



Psychotherapy and Counselling Federation of Australia

Continuing professional development course endorsement guidelines

Effective 1 May 2023

© Psychotherapy and Counselling Federation of Australia

PO Box 1266
Carlton VIC 3053 Australia

Tel: +61 (0)3 9046 2270
Fax: +61 (0)3 9486 3933
admin@pacfa.org.au
pacfa.org.au

Document version control

Version	Description	Originator	Reviewed	Approved	Date	Nex review
0.1	Initial draft	Accreditation Coordinator	CEO	CEO	February 2023	
0.2	Consultation draft	CEO	Accreditation Coordinator	PACFA Board	March 2023	
0.3	Minor revisions	Accreditation Coordinator	Head of Education	CEO	April 2023	
1.0	Final version	Accreditation Coordinator	Head of Education	Head of Education	April 2023	February 2024

For further information, please email endorsement@pacfa.org.au.

Proposals for amendments or additions to this document should be sent to the Head of Education.

PACFA acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of this nation. We pay our respects to Elders, past and present, as the Traditional Owners of the lands on which we work and live. Our office is on the land of the Wurundjeri Woi-wurrung people of the Kulin nation in Naarm/Melbourne and we thank them for their enduring and continuing contribution to the life of this place. We recognise that First Peoples' sovereignty was never ceded.

Contents

1. Introduction.....	4
2. Continuing professional development course endorsement policy	4
3. Guidelines for continuing professional development course endorsement	5
4. Continuing professional development course endorsement duration and application	6
5. Continuing professional development course endorsement package	6
6. Continuing professional development course endorsement application fees	7
7. Additional information.....	8
8. Exceptions to the continuing professional development course endorsement guidelines.....	8

Continuing professional development endorsement guidelines

1. Introduction

The Psychotherapy and Counselling Federation of Australia (PACFA) provides high-quality continuing professional development (CPD) courses to its members to advance professional skills and respond to the changing professional environment.

This is outlined in our strategic plan, which identifies PACFA's mission as the following:

- register and certify suitably qualified and skilled practitioners,
- accredit appropriate training and education programs, and
- provide resources and a professional network for the development of counsellors, psychotherapists, and Indigenous Healing Practitioners.

PACFA's mission is achieved through the provision of accredited core and specialised training programs, endorsement of CPD courses, and provision of a professional network for members.

2. Continuing professional development course endorsement policy

As part of achieving our strategic plan, PACFA aims to highlight education, training and CPD courses that support our members to advance in the profession.

To ensure consistent promotion of high-quality CPD courses to PACFA members, PACFA will only promote courses in our eNews and or website that meet our requirements.

These requirements can be met in three ways:

1. be accredited as a core or specialist training program,
2. be endorsed as CPD course, or
3. be a CPD course that is delivered by an organisation that has a strategic partnership with PACFA.

In the case of partnership events, inclusion in eNews, on social media, or the website is at the discretion of PACFA's CEO.

PACFA reserves the right to promote any course or training to the membership base.

Continuing professional development endorsement guidelines

3. Guidelines for continuing professional development course endorsement

To achieve the outcomes identified above, PACFA has revised its approach to CPD endorsement to ensure our assessment of CPD courses reflects the below categories.

Category A CPD courses provide one CPD point per hour of learning

Category A CPD courses:

- Provides training underpinned by a coherent body of professional knowledge.

- Is within the scope of practice for a PACFA registrant.

- Is evidence-informed, and directly relates to clinical practice in a clinical setting.

- Supports the achievement of key competencies as outlined by the relevant college (if seeking to align with certification).

- Addresses issues relating to ethical conduct, diversity, and emerging practice.

- Is developed and delivered by an appropriately trained expert(s).

- If facilitated online, must include synchronous or asynchronous interaction, i.e., facilitated online discussions or forums, and assessment components.

Synchronous interaction takes place during the online training. Asynchronous interaction takes place at another time e.g., an online forum, or email.

Category B CPD courses provide one CPD point per hour of learning

Category B CPD courses:

- Provides training underpinned by a coherent body of professional knowledge.

- Is within the scope of practice for a PACFA registrant.

- Is evidence-informed, and directly relates to clinical practice in a clinical setting.

- Addresses issues relating to ethical conduct, diversity, and emerging practice.

- Complements the existing skills of counselling and psychotherapy workforce.

- Is developed and delivered by an appropriately trained expert(s).

- Online-facilitated learning can be provided without an interactive component, i.e., passive learning.

Continuing professional development endorsement guidelines

CPD can be provided by an individual and/or any type of education and training organisation; however, if the trainer is not a PACFA member, additional information regarding qualifications and experience will be required.

4. Continuing professional development course endorsement duration and application

Endorsement is only available to CPD courses equal to, or less than 37.5 hours (5 days) in duration. CPD courses must not exceed a 10 week learning period. CPD courses of more than 10 weeks' duration are encouraged to seek accreditation via the *PACFA Specialist training program accreditation standards*.

PACFA strongly encourages providers to submit applications seeking CPD course endorsement at least three (3) months prior to the commencement of the course. This will allow sufficient time for administration, and the inclusion of the endorsed CPD course in two (2) editions of eNews.

PACFA will aim to have the CPD course information online within two (2) weeks of endorsement being granted.

It is important to note, while applications received 30 days prior to the commencement of the course will be accepted, it is likely that promotion in only one (1) edition of PACFA's eNews will be possible.

5. Continuing professional development course endorsement package

All endorsed CPD courses will receive the following services:

- use of the PACFA Endorsed Professional Development logo on the education and training provider's website and in social media, including Facebook and LinkedIn



- listing on PACFA's CPD website page,
- inclusion in up to two (2) editions of the monthly PACFA eNews with visual identity highlight (provider to supply logo), and
- a single episode of promotion on PACFA's LinkedIn or Facebook pages (at the discretion of PACFA, depending on capacity).

Continuing professional development endorsement guidelines

6. Continuing professional development course endorsement application fees

The endorsement application fee for a CPD course is \$250 (incl. GST) per course.

Endorsement expires and CPD course details are removed from the PACFA CPD website page after three (3) months, or after the course has commenced.

Course endorsement application fee type	Fees	Additional notes
Standard endorsement	\$250 per CPD course	Application fee for endorsement of a CPD course for the standard endorsement period.
Six month endorsement period package	\$400 per CPD course	Application fee for endorsement of a CPD course for a six month period.
Multiple course endorsement	\$1000 per package of six (6) different CPD courses	Application fee for six (6) different CPD courses to be used within a period of six (6) months with all information submitted at time of application.
Licence fee*	\$350 per CPD course	Application fee for endorsement of a CPD course and licence agreement to deliver the course multiple times within Australia for up to a 12 month period. <i>The licence fee is payable by the education and training content developer.</i>
Delivery of an endorsed CPD course under a licenced agreement	\$110 per delivery of an endorsed CPD course under a licenced agreement	Application fee for subsequent delivery of an endorsed CPD course under a licenced agreement. <i>This fee is payable by the presenter and/or presenting education and training provider.</i>

Please note: All prices include Australian GST. Fees are valid until 31 December 2023. Fees are subject to increase at any time without notice.

Member associations receive a 20% discount on endorsement of CPD course.

*A licence fee is charged once, for each CPD course where the course is intended to be delivered multiple times within Australia for up to a 12 month period.

For example, a CPD course to be delivered on three separate occasions within a 12 month period results in \$350 licence fee (payable by the education and training content developer) and \$110 per subsequent delivery of the endorsed CPD course (payable by the presenter and/or presenting education and training provider), total fees applicable \$680 (incl. GST).

Continuing professional development endorsement guidelines

7. Additional information

Providers must remove the PACFA CPD endorsement logo when the endorsement period expires. Failure to do this may impact future applications for CPD course endorsement.

Endorsement application fees must be paid in full at the time of application. If an application is rejected, a refund will be provided.

Endorsement cannot be refunded if a course is cancelled after the commencement of a listing. In extraordinary conditions a credit may be granted.

8. Exceptions to the continuing professional development course endorsement guidelines

Advertising in *Psychotherapy and Counselling Today* is handled outside this endorsement policy. Rooms to rent will be advertised on the PACFA website at a flat rate. For further information, please email admin@pacfa.org.au.

Jobs are advertised at no cost on the PACFA website. Please send the text for any advertisement, and a link to any job advertisement or PD, to admin@pacfa.org.au.

