Overview & Registration process
Overview of CA Consult

The following will provide a brief overview of the member service CA Consult and covers the first two steps in the CA Consult process, which form the Preparation phase. In essence there are six steps in total to commence project engagement:

1. **Register for CA Consult**
   - Simply complete the online registration form and review the Member Agreement.

2. **Create your Credentials**
   - Craft a confidential personal credentials document using the Credentials template provided.

3. **Receive & Select BAFs®**
   - Receive periodic emails that will share available opportunities and select the ones you are interested in.

4. **Apply for BAFs®**
   - Tailor your credentials and submit as per the BAF® instruction.

5. **Best three candidates selected**
   - The best three candidates fit for purpose are interviewed and the most appropriate selected.

6. **Start working!**
   - Winning members receive a congratulatory email and then enter into an Engagement Agreement with the Client.

**BAF®** stands for ‘Best Affiliate Forward’ which is an independent, patented curation process used to identify the three most suitable candidates.
What is CA Consult?
We’ve partnered with Industrialised Adhocracy® (IA), an innovative processing platform, to offer members a unique service - CA Consult.

- CA Consult is a member service connecting Chartered Accountants with a variety of clients from across Australia looking for assistance on specific projects
- You can apply for specialist projects ranging from half a day to a year, for you or your team
- It’s targeted, fast (applications are reviewed within 48 hours for interviewing), transparent and flexible
- And, you can opt in or out at any time.

What is a BAF®?
- A BAF® is an acronym of “Best Affiliate Forward” – the process behind CA Consult
- Industrialised Adhocracy® (IA) uses an independent, patented curation process called Best Affiliate Forward (BAF®) to identify the three most suitable, best fit for purpose candidates
- Clients of CA Consult create a BAF® to meet their needs for specialist talent for a contract or project
- A BAF® provides an anonymised description of the client and details of the role, location, timing process and rate
- In responding to a BAF® you indicate your potential interest and availability in undertaking the engagement
- Click here for instructions on how to apply for a BAF®.

How to register and respond to a BAF®
- To register for CA Consult you must be a member of the Institute of Chartered Accountants Australia
- You can register by completing the online registration form
- Upon registration you will receive an email confirming your participation in CA Consult
- At all times, your participation in CA Consult is subject to the Member Agreement, you can opt out at any time by request
- Once registered you will receive periodic emails that will post available opportunities in a format called a BAF® request
- To respond to a BAF®, you need to prepare a personal Credentials document, which is similar to a CV
- Use your member identification number as your unique identification when preparing your Credentials document
- For further information please see FAQs.
## Overview & Registration process

### Steps in applying for a BAF®

<table>
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<tr>
<th>Steps</th>
<th>Member Action</th>
<th>CA Consult Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review and update your Credentials</td>
<td>-</td>
<td>Craft a personal Credentials document to target the BAF® using the <a href="#">Credentials template</a>. To improve your chances, fine-tune your Credentials for each BAF®.</td>
</tr>
<tr>
<td>2</td>
<td>Receiving a BAF®</td>
<td>-</td>
<td>Once registered, you will start to receive BAFs® via email. Initially you will receive all BAFs® issued. Later you may choose to filter your BAF® notifications to receive BAFs® that fit the criteria you specify.</td>
</tr>
<tr>
<td>3</td>
<td>Selecting a BAF®</td>
<td>-</td>
<td>Carefully read the BAF® and assess if you are interested and fit for purpose. Review your: • Availability • Experience • Skills • Time / rate / location / process • Professional alignment.</td>
</tr>
<tr>
<td>4</td>
<td>Applying</td>
<td>-</td>
<td>Write a short cover email and attach a copy of your Credentials. Email responses should be addressed per the BAF® instruction. Remember your application should be anonymous.</td>
</tr>
<tr>
<td>5</td>
<td>Curation*</td>
<td>-</td>
<td>The curation process occurs to select the best three candidates fit for purpose.</td>
</tr>
<tr>
<td>6</td>
<td>Short listing</td>
<td>-</td>
<td>Shortlisted members receive email notification. They are advised of the Client identity and asked to consent to the release of their Credentials to that Client.</td>
</tr>
<tr>
<td>7</td>
<td>Attend interview</td>
<td>Set up interview</td>
<td>Shortlisted members will be contacted for interviews by the Client directly.</td>
</tr>
<tr>
<td>8</td>
<td>-</td>
<td>Decision</td>
<td>Winning members receive a congratulatory email and next steps.</td>
</tr>
<tr>
<td>9</td>
<td>Non-winners</td>
<td>-</td>
<td>Members who do not win a BAF® will be notified and will be able to apply for any future BAFs®.</td>
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</tbody>
</table>

*Curation is “filtering for fit for purpose”.

Phase 1 - Preparation Process

Member Agreement

- As a member of the Institute, you are entitled to register for CA Consult
- When you use the CA Consult service you are bound by the Member Agreement which covers the general terms between the two parties across a range of assignments
- The Member Agreement covers important aspects of CA Consult which includes intellectual property assignment, confidentiality and payment terms
- If you are successful in being selected for an engagement, you will be required to enter into an Engagement Agreement, which will articulate the obligations to the Client for the engagement
- Click here for access to the Member Agreement.

Preparing your Credentials

- This is the document you use in responding to a BAF® request – a crucial step in the registration process for CA Consult
- You alone control and keep your Credentials document
- It is anonymous – your identity is disguised for privacy and to minimise the possibility of bias in the curation process
- Please use your member identification number when preparing your Credentials document
- The format is designed to work with the BAF® process; it seeks to capture and present your skills and experience in the clearest way possible
- Your Credentials should capture your accreditation and skills and be customised for each BAF® to emphasise relevant capabilities and experience for the role
- Click here for access to the Credentials template.