

Overview

Annual Professional Standards Report

Starting this module

This module explains your ongoing compliance obligations if your application for a professional standards scheme is successful. It covers:

- the content of the Annual Professional Standards Report (APSR), but not writing the report
- the post-application workshop for successful applicants.

To complete this module, please also refer to:

- Module 6 – Annual Professional Standards Report [guidance](#)
- Module 4 – Professional risk management strategies [guidance](#).

If your association cannot complete this module, please contact us. Part of our role is to advise, help and encourage associations with their professional standards and member regulation (see section 43 of the Professional Standards Act 1994 (NSW) for example).

Understanding the annual compliance reporting requirements

The Annual Professional Standards Report (APSR)

The first part of this module is about understanding your annual compliance reporting obligations. Showing you can manage a scheme and submit the APSR is a key part of the scheme application.

If your application is successful, you must submit your APSR to us by 31 March each year. The APSR should cover the previous calendar year (or the part that the scheme operated for).

You will report on:

- your implementation of your professional risk management strategies, including consumer protection and improved occupational standards
- your compliance with the professional standards legislation.

You will use our template, which has a preamble and 5 parts:

Part	Description
A Highlights	Your association's biggest achievement in occupational standards
B Informing consumers	How you inform consumers about the scheme
C Protecting consumers	How the scheme standards protect consumers
D Redress for consumers	How consumers are provided with redress



E Scheme administration

How you administer the scheme, and other relevant details

You will submit the report to us by email.

You also need to complete an Annual Membership Assurance Report each year.

The post-application workshop

The second part of this module is about the post-application workshop. We will ask you to attend this workshop with us if your application is successful.

The workshop will:

- reinforce your understanding of your association's ongoing compliance and reporting obligations
- formally move you from working with our Scheme Applications team to the Scheme Supervision team.

Before attending the workshop, you will need to:

- examine the APSR report framework, and identify any elements you cannot reasonably provide
- review the workshop agenda and prepare to answer our questions on each element.

The Annual Professional Standards Report [guidance](#) describes both required reports as well as the post-application workshop.

Related submodules

See [Module 4 – Professional risk management strategies](#) for more on completing your APSR.