



## Application Module 2.0 – Letter of application from association governing body to the Councils

### A. TO BEGIN THE MODULE

This module sets out the information to provide to the Professional Standards Councils about your application for a Scheme, your association, and why the proposed Scheme will help improve occupational standards and protect consumers of your members' services.

### B. WHAT IS THE LETTER OF APPLICATION IN THE CONTEXT OF A PROFESSIONAL STANDARDS SCHEME?

The aim of the letter of application is two-fold: to allow the Councils to analyse the proposed Scheme in accordance with the objects of Professional Standards Legislation, and to demonstrate your association's commitment to improved consumer protection and occupational standards arising from your members' participation in the Scheme.

### C. COMPLETING THE LETTER OF APPLICATION

Your association should provide a cover letter for your application, including the details identified in the cover letter model below. In summary, the letter:

- requests that the Councils approve the proposed Scheme
- attaches the proposed Scheme instrument for your association (for detail, see Submodule *2.1 Scheme instrument*), association's insurance standard (for detail, see Submodule *2.2 Association's insurance standards*), Public Consultation Document (for detail, see Submodule *2.3 Public consultation document*), and your compliance plan (see Submodule *2.4 Compliance plan*)
- tells the Councils about your association, its members, and occupational work
- shows the Councils how your association understands its role in improving standards of professional conduct and consumer protection, consistent with the objects of the legislation (using the *Professional Standards Act 1994* (NSW) as an example) which are:
  - a) to enable the creation of Schemes to limit the civil liability of professionals and others,
  - b) to **facilitate the improvement of occupational standards** of professionals and others,
  - c) to **protect the consumers of the services provided by professionals and others**,
  - d) to constitute the Professional Standards Council to supervise the preparation and application of Schemes and **to assist in the improvement of occupational standards and protection of consumers**.

The cover letter model is set out below.



## D. MODEL

### Letter's key elements

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[association logo]

[association contact details – address / email / phone]

[date]

[name of the Chair – Professional Standards Councils]

Chair

Professional Standards Councils

GPO Box 4021

SYDNEY NSW 2001

Dear [name]

#### **[association name] application for a Professional Standards Scheme**

The [association name] submits this application for a Professional Standards Scheme for its members [or specify a class or classes of membership] under [insert legislative reference and jurisdiction], to have force in [insert applicable states and territories which the Scheme will apply to].

#### **Background**

The [association name] is... [describe your association]. *Consider questions, including:*

- *What legislation is your association incorporated under?*
- *What occupation or occupational group do your members represent?*
- *What occupational work do your members undertake?*

#### **Why the Professional Standards Councils should approve the application**

The [association name] asks the Professional Standards Councils to approve the attached draft Scheme instrument, in consideration of the supporting application submitted. *Consider questions, including:*

- *How does your association and its members aim to protect consumers of services provided?*
- *How does your association improve the occupational standards of its members?*

#### **The application**

Please find a draft application prepared by the association and approved by the [name of the association's governing body]. The application has been prepared according to the modules, guidance and templates provided by the Councils. The application fee of [insert application fee], prescribed under Regulations, is also enclosed.

We look forward to working with the Councils and the Professional Standards Authority to implement the proposed Scheme.

Sincerely,

[your name and your title]

[association name]

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