* + 1. **TEMPLATE: *‘Readiness to operate’* propositions which the applicant association is required to respond to**

The propositions below are designed to help you decide if your association is ready to apply for a Professional Standards Scheme. The common theme in the template propositions is to describe how your association would address the elements of the particular risk category such as membership, governance, occupational etc. Where your response is “true/yes”, or you are unable to provide an example of how your association would negative the proposition, you should discuss with the Authority during the pre-application workshop referred to in Guidance1.0.2 *The Association’s capability to operate a Professional Standards Scheme.* Guidance 1.0.2 also provides practical examples to assist you to complete this template.

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| 1. **CATEGORY: MEMBERSHIP** | |
| **Module’s propositions** | **Association’s response (including examples)** |
| The association cannot compel members to provide data |  |
| The association cannot compel members to hold professional indemnity insurance |  |
| The association cannot compel members to improve occupational standards |  |
| The association’s proposed Scheme only includes a small part of the overall association membership |  |
| The association does not have the minimum number of members to represent the occupational group |  |
| The association has corporate members |  |
| The association does not have robust and independent systems for consumer complaints resolution and member discipline |  |
| 1. **CATEGORY: GOVERNANCE** | |
| The association is not a body corporate, or cannot maintain its statutory responsibilities as an incorporated entity |  |
| The association’s Constitution does not enable a Scheme to be created and approved |  |
| The association is part of a complex corporate structure |  |
| The association appears to operate as an industrial association (lobbying in the interest of employers) or as a commercial association (sales for the interest of shareholders) |  |
| The association has no volunteer or member committees |  |
| The association has no member representatives on the governing body |  |

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| 1. **CATEGORY: GOVERNANCE (cont.)** | |
| **Module’s propositions** | **Association’s response (including examples)** |
| The association is a Pty Ltd company structure (company limited by shares) |  |
| The association is a national association with state-based entities that are not strategically aligned |  |
| The association has an excessively high or low turnover of governing body members |  |
| 1. **CATEGORY: OCCUPATIONAL GROUP** | |
| The association operates within a high-risk occupational environment, such as:   * Financial services * Built environment |  |
| The association’s occupational group does not require professional indemnity insurance |  |
| The association cannot identify consumers of its members’ services or the potential harms against those consumers. |  |
| The association represents a small proportion of the entire occupational group |  |
| 1. **CATEGORY: POLITICAL RISK / CONFLICT OF INTEREST** | |
| The association has connections or conflicts of interest with key decision-makers (political, media or administrative) |  |
| 1. **CATEGORY: PRIOR PERFORMANCE** | |
| The association anticipates a replacement Scheme (i.e. re-make), although annual reporting scores have been poor, or there has been previous non-compliance |  |
| 1. **CATEGORY: RESOURCING** | |
| The association has no visibility over claims and professional indemnity insurance |  |
| The association’s application will be largely drafted by an external consultant |  |
| The association does not have sufficient resources to submit an application or manage the Scheme over its lifecycle |  |
| 1. **CATEGORY: ADMINISTRATIVE** | |
| The association submits an application for a Scheme remake with less than 10 months until the current Scheme expires |  |
| The association’s governing body has not considered or approved the association’s application before submission |  |