



Psychotherapy and Counselling Federation of Australia

Application for continuing professional development course endorsement

Guidance notes

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

Proposals for amendments or additions to this document should be sent to the Accreditation Coordinator.

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.

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Guidance notes Application for continuing professional development endorsement

Introduction

The Psychotherapy and Counselling Federation of Australia (PACFA) *Application for continuing professional development endorsement guidance notes* supplements the PACFA *Continuing professional development endorsement guidelines*, effective 1 May 2023. The purpose of the guidance notes is to assist education and training providers (providers) with the application process and are designed to be read in conjunction with the [PACFA Continuing professional development endorsement guidelines](#) (Guidelines).

Continuing professional development course endorsement

What will PACFA endorse?

PACFA will endorse continuing professional development (CPD) courses that consistently demonstrate outcomes aligned to a relevant psychotherapy, counselling and Indigenous Healing Practices methodology, and reflect professional standards and current best practice. These CPD courses are required to demonstrate a commitment to professional development, support PACFA members in the advancement of emerging practices, and to maintain high standards of client care through competent practice.

CPD courses covered by the Guidelines fall under two categories. PACFA will only endorse CPD courses that:

- meet the criteria for endorsement for either Category A or Category B,
- meet the course duration requirements, and
- are less than 10 weeks in duration.

Please refer to the [Guidelines](#) for further information.

It is important to note that PACFA does not endorse providers. PACFA CPD endorsement only applies to the CPD courses being delivered.

Once a provider has a CPD course endorsed by PACFA they are referred to as a provider of an endorsed CPD course, or provider of endorsed CPD courses.

How long does the endorsement period last?

CPD course endorsement is provided in accordance with the Guidelines. The endorsed CPD course(s) will be published on the PACFA CPD website and be included in the CPD section for two (2) editions of the monthly PACFA eNews, provided that the CPD course remains current.

CPD course endorsement is only valid for the duration of the CPD course. When endorsement expires, the provider will need to re-apply for CPD course endorsement and pay the endorsement fee to commence the process.

Should a provider of an endorsed CPD course elect not to apply for re-endorsement, or fail to pay the endorsement fee, the endorsed CPD course(s) will be removed from the PACFA CPD website, and permission to use the PACFA CPD endorsement logo on course materials rescinded.

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Providers who successfully apply for CPD course endorsement will be issued with an approval outcome notification for each individual CPD course and are entitled to use the PACFA CPD endorsement logo in advertising and course material.

What are the rules for use of the PACFA CPD endorsement logo?

The PACFA CPD endorsement logo contains the words 'Endorsed Professional Development'. A copy of the PACFA CPD endorsement logo in colour and monochrome is circulated to the provider of the endorsed CPD course upon approval of the application.

The PACFA CPD endorsement logo is subject to the following rules and must:

- be used in full and must not be altered in any way,
- not be distorted in any way and must not be impinged on by text, pictorial or photographic background or foreground material, and
- not be used in a way that is misleading, or likely to adversely affect the interests of PACFA or bring PACFA into disrepute.

Unauthorised or inappropriate use of the PACFA CPD endorsement logo is not permitted and may result in rescission of permission to use the PACFA CPD endorsement logo.

The PACFA CPD endorsement logo can be displayed on course material documents (electronic or otherwise) directly relating to the currently endorsed CPD course(s), as well as the web page that provides the information for the successfully endorsed CPD course. The logo can also be added to the provider's website home page if it appears with the names of the courses that are endorsed.

Applying for continuing professional development course endorsement

What is the application process?

Prior to applying for CPD endorsement or re-endorsement, providers are recommended to familiarise themselves with the guidance notes for the endorsement process. For any queries regarding the application process, please contact the PACFA office on 03 9046 2270 or email at endorsement@pacfa.org.au.

Providers seeking CPD course endorsement are strongly encouraged to consider submitting their completed online application form along with payment of the endorsement fee well in advance of the commencement of the CPD course, and **at least three (3) months prior** to the start of the endorsement of the CPD course. This allows sufficient time for PACFA to review the application, advise providers of the approval outcome, and for the inclusion of the endorsed CPD course in two (2) editions of eNews.

PACFA aims to have the CPD course information online within two (2) weeks of the approval of the application.

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.

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The application process is as follows and note that **only online applications will be accepted**:

Step 1: application

Providers are required to apply for CPD endorsement via the online application form. The online application should include all necessary provider and relevant CPD course details. Providers are required to confirm that they agree to the Guidelines, including, but not limited to CPD course endorsement fees and the rules for use of the PACFA CPD endorsement logo.

Step 2: payment of endorsement fee

Payment of the endorsement fee is required at the time of application. Please refer to the [Guidelines](#) for the schedule of fees.

Please note that an application fee cannot be refunded if a CPD course is cancelled once the endorsement period has commenced.

Step 3: submission of course materials

The provider is required to upload a copy of the CPD course materials as part of the online application process. Providers are required to upload a completed CPD course details for endorsement form for each CPD course with the online application.

Step 4: review of course materials

Upon the receipt of confirmation that all the materials have been uploaded, the PACFA office will review the provider's online application, CPD course details for endorsement form, and the course materials submitted. The review may take up to two (2) weeks, provided that the course materials and relevant documentation have been submitted with the application.

Step 5: review outcome and finalising course endorsement

Upon completion of the application form and review, PACFA will advise the provider of the approval outcome decision, and if successful, will provide a digital copy of the PACFA CPD endorsement logo.

PACFA will endeavour to complete the application for CPD course endorsement process within two (2) weeks. This time period may vary depending on the amount of course material to be reviewed and the completeness of the documentation submitted.

How is confidentiality maintained?

Information collected during the application process is used only for the purpose of which it is obtained. The course training material will remain the intellectual property of the provider. If a provider requires a confidentiality agreement to be signed prior to PACFA receiving its course materials, the confidentiality agreement should be emailed to endorsement@pacfa.org.au when the online application is submitted.

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FAQs

How are CPD courses reviewed?

PACFA will review the application together with the CPD course materials to either approve or decline the CPD course for endorsement.

Please note that if an application is declined, PACFA will refund the endorsement fee to the provider.

How do I know if my CPD course fulfils PACFA guidelines?

Providers must demonstrate that:

- the aims of the CPD course and relationship to counselling, psychotherapy, Indigenous Healing Practices are clearly defined,
- learning outcomes are clear and related to counselling, psychotherapy, and Indigenous Healing Practices,
- the marketing materials are accurate, ethical and clear,
- course material is written in a clear and easy to read format (from the participants' perspective) and enable participants to refer to the documentation if they are unable to participate in part of the CPD course for any reason,
- the course reflects either the Category A or Category B requirements outlined in the Guidelines, and
- trainers and/or facilitators hold the relevant qualifications and experience.

What are the requirements for trainers and facilitators?

PACFA endorsed CPD courses are expected to be developed and delivered by trainers and/or facilitators who are suitably qualified, highly skilled and have the relevant experience.

Trainers and/or facilitators are required to hold at least:

- a current counselling, psychotherapy, Indigenous Healing Practices qualification at least to the level being delivered and assessed,
- current professional experience in counselling, psychotherapy and/or Indigenous healing practices, and
- current professional qualifications and experience in training.

What course materials do I need to submit?

Providers are encouraged to upload the following course materials with their application:

- course brochure and/or outline
- sample of PowerPoint slides
- participant workbook

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- session plan(s)
- details of the delivery methodology

How do I submit course materials?

Providers are encouraged to upload their course materials for each course electronically as part of the online application process.

Please note that PACFA uses an engagement management system and there are restrictions and limitations that apply to file names and size. File names should not exceed 259 characters, and all files should be submitted in .zip file format to avoid PACFA encountering issues downloading and saving these files.

How much does course endorsement cost?

The endorsement fee is set out in the [Guidelines](#) and is applicable for each CPD course and/or licensed CPD course to be endorsed. Fees are payable at the time of application.

What if I need to submit an amendment to a CPD course advertisement after it has been approved for endorsement?

PACFA uses the details submitted within the CPD course details for endorsement form as it will appear for endorsement on PACFA's website and in eNews. Amendments to any part of the CPD course advertisement after PACFA has advised the provider of the approval outcome decision may incur a fee of \$25.00 inclusive of GST.

How do I list a consultation room or workshop space to rent or lease?

PACFA also offers room listings for practitioners. If you are interested in listing a consultation room or a larger space to hold workshops on the PACFA website, please contact the PACFA office on 03 9046 2270 or email at admin@pacfa.org.au for information on rates and the application process.

How do I advertise a job vacancy?

Job search is a member-only section. It enables PACFA to assist employers of counsellors, psychotherapists and Indigenous Healing Practitioners with candidates who are suitably qualified and registered with PACFA. Please refer to the Free job advertising webpage for further information. For any queries regarding the job advertisement process, please contact the PACFA office on 03 9046 2270 or email at admin@pacfa.org.au.

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Definitions

CPD course

A CPD course is a short, non-accredited training course of up to a maximum duration of 37.5 hours, or equivalent to five (5) days total. This can include an event, conference, seminar, webinar, workshop, etc.

CPD course contact

The CPD course contact is the person with whom PACFA will liaise in relation to the endorsement of the CPD course. In some cases, this may be the same as the CPD course facilitator.

Delivery information

Where the CPD course is delivered, e.g., in-person, online or hybrid formats. For in-person formats, please indicate location including in which state(s) of Australia.

Endorsed CPD course

A course as defined above that has successfully met the PACFA endorsement criteria as set out in the Guidelines. Please note that a CPD course can only be endorsed when the endorsement criteria for either a Category A or Category B course has been demonstrated.

Endorsement fee

The endorsement fee is a non-refundable fee payable to PACFA by the provider to undertake the application for endorsement review process.

Licence fee

A CPD course that is intended to be delivered multiple times within Australia for up to 12 months are subject to an endorsement fee as well as a licence agreement fee. Please refer to the [Guidelines](#) for further information regarding the fee structure.

