

A person wearing a hat and a plaid shirt is walking on a grassy hillside. In the background, there is a body of water and mountains. The scene is bathed in warm, golden light, suggesting a sunset or sunrise.

Welcome to the New Zealand Association of Resource Management

The home of natural resource management in Aotearoa New Zealand

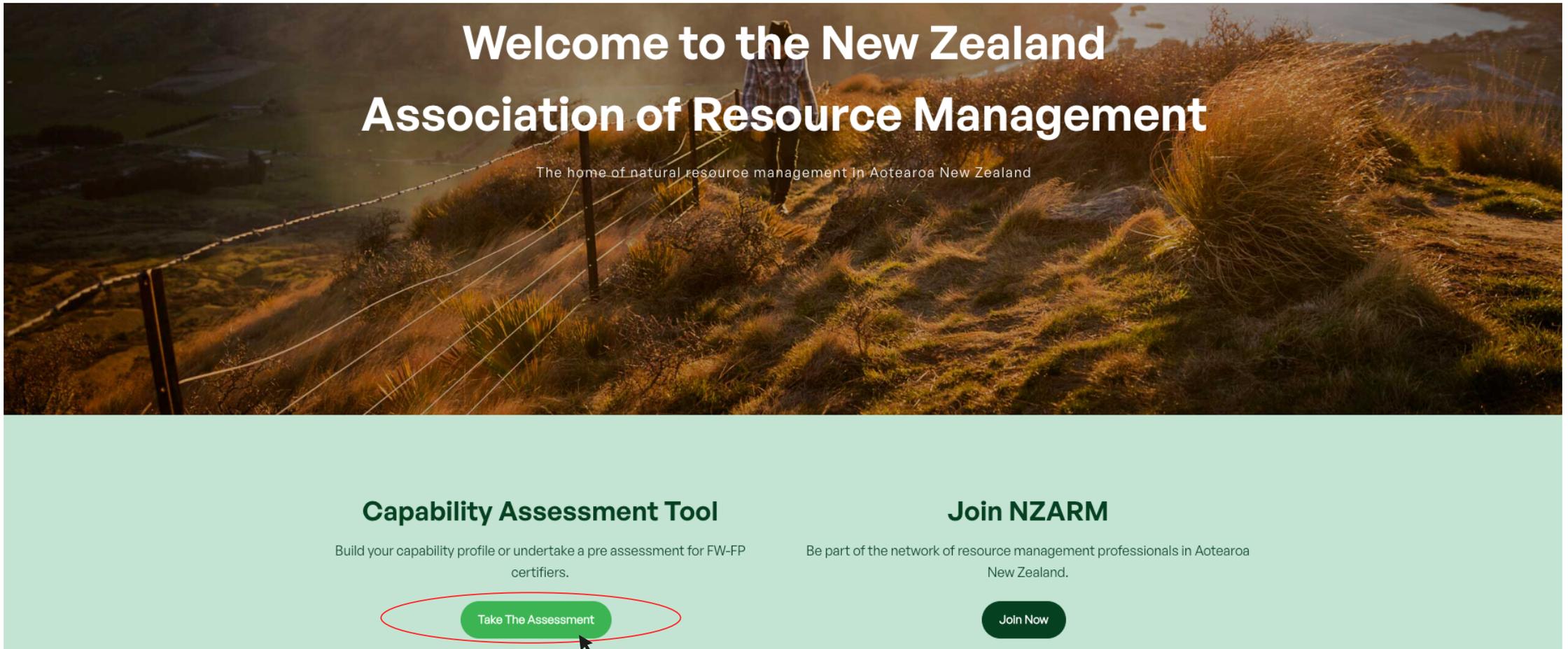
User Guide - How to use the Capability Assessment Tool (CAT)

Version BETA

April 2024

Take the Assessment

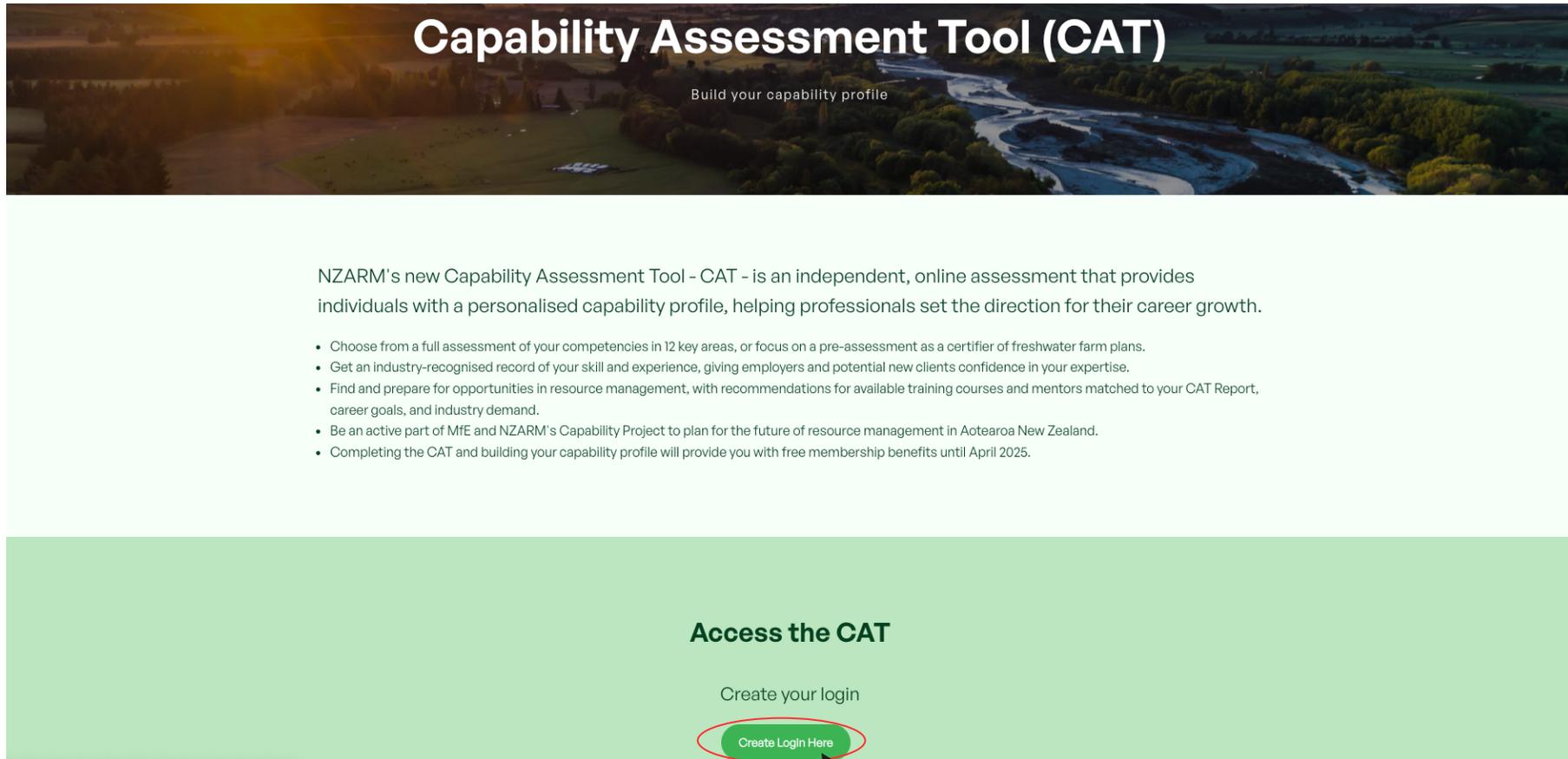
1. **Search** '[New Zealand Association of Resource Management](#)' on your web browser.
2. **Scroll** down the home page and click on the button '**Take the Assessment.**'



Create your Login

1. **Scroll** down the webpage and **click** ‘Create your Login here.’

Note: The Capability Assessment Tool webpage contains all the background information on the CAT and how you will be able to use it.



Capability Assessment Tool (CAT)

Build your capability profile

NZARM's new Capability Assessment Tool - CAT - is an independent, online assessment that provides individuals with a personalised capability profile, helping professionals set the direction for their career growth.

- Choose from a full assessment of your competencies in 12 key areas, or focus on a pre-assessment as a certifier of freshwater farm plans.
- Get an industry-recognised record of your skill and experience, giving employers and potential new clients confidence in your expertise.
- Find and prepare for opportunities in resource management, with recommendations for available training courses and mentors matched to your CAT Report, career goals, and industry demand.
- Be an active part of MfE and NZARM's Capability Project to plan for the future of resource management in Aotearoa New Zealand.
- Completing the CAT and building your capability profile will provide you with free membership benefits until April 2025.

Access the CAT

Create your login

Create Login Here

Sign up to NZARM

1. **Enter** your personal details

Note: If you don't have an existing NZARM login, you will need to sign up to become an NZARM member and access the CAT

Terms and Conditions can be found [here](#)

Return to website

Sign up

Eliza

Burt-Priddy

eliza@element.org.nz

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I'm not a robot  reCAPTCHA
Privacy - Terms

By signing up you agree to our Terms and Conditions.

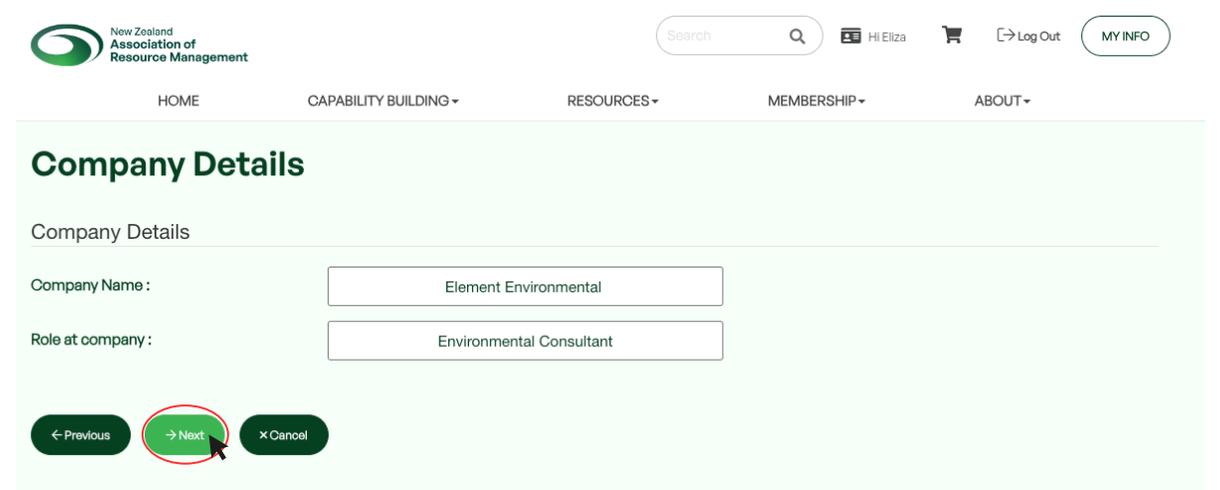
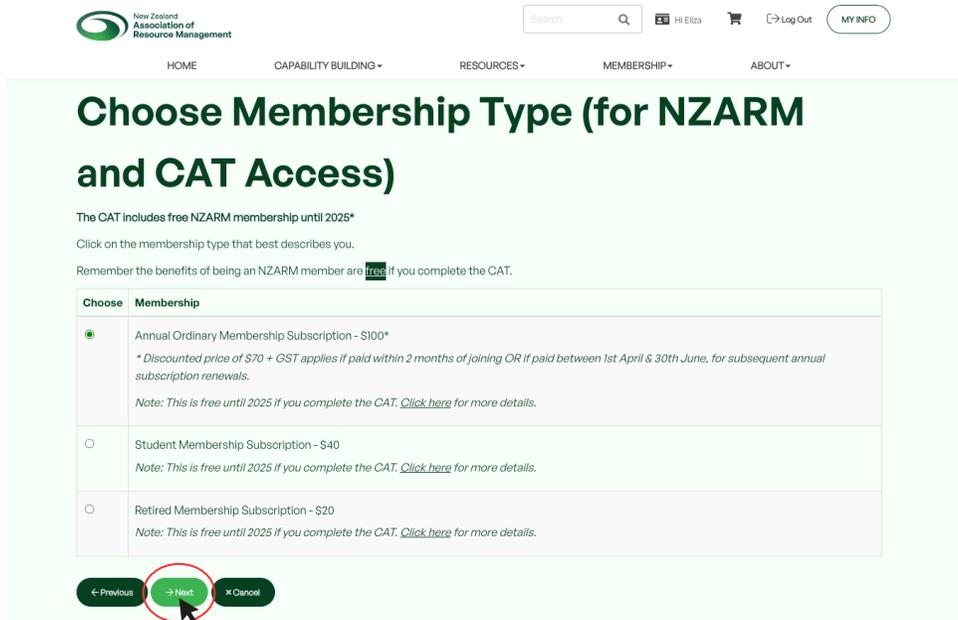
Sign Up

Or use an existing **account**.

NZARM Membership

1. **Select** the appropriate NZARM Membership type and select **Next**
2. **Enter** your company's details and your job title

Note: NZARM membership is FREE until 2025, as long as you complete the CAT.



Resource Management Experience

1. **Fill in** and provide a brief outline of your experience, interest or involvement in Resource Management.

NOTE - The NZARM executive will evaluate your membership and either approve or request further information from you via email.

The screenshot shows the NZARM website interface. At the top left is the logo for the New Zealand Association of Resource Management. The top navigation bar includes a search bar, a user profile for 'Hi Eliza', a shopping cart icon, a 'Log Out' button, and a 'MY INFO' button. The main navigation menu has links for HOME, CAPABILITY BUILDING, RESOURCES, MEMBERSHIP, and ABOUT. The main content area is titled 'Resource Management experience' and contains the following text: 'Resource Management experience', 'Please give a brief outline of your interest or involvement in Resource Management, for example, relevant qualifications received, past positions held, and experience gained. * Note that this is a required field.', and 'Complete your brief outline :'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, list, link, unlink, image, and text color. At the bottom of the form are three buttons: '← Previous', '→ Next' (which is circled in red and has a mouse cursor over it), and '× Cancel'. A status bar at the bottom of the text area shows 'words: 0 | chars: 0'.

Sign Up Process Complete

1. You have now signed up to be an NZARM member.
2. To be entitled to free membership until 2025, **click**, 'Take Capability Assessment'



Hi Eliza



Log Out

MY INFO

HOME

CAPABILITY BUILDING ▾

RESOURCES ▾

MEMBERSHIP ▾

ABOUT ▾

Thank you

Thanks for your application. This will be reviewed by our Executive team. Please allow 5 working days for us to confirm approval of your membership application.

In the meantime please take the Capability Assessment to build your capability in natural resource management.

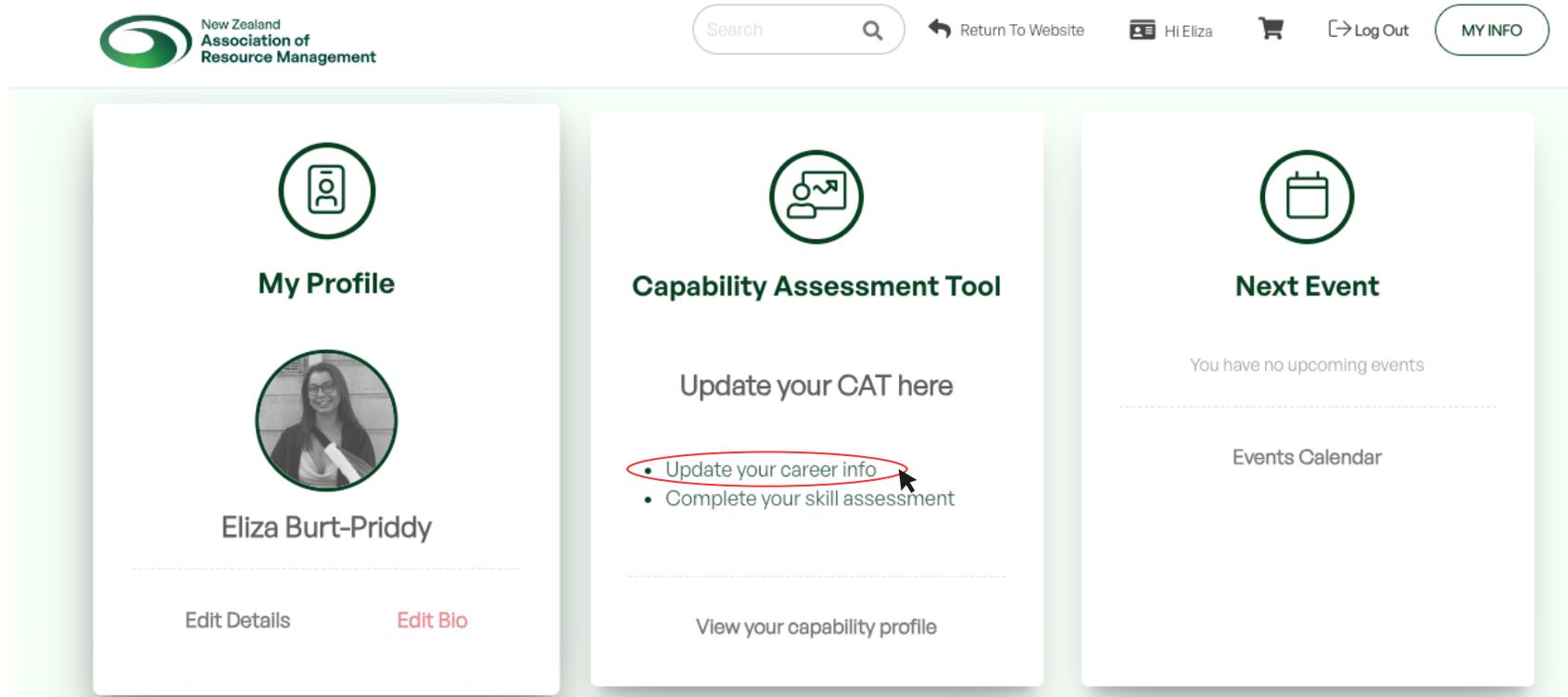
Take Capability Assessment

Update your CAT

1. To complete the CAT, **click** on 'Update your career info' on the NZARM member dashboard.

NOTE - Your details will have been carried over from when you signed up to join NZARM.

Remember to check these to make sure they are correct.



Update your Career Info

1. **Click** on each of the drops-downs and **select** your answers to the following questions.

New Zealand Association of Resource Management

Search Return To Website Hi Eliza Log Out MY INFO

Eliza Burt-Priddy

Environmental Consultant - Element Environmental Ltd

My Career Info

Complete the following info and the Capabilities self-assessment, then go to your Capability Profile to see how you are placed across your career.

[Back To Dashboard Summary](#)

01 - Which regions do you work across?

02 - Which sectors do you work across?

03 - Highest Level of Education – Select one answer

04 - Tertiary Qualifications - Select all that apply

05 - Courses and Qualifications - Select all that apply

06 - Achievement Badges - Select all of your formal achievements

Career Development

Quick Tips:

- If you have completed a tertiary qualification overseas, or your degree is not available, select an equivalent.
- Only select qualification that you have completed.
 - You can describe what qualification you are working towards in your personal bio.

Priority Learning Areas

1. Please **select** your top three priority learning areas for your career development.
2. Click **Save** and then click, '[Back to Dashboard Summary](#)' at the top of the page.

The screenshot shows the top navigation bar of the NZARM website. On the left is the logo for the New Zealand Association of Resource Management. In the center is a search bar. On the right are links for 'Return To Website', a user profile for 'Hi Eliza', a shopping cart icon, a 'Log Out' button, and a 'MY INFO' button.

Below the navigation bar, there are two expandable sections: '06 - Achievement Badges' (collapsed) and 'Career Development' (expanded). The 'Career Development' section contains a form with the following elements:

- A text input field for the highest level of education, containing 'Master of Conservation Biology'.
- A dropdown menu for the 'First priority learning area', currently set to 'Catchment Management'.
- A dropdown menu for the 'Second priority learning area', currently set to 'Please select...'. A mouse cursor is pointing at this dropdown, and a dropdown menu is open, listing various learning areas.
- A dropdown menu for the 'Third priority learning area', currently set to 'Please select...'.
- A green 'Save' button at the bottom left of the form, which is circled in red.

The open dropdown menu for the second priority learning area contains the following options:

- ✓ Please select...
- Freshwater Farm Planning
- Land and Soil
- Waterway Management
- Nutrient Management
- Effluent Management
- Irrigation and Water Use
- Greenhouse Gas & Climate Change
- Catchment Management
- Te Ao Māori
- People Leadership and Facilitating Change
- Farm Systems
- Biodiversity
- Biosecurity

Competency Assessment

1. Fill in the remaining questions across the 12 different competencies to assess your level of experience and knowledge by **clicking** on the drop-down arrows.

NOTE - For your Capability Profile to load, you must answer each question.

New Zealand Association of Resource Management

Search [] [] Return To Website [] Hi Eliza [] [] Log Out [] MY INFO []

Land and Soil
Please indicate your level of knowledge and experience in land and soil []

Waterway Management
Please indicate your level of knowledge and experience within waterway management []

Nutrient Management
Please indicate your level of knowledge and experience within nutrient management []

Effluent Management
Please indicate your level of knowledge and experience within effluent management []

Irrigation and Water Use
Please indicate your level of knowledge and experience within the irrigation and water use area []

Greenhouse Gases & Climate Change
Please indicate your level of knowledge and experience within Greenhouse Gases and Climate Change []

New Zealand Association of Resource Management

Search [] [] Return To Website [] Hi Eliza [] [] Log Out [] MY INFO []

Catchment Management
Please indicate your level of knowledge and experience within Catchment Management []

Te Ao Māori
Please indicate your level of knowledge and experience of Te Ao Māori []

People Leadership and Facilitating Change
Please indicate your level of knowledge and experience of People Leadership and Facilitating Change []

Farm Systems
Please indicate your level of knowledge and experience in Farm Systems []

Biodiversity
Please indicate your level of knowledge and experience in Biodiversity []

Biosecurity
Please indicate below your level of knowledge and experience in Biosecurity []

Competency Assessment

1. For each topic area, you will be asked to indicate your level of knowledge and experience across the relevant statements. Please select the answer that you believe represents your understanding the best.
2. Once complete, **click** [Back to Dashboard Summary](#).

Land and Soil

Please indicate your level of knowledge and experience in land and soil

The concepts of land use capability and soil conservation to actively manage different types of landscapes.

- ✓ Please Select...
- Describe
- Explain
- Practically Apply
- Confidently Teach

ent landscape characteristics and management practices have on losses due to erosion, overland flow and leaching.

Implement sediment capture or flow reducing mitigations to reduce soil loss.

Please Select... ▾

Indicate how many years experience you have working within the land and soil area

< 1 ▾

Save Cancel

To **describe** means to provide a detailed account or representation of something, often focusing on its characteristics, features, or qualities.

To **explain** involves clarifying the underlying principles, reasons, or mechanisms behind a concept or process.

To **practically apply** means to put knowledge, skills, or principles into practice in a specific context or situation.

To **confidently teach** means to convey knowledge, skills, or concepts to others with self-assurance, clarity, and competence.

Viewing your Capability Profile

You have now completed the Capability Assessment Tool.

1. To view your capability profile, **click** on 'View your capability profile'

The screenshot displays the user interface for the NZARM Capability Assessment. At the top left is the NZARM logo (New Zealand Association of Resource Management). The top navigation bar includes a search box, a 'Return To Website' button, a user profile indicator for 'Hi Eliza', a shopping cart icon, a 'Log Out' button, and a 'MY INFO' button. The main content area is divided into three columns:

- My Profile:** Features a profile icon, a circular profile picture of Eliza Burt-Priddy, and her name. Below the name are two buttons: 'Edit Details' and 'Edit Bio'.
- Capability Assessment Tool:** Features a tool icon, the heading 'Update your CAT here', and a list of tasks: 'Update your career info' and 'Complete your skill assessment'. At the bottom, the link 'View your capability profile' is highlighted with a red oval and a mouse cursor.
- Next Event:** Features an event icon, the heading 'Next Event', and the text 'You have no upcoming events'. Below this is an 'Events Calendar' section.

Navigating your Capability Profile

Once you have completed your assessment, all of the data is compiled into your Capability Profile. Based on the information you have provided, your profile will display your image, job title, highest level of education, and profile.

New Zealand Association of Resource Management

RETURN TO HOME



Environmental Consultant

0226972835

eliza@element.org.nz

Eliza Burt-Priddy

MSc - Conservation Biology

About Me

I am a Victoria University of Wellington graduate with a Master of Conservation Biology and a Bachelor of Science. As an aspiring young professional currently employed as an environmental consultant, I am passionate about utilising my skills to make a difference in the community and for the environment.

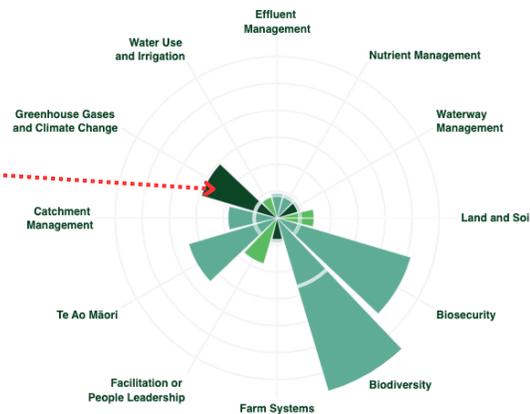
Navigating your Capability Profile

On the left-hand side of the dashboard is the sunburst diagram that demonstrates your calculated capability across the 12 capability areas. The sunburst diagram is interactive, **drag** your mouse out from the centre to zoom in.

The capability rays are calculated and weighted based on formal training, work experience and self-assessment.

The right-hand side portrays all the regions where you work.

Capability Profile



*Use the checkboxes to change the capabilities displayed above

- Land and Soil
- Waterway Management
- Nutrient Management
- Effluent Management
- Water Use and Irrigation
- Greenhouse Gases and Climate Change
- Catchment Management
- Te Ao Māori
- Facilitation or People Leadership
- Farm Systems
- Biodiversity
- Biosecurity

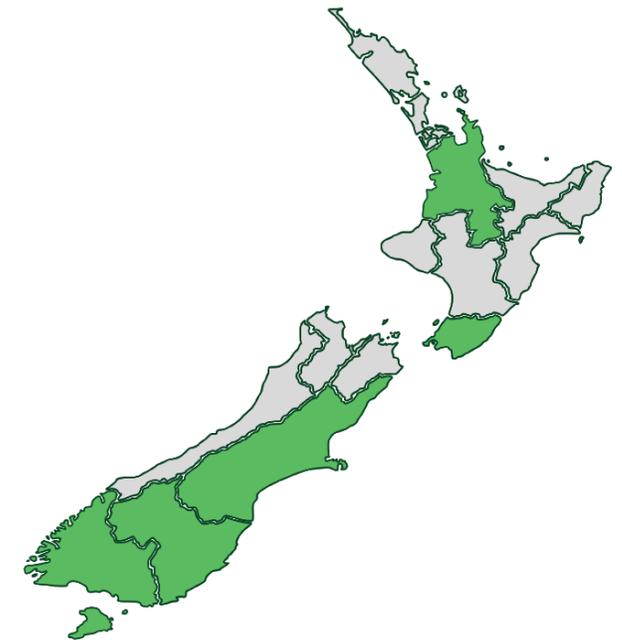
Current Focus Areas

- Catchment management
- People leadership and facilitating change

Expertise Areas

- Terrestrial ecosystems

Regions Where I Work



Navigating your Capability Profile

Scroll down the page to view the achievement badges; these represent the formal qualification you selected earlier in the assessment.

Once you have reviewed your capability assessment, you can print and save a PDF of the dashboard, allowing you to timestamp your current capability and share it with others.

