

Accreditation of Continuing Education Opportunities - Courses, Workshops and Seminars.

Version 1.0 - July 2010

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Why you should accredit your CEO

Providers of CEOs that are relevant to Accredited Members are encouraged to accredit their CEOs. Accredited members can then be assured that the CEO is reflective of best practice, is written and delivered by appropriately qualified professionals and is directly relevant to the profession. There is also a higher allocation of continuing education points (CEP's) to accredited CEOs. Accreditation is not granted to CEOs that are self promoting regardless of educational content.

The Exercise and Sports Science Australia (ESSA) has developed re-accreditation guidelines for its Accredited Members to support the continued enhancement of professional qualifications, knowledge and competency. Accredited members are required to accumulate 100 reaccreditation points in each three year period. The CEPs can be claimed across a number of different areas, to include participation in Continuing Education Opportunities (CEOs), such as courses, workshops and seminars.

Accreditation Process

CEOs are reviewed by ESSA's Continuing Education Committee (CEC). A minimum of 2 and up to 3 members of the committee are involved in the review process and one reviewer must have experience directly relevant to the content of the CEO. CEOs must meet a series of minimum standards (see below) before accreditation can be granted. Please allow **4 weeks** for the review process. The accreditation is valid for **3 years** provided that participant evaluations are generally positive following the CEOs first delivery. There are two types of accreditation offered by ESSA:

Two options for CEO accreditation

1. *ESSA Facilitated System*

Under this system, ESSA is responsible for organising the delivery of the CEO to include, administration (e.g. photocopying, issuing of participation certificates, organising catering, airfares and accommodation), marketing (e.g. including in fortnightly e-news, website inclusion in Activate newsletter and monthly Education e-Bulletin) and budgeting (e.g. determining viability). CEO providers are, however, still responsible for the writing and compiling of the CEO and, if necessary, organising appropriate persons to deliver the CEO. Sole presenters will be paid \$200 (incl GST) per delivery hour. If there are 2 or more presenters per CEO, each presenter will be paid \$150 (incl GST) per delivery hour.

2. *ESSA Non-Facilitated System*

Under this system, providers are responsible for the full organisation of the CEO, including administration, marketing and budgeting. ESSA will, however, advise its members of the upcoming CEO by including on the ESSA website, broadcast emailing flyer **once** per course accreditation, inclusion in monthly Education e-Bulletin and by providing a link in fortnightly e-news.

CEO formats and classification

CEOs can be delivered in various modes e.g. workshop or web based and are classified as either *contact* or *non-contact*.

Contact CEOs are delivered face to face by a presenter using traditional modes of educational delivery e.g. lectures, workshops and seminars. All contact CEOs should have a practical orientation where possible. *Non-contact* CEOs represent self-directed study e.g. e-learning.

Assessment

All CEOs must include an assessment and the CEC mandates a pass rate of **80%**. In contact CEOs, the assessment and marking of the assessment must occur on the day of delivery. Additionally, there must be provision within the session to allow for discussion of incorrect answers or correction of techniques to ensure that competency is achieved by all on the day of delivery. If a provider believes that a participant has not achieved competency by the end of the session then they must make contact with the CEC as soon as indicated.

Referencing

All CEOs must demonstrate that they are contemporary and reflective of best practice. The APA referencing style is preferred and all CEOs must include a reference list, which should include predominantly primary references.

Content

The content of the CEO is not to be devoted to a company's/presenter's products. Presenter/s can refer to products availability but in no way advocate that ESSA has endorsed the product.

Who can present?

Presenters must have qualifications and experience (minimum 3 years of industry experience) commensurate with the content of the CEO and be familiar with the scope of practice of the Exercise Physiologist (www.essa.org.au). It is preferred that presenters have either formal qualifications or extensive experience in educational delivery.

How are CEPs allocated?

One CEP is allocated per delivery hour up to a maximum of 15 CEPs per CEO provided that the following minimum standards are met:

- Provider/presenter has tertiary qualifications in relevant discipline
- Provider/presenter has a Certificate IV in Workplace Training & Assessment **OR** 1 year of experience delivering educative material
- Provider/presenter has 3 Years industry experience in relevant field
- CEO is well structured
- Amount of content is appropriate
- There is sufficient time for discussion
- The assessment matches planned outcomes

- CEO evaluation is appropriate
- Content is well supported by contemporary research
- Content reflects a best practice approach
- Content is relevant to the profession

Provided that all minimum standards are met a provisional accreditation will be assigned to the CEO. Following the first delivery of the CEO, evaluations will then need to be submitted to the ESSA Professional Development Officer for review and the provisional accreditation status will be removed if the evaluations are favourable.

Fees

A non-refundable administration fee is charged to each CEO. Fees are dependent on CEO type (detailed below). Fees are once off payment for the accreditation period (3 years).

	ESSA Facilitated	ESSA Non-facilitated
Eligible for 1-7 CEP's	\$275 (incl GST) *	\$550 (incl GST) *
Eligible for 8-15 CEP's	\$385 (incl GST) *	\$770 (incl GST) *

***Please note:** This pricing is subject to change at any time by ESSA

Appeals process

If the provider is dissatisfied with the decision of the CEC, they may lodge an appeal. The provider must submit to the CEC an outline of their grievance, together with the appeals fee of \$150 (+GST). Once the fee has been received the CEO will be reviewed by the Chair of the CEC and additional information may be requested. The Chair's decision is final and no further appeals can be lodged by the provider.

Submission requirements

ESSA must receive the application in **full** together with payment, **8 weeks** prior to the intended delivery. The CEO must be submitted in its **entirety**, preferably on CD, to include any advertising material, handouts, DVDs etc. If any of the above requirements are not met, **the application will not be reviewed**. Visit www.essa.org.au for an application form.

ESSA promotion of CEO

Promotion details are dependent upon the CEO being facilitated by ESSA or non-facilitated (please refer to 'options for CEO accreditation' on page 3)

Repeat delivery of CEO's

An accredited CEO can be delivered unlimited times across the 3 year period provided that:

- Evaluations from the first delivery are submitted to the CEC and considered favourable
- ESSA is advised 1 month prior to each delivery of the intended date, time and location
- There have been no significant changes to the CEO. Examples of permissible changes are: formatting modifications; updating a reference list and making minor corrections.

If a change in presenter is required, the provider must submit to the ESSA Professional Development Officer the presenter's CV, a letter outlining the reason for the change and the measures taken to ensure the quality of the CEO.

Repeat delivery of non-contact CEOs

Once a non-contact CEO is accredited there is no limit on the number of times the CEO can be delivered, provided that no significant changes are made to the CEO. Non-contact CEOs are entitled to have their CEO advertised by ESSA once per course. Providers will need to contact ESSA to make the necessary arrangements.

Auditing

For quality assurance reasons, any CEO accredited through ESSA may be audited at any time during the accreditation period. Providers will not be advised of the intention to audit the CEO.

Revoking accreditation

ESSA reserves the right to revoke the accredited status if the provider fails to deliver the CEO as outlined in their application. If revoked, participants are not able to claim the CEPs.

Re-accreditation

Once the three-year accreditation period expires, CEO providers will need to complete and submit the re-accreditation form (www.essa.org.au). If substantial changes (>20%) are to be made to the CEO the full accreditation process will need to be completed.

Thank you for your interest in ESSA's Continuing Education Program.

Please contact ESSA Professional Development Officer, Tanya Corbett for further details via tanya.corbett@essa.org.au or by phoning (07) 3856 5622