



FCVic

Financial Counselling
Victoria Inc.

Membership Policy

Policy Type:
Policy Number

Constitution Principles
CP001

Adopted by the FCVic Board on 10 DEC 2019

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Table of Contents

1. INTRODUCTION – FCVic MEMBERSHIP POLICY	2
2. SCOPE	2
3. DEFINITIONS	2
4. POLICY	3
4.1 Membership categories	3
4.2 Eligibility criteria	4
4.3 Rights and requirements	5
4.4 Membership term	7
4.5 Professional Standing Requirements	7
4.6 Membership application	7
4.7 Membership renewal	9
4.8 Membership transitions	10
4.9 Special circumstances	10
4.10 Lapsed membership	11
4.11 Transfer from interstate	12
4.12 Subscription fees	12
4.13 Termination or suspension of membership	12
4.15 Privacy and confidentiality	12
5. ORGANISATIONAL ROLES AND RESPONSIBILITIES	13
5.1 Role of members and prospective members	13
5.2 Role of FCVic Office	13
5.3 Role of Professional Standards Committee	13
5.4 Role of FCVic Board	13
6. REPORTING	13
7. RELEVANT DOCUMENTS	13
8. IMPLEMENTATION	14
9. APPROVAL	14

1. INTRODUCTION – FCVic MEMBERSHIP POLICY

Membership of Financial Counselling Victoria Inc. (“FCVic”) may be granted to a natural person or organisation that agrees to support the Purposes and Objectives of the Association (as outlined in the Constitution), and that meets the eligibility requirements for one of the five categories of membership.

It is a requirement of the ASIC licensing relief [[ASIC Corporations \(Financial Counselling Agencies\) Instrument 2017/792](#)] that any person providing financial services as part of a financial counselling service is eligible to be a member of their state peak financial counselling body. FCVic as the state peak body has the role of assessing eligibility for membership of practising financial counsellors in Victoria. In addition, the FCVic constitution provides for non-practising forms of membership of the Association.

This Policy outlines the criteria and qualifying conditions for each category of membership.

2. SCOPE

This Policy applies to all members and membership applicants of FCVic, and has regard to all categories of membership.

3. DEFINITIONS

Applicant means any individual or organisation that submits an application for membership with FCVic.

ASIC licensing relief refers to the ASIC Corporations (Financial Counselling Agencies) Instrument 2017/792 that allows for a financial counselling agency, having satisfied the criteria, to provide financial advice in relation to a limited range of financial products such as deposits, general insurance and superannuation.

Association refers to Financial Counselling Victoria Inc.

Continuous Professional Development (“CPD”) is the reinforcement or acquisition of skills or knowledge relevant to the workplace.

Credit organisation refers to any organisation holding a credit or financial services licence, or engendering debt obligations from consumers, clients or customers.

Conflict of Interest occurs when a person’s personal interests conflict with their responsibility to act in the best interests of a client, their employer or Financial Counselling Victoria. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

Dropped membership is an expired membership that has not been renewed within the membership year following the membership expiry date.

FCVic Members’ Portal refers to the password-secured area of the FCVic website, with access restricted to FCVic members and staff only. It provides information and resources specific to

financial counsellors and enables members to register for CPD, and record CPD and Professional Supervision completed throughout the membership year.

Full-time experience working as a financial counsellor means working not less than 30 hours per week in a financial counselling role for the purposes of an **Associate member** becoming eligible for **Full Membership**.

Lapsed membership is an expired membership that has not been renewed by the end of the renewal period.

Membership year runs from 1st of January to 31st of December.

Non-profit Organisation is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

Part-time experience working as a financial counsellor means working less than 30 hours per week in a financial counselling role for the purposes of an **Associate member** becoming eligible for **Full Membership**.

Professional Supervision is a formal relationship between supervisor and supervisee (financial counsellor) designed to promote wellbeing, facilitate reflective practice, explore ethical issues, develop skills and foster best practice.

Professional Standards Committee (“PSC”) is a sub-committee of the FCVic Board established to consider and undertake assessments of professional standards issues, make relevant policy recommendations to the Board on professional issues, and to take any other actions in relation to professional issues delegated to it by the Board.

Prospective member is any individual or organisation that is seeking membership with FCVic that, as yet, has not been approved for membership.

Registered Training Provider (“RTO”) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services.

Renewal period means the period from 1 December until 1 March in which membership renewals are open.

4. POLICY

4.1 Membership categories

The FCVic Constitution allows for the following categories of membership:

- Full member
- Associate member
- Student member
- Affiliate member
- Agency member

Full members, associate members, and student members are practising categories of membership. Affiliate members and agency members are non-practising forms of membership.

Honorary Life Members

At the recommendation of the Board – a General Meeting may elect a current full member or any former full member (who has retired from practice), who has made a unique, longstanding and substantial contribution to the financial counselling sector as an Honorary Life Member of the Association.

4.2 Eligibility criteria

4.2.1 Eligibility

To be eligible for membership with FCVic, a prospective or renewing member must agree to:

- (a) support the Purposes and Objectives of the Association;
- (b) if practising, carry out financial counselling work with no conflict of interest (**see Professional Conduct Policy**) and for no fee;
- (c) comply with the National Code of Ethical Practice for financial counsellors;
- (d) comply with the application and renewal processes prescribed in sections **4.6 Membership application** and **4.7 Membership renewal**;
- (e) submit payment of the relevant subscription fees as outlined in the **FCVic Subscriptions Policy**; and
- (f) if practising or intending to practise, disclose to FCVic any matter(s) bearing on their capacity to practise financial counselling (See **4.5 Professional Standing Requirements**).

Prospective members must be intending to carry out financial counselling work primarily in Victoria. Employees of a credit organisation are ineligible to be members.

4.2.2 *Full membership* may be granted to a natural person who satisfies the relevant criteria in section 4.2.1 of this Policy, and:

- (a) holds the Diploma of Financial Counselling, Diploma of Financial Counselling (Rural), or Diploma of Community Services (Financial Counselling); and
- (b) has had 24 months full-time (OR 36 months part-time) experience working as a financial counsellor (including while studying if relevant).

Once granted membership, to remain eligible, **Full members** must meet requirements for CPD and Professional Supervision if employed or volunteering as a financial counsellor. If not working as a financial counsellor, **Full members** must meet requirements for CPD to remain eligible. (See also **4.3 Rights and requirements** and **4.10.1 Leave of absence**).

4.2.3 *Associate membership* may be granted to a natural person who satisfies the relevant criteria in section 4.2.1 of this Policy, and:

- (a) holds the Diploma of Financial Counselling, Diploma of Financial Counselling (Rural), or Diploma of Community Services (Financial Counselling); and
- (b) has not yet completed 24 months full-time (OR 36 months part-time) experience working as a financial counsellor (including while studying if relevant).

Once granted membership, to remain eligible, **Associate members** must meet requirements for CPD and Professional Supervision if employed or volunteering as a financial counsellor. If not working as a financial counsellor, **Associate members** must meet requirements for CPD to remain eligible. (See also **4.3 Rights and requirements** and **4.10.1 Leave of absence**).

4.2.4 *Student membership* may be granted to a natural person who satisfies the relevant criteria in section 4.2.1 of this Policy, and:

- (a) is studying the Diploma of Financial Counselling, or Diploma of Financial Counselling (Rural); and
- (b) if employed or volunteering as a financial counsellor, meets requirements for Professional Supervision, and only undertakes client casework under effective supervision from a current Full member of FCVic.

Student members do not have to meet practising member requirements for CPD. Where there is opportunity to engage in CPD, **Student members** are encouraged to do so.

4.2.5 *Affiliate membership* may be granted to a natural person who satisfies the relevant criteria in section 4.2.1 of this Policy, and is either:

- (a) working in the financial counselling sector in a related role but not as a financial counsellor; OR
- (b) holds the Diploma of Financial Counselling, Diploma of Financial Counselling (Rural), or Diploma of Community Services (Financial Counselling), but is not working as a financial counsellor and has not maintained requirements for CPD.

4.2.6 *Agency membership* may be granted to a Non-Profit Organisation that satisfies the relevant criteria in section 4.2.1 of this Policy, and:

- (a) shares a mutual interest in the work undertaken by the Association;
- (b) employs or engages financial counsellors;
- (c) supports the professional development and supervision requirements of any financial counsellors it employs; and
- (d) complies with ASIC Corporations (Financial Counselling Agencies) Instrument 2017/792.

Each Agency member may appoint an Agency Representative. The Agency Representative must be a manager who has one or more financial counsellors reporting to them.

4.3 Rights and responsibilities

4.3.1 *Voting rights of members*

Full members and **Associate members** are entitled to one vote at a General Meeting. Student members, Affiliate members and Agency members are eligible to attend but have no voting rights at General Meetings.

4.3.2 *Member benefits*

Individual membership categories (**Full, Associate, Student** and **Affiliate**) receive the same benefits, which include:

- (a) Access to the FCVic Members' Portal, which includes member only content and resources;
- (b) Subscription and opportunity to submit articles to FCVic newsletters, such as the Devil's Advocate and the member-only Gazette;
- (c) Opportunity to attend free training and education as part of the FCVic CPD calendar;
- (d) Opportunity to participate in FCVic Working Groups and Regional Networks;
- (e) Opportunity to register as a locum financial counsellor in the FCVic Locum Directory; and
- (f) Member-rate for FCVic Conference registration.

Agency members receive benefits including:

- (a) Credentials for the Agency Representative to access agency specific content in the FCVic Members' Portal;
- (b) Access to view the FCVic Locum Directory;
- (c) Free advertising of position vacancies on the FCVic website and in member newsletters;
- (d) Member-rate for FCVic Conference registration for the Agency Representative;
- (e) Opportunity to participate in the Agency Managers Network; and
- (f) Opportunity to participate in sub-committees or Working Groups at the invitation of the FCVic Board.

4.3.3 Requirements for Practising Members

Full and Associate members are responsible for meeting the following ongoing requirements*:

(a) Continuous Professional Development (CPD)

No less than **20 CPD points** per membership year, with a minimum of one of each session category: **technical, skills, and ethics**.

Exemptions or alterations may be applied only where a member has made a request for special consideration (See **4.9 Special circumstances**).

To accrue points, activities must be in accordance with the CPD Activities prescribed by the **National Standards for Membership & Accreditation**, and the **FCVic CPD Activities Policy**.

To be valid, all CPD points are to be entered into the CPD Summary in the FCVic Members' Portal prior to renewal each year (See **4.7 Membership renewal**).

(b) Professional Supervision

Individuals working as financial counsellors, are required to undertake professional supervision each membership year, aligned to their working hours:

Working hours	Professional Supervision hours required per membership year
20 hours or more per week	Minimum of 10 hours
Less than 20 hours per week	Minimum of 6 hours

Exemptions or alterations may be applied only where a member has made a request for special consideration (See **4.9 Special circumstances**).

Professional Supervision hours must be calculated in accordance with the Professional Supervision Policy.

To be valid, all Professional Supervision hours are to be entered into the CPD Summary in the FCVic Members' Portal prior to renewal each year (See **4.7 Membership renewal**).

(c) Professional conduct

Members are required to comply with the **National Code of Ethical Practice**, and any other policies relating to professional conduct adopted by the FCVic Board, which shall be made available on the FCVic website.

Members are expected to engage in respectful communication with others while involved in at any activity or event, conducted under the auspices of FCVic, be it in person, online or by telephone

***Full and Associate members** not working as financial counsellors must still meet the CPD requirement to remain eligible for their membership category, or else renew as an **Affiliate member**.

In some circumstances, **Student members** may be practising but this will be under supervision and as per **4.2.4 Student Membership**, they do not have to meet practising member requirements for CPD.

4.3.4 *Membership compliance*

A random audit of member compliance will be conducted annually in accordance with the **FCVic CPD and Professional Supervision Audit Policy**.

Members are expected to keep records of their CPD and professional supervision attendance for a period of up to 12 months from the conclusion of each membership year. Records include certification of attendance/completion of CPD or professional supervision, receipts of payment for CPD or professional supervision, completed training materials from CPD, signed record of supervision by professional supervisor.

4.4 *Membership term*

Membership term is from 1 January to 31 December.

All membership terms conclude on the 31st of December each year, unless otherwise stated.

Membership renewal period: Memberships will be renewable from the 1st of December each year, or as otherwise advised by the Membership Manager. Memberships that are not renewed before the 1st of March will lapse (See **4.10 Lapsed membership**).

4.5 *Professional Standing Requirements*

Applicants for individual membership will be asked to provide information necessary for the Board to assess the standing of the applicant for membership purposes, in accordance with the **FCVic Professional Standing Policy**.

4.6 *Membership application*

Application for membership is to be submitted electronically using the relevant online form made available on the FCVic website.

All applicants are expected to provide their name, contact phone number, email address, postal address, and details of their employment, as part of their application for membership.

4.6.1 Full, Associate and Affiliate Membership

Applicants for **Full** and **Associate membership**, and in some cases **Affiliate membership** (where relevant), will be expected to provide documentary evidence with their application to confirm their completion of either the Diploma of Financial Counselling, Diploma of Financial Counselling (Rural), or Diploma of Community Services (Financial Counselling).

Acceptable forms of evidence are:

- (a) Certificate of Diploma issued by the RTO
- (b) Letter of Completion issued by the RTO
- (c) Statement of Attainment issued by the RTO
- (d) Statutory declaration attesting to the completion of the Diploma, signed by an authorised person

4.6.2 Student Membership

Applicants for **Student membership** will be expected to provide documentary evidence with their application to confirm their enrolment in the Diploma of Financial Counselling or Diploma of Financial Counselling (Rural).

Acceptable forms of evidence are:

- (a) Confirmation of Enrolment issued by the RTO
- (b) Invoice/receipt of enrolment fees issued by the RTO

4.6.3 Application Processing

Applications received will be considered at the next monthly FCVic Board meeting that follows the receipt of the application, unless considered earlier through an out-of-session meeting or process.

The FCVic Board at its discretion may accept or reject membership applications. The Board may also choose to delegate the decision to the Professional Standards Committee (PSC), where it determines that further information or documentation is necessary in considering an application. The PSC may accept or reject any membership applications it has delegated authority to review. The decision of the Board, or the PSC, will be communicated with the applicant within one week of the decision.

(a) Accepted Applicants

All applications approved by the Board, or the PSC, are conditional pending payment of any relevant subscription fees, as payment of fees is a requirement of eligibility. Once payment has been received by the Association, the applicant's membership is considered active, and will remain current until the 31st of December in the same year, unless otherwise stated.

(b) Rejected Applicants

All applicants rejected by the Board, or the PSC, will receive in writing an explanation for the decision, and the applicant will have the option to appeal the decision in accordance with the **FCVic Appeal Rights Policy**.

4.6.4 Invoicing

On receipt of an application, it is FCVic's current practice to issue an applicant with an invoice for any relevant membership subscription fees (See **FCVic Subscription Policy**).

Note: Payment of fees is not required until after the application has been conditionally approved by the FCVic Board. Any payments received for applications that are rejected by the FCVic Board will be refunded.

4.6.5 Access to FCVic Members' Portal

All new members will be issued with an account for the FCVic Members' Portal, and individual members will also receive a membership certificate.

4.7 Membership renewal

4.7.1 Renewal period

The renewal period for membership each year is from the 1st of December to the last day of February the following year, unless otherwise advised by the Membership Manager.

The renewal period is to be treated as a grace period. During the grace period, expiring members will be considered eligible for membership, for the purposes of the ASIC licensing relief, until such time as an application for renewal is received by the Association or the period ends, whichever occurs earlier.

4.7.2 Electronic submission of renewal application

Application for renewal is to be submitted electronically using the relevant online form in the FCVic Members' Portal, which members must be logged in to access. The application will act as a preliminary assessment of whether the renewing member has satisfied the relevant criteria for membership outlined in **4.2 Eligibility Criteria** and **4.3.3 Requirements for Practising Members**, and as such it may require the renewing member to provide information addressing the criteria.

Applications for renewal are considered "pending" until payment of the fees has been received by FCVic (See **4.7.5 Payment of membership renewal subscription fees**).

4.7.3 Student membership renewal

Applicants renewing **Student membership** will be expected to provide documentary evidence with their application to confirm their continuing enrolment in the Diploma of Financial Counselling or Diploma of Financial Counselling (Rural).

Acceptable forms of evidence are:

- (a) Confirmation of Enrolment issued by the RTO
- (b) Invoice/receipt of enrolment fees issued by the RTO

4.7.4 Renewal process

Based on preliminary assessment, renewal applications (including pending applications) will be categorised into one of the following categories upon receipt:

- (a) Compliant
- (b) Pro-rata compliant
- (c) Further review needed

A report detailing the applications received, including the applicants' names, membership types and categories will be provided to the PSC for consideration. The Board has delegated the PSC authority to accept or reject any renewal applications based on the criteria for membership.

Where a member applying for renewal has not met all the compliance requirements for renewal set out under **4.3.3 Requirements for Practising Members**, they are required to submit a request for special consideration using the renewal application form (See **4.9 Special Circumstances**). The details will be provided to the PSC for consideration, whereupon the PSC may determine it is necessary for the member to complete further CPD or Professional Supervision, in addition to the requirements

set out in **4.3.3 Requirements for Practising Members**, in order to be accepted. The details of any additional requirements will be set out in writing to the member.

A report of the PSC's decisions will be tabled at the next monthly FCVic Board meeting that follows. The decision of the PSC will be communicated with the applicant within one week of the decision.

Rejected renewal applications

All renewal applicants rejected by the PSC will receive in writing an explanation for the decision, and the applicant will have the option to appeal the decision in accordance with the **FCVic Appeal Rights Policy**.

4.7.5 Payment of membership renewal subscription fees

Any relevant membership subscription fees can be paid online through the application form, or via invoice following submission of the form. Any payments received for applications that are rejected by the FCVic Board will be refunded.

A membership will be renewed once approved by the PSC and payment has been received by the Association. A membership will remain current until the 31st of December in the same year that the renewal period concludes, unless otherwise stated. Individual members will receive a membership certificate.

4.8 Membership transitions

Transition from one category of individual membership to another will normally occur during the membership renewal process. However, it can take place at any time throughout the membership year, where there is genuine need to do so.

Members wishing to transition from one category to another may be asked to provide evidence to confirm their eligibility for the new membership category. For example, a **Student member** transitioning to **Associate member** will need to provide evidence of completion of the Diploma of Financial Counselling or Diploma of Financial Counselling (Rural).

Transition of membership does not incur any additional fees over and above the annual subscription fees outlined in **FCVic Subscriptions Policy**.

4.9 Special circumstances

Where a member has been unable to meet all the compliance requirements for renewal, they may apply in writing for special consideration using the renewal application form. The information submitted will be provided to the PSC for consideration. Under this policy, the Board grants the PSC the authority to apply exemptions, pro-rata requirements or renewal conditions to any applications it receives.

Conditions for renewal may include the completion of additional CPD and/or Professional Supervision within the new membership year, over and above the standard requirements. The details of any additional requirements will be set out in writing to the member.

4.9.1 Application of pro-rata requirements

Where a member applying for renewal has not practised as a financial counsellor for a period of three months or more within a membership year, the requirements for CPD and Professional Supervision outlined in **4.3.3 Requirements for Practising Members** will be applied pro-rata based

on the months the member was working as a financial counsellor within the same membership year. For example, a recent graduate commences employment as a financial counsellor two days per week from July – the member will need to complete 10 CPD points and 3 Professional Supervision hours before the 31st of December to be eligible to renew.

Details of the member's break from practice are to be submitted as part of the renewal application.

Where a member has received a pro-rata application of the requirements, but has not satisfied those requirements, the PSC may apply conditions to the member's renewal.

4.10 Lapsed membership

A membership that has not been renewed as of the 1st of March, following the membership expiry date, will be considered lapsed.

A lapsed member will have restricted access to the FCVic Members' Portal strictly for the purposes of submitting a renewal application. A renewal application for a lapsed membership will be treated in the same manner set out in **4.7 Membership renewal**.

Where a lapsed membership is not renewed within 12 months of the membership expiry date, the membership will be considered dropped (See **4.10.2 Dropped membership**).

Once an individual membership has lapsed, the FCVic office will be responsible for notifying the member of the lapse. More than one method for notifying the member of lapsed membership will be employed. Where applicable, the FCVic office will also be responsible for notifying the employing agency of the lapsed membership, with regards to any potential breach of the ASIC licensing relief. If a renewal application for the lapsed membership has not been received with four weeks of the agency being notified, the FCVic office will take steps to notify ASIC if it suspects that the lapsed member is still employed in the capacity of a financial counsellor.

4.10.1 Leave of absence

Individual members are able to take a leave of absence from financial counselling practice for up to 12 months without impacting their eligibility for membership. Acceptable forms of leave are:

- (a) Unemployment;
- (b) Maternity leave;
- (c) Prolonged illness or injury;
- (d) Alternative employment;
- (e) Carer responsibilities; or
- (f) Other special circumstances as approved by the FCVic Board or one of its sub-committees.

A leave of absence does not apply to extended vacations of less than three months, and in such circumstances the member will be expected to meet the full requirements outlined in **4.3.3 Requirements for Practising Members**.

Any member who has taken a leave of absence and is applying for membership renewal must provide brief details of their leave as part of the renewal application in order to be considered for pro-rata requirements.

A renewing member that has taken a leave of absence of more than 12 months may be subject to additional requirements for CPD and Professional Supervision, or a further period of practise as an associate member, as determined by the FCVic Board or a delegated decision making body.

4.10.2 Dropped membership

A membership will be considered dropped if not renewed within 12 months of the expiry date.

A dropped membership cannot be renewed and the applicant must submit a new member application in the manner set out in **4.6 Membership application**. To ensure currency of practice, the applicant may be subject to additional requirements for CPD and Professional Supervision, as determined by the FCVic Board or a delegated decision making body when considering the application.

4.11 Transfer from interstate

Interstate members seeking to become members of FCVic will be required to follow the process described in **4.6 Membership application**, and may be asked to provide additional documents to confirm their compliance with CPD and Professional Supervision requirements, as outlined in **4.3.3 Requirements for Practising Members**.

4.12 Subscription fees

Subscription fees are set in accordance with the **FCVic Subscriptions Policy**.

4.13 Termination or suspension of membership

A member wishing to cancel their membership must do so in writing to the Membership Manager. FCVic may only suspend or terminate a membership as the result of a decision in accordance with the **FCVic Professional Conduct Policy**.

No refunds are provided for cancelled, suspended or terminated memberships.

4.14 Appeals

Any individual or organisation that has their application for membership or renewal of membership rejected by the Board may formally appeal the decision in accordance with the **FCVic Appeal Rights Policy**.

4.15 Privacy and confidentiality

FCVic is committed to protecting the privacy of its members and other individuals it interacts with.

FCVic collects information from members and/or applicants specific to the purposes and objectives of the Association, or for a secondary purpose that would be reasonably expected (see **FCVic Privacy Policy**).

In addition, FCRC takes reasonable steps to ensure the appropriate storage and maintenance of information received.

A member or applicant has the right to contact FCVic to discuss our commitment to protecting privacy.

Full details of how information is collected, used and stored can be found by referring to the **FCVic Privacy Policy**.

5. ORGANISATIONAL ROLES AND RESPONSIBILITIES

5.1 Role of members and prospective members

FCVic members, and prospective members, are expected to comply with all relevant steps outlined in section 4 of this Policy. Where a member or prospective member has difficulty meeting the requirements of the Policy, they are advised to contact FCVic staff for assistance.

5.2 Role of FCVic Office

The FCVic Office operates and maintains a database of member records and applications, including education and employment history and CPD and Professional Supervision records. FCVic staff are responsible for collating the details for membership applications and renewals.

The FCVic Office is responsible for communicating with members and prospective members regarding the requirements and timelines for applications for membership and renewal. The FCVic Office is also responsible for communicating the outcomes of decisions made by the FCVic Board, or any of its sub-committees, with relation to applications for membership and/or renewal.

5.3 Role of Professional Standards Committee

The PSC has delegated authority from the Board under this policy, making it responsible for reviewing member renewal applications, requests for special consideration, and any other applications delegated by the Board to the PSC for decision.

The PSC members will declare any conflict of interest, and where this exists, will be excused from considering or reviewing individual applications.

5.4 Role of FCVic Board

The FCVic Board is responsible for making a decision to accept or reject any application for membership, or to otherwise delegate decision making to the PSC or to another sub-committee.

The FCVic Board is responsible for resourcing the PSC.

Members of the Board will declare any conflict of interest, and where this exists, will be excused from considering or reviewing individual applications.

6. REPORTING

The FCVic Office will provide information on applications for membership and renewal to the Board, or any of its sub-committees, for the purposes of making a decision to accept or reject the applications.

The PSC will report to the FCRC Board on any decisions it makes with regards to renewal applications, or requests for special consideration.

7. RELEVANT DOCUMENTS

Australian Financial Counselling Code of Ethical Practice

FCVic Constitution

FCVic CPD Activities Policy

FCVic CPD and Professional Supervision Audit Policy

FCVic Privacy Policy

FCVic Professional Conduct Policy

FCVic Professional Standing Policy

FCVic Professional Supervision Policy

FCVic Renewals and New Membership Applications Policy

FCVic Subscriptions Policy

National Standards for Membership & Accreditation

8. IMPLEMENTATION

The Membership Manager for FCVic is responsible for the implementation and management of this policy. The Policy is to be reviewed bi-annually.

9. APPROVAL

Approved by FCVic Board: 10 December 2019

Contacts

For questions about this policy, contact the FCVic Communications and Membership Manager.

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RATIFIED: 10 DEC 2019

REVIEW: 2 Years

MONITORING FREQUENCY: bi-annually

MONITORING LEVEL: Board.

Version History				
Version Number	Issue Date	Nature of Amendment	Developed by	Approved By
1	10/12/2019	New Document	James Degenhardt	FCVic Board