



**QASA Inc.**  
C/O Hubbard's School  
PO. Box 1576  
Milton, QLD, 4064

<b>P</b>	+61 (07) 3371 5999
<b>F</b>	+61 (07) 3371 5044
<b>E</b>	<a href="mailto:qasa@hubbards.qld.edu.au">qasa@hubbards.qld.edu.au</a>
<b>W</b>	<a href="http://www.qasa.org.au">www.qasa.org.au</a>

**President:**  
**Secretary and Vice-President:**  
**Membership Secretary and Treasurer:**

Janette Atchison  
Peta Matthewman  
Cathy Pappalardo

**ABN** | 47 743 209 855

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## Membership Application for Corporate QASA Membership

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Corporate memberships are available for all educational institutions with one or more student adviser or career practitioner. Each student adviser has the opportunity to apply for professional status under their school's corporate membership. Those who meet the professional standards may attend all meetings at no cost. Staff members from all other faculties of the school/institution who do not meet the professional QASA standards may attend all meetings at a discounted fee of \$50. To view the professional standards please follow this link:

<http://www.cica.org.au/practitioners/>

### **TO COMPLETE THE APPLICATION FORM**

1. Please fill out all the details on the Corporate Membership application form and forward to:

**[qasa@hubbards.qld.edu.au](mailto:qasa@hubbards.qld.edu.au)**

or

**QASA Inc.**

**PO Box 1576,**

**MILTON, QLD, 4064**

2. Once membership has been approved by the QASA Executives, an invoice for the \$500 membership fee will be forwarded to the applicant.



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# Corporate Membership Application

## 1 January 2018 – 31 December 2018

1. School/Institution Name (in full) .....
2. School/Institution Address ..... Post Code .....
3. Names of all Current Career Advisers/Practitioners .....  
.....  
.....
4. Tel (Work)..... Email (work).....

**QASA correspondence may be through an individual on the School's behalf. Please provide details below.**

5. Tel (School Representative)..... Email (School Representative).....

**All correspondence will be sent via e-mail; ONLY in exceptional circumstances will a postal address be used.**

6. The School/Institution (Name) ....., consents to any images of School employees attending QASA events to be used in any public QASA documentation and/or on the QASA Website. ☐ Yes / ☐ No

### **DECLARATION**

- All faculty members attending QASA meetings agree to abide by the rules as stated in the QASA Constitution.

**Signature:** .....

**Date:** .....

### **PLEASE COMPLETE AND RETURN**

Payment of the annual fee of \$500.00 is not required until membership has been approved.

Membership entitles access to members' area of QASA website

& a discounted QASA meeting cost of \$50 for all School employees

& Free entry for School employees with professional status to all QASA meetings.

*Membership valid from 1 January 2018 – 31 December 2018 subject to payment of annual fee.*

### **OFFICE USE ONLY**

Approved / Not Approved

QASA No:

Receipt No:

Receipt Date:

Payment method:

Membership Type:

Website Access ☐



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# Professional QASA Status Application (Under their School's Corporate QASA Membership)

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For career advisers seeking to obtain professional status under their school's corporate membership, please follow complete the following instructions:

## **COMPLETE THE FOLLOWING INSTRUCTIONS**

1. To obtain professional status, first student advisers must go to the CICA website and make sure that they are a recognised career Development Practitioner. Go to the CICA website via the link below for guidelines on becoming a recognised Career Development Practitioner.

<http://www.cica.org.au/professional-standards/>

2. Professional status can be gained through either:
  - an endorsed course (check list of endorsed courses on website); or
  - by the alternative pathway.
3. Obtain certified copies of all relevant qualifications.
4. If applying for professional status through the alternative pathway also attach proof of:
  - Experience in the career development area of at least two years' full-time equivalent over the past 5 years; and
  - Evidence of 15 hours of Professional Development obtained in the previous 12 months. The Professional Development must be relevant to the professional standards as listed on the CICA website. (Experience must be endorsed by a Principal or Deputy)

5. Complete all details, attach certified copies and other relevant documentation and forward to:

**[qasa@hubbards.qld.edu.au](mailto:qasa@hubbards.qld.edu.au)**

or

**QASA Inc.**

**PO Box 1576,**

**MILTON, QLD, 4064**

6. Once professional status has been approved by the QASA Executive, a letter of approval will be forwarded to the applicant, who will be granted the benefits of professional status.



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# Professional QASA Status Application

## 1 January 2018 – 31 December 2018

1. Name (in full) ..... Title .....
2. Name of School with Corporate Membership .....
3. School's Address .....  
..... Post Code .....
4. Current Position Held .....
5. Address ..... Post Code .....
6. Tel (H) ..... (W) ..... Mobile .....
7. Email address .....

**All correspondence will be sent via e-mail; ONLY in exceptional circumstances will a postal address be used.**

8. I consent to any images of my person to be used in any public QASA documentation and/or Website. ☐ Yes / ☐ No

**All QASA professionals must comply with the minimum qualifications outlined in the professional standards as detailed on the following website:** <http://www.cica.org.au/professional-standards/>

9. Do you hold current membership of a CICA Member Association at Professional Career Development Practitioner status? (See list of Member Associations at [www.cica.org.au/about-us/](http://www.cica.org.au/about-us/)) ☐ Yes / ☐ No
10. If Yes, Name of Member Association .....

**[Please attach proof of membership]**

**Please complete details of academic qualifications as listed on your Award document/s and attach another page if necessary.**

11. Academic Qualifications (FULL TITLE PLEASE)

.....  
.....  
.....

**[Please attach certified copies of all documents]**

12. Experience in Career Development / Related Activities: ☐ < 2 years / ☐ 2 - 9 years / ☐ 10 – 14 years / ☐ > 15 years

**[See Step 3 Page 1 for more details]**



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## **DECLARATION**

- I agree to abide by the rules as stated in the QASA Constitution.
- I declare that I will do the required minimum of compulsory professional development each financial year. Reminder: evidence of completion is required.
- I agree to being audited on the compulsory professional development.

**Signature:** ..... **Date:** .....

### **PLEASE COMPLETE AND RETURN WITH ALL RELEVANT DOCUMENTS**

No additional payment is necessary for professional status.  
(All fees are covered under the School's corporate membership)  
Professional status entitles access to members' area of QASA website  
& Free attendance of all QASA meetings.

*Membership valid from 1 January 2018 – 31 December 2018 subject to payment of annual fee.*

### **OFFICE USE ONLY**

Approved / Not Approved

QASA No:  
Receipt No:  
Receipt Date:  
Payment method:  
Membership Type:  
Website Access ☐