

2022 FCAQ APPLICATION FOR ACCREDITED MEMBERSHIP (Non-Practising)

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

1. If a non-practising member wishes to practise financial counselling, the member will need to submit an Accredited Membership (Practising) application prior to seeing clients.
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> accredited membership non-practising". Forms sent other than by email will not be accepted.
3. FCAQ's membership year runs from 1st January until 31st December and it is the member's responsibility to ensure that a properly completed membership application form, together with all necessary supporting documents, is submitted well before 1st January, thus allowing time to resolve any queries or requests for clarification from FCAQ.

4. Supervision:

An Accredited Member (Non-Practising) will not require professional supervision throughout the membership year.

5. CPD:

An accredited member must complete 20 points of CPD per annum 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 CPD section below.

The CPD table is now part of this application form, so you do not need to submit details as a separate record, unless requested.

6. Assessment Process:

If your membership is approved by FCAQ, you will receive:

- (a) A notice in writing of membership acceptance, and
- (b) a tax invoice for the fee, which is payable within 14 days of notification.

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.

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

- (c) your membership application has been permanently declined, together with the reason, or
- (d) your membership application has been declined because further information is required to support your application.

7. **Fees:** New membership commences only when your payment has been received and receipted by FCAQ. The annual fee for Accredited members for 2022 is **\$155** per year or part of that year.

MEMBER DETAILS

Name	
Date of Birth	
Mailing address for FCAQ business	
Email address for FCAQ business	
Phone number for FCAQ business	

ORGANISATION/EMPLOYER

(if you work for multiple employers, please print and complete this page for each employer):

Name	
Email Address	
Contact Phone	
Address	
Your current position title	
Date commenced in this role	

Pre-requisites in connection with your employer (or organisation you volunteer for):

Are you employed in the finance services industry, or does your employer hold a credit licence? <input type="checkbox"/> No <input type="checkbox"/> Yes - you do not meet membership eligibility

Eligibility for Accredited Membership (Non-Practising)

1. Diploma of Community Services (Financial Counselling) or the current Diploma of Financial Counselling

Have you completed the above Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No - you do not meet membership eligibility
Has a copy of your completed Diploma certification been provided to FCAQ? <input type="checkbox"/> Yes <input type="checkbox"/> No - please attach to this application

2. Working, or volunteering as a Financial Counsellor or Supervisor

Are you primarily working or volunteering as a Financial Counsellor, or Supervisor, as per your position description? <input type="checkbox"/> No <input type="checkbox"/> YES - you may not meet membership eligibility – please discuss with FCAQ.

3. Continuing Professional Development

An Accredited Financial Counsellor (Non-Practising) must complete 20 points of CPD per year, including a minimum of one session from each of the categories – Technical, Skills and Ethics.

Technical – e.g., content knowledge relevant to legal issues, banking, fines, EDR/IDR, superannuation, hardship, insurance, completion of Statements of Financial Position

Skills – e.g., counselling, mental health, communication (written, verbal), interviewing, cultural awareness, suicide prevention/training and negotiation

Ethics – e.g., conflict of interest, boundaries, counselling relationships, cultural awareness, options- client choices; appropriate referral to other services

In addition to completing the summary CPD table overleaf, financial counsellors must keep their own detailed annual CPD record which lists each CPD activity and shows:

- (a) the date, duration, presenter, topic/event, and points allocated per activity; and
- (b) the total CPD points achieved.

Financial Counsellors may be requested to produce their detailed CPD record for review by FCAQ. Examples of acceptable CPD activities are set out in the FCAQ Policies and Procedures Manual.

Have you met the requirement of at least one session from each of the categories – Technical, Skills and Ethics? <input type="checkbox"/> Yes <input type="checkbox"/> No ► you do not meet membership eligibility

CPD requirements (Continuing Professional Development)

The table below should record CPD hours from 1st January until 31st December

FCAQ Professional Development Table: 20 POINTS must be achieved.

Members Name:	Location:
Name of Agency (If Applicable):	

1. Attending financial Counselling Conferences (Maximum 12 points)

	Conference Attended	Point Rating	Achieved
½ Day Conference		3 points	
Full Day Conference		6 points	

2. Attending FCAQ Professional Development Training (Maximum 12 points)

	Conference Attended	Point Rating	Achieved
½ Day Conference		3 points	
Full Day Conference		6 points	

3. Attending Casework supervision/workshops (Maximum 10 points)

	Workshop Attended	Point Rating	Achieved
Half Day		1 point	
Full Day		2 points	
Preparation/delivery	Workshop to financial counsellors	4 points	
Preparation/delivery	Community Education	4 Points	

4. Skills Training (refer to National Standards Fact Sheet) Minimum of 1 point to be achieved

	Type of Training	Point rating	Achieved
Basic Counselling skills		1 point	
Negotiation Skills		1 point	
Mediation Skills		1 point	
Gambling		1 point	
Other		1 point	

5. Ethics Training (refer to National Standards Fact Sheet) Minimum of 1 point to be achieved

	Type of Training	Point rating	Achieved
Cultural Awareness		1 point	
Conflict of interest		1 point	
Other		1 point	

TOTAL NUMBER OF ACHIEVED HOURS OBTAINED	
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FCAQ MEMBER 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. I have read the FCAQ Membership Policy 2022 and the Australian Financial Counselling Code of Ethical Practice and agree to uphold them.
3. I will advise FCAQ immediately of a change in circumstances relating to any information I have provided in or with this application.
4. I have 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. A non-practising member cannot practise financial counselling throughout the membership year.
7. I will meet the Continuing Professional Development requirements and CPD policies of FCAQ.
8. I have met, and agree to meet in the future, the Constitution, By-Laws, Codes of Conduct and Policies & Procedures of FCAQ.
9. I will provide proof of adherence to the above when required.
10. I 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. If a complaint is made about a me, I consent to the Association and any investigator appointed by the Association:
 - (a) asking my employer, former employer, a client or former client, a co-worker or anyone else for relevant information and, to the extent necessary, to disclose information to them about the complaint; and
 - (b) obtaining any personal information from my 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, which are the subject of the complaint.
12. I consent to this Membership Application being provided by way of evidence to relevant bodies which request information for the purposes of handling a complaint relating to me.
13. If my membership of the FCAQ 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 _____

FCAQ ELIGIBILITY MEMBERSHIP CHECKLIST

NAME: _____

Tick all applicable boxes in the relevant column to indicate your eligibility

Accredited Member (Non-Practising)

Circumstance

Not Practising as a financial counsellor.

Yes

Not employed in the finance service industry.

No

Qualifications

Diploma Comm Serv (Financial Counselling) or
FC (CHC51115)
(or accredited since 2001 or earlier)

Yes

Experience

Previously worked as an FC

Yes

Has over 2 years FC experience (FT or equivalent)
Or 4 years part-time experience.

Yes

Professional Development (with Log kept)

Minimum PD requirement: 20 Points
**PD must be structured and relevant to FC. Please refer to FCAQ CPD table*

Yes

This checklist is true and correct.

Yes

Signed:

on Date: / /

NOTES