

2023 FCAQ APPLICATION FOR NEW ASSOCIATE MEMBERSHIP

This application form should be read in conjunction with the FCAQ Membership Policy 2022 Version 1 available on the FCAQ website. To assist in the processing of application for membership please note the following:

1. If you are renewing your membership as an Associate member, please complete the form titled "2023 FCAQ Application for Renewal of Associate Membership".
2. The completed membership application form, together with all supporting documentation, is to be emailed to membership@fcaq.org.au with the following in the subject title "<surname> associate membership". FCAQ will only accept forms that are sent by email to above email address.
3. FCAQ's membership year runs from 1st January until 31st December. A pro-rata evaluation for Continuous Professional Development (CPD) and professional supervision requirements will apply for the renewal of membership for the following membership year. Members are encouraged to contact FCAQ staff to assist with pro-rata evaluation at the start of the next membership year.
4. Appointment of a Professional Supervisor and required professional supervision hours:
 - (a) A new Associate Financial Counsellor must nominate an FCAQ Approved Professional Supervisor. *Please contact FCAQ if you require a current list of FCAQ Approved Professional Supervisors.* An additional, external supervisor may also be nominated for FCAQ's approval.
 - (b) The FCAQ Approved Professional Supervisor and, if relevant, the proposed external supervisor, must sign this application form confirming their commitment to supervise you.
 - (c) An Associate Financial Counsellor working full time (1.0 FTE) must have been supervised for at least 10 hours during the 2022 membership year. For Associate Financial Counsellors working less than 20 hours per week, a minimum of 6 hours per calendar year, or pro-rata based calculations will be applied on a minimum of 10 hours per calendar year. FCAQ highly encourages new associates to receive more than the minimum hours required.
 - (d) Supervision must be at least 50% 1:1 supervision with an FCAQ Approved Professional Supervisor and the remaining 50% may be made up of group, casework, or clinical supervision.
 - (e) Line Management supervision is a different process to professional supervision. Your Line Manager will not be recognised as your FCAQ Approved Professional Supervisor.
 - (f) All supervision is to be recorded on the FCAQ Supervision Record Sheet, located on the FCAQ Members Toolkit, and forms part of the application for renewal of membership each year.
5. Continuing Professional Development (CPD).

All Associate Financial Counsellors must track their CPD using the FCAQ CPD Tracker spreadsheet located on the FCAQ Members Toolkit and forms part of the application for renewal of membership each year. Associate Members must complete 20 points of CPD per calendar year, with a minimum of one session from each of the following categories: technical, skills and ethics. For a more detailed explanation of these categories, please refer to the FCAQ Membership Policy 2022 Version 1.

6. Assessment Process: If you are approved for membership, you will receive:

- (a) A notice in writing of membership acceptance.
- (b) A tax invoice for the fee, which is payable within 14 days of notification.
- (c) Links to the FCAQ CPD Tracker and FCAQ Supervision Record Sheet.
- (d) Once the invoice is paid in full, FCAQ will provide access to the FCAQ website Members Toolkit, Financial Counselling Australia (FCA) toolkit and a National Registration Number (NRN) will be allocated.

No fees are to be paid to FCAQ until you have been advised that all membership requirements have been met and a tax invoice has been provided. New membership commences only when your payment has been received and receipted by FCAQ.

If you are not approved for membership, you will be advised in writing that:

- (a) Your membership application has been declined, together with the reason, or
- (b) your membership application has been declined because further information is required to support your application.

7. Fees

The annual fee for Associate members for 2023 is **\$155** per calendar year or part of that year. Please note if you are upgrading your membership from Affiliate to Associate during the membership calendar year you will need to pay the difference between the affiliate membership fee paid and \$155. All memberships are due for renewal on 1st January each year.

Member Details (please complete all required * information)

Name: *	
Date of Birth: *	
Mailing address: *	
Email address: *	
Phone number: *	

Organisation/Employer

(If you work for multiple agencies, please print and complete this page for each agency):

Agency Manager's name: *	
Agency Manager's email: *	
Organisation/Agency phone: *	
Organisation/Agency Address: *	
Your current position title: *	
Date commenced in this role: *	

PRE-REQUISITES IN CONNECTION WITH YOUR EMPLOYER (or organisation you volunteer for):

<p>Are you employed by/volunteer for a non-profit organisation?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No - you do not meet membership eligibility</p>
<p>Are you employed in/volunteer for the finance industry, or does your employer/organisation hold a credit licence?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - you do not meet membership eligibility</p>
<p>Do you or your organisation/employer charge a fee for service?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - you do not meet membership eligibility</p>
<p>Does your organisation/employer receive direct funding from a credit provider to provide a financial counselling service?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - you do not meet membership eligibility</p>
<p>Which organisations or government departments fund your position?</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>

Eligibility for New Associate Membership

1. Working, or volunteering as a Financial Counsellor

Are you primarily working or volunteering as a Financial Counsellor, as per your position description?

Yes No ► you may not meet membership eligibility

If yes: Full Time Part Time Casual Voluntary

If no: You are encouraged to contact FCAQ staff to discuss your membership options.

On average, how many hours do you work/volunteer each week? _____

If you work less than 8 hours per week as a practising financial counsellor, you do not meet Associate membership eligibility. Refer to FCAQ Membership Policy 2022 Version 1. We strongly recommend you contact FCAQ to discuss your membership options.

You will need to supply FCAQ with a letter from your employer outlining your duties as a financial counsellor and hours of work per week.

2. Diploma of Financial Counselling CHC51115

Have you completed the above Diploma? Yes (see below) No (see below)

Yes, FCAQ requires a copy of your Certificate and Transcript

No Are you currently enrolled and studying for the above Diploma?

YES NO ► **you do not meet new associate membership eligibility.**

Date commenced: Date due to complete:

Name of Register Training Organisation (RTO):

FCAQ requires a copy of your enrolment acceptance by RTO and Student Number for record keeping and administration purposes.

PROFESSIONAL SUPERVISOR DECLARATION

Name of Applicant:

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3. It is a requirement for your nominated professional supervisor/s to declare their intention to supervise you and to meet your required professional supervision hours throughout the membership year. Your nominated FCAQ Approved Professional Supervisor/s **MUST BE A CURRENT FCAQ APPROVED PROFESSIONAL SUPERVISOR**. If you have concerns about the nominated professional supervisors' membership with FCAQ, please contact the FCAQ administration membership@fcaq.org.au. **A minimum of 5 hours 1:1 supervision with an FCAQ Approved Professional Supervisor is mandatory.**

4. Choosing an additional supervisor that is not an accredited financial counsellor:

If a financial counsellor wishes to have a supervisor from outside the sector, they may wish to match their learning needs toward a particular skill set. These include, but are not limited to:

Discipline specific - problem gambling, family violence, disaster recovery, drug and alcohol, consumer law
Interdisciplinary needs - motivational interviewing, risk management, working with other professionals
Field of practice – mental health, young people, aged care.

A maximum of 5 hours can be obtained through external supervision.

4. Declaration by FCAQ Approved Professional Supervisor(s) and proposed external supervisor (s) **Mandatory**

I declare that I will provide the professional supervision hours required for FCAQ membership:

Name of FCAQ Approved Professional Supervisor:

Signature:

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Qualifications of Professional Supervisor:

Date:

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Name of External Supervisor (if elected):

Signature:

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Qualifications of Supervisor:

Date:

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Applicant Declaration

I, _____ in making this application for membership of the Financial Counsellors' Association of Queensland, acknowledge and agree to the following:

1. The information that has been provided on this form, and on any attachments to it, is complete and correct in every detail.
2. Read the FCAQ Membership Policy 2022 Version 1 and the Australian Financial Counselling Code of Ethical Practice and agree to uphold them.
3. A member must advise FCAQ immediately of a change in circumstances relating to any information they have provided in or with this application.
4. No objection to any relevant person(s) being contacted to assist in determining my eligibility for membership and understand that FCAQ may, at times, need to discuss my membership with my employer/agency management.
5. A membership certificate will not be processed until all parts of this form are completed and lodged with FCAQ and payment has been processed.
6. Meeting the Supervision requirements and Supervision policies of FCAQ. Any changes to my professional supervision arrangement will be notified by email to FCAQ within 30 days of that change.
7. Meeting the Continuing Professional Development requirements and CPD policies of FCAQ.
8. Have met and agree to meet in the future the Constitution, By-Laws, Codes of Conduct and Policies & Procedures of FCAQ.
9. Will provide proof of my adherence to the above when required.
10. Understand that the Association has agreed to the national standard Disciplinary Process - Policy and Procedures and that these govern how the Association assesses, handles, and responds to complaints about Members. Accordingly, members are bound by the Disciplinary Process - Policy and Procedures.
11. Where a complaint is made about a member, the member consent to the Association and any investigator appointed by the Association:
 - (a) Asking the employer, former employer, a client or former client, a co-worker or anyone else for relevant information and to the extent necessary to do so disclosing information to them about the complaint; and
 - (b) obtaining any personal information from current employer, a former employer, a client or former client, a co-worker or anyone else, in each case to the extent that the personal information appears to be relevant to the matters, subject of the complaint.
12. This Membership Application may be provided to anybody by way of evidence consented by the member to the Association, asking for and obtaining information for the purposes of handling a complaint.
13. If membership of the Association is suspended or terminated the Association may through Financial Counselling Australia make that information available to the financial counselling associations in other States and Territories of Australia.

Applicants Full Name: _____

Applicants Signature _____

Date of Signature _____