

**APPLICATION FORM:**

Name: .....

Bus. Name: .....

Address:.....

Suburb: .....State:.....

Pcode:..... Country: .....

I wish to apply for accreditation as an ASO.

I have worked in the field since: ..../..../....

I have held a position of responsibility for minimum 12 months Yes/No

I have accumulated 100-point minimum as indicated in the items attached in support of my application. *(Attach documented proof – listing of software and sample of your work, study courses with dates and topics, roles of activity in associations, etc).*

Application Fee is attached Yes/No

**Note:** Minimum 4 of the list below is required

Minimum knowledge of 3 software packages – No. of points:.....

Program of study – 2 points per hour:.....

Active participation in a relevant professional or industry association or network other than ACS:.....

Delivery of professional development:.....

Development of education & training:.....

Professional reading/study program:.....

**Total points claimed:** .....

- Active participation or involvement in a relevant association or network in addition to ACS. (5 points per association, examples are MBN, BNI, Women’s groups, etc.)
- Provide training for the industry, i.e. teaching/mentoring others (2 points per hour of delivery- maximum of 20 points)
- Provide professional training specific to their industry, e.g. training to clients, etc. (5 points)
- Professional reading program – show an understanding of industry issues through reading books, magazines, online articles or listening to tapes. Examples: the issue of proving professional whilst working at home, combining family and home, etc. (5 points)

**Application fee:** \$AUD75.00 non-refundable.

Applications will be processed quarterly. Planned intakes for approval:

January, 2011, April 2011,  
July 2011, October 2011

Successful applicants will have their postnominals (ASO) added to their listing. These members will be promoted to industry, media and general public.

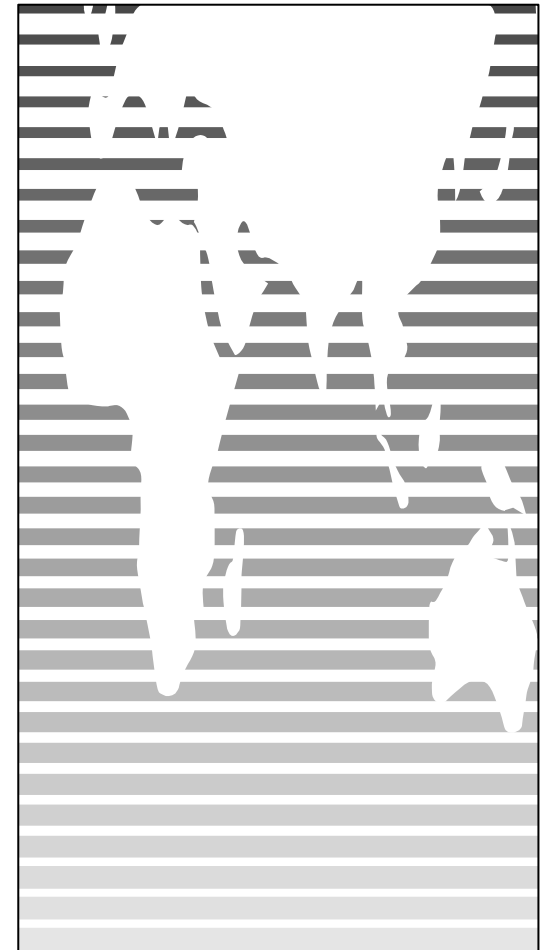


**“A Clayton’s Secretary”**

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# ACCREDITED SECRETARY ONLINE - ASO

## *Accreditation Application*



# ACCREDITED SECRETARIES ONLINE

## ASO

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Accredited Secretary Online, or Accredited Office Professional (AOP – later to be introduced).

## KEY FEATURES

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ASO Accreditation is open to all Secretaries, PA's, Executive Assistants, Home-Based Secretaries, Office Professionals and Administrators who conduct their business services in a home office and/or via the Internet, either on a part-time or full-time basis and are financial members of ACS.

Applicants must be able to provide evidence that, in the five years immediately prior to their current application, they have been continuously and gainfully employed, or self-employed in the secretarial/administrative industry, although it is not necessary to have been operating via the Internet during all of that five year period.

The accreditation processes is voluntary and is undertaken as an independent professional peer review. The choice not to undertake accreditation does not imply a less worthy member. However, the recognition of the Accreditation process is something that happens in the Accounting, Engineering, Conference, Hospitality and Speaking Industries and it is generally recognised by the public that recipients of an Accreditation have developed and honed their skills to be assessed as competent professionals in their field.

Applications may be submitted at any time with the Admissions Board meeting quarterly to review applications. The period of accreditation is for three years, from the date of acceptance until June 30 or December 31, as the case may be. An application for reaccreditation after that period indicating their compliance with the ongoing education requirements may be made.

An individual awarded the status of an accredited member shall be known as an Accredited Member, Office Professional or Accredited Secretary Online and shall be entitled to use the post-nominal ASO. To maintain

accreditation, members must retain their membership with the Association that provides this accreditation. The reason behind this is that the general public often feel safer to work with someone who is recognised as being a member of an organisation, as opposed to an individual of whom they know very little. This gives the general public a feeling of safety and protection – they are welcome to report to the organisation any fears or concerns they may have with respect to any accredited member.

Accreditation will not be automatic. Additional supporting documentation may be required before the process is completed. The ASO Admissions Board will communicate with the applicant should that be necessary. Subject to appeal, the ASO Admissions Board may also withhold accreditation.

The applicant must make appeals in writing. The Board may also revoke accreditation should any false declaration be made by the member and found to be in breach of the ASO Code of Ethics. The ASO may revoke accreditation should the member either resign from the association or become unfinancial.

## BENEFITS

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ASO through ACS is committed to promoting its accreditation process and its accredited members in various ways. Such an approach enhances: -

1. *Credibility* – Recognition as a professional in the industry will attract the respect of suppliers and buyers.
2. *Awareness* – The wide promotion of ASO accreditation will identify the individual as an achiever.
3. *Career Path* – ASO accreditation lies with the individual and is therefore portable as and when the individual changes jobs within the industry. It should be recognised as a mark of professionalism by clients, employers and potential clients and employers.
4. *Self-Esteem* – A sense of achievement contributes to self-esteem, confidence, high standards and ethical practice.
5. *Promotion* – Status as ASO will enhance promotional opportunities, and win business.

## ASSESSMENT CRITERIA

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Each applicant must provide evidence of the following: -

1. Five years continuous employment or self-employment in the Secretarial and/or Virtual Assistant industry immediately prior to the application. (*It is important for clients to know that experience is current*).
2. Have held within the 12 months immediately prior to the application, a position of responsibility in the field in which they are working, either part-time or full-time (i.e. self-employed – making their own decisions).
3. Have accumulated a minimum of 100 points. (2 points awarded for every year of full-time employment as a secretary/administrator, to a maximum of 30 points, and 2 points per hour of proven education within the past three years – this means any courses, seminars attended, etc – list to be provided, and certificates where possible).

In addition the applicant must provide evidence of involvement in at least four of the following:

- Minimum knowledge of 3 software packages – 1 at intermediate to advanced level (5 points per package – maximum 30 points). *Compulsory*. Please list the packages.
- A study program (business related) undertaken during the three-year period immediately prior to the application. (2 points per hour of education (minimum 20 hours over the 3 years) – listing needs to be provided).

*Continued overleaf*