

Post-nominals Program: Terms and conditions

Purpose of this document

All members of IAP2 Australasia are bound by our Constitution and terms and conditions for Membership. In addition, there is the IAP2 Code of Ethics for engagement professionals.

This document sets out the Terms and Conditions (Ts & Cs) governing the IAP2 Australasia Professional Recognition Program (the Program). Participation in the Program is taken as consent to these Ts & Cs in addition to the broader IAP2 Australasia Membership Ts & Cs.

Participation in the Program

For the purpose of this document, participation refers to the involvement in any manner of any person who wishes to hold a post-nominal across all classes.

These Ts & Cs also apply to any person who agrees to participate in the program as a referee or in administration and assessment roles with the exception of IAP2A staff and Board members who are bound respectively by IAP2 Australasia policies, including the IAP2 Australasia Board Charter, By-laws and Policies.

By participating in the Program, participants are choosing to:

1. agree to the terms and conditions set out in this document
2. accept all related processes for submission, review, assessment and notification of applications where relevant
3. agree to comply with dispute resolution and disciplinary processes
4. attest to meeting eligibility criteria as described in the Standards for Professional Recognition
5. be financial members of IAP2A
6. accept the continuing professional development (CPD) requirements as set out in the CPD framework.

Applications and nominations

For the purpose of this document, application refers to Expressions of Interest, applications and nominations. As such, this section applies to the Professional and Fellow classes only.

Applications/nominations must:

1. be submitted using the online forms and process nominated by IAP2A [to be finalised following engagement with members]
2. adhere to all eligibility criteria
3. include sufficient information to enable review and assessment of the application
4. be submitted within the allotted time frame for applications/nominations.

Applicants/nominators must:

1. agree to pay the application fee where applicable and maintain responsibility for any unforeseen costs incurred by their application such as but not limited to any banking charges
2. confirm that IAP2 Australasia may contact referees provided for the purpose of assessing the application/nomination.

Where further information is requested by IAP2 Australasia, its staff, directors or contractors, this must be submitted within seven days in order to maintain the currency of the application.

Application fees, where applicable, will be refunded where applications are unsuccessful.

Applications may not be re-submitted within 12 months of a declined EOI or application.

Terms and conditions for holding post-nominals

Professionals (PIAP2) and Fellows (FIAP2) must hold individual memberships (which may be in addition to any other corporate membership that includes them).

The final decision for granting of post-nominals rests with the IAP2 Australasia Board.

Awarding of post-nominals will be announced from time to time in IAP2 Australasia communications to members; loss of post-nominals through disciplinary processes will be recorded in Board minutes.

Post-nominals may be used:

- on business cards
- on social media including but not limited to LinkedIn and Twitter
- in publications including but not limited to journal articles, conference materials and reference books
- on the holder's own or employing organisation's website.

Post-nominals must not be used in any context or manner that brings or has the potential to bring discredit to IAP2.

Post-nominals may be resigned (without refund where applicable) but may not be transferred.

Privacy

IAP2 Australasia is committed to safeguarding your privacy. IAP2A's Privacy Policy applies to this Program.

Additionally, to the extent that the Privacy Act 1988 (Cth) (Privacy Act), the Australian Privacy Principles (APPs), and the Privacy Act 1993 (NZ) (New Zealand Privacy Act) govern the way in which we must manage your personal information, you consent to IAP2A collecting, using and disclosing any Personal Information provided by you or otherwise resulting from your participation in the Program, for the purposes of the Program and its promotion, including the following:

- contacting nominated referees
- providing a copy of application/nomination and supporting documentation to referees and all reviewers and assessors participating in the program
- releasing your name and professional bio in communications and promotions (not limited to the program) including on IAP2 Australasia's website
- contacting you from time-to-time via email, telephone or post in relation to the program, opportunities and events related to the program or any other IAP2 Australasia opportunities including future programs
- maintaining your post-nominals record.

Related documents

- IAP2 Australasia Membership Terms and Conditions
- IAP2 Australasia Privacy Policy
- IAP2 Australasia Constitution

- IAP2 Code of Ethics
- IAP2 Australasia Standards for Professional Recognition

Monitoring and review

This document will be reviewed initially based on applicant, staff and assessment panel feedback following the inaugural round of applications. Thereafter, it will be open for continuous feedback and formally reviewed every three years.

Version	Date	Status
0.1	August 2021	For internal review by IAP2 prior to member consultation
0.2	September 2021	For member information/consultation prior to implementation
1.0	October 2021	For implementation in the inaugural round of applications.