



Psychotherapy & Counselling  
Federation of Australia

## APPLICATION FOR ASSOCIATION MEMBERSHIP

Professional associations in the field of Psychotherapy and Counselling wishing to become members of PACFA are asked to complete the details below and return the form, with **all** supporting documentation and the application fee \$550.00 (including GST of \$50), to

PACFA  
290 Park Street  
FITZROY NORTH VIC 3068

**NB:** If submitting hard copies, please supply the requested number of copies of all documentation. If you are able to supply the information in electronic format, please send one hard copy and a copy of documents in electronic format. Please **do not** reproduce this form or put into a presentation folder.

---

### PART A: ABOUT THE ASSOCIATION

---

Name of association: \_\_\_\_\_

\_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

email: \_\_\_\_\_

Name and position in organisation of contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ (wk) \_\_\_\_\_ (a/h) \_\_\_\_\_ (M)

Name of PACFA Member Associations (2) supporting this application:

\_\_\_\_\_

\_\_\_\_\_





2. Please list all the membership categories in your association (associate member, clinical member, fellow etc) and how many there are in each category.

|    | Name of membership category | Number of members |
|----|-----------------------------|-------------------|
| 1. | _____                       | _____             |
| 2. | _____                       | _____             |
| 3. | _____                       | _____             |
| 4. | _____                       | _____             |

3. Which of these membership categories require training at or above the level specified in PACFA's Training Standards document?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. When were the current membership criteria for each of these categories listed in 3 (above) adopted?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How many members in each category requiring training at or above PACFA's minimum standards would have entered that category under earlier membership criteria that might not have met PACFA's standards?

| Category | Number of members |
|----------|-------------------|
| _____    | _____             |
| _____    | _____             |
| _____    | _____             |
| _____    | _____             |

6. If the membership criteria for any of these categories have changed in the last two years, please describe briefly the changes made.

---

---

---

---

---

---

---

---

- ◆ If submitting hard copies, please submit **five** copies of the training document with your application form, or a document that specifies what training standards are required for full membership of your association. If submitting electronically, please send one hard copy and one electronically.
- ◆ Please enclose **five** copies of all documents that describe the membership criteria for the association, including application forms. (electronic copies as above)
- ◆ Please attach a statement that describes the procedure followed when a new application for membership is received, and any appeals process.

This statement should include a description of the documentation required to support an application, and the means by which the decision is made as to whether the applicant has met the necessary requirements.

---

## PART C: CODE OF ETHICS

---

1. If you consider that your association's Code of Ethics  
either
  - ⇒ does not address issues covered in PACFA's Ethical Guidelines document
  - or
  - ⇒ is in any way contradictory of PACFA's Ethical Guidelinesthen please attach a copy of a statement indicating the details and any action your association is planning to take to bring your code of ethics in line with PACFA's guidelines. This statement should indicate a willingness by the association to make any changes required to cover points not already included, and a reasonable time line for doing so.
  
2. Please attach a copy of a statement indicating the mechanisms in place in your association for
  - ⇒ Bringing to the attention of members the need to comply with the code of ethics (ie. copy of ethics is sent to members when they join the association)
  
  - ⇒ Responding to and investigating any concern or complaint about a member's compliance with the Code of Ethics
  
  - ⇒ Processes and sanctions available under the Constitution or otherwise adopted by the association for taking action against any member found to have breached the Code of Ethics
  
- ◆ Please attach to your statement **three** copies of any policy document that outlines these processes. (Electronic copies as above).
  
- ◆ Please enclose **three** copies of PACFA's Ethical Guidelines with a notation beside each point referring to the clause in the associations code of ethics which covers that point
  
- ◆ Please attach three copies of your association's Code of Ethics

---

**PART D: DECLARATION**

---

I confirm that the information given in this questionnaire and in accompanying documentation is a full and accurate description of the relevant aspects of

---

(name of applicant association)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in association: \_\_\_\_\_

PACFA  
290 Park Street, Fitzroy North VIC 3068  
T: 03 9486 3077 F: 03 9486 3933  
Email: [admin@pacfa.org.au](mailto:admin@pacfa.org.au)  
[www.pacfa.org.au](http://www.pacfa.org.au)