

## Professional Development Policy

Some courses are pre-approved for professional development points e.g.: - Coaching Accreditation courses and Swim Australia™ Teacher courses.

**Swim Australia™ Teachers, Coaches, State Associations, Swim Australia Swim Schools and others offering courses that: -**

- Improve the coaching or teaching ability of staff and others to coach swimming or swimming and water safety teaching;
- Increase the knowledge of staff and others in the area of coaching and teaching, swimming and related subjects such as water safety;

are eligible to apply to receive ASCTA professional development points for attendees of such workshops provided that the following criteria are satisfied.

**Prior to applying for professional development points for each and every course, the following needs to be provided to ASCTA:**

- ✓ A program of the course/seminar/workshop including subject topics
  - ✓ A brief outline of each topic;
  - ✓ Duration of each topic;
  - ✓ Presenter of each topic;
  - ✓ Date of presentation;
  - ✓ Promotional material for the event;
  - ✓ A copy of the certification of attendance/completion; and
  - ✓ Other pertinent information.
- ✓ If Presenters are not current ASCTA registered/approved Presenters, the attached Course Presenter Application must be completed and forwarded. Once approved, Presenters will be issued with a Presenter certificate for the current financial year.

Workshop summary, topics, presenters, dates, other information and presenter's CV's are to be sent to [admin@ascta.com](mailto:admin@ascta.com).

**Once the application for Professional Development points is received**

- ✓ ASCTA will review the information provided and may grant accreditation points up to a maximum of 1.5 points per hour of actual presentations. If the application is in order, you should allow up to 28 days for the review process, determination and response.

**Once approval of Professional Development points is granted**

- ✓ Correspondence will be sent stating whether approval has been granted and if so, how many professional development points are to be allocated.



- ✓ **If approved**, the ASCTA name and logo must be used in conjunction with all promotional material, provided that ASCTA is only presented as approving the professional development points allocation. ASCTA may also advertise a calendar of approved workshops that are open to others on our website and in other ASCTA promotional material.
- ✓ **Prior** to distribution of brochures, flyers, etc. promoting your workshop, ASCTA is to receive a copy for approval. Promotional material shall state how many ASCTA professional development points would be gained from full attendance.
- ✓ **At** the workshop, attendees are to be issued with a certificate or similar, including the date, workshop name, their name and the number of ASCTA professional development points granted. (If people only attend part of the workshop they must only be granted a proportional number of points).

When a participant needs to re-accredit they simply send in copies of their certificates with required re-accreditation documentation. Copies of the workshop attendance certificates issued will show the number of ASCTA professional development points gained which will be confirmed against the register of ASCTA approved workshops and participants.

Professional Development event organisers will benefit by being able to deliver meaningful professional development points as an incentive for attendees. Attendees will gain by receiving recognition of the upgrading of skills and a more streamlined re-accreditation.

The costs for ASCTA Professional Development points recognition are:

Hours	Points	SAL/ASCTA Member	Non-member
Up to 2 hours	Up to 3pp	\$50.00	\$225.00
2 - 3.5 (half day)	Up to 5.25pp	\$75.00	\$350.00
3.5 - 8 hours (full day)	Up to 12pp	\$100.00	\$500.00

Upon request of the Professional Development workshop organiser, ASCTA can also send to the email address of every participant an ASCTA **electronic** PD certificate. The cost for this service is \$10 per participant. A list of attendees, their email address and the number of points granted to each person needs to be provided to ASCTA for this to occur.

Further inquiries should be directed to ASCTA on the contact details below.