



# Practitioner Accreditation Policy

Version 1

**ESSA:**  
EXERCISE & SPORTS SCIENCE AUSTRALIA

[www.essa.org.au](http://www.essa.org.au)

# Practitioner Accreditation Policy

<b>Approval Authority</b>	<i>Board</i>
<b>Date Approved</b>	<i>August 2017</i>
<b>Date Effective</b>	<i>January 2018</i>
<b>Date of Next Review</b>	<i>January 2021</i>
<b>Level of Policy</b>	<i>Governance</i>
<b>Related Policies/ Procedures</b>	<i>By-law 4: Complaints and Disciplinary Procedures</i> <i>Code of Professional Conduct and Ethical Practice</i> <i>English Language Policy</i> <i>Mandatory Declarations Policy</i> <i>Recency of Practice Policy</i> <i>Return to Practice Policy</i>
<b>Designated Authority</b>	<i>Professional Standards Advisory Council (PSAC)</i>
<b>Responsible Officer</b>	<i>Accreditation Manager</i>
<b>Policy Overview</b>	<i>This policy ensures that all individuals accredited with ESSA are of a suitable standing, in terms of professional competence, to provide safe and effective services to members of the community for the type(s) of accreditation they hold with ESSA. Individuals demonstrate their suitable standing through a range of declarations and demonstration of attainment of standards.</i>
<b>Scope</b>	<i>This policy applies to individuals gaining or seeking to gain accreditation with ESSA in one or more accreditation categories. It does not apply to individuals on a leave of absence or a period of lapsed accreditation.</i>  <i>Non-compliance with this policy and associated policies and procedures may breach the ESSA Code of Professional Conduct and Ethical Practice and attract disciplinary action.</i>
<b>Definitions</b>	<b>Accreditation</b> – means holding one or more of the ESSA accreditation categories. <b>Accredited course</b> – means a course approved under the ESSA course accreditation framework. <b>AEP</b> – means Accredited Exercise Physiologist. <b>AES</b> – means Accredited Exercise Scientist. <b>AHPM</b> – means Accredited High Performance Manager. <b>AQF</b> – means Australian Qualification Framework. <b>ASpS1</b> – means Accredited Sports Scientist, Level 1. <b>ASpS2</b> – means Accredited Sports Scientist, Level 2. <b>Certified photocopy</b> – means a photocopy of an original document that has been authorised or stamped as being a true copy of the original by a person or agency recognised by the country in which the applicant currently resides, or by one of the person authorised to witness a statutory declaration in Australia. <b>Competency standards</b> – means the standards which set out what individuals should know,

*understand and be able to do, in order to practise safely and effectively. They describe the combination of skills, knowledge, attitudes, values and abilities that underpin effective performance as an exercise and sports science professional. Applicants must meet these standards to become accredited. The Exercise Science Standards, Accredited Exercise Physiologist Professional Standards, and Accredited Sports Science and Accredited High Performance Manager Professional Standards describe the respective competency standards for the respective ESSA accreditation categories.*

**CPD** – means continuing professional development.

**ESSA Accreditation Program** – means the pathway to full accreditation status within one or more ESSA accreditation categories – that is AES, AEP, ASpS1, ASpS2 and/or AHPM.

**Full accreditation** – means an individual has met all the requirements for professional competence and personal attributes to provide safe and effective services to members of the public in an ESSA accreditation category.

**International applicant** – means an applicant who wholly or predominantly completed all or most of their tertiary studies in exercise and sports science outside Australia.

**Mandatory declaration** – means a declaration that is required for the granting of ESSA membership and/or accreditation.

**Non-practicing** – means a period of time where the accreditation status is not current due to lapse, leave of absence, suspension, or failure to meet the recency of practice threshold.

**Notary** – means a person authorised to perform certain legal formalities including certifying documents.

**Official copy** – means an original hard copy document from the original provider or source organisation, for example an education provider.

**Professional standards** – means one or more of the Exercise Science Standards and Accredited Exercise Physiologist, Accredited Sports Scientist and Accredited High Performance Manager professional standards.

**Provisional accreditation** – means an individual who has met the core requirements for professional competence and personal attributes in one or more ESSA accreditation categories to provide safe and effective services to members of the public, but whose ongoing accreditation is subject to timely completion of specified accreditation activities and/or defined practice parameters (boundaries).

**Scope of practice** – means the full spectrum of roles, functions, responsibilities, activities and decision-making that individuals within that profession are educated, competent and authorised to perform.<sup>1</sup>

**Suitable standing** – means having met minimum threshold requirements.

**Threshold** - means the magnitude or intensity that must be exceeded for a certain reaction, result or condition to occur or be manifested.

## 1. ESSA Accreditation

- 1.1. ESSA offers multiple exercise and sports science accreditation categories, including the allied health category of Accredited Exercise Physiologist.
- 1.2. Only exercise and sports science professionals holding current ESSA accreditation are permitted to use the relevant ESSA post nominals.
- 1.3. Individuals may hold multiple accreditations with ESSA concurrently.

## 2. ESSA Accreditation Program

- 2.1 ESSA does not formally distinguish between full and provisional accreditation. Individuals who hold accreditation in one or more ESSA accreditation categories are considered to hold full accreditation unless otherwise specified by ESSA.
- 2.2 Eligibility for accreditation in ESSA accreditation categories is determined against the exercise science standards, relevant professional standards and clinical practicum/professional practice requirements as described in the relevant application guide(s).

- 2.3 ESSA may attach provisional parameters to accreditation categories in the form of additional mandatory requirements. These parameters may:
  - 2.3.1. be required in order to gain accreditation
  - 2.3.2. be required to maintain accreditation
  - 2.3.3. be time bound
  - 2.3.4. be subject to change
  - 2.3.5. include:
    - 2.3.5.1. bridging education programs
    - 2.3.5.2. professional development
    - 2.3.5.3. English language competence.

**3. Pathways to ESSA Accreditation**

- 3.1 ESSA offers options for accreditation:
  - 3.1.1 to domestic applicants
  - 3.1.2 to international applicants
  - 3.1.3 through accredited courses
  - 3.1.4 via individual pathways.

**4. Initial Accreditation with ESSA**

- 4.1 To gain accreditation, applicants must fulfil the requirements of the relevant pathway and pay the relevant fees.
- 4.2 Unless otherwise provided for in the accreditation pathway, applicants for accreditation must hold a qualification equivalent to Australian Qualification Framework Level 7 or higher, relevant to exercise and sports science. See Accreditation Regulations for Individuals.

**5. Accreditation Renewal with ESSA**

- 5.1 To remain current, accreditation must be renewed annually, in consecutive years and when due.
- 5.2 In addition to payment of relevant fees, renewal of accreditation is subject to:
  - 5.2.1 continuing professional development
  - 5.2.2 recency of practice; see Recency of Practice Policy
  - 5.2.3 mandatory declarations; see Mandatory Declarations Policy
  - 5.2.4 other requirements for accreditation as detailed in this policy.
- 5.3 Evidence to support renewal of accreditation must be kept for a minimum of seven years and made available to ESSA upon request.

**6. Renewal and Reporting to Regulatory Bodies**

- 6.1 When accreditation is not renewed annually and when due it lapses.
- 6.2 Three months after renewal fees are due ESSA notifies the appropriate regulatory bodies that particular individuals have not renewed their accreditation.

**7. Career Breaks**

- 7.1 Individuals may take a career break on submission to ESSA and processing of a valid Leave of Absence form.
- 7.2 ESSA notifies appropriate regulatory bodies that accreditation is no longer current within one working day of an individual commencing a leave of absence.
- 7.3 To return to active accreditation status from a leave of absence or period of lapsed accreditation, the individual must meet the renewal requirements for the relevant

accreditation categories. These may include:

- 7.3.1 Continuing professional development; see CPD points system and CPD guidelines for relevant accreditation categories
- 7.3.2 recency of practice; see Recency of Practice Policy
- 7.3.3 return to practice plan; see Return to Practice Policy
- 7.3.4 English Language competence; see English Language Policy
- 7.3.5 other requirements as determined by ESSA.

**Policy Modification History** *This section will be managed by the Operations Manager*

<b>Date:</b>	<b>Version no.</b>	<b>Details:</b>
August 2017	1	New policy

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<sup>i</sup> Queensland Health (2016) Full Scope of Practice. Accessed 27 January 2017 from <https://www.health.qld.gov.au/ahwac/html/full-scope.asp>