

# *Membership Application & Renewal Notes of Supporting Documentation*

**Current at 10/05/2019**

When applying for membership you will be asked to provide supporting documentation proving your eligibility for membership.

**Please read these notes to learn about:**

1. Documentation required
2. How to get your documentation certified (if applicable)
3. How to submit your documentation

## **1. Documentation Required**

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### **1.1 Students**

When applying for student membership please provide a certified copy of your **student card**, which demonstrates your current enrolment in an accredited social work program. If your student card **DOES NOT** demonstrate your enrolment in an accredited social work program (i.e. it does not include the name of your program-e.g. Bachelor of Social Work-and a current date) ask an AASW member (e.g. one of your lecturers) to write a **declaration** verifying your enrolment, using this template: I hereby declare that I have sighted [insert student's name] enrolment and verify that [insert student's name] is currently enrolled in the [insert name of program e.g. Bachelor of Social Work] at [insert name of institution]. [His/Her] student enrolment number is [insert number].

Member's Name:

Member's Signature:

AASW Member No.:

Date:

You may also provide a copy of your **transcript, enrolment notice** or **letter of offer** as evidence of your eligibility.

## 1.2 Australian Qualified Social Workers

When applying for membership please provide **either** a **certified copy** of your **degree, official academic transcript, letter of completion** from your university **or a link to your My eQuals**.

## 1.3 Overseas Qualified Social Workers

When applying for membership please provide a certified copy of your NOOSR assessment OR AASW assessment. You will also need to provide your NOOSR or AASW assessment number during the online application process.

## 1.4 Reduced Fee

If you anticipate that your gross personal income for the current financial year is likely to be less than \$50,388.00 you may apply for, or renew at the Reduced Fee membership type. Note this is not applicable to student members as they pay the Student Fee.

## 1.5 New Graduate

For members renewing or joining within 2 years of completion of their first qualifying Social

Work degree. Please provide **either** a **certified copy** of your **degree, official academic transcript, letter of completion** from your university **or a link to your My eQuals**.

## 1.6 On Leave (career break)

On-Leave membership category to allow members to maintain AASW membership and benefits for up to one year at a reduced fee at a time when they may be taking a career break – e.g. parental leave.

Supporting evidence/documentation provided by employer attesting to the leave type or statutory declaration

Members must have held at least twelve months of fully paid continuous AASW membership in the following categories – Full, Reduced or Graduate

## 2. How to get your documentation certified

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### 2.1 Who Can Certify

a) Members of Certain Professions including:

- Chiropractor
- Dentists
- Legal Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary
- Surgeon

**b) Other Persons including:**

- Agent of the Australian Postal Corporation who is in charge of an
- Office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer, (within
- the meaning of the Consular Fees Act 1985)
- Bailiff
- Bank Officer with 5 or more continuous years of service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth court
- Civil Marriage Celebrant
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit Union Officer with 5 or more years of continuous service
- Fellow of the National Tax Accountants' Association
- Finance Company Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountant
- Member of the Australian Defence Force who is: {a) an officer; or {b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or {c) Warrant Officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants Member of the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers Australia {other than at the grade of student)
- Member of: {a) the Parliament of the Commonwealth; or {b) the Parliament of a State; or {c) a Territory legislature; or {d) a local government authority of a State or Territory
- Minister of Religion registered under Division 1 of Part IV of the Marriage Act 196
- Notary Public, Permanent employee of: (a) the Australian Government or of an Australian Government authority; or {b) a State or Territory or of a State or Territory authority; or {c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made include
- Police Officer, Registrar, or Deputy Registrar, of a court
- Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

## 2.2 Find a Justice of The Peace

<http://www.australia.gov.au/topics/law-and-justice/justices-of-the-peace>

## 2.3 What To Take

Be sure to take the original documentation AND a copy of the original

## 2.4 What to Record

As per standard practice when having any documentation certified, it is a requirement that the full name, address and contact phone number of the person certifying copies of documents, together with their qualification (from the list above) be included with documentation submitted to the AASW.

## 3. How to submit your documentation

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### 3.1 Online

The fastest way to submit your supporting documentation is by uploading it during the online application/renewal process:

1. Scan your documentation
2. Save your documentation
3. Upload the file when prompted

### 3.2 By Post

If you are unable to upload your supporting documentation during the online application/renewal process it is not a problem. Simply post it to AASW National Office once you have submitted your online application/renewal. **Please note we cannot assess your application/renewal until we have received the required documentation.**

## Contact

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BRUCE ACT 2617

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Membership Freecall: 1800 630 124 (within Australia)

Email: <mailto:membership@asw.asn.au>