

Evidence Requirements for Affiliate Membership

Evidence	Documents Required
A relevant qualification	Certified copies of qualification Certified copies of transcripts
Relevant Professional Experience	Resume / CV outlining : <ul style="list-style-type: none">• Information about current and previous employer agencies• Positions undertaken• Tasks Performed• Length of Employment <p>Copies of current and any previous Position Descriptions relating to the claims made in the CV submitted</p> <p>Letter of reference from employer confirming the claims made by the applicant in relation to the application. Applicants may refer to the ACWA Template for Letter of Reference from Employers.</p>

Reference Letter from Employer Template

Applicants for Affiliate Membership may use the template below to provide reference from employers verifying claims made by the applicant in relation to Relevant Work Experience. The Reference letter must be on the letter head of the employer organisation.

Template letter

To Whom It May Concern

This is to confirm that << full name of the applicant>> has worked at << organisation name>> located in << organization address>> in the role of << job title>>.

Below are the details of employment:

Position Title	
Commencement Date	
End Date	
Tasks Performed/Duties Undertaken	

If you have any queries in relation to the above information, please contact the undersigned.

Regards,

<< Employer /Supervisor's Name>>

<<Position Title>>

<<Contact Details>>

Position Description Template

A position description should have the following information:

Section	Details to be provided
Organisation Details	Name and location of the organisation
Position Title	Clearly identify the position title
Minimum Experience/Qualification Requirements	Are there any minimum qualification and or experience requirements for the role
Supervisor	Who will supervise the position?
Direct Reports	Does the position have any direct reports i.e. is the position responsible for managing staff?
Role of the position in the organisation	Purpose of the position
Tasks Performed/Duties Undertaken	Tasks performed/duties undertaken as a part of the role
Key Performance Indicators	What is the criterion for performance appraisal?