authorities and regulators.
- Informs your clients you have met the highest level of assessment and professionalism within the industry.
- Flags your ability to meet mandatory regulatory requirements.
- Strengthens your ability to compete overall.

An accreditation of any sort is increasingly important as the rapid growth of the business world advances with technologies and innovations, making it a highly complex environment. By obtaining a Master Sign Maker accreditation it can provide the certainty for your clients in a world where standardisation and certification are an integral part of the economy.

Unlike other industries Sign Making has developed into one of the most technically diverse of manufacturing processes of any industry, from design illustrations and brand management to traditional hand lettering and digitally generated signage. From this it is very apparent that a professional, modern sign shop of today must invest with every effort and funds to ensure that they are up keeping with the continual changes that this industry dictates.

Becoming a Master Sign Maker encompasses all of the grit, determination and professionalism to be the very best in your field, to raise the industry standards and most importantly giving you the overall competitive edge.

Applying for a Master Sign Makers Accreditation

The Master Sign Maker accreditation is awarded by the New Zealand Sign & Display Association management board after a thorough appraisal of production techniques and business practice.

An applicant must meet the following criteria below, which is the minimum requirements for an application to be considered.

- 1: Applicant must be a current NZSDA member. If NZSDA membership lapses or is discontinued for any reason accreditation is henceforth void.
- 2: An applicant must provide evidence that:
 - a) Has a minimum of six years industry experience, including completion of a sign writing apprenticeship or equivalent tertiary industry related qualification
 - b) Have at least 4 years as a sign writer in a business on their own account as a sole trader or contractor, and/or in the management of signage business, OR:
 - c) A minimum of ten years continuous signage industry experience, comprising at least four years as a signage contractor in business on their own account.
 - d) Has been a member of the Association for a minimum of 4 years
 - e) Has a sound history of contributing and attending industry events
 - f) Has a high standard of workmanship and competency
 - g) Demonstrates a wide range of skill sets in signage manufacturing techniques in either traditional or digital
 - h) Supports and encourages apprenticeship training within the workplace
 - i) Has recorded business management practices
 - j) A current and comprehensive Health and safety policy
 - k) Two credit/trading references
- 3: The applicant, must satisfy the NZSDA Executive Board that it is currently managed, and has for the past 4 years by an individual who meets the criteria in Rule 2.

(Continued overleaf)



- 4: When the NZSDA Executive board is satisfied that one nominated individual is responsible for the management of the application under set criteria outlined in Rule 2, accreditation may be approved, subject to imposing the condition that the accreditation continues to be managed by the said nominated individual.
- 5: If the accreditation has not been managed by the nominated individual for the minimum period set out in Rule 2, then the NZSDA Executive Board, at its sole discretion, may nevertheless approve subject to setting conditions for review.
- 6: The applicant acknowledges that any changes in the key management of individual ownership or sole trader that impacts on the criteria of Rule 2 of the Master Sign Maker Accreditation must be notified and approved by the NZSDA Executive board, failure to do so may result in removal or suspension of the accreditation.

Steps for applying for an Accreditation

Below is a broad description of the steps involved in becoming an accredited Master Sign Maker through the NZSDA.

It is important to note that the length of time it takes to become accredited depends heavily on the quality and completeness of your application. If your application is incomplete, NZSDA Executive board will automatically return it to you for further action. We will do this as many times as is required. This will delay your application.

Step 1. Application Process

Firstly, complete the Application Inquiry form, with attached supporting documentation that is required and outlined in the application criteria. Once the NZSDA Executive Board have received your application with supporting documentation they will review and assess your business's suitability and determine if an accreditation can actually be achieved in the first instance.

If your individual application succeeds with the accreditation process, the NZSDA Executive Board will advise to you that the assessment process will begin and that full payment for the accreditation is required before the assessment can take place.

If your application is inadequate at the outset, the NZSDA Executive board are under no obligation to progress your individual application to accreditation.

Note: You need to be confident that your individual application can meet the conditions outlined in the criteria of accreditation

Step 2: Assessment Process

If your application is accepted, then an on-site visit and interview is conducted by an approved NZSDA auditor. At this visit the auditor will assess your sign making systems and policies. You will need to invest time and effort in preparing a demonstration of your sign making processes, techniques and systems as well as making available your policies. This stage is about you demonstrating that you are an acceptable and capable individual that is worthy of the accreditation. Note; all information shown and provided is strictly confidential and for the sole purpose of this accreditation.

Step 3: Reporting and Decision

The assessment findings are then presented to the NZSDA Executive board to review and to make a decision on whether to grant accreditation and if conditions are to be placed on the accreditation.

If Approved

If your application is approved you are issued a Master Sign Maker Framed Certificate of Accreditation, plus brand guidelines to use with your NZSDA logo and business logo.

Not approved

If your application is not approved on the first attempt a letter will be sent by email outlining the reasons why. The NZSDA Executive board may assist in providing additional training and/or advice so that the required levels of accreditation can be met and achieved.

Application Fees

A one off, non-refundable fee of \$1,200+GST is payable once the application has been accepted for the assessment. The accreditation remains valid and its benefits may be utilised for the life of the Master Sign Maker membership. If the applicant is not successful, the fee will not be refunded as it is encouraged and expected that over time the applicant will reapply for a re-evaluation of the criteria to obtain the accreditation.

Individual Master Sign Maker Accreditation

Application Inquiry Form

Number:

Date:

Individual/Owner Details

Individual/Owner name:

Postal Address:

Suburb:

Post code:

Street Address:

Suburb:

Post code:

City:

Contact number:

Mobile number:

Email:

Website:

Signature:

Acknowledgement

I, (nominated individual), have read and understood the required application and assessment process outlined within this document and wish to proceed with this application. The information and supporting documentation supplied is current and accurate to the best of my knowledge.

I, also acknowledge that the information will be used in confidence to determine and assess acceptance of the Master Sign Maker Accreditation. Furthermore, I, also authorise the NZSDA Executive board to make contact with references provided.

Name:

Signed:

Date:

Supporting Documents and References

Supporting Documents

List all documentation to be used to support your application.

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References

Business:

Name:

Mobile number:

Email:

Business:

Name:

Mobile number:

Email: