



Australian timber flooring association
Local professionals, world-class standards

MEMBERSHIP ACCREDITATION LEVELS

The following structure is proposed as a means of recognising experience, qualifications, further training and effort within the timber flooring industry for an individual.

Name _____ Business Name _____

Member Number _____ Self Assessment Date _____

Points to be attained and reconfirmed on a three year cycle. Please note, levels 4 to 7 for Contractors must be accompanied by the relevant level skills recognition checklist.

Activity	Value	Points Calculator	Activity	Value	Points Calculator
Points retained each renewal cycle			Points requiring update each renewal cycle		
• Relevant Certificate III qualification (trade qualification)	80		• 3 Day ATFA Installation and Finishing Program (each)	36	
• Relevant Certificate IV qualification	40		• 2 day workshop, seminar or training session	24	
• Relevant Diploma qualification	40		• Industry participation (writing magazine articles, presenting at trade nights or seminars, or similar)	10	
• Relevant Advanced Diploma qualification	40		• Employ a trainee or apprentice	10	
• Relevant Certificate II qualification (not counted with Certificate III)	40		• 1 day workshop, seminar or training session	12	
• On the ATFA Board	35		• ½ day workshop, seminar or training session	6	
• Certificate 1 Flooring qualification (not counted with Certificate II or III)	20		• Relevant industry trade event – overseas	10	
• Certificate IV Workplace Trainer & Assessor	20		• Relevant industry trade event – interstate	8	
• Successful completion of a mediation/arbitration course	20		• Relevant industry trade event – within state	4	
• Successful completion of the ATFA Floor Inspector Course	20		• ATFA meetings (Board members excluded)	3	
• Relevant University studies or the qualification	20		• Sign up a new member (per member)	2	
• On an ATFA Standing Committee	20		• Other:		
• A Relevant Timber Flooring License	20		• Other:		
• Industry experience (per year, capped at 80 points)	8		• Other:		
• Individual units of competency (nationally recognised training without full qualification) per unit	2		• Other:		
Sub Total _____			Sub Total _____		
Total Points _____					

Accreditation Levels

Membership Level	Points Required	Contractor (Installer, Sander and Finisher)	Industry Partner (Manufacturer, Distributor or Supplier of timber, coatings, adhesives, fixings, fillers or equipment)
		Applies to sole traders or individuals within companies	Applies to individuals within companies
Level 1		A member of ATFA unassessed for higher levels	
Level 2 Criteria	30	Skilled Operator	Skilled Agent
Level 3 Criteria	60	Professional Operator	Professional Agent
Level 4 Criteria	90	Craftsman (this level necessary to attain floor inspector and trainer/assessor)	Professional Advocate
Level 5 Criteria	120	Master Craftsman	Master Advocate
Level 6 Criteria	150	Industry Ambassador	
Level 7 Criteria	200	Vanguard	
Fellow of the ATFA	Granted by the ATFA Board to individuals who have demonstrated exemplarily service to the ATFA		
Honoured Member of the ATFA	Granted by the ATFA Board to individuals in special recognition of service to the ATFA beyond expectations – receives free standard membership		
Life Member	As discerned by the ATFA Board – receives free standard membership		

Demonstrating level recognition

If you wish to rise through levels or retain a level, the following is required and is to be renewed at every 3 year update cycle (next cycle July 1st 2014):

- Upon joining ATFA and when requested by ATFA (based on the 3 year update cycle), complete the points calculator on page one and return to ATFA.
- If a *contractor* seeking accreditation at level 4 or 5, you must also achieve and follow the criteria outlined below (in alignment with your website description), plus sign the member agreement. Your application will also be assessed by the State Standing Committee peer review group.
- If a *contractor* seeking accreditation at level 6 or 7, you must meet all the requirements of the previous dot point, plus achieve the additional points.
- Additional members (employees) within your organisation can also seek accreditation at \$110 per person (payable upon lodgement). A letter of support from the employer is required to support the application level sought. Sub-contractors are encouraged to join ATFA individually and obtain their own accreditation.
- Provide proof of your points (proof of items in the retained points column is only required at the first accreditation application or when providing new information for a level increase).

What you get?

A membership certificate and licence style credit card which provide your credentials.

Listed on the ATFA website 'Find a Member' section, elevating you to the level achieved and promoting you to the public at the higher level. This section of the website receives in excess of 3000 visitors each month.

Contractor Skills Recognition Checklist

Level 4 Compulsory Criteria Checklist

- Maintain 90 points over a rolling three year period;
- Involve the client in the choice of work methods and products, as well as update them on progress, access, period of time before using the floor, floor maintenance and cleaning – supply the ATFA Consumer Guide;

- Provide a floor that is to an industry accepted standard in terms of both performance and appearance – as aligned to the ATFA Timber Flooring manual;
- Prompt response to client concerns and if not resolved satisfactorily, enact the dispute resolution clause of the contract;
- Use the ATFA Timber Flooring Works Contract or other contract approved by ATFA (must contain a dispute resolution clause), where applicable also use a Project variation contract (such as ATFA's);
- Use the ATFA 2 Year Warranty or other 2 Year Warranty approved by ATFA;
- Use and maintain a complaints register with resolution actions; and
- Accept that business practices and floors may be audited by ATFA.

Level 5 Compulsory Criteria Checklist

- Comply with all of the criteria specified at Level 4;
- Maintain 120 points over a rolling three year period;
- Use quality assurance records such as project installation and finishing checklist templates (or demonstrate use of ATFA's); and
- Make all documents available to an ATFA inspector, when an ATFA inspection is commissioned.

Level 6 and 7

- Maintain the points applicable to your level (Level 6 = 150 points and Level 7 = 200 points) plus comply with the criteria outlined above for levels 4 and 5.

Member agreement

I _____ (name)
of _____ (business name)

agree to abide by the compulsory criteria set for the level of accreditation to which I attain

Signed _____ Dated _____

Office Use Only: Level attained _____ Date: _____
Criteria signed SSC approval