



# Recency of Practice Policy

Version 1

**ESSA:**  
EXERCISE & SPORTS SCIENCE AUSTRALIA

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# Recency of Practice 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>ESSA Code of Professional Conduct and Ethical Practice</i> <i>Mandatory Declarations Policy</i> <i>Return to Practice Policy</i> <i>Practitioner Accreditation Policy</i>
<b>Designated Authority</b>	<i>Professional Standards Advisory Council (PSAC)</i>
<b>Responsible Officer</b>	<i>Policy and Advocacy Unit Manager</i>
<b>Policy Overview</b>	<p>This policy sets out the requirements for individuals accredited with ESSA to prove recency of practice. Recent practice is a quality assurance measure aimed at ensuring an individual's professional competence and ability to carry out their duty of care to clients.</p>
<b>Scope</b>	<p>Recency of practice requirements apply to all exercise and sports science professionals at the time of initial accreditation, renewal of accreditation and return to practice from a leave of absence or period of lapsed accreditation. It does not apply to student members, or member-only individuals. Where recent practice cannot be shown, the provisions of the ESSA Return to Practice Policy apply.</p> <p>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.</p>
<b>Definitions</b>	<p><b>Accredited individual</b> – means and includes all individuals who hold an accreditation from ESSA.</p> <p><b>Active practice</b> – see practice.</p> <p><b>Clinical</b> – means relating to the observation and treatment of clients rather than theoretical or laboratory studies.</p> <p><b>Declaration</b> – means making an official, formal or explicit statement.</p> <p><b>Exercise and Sports Science Professional</b> – means an ESSA-accredited exercise and sports science professional and/or a member of ESSA.</p> <p><b>Lapsed accreditation</b> – means non-renewed accreditation.</p> <p><b>Lapsed membership</b> – means non-renewed membership.</p> <p><b>Leave of absence</b> – means a formal break from membership and/or accreditation. Leave of absence may be taken for study, travel, parental leave or other reasons.</p> <p><b>Practice</b> – means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their profession. Practice includes the direct provision of services to clients,</p>

and the use of professional knowledge and/or skill in a direct clinical or non-clinical way. This includes non-direct relationships with clients, such as working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of exercise and sports science services.

**Proportionate** – means a suitable, or equal amount when considered in relation to the full requirements.

**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).

**Recency of practice** – means the period of time over which an individual has utilised their professional knowledge and skills and the extent to which contemporary practice and competence within a profession has been maintained.

**Recency of practice threshold** – means the practitioner has accrued at least 1000 hours of practice over the previous five years or part thereof, where practice is less than five years, with not more than 2 consecutive years without any practise. Maintenance of certification and CPD does not constitute practice.

## 1. Recency of practice

- 1.1 Recency of practice requirements apply to all categories of ESSA accreditation.
- 1.2 All exercise and sports science professionals seeking accreditation with ESSA in any accreditation category must demonstrate recency of practice for initial accreditation, unless they have graduated from an ESSA-accredited course within the past two years. The Recency of Practice Policy provides a balance between ensuring accredited individuals have current use of their knowledge and skill while allowing for flexibility in practice and career development.
- 1.3 Completion of annual continuing professional development requirements does not constitute recent practice. Recent practice requires showing active use of knowledge and skills relevant to the profession in a professional practice setting; see Table 1 for suitable evidence of recent practice.

**Table 1 – Evidence of recent practice.**

- Detailed letter from your appropriately qualified supervisor/colleague/manager/employer describing work undertaken with clients and the duration of employment.
- Detailed client case studies; these must be verified by an appropriately qualified professional.
- De-identified client case notes, client assessment results and/or client exercise programs.
- Detailed logbooks — suitable for applicants who are currently working and can provide evidence from their current work OR recent graduates who completed practicum logbooks as part of their degree.
- Position description describing roles and responsibilities.
- Performance reviews.
- Experience conducting a research study.
- Awards for service to the industry.
- Resources developed for the workplace (related to the field of exercise science).

- 1.4 To show recent practice, accredited individuals must demonstrate completion of at least 1000 hours of practice in the preceding five years, with not more than two consecutive years out of practice; see Tables 2 and 3 for examples.
- 1.5 Recency of practice for periods less than five years can be demonstrated by:
  - 1.5.1 The completion of at least 200 hours of practice within the last three consecutive years and
  - 1.5.2 no more than two consecutive OR years with no practice in the accreditation category, see Tables 2 and 3

Practice must be relevant to the accreditation categories sought and/or held.

**Table 2. Recency of Practice Threshold — compliant examples**

Year	1	2	3	4	5	Total
Example						
A	200 hours	1000 hours				
B	0 hours	0 hours	200 hours	0 hours	800 hours	1000 hours
C	250 hours	150 hours	0 hours	0 hours	600 hours	1000 hours
D	600 hours	100 hours	0 hours	100 hours	200 hours	1000 hours
E	200 hours	100 hours	350 hours	150 hours	200 hours	1000 hours

**Table 3. Recency of Practice Threshold — non-compliant examples**

Year	1	2	3	4	5	Total
Example						
A	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
B	0 hours	0 hours	0 hours	200 hours	800 hours	1000 hours
C	500 hours	0 hours	0 hours	0 hours	500 hours	1000 hours
D	400 hours	600 hours	0 hours	0 hours	0 hours	1000 hours
E	0 hours	0 hours	0 hours	0 hours	1000 hours	1000 hours

**2. Recency of Practice and New Graduate Accreditation**

- 2.1 Individuals who completed an accredited course more than two years ago must show evidence of recent practice to gain accreditation. The professional practice component of a course may be used as evidence of professional practice, provided it is in a form that meets the supporting evidence requirement for accreditation in Table 1, and where the practice hours meet the definition of recent practice as defined in this policy.
- 2.2 Graduates from non-accredited courses must meet the recency of practice requirement, but may use the professional practice component of their course as evidence of recent practice, provided it is in a form that meets the supporting evidence requirement for accreditation, and meets the definition of recent practice in this policy.

**3. Recency of Practice and Accreditation Renewal**

- 3.1 Individuals self-assess and declare they have met the recency of practice thresholds at each renewal of accreditation.
- 3.2 ESSA may request evidence of recency of practice at its discretion, and through the annual member audit.

**4. Record Retention and**

- 4.1 Accredited individuals must keep evidence of their recency of practice for a period of 7 years and supply this to ESSA on request.

**Provision of Evidence**

**5. Breaks from Practice**

5.1 Where recency of practice cannot be substantiated, return to practice requirements apply; see the ESSA Return to Practice Policy.

**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