



ACA Ongoing Professional Development (OPD) Policy with effect August 2017

The following outlines ACA policy and point allocation for OPD events. An ACA approved event is one that has been formally submitted to and approved by, ACA. A Non-ACA approved event is an event that has not been submitted to, or approved by, ACA and therefore carries a lower point allocation and does not appear on the ACA events page. Points are not allocated against hours of delivery; 1 x point is not equivalent to one hours attendance.

Points per ACA Approved event	Points per Non-ACA Approved event	Event description
4 points	N/A	Annual Subscription to Counselling Australia
3 points per meeting	N/A	ACA approved Chapter or MA meeting with a formal PD presentation of at least 60 minutes duration. Must provide signed log book.
5 points	3 points	Online training program: No less than one hour and no more than six hours, with assessment. Must provide certificate of completion/attendance.
10 points	6 points	Online training program: Duration of six hours or more, with assessment. Must provide certificate of completion/attendance.
5 points	3 points	Workshop: Duration of no less than 90 minutes and no more than six hours or one day. Must provide Certificate of Attendance.
10 points	6 points	Workshop: Duration of more than one day. Must provide Certificate of Attendance.
6 points		First Aid Certificate course for Private Health provider number. Certificate must be provided (yearly CPR is not included).
6 points	3 points	Conference: Duration of no less than six hours and no greater than one Day. Must provide Certificate of Attendance.
12 points	6 points	Conference: Duration of not less than two days. Must provide Certificate of Attendance.
N/A	N/A	ACA delivered OPD: Allocated OPD points will be shown on certificate of completion.
8 points per unit	5 points per unit	Courses and qualifications: See below notes
Maximum 8 points per membership year	N/A	Imparting knowledge related to counselling through formal presentations, peer reviewed research and publications. Supporting documents must be supplied. Imparting knowledge as a lecturer/tutor in an educational environment ie: University, College, School, TAFE or RTO is not considered OPD.

Notes for Ongoing Professional Development points

All members of ACA (except student members) are required to complete 25 points of Ongoing Professional Development (OPD) per membership year. An event is defined as any one activity regardless of how many hours or days the activity goes for. Breaks for lunch etc. must not be included when defining how many hours an event runs for. Only completed events will attract OPD points. Each event can only be claimed once.

The required annual accrual of 25 points must be attained through attendance at a minimum of two different and separate events unless completing a course. 25 points cannot be accumulated through one event or activity such as only attending ACA Member Association or ACA Chapter meetings.

Workshops/Presentations: A workshop or presentation is defined as a single event however it may be held over multiple days.

Online training program: An online training program is deemed a single event. Points are allocated for programs on a two-tiered process. Programs that run for 60 minutes or more but less than six hours; and programs that run for more than six hours. Programs can be delivered over multiple days.

Courses and qualifications: ACA will accept courses and qualifications that further a member's skills and qualifications as a counsellor for OPD purposes under the following conditions:

- A qualification must be an AQF accredited qualification.
- A course unit must include a formal assessment.
- A course unit must have no less than 60 hours of coursework.
- OPD will be allocated on a per unit per semester basis.
- Only completed units are eligible for OPD.
- A transcript of training must be submitted as evidence of a completed unit.
- Each unit completed is a single event.

ACA delivered OPD, workshops and conferences will be allocated OPD points separately.

Guidelines for OPD Presenter/s: OPD events should be presented by those who are:

- An appropriate, experienced organisation delivering OPD training; or
- Appropriately qualified and experienced individual in the subject matter that they are presenting; and
- Individual members of ACA; or
- Able to demonstrate eligibility for membership to ACA: or
- Recognised by the profession as having advanced expertise in the topic being addressed.

Any activities or events that fall outside this document can be sent to ACA for consideration of OPD points.

It is the responsibility of the event provider to seek ACA pre-approval.

Events description: This document must be read in conjunction with the ACA OPD policy document.