Application for Assessment

Accredited Recruitment Provider Programme
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CIPS Australasia

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RECRUITMENT AND CONSULTING SERVICES ASSOCIATION
AUSTRALIA & NEW ZEALAND

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Thank you for expressing your interest in the CIPA Accredited Recruitment Provider (ARP) programme.

On the basis of your positive response to Phase One of the accreditation process, you have been sent this information to assist you to complete the Application for Assessment.

As outlined in the Expression of Interest document, you will need to complete a detailed online application addressing the Criteria for Assessment outlined in this document.

As the peak body for the procurement profession, CIPS Australasia (CIPSA) exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in procurement and supply in Australasia. CIPSA assists individuals, organisations and the profession as a whole.

The Accredited Recruitment Provider (ARP) programme will recognise the recruitment firms that demonstrate expertise in recruiting procurement professionals in Australasia, that show an ongoing commitment to the profession, and have agreed to uphold the recruiting standards set by the Recruitment and Consulting Services Association Ltd (RCSA).

**WHY IS CIPSA INSTIGATING THE ARP PROGRAMME?**

1. **Assist hiring managers** choose a recruiter who has the best proficiency to meet their procurement recruitment requirements, sometimes as an addition to their preferred supply panels and recommendations from their HR Advisors (where contractual obligations allow);

2. **Provide support to procurement professionals and candidates** in understanding with whom to register their candidacy for employment progression and giving them confidence that they have chosen a quality recruiter;

3. **Provide support to the recruiting providers** that have shown commitment to the procurement and supply profession and are interested in its issues and opportunities;

4. **Promote CIPSA standards**, professional skill and benefits of professional body membership to all;

5. **Help address the clear and present skills shortage** in the region by supporting the recruiters who control the gateway to the profession including the promotion of the profession to new graduates and Gen Y, as well as people seeking to change career into the profession.

**WHAT TO DO NOW:**

Please fully familiarise yourself with the information contained in this document – particularly the Terms of Agreement.

Access the Application for Assessment via the link provided on Page 9 of this document. You can save and return to your application at any time.

Please complete each section of the application as required and submit the application before the deadline.

An independent assessment panel will review the applications and an Offer of Accreditation will be sent to successful firms.

Accreditation will commence in November 2011 for the initial period.
**THE BUSINESS CASE**

**Procurement is often said to be the fastest growing profession in business.** CIPS Australasia was established in early 2005 with only 88 members. It now has 4000 members including professionals from 78 of the top 100 most profitable ASX companies who are part of a global CIPS membership of more than 65,000 members in 150 countries.

Procurement professionals today are dealing hands-on with many of the biggest issues in business and they are often the first in their organisation to deal with major change. Noted as a high-growth profession, many enterprising recruitment organisations are focused on growing market share in the procurement and supply chain vertical market.

**Procurement professionals increasingly influence budgets throughout their organisation.** This includes the human resource ‘purse strings’ with a noticeable surge in the use of HR procurement professionals employed to manage these budgets specifically. The common thinking is that the recruitment organisation that holds the closer relationship with the key decision-maker will be better positioned to understand buying drivers and influence outcomes. For large and small recruitment organisations this means that there is both a market share opportunity and a strategic necessity to offer a recruiting service line in the specialist field of professional procurement.

The result of these two factors is a significant rise in the number of procurement recruitment providers in this region.

**Raising the bar.** To become a recruitment provider it is noted that there are surprisingly low barriers to entry. This programme will raise the barriers in favour of firms professionally committed to both the recruitment and the procurement fields.

For the recruiter who already has a presence in the procurement market, this is an opportunity to protect, and to grow, market share. For procurement candidates and employers alike, Accredited Recruitment Providers (ARP) will be regarded as a recruiter of choice and as such will be promoted and endorsed by CIPS Australasia.

**Candidates** with commitment to procurement as professionals will also gravitate towards accredited providers, who will attract the best candidates. CIPSA will promote accredited agencies.
The initial accreditation is in place for approximately 18 months; thereafter awarded annually (after a final assessment or audit process);

1. ACCREDITED RECRUITMENT PROVIDER LOGO
Accredited firms will be able to include the Accredited Recruiter logo in their marketing. A full design package will be provided to the accredited recruitment firms to be used in all marketing and business collateral. Sample designs illustrated here:

2. CIPS AUSTRALASIA ACCREDITED RECRUITMENT PROVIDER CERTIFICATE
All accredited providers will be presented with a framed certificate to display in their office. This will be on display for all candidates and clients to view and infer CIPSA accreditation.

3. LETTER OF ACCREDITATION APPROVED BY CIPS AUSTRALASIA
Each accredited provider will receive an individual letter signed by the Managing Director of CIPSA for evidential use in all proposals and tender applications. The letter will outline the process that each provider underwent in order to gain accreditation and the underpinning obligations of the Recruitment Provider. It will have an expiry date.

4. AWARENESS CAMPAIGN BY CIPSA
CIPS Australasia takes its responsibility to inform the procurement profession of the programme seriously. The information on the programme and the Accredited Recruitment Providers will be delivered to 4000 Australasian members including professionals from 78 of the 100 most successful ASX companies.

5. REFERRED LEADS FOR BUSINESS FROM CIPSA
CIPSA often receives enquiries by potential clients and candidates for recruitment services. CIPSA will only refer business to all the Accredited Recruitment Providers.

6. ACCESS TO ENTER THE PP PROCUREMENT RECRUITER OF THE YEAR AWARD
The PP Procurement Recruiter of the Year award will only be awarded to an individual who is in the employment of an ARP. It will be awarded at the annual CIPSA Procurement Professional Awards each October from 2012. Entrants will be assessed by the ARP assessment panel who will recommend a winner to the PP Awards judging panel.

7. FIRST REFUSAL TO SPONSOR OR EXHIBIT AT CIPSA CONFERENCES (WITH DISCOUNT PRICING)
Accredited Recruitment Providers will have first refusal to sponsor or exhibit at suitable CIPSA conferences and special events and any commentary on procurement recruitment featured in publications such as the Procurement Professional or CIPSA PR initiatives. The Accredited Recruitment Providers will enjoy discounted pricing for advertising their procurement opportunities on the PP online job-board and in the PP magazine.
MANAGEMENT OF THE PROGRAMME

ARP ASSESSMENT COMMITTEE
The ARP committee is responsible for all aspects of the selection process. The ARP Committee (2011/2012) will be chaired by Craig Lardner FCIPS, Group Procurement Director, George Weston Foods on behalf of CIPS Australasia. The other members of the committee are Steve Granland, CEO, Recruitment and Consulting Services Association (RCSA), Monique Ward, Director, Accenture Procurement (Asia Pacific), Thomai Veginis, Chief Procurement Officer, National Australia Bank, Sharyn Scriven, Group Manager Procurement, Energex and Angelina Pillai, Head of Education, CIPS Australasia.

The committee will assess all applications in strict confidence – only these committee members will review the submissions, which will remain confidential. Each member will sign a confidentiality agreement.

PROJECT CO-ORDINATOR
The Project Co-ordinator has no involvement in the selection or re-selection of ARPs. The Project Co-ordinator (2011/2012) is Brian Adams, Communications Manager CIPS Australasia. His role is to provide the free-flow of information to participating parties and to assist you with your inquiries. He can be contacted on (03) 8611 0313 or email on brian.adams@cipsa.com.au

ARBITRATOR
The Arbitrator has no involvement in selection or re-selection of ARPs. The Arbitrator manages only appeal processes against selection, re-selection issues or complaints. The Arbitrator firstly reviews the matter set out in the appeal and may (as appropriate) refer the matter back to the ARP Committee for consideration. Ultimately, the arbitrator’s judgement will be final.

The ARP Arbitrator (2011/2012) is Jonathan Dutton FCIPS, Managing Director, CIPS Australasia.

PROJECT CONSULTANT
The Project Consultant has no involvement in the selection or re-selection of ARPs. The Project Consultant has worked to develop the programme and facilitate the accreditation process and collaboration between CIPS Australasia, RCSA and BTB Marketing (Procurement Professional magazine and PP online). The consultant has operated under a ‘Non Disclosure Agreement’ and will have limited involvement in the programme as it progresses.

The ARP Project Consultant (2011/2012) is Antonia Macrides, Managing Director, TrainedUp Media Pty Ltd.

CONTACT
Email: recruiters@cipsa.org

Questions regarding the Application for Assessment can be emailed to the contact address provided here or directly to the Project Co-ordinator as listed on this page. CIPSA will endeavour to respond quickly and succinctly to your query. Where appropriate and of general benefit, the question and response will be provided to all applicants.
All fees associated with the programme are designed to cover the costs of accreditation, including application costs, management costs, assessment fees, evaluation process and promotion of the programme and all administration costs involved. The associated fees are for the management of the programme across Australasia and are for each single organisation registered. It should be noted that all ARP committee members are volunteers.

The fee does not change regardless of the number of recruiters or sites you have across the Australasian region. This fee is for this region only and does not cover any other subsequent programmes, which may or may not be managed outside of this region by CIPS or CIPS Australasia. The fees are designed to cover CIPSA’s largely fixed-cost base for running the programme.

**YOUR APPLICATION MUST BE ACCOMPANIED BY AN APPLICATION FEE OF AUD$1650**
The Application Fee can be deposited directly to CIPSA via Electronic Funds Transfer:
CIPS Australia Pty Ltd
ANZ Banking Group Limited
388 Collins Street, Melbourne
BSB: 013 006 Account No: 4982 47384

This covers the administration fee of managing the application and the formal assessment process and is a one-off payment per application submitted. Payment to be made in Australian dollars and submitted with your application. The Application Fee is non-refundable. This fee is entirely consistent with all CIPSA accreditation fees for approved associates.

**ACCREDITATION FEE**
To assist with the ongoing administration of the ARP programme, a monthly Accreditation Fee of AUD$545 will apply for each ARP. This fee covers the ongoing costs of managing the programme including informing and promoting the programme to the procurement and supply profession of Australasia. The non-refundable payment is to be made in Australian dollars and direct debited monthly. Non-payment for more than 30 days at any time will void accreditation. Accredited organisations can withdraw from the programme; fees paid are non-refundable.
A CIPSA Accredited Recruitment Provider (ARP) will be a firm that provides specialist procurement recruitment services (permanent and contractor placements) and will have demonstrated the following attributes:

**ARP ATTRIBUTE 1:**
**Completion of due diligence**
1. **Legal:** Must adhere and comply with all legal, statutory and government requirements and must take steps to ensure, so far as practicable, that all new employees, contractors and candidates honour their legal obligations to their previous employers and principles and respect private data;
2. **Financial:** Must adhere to all statutory financial obligations, e.g. tax, audit, etc and be in good financial standing to provide ongoing services to the procurement profession;
3. **Safety & Risk mitigation:** Must take measures to protect their candidates, their contractors and their clients against all risk by having necessary policies, processes and insurances in place.

**ARP ATTRIBUTE 2:**
**Commitment to the recruiting profession**
1. **Longevity:** Evidence of a track-record of providing recruitment services in the profession;
2. **Specialisation:** Evidence of depth of experience and knowledge amongst the recruiting team;
3. **Reputation:** Evidence of good standing in the recruiting community and the application of RSCA standards;
4. **Dedication:** Evidence of promotion of professional development in the recruiting profession.

**ARP ATTRIBUTE 3:**
**Commitment to procurement recruiting**
1. **Longevity:** Evidence of commitment to the procurement subject with a track-record of providing recruitment services in the profession;
2. **Specialisation:** Evidence of depth of procurement recruitment experience and knowledge amongst the recruiting team;
3. **Reputation:** Evidence of good standing in the procurement community and application of the spirit of the CIPS Code of Ethics;
4. **Dedication:** Evidence of promotion of professional development of the procurement subject.
CIPS Australasia Accredited Recruitment Provider (ARP) programme

You can access the online application via this link: Application for Accreditation

There are approximately 50 questions to be answered and you can save your responses and return to your application at any time.

However, please note that once you click the submit button – you will not be able to make any further changes to your application.

If you have any issues with access or require assistance with regard to the questionnaire, please contact Project Co-ordinator Brian Adams on (03) 8611 0313 or email on brian.adams@cipsa.com.au

Please also ensure you familiarise yourself with the updated draft Terms of Agreement (Appendix 1) provided with this document as a courtesy. The information contained in the draft should be considered as a guide only and CIPSA reserves the right to make minor and/or significant changes to the draft content as it deems necessary. The final Terms of Agreement will be provided to those applicants who, following assessment of their application, are offered accreditation.

Statement of Commitment

As part of the CIPS Australasia Accredited Recruitment Provider programme, it is expected that all accredited providers will agree to and sign a common Statement of Commitment as follows:

As a CIPS Australasia Accredited Recruitment Provider we are committed to:

• supporting, where practicable, the development of the procurement profession in the region
• supporting The Chartered Institute of Purchasing and Supply (Australasia) as the peak body for the profession
• abiding by the CIPS Code of Ethics in both practice and spirit
• abiding by the RCSA code of conduct for recruitment companies
• promoting the CIPS international standards as appropriate, and MCIPS as the international standard of professional competence in procurement
• promoting professional development for all practising procurement professionals
• complying with the CIPS Australasia Accredited Recruitment Provider Terms of Agreement
• our lead procurement recruiters remaining members of CIPSA
• developing our own knowledge of the procurement subject

Signed:
Name: __________________________
Position: _______________________
On behalf of Organisation: _____________
APPENDIX I: TERMS OF ACCREDITATION AGREEMENT

1. Parties
This Accredited Recruitment Provider Agreement sets out the terms on which CIPS Australasia (referred to as “CIPS Australasia” “CIPSA,” “we,” “us” or “our”) will provide each Accredited Recruitment Provider (referred to as “ARP,” “you” or “your”) with accredited status. The Agreement between CIPS Australasia and the Accredited Recruitment Provider is comprised of this Accredited Recruitment Provider Agreement and the Terms, which apply to the Accredited Recruitment Provider. By accepting this Agreement you agree to provide true, accurate, current and complete information in our Accredited Recruitment Provider application form and keep the information up to date.

2. Accreditation
2.1 Subject to the clause below, accreditation is available to certain recruitment providers by meeting criteria as laid down by CIPSA and as amended from time to time.
2.2 CIPSA reserves the right to reject unsuitable applications. If your application is rejected, CIPSA will issue a letter advising you of this, but CIPSA is unable to assist ARPs with their application and cannot provide reasons for rejection of an application.
2.3 All ARPs will comply with the Attributes as detailed in all ARP documentation. A summary of these are:
   2.3.2 Must complete, meet and comply with due diligence requirements:
      a) Must adhere and comply with all legal, statutory and government requirements and must take steps to ensure, so far as practicable, that all new employees, contractors and candidates honour their legal obligations to their previous employers and principles.
      b) Financial: Must adhere to all statutory financial obligations, e.g. tax, audit, etc and be in good financial standing to provide ongoing services to the Procurement profession.
      c) Safety & Risk mitigation: Must take measures to protect their candidates, their contractors and their clients against all risk by having necessary policies, processes and insurances in place.
   2.3.3 Must show evidence of past and on-going commitment to the Recruitment and Procurement professions
      a) Longevity: Evidence of commitment to the procurement subject with a track-record of providing recruitment services in the profession;
      b) Specialisation: Evidence of depth of procurement recruitment experience amongst the recruiting team;
      c) Reputation: Evidence of good standing in the procurement community;
      d) Dedication: Evidence of promotion of professional development the procurement subject.

3. Benefits
Becoming an ARP entitles you to a range of benefits, which include the following:
   3.1 Accredited Recruitment Provider logo set & advertising guidelines
   3.2 Letter of accreditation approved by CIPS Australasia
   3.3 Access to the Procurement Professional Recruiter of the Year award
   3.4 Accredited Recruitment Provider framed certificate
   3.5 Referred leads for business (ad hoc)
   3.6 First refusal to attend and for involvement in CIPSA events (plus access to discount pricing)
   3.7 Awareness campaign

4. Application process
4.1 Each application must be made on the online application form and accompanied by the required attachments and the published Application Fee.
4.2 Each application must be received by the date indicated.
4.3 ARP status will apply to organisations and not to individuals
4.4 Once your application is submitted to CIPSA, it will be reviewed by the ARP Independent Assessment committee. CIPSA may contact you during the assessment process with regard to missing submission documents or points of clarification. The submission of an application for accreditation does not guarantee approval and ARPs may not refer to themselves as an ARP until official notification has been made.
4.5 On approval, ARPs will receive an official approval letter detailing any conditions or recommendations upon which approval is based. An official certificate will be enclosed with the approval letter. The ARP logos will also be enclosed on a CD-ROM. Once confirmation of approval has been received, the CIPS Australasia ARP is eligible for the benefits as outlined in 3.
4.6 It is essential that ARPs ensure that contact details held by the ARP Assessment Committee are accurate, that the e-mail address provided is valid and that these details are updated where necessary. CIPSA cannot take responsibility for non-receipt of any information due to unreliable or incorrect e-mail addresses or other contact information.
5. Fees
All fees associated with the program are to cover the costs of accreditation, including application costs, management costs, promotion of the scheme and all administration costs involved.

5.1 An Application Fee of AUD$TBA + GST is required at the time the applications is submitted. This covers the administration fee of managing the application and assessment process and is a one-off payment per application submitted. Payment should be made in Australian dollars and sent with the application document. and the Application Fee is non-refundable.

5.2 An Accreditation Fee of AUD$TBA + GST is payable per month. This covers the ongoing costs of managing the programme including informing and promoting the programme to the procurement & supply profession of Australasia. Payment should be made in Australian dollars and direct debited monthly for 18 months and is non-refundable. Payments begin in November 2011 for successful ARP's.

5.3 The associated fees are for the management of the program across Australasia and are for each organisation registered.
   - The fee does not change regardless of the number of recruiters or sites you have across the Australasian region
   - This fee is for this region only and does not cover any other subsequent programs, which may or may not be managed outside of this region by CIPS or CIPS Australasia.

6. Complaints
CIPSA reserves the right to investigate Procurement Professional complaints. Following a Procurement Professional complaint made to CIPSA, the ARP will be required to report to the Arbitrator regarding the complaint and how it was dealt with through the organisation's procedures.

6.1 The Arbitrator firstly reviews the matter set out in the appeal and may (as appropriate) refer the matter back to the ARP Committee for consideration or to the Dispute Resolution Procedures as set out by the RCSA.

6.2 Recruiters are expected to uphold the Code, Constitution and By Laws set by the RCSA. The RCSA Code for Professional Conduct (Code) and its Disciplinary and Dispute Resolution Procedures (D&DRP) are authorised by the Australian Competition and Consumer Commission (ACCC) and recognised by the Commerce Commission in New Zealand. All RCSA Member companies, their staff and RCSA Accredited Professionals are bound to the principles of honesty, equity, integrity and social responsibility as well as by the Dispute Resolution Procedures. The Ethics Registrar manages the complaint process and procedures with the support of a volunteer Ethics panel mentored by RCSA's Professional Practice Barrister.

6.3 Upheld complaints may be grounds for removal of ARP status.

6.4 Accredited recruiters are expected to operate within the spirit of the CIPS Code of Ethics. Lodging a complaint against a CIPS ARP: email to: recruiters@cipsa.com.au

7. Withdrawal of status
CIPSA reserves the right to withdraw status from any ARP. Grounds for withdrawal of status include but are not limited to:

7.1 CIPSA shall give notice to the ARP of any decision to withdraw status, together with written reasons for the withdrawal.
    - Any breach of the ARP regulations
    - An upheld Procurement Professional complaint. The determination of what is a reasonable complaint shall be at the sole discretion of CIPSA
    - Mishandling or non-payment of fees
    - Any breach of the advertising regulations
    - Any actions or omissions by the ARP that are deemed by CIPSA to conflict with, or are detrimental to, the interests of CIPSA or its members or in any way impair the goodwill associated with CIPSA.
    - The ARP shall not host or maintain a website that has a domain name that is deemed by CIPSA to be confusing or similar to the domain names of CIPSA websites or that confuse CIPSA members.

7.2 Following the conclusion of any investigation as referred to above, CIPSA shall give notice to the ARP of whether it is to be reinstated as an ARP.

7.3 Where ARP status has been withdrawn, an organisation shall not be entitled to hold itself out as having ARP status and shall ensure that all references to it having ARP status are removed from its website and all other promotional literature.

7.4 The decision to withdraw status shall be at CIPSA's sole discretion and shall be final. There shall be no appeal from any such decision.

7.5 If you wish to terminate the Agreement, you must do so by emailing recruiters@cipsa.com.au with "Cancellation" in the subject line.
    - It is expected that you will provide an 8-week notice of your intention to cancel the agreement.
    - All application monies will not be refunded; neither will the accreditation monthly fees which have been paid up to and including the date of cancellation.
APPENDIX I: TERMS OF ACCREDITATION AGREEMENT

8. Security, probity and other checks
8.1 The CIPSA ARP Committee may perform such probity as the ARP Committee may determine are necessary.
8.2 The ARP Application evaluation process may involve:
   • visits to some or all Responders’ sites; or
   • discussions with, and/or visits to, customers or subcontractors of some or all Responders; or
   • The CIPSA ARP Committee may also make independent enquiries about any matters that may be relevant to the evaluation of an ARP Application.

9. Our communications
9.1 It is essential that ARPs ensure that contact details held by the ARP Committee are accurate, that the e-mail address provided is valid and that these details are updated where necessary. CIPSA cannot take responsibility for non-receipt of any information due to unreliable or incorrect e-mail addresses or other contact information.
9.2 We may give you notices under this Agreement by sending them to your email address. That is, the email address provided by you on signing up or your most recent address as advised to us in writing. A notice emailed to you will be deemed to be delivered to you when it leaves our computer system, in line with s 13(1) of the Electronic Transactions Act 2000 (Vic). It is your responsibility to check your email regularly and make sure that your email facility is capable of receiving emails from us. We may also give notices to you using any other mode permitted by law.

10. Re-Accreditation Process
10.1 The inaugural accreditation program runs from November 2011 through to the end of February 2013. Thereafter ARPs are required to renew their accreditation status. Renewal requirements and additional application assessment processes will be published in November 2012.

11. Information management
11.1 CIPSA confidential information
11.1.1 Responders should not, and should ensure that their employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of CIPSA acquired or obtained in the course of preparing an ARP Application, or any documents, data or information provided by the CIPSA ARP Committee and which CIPS indicates to Responders is confidential or which Responders know or ought reasonably to know is confidential.
11.1.2 The CIPSA ARP Committee may require that all written information (whether confidential or otherwise and without regard to the type of media on which such information was provided to Responders) and all copies of such information made by Responders be:
   • returned to CIPSA - in which case Responders will be required to promptly return all such information to the address identified by CIPSA; or
   • destroyed by Responders – in which case Responders will be required to promptly destroy all such information and provide CIPSA with written certification that the information has been destroyed.
11.1.3 The CIPSA ARP Committee may exclude from further consideration any ARP Application lodged by a Responder who has engaged in any behaviour contrary to these clauses.
11.2 Responder’s confidential information
11.2.1 For the duration of the ARP application process until the award of accreditation to the successful Responder CIPSA and the ARP Committee will treat as confidential all information contained in a Responder’s ARP Application.
11.2.2 CIPSA will not be taken to have breached any obligation to keep information provided by Responders confidential to the extent that the information:
   • is disclosed by CIPSA to its advisers, officers, employees or subcontractors solely in order to conduct the Accreditation process or to prepare and manage any resultant contract;
   • is disclosed to the CIPSA internal management personnel, solely to enable effective management or auditing of the Accreditation process;
   • is authorised or required by law to be disclosed; or
   • is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality.
11.2.3 Following the awarding of ARP status, CIPSA will only keep information contained in the successful Responder’s ARP Application or contained in, or obtained or generated in performing, any deed entered into as part of the application assessment process.
12. Conflicts of interest

12.1 Each Responder should represent and declare its known actual or potential conflicts of interest in respect of its ARP Application having made all reasonable enquiries, at the time of lodging their ARP Application.

12.2 A conflict of interest means any matter, circumstance, interest, or activity affecting the Responder (including the officers, employees, agents and subcontractors of the Responder) which may or may appear to impair the ability of the Responder to perform the contract diligently and independently.

12.3 If at any time prior to entering into the contract, an actual or potential conflict of interest concerning itself or a related entity arises or may arise for any Responder, that Responder should immediately notify CIPSA via the Project Co-ordinator as listed in the EoI and Afa documents.

12.4 If a conflict of interest arises, the CIPSA ARP Committee may:
   - exclude the ARP Application from further consideration;
   - enter into discussions to seek to resolve the conflict of interest; or
   - take any other action it considers appropriate.

13. Invalid provisions
If any provision of this Agreement is held to be invalid or unenforceable for any reason, it will be taken to be removed and will not affect the rest of this Agreement.

14. Governing law
The laws of the state of Victoria, Australia govern this Agreement. The parties submit to the non-exclusive jurisdiction of its courts.

15. Limitation and exclusion of liability
To the full extent permitted by law and other than as expressly set out in this agreement, we exclude all conditions and warranties and we make no express or implied warranties or representations including, without limitation, the warranties of merchantability or fitness for a particular purpose, or arising from a course of dealing, usage or trade practice, with respect to our service or that of an Accredited Recruitment Provider.

This disclaimer and limitation of liability operates for the benefit of CIPS Australasia and, as applicable, its employees, agents and contractor.

In the event that this Agreement constitutes a supply of goods or services to a consumer as defined in the Competition and Consumer Act 2010 (Cth) or any other national, State or Territory legislation (the Acts) nothing contained in this Agreement excludes, restricts or modifies any condition, warranty or other obligation in relation to this Agreement where to do so is unlawful. To the full extent permitted by law, where the benefit of any such condition, warranty or other obligation is conferred upon you pursuant to any of the Acts, our sole liability for breach of any such condition, warranty or other obligation, including any consequential loss which you may sustain or incur, is limited (except as otherwise stated in this Agreement) to: the supplying of the services again; or the payment of the cost of having the services supplied again as in each case we may elect.

APPENDIX I: TERMS OF ACCREDITATION
## Appendix II: Executive Summary of ARP Programme

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<tr>
<th><strong>CONTACT EMAIL</strong></th>
<th><a href="mailto:recruiters@cipsa.com.au">recruiters@cipsa.com.au</a></th>
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<td><strong>CIPSA</strong></td>
<td>Chartered Institute of Purchasing &amp; Supply Australasia</td>
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<td><strong>ARP</strong></td>
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### Programme Description

The Accredited Recruitment Provider (ARP) programme is established to recognise the recruitment firms that demonstrate high standards in recruiting procurement professionals in Australasia, that show an ongoing commitment to the profession and have agreed to uphold the recruiting standards of the Recruitment and Consulting Services Association Ltd (RCSA).

### Geography

Australasia

### Application for Assessment Period

Opens: 22 August  
Closes: 5pm AEST Friday 9 September

### Responder

Any entity which submits an ARP application.

### The ARP Benefits

- Accredited Recruitment Provider / CIPS logo set and advertising guidelines
- Letter of Accreditation from CIPSA
- Access to the Recruiter of the Year award from 2012
- Accredited Recruitment Provider framed certificate
- Referred leads for business (ad hoc)
- First refusal to attend and for involvement in CIPSA conferences and events plus access to discount pricing
- CIPSA awareness campaign amongst CIPSA procurement community

### ARP Qualifying Criteria

1. Must be a member and adhere to the RCSA Recruitment Code of Professional Conduct  
2. Must complete, meet and comply with due diligence requirements relating to legal, statutory and government obligations  
3. Must show evidence of past and ongoing commitment to the recruiting profession and best practice recruiting  
4. Must show evidence of past and ongoing commitment to the recruiting for the procurement profession with specialist know-how

### Accreditation Fees

An Application Fee of AUD$1650 is payable on submission of your application for CIPS assessment and a monthly Accreditation Fee of AUD$545 is payable via direct debit for the duration of the 18-month accreditation period.

Fees associated with the programme are to cover:  
1. Amortisation of start-up costs: design of the programme, consulting and advisory etc;  
2. Ongoing audit assessment and administration;  
3. Communication promotion and marketing of the programme

### Term of Accreditation

1 November 2011 to 30 April 2013

### How to Apply

The link to the online Application for Assessment is on Page 9.