

## Professional Development FAQ's for Committees and Course Convenors

### **There have been some major changes to the APA PD offering recently, what are they?**

In 2016 the APA made changes to the way the PD offering was managed. The modifications offers members greater choice, better quality and easier forward planning for their PD requirements. Members are now able to view the [APA's PD calendar](#) at the beginning of the year so that they can allocate time and budget in advance.

In practical terms, this means that the role of our formal volunteer networks and staff in the operation of PD has evolved. Here is what you can expect:

- A comprehensive educational framework will be developed to provide the professional standards, competencies and learning outcomes for the entire career pathway
- A team of staff with expertise in the development of PD products manage the Professional Development offer holistically, with the above goals as the guiding principles
- The ability for National Groups to provide greater input across all areas of the Strategic Plan without being bogged down in PD administration

### **What has happened to course accreditation?**

The APA has previously received feedback from its members that the previous accreditation model was fragmented and essentially provided no assurance of quality shortly after the accreditation was granted. Consequently, the APA has taken on board the feedback and has ceased its accreditation model and will replace it with an enhanced model of quality assurance.

This new framework is not dis-similar to the previous accreditation program - the difference being that it is ongoing, and the feedback loop between participants and providers is constant, allowing for continued improvement. This process of continuous improvement ensures the quality of the courses offered within the APA framework is ongoing and each course has some form of quality assurance review and assessment prior to it being delivered and offered to members.

### **What about external course accreditation?**

The APA is no longer accrediting any external courses. Any external course currently accredited will expire at their given accreditation expiry date. The APA is open to exploring arrangements with external providers with the aim to incorporate privately run courses into the APA framework where appropriate.

### **I have a great idea for a new course, who do I contact?**

The APA PD offering is organised in advance with the entire year mapped out in an [annual CPD guide](#). Any new courses outside of the proposed plan can be put forward to the Product Development team via [product.development@physiotherapy.asn.au](mailto:product.development@physiotherapy.asn.au) The Product Development team will determine suitability of adding the event to the PD calendar.

### **I am the convenor of a Sports Physiotherapy Level 1 course, do I need to organise presenters and tutors?**

During this transition time we may ask for your support in organising presenters and tutors of these specific courses, this is due to the number of presenters involved and Committees having the background knowledge and expertise of running the events successfully for many years. Ultimately committees should not have to be bogged down with administration of events. The APA's PD team aims to be able to contact all presenters/tutors and take the responsibility of locking everyone in. During this transition period, please communicate about this with your Professional development contact in regards to your specific event.

### **How do I know who to contact about organising a lecture?**

All lectures are organised through your local branch. Contact the [Branch Professional Development Officer](#) for further information.

### **How do convenors and presenters arrange for their invoice to be paid?**

Invoice payment procedures and reference numbers are outlined in your Professional Services Agreement (PSA). Further information about the format of your invoice, please see our separate [invoicing document](#) available on the website.

### **Can a convenor attend a course rather than being paid?**

A convenor role attracts a nominal remuneration for undertaking a range of tasks in coordinating the successful delivery of the course (in conjunction with the APA). These tasks are often required to execute during lecture and practical sessions of the course. The assigned tasks of a convenor must be their main priority and therefore learning experiences may be compromised.

Consequently, the APA has a policy for larger or more complex courses, that the convenor is dedicated to that role, rather than as a course participant. This should ensure a quality experience for course participants and presenters.

For courses where it may be deemed feasible for the convenor to fulfil their duties and to also take part as a participant, they may be granted permission to do so in lieu of convenor payment. Alternatively, the convenor fee may be deducted from the course fee if it is not comparable in price. This scenario will be assessed on a case-by-case basis.

### **Why do we need a convenor when this course has run for many years?**

Convenors are integral to the successful delivery of a course. They are the source of information for the APA in coordinating the activity, as well as a trouble shooter on the day. Convenors help APA staff ensure course participants are fed, get manuals and that the event runs smoothly on the day.

### **How many free places can be offered? How do I go about informing the APA of the people who will be taking the free place?**

Generally, one complimentary place is offered in lieu of venue hire, in an equitable contra arrangement. Venue hire is negotiated directly with the hospital or other external venue and should represent equal or near equal value to both parties. Your PDO will need to be notified of the complimentary person's name and contact details in order to ensure they are registered for the course.

### **How can convenors gain CPD hours for their work in organising a course?**

Convenors are entitled to CPD hours for their work in coordinating PD. If they are not attending as a participant they will need to record it manually with other non-APA PD activities they complete. Please speak to your PDO for further information.

### **How are the course fees calculated?**

The fees for professional development courses are determined almost entirely by the costs incurred in running it - presenter fees, tutor fees, venue, catering, course manuals etc. To ensure financial sustainability of the PD program, the APA needs to include a contribution to expenses such as staff, technology and venue.

The APA PD team works hard to keep course prices consistent across the states, regardless of the location it is run.

### **How will courses be advertised?**

Courses are listed on the website, the fortnightly PD e-news and InMotion magazine. Marketing policies and deadlines dictate the location and frequency of course marketing across these mediums. As a general rule, 3 months in the marketplace is the ultimate time to ensure maximum exposure for the success of a course. And keep in mind that it often takes at least 2-3 weeks work to deliver a course marketing piece.

Convenors may be asked to contribute to the Course Information and Requirements Form that will be distributed to them by their PDO. This form aims to capture all the relevant/necessary information to be able to best market course.

### **When putting forward a suggestion for a course, the APA asks what investigation has been undertaken to assess the demand. What sort of information will I need to provide?**

Setting up a course takes a lot of work – for convenors, committees and the APA, so we need to make sure that there is demand for a course. Just because it has been popular in the past, may not mean it still is. We recommend you consider:

- When it was last run – have you exhausted the pool of interested participants for now?
- When do you want to run it – is it competing against other PD activity or conferences?
- Is it still topical and relevant?
- Does it have broad appeal?

If you are not sure, we can assist by setting up Expressions of Interest to gauge the pool of potential registrants.

### **Can non-physios attend APA courses?**

The APA will accept non-physios with appropriate skills and knowledge into courses at the non APA member rate. The decision about whether the content is appropriate for someone outside the profession will lie with the course convenor in consultation with the Group Committee. Each application will be assessed on a case by case basis. All course participants will need to have appropriate Professional Indemnity Insurance.

### **Can names be added to a waitlist for a full course?**

We do not generally hold waitlists – additional places that become available are accessible via the website. In certain circumstances it may be appropriate to do so and will be considered on a case by case basis. Speak to your PDO about this further. Waitlists will not generally be carried over from one course to the next.