

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.

PLEASE NOTE: Points are not allocated against hours of delivery; 1 x point is not equivalent to one hour of attendance.

Event Description	Points for ACA Approved Event	Points for Non-ACA Events
Annual Subscription to Counselling Australia Journal	4 Points	N/A
ACA approved Chapter or MA meeting with a formal PD presentation of at least 60 minutes duration. Must provide signed log book.	3 Points	N/A
Online training program: No less than one hour and no more than six hours, with assessment. Must provide certificate of completion/attendance with assessment	5 Points	3 Points
Online training program: Duration of six hours or more. Must provide certificate of completion/attendance with assessment	10 Points	6 Points
Workshop: Duration of no less than 90 minutes and no more than six hours or one day. Must provide Certificate of Attendance.	5 Points	3 Points
Workshop: Duration of more than one day. Must provide Certificate of Attendance.	10 Points	6 Points
First Aid Certificate course for private health provider number certificate must be provided (<i>yearly CPR is not included</i>)	6 Points	N/A
Conference: Duration of no less than six hours and no greater than one Day. Must provide certificate of attendance.	6 Points	3 Points
Conference: Duration of not less than two days. Must provide certificate of attendance.	12 Points	6 Points
Courses and qualifications: See notes page 2	8 Points/Unit	5 Points/Unit
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.	Maximum 8 points per membership year	N/A

For further information on both the OPD and Supervision policies please visit the website or call **1300 784 333** to be emailed a copy. Members who are unable to fulfil their requirements due to isolation, distance issues or have failed to meet the yearly requirement can discuss their cases individually with the ACA by calling the office or sending an email to admin@theaca.net.au and requesting an exemption form

For more clarification on events please see page 2 of the OPD Policy.

Notes for Ongoing Professional Development points

All **practicing** members of ACA (Provisional through to Level 4) 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.