



AUSTRALIAN
INSTITUTE OF
OFFICE PROFESSIONALS

A close-up photograph of a brown leather folder with two gold-colored metal clasps. A nameplate on the folder is engraved with the text 'A. JONES AOP'. The folder is set against a dark background.

**ACCREDITED
OFFICE
PROFESSIONAL**

INFORMATION AND APPLICATION FORM



ACCREDITED OFFICE PROFESSIONAL

The Australian Institute of Office Professionals (AIOF) is committed to the education and training of Office Professionals. As part of this commitment, the Institute offers Accreditation to all members.

A successful applicant shall be known as an Accredited Office Professional and shall be entitled to the post nominal AOP.

Accreditation is only available to members of the Institute and immediately becomes invalid if the association is terminated, the member resigns, or becomes unfinancial. Accreditation is a matter of personal preference and is offered without prejudice to the status to any member.

AIOF Accreditation is open to all individual members and nominated corporate members.

The term of Accreditation will run for two (2) years from the date it is conferred. It will be necessary for members to apply for re-accreditation at the end of this period. Applications outlining compliance with the set criteria will be reviewed on a quarterly basis in March, June, September and December of each year.

The appointment of the AIOF Accreditation Review Committee (ARC) will coincide with the Annual General Meeting each year and consists of a senior executive from the general business community, a representative from the relevant industry and a member of AIOF.

Accreditation will not be automatic and may be withheld, subject to a written appeal to the ARC. The ARC may revoke the Accreditation should any false declaration or any breach of the Institute's Rules and Regulations be made.

MEMBERSHIP BENEFITS

- Recognises professional status in the business community
- Highlights the credibility of the qualifications gained
- Identifies ethical and high standards of business practice
- Enhances the opportunities for promotion
- Empowers confidence in the holder
- Readily identifies the achievements of the member
- An effective, united voice for the office and administrative profession

ACCREDITATION CRITERIA

Accreditation is achieved on a point-scoring basis i.e. basic criteria and a minimum score of 80 points must be achieved to attain this distinction. The submission process is conducted via a written summary outlining the areas of compliance and is to be supported by appropriate documentation.

BASIC CRITERIA

1. Two years continuous employment as an Office Professional, either in industry or as a self - employed entity, prior to the application.
2. The scope of the responsibility held in the area of Employment including ownership of portfolios, project management, supervision of staff etc.
3. A total of at least 80 points gained in the two years prior to the application in accordance with the following criteria.

Responsibility of positions held, assessed according to the scale of authority.	10	MAXIMUM NUMBER OF POINTS AVAILABLE TO BE CLAIMED PER CATEGORY
2 points for every year of employment	20	
2 points for verifiable knowledge of a computer package	10	
2 points per subject of business related study program undertaken either as a general commerce field or specific to a particular task. (holders of Institute's Diploma may claim full 20 points)	20	
2 points for every hour of business related education/training undertaken	20	
2 points for every hour of delivery of education/training in the business community.	10	
5 points per annum for active involvement on any official AIOF committee.	10	
Active participation in AIOF professional development activities	5	
Substantiated active participation or involvement in other related associations	5	
Allowance for members living in Regional areas	10	
Attendance at an AIOF National Convention	5	
Total possible points	125	



ASSESSING APPLICATIONS

All applications for Accreditation must be made on the official application form and include documentation/verification of points claimed. All applications will be held in the strictest confidence. The ARC will review applications quarterly in March, June, September and December.

Each submission will be checked for completeness and if necessary, the ARC may request additional information, to be supplied within seven (7) days.

Unsuccessful nominees will be notified that they did not meet the appropriate requirement, and may lodge an appeal in writing within seven (7) days.

Once the basis for the appeal has been examined, the ARC will determine the final outcome. The decision of the ARC is final and no further communication will be entered into regarding that particular application.

All successful applicants will receive a signed certificate and their names published in the AIOF National magazine 'Leading the Way'.

ACCREDITATION CHECKLIST

Accreditation is achieved on a point-scoring basis i.e. basic criteria and a minimum score of 80 points must be achieved to attain this distinction. The submission process is conducted via a written summary outlining the areas of compliance and is to be supported by appropriate documentation.

Include with a letter of application:

- Name
- Address
- Telephone number
- Mobile telephone number
- Email address
- Details of current employment history
- Address of current employer
- At least two references
- A summary of points claimed
- Method of payment of Accreditation fee.

APPLICATION FEE

A non-refundable fee of \$55.00 will be charged to cover all administrative costs. This fee is fully tax deductible.



APPLICATION FORM

Applications must be lodged on the application form attached to this document. Additional copies are available from the National Accreditation Officer or the AIOP website www.aiop.com.au

APPLICATIONS

Applications can be lodged at any time but will be reviewed in accordance with the quarterly time schedule set. Applications, supporting documents and payment should be marked 'Confidential' and be forwarded to:

National Accreditation Officer

Australian Institute of Office Professionals
PO Box 2498
BROOKSIDE CENTRE QLD 4053

*Privacy Statement on the Collection of Information
available on www.aiop.com.au*



AIOP

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ACCREDITATION APPLICATION FORM

PERSONAL DETAILS (please use capital letters and print clearly)

Name

Postal Address

Suburb State Postcode

Email

Division

ACCREDITATION INFORMATION (please refer to information leaflet for outline of points)

Points Claimed

Number (.....) of years continuous employment as an Office Professional

Responsibility of positions held assessed according to the scale of authority

Verifiable knowledge of a computer package

Business related study program undertaken either as a general commerce field or specific to a particular task.

Hours (.....) of business related education/training undertaken

Hours (.....) of delivery of education/training in the business community

Hours (.....) active involvement on any official AIOOP committee

Active participation in AIOOP professional development activities.
Please note: Social functions are not to be included.

Substantiated active participation or involvement in other relevant associations

Allowance for members living in regional areas

Attendance at an AIOOP National Convention

Total points claimed

PAYMENT DETAILS (application fee - \$55.00 incl GST)

Cheque (made payable to Australian Institute of Office Professionals)

Credit Card VISA MASTERCARD

Cardholders Name

Card Number / / /

Card Expiry / Cardholder Signature

Return completed application together with all documentation and payment to:

National Accreditation Officer

Australian Institute of Office Professionals
P.O. Box 2498 Brookside Centre QLD 4053