

**Farm Business Adviser Accreditation**

**Scheme for Scotland (FBAASS)**

**Associate Membership**

**Why should I become an accredited adviser?**

FBAASS provides quality assurance for advisers delivering professional business advice to farmers and crofters in Scotland. Operated by Lantra, FBAASS enables advisers to deliver Integrated Land Management Plans (ILMPs) for Ricardo Energy and Environment under the one-to-one component of the new Scottish Farm Advisory Service.

**What are Associate members?**

Associate members are those farm business advisers who do not currently possess all the necessary skills and knowledge or experience to gain full accreditation of FBAASS but wish to work towards it. Associate membership allows advisers to gain the experience necessary to become an accredited adviser delivering Integrated Land Management Plans (ILMPs). By becoming an Associate member you can deliver ILMPs but this must be under the guidance of a fully accredited adviser. Your named mentor is ultimately responsible for the quality of the ILMP and will work with you to support professional development and help ensure that the quality of the ILMP is of an acceptable standard. Your name and that of your mentor must be detailed in the completed ILMP.

**What is a Mentor?**

A mentor is a fully accredited and current member of FBAASS. They must have been accredited for at least 1 year and be actively delivering ILMPs. When applying for Associate membership the Associate member must declare those mentor(s) that he/she will be working with, and ensure that the mentor(s) sign the declaration at section 7. It is the Associate member’s responsibility to source appropriate mentor(s).

Any ILMP delivered by an Associate adviser must declare the names of both the Accredited Advisor and the Associate member on the ILMP report, with the Accredited Advisor being ultimately responsible for the quality of the ILMP.

**How does an Associate member receive payment for an ILMP**

Payment for the delivery of an ILMP can only be made to a fully Accredited Adviser and it is this Accredited Adviser who must make the claim to Ricardo Energy and Environment, hence the importance of ensuring that both advisers’ names are on the ILMP.

**What about Continuous Professional Development?**

Associate members must follow the same CPD guidelines as exists for Accredited Advisers. Please refer to the adviser’s manual for further information.

**Do I need Professional Indemnity Insurance?**

Associate members must be covered by appropriate professional indemnity insurance.

**What qualifications do I need?**

Associate members must be educated to a minimum of HND level or equivalent.

**What is the Code of Professional Conduct?**

All fully accredited advisers agree to be bound by the Code of Professional Conduct. As anAssociate member you also agree to be bound by this Code, a copy of which is enclosed with this application form.

**How do I apply for Full Accreditation?**

An Associate member may apply for accreditation no sooner than 1 year, but no later than 2 years, from date of registration as an Associate member. Associate members will follow the standard procedure when applying for full accreditation and may submit ILMPs that they have completed whilst operating as an Associate member.

**What is Softskills Monitoring?**

In addition to assessing your technical knowledge, full accreditation requires that your people skills are also assessed. Where practicable, all new advisers will receive a monitoring visit from the Peer Review (quality assurance) Group within the first year of full accreditation.

**How much does Associate Membership cost**

The annual fee is £75 + VAT per year

**How do I apply for Associate Membership?**

Once you have arranged support from your mentor(s) please complete the Associate Member application form and forward this, together with your membership fee, to Lantra at the address below. Please ensure that your mentor(s) sign the declaration at Section 7.

**For further information contact:**

Lantra, Inveralmond Business Centre, Auld Bond Road, Perth, PH1 3FX

Tel 01738 310164

Email: scotland@lantra.co.uk

**Farm Business Adviser Accreditation**

**Scheme for Scotland (FBAASS)**

**Associate Membership Form**

**Section 1: Contact details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | Forenames: |  | | Surname: |  | |
| Known as: | |  | | Date of birth and age: | |  | |
| Business name (if applicable): | |  | | | | | |
| Primary contact address: | |  | | | | | |
| Postcode: | |  | | | | | |
| Telephone: | |  | | Mobile: | |  | |
| Fax: | |  | |  | |  | |
| E-mail address: | |  | |  | |  | |
| Are you covered by Professional Indemnity Insurance? | | | | | | Yes | No |
| Please input expiry date: | | | | | | / / | |

**Section 2: Qualifications/Professional Membership**

Associate members must be educated to a minimum of HND level of equivalent. Please attach proof of qualifications, professional memberships, etc. Continue on an additional sheet if necessary.

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| **Your qualifications including technical certificates (academic, legislative, etc.)** | | | |
| Office use only | Qualifications/  certificates gained | Date awarded | Awarding body |
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| **Professional Membership (or other relevant memberships e.g. BASIS, BIAC)** | | | | |
| Office use only | Professional body | Membership category | Membership number | Date of entry |
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**Section 3: Current job role**

Please continue on an additional sheet if necessary

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| **Please give a brief description of your current job role and responsibilities:** |
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**Section 4: Relevant experience**

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| **Please detail your relevant business advisory experience.** Use additional sheets if necessary. |
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**Section 5: Designated mentor(s)**

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| **Please provide details of the mentor(s) that have agreed to work with you:** | | | |
| Office use only: | Forename: | Surname: | FBAASS Accreditation No: |
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**Section 6: Code of Professional Conduct**

The Code of Professional Conduct requires that associate members of FBAASS shall:

1. Maintain a high standard of professional advice at all times, conducting themselves with integrity, courtesy, honesty and with respect to others.
2. Conduct their business objectively and honestly, ensuring that the client’s legitimate business interests are paramount.
3. Not conduct themselves in a manner which brings into disrepute their professional status, Lantra (the ‘accreditation authority’), Ricardo Energy and Environment, Government Agencies or the profession of Farm Business Advisers.
4. Maintain professional independence at all times and, in the event of any potential conflict of interst arising, inform all interested parties and offer to withdraw.
5. Accept responsibility for the quality of the advice that they give.
6. Deliver the Integrated Land Management Plan scheme, part of the Scottish Farm Advisory Service, under the guidance of a named mentor. The associate’s mentor is ultimately responsible for the quality of the work carried out.
7. Refrain from offering advice in areas for which they are not competent or that are outwith the scope of their experience. In such events, advice from an appropriate third party should be sought – in the case of ILMPs this might include referral for more specialist advice.
8. Where advice is sought from a third party who is not accredited, the accredited advisers shall satisfy themselves as to the professional competency of that third party. Third parties must be able to demonstrate professional competency in their field to a standard comparable to that required by an Accredited Farm Business Adviser.
9. Where a non-accredited third party is used, the accredited adviser must maintain a record of these individuals used and the work undertaken by them, to be reported on an annual basis to the Accreditation Authority.
10. Ensure that where advice based on their experience, or that of a third party, is not accepted all reasonable steps will be taken to ensure that anyone choosing to ignore the advice is aware of any consequences which may result.
11. Show no bias in respect of gender, ethnic origin, age or religion.
12. Ensure that all information supplied by a client or other source is kept confidential in the absence of any duty to disclose that information and adhere at all times to the requirements of the Data Protection Act 1998.
13. Not act in any way which contravenes the Code of Professional Conduct, and seek guidance from the Accrediation Authority should any potential conflict arise.
14. Maintain current associate membership of FBAASS, paying promptly all dues as necessary.

**Section 7: Declaration**

**Associate Adviser**

To the best of my knowledge and belief the information given is correct. I understand that if my application is successful and this information is found to be incorrect then my accreditation may be withdrawn.

I have never been convicted of a criminal offence subject to the Rehabilitation of Offenders Act 1974.

Data Protection Act 1998: Lantra will process this information for the purposes of accounts and records, consultancy and advisory services and educational information. Your details will be accessible on Lantra’s website and may be passed to Ricardo Energy and Environment and / or the Scottish Government for the purposes of delivering the Scottish Farm Advisory Service.

I have read and agree to be bound by the Code of Professional Conduct.

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| --- | --- |
| Signature |  |
| Date |  |
| Print Name |  |

**Mentor Declaration**

As a mentor, I accept ultimate responsibility for the quality of ILMPs delivered by the associate member.

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| --- | --- |
| Signature |  |
| Date |  |
| Print Name |  |

Please send your completed application form to:

**FBAASS, Lantra, Inveralmond Business Centre, Auld Bond Road, Perth, PH1 3FX**

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| **Have you enclosed?** | |
| 1. Completed application form |  |
| 2. Copies of qualifications |  |
| 3. Evidence of Professional Membership |  |
| 5. Membership fee of £75 ex VAT (£90 inc VAT) - cheques made payable to ‘Lantra’ |  |