



## **Guidelines for Organisers and Coordinators of CPD Activities**

### **PLEASE READ THE FOLLOWING BEFORE PROCEEDING**

- 1. Coordinators must seek approval in advance – there is no retrospectivity**
- 2. Coordinators may not advertise that they have applied for endorsement**
- 3. Advertising Flyer and Program must be approved as part of the endorsement process**
- 4. All activities (except State Chapters) require the activity to be advertised to members at the organiser's expense**
- 5. Endorsement is valid for a period of 12 months. Coordinators must then re-apply for endorsement. Renewal of endorsement will be dependent on completion of satisfactory evaluation by participants and Coordinators fulfilling their requirements for running an endorsed activity.**

## What is Endorsement?

Endorsement is a process that simplifies documentation of CPD activities for an Audiology Australia member and recognises high quality structured learning opportunities. The CPD program recognises:

- Development through listening to others
- Development through active participation in guided activities
- Development through self guided activities

The endorsement process is a structured evaluation of the proposed activity program. All endorsed activities offer to members

- A guarantee of high quality learning opportunity and
- Reduced documentation requirements for CPD.

Points are allocated to activities based on the documentation activity Coordinators submit to the Audiology Australia office. The CPD Policy and Procedures Guide is used as a guide and the committee reserves the right to change the number of points based on the information the activity coordinators present.

## How to Apply for Endorsement:

1. Complete current application form which you can download from the website [here](#).
2. Email the following information with your application form to [memberservices@audiology.asn.au](mailto:memberservices@audiology.asn.au)
  - a) **Names of Presenters**  
*Provide the names of the presenters including their specific expertise in promoting this subject and their bios*
  - b) **A detailed abstract for each presentation**
  - c) **Proposed teaching strategies** (*Small group, Case studies, Lectures, Practical sessions, Video/audio tape, Clinical software, Handouts, Other*) and how these related to the learning objectives
  - d) **The Learning objectives for participants** (*Learning objectives should drive the type of learning assessment used*)
  - e) **Instructional level** - *indicate the level at which the learning activity is directed, e.g. introductory, intermediate, advanced, mixed*)
  - f) **Program of activity, including discussion, question time, breaks, etc.**  
*Should any of this change prior to, or during, the presentation of this program, or should the Abstracts prove not to be an accurate representation of the presented material, Audiology Australia reserves the right to withdraw endorsement. You may, in addition, be required to provide in advance the presentation to be given (e.g. PowerPoint files).*
  - g) **The proposed advertising material to go to members**
  - h) **The proposed Evaluation and Reflection forms detailing the speakers' names and Learning Objectives.**  
*Activity evaluations focus on the mechanics of a course (the extent to which the instructor is prepared, knowledgeable and engaging).*

### **Additional Requirement for Webinars:**

A quiz, including answers, containing a minimum of 8 multiple choice questions for each hour of instruction. Participants must answer 75% correctly in order to obtain their CPD points.

The completed Application for Endorsement of a CPD activity should be lodged as early as possible and the coordinator should allow 2-4 weeks for the processing of an application. If insufficient or incomplete information is supplied by the coordinator of the activity then the processing time may be longer. Applications not approved for endorsement will have the reasons for this clearly stated in the notification email.

If the program changes prior to or during the presentation of the program, or if the Abstracts prove not to be an accurate representation of the presented material, Audiology Australia reserves the right to withdraw endorsement.

## What you need to know

### The Organisers of the CPD Activity

The group responsible for administering the continuing education activity and their affiliation to any organisation must be clearly identified in the application. The organising group must nominate a coordinator who will be the contact person. The organising group is responsible to ensure that the instructors fully disclose any commercial interest they may have in material to be presented in the proposed activity. If this commercial interest exists the nature must be fully disclosed in the application to AudiologyAustralia.

### Responsibilities of the Coordinator

- The coordinator is responsible for liaising with Audiology Australia and ensuring the content of the proposed activity meets the Audiology Australia Code of Conduct and Professional Practice Standards.
- Following the activity, the Coordinator is responsible for providing the following information electronically to [memberservices@audiology.asn.au](mailto:memberservices@audiology.asn.au) within 2 weeks of completion of an activity:
  - a) An evaluation report including a summary of the outcomes of the evaluations and reflections.
  - b) All PowerPoint presentations used for the activity.
  - c) An Excel spreadsheet containing the details as shown below.
- The Co-ordinator is also responsible for maintaining participants records for at least one year after the activity.

#### SAMPLE SPREADSHEET FOR POINTS LOGGING

CPD Endorsement No.	
CPD Points Allocated:	Cat 1
	Cat 2
	Cat 3
Title of Activity:	
Date of Activity:	

Please list all attendees regardless of whether they have met all requirements

Membership No.	Surname	First Name	Quiz Result - if applicable	Evaluation - Yes/No	Reflection Yes/No
1234	Cooper	Bradley	Fail	No	No
5678	Pitt	Brad	Pass	Yes	Yes
9101	Grant	Hugh	Fail	Yes	Yes

## Responsibilities of the Instructors

The coordinator must ensure that instructors are directly involved in planning and conducting each learning activity. Instructors must be competent in the subject matter and have the ability to facilitate learning. The application should present the rationale, planning and development of the CPD activity and include a detailed description of the program including abstracts relating to all presentations.

The primary purpose of the activity must be to enhance the quality of audiological practice and knowledge. In principle, at least 75% of an endorsed activity should focus on the area of audiology and audiologists should be involved in the planning and delivery of the activity. Any area of the proposed activity that is not audiological should be in an area of direct relevance to audiological practice and knowledge. Applications for endorsement of activities on topics not directly in the area of audiology and/or delivered by professionals outside audiology will be considered. However, such applicants should give a comprehensive justification of their activity as it relates to audiology and include full details of the anticipated learning outcomes.

## Learning Objectives

The coordinator must have from each instructor clear and concise statements of intended learning outcomes that are observable (when applicable) and measurable. The instructors need to specify what knowledge, skills or techniques the participants are expected to acquire and how this will be assessed.

## Venue requirements

The coordinator is responsible for providing appropriate educational facilities, resources and/or reference materials, instructional aids, and equipment that facilitate teaching and learning and that are accessible to all participants, including those with disabilities.

## Assessment Method

The coordinator, in collaboration with the instructors, determines in the planning stages of the CPD activity, the method that will be used to assess participants' achievement of the learning outcomes. Learning assessments may take many forms, including but not limited to, performance demonstrations under real or simulated conditions, written or oral examination, a question-and-answer session, self-assessment, etc. The Coordinator will notify participants in advance if formal learning assessments are to be used to determine satisfactory completion of the activity and/or the earning of CPD points.

## Activity Evaluation

The Coordinator determines, in the planning stages of the CPD activity, the method that will be used to evaluate the activity. The CPD activity must be evaluated and the Coordinator must provide an evaluation report to Audiology Australia within 2 weeks of running the activity. Evaluation of an activity provides feedback to the Coordinators and Instructors of an activity as well as to Audiology Australia as to the perceived value of the activity and further learning needs. The evaluation should be clearly linked to the

learning objectives and, as a minimum, must incorporate the Audiology Australia CPD Evaluation Form

### Endorsement Advertising

The coordinator of Endorsed activities must agree that their educational activity is listed in the Calendar of Events available on the Audiology Australia website and advertised to Audiology Australia members at the organiser's expense (refer Advertising Options for Endorsed Activities form). Audiology Australia sees it as essential that all endorsed activities are advertised as widely as possible to the membership so that members can plan their CPD and have a wide choice of activities for their CPD. The flyer must be approved prior to distribution and the CPD endorsement number, Category number and points allocated MUST be added to the flyer prior to distribution. Product placement or promotions are not to be included in the flyer.

Coordinators must not advertise an activity as an Audiology Australia endorsed activity until they have received approval and an Endorsement Number from Audiology Australia. Coordinators also may not advertise that they have applied for endorsement for an activity as this may mislead members as to the potential CPD point value of an activity.

### Who is responsible for content?

The organising group and instructor for an Endorsed activity are responsible for the content of the activity. Endorsement in no way implies that Audiology Australia endorses specific content, materials or products and procedures presented in the activity.

The Coordinator must advertise to all potential CPD activity participants, information

- that identifies the Coordinator, the organising group and the instructors and their affiliation
- the activity's CPD points, content area and instructional level.

### Administration Fees

There is an administrative fee charged for handling applications for endorsement. The following charges apply:

Not for Profit – no registration fee charged	\$44.00
Not for Profit – a small registration fee charged	\$88.00
Not for Profit – Commercial Activity	\$264.00
Commercial Organisation	\$264.00

(all prices inc GST)

If the activity is to be run a number of times the endorsement is valid for a period of 12 months. Coordinators must then re-apply for endorsement. Renewal of endorsement will be dependent on completion of satisfactory evaluation by participants and Coordinators fulfilling their requirements for running an endorsed activity.

The following forms are available from our website:

**Application for Endorsement**

**Advertising Requirements**

**CPD Activity Evaluation**

**CPD Activity Reflection**