* + 1. **TEMPLATE: *Occupational group and occupational association* questions which the applicant association is required to complete**

The questions below are designed to help you demonstrate to the Professional Standards Councils that the association applying for a Professional Standards Scheme is an occupational association. To assist you, see Guidance 1.1.2 *Occupational group and occupational association**.*

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| 1. **QUESTION:**  ***IS THE ASSOCIATION INCORPORATED?***
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| **Evidence / information required** | **Association’s response (including examples)**  |
| Provide a current certificate of incorporation or company registration |  |
| 1. **QUESTION:**  ***WHAT IS THE OCCUPATIONAL GROUP?***
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|  Provide the following information/evidence as applicable:* Evidence that there is community acceptance and recognition of the occupation as a profession, a trade, or another vocational group. This may be evidenced by a statutory definition
* Details of the specialised knowledge that members possess
* Details of the tertiary studies which members are required to complete to be admitted to the profession or the specialised training or qualifications required to practice the profession or trade
* Evidence that members are subject to a set of standards, and or any disciplinary sanctions for breach of those standards
* Information in relation to the professional association to which members must be admitted to practice the profession
* Information on the goals, mission or values of the association and/or any ethical or conduct rules that guide the members of the occupational group
* Evidence that the members of the group possess certain identifiable characteristics that allow those members to be considered as being related based on having the same habitual employment, business, trade or calling.
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| 1. **QUESTION:**  ***WHAT IF YOUR ASSOCIATION HAS MORE THAN ONE OCCUPATIONAL GROUP?***
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| * Provide evidence to demonstrate that the occupational groups are related as occupational groups and not related by sub-categories of work within a common industry.
* Note: Some jurisdictions include provisions enabling a Scheme for related occupational groups. In the jurisdictions which do not permit related occupational groups to be part of a single Scheme, you will also have to demonstrate that the work done by the group is sufficiently homogeneous for it to be viewed as a single occupational group.
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| 1. **QUESTION: *IS MEMBERSHIP LIMITED PRINCIPALLY TO MEMBERS OF THE OCCUPATIONAL GROUP?***
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| * Provide the approved versions of the association’s current governing documents such as constitution, rules of incorporation, bylaws, statutory rules, incorporation Act (if incorporated through an Act of parliament), etc.
* Where the constitution allows membership of the association from persons (both natural and corporate) that are not members of the occupation (say, students, associates, other occupations), provide a table which shows member numbers by occupation.
* Note: The definition of *occupational association* requires membership to be limited principally (i.e. mainly) to members of that occupational group (or those related occupational groups). You will need to demonstrate that the eligibility criteria in the association’s constitution (and/or other governing documents) limits membership accordingly.
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| 1. **QUESTION: *DOES THE ASSOCIATION REPRESENT THE INTERESTS OF PERSONS WHO ARE MEMBERS OF THE SAME OCCUPATIONAL GROUP?***
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| * Provide the approved versions of the association’s current governing documents such as constitution, rules of incorporation, bylaws, statutory rules, incorporation Act (if incorporated through an Act of Parliament)
* Provide evidence as to whether and how the association represents the interests of the occupational group.
* Note: Whether the association represents the interests of members of an occupational group is a matter of fact about which the Councils must be satisfied. To establish that the association represents the interests of persons who are members of the same occupational group, you must demonstrate that the association speaks and acts for the interests of the members of the occupational group.
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**NOTE: Optional pathway**

An alternative to providing the above information is to submit a legal advice written to the association, setting out reasons, that confirms the association is an occupational association as defined by the Professional Standards Legislation. Note that the Professional Standards Councils will still need to be satisfied, based on this evidence, that the entity is an occupational association for the purposes of the legislation.