

11th World Administrators Summit COUNTRY REPORT

COUNTRY: New Zealand

REPORT SUBMITTED BY: Joanne Gallop, Friday Roundtree and Vicki Faint

ASSOCIATION / NETWORK / ORGANISATION: AdminZ – the Association of Administrative Professionals of NZ Inc.

As stated in [Administra](#), monitoring and evaluating the World Action Plan is as important as identifying the objectives and strategies of your Association/Network. A major advantage of monitoring and evaluation is that Associations/Networks can learn a great deal about themselves, and how to lead, manage and improve their own activities and status by implementing this Action Plan. Another advantage is to ensure that the World Action Plan is helpful to Associations/Networks throughout the world in developing their own strategic or business plans.

Each country sending delegates to a World Administrators Summit is asked to report against a selected Goal in Administra.

The Country Reports will be shared on the WA-Summit website as pre-read for the 11th WA-Summit.

Please explain how your Association/Network/Organisation is using Goal 1 to develop your activities:

Goal 1: Managing Administrative Skills

Objective 1.1: Enhancing the perceived value of administrative/office professionals:

The AdminZ story, locally, nationally and globally, has an impact on how administrators view themselves. We have provided speakers/webinars from industry leaders to our membership and beyond, so they can hear firsthand the value that administrators provide in any organisation.

Objective 1.2: Increase awareness of the value of administrative skills in business:

As above, communication is key to the increased awareness of an administrators value. By providing member and leader stories has helped grow this awareness.

Objective 1.3: Have globally recognised credentialing/accreditation:



Vicki's input into the Skills Set Matrix has enhanced our recognition of global credentialing within our membership. The story that Vicki tells to members and potential members about her journey and the WAA work on this has increased visibility of further benchmarking/credentialing.

Objective 1.4: To encourage businesses and the global community to view the administrative/office professionals' role as a career:

Maintaining professionalism for our profession is key to how businesses view the administrative professional roles. By telling and re-telling the story of our journey from NZ to the global stage has increased this awareness. This has been via newsletters, webinars, member forums, area networking events, our workplaces and other external events where we are able to share our own journey's and provide insight for those new to the profession.

Objective 1.5: Achieve common understanding between training providers, administrative/office professionals associations and employers about the value of a required qualification and/or credentialing/accreditation:

A lot of work is being undertaken to ensure that the qualifications we provide, and endorse, are a standardised benchmark (on the NZ Qualifications framework) which is nationally and internationally recognised. Working with training providers and employers is key to the success of this work.

Objective 1.6: Associations contribute to recognise the professional and personal development of their administrative/office professional members:

AdminZ has just undertaken a restructure to align itself with changing needs of the membership. This includes the national executive being responsible for the regular delivery of professional development for all members, and administrators across the country and also globally with monthly webinars. This takes away the responsibility from the individual area branches having to provide professional development, which some struggle to do, but provides them the ability to focus on maintaining networking for members and non-members. Area branches are also welcome to provide additional professional development if they wish to do so.

Objective 1.7: Investigate the logistics of forming an international body to look at developing a global framework in which qualifications, accreditation, certification and professional development could be recognized internationally.

Having Vicki Faint on the WAA, as well as Eth Lloyd, has provided us with an advantage of having the insight into what the WAA is working on internationally. We would wholeheartedly support a global framework for internationally recognised qualifications and look forward to being a part of this.

