



Application Submodule 4.3 – Discipline of members system

A. TO BEGIN THE SUBMODULE

Consistent with the overarching Module 4.0 *Professional risk management strategies*, this submodule has been designed to assist occupational associations to provide information to the Professional Standards Councils on member discipline systems when making an initial Scheme application.

The submodule identifies the information that must be provided by associations under sections 10 and 36 of the *Professional Standards Act 1994* (NSW).

This submodule should be read in conjunction with Guidance 4.3.2 *Member discipline system* which aims to assist you in completing the submodule.

B. WHAT FUNCTION DOES A MEMBER DISCIPLINE SYSTEM HAVE IN A PROFESSIONAL STANDARDS SCHEME?

Member discipline systems aim to achieve the following:

- holding members of the relevant occupation accountable for professional conduct, competency, and character standards
- delivering timely and procedurally fair outcomes, and
- assisting associations and their members to identify improvements in professional standards to meet community expectations and reduce consumer harm.

In addition to arrangements to investigate, make findings and impose sanctions for member breaches of professional standards, an association's member discipline system may include or be integrated with other elements of an association's professional risk management strategies comprising the following:

- Association membership requirements (entry, annual, ongoing, fit, and proper)
- Quality management undertaken by the association (including for example member audits, quality reviews)
- Risk management required of members by the association and/or their firms.
- Continuing occupational education requirements (continuing professional development)

C. COMPLETING THE REQUIRED INFORMATION

The information required from your association is to be entered in the following Templates: 4.3.1a *Discipline of members system* and 4.3.1b *Comparative table against the statutory Model Code*.