

# ADHA APPLICATION FOR RECOGNITION as an Architectural Door Hardware Consultant (ADHC) 2011

## COMPETENCY REQUIREMENTS

As the professional body representing the interests of businesses involved in the architectural door hardware industry the Association requires members to meet a number of requirements.

Likewise those individuals who seek recognition as a certified architectural door hardware consultant (ADHC) must satisfy the Association's requirements with regard to knowledge, experience and commitment to the ADHA aims and objectives and the ADHA Code of Practice.

All applicants for the ADHC qualification must be able to exhibit competence of an ethical person with knowledge of relevant standards and codes in positions which have required them

Candidates will be required to exhibit:

- knowledge of the architectural door hardware industry
- an ability to communicate effectively
- a commitment to comply with the ADHA Code of Conduct
- an ability to use their expertise in identifying and solving problems
- a commitment to quality management principles and
- an acceptable qualification or significant industry experience
- an understanding of the ADHA's Aims and Objectives

## ADHA AIMS & OBJECTIVES

The aims and objectives for which the Association is established are:

- To protect and advance the character status and interest of persons in the Architectural Hardware Industry in Australia (herein after referred to as the "Industry").
- To consider all questions affecting the interests of the industry and especially of the Members of the Association and to take such action as may be necessary to protect all or any of such interests.
- To represent the Industry concerning legislative measures and proposals for Government regulations or enactments which may affect the interest of the industry.
- To promote ethical conduct by Members of the Association in their relations with clients and fellow Members.
- To provide such services as may assist Members to improve their technical and business methods including the exchange of statistics and credit information supplied by the members for this purpose.
- To borrow and raise money in such manner and with or without security as the Association may think fit.
- To purchase lease or otherwise acquire any real to personal property which may be deemed necessary or convenient for carrying out the objects and purpose of the Association and to manage improve or develop any such property and to sell or otherwise dispose of any property of the Association.

## CODE OF PRACTICE

The Architectural Door Hardware Association has agreed a Code of Professional Practice, which will be binding, on Member Companies and individuals operating in the architectural hardware industry.

- Clause 1.**  
A Member's conduct should uphold the dignity, reputation and good standing of the architectural hardware profession.
- Clause 2.**  
A Member shall not recklessly or maliciously injure the professional reputation, prospects or business of others or adopt the illegal practice of passing off.
- Clause 3.**  
A Member Company, which knowingly causes another person or Organisation to act in a manner inconsistent with this code or is party to such action, will be deemed to be in breach of it.
- Clause 4.**  
A Member will at all times act honestly and in such a manner that clients are not misled.
- Clause 5.**  
It is expected that Members shall seek at all times to ensure that they attain and retain the appropriate levels of expertise necessary for the efficient running of projects. In addition they shall seek to ensure that employees have the appropriate levels of expertise for the efficient execution of their tasks and if necessary they will provide the appropriate level of training to help in that attainment.
- Clause 6.**  
A Member shall perform only those services, which are within the Member's competence. Employees shall be trained and well supervised to ensure all contracts are undertaken in accordance with specifications and good practice.
- Clause 7.**  
A Member shall not permit misleading statements or inaccurate information to be used in advertising or promotional material.
- Clause 8.**  
A Member will take all necessary steps to bring this Code of Practice to the attention of their employees and shall use their best endeavours to ensure that such persons observe this Code.

It is a duty of all Members to assist the Association in the enforcement of this Code. If the Association, having duly and properly examined an alleged breach of this Code by a Member, finds that Member in breach of the Code, it shall take such disciplinary action as it shall deem necessary.

## PATHWAYS TO ARCHITECTURAL DOOR HARDWARE CONSULTANT RECOGNITION

There are four methods by which members can become certified architectural door hardware consultants (ADHC)

- Completion of the Level I and II ADHA training and the submission of acceptable evidence of industry experience (minimum five years)
- Completion of the ADHA recognised diploma qualification (under development) and submission of acceptable evidence of industry experience (minimum five years)
- Submission of evidence of extensive experience (greater than 10 years) in the industry in a senior position. (This method of entry to the ADHC will be monitored by the ADHA Executive and may be withdrawn once the Diploma Qualification is readily available for delivery)
- Existing AHC holders will be able to convert to the ADHC qualification on application and submission of evidence of their existing recognition, satisfactory references and evidence of current employment in the industry.

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## APPLICATION FORM

FULL NAME OF APPLICANT					
ADDRESS					
SUBURB		STATE			
POSTCODE		COUNTRY			
BUSINESS PHONE		MOBILE		FAX	
EMAIL					
CURRENT EMPLOYER		CONTACT			
EMPLOYER'S ADDRESS					
PHONE		FAX			
EMAIL		WEBSITE			

## QUALIFICATIONS— certified evidence required

<b>QUALIFICATION 1</b>				
COURSE TITLE				
PROVIDER				
COMPLETION DATE				
COURSE DURATION				
<b>QUALIFICATION 2</b>				
COURSE TITLE				
PROVIDER				
COMPLETION DATE				
COURSE DURATION				
<b>QUALIFICATION 3</b>				
COURSE TITLE				
PROVIDER				
COMPLETION DATE				
COURSE DURATION				

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## CURRENT EMPLOYER

BUSINESS NAME			
JOB TITLE			
WORK PERFORMED		PHONE	
COMMENCEMENT DATE			
EMPLOYMENT DATES	FROM		

## PREVIOUS EMPLOYER 1

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
JOB TITLE			
WORK PERFORMED			
EMPLOYMENT DATES	FROM	TO	

## PREVIOUS EMPLOYER 2

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
JOB TITLE			
WORK PERFORMED			
EMPLOYMENT DATES	FROM	TO	

## PREVIOUS EMPLOYER 3

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
JOB TITLE			
WORK PERFORMED			
EMPLOYMENT DATES	FROM	TO	

### FORWARD YOUR APPLICATION WITH PAYMENT TO:

Mr Richard Brooks  
Secretary  
Architectural Door Hardware Assn Inc  
PO Box 1027  
RESEARCH VIC 3095  
AUSTRALIA  
Phone: (613) 9430 5025  
Fax: (613) 9445 9219

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List three recent projects that you have been responsible for including any particular highlights/challenges involved:

<b>PROJECT 1</b>	
<b>PROJECT NAME</b>	
<b>DEVELOPER/ARCHITECT</b>	
<b>SUMMARY OF WORK INVOLVED</b>	
<b>HIGHLIGHTS/CHALLENGES</b>	

<b>PROJECT 2</b>	
<b>PROJECT NAME</b>	
<b>DEVELOPER/ARCHITECT</b>	
<b>SUMMARY OF WORK INVOLVED</b>	
<b>HIGHLIGHTS/CHALLENGES</b>	

<b>PROJECT 3</b>	
<b>PROJECT NAME</b>	
<b>DEVELOPER/ARCHITECT</b>	
<b>SUMMARY OF WORK INVOLVED</b>	
<b>HIGHLIGHTS/CHALLENGES</b>	

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Please explain in the space provided your understanding in 150 words of each of the following statements.

1. Accurate communication skills are important in the architectural door hardware industry to ensure compliance and satisfaction of customer need.
  
2. The building code and relevant standards are critical documents for an architectural door hardware consultant
  
3. Accuracy and quality management are critical characteristics of a successful consultant
  
4. The ADHA code of practice provides the foundation for professional industry standards

## PROFESSIONAL MEMBERSHIPS

<b>ORGANISATION</b>	
<b>TYPE OF MEMBERSHIP</b>	
<b>DATE JOINED/ADMITTED</b>	
<b>ORGANISATION</b>	
<b>TYPE OF MEMBERSHIP</b>	
<b>DATE JOINED/ADMITTED</b>	

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## REFERENCES

A minimum of four references are to be provided including at least two character and two business references (one of which should be from an architect or developer that you have dealt with). The admissions committee reserves the right to contact your referees without further reference to you.

### Curriculum Vitae (CV)

A current copy of your CV is to be attached recording full details of employment history, training and experience.

## APPLICATION CHECKLIST

- › Application form completed
- › Certified copies of "qualification certificates" attached
- › Current employer can be contacted to validate employment
- › Evidence can be provided to substantiate the work undertaken on the three listed projects
- › Two character references are attached
- › Two business references are attached
- › Curriculum Vitae is attached
- › Declaration has been signed and
- › Payment of application fee is attached.

APPLICANTS INITIALS [      ]

## DECLARATION

I hereby certify that:

- › I have not been convicted of an offence involving fraud or dishonesty and am unaware of any pending matter which could reflect on my good character.
- › If admitted as an Architectural Door Hardware Consultant I undertake to abide by the code of practice of the Architectural Door Hardware Association and any regulations or bylaws made by that body.
- › I undertake to complete "Continuing Professional Development (CPD)" in accordance with AHDA guidelines.
- › My employer maintains all necessary insurances including professional indemnity cover and I can provide a "Certificate of Currency" if required.
- › All information provided within this application and attached thereto is true and correct.

APPLICANT	
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SIGNED	
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FULL NAME	
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DATE	
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WITNESS	
---------	--

SIGNED	
--------	--

FULL NAME	
-----------	--

DATE	
------	--

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## PAYMENT

I further understand that the ADHA may impose an annual fee for inclusion on the ADHC register and that all certificates and other ADHC material remain the property of ADHA at all times.

## ADHC APPLICATION FEES

Application fee \$250.00 (inc GST)

## Payment Options

Please Tick:

- Cheque
- Direct Deposit (please included "your name - ADHC" as the reference)  
Account Details: BSB 083-166 Account No. 460601624
- Mastercard
- Visa

Credit Card Number: ...../...../...../..... Expiry: ...../.....

Name on Card: (please print) .....

Card Holder's Signature: ..... Total Amount \$ .....

Comments: .....  
.....

## OFFICE USE:

Date Received: .....

Ack: .....

Payment: .....

CC – Review Committee: .....

File: .....

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