

## PROFESSIONAL STOCKBROKERS PROGRAM™ – ADVANCED STANDING KIT

(November 2010)

### WHAT IS ADVANCED STANDING?

Advanced Standing is the process for being granted exemptions for the Professional Stockbrokers Program™ and its accreditations, based on successful completion of prior study and/or work experience. Exemptions are granted at the time of enrolment in the Professional Stockbrokers Program™.

### EXEMPTION OPTIONS

**Standard Exemptions:** If you have completed the SDIA Accreditation Program or have successfully completed the ASX ADA 1 before 1<sup>st</sup> August 2010, you may apply for a standard exemption in the Professional Stockbrokers Program™. There are no fees for standard exemptions.

**Non-Standard Exemptions:** You may also apply for non-standard exemptions on the basis of prior study with another institution and/or work experience. The Professional Stockbrokers Program Advanced Standing Committee will assess your application.

### HOW DO I APPLY FOR ADVANCED STANDING?

**Complete Application Form:** If you are applying for a **standard exemption** based on completion of the SDIA Accreditation Program or ASX ADA 1, you must attach a certified copy of your academic transcript(s) or certificate(s) to your Enrolment form. If you are applying for a **non-standard exemption** based on completion or prior study with another institution and/or work experience or completion of an ASIC approved compliance course you must attach the following supporting documentation to the Advanced Standing Application Form:

- A current resume
- Documentary evidence of previous educational qualifications and professional development
- Documentary evidence of membership of relevant professional organizations
- A mapping document outlining previous study
- Subject outlines
- A supporting statement

**Submit your application to Stockbrokers Association:** Submit your completed Application Form and full fee payment (if applicable) to: Professional Stockbrokers Program, PO Box R1461, Royal Exchange NSW 1225

### FEES

Advanced standing fees only apply to non-standard exemptions. There are no application fees for standard exemptions.

### APPLICATION DATES

Applications must be submitted to Stockbrokers Association and can be lodged at any time.

### HOW ARE APPLICATIONS ASSESSED?

Applications for standard exemptions will be assessed by the Stockbrokers Association and DeakinPrime. Applications for non-standard exemptions will be forwarded to the Stockbrokers Association Advanced Standing Committee, comprising senior academics and industry practitioners for review.

### HOW WILL I BE NOTIFIED OF THE OUTCOME OF MY APPLICATION?

Provided that all documentation is complete, the Stockbrokers Association will notify applicants in writing of the outcomes for:

- Standard exemptions within ten working days of receipt of the application
- Non-standard exemptions approximately four weeks after receipt of the application.

**HOW ARE EXEMPTIONS RECORDED?**

Exemptions will be recorded on your transcript as 'Exempt'.

**WHO DO I CONTACT FOR HELP?**

If at any time you are unsure about Advanced Standing or the application process please contact:

**Stockbrokers Association of Australia**

Telephone: +61 2 8080 3200

Email: [education@stockbrokers.org.au](mailto:education@stockbrokers.org.au)

Stockbrokers Association of Australia/DeakinPrime Customer Service Helpdesk

DeakinPrime

Telephone: +613 9918 9119

Fax: +613 9918 9119

Email: [saa@deakinprime.com](mailto:saa@deakinprime.com)

## Professional Stockbrokers Program™ - Advanced Standing Application Form

### STANDARD AND NON-STANDARD EXEMPTIONS

#### Personal Details:

Candidate ID: \_\_\_\_\_

Title (Mr, Mrs, Ms, Miss, Other): \_\_\_\_\_

Given name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

P/code: \_\_\_\_\_

Telephone No (bus): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Telephone No (home): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Standard Exemptions

If you are applying for a **standard exemption** please indicate the program you have completed below:

- the SDIA Accreditation Program
- the ASX ADA 1 (successfully completed before 1<sup>st</sup> August 2010)

Documentary evidence must be attached – acceptable documentary evidence of your qualification includes:

- Official academic transcripts
- Certificate(s) or statement(s) of completion

Please DO NOT attach original documents, attach certified copies.

#### Non-Standard Exemptions

If you are applying for a **non-standard exemption** please indicate the accreditation for which you seek exemption:

- Core 1: Securities & Managed Investments Accreditation

Elective: \_\_\_\_\_

#### Checklist of required attachments for non-standard exemptions:

- A current resume – this must outline employment history including company name, duration of employment and position details.
- Documentary evidence of previous educational qualifications and professional development – acceptable documentary evidence of your qualification includes:
  - Appropriate subject outlines from your previous study
  - A supporting statement
- Documentary evidence of membership of relevant professional organizations – official membership certificates
- A mapping document outlining the details of your previous study to the accreditation from which you are seeking exemption.
- Appropriate subject outlines – attach the subject outline for each accreditation you refer to in your mapping document, your application cannot be considered without this documentation. The subject outline must be for the year in which you passed the subject and describe in detail the content of the subject. This information is generally available from the Faculty office of your previous education institution.
- Supporting statement – you are required to provide details of any supporting evidence, such as duties of current job, reasons for application and any additional information that may support your application. If you refer to work experience, a letter from your employer must also be provided to support your application.

\*Please DO NOT attach original documents – attach CERTIFIED copies.

**Stockbrokers Association of Australia** ABN 91 089 767 706

(address) Level 6, 56 Pitt Street, Sydney NSW 2000 | PO Box R1461, Royal Exchange NSW 1225 (tel) +61 2 8080 3200 (fax) +61 2 8080 3299

[www.stockbrokers.org.au](http://www.stockbrokers.org.au)

## SUPPORTING STATEMENT

### Payment

The fee is \$590 (incl GST) per accreditation. This fee must be paid at the time you lodge your application. Fees are not required for standard exemption applications. This fee is not refundable if your application is unsuccessful.

Cash/EFTPOS \$ \_\_\_\_\_

Cheque payable to Stockbrokers Association of Australia for \$ \_\_\_\_\_

Credit card payment \$ \_\_\_\_\_       Bankcard       MasterCard       Diners  Visa       AMEX

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Please ensure that your application is complete and that you have attached all supporting documentary evidence, we are unable to process incomplete applications.

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed forms, supporting documentation and fee to:

**Professional Stockbrokers Program**  
C/O: Stockbrokers Association of Australia  
PO Box R1461  
Royal Exchange NSW 1225  
Fax: (02) 8080 3299