



ESO Guidelines

Letter of Authority

The Advocacy Training and Development Program (ATDP) requires ex-service organisations (ESOs) to issue a Letter of Authority to each advocate who provides advocacy services on its behalf.

What is the purpose of a Letter of Authority?

The Letter of Authority provides assurance to veterans and families that their advocate is qualified to provide complete and up-to-date advice and information.

The letter should contain:

- ESO Information;
- Advocate's name;
- Advocate's ATDP Qualification/s; and
- CPD Currency

The Letter of Authority also confirms that the advocate is covered by their ESO's professional indemnity insurance.

Who can be issued with a Letter of Authority?

A Letter of Authority can only be issued to an advocate who:

- is a member of their organisation
- is in good standing with the ESO
- is an accredited ATDP advocate
- complies with the [ATDP Code of Ethics](#)
- maintains their currency through the ATDP Continuing Professional Development program
- only offers advocacy services consistent with their level of training
- does not charge the client a fee (except for the recovery of minor administrative costs such as postage and photocopying)
- does not provide legal advice or financial advice..

Who can issue a Letter of Authority?

Letters of Authority are to be issued by an ESO's responsible officer who is familiar with the advocate's qualifications and currency, and is accountable for ensuring the letters are only issued to qualified advocates.

Consult your ESO to find out who the responsible officer is in your organisation. It may be the President or Secretary at the national, state or sub-branch level.

Template

A suggested template Letter of Authority is attached.

(TO BE COMPLETED ON ESO LETTERHEAD)

To whom it may concern

LETTER OF AUTHORITY

This letter is to advise that ***[insert full name of advocate]*** is authorised to represent ***[insert full legal name of authorising ex service organisation or veterans' centre]*** in the provision of advocacy services on its behalf.

This authorisation is restricted to the named advocate practising within the discipline(s) of ***[insert wellbeing, compensation or both]*** up to level ***[insert level of ATDP accreditation]***, and satisfying the ATDP Continuing Professional Development requirements.

The advocate complies with the ATDP Code of Ethics which can be found on the front page of the ATDP website.

[Insert signature block]

[Insert date]