

# Professional Standards Scheme

## Activating your Scheme Inclusion

### For Individuals: How do I activate my Participation under the Scheme?

The Scheme is available to ordinary Law Society members who hold a current practising certificate.

However, the Scheme **cannot apply** to:

- Corporate Legal Practitioners
- Government Legal Practitioners
- Community Legal Practitioners

If you are a **Corporate or Government Legal Practitioner**, you are ineligible for Scheme participation under Clause 2.1.1 of the 2024-2029 Law Society of Western Australia Scheme Document and will not need to complete an application for exemption. Please ensure that your records with the Law Society are currently up to date otherwise, the exemption will not apply to you in our records.

If you are a **Community Legal Practitioner**, you are required to submit an exemption application. These may be completed online and are found on our website here: [Application for Exemption](#)

Once you are a current [Law Society member](#), you may complete the easy steps below to activate your participation under the Professional Standards Scheme.

#### 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.

#### 2. When we receive the form, we will check that all details are correct and that you have valid Professional Indemnity Insurance arrangements.

**An invoice will then be issued to you with the Scheme fees.**

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 and is applicable from date of payment. 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.

### FURTHER INFORMATION

Further information is available online at [lawsocietywa.asn.au](http://lawsocietywa.asn.au) or by contacting the Scheme Coordinator at [pss@lawsocietywa.asn.au](mailto:pss@lawsocietywa.asn.au). Information is also available from the Professional Standards Council at [www.psc.gov.au](http://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.