

## **What you should know when you employ your recent NZ graduate**

New Zealand trained dietitians are required to have successfully completed a three year undergraduate science degree, containing prescribed pre-requisite papers in Human Nutrition and then complete the fifteen month Postgraduate Diploma in Dietetics (PG Dip Diet).

Admission to the Postgraduate Diploma in Dietetics is only available through the Dietetic Training Programme, Department of Human Nutrition, University of Otago in Dunedin.

***The Health Practitioners Competence Assurance Act 2003 (HPCA Act) requires that: All Dietitians must be registered with the Dietitians Board, and hold a current New Zealand practising certificate, to legally practise dietetics in New Zealand.***

**A person who deems to be a dietitian or believes he/she has the equivalent qualification may be in breach of the HPCA Act if they do not have these qualifications.**

**Registration of a NZ graduating dietitian is a three step process:**

- 1. Application to NZ Dietitians Board**
- 2. Entry of name on register (Registration)**
- 3. Granting of an annual practising certificate (APC)**

1. To gain registration, applicants need to arrange for the following to be sent to the Registrar of the Dietitians Board:

- Correctly completed and signed registration application form,
- Registration fee,
- Correctly certified copy of their birth certificate or passport,
- Two references (which are sent directly to the Board by the referees),

2. The Director of the Dietetic Training Programme, University of Otago sends a letter to the Board as soon as the applicant has 'completed' their course of study, informing the Board of the date that the applicant passed all their requirements.

Once all the documents, and payment, are received, registration is approved. The Registration package includes:

- Annual Practising Certificate (APC) application form and fees payment form
- The 'Statement of Registration Competency Requirements'
- The Continuing Competency Manual and Continuing Competency Programme (CCP) Audit template
- Code of Ethics' booklet
- Newsletters and the Board Functions leaflet
- Supervision guidelines and agreement

3. The annual practising certificate is granted once the application for a practising certificate and payment has been received.

The Board expects all entry level dietitians to be supervised for a minimum of one year. They must actively engage in the Continuing Competency Programme, using an experienced dietitian as their mentor. New graduates are recommended to develop a Learning Plan within the first year of practising but are not required to submit Learning Plans to the Board for approval. The Performance Development Plan developed by employees in a number of organisations would be an acceptable Learning Plan.

New graduates who apply for registration within 12 months of graduating may be deemed to meet the required standard of entry-level competence, otherwise they will be required to prove competency for registration.

Please also refer to the "Registration: NZ Graduates" page on the Board's website, which contains an '[\*Information for new graduates sheet\*](#)'.

NB: Graduating dietitians may work as 'intern dietitians' or as 'food supervisors', once their practicums are handed in, whilst they await their 'completion' results and before being registered.