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
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## 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
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| 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)
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| 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

|  |  |
| --- | --- |
| 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?
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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.

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