Template

Occupational group and
occupational association

# Instructions

This template will help you to show us whether your association is an occupational association.

It includes 5 questions. Enter your response in the space indicated. You will need to provide evidence or information to support your answers.

For help completing this template, see the Occupational group and occupational association [guidance](https://www.psc.gov.au/sites/default/files/SAF/SAF_Module_1/1_Guidance_Occupational_group_and_occupational_association.pdf).

# Questions

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| 1. Is your association incorporated? |
| Examples of supporting evidence* Current certificate of incorporation as a body corporate (or corporation in the Australian Capital Territory).
* Current company registration.
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Add your association’s response to this statement here. 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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| 2. Does your association represent the interests of members of a professional group, a trade group, or another eligible occupational group? |
| Examples of supporting evidence* A statutory definition showing that the community accepts and recognises the occupation as a profession, a trade or another vocational group.
* Details of members’ specialised knowledge.
* Details of the tertiary studies members need to complete for admission to the profession, or the specialised training or qualifications required to practise the profession or trade.
* Evidence that members are held to a set of standards and disciplined for breaching them.
* Details of the professional association members must join to practise the profession.
* Information on your association’s goals, mission or values, or any ethical or conduct rules that guide its members.
* Evidence that group members share identifiable characteristics, allowing them to be considered related because they have the same habitual employment, business, trade or calling.
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Add your response.

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| 3. Does your association represent one occupational group’s interests? |
| We must be satisfied that an association represents the interests of members of an occupational group. You need to show that your association speaks and acts for its members.Examples of supporting evidence* Approved versions of current governing documents, such as your association’s constitution, rules of incorporation, by-laws, statutory rules or incorporation act (if incorporated through an act of Parliament).
* Evidence of whether and how your association represents the occupational group’s interests.
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Add your response.

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| 4. Is membership limited mainly to members of that occupational group? |
| Examples of supporting evidence* Constitution (or other governing documents) showing that your association’s eligibility criteria limits membership mainly to members of that occupational group (or those related occupational groups).
* Approved versions of current governing documents, such as rules of incorporation, by-laws, statutory rules or incorporation act (if incorporated through an act of Parliament).
* A table showing member numbers by occupation if some members are not from that occupational group (such as students, associates or other occupations).
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Add your response.

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| 5. Does your association represent a related occupational group’s interests? |
| In some jurisdictions, a scheme can include related occupational groups. In jurisdictions that do not permit this, you will also need to show that group members can be seen as one occupational group due to the similarity of their work. Examples of supporting evidence* Evidence showing that the occupational groups are related as occupational groups and not by subcategories of work within a common industry.
* Details of any pre- or post-graduate training and qualification requirements that apply to all members.
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Add your response.