

Overview

Cover letter and attachments

Starting this module

Module 2 covers the documents and information needed to show us that your scheme will help improve occupational standards and protect consumers of your members' services.

In this module, you will first complete a cover letter telling us about your association. We have developed the Cover letter [template](#) to help you.

You can then complete the attachments for the cover letter in the Module 2 submodules:

[2.1 – Scheme instrument](#)

[2.2 – Insurance standards](#)

[2.3 – Public consultation document](#)

[2.4 – Scheme compliance plan.](#)

Understanding the cover letter requirements

The cover letter has 2 aims. First, it allows us to analyse your proposed scheme in line with the objects of professional standards legislation. Second, it shows your association's commitment to improving consumer protection and occupational standards through members' participation in the scheme.

In the letter, you will:

- ask us to approve your proposed scheme
- tell us about your association, its members and their work
- show us how your association sees its role in improving standards of professional conduct and consumer protection, in line with the objects of the legislation
- confirm that your application has been approved for submission by your Board.

The objects of the Professional Standards Act 1994 (NSW), for example, are to:

- enable the creation of schemes to limit the civil liability of professionals and others
- facilitate the improvement of occupational standards of professionals and others
- protect the consumers of the services provided by professionals and others
- 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.

You will then attach your association's proposed scheme instrument, insurance standards, public consultation document and compliance plan, which you will prepare in submodules 2.1–2.4.

Completing the cover letter

Enter the information about your association into the Cover letter [template](#).