

Professional Development Terms & Conditions

Upon registering for any of ESSA's Professional Development, you automatically agree to the below terms and conditions.

Confirmation

- A confirmation via email will be forward for each delegate registration within 3 working days of any registration being received by ESSA.
- If this confirmation email is not received within this timeframe, please contact ESSA on +61 7 3171 3335 or email education@essa.org.au.

Registration Fees

- All registration fees are listed within the marketing material for each professional development.
- Definitions are:
 - **ESSA Member:** Applicable to all current financial ESSA members.
 - **ESSA Student Member:** Applicable to any ESSA Student Member, or current financial full ESSA member and a full-time student (studying within ESSA's scopes of practice at a university institution). If full member, please complete the manual form and provide a copy of your student ID. Without this information, the member rate will apply.
 - **Accredited Non-Member:** Applicable to any ESSA accredited professional who is not a current financial ESSA member.
 - **Non-Member:** Applicable to any person who is not a current financial ESSA member.
 - **Student Non-Member:** Applicable to any full-time students, studying within ESSA's scopes of practice, at a university institution, who are not a member of ESSA. Student ID required.
 - **PD+ Member:** Applicable to all current financial ESSA members who have subscribed to PD+ and the associated discounts.
 - **PD+ Non-Member:** Applicable to any ESSA accredited professional who is not a current financial ESSA member who has subscribed to PD+ and the associated discounts.

Professional Development CPD Points

- An electronic certificate of attendance will be provided to the delegate within 30 days of the professional development being successfully completed.
- A minimum attendance and requirements are applicable for all professional development to gain the CPD Points.
 - **Face-to-face workshop:** In-person attendance of the entire nominated workshop is required.
 - **Virtual workshop:** Sign-in with your individual unique profile with attendance of the entire nominated workshop is required.
 - **Webinar:** Sign in with your individual unique link and be in attendance for a minimum of 80% of the duration of the webinar. Both audio and visual attendance is required.
 - **Online Activity:** Successful completion of the provided assessment within 60 days of registration, with a minimum of 80% is required.

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- **Partner PD:** Successful completion of the provided assessment within 60 days of registration, with a minimum of 80% is required.
- **Mental Health First Aid:** Successful completion of the online learning module, in-person or online workshop, and certificate of completion from Mental Health First Aid Australia.

Learning Activity CPD Points

- The attendee must upload any learning activities completed, with a completed ESSA self-assessment tool as applicable evidence.

Payment Policy

- All Professional Development must be fully paid before registration is confirmed.
- Payment can be made via direct deposit or credit card (Visa and MasterCard only).
- To receive the early bird rate, registration with payment must be received by ESSA by the nominated date. If payment is not received by this date, the registration fee will automatically be amended to the standard rate.

Cancellation Policy

- Written notice must be provided to ESSA at education@essa.org.au for any registration cancellation.
- Cancellation fees are below (based on the day of written notification):
 - **Face-to-Face Workshop:**
 - 30 days prior to workshop: Full refund provided
 - 29 – 15 days prior to workshop: 25% of the registration fee or \$50.00 whichever is greater
 - 14 – 0 days prior to workshop: 100% of the registration fee
 - Cancellations due to COVID-19 will be considered on a case-by-case basis. Written notice of cancellation with reasons and full information must be provided to ESSA at education@essa.org.au
 - **Virtual Workshop:**
 - 15 days prior to workshop: Full refund provided
 - 14 – 4 days prior to workshop: 25% of the registration fee or \$50.00 whichever is greater
 - 3 – 0 days prior to workshop: 100% of the registration fee.
 - **Webinar:**
 - 15 days prior to webinar: Full refund provided
 - 14 – 4 days prior to webinar: 25% of the registration fee or transfer to the applicable Online Activity at no cost
 - 3 – 0 days prior to webinar: 100% of the registration fee or transfer to the applicable Online Activity at no cost
 - **Online Activity, Partner PD & Mental Health First Aid:**
 - No refunds are applicable.

Substitution Policy (to another person)

- All Substitutes/Replacements are permitted for all confirmed registrations, except for Online Activities.
- A minimum of 3 working days' notice is required providing full details of the substitute attendee.
- Information/advice to be provided to education@essa.org.au with applicable timeframe.

Registration Numbers

- All of ESSA's professional development has a strict maximum number.
- Once this number is reached, no further registrations will be accepted.
- A waitlist will be offered if the maximum registration is reached.
- If insufficient registrations are reached ESSA reserves the right to cancel any professional development and 100% of your registration fee will be refunded.
- ESSA takes no responsibility for any additional costs incurred by the delegate.

Waitlist

- To be placed on the waitlist, a completed manual registration form must be provided to ESSA, with payment details listed.
- When/if a place becomes available ESSA will contact the next person on the waitlist with an option to join the professional development.
- Acceptance of delegate place must be received by ESSA within 24 hours of notice, or it will be understood by ESSA that the delegate offer has been declined.
- No payment will be charged until the delegate place is guaranteed.
- The waitlist is on a strict "first in-best dressed" basis.
- Standard terms and conditions apply.

Recording

- ESSA Professional Development events may be recorded, live-streamed, and used to create recorded resources to be produced as ESSA learning content.
- By registering for ESSA Professional Development, you consent to your participation being included.

Delegate Insurance

- ESSA recommends that delegates seek their own insurance for their attendance at any ESSA Professional Development.

Professional Development Postponement or Cancellation

- Whilst all efforts will be made for all ESSA Professional Development to proceed on the scheduled dates at the scheduled location, at any time ESSA will decide, in its sole discretion, if the professional development will proceed, if ESSA deem it is unsafe for the delegates and presenters.
- ESSA will comply with all government (Federal, state, and local) regulations, laws and limitations imposed.
- ESSA and all applicable stakeholders accept no responsibility for any ESSA Professional Development postponement or cancellation if circumstances are beyond their control.
- Advice of cancellation or postponement will be provided in writing to all parties.
- If the Professional Development is postponed, your registration will be transferred to the new date.
- If the Professional Development is cancelled: 100% of all registration fees will be refunded.
- ESSA and all applicable stakeholders accept no responsibility for any additional costs incurred by the delegate.

ESSA Conference or Forum

- Please refer to terms and conditions for the ESSA Conference and/or Forum. The terms and conditions for these events are listed and considered separate.

Disclaimers

- All accredited persons, regardless of any professional development completed/ attended must refer to their accreditation's Scope of Practice/Standards, and only treat/practice within the same.
- ESSA confirms that at the date of release, professional development meets the requirements of the ESSA Continuing Professional Development Points Guidelines. The information contained in professional development is of a general nature only, and while every effort and care has been taken to ensure that all representations are accurate as at the date of its release, ESSA accepts no legal liability for any loss or damage suffered as a result of any information provided in professional development.
- ESSA recommends that its members seek appropriate independent professional advice specific to their particular purposes and circumstances (including the provision of medical advice to patients) before relying on any professional development content.
- All Professional Development logistics are correct at time of publication. Subject to change at any time without notice.
- All terms and conditions are applicable for all professional development held and available from 1 January 2024 to 31 December 2024. All details are correct at time of printing as of 24 January 2024 and are subject to change at any time without notice.

Contact Information

- If you have any queries, please contact us via one of the following methods:
 - **Postal address:** Exercise & Sports Science Australia, Locked Bag 4102, Ascot Qld 4007
 - **Phone:** +61 7 3171 3335
 - **Email:** education@essa.org.au