

## ACA Ongoing Professional Development (OPD) policy effective as of 2018

### Credit Point System

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	<b>ACA approved Chapter or MA meeting</b> with a formal PD presentation of at least 60 minutes duration. Must provide signed log book
5 points	3 points	<b>Online training program:</b> No less than one hour and no more than six hours, with assessment. Must provide certificate of completion/attendance.
10 points	6 points	<b>Online training program:</b> Duration of six hours or more. Must provide certificate of completion/attendance.
5 points	3 points	<b>Workshop:</b> 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	<b>Workshop:</b> Duration of more than one day. Must provide Certificate of Attendance.
6 points		<b>First Aid Certificate course</b> for Private Health provider number. Certificate must be provided (yearly CPR is not included)
6 points	3 points	<b>Conference:</b> Duration of no less than six hours and no greater than one day. Must provide Certificate of Attendance.
12 points	6 points	<b>Conference:</b> Duration of not less than two days. Must provide Certificate of Attendance.
N/A	N/A	<b>ACA delivered OPD:</b> Allocated OPD points will be shown on certificate of completion.
8 points per unit	5 points per unit	<b>Courses and qualifications:</b> 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 i.e. University, College, School, TAFE or RTO is not considered OPD

We encourage our members to log their OPD online via the member log in found at the top right hand side of the ACA home page [www.theaca.net.au](http://www.theaca.net.au)

For any Non ACA Approved Activities please contact ACA before you undertake these activities so that we can assess and assign points to them.

To fulfil the ACA criteria required for membership renewal at Practicing level, **25 points of Ongoing Professional Development (OPD) is needed AND a minimum of 10 hours Professional Supervision (PS)**, this may include peer (2 hours max) and group supervision. Members should accumulate 1 hour of supervision for every 10 hours client contact time. Full explanation is available on the Supervision policy form.

For further information on both the OPD and Supervision policies and procedures please visit the following link <http://www.theaca.net.au/documents.php>

If you do not have access to the internet and wish to get further information on this feel free to ring ACA on **1300 784 333**

Members who are unable to fulfil their requirements due to **isolation** and **distance** issues can discuss their cases individually with ACA.

ACA  
PO Box 88  
Grange Qld 4051

telephone: 1300 784 333  
facsimile: 07 3356 4709  
web: [www.theaca.net.au](http://www.theaca.net.au)

*These log books can be used for  
ACA Member Associations and Chapters*



Australian Counselling Association Inc

*Ongoing Professional  
Development  
&  
Professional Supervision*

**Please send the original log book to ACA with your renewal invoice. It is highly advised that you keep a copy of this log book for your own records.**

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## Your Details

Name:	
Membership Number:	
Membership Level:	
Supervisor Contact Number:	
Professional Supervisor Name (print)	_____
Name of approved Facilitator for peer Supervision (print)	_____

## Record for Ongoing Professional Development

Date	Event	Points	Signature of authorised person

## Record for Professional/Peer/Group Supervision

Date	Supervisor	Hours	Supervisors Signature

Contd...