ACCREDITED HIGH PERFORMANCE MANAGER (AHPM) PROFESSIONAL STANDARDS (2019) ASSESSMENT

The [AHPM Professional Standards for Accreditation](https://www.essa.org.au/Public/Professional_Standards/The_professional_standards.aspx) describe the minimum knowledge, skills, attitudes, and values expected of an individual to gain entry into and meet the ongoing minimum expectations of ESSA accreditation and to practise lawfully, safely and effectively as an AHPM.

The AHPM Professional Standards Assessmentis adesktop review of a portfolio of evidence from work experience within the scope of practice of an AHPM. The evidence provided for the assessment must be:

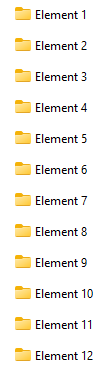
1. Specific to the standard and within the [scope of practice](https://www.essa.org.au/Public/Professional_Standards/ESSA_Scope_of_Practice_documents.aspx) of an AHPM**,**
2. Include specific examples from work experience within the scope of practice of an AHPM.

The assessment of applications against the Standards is a rigorous process that is integral to upholding the integrity of the ESSA accreditation. If evidence of meeting the standards is not clearly demonstrated, you will need to provide further information for a reassessment. Please note, a reassessment fee of $55 may apply.

# How to successfully complete this form

1. Carefully read the full form and identify how your work experience meets the standards.
2. Address **ALL** elements by writing a response in the box as shown in the example below including:

* How you have met the element, and
* Listing a **maximum 3 pieces** of supporting evidence that confirms your response

1. Save your compiled evidence in the format shown in Figure 1.
2. Upload your evidence to an online storage platform (i.e., Dropbox, Google Drive, etc.)
3. Share the link to your evidence with [applications@essa.org.au](mailto:applications@essa.org.au) when you submit the application form.

*Figure 1: Recommended structure for evidence submission*

# **Tips to assist you**

1. Evidence supplied must be from work experience within the AHPM [scope of practice](https://www.essa.org.au/Public/Professional_Standards/ESSA_Scope_of_Practice_documents.aspx). Higher education coursework will not be accepted.
2. The applicant must demonstrate *how* they meet each element.
3. We have included examples of suitable evidence for each element. Please note the acceptable evidence is **NOT** limited to these examples.
4. If you have any further questions relating to the AHPM Professional Standards Assessment, please feel welcome to email [assessments@essa.org.au](mailto:assessments@essa.org.au) or book a call with our Assessors here: [Assessor call](https://www.essa.org.au/Public/APPLY_NOW/Accreditation/Sports_Science_Accreditation.aspx).

**Example of a completed element**

* 1. Leads and manages the SSSM program of a sporting team, organisation or club.

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| (Applicant response)  From 2018-present I have been employed by x A-league football team as a high performance manager. The role requires managing the physiotherapy, dietetics and sports science staff, with key KPIs to oversee the enhancement of performance outcomes.  Supporting Evidence:   * Element 1 > organisation chart * Element 1 > position description |

**Types of Suitable Evidence to Address the AHPM Professional Standards**

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| **Essential Evidence Examples:** |
| * \*Deidentified examples from work experience within the scope of an AHPM:   + Written response or case study giving specific examples addressing elements + supporting evidence. For example, reports, email communications, research conducted, and organisation documents developed by the applicant such as organisation charts, policies and procedures;   + Evidence of oversight and sign-off of appropriate high performance programs;   + Evidence of how the applicant has evaluated interventions or protocols;   + Performance reviews conducted with staff (de-identified and shared with permission) that demonstrate the applicant's role in developing staff and ensuring codes of conduct are followed;   + Examples of practises you have employed to ensure athlete and SSSM staff welfare is at the forefront of training and competition;   + Annual reports created by the applicant. |
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| **Supplementary Evidence\*\*:** |
| * Employment Position Description:   + Position descriptions must be accompanied by a written response or case study demonstrating *how* the applicant has applied that competency. * Detailed employer reference letters:   + Letters should be specific and include *how* the applicant has demonstrated that element.   + Case studies expanding on the reference letter (where relevant). |
| **ESSA will not accept:** |
| * Higher education coursework * Plagiarised evidence * Illegible photos/images * Evidence external to the scope of practice for AHPM |

**\*All evidence supplied must be de-identified. Any evidence not de-identified, will not be assessed.   
\*\*Supplementary evidence must not make up the more than 49% of your evidence.**

**Accredited High Performance Manager Standards of Professional Practice**

An Accredited High Performance Manager can demonstrate specialised knowledge and skills in management to lead SSSM programs for high performance, elite and professional sports and athletes.

| **Standard** | Written response and supporting evidence |
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| 1. Leads and manages the SSSM program of a sporting team, organisation or club. | Examples of acceptable evidence may include:   * Organisational chart demonstrating the applicant’s role to lead and manage the SSSM team; * Position description + high level reference letter signed by employer; * Detailed reference letter signed by employer stating leadership role, ability to lead and manage and to whom; * Evidence of conducting SSSM team activities including performance reviews, reviewing KPI’s, objective planning, goal assessments; * Club/ code annual review documentation led and created by applicant. |
| 1. Implements effective leadership principles and practises for managing a high performance multidisciplinary team. | Examples of acceptable evidence may include:   * Evidence of leadership courses attended + a case study demonstrating how learnings were applied in practice; * Reference letter signed by the employer explaining how your leadership practises have been effective; * Position description and case study to demonstrate how you have applied effective leadership principles within the SSSM team. |
| 1. Employs procedures to ensure collaboration and communication between coach(s) and the SSSM team. | Examples of acceptable evidence may include:   * Evidence of the policies, procedures, and processes put in place by the applicant to ensure effective communication with a coach and the SSSM team e.g., WhatsApp for timely matters, and team meetings for general communication. |
| 1. Accepts responsibility for the design, implementation and management of SSSM programs for elite, high performance athletes and teams (e.g. junior elite through to senior elite; Olympic/Paralympic; professional). | Examples of acceptable evidence may include:   * Written response detailing how the applicant oversees SSSM programs for athletes and teams; * Written response explaining the applicant’s role in reviewing and using data to design, implement and manage SSSM programs; * Annual review documentation led and created by the applicant (e.g., templates, or staff examples provided with their permission); * Evidence to demonstrate that the applicant is responsible for final sign-off of SSSM plans or program, such as email approval. |
| 1. Critically evaluates new and emerging tools, techniques and performance solutions (coaching, science, medicine and technology) aimed at improving athletic and sports performance or rehabilitation services. | Examples of acceptable evidence may include:   * A written response or case study with links to literature demonstrating a critical evaluation of tools, techniques, or interventions for incorporation into programs; * Proof of being involved in and interpreting data in research regarding new and emerging tools, techniques, and performance solutions. * Evidence of seeking advice from other professionals regarding programs, tools, or techniques such as email threads with industry experts, technology companies, etc. |
| 1. Evaluates the effectiveness and implementation of evidence-based programs in SSSM to achieve projected performance outcomes. | Examples of acceptable evidence may include:   * Annual review documentation led and created by the applicant:   + Business evaluations,   + Return to play evaluations,   + Report to the organisation detailing how the annual review will lead to quality improvement. |
| 1. Implements and manages SSSM policies and procedures including professional codes of conduct and other relevant health and safety policies ensuring athlete and SSSM staff welfare is at the forefront of training and competition. | Examples of acceptable evidence may include:   * Position description accompanied by a written response or case study demonstrating how the applicant has addressed this element; * Reference letter confirming the applicant’s role in implementing and managing the SSSM policies and procedures and managing athlete and SSSM staff welfare, including *how* this has been done; * Evidence of organising or running code of conduct or best practice training with SSSM staff; * Evidence of performance reviews with SSSM staff covering relevant policies and procedures; * Policies or procedures created by the applicant to ensure best practice; * Case study explaining a time when you had to act to ensure athlete and SSSM staff welfare, and what you actioned. |
| 1. Manages relationships with key partners, which may include National Sporting Organisations (NSOs), National Institute Network (NIN), government, owners, and sponsors. | Examples of acceptable evidence may include:   * Applications for funding/grants that the applicant has taken part in; * Communications with national bodies, sponsors, and external bodies; * Reference letter signed by the employer stating *how* the applicant’s actions have resulted in the successful management of relationships with key stakeholders. |
| 1. Takes part in the recruitment, development and retention of SSSM staff. | Examples of acceptable evidence may include:   * Policies, procedures or templates created by the applicant to inform recruitment, development and retention of SSSM staff; * Staff development plans created by the applicant and evidence of involvement in selection panels or interviews; * Evidence of recruitment activities e.g. developing position descriptions, job advertisements, undertaking interviews, and offering contracts. |
| 1. Takes part in preparation of budgets, resource allocation and workforce structure. | Examples of acceptable evidence may include:   * Example communication regarding budget use, changes, planning etc; * Deidentified Budget details; * Employment reference stating the applicant’s role in preparation of budgets and resource allocation; * Annual reports created which reference resource allocation and budgets. |
| 1. Takes part in the development and implementation of a strategic plan to support projected performance outcomes over an extended period (e.g. 3-5 years). | Examples of acceptable evidence may include:   * Long-term business objectives created by the applicant; * Presentation to staff/peers to show team and club planning involvement; * Reports created by the applicant comparing the annual review to the strategic plan; * Employer reference stating involvement and a written response to explain the applicant’s role within long-term strategic planning. |
| 1. Demonstrates an understanding of various performance solutions (including, but not limited to: coaching, science, medicine and technology) relevant to the SSSM team. | Examples of acceptable evidence may include:   * Involvement in research project management; * Communications to another specialist e.g. surgeon and physio re: rehab of player; * Evidence to demonstrate recency within a range of fields, this may include ongoing professional development. |