



Accreditation of Professional Development Opportunities (PDO) Guidelines

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Why you should accredit your PDO

Providers of Professional Development Opportunities (PDOs) that are relevant to accredited persons of ESSA are encouraged to accredit their PDOs. Accredited persons can then be assured that the Professional Development (PD) 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 CPD points to accredited PDOs.

Accreditation is not granted to PDOs that are self-promoting regardless of educational content.

Exercise & Sports Science Australia (ESSA) has developed CPD guidelines for its accredited persons to support the continued enhancement of professional qualifications, knowledge and competency. Accredited members are required to accumulate 20 CPD points in 1 calendar year period. These points can be claimed across a number of different areas, to include participation in Professional Development Opportunities, such as courses, workshops and seminars.

ESSAs accreditations include:

- Accredited Exercise Scientist (AES)
- Accredited Exercise Physiologist (AEP)
- Accredited Sports Scientist Level 1 (ASpS1)
- Accredited Sports Scientist Level 2 (ASpS2)
- Accredited High Performance Manager (AHPM)

Accreditation Process

PDOs are reviewed by ESSA's Professional Development Committee (PDC). 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 PDO. PDOs must meet a series of minimum standards (see below) before accreditation can be granted. Please allow a minimum of **8 weeks** for the review process. The accreditation is valid for **1 year** provided that participant evaluations are generally positive following the PDOs first delivery.

There are two types of accreditation offered by ESSA:

Two options for PDO accreditation

1. ESSA Facilitated System (ESSA run)

Under this system, ESSA is responsible for organising the delivery of the PDO to include, administration (e.g. issuing of participation certificates, organising catering, airfares and accommodation), marketing (e.g. including on website, social media, inclusion in Activate newsletter and monthly PD News), registration logistics, and budgeting (e.g. determining viability). PDO providers are, however, still responsible for the writing and compiling of the PDO and if necessary, organising appropriate persons to deliver the PDO. Set speaker fees and expenses are provided by ESSA. It is a ESSAs discretion if and when a facilitated PDO is run.

2. ESSA Non-Facilitated System (Externally run)

Under this system, providers are responsible for the full organisation of the PDO, including administration, marketing, registration and budgeting. ESSA will, however, advise its members of the upcoming PDO by a dedicated webpage on the ESSA Professional Development Centre/ External Professional Development and monthly inclusion in PD News.

PDO formats and classification

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

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

Assessment

All PDOs must include an assessment and the PDC mandates a pass rate of **80%**. In contact PDOs, 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 PDC as soon as indicated.

Referencing

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

Content

The content of the PDO 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?

ESSA will accept any presenters who meets the below qualifications in line with their presentation topic. If the presenter/s do not hold the relevant qualifications/experience, ESSA reserves the right to not accept the application:

- An ESSA accredited person, who presents within their SoP
- A recognised qualification* relevant for the activity they are presenting on
- A minimum of an AQF level 7 qualified allied health professional with experience in exercise (e.g. exercise physiologist, physiotherapist, cardiac care nurse, occupational therapist, doctor, clinical nurse consultant)
- A state, national or international level sports coach
- An Australian Strength and Conditioning Association (ASCA) level 2 or 3 coach
- A Pilates professional with a minimum of level 3 qualifications. Please refer to [ESSA's Pilates based Professional Development Guidelines \(Suppliers\)](#) for all presenter requirements.

*A qualification recognised or endorsed by a regulating authority such as a national association.

How are Continuing Professional Development (CPD) Points allocated?

One Continuing Professional Development (CPD) point is allocated per **learning** hour up to a maximum of 15 CPD Points per PDO provided that the following minimum standards are met:

- Presenter/s have the minimum qualifications as listed within these guidelines
- ESSA's policy for Pilates based professional development is followed, if applicable
- PDO content is within the target audiences accreditations Scope of Practice
- PDO is well structured
- Amount of content is appropriate
- There is sufficient time for discussion
- The assessment matches planned outcomes
- PDO 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 PDO. Following the first delivery of the PDO, 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 not favourable.

Fees

A non-refundable administration fee is charged to each PDO. Fees are dependent on PDO type (detailed below). Fees are once off payments for the accreditation period (1 year).

1 – 5 points	6 – 10 points	11 – 15 points
\$195.00	\$245.00	\$295.00

Please note: All prices include Australian GST. Fees are valid until 31 December 2017. Fees are subject to increase at anytime without notice.

Appeals process

If the provider is dissatisfied with the decision of the PDC, they may lodge an appeal. The provider must submit to the PDC an outline of their grievance, together with the appeals fee of \$165.00. Once the fee has been received the PDO will be reviewed by the Chair of the PDC and additional information may be requested. The Chair's decision is final and no further appeals can be lodged by the provider for this PDO.

Submission requirements

ESSA must receive the application in **full** together with payment. The PDO must be submitted in its **entirety**, and in softcopy format. Hardcopy applications will not be accepted. A full checklist of requirements is included within the application. If any of the requirements are not met, **the application will not be reviewed**. An application is available via the [ESSA Professional Development Centre/ Accrediting Professional Development](#).

Changes to PDO

The PDO provider can amend up to 20% of the content/program without advising ESSA. If a program amends more than 20%, notice is required. It will be considered a new PDO, and if the provider wishes to keep ESSA accreditation for their PDO, a full new submission is required.

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 PDO.

ESSA promotion of PDO

Promotion details are dependent upon the PDO being facilitated by ESSA or non-facilitated (please refer to 'accreditation process' on page 3).

Repeat delivery of any PDO's

An accredited PDO can be delivered unlimited times across the 1 year period provided that:

- Evaluations from the first delivery are submitted to the PDC and considered favourable
- There have been no significant changes to the PDO. See "Changes to PDO" above.

Auditing

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

Revoking accreditation

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

Re-accreditation

Once the one year accreditation period expires, if the provider wishes to keep ESSA accreditation for their PDO, a full new submission is required.