

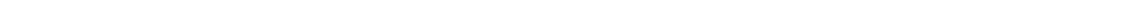
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## **Guidelines for Membership**

Australian Computer Society  
Profession Advisory Board

November 2017



## Change History

This is a controlled level one document.

Date	Version	Reason for change	Initials	Release Signature
Feb 2010	2.0	Draft for Management Committee for proposal on open membership	RVH	RVH
Jul 2010	2.3	Final Draft for Management Committee	RVH	
Aug 2010	2.4	Proof Reading	SK	
Aug 2010	2.5	Check Proof Reading	AE	
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Aug 2010	2.8	Further Finalisation	SK	BJL
Apr 2011	2.9	Cover of Excellence	RG	
Apr 2011	3.1	New Guidelines incorporating ACS Certified Computer Professional Special Status	RG	
Sep 2011	3.2	Minor amendments to number sequences – Further formal revision to be main in line with certification changes Spring/Summer 2011	RG	
May 2012	3.3	Corporate ID changes	SL	RG
Nov 2017	4	Change to retired members qualification	BPA	
Nov 2017	4	Review to incorporate changes to the National Fellows Procedures	BPA	
Nov 2017	4	Review to incorporate changes to the National Honorary Life Members Procedures	RD	

Date approved:	Nov 2017	Date Guidelines will take effect:	11 Dec 2017	Date of Next Review:	In line with changes to constitutional arrangements or triennial
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					review
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# 1. MEMBERSHIP GRADES

The Grades are:

- Associate
- Member
- Senior Member
- Fellow

## 1.1 Associate

The National Regulations (NR 2.2.4) provides that an ICT practitioner or student can be appointed a member of the ACS if the applicant satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

### 1.1.1 *Criteria for Eligibility*

Membership is open to individuals over the age of 16 years who are engaged in or training for ICT practice which, either directly or indirectly, calls upon their ICT knowledge, skills and experience.

### 1.1.2 *Explanatory Notes*

*ICT practitioners include (but are not restricted to) the following:*

- *those who are directly engaged in the delivery of ICT for organisations, including management and leadership – **the practitioners (both professionals and technologists);***
- *those developing and delivering educational, learning and development products and services for practitioners - **the educators;***
- *those engaged in ICT research and development (new languages and utilities, new hardware and peripherals, fundamentally new applications, new techniques and tools for ICT practitioners), including those in ICT supplier organisations as well as academic institutions – **the researchers;** and*
- *those who regulate, support (including legal and commercial) and represent practitioners and their organisations - effectively another set of people who collectively own ICT-related knowledge assets – **the supporters.***

The activities in which these people are engaged include (but are not restricted to) the following:

- Systems development and delivery;
- ICT assets and infrastructure management;
- ICT service delivery;
- ICT service management;
- Information management;
- Data science;
- Health informatics;
- ICT management;
- Business change/analysis;
- ICT and cyber security; and
- Website and content development.

### 1.1.3 *Application*

An ICT practitioner or student can apply for membership online at [www.acs.org.au](http://www.acs.org.au).

Applicants must also complete the payment requirements and agree to the ACS Rules and National Regulations of the ACS.

Full time students are also required to apply for the Student category of membership if they wish to receive discounted membership fees (NR2.7.7). See 2.7 *Student Member*.

## 1.2 Member

The National Regulations (NR 2.2.3) provides that an ICT practitioner can be appointed a Member of the ACS if the applicant satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

### 1.2.1 *Criteria for Eligibility*

The NR requires that a Member must:

- a) satisfy the Society that he or she has acquired the Core Body of Knowledge; and
- b) have the requisite relevant professional experience; and
- c) satisfy the requirements set out for admission for a Member in these guidelines.

The Member grade is awarded to all members who have qualified at any stage for certification as a Certified Technologist, Certified Professional or Certified Master Practitioner (see Guidelines for Certification).

A member applying to be regraded to Member will be considered to have applied for certification and on achieving certification will automatically be admitted to Member and the Professional Division.

### 1.2.2 *Application*

An ACS member can apply for both regrading to Member and Certification online at [www.acs.org.au](http://www.acs.org.au). Applicants are urged to read the *ACS Guidelines for Certification* before lodging their application.

## 1.3 Senior Member

The National Regulations (NR 2.2.2) provides that a Senior Member of the Australian Computer Society is a person who has performed at a senior level as an ICT professional and meets the requirements set out in the National Regulations.

### 1.3.1 *Criteria for Eligibility*

To be eligible for admission as a Senior Member, a person must:

- be a member;
- have been in professional practice for at least ten years; and

- have been in a Senior ICT Manager position for the five years prior to the time of application (*Note 1*) AND
- be employed in ICT practice at the time of application; OR
- have been employed in ICT practice and it is demonstrated in the interests of the profession that the person should be admitted; AND
- demonstrate exemplary knowledge of and commitment to the ACS Code of Ethics and Code of Professional Conduct.

### 1.3.2 *Explanatory Notes*

Essential characteristics of a Senior ICT Manager are to:

- Have defined authority and responsibility for a significant area of work, including technical, financial and quality aspects, establish organisational objectives, delegate responsibilities and be accountable for the actions and decisions taken by themselves and their subordinates;
- Influence policy formation on the contribution of their own specialisation to business objectives; influence a significant part of their organisation and influence customers/suppliers and industry at senior management level, make decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance, and develop high-level relationships with customers, suppliers and industry leaders;
- Perform highly complex work activities covering technical, financial and quality aspects; contribute to the formulation of ICT strategy and creatively apply a wide range of technical and/or management principles.

*Absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk. Understands the implications of new technologies. Demonstrates clear leadership and the ability to influence and persuade. Has a broad understanding of all aspects of ICT and deep understanding of own specialism(s). Understands and communicates the role and impact of ICT in the employing organisation and promotes compliance with relevant legislation. Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the ICT industry (SFIA, v 5).*

This will be evaluated against SFIA Level 6 skill sets.

It is required that a Senior Member has been a Certified Professional for at least two years or would have been entitled to be certified at professional level for that period had he or she been a member of the Society.

### 1.3.3 *Application*

Members who consider themselves qualified for Senior Member should complete the online application for Senior Membership at [www.acs.org.au](http://www.acs.org.au) which should be accompanied by information to support the application, (addressing the above criteria) and the contact details of two referees who can attest to the information provided.

The application will be assessed by an ACS qualified assessor.



## 1.4 Fellow

The National Regulations (NR 2.2.1) provides that a Fellow of the Australian Computer Society is a person who has made a ***distinguished contribution*** to the field of information and communications technology in Australia.

### 1.4.1 *Criteria for Eligibility*

***Distinguished contribution means a notable, recognised and positive influence within the ICT community, above and beyond normal expectations.***

The following guidance is offered as an example of the form this might take, with a nominee being able to claim a distinguished contribution in one or more of these areas:

- An emphasis on leadership and going above and beyond what is normally expected from a person in his/her position;
- A deep understanding of the particular industry and emerging technologies and implications for business, initiatives on the development of professionalism, being widely recognised as a leader within industry, holding a leadership position on strategic development within organisations and in positions critical to organisational success;
- Leadership in their area of specialisation (demonstrated by qualification, research, publications), a deep understanding of educational programs and delivery mechanisms to develop professionals, and managing the development and delivery of advanced programs;
- A substantial contribution to the profession at a national and international level; or □ A significant contribution to government policy in an area of specialisation.

The above factors are illustrative only.

The applicant must also:

- be a member of the professional division of the Society; AND
- have a minimum of eight years practical experience in the art and practice of information technology (excluding time spent as an undergraduate student) of which at least five must have been in a position/s from which the actions of the nominee have resulted in outcomes which can be seen to support the 'distinguished contribution';  
AND
- satisfy at least one of the following:
  - be a resident in Australia or one of its Territories; OR
  - be an Australian citizen; OR
  - have spent no fewer than five years in Australia actively engaged in the art and practice of information technology, or in the direction, teaching or training of persons in the art and practice of information technology.

### 1.4.2 *Explanatory Notes*

While the National Regulations refers specifically to Australia, contributions made by persons overseas, and whose contributions have benefited Australia, may also be considered.



The application may be made by the nominee or from another person's nomination with the consent of the applicant.

The applicant should have at least eight years professional experience, at least five of which have been at a responsible level – this will be evaluated against SFIA Level 6.

The application requires a point calculation: applicants are expected to attain at least 100 points, although this should only be taken as a guide. The formal calculation will be undertaken by ACS Assessment personnel.

*The decision for admittance as a Fellow will be based on a **distinguished contribution**.*

*Applications and referee reports should be clear about the contribution and provide sufficient evidence to allow a decision to be made. Determination of the sufficiency of the distinguished contribution will be determined by the Branch Fellows Committee. In the case of an overseas applicant the sufficiency of the distinguished contribution will be determined by the Professional Standards Board.*

### 1.4.3 **Point System**

In order to provide some objective measurement of a 'distinguished contribution', a point system is used as a guide to assist with the evaluation of nominations.

A score of at least 100 points should be sufficient for a nomination to be submitted for consideration.

Nominees are not required to calculate the points. The evaluation will be undertaken by an ACS Senior Assessor from the information supplied with the nomination. The Senior Assessor *may* contact the Chairman of the Branch Fellows Committee to seek further information should it be required to calculate the points score.

The points criteria are aggregated under category headings of:

- Points Based on Position
- Points Based on Qualifications
- Points Based on Research, Development and Application of ICT
- Points Based on Achievement

To demonstrate a 'distinguished contribution', the applicant should have gained at least some points in all categories preferably but certainly at least two categories. In determining the distinguished contribution, the merits of a nomination are more easily judged when a 'balanced' contribution across all four criteria is present than all points coming from just one or two.

### ***Points Based on Position***

For each completed year as a senior manager in information and communications technology (with a maximum of ten years). Periods of less than two continuous years do not count. Seven points are allocated for each year where the position is assessed at SFIA Level 7 and five points at SFIA Level 6.	5-7
For each completed year as a senior academic in information technology (with a maximum of ten years). Periods of less than two continuous years do not count. A senior academic is defined at associate professor (three points) or professor (five points) level. This may include an appointment as an adjunct or visiting academic.	3-5
For each year in a leadership position in the profession (with a maximum of three years) This may include ACS Management Committee (10 points) and Director or Branch Executive (five points). It also includes leadership positions in other professional organisations (five points).	10

### ***Points Based on Qualifications***

For each completed year of continuous membership as a Computer Professional (two points) or Computer Master Practitioner (four points) (with a limit of 10 years in total). Calculations of years of certification will allow deemed certification for continuous membership where certification was not available.	2-4
A Diploma or Certificate in ICT (Post-graduate).	5
A Masters Degree in ICT (Post-graduate).	10
A PhD or Doctorate in ICT.	30
For each specified vendor qualification (continuous certification) or other certification of specialist knowledge (maximum of five years for each certification and 20 points in total).	2

### ***Points Based on Research and Development and Application of ICT***

For each verified and refereed research paper (with a maximum of three papers).	10
For each published book on information technology.	10
OR	
For acquisition of a significant competitive grant (in which the nominee has had a major influence).	10
(Maximum 30 points)	
For each <u>new</u> professional development seminar of one completed day or more either developed, organised or presented by the nominee (with a maximum of three seminars).	10
For each verified paper on information technology presented at a professional seminar or conference (with a maximum of three papers).	5
OR	
For a contribution to a book on information technology or information technology management.	5
For any major contribution to new ICT technology or the new application of ICT technology.	40

#### ***Points Based on Achievement***

For being directly responsible for a major and successful information technology project which impacts the general community or areas <u>outside</u> the nominee's immediate working environment (with a maximum of four projects).	10
For outstanding contributions by Members to the promotion of ICT in the community (with a maximum of three contributions).	10

#### **1.4.4 *Nomination***

To nominate for a regrade to Fellow use the ACS Fellows Guidance Information and Nomination Form available online at [www.acs.org.au](http://www.acs.org.au). The ACS Fellows Guidance Information and Nomination Form contains all the information needed to complete the nomination and describes the current process endorsed by the Professional Standards Assessment Committee and approved by the Management Committee.

Each nomination requires the following:

- A citation (in the order of 100 words and must not exceed 150 words) which clearly and succinctly states the distinguished contribution upon which the nomination is based;
- A *curriculum vitae* that provides sufficient information to support the citation;
- Contact details for two referees who can verify the distinguished contribution; and
- The nomination form – signed by a Fellow of the ACS and the nominee.

All details are to be sent to the Chairman of the Branch Fellows Committee. Overseas applicant nominations must apply through the Chief Executive Officer.

#### 1.4.5 *Process*

The Chair of the Branch Fellows Committee will, together with the Branch Fellows Committee (BFC), compile the nomination form in conjunction with the Member nominee evaluating the criteria and creating or providing the information requested so that a regrading recommendation can be made at each decision point.

BFC makes a preliminary evaluation about the merits of the nomination and either:

- endorses the information collected and passes the nomination through to the Branch Executive Committee (BEC) for their endorsement; OR
- rejects the nomination and informs the nominee of the reason for this. Typically, if a nomination is made, then there will be some merit in it but perhaps not sufficient at this point in time. The nominee should be offered guidance in how he or she might strengthen his or her claims to a regrade to Fellow and be mentored over time in resubmitting the nomination. In this case the BFC is expected to establish a process in the Branch to ensure the nomination is kept under review.

The Nominee's Branch Staff ensure the nominee's ACS details, qualification under the ACS National Regulations and Guidelines for Membership are met and financial status is accurately recorded. Branch Staff ensure that all required documentation is consolidated and included in the nomination. Once endorsed by the Branch Executive Committee the Branch Staff pass the entire nomination to National Secretariat for point score assessment and checking.

In most cases the National Secretariat Assessment will affirm the endorsement of the BFC and the BEC but in any case, the nomination will be referred to the next meeting of the National Fellows Committee (NFC), which meets monthly, at which the completed documentation for the nominee will be considered and a decision made to either:

- recommend regrade to Fellow to the Management Committee at its next meeting; OR
- return the nomination to the BFC for further input, consideration or other action.

Once the MC has considered the recommended nomination and determined to regrade the Member to Fellow, then the Director of Professional Standards and Assessment Services will organise the Fellow's letter and Certificate to be sent directly to the Fellow or to the Branch Manager for presentation as stipulated by the BFC and ensure the Fellow is added to the Hall of

Fame together with his or her citation. In the eventuality that MC denies the regrade the Chair of the Member's Branch will be advised and that Branch's BFC will liaise with the Member.

The ACS Management Committee has resolved that all matters relating to a nomination are confidential with only the final decision of Management Committee in favour of the nomination being announced publicly.

## 2. SPECIAL CATEGORIES OF MEMBERSHIP

The special categories of membership of the Society are:

- Honorary Life Member
- Honorary Fellow
- Honorary Member
- Continuing Member
- Retired Member
- Unemployed Member
- Student Member
- Certified Computer Professional

### 2.1 Honorary Life Member

The National Regulations (NR 2.8.1) provides that a person who a member of the Society may be classified as an Honorary Life Member by the ACS Management Committee if such classification satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

#### 2.1.1 *Criteria for Eligibility*

The election of a member as an Honorary Life Member is recognition by the Society of ***an outstanding contribution to the Australian Computer Society*** by that member.

An outstanding contribution to the Australian Computer Society is one where:

- a) exceptional and distinguished service to the Society; OR
  - b) long and valued service to the Society by playing an active and commendable part in the affairs of the Society for at least 10 years. In this respect, service to a society which later became part of the Society may be recognised; OR
  - c) both a) and b) above;
- AND
- d) can be clearly documented and corroborated.

#### 2.1.2 *Explanatory Notes*

This honour may be bestowed on a member by the Management Committee at any appropriate time, and is not linked necessarily with that person's retirement from a position in the Society.

Nominations will not be considered if more than three years have passed (in the opinion of the National Honorary Life Members Committee) since the primary component(s) of the exceptional or outstanding service (on which the nomination for Honorary Life membership is being judged) was completed or made. This places the onus on proposers to act promptly and

ensures that worthy would-be contemporary recipients are not displaced from the period in which their contributions should be recognised.

Management Committee has determined that, as a general rule, a maximum of two Honorary Life Members shall be elected in any one calendar year. The election of Honorary Life Members shall normally take place at the last Management Committee meeting prior to the Annual General Meeting.

### 2.1.3 *Points System*

In order to provide some objective measurements, a points system is used as a guide to assist with the evaluation of nominations.

A score of over 100 points would be expected before a nomination would be submitted for consideration.

The point items are aggregated under category headings of:

- Points Based on ACS Position/s
- Points Based on ACS-oriented Qualifications
- Points based on ACS Contribution

To demonstrate an 'outstanding contribution', the applicant should have gained points in at least two categories.

<i>Points Based on ACS Position</i>	Total
For each completed year as National President, excluding ex-officio [with a maximum of two years].	30
For each year as a National Office Bearer, excluding President or ex-officio [with a maximum of two years].	20
For each year as a National Congressional Representative on Management Committee [with a maximum of two years].	15
For each completed year as a member of ACS Congress [with a maximum of four years].	4
For each completed year as a Board Director [with a maximum of four years].	6
For each completed year as an active member of a Board [with a maximum of four years].	2
For each completed year as a Branch Chair, excluding ex-officio [with a minimum of two years and a maximum of four years]	15

For each completed year as a BEC Branch Office Bearer, excluding ex-officio [with a maximum of four years]	6
For each completed year in excess of six years' service as an active member of a BEC, excluding Branch Office Bearer or ex-officio [with a maximum of ten years]	3

<b><i>Points Based on ACS-oriented Qualifications</i></b>	<b>Total</b>
For each completed year of continuous membership as a Certified Professional or Certified Technologist (two points) or Certified Master Practitioner (four points) (with a limit of 10 years in total).	2-4
<b>Calculations of years of certification will allow deemed certification for continuous membership where certification was not available.</b>	
For each completed year as a Mentor as defined by the ACS Mentoring Process Guidelines [with a maximum of three years].	5
For having been a financial ACS member for at least fifty years.	10

<b><i>Points Based on ACS Contribution</i></b>	<b>Total</b>
For being directly responsible for the development of an ACS major policy, process or review [with a maximum of three projects].	5
For representing ACS on a major government advisory committee or international forum [with a maximum of three projects].	5
For being directly responsible for a major and successful ACS National project which impacts ACS [with a maximum of three projects].	6
For being directly responsible for a major and successful ACS Branch project [with a maximum of three projects]	5
For each completed year as a Team Leader of a Special Interest Group [with a maximum of two years].	4
For being directly responsible for a major and successful ACS National Conference [with a maximum of two conferences]	6
For being directly responsible for a major and successful ACS Branch Conference [with a maximum of two conferences]	5



#### 2.1.4 *Nomination*

Any current member of the Society, not including the Overseas Group, who wishes to have a person considered for nomination as an Honorary Life Member, may complete and forward a submission to that effect in writing to the Chief Executive Officer which will be used by the Nominating Committee to gather the evidence and assess the merits of the outstanding contribution.

The ACS Honorary Life Members Guidance Information and Nomination Form available online will be used for this purpose.

Each nomination requires the following:

- A citation (in the order of 100 words and must not exceed 150 words , which clearly states the contribution upon which the nomination is based;
- Contact details for two referees who can verify the distinguished contribution; and
- The nomination form – signed by the nominator and the Chairman of the Branch Executive Committee of the nominee's Branch.

The current form is available at ACS National and Branch offices. The nomination and supporting documentation must be submitted at least eight weeks before the Management Committee meeting which is to consider the nomination.

#### 2.1.5 *Process*

The Management Committee has resolved that all applications in any calendar year will be considered at the last meeting of the Committee in the year and that the number of appointments will be usually limited to two in any calendar year.

The Director, Membership Advisory Board will refer any application to an Honorary Life Members Committee (HLMC) (set up annually by the Director) for consideration and recommendation.

The HLMC will be expanded to include the nominee's Branch Chairman (or the Chairman's nominee from the nominee's Branch Committee).

#### 2.1.6 *Note*

The Director, MAB will appoint annually at least two Honorary Life Members to serve on the HLMC. The Director will be an ex-officio member of the HLMC and the final arbiter on all matters of process and procedure.

The recommendations of the HLMC, together with appropriate documentation, will be referred to the Management Committee for determination.

Classification of a member as an Honorary Life Member must be by Management Committee by an affirmative vote by a 2/3 majority.

The ACS Management Committee has resolved that all matters relating to a nomination are confidential with only the final decision of Management Committee in favour of the nomination being announced publicly.

## **2.2 Honorary Fellow**

The National Regulations (NR 2.7.2) provides that a person who is not a member of the Society may be classified as an Honorary Fellow by Management Committee if such classification satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

### **2.2.1 *Criteria for Eligibility***

All persons are eligible regardless of Australian residency or citizenship.

A person may be nominated for election as Honorary Fellow if that person:

- holds a prestigious position in a kindred organisation, or a large organisation where the person's position is at a senior level; OR
  - or occupies a public position of influence;
- AND
- has demonstrated substantial support for the Society.

### **2.2.2 *Explanatory Notes***

Honorary Fellows are elected for such period as the electing committee determines.

The ACS Management Committee electing the Honorary Fellow determines the privileges to which the Honorary Fellow is entitled but, in every case, Honorary Fellows are not required to pay any membership fees.

Honorary Fellows must pay any fee relating to conferences, seminars or other professional activities of the Society other than admission fees, unless otherwise determined, and must pay any charge relating to fee recovery.

### **2.2.3 *Nomination***

Any member of the Society who wishes to have a person considered for nomination as an Honorary Fellow may forward a submission to that effect in writing to the relevant Branch Executive or Management Committee.

Each nomination requires the following:

- A citation ((in the order of 100 words and must not exceed 150 words) which clearly states the reason for the nomination; and
- The nomination form – signed by the nominee

Evidence of substantial support for the Society is of particular relevance.

Nomination for election of a person as an Honorary Fellow shall be on the current form of application at [www.acs.org.au](http://www.acs.org.au), and be accompanied by supporting documentation.

#### 2.2.4 *Process*

The Director, Profession Advisory Board will refer each application to an Advisory Committee set up by the Director for its consideration and recommendation. The Advisory Committee should include a Branch Chairman (or nominee), a Director of a Board (excluding the Profession Advisory Board), a member of the Profession Advisory Board nominated by the Director Profession Advisory Board, and the Chief Executive Officer (or nominee).

The Advisory Committee will determine the period of the Honorary Fellowship.

The Director, Professional Standards and Assessment Services will not be a member, but will be in attendance to record the minutes of the meeting and to ensure due process is observed.

The recommendation of the Advisory Committee and Director will be referred to Management Committee as appropriate together with all relevant documentation.

Management Committee has resolved that all matters relating to a nomination must be treated as confidential with only the final decision of Management Committee being announced publicly.

## 2.3 Honorary Member

The National Regulations (NR 2.7.3) provides that a member or a person who is not a member may be classified as an Honorary Member by Management Committee or Branch Executive Committee if such classification satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

### 2.3.1 *Criteria for Eligibility*

A person with Australian Residency Status or an Australian Citizen is eligible to be elected as Honorary Member. Such a person may or may not be a member of the Society.

A person may be nominated for election as Honorary Member if it can be demonstrated that person has given demonstrable support to the Society.

### 2.3.2 *Explanatory Notes*

The level of position in an organisation is not a key factor but demonstrable support is a key factor.

Examples are strong public support of the Society or service to the Society through offices such as a Branch Executive Committee, professional development, Special Interest Groups, Boards or Congress.

Honorary Members are elected for such period as the electing committee determines.

The Committee electing the Honorary Member determines the privileges to which the Honorary Member is entitled but, in every case, Honorary Members are not required to pay any membership fees.

Honorary Members must pay any fee relating to conferences, seminars or other professional activities of the Society other than admission fees, unless otherwise determined, and must pay any charge relating to fee recovery.

### 2.3.3 *Nomination*

Any member of the Society who wishes to have a person considered for nomination as an Honorary Member may forward a submission to that effect in writing to the relevant Branch Executive or the Management Committee.

Nomination for election of a person as an Honorary Member shall be on the current form of application and be accompanied by supporting documentation clearly stating on what grounds the nomination is being supported and the period of the appointment.

The current form of application is available at [www.acs.org.au](http://www.acs.org.au).

#### 2.3.4 *Process*

Applications will be processed by the relevant Branch Executive Committee or Management Committee as the case may be, with the appropriate body resolving whether to accept or reject an application.

The electing committee must notify the CEO of the decision and the privileges involved, and the term of the appointment and provide all documentation.

Management Committee has resolved that all matters relating to a nomination must be treated as confidential with only the final affirmative decision of the Branch Executive Committee or Management Committee being announced publicly.

### **2.4 Continuing Member**

The National Regulations (NR 2.8.5) provides that a member may be classified as a Continuing Member by the Chief Executive Officer if such classification satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

#### 2.4.1 *Criteria for Eligibility*

To be eligible for classification as a Continuing Member, an individual must be an existing Branch member who expects to be out of Australia for at least 12 months.

#### 2.4.2 *Explanatory Notes*

The member must provide evidence of absence or a statutory declaration stating the reasons for the absence to claim continuing member status.

The member will be granted continuing member status for the next membership year. The member is required to apply for continuing member status each membership year.

The membership fee for continuing members will be published in the ACS schedule of fees.

#### 2.4.3 *Application*

Members seeking continuing member status should apply in writing to the Chief Executive Officer. The application should clearly state the reason for seeking continuing membership and must include the full name and membership number.

#### 2.4.4 *Process*

The application will be determined by the Chief Executive Officer.

### **2.5 Retired Member**

The National Regulations (NR 2.8.6) provides that a member may be classified as a Retired Member by the Chief Executive Officer if such classification satisfies the relevant criteria set out in the National Regulations and Guidelines for Membership.

### 2.5.1 *Criteria for Eligibility*

To be eligible for classification as a Retired Member, a member must:

- have been a member for at least two years;  
AND
- have retired from regular employment.

### 2.5.2 *Explanatory Notes*

The member must provide evidence of retirement or provide a statutory declaration.

The member will be granted retired member status on a permanent basis. If a retired member re-enters the workforce, the member is required to advise the ACS of the revised status.

The membership fee for retired members will be published in the ACS schedule of fees.

### 2.5.3 *Application*

Members seeking retired membership status should apply in writing to the Chief Executive Officer. The application should clearly state the reason for seeking retired membership status and must include the full name and membership number.

### 2.5.4 *Process*

The application will be determined by the Chief Executive Officer.

## 2.6 Unemployed Member

The National Regulations (NR 2.8.7) provides that a member may be classified as an Unemployed Member by the Chief Executive Officer.

### 2.6.1 *Criteria for Eligibility*

To be eligible for classification as an Unemployed Member, a member must:

- have been a member for at least two years, during which period the member must not have been a member of any other special category; AND
- be not employed for any reason such as illness, loss of employment or other incapacity;  
AND

- expect to be out of employment for at least 12 months.

### 2.6.2 *Explanatory Notes*

The member must provide evidence of unemployment (or reason for which the person cannot be employed) or provide a statutory declaration.

The member will be granted unemployed member status for the next membership year. The member is required to apply for unemployed member status each membership year.

The membership fee for unemployed members will be published in the ACS schedule of fees.

### 2.6.3 *Application*

Members seeking unemployed membership status should apply in writing to the Chief Executive Officer. The application should clearly state the reason for seeking unemployed membership status and must include the full name and membership number.

### 2.6.4 *Process*

The application will be determined by the Chief Executive Officer.

## 2.7 Student

The National Regulations (NR 2.8.8) provides that a member or a person who is not a member may be classified as a Student by the Chief Executive Officer.

### 2.7.1 *Criteria for Eligibility*

To be eligible for classification as a Student, a person must be enrolled full-time in any *acceptable course*.

### 2.7.2 *Explanatory Notes*

Acceptable Courses include:

- Australian university courses which have majors or minors in ICT;
- Registered Training Organisation courses in ICT which have been accredited by a government authority (federal or state) at Degree, Associate Degree, Advanced Diploma or Diploma level;
- Registered Training Organisation courses which can lead to ACS certification; and
- Courses which have the objective of preparing students for the above courses including secondary level courses.
- Participating in the ACS Professional Year Program
- Participating in the ACS Foundation Scholarship Program

Persons who are studying overseas in an acceptable course are eligible for classification as a student.

Applicants for student classification may be required to provide proof they are enrolled as a student.

### **2.7.3 Application**

Members seeking student classification should apply in writing to the Chief Executive Officer.

Student classification may be applied for at the time of membership application by completing the special Student Application Form for membership.

The application should clearly include the name of the participatory program, institution and course enrolment and must include the full name and membership number (if allocated).

### **2.7.4 Process**

The application will be determined by the Chief Executive Officer.

## **2.8 Certified Computer Professional**

The National Regulations (NR 2.8.4) states that a Certified Professional or Certified Master Practitioner who holds the appropriate insurances and abides by the conditions required by the Australian Computer Society Professional Standards Scheme approved by the Professional Standards Councils is eligible for the special category of Certified Computer Professional. This is an administrative category to support the implementation of the scheme.

### **2.8.1 Criteria for Eligibility**

To be eligible for the category of Certified Computer Professional, a Member must:

- be a current Member of the Professional division;
- be a resident of a state or territory where the ACS Professional Standards Scheme is approved to operate;
- be a current holder of Certified Professional or Certified Master Practitioner status
- have coverage for professional indemnity insurance as required by the ACS Professional Standards Scheme;
- advertise their participation in the ACS Professional Standards Scheme and the consequential limited liability on all business documents; AND
- have sufficient funds to cover any excess required in their Professional Indemnity coverage

### **2.8.2 Explanatory Notes**



The Australian Computer Society has introduced the ACS Professional Standards Scheme which incorporates Cover of Excellence for its members in line with regulations from the Professional Standards Councils.

Those under the Cover of Excellence scheme are able to make use of the appropriate references and marks under conditions of the Professional Standards Councils.

The Cover of Excellence symbol, words and the composite mark are three separate registered trademarks owned by the Professional Standards Councils.

### 2.8.3 *Application*

Members seeking Certified Computer Professional classification should apply by:

- Completing the application on the website member's area: [www.acs.org.au](http://www.acs.org.au). This application form will only be visible to those holding Certified Professional or Certified Master Practitioner status.
- Pay the Certified Computer Professional application fee.
- Hold an appropriate insurance policy that meets the criteria as set under the ACS Professional Standards Scheme.

### 2.8.4 *Process*

Upon receiving a completed application, insurance documentation and payment of the Certified Computer Professional application fee, Member Services shall assess that the member is eligible, the insurance meets the criteria and that there are no other issues preventing the application from being successful.

### 2.8.5 *Expiry*

All members who hold Certified Computer Professional status shall be required to renew this status on or before 31 December of that year.

To renew the Certified Computer Professional status, a member must submit a new application.

### 2.8.6 *Maintaining Certified Computer Professional status*

In order for a member who is a Certified Computer Professional to maintain their status throughout the year, they must always meet the following conditions:

- Be an Active Financial Member of the Australian Computer Society
- Hold an active Certified Professional or Certified Master Practitioner status.
- Hold an insurance policy that meets the conditions under the ACS Professional Standards Scheme
- Place the disclosure statement on all business stationery (including but not limited to Business Cards, Letterhead, Invoice, Quote, Tender Documents, Website etc.). The

disclosure statement is “Liability limited by a scheme approved under Professional Standards Legislation”.

- Any other requirement that is specified under the Professional Standards legislation for the member’s jurisdiction.

### 2.8.7 *Auditing*

From time to time, members who hold Certified Computer Professional status may be subject to an audit to ensure that they are complying with the requirements as outlined in 2.8.6.

This audit will be in writing and set out the exact requirements for compliance.

## 3. APPEALS

An applicant may appeal a membership grading or category decision.

In such cases, the applicant should set out the grounds for an appeal in writing and forward such to the Chief Executive Officer for re-assessment and a decision. The established fee must accompany the appeal.

The Chief Executive Officer will appoint a panel of assessors to re-assess the application.

The fee for an appeal will be published in the ACS schedule of fees. Where an appeal is successful, the fee will be returned to the appellant.

## 4. REVIEW OF GUIDELINES

These guidelines will be reviewed every three years by the Professional Standards Assessment Committee on behalf of the Profession Advisory Board. The Board will advise the Management Committee of any recommendation for significant change by 30 June each year.

## 5. REFERENCES

*Skills Framework for the Information Age*, v. 5, [www.sfia.org.uk](http://www.sfia.org.uk)

*Professional Standards Councils*: <http://www.psc.gov.au/>