

WORK EXPERIENCE EVIDENCE FOR PROFESSIONAL BODY PATHWAYS

Some of our professional body pathways require evidence of professional work experience.

If you are required to provide work experience documentation as part of your membership application, we require the following evidence as outlined in the table below:

- employees claiming relevant experience need to provide one primary form of evidence and one secondary form of evidence
- employees claiming senior experience need to provide two primary forms of evidence and one secondary form of evidence
- a public practitioner or self-employed applicant will need to provide two primary forms of evidence and two secondary forms of evidence.

Employee	Public Practitioner/Self-employed
Primary Evidence	Primary Evidence
<ul style="list-style-type: none"> • Current statement of service / workplace testimonials • Organisational chart* 	<ul style="list-style-type: none"> • Client testimonials / statement of service • Business registration details and the company overview
Secondary Evidence	Secondary Evidence
<ul style="list-style-type: none"> • Employment contract 	<ul style="list-style-type: none"> • Business Activity Statements • Payment evidence such as client invoices • Official taxation evidence

**Organisational charts are only required if the experience needs to be senior in nature.*

The Statement of Service/workplace testimonial letter must include the following:

- a) the company letterhead
- b) your full name
- c) the working hours per week
- d) your official position title(s) held at the organisation
- e) the exact period of your employment in each position held
- f) description of your main duties for each position held
- g) official contact details and signature of the person writing the Statement of Service – references from colleagues at the same level or below will not be accepted.