Template

Scheme compliance plan

# Instructions

This template will help you to develop your scheme compliance plan. It has 2 sections.

The first section is the ‘Scheme compliance plan structure’. It includes the topics that a scheme compliance plan should include as best practice:

* About the association
* The association’s leadership and organisation
* Governance principles and risk management
* The association’s compliance obligations
* Scheme participants’ compliance obligations
* Compliance management processes
* Compliance risk identification, analysis and evaluation
* Support
* Operation and compliance controls
* Performance evaluation
* Improvement.

Our suggested structure splits these topics into 3 manageable parts, with suggestions for what content to include in each. Please use and adapt this to develop your scheme compliance plan.

After this, this template then asks 3 questions about your plan. Enter your response in the space below each question.

# Scheme compliance plan structure

## Part 1: Overview

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| Section | Suggested content |
| About the association | * What your association does * Key responsibilities * Support to members * Connecting the occupation and consumers * Vision and mission * Relationship with other regulators * Classes of membership (including exclusions and exemptions) * Key stakeholders’ needs and expectations |
| The association’s leadership and organisation | * Leadership and commitment * Association roles, responsibilities and authorities |
| Governance principles and risk management | * Risk and compliance culture * Professional risk management framework |

## Part 2: Compliance obligations

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| Section | Suggested content | |
| The association’s compliance obligations | * Scheme approval requirements * Association professional risk management strategies * Further information requested by the Councils * Annual Professional Standards Report (APSR) to the Councils * Fee payments | |
| Scheme participants’ compliance obligations | * Association membership requirements * Continuing professional development (CPD) requirements * Association insurance standards * Sufficiency of business assets * Disclosure requirements | |
| Compliance management processes | * Key internal stakeholders * Compliance process | |
| Compliance risk identification, analysis and evaluation | * Review process and reporting * Risk register and monitoring | |
| Support | * Resources * Competence and training * Awareness * Communications (internal and external) |
| Operation and compliance controls | * Compliance control register (using a risk-based approach. For example, risk consequence, monitoring procedure, existing/mitigating controls, effectiveness of mitigating controls, control owner) |

## Part 3: Outcomes

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| Section | Suggested content |
| Performance evaluation | * Audit * Management review |
| Improvement | * Non-conformity, non-compliance and corrective action * Continual improvement * Predetermined criteria review and assessment |

# Questions

Provide your association’s current or proposed scheme compliance plan and answer the following questions.

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| 1. If you are proposing a scheme compliance plan, how will you develop, implement, evaluate, maintain and improve the plan to ensure it is effective? |

Add your response, including examples. Type over or delete this text.

Use the Body text style to complete your answer. If you need more styles, use built-in styles:

* Heading 2 and Heading 3
* Bullet list, Numbered list.

|  |
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| 1. How will (or do) you communicate the requirements of your scheme compliance plan to your members? |

Add your response, including examples.

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| 1. How will you assess and improve the effectiveness of these communications about your plan? |

Add your response, including examples.