

Professional Standards Scheme

Activating your Scheme Inclusion

For Firms: How do I add new practitioners to the Scheme?

To add a new participant to your firms current Scheme participation, please see the below steps.

These steps are applicable when adding a new practitioner each time.

In order to participate under the Scheme, an individual must first be a current Law Society (WA) member. Membership may be activated online here: <https://lawsocietywa.asn.au/membership/join-now/>.

Alternatively, you may contact Member Services on (08) 9324 8692 or email membership@lawsocietywa.asn.au.

Once a practitioner is a current Law Society member, you may follow the below steps below for Scheme inclusion:

1. Complete the Scheme application online:

- ✓ New Members Online Form – this form is found on the [PSS page](#) of our website and is updated annually.

The Scheme form together with payment of the Scheme fee are compliance requirements for valid inclusion under the Scheme.

Both must be complete before the team can process you under the Scheme.

2. An invoice will then be issued to you for the Scheme fee.

The Scheme fee includes a \$50 which the Society must pay to the national Scheme regulator and an administrative fee.

3. Pay your invoice.

Once paid, we will be able to process the Scheme form and issue a letter of confirmation for participation under the Scheme. The Scheme is not retrospective. Requests for retrospective inclusion cannot be granted.

4. Disclose your Scheme participation.

You must ensure the [prescribed disclosure statement](#) is contained on all documents provided to clients or prospective clients that promote or advertise the practice. There is a fine of up to \$5,000 for non-disclosure in Western Australia.

If your firm is joining more than one practitioner to the Scheme at a time, you may list all practitioners on one form.

Part 3 of the online forms asks for details of the participating members. At Q7, the firm may add multiple practitioners to the list by selecting the plus (+) symbol at the end of the row (pictured below).

Q7. Australian Legal Practitioner details *

NOTE: To add multiple listings please click the plus [+] icon at the right end of the row. To gain full benefit of the Scheme, all Australian legal practitioners should participate.

Australian Legal Practitioner name

Law Society member number

Date Practitioner commenced employment at the firm
(DD/MM/YYYY)



FURTHER INFORMATION

Further information is available online at lawsocietywa.asn.au or by contacting the Scheme Coordinator at pss@lawsocietywa.asn.au. Information is also available from the Professional Standards Council at www.psc.gov.au.

STANDARD DISCLAIMER: The Professional Standards Scheme is administered by the Law Society of Western Australia. The Law Society is unable to provide any legal advice and gives no warranties and makes no representations as to whether any claim brought against a Participating Member or Law Practice will be covered by the Scheme. Participating Members should rely on their own enquiries and assessments, specifically as to the adequacy or otherwise of any insurance arrangements and as to the consistency or otherwise of such arrangements with either the Scheme or the Act and seek their own independent legal advice.