Policy and Procedure on CPD

Application Approval

Australian Institute of CPD Standards

Contents

1. PURPOSE AND SCOPE

The **Australian Institute of CPD Standards (AIcpdS)** accredits and verifies continuing professional development (CPD) programs to ensure educational activities meet the highest standards of quality, integrity, and relevance to professional practice across healthcare and medical sectors.

This policy outlines the process by which organisations may apply to have their educational activities recognised under one of two categories:

- **CPD Accreditation** – full endorsement following independent peer review, confirming that the activity has met sector regulatory standards, including current Australian best practices and directly aligns with adult learning principles therefore meeting 'The Standard' set by AIcpdS

- **CPD Verification** – streamlined recognition of quality activities for the purpose of CPD hour allocation, where the education provider can demonstrate that they:

    o Are an industry recognised, peak professional organisation with specialised members contributing to content of their submission; or

    o Are an existing CPD home or regulating body that has preapproved content from their own internal accreditation processes; or

    o Are the original custodians of the educational content; or

    o Have largely contributed to the development of the formalised Australian guidelines within the therapeutic area relevant to their submission (exemplar the Heart Foundation and Cardiac Society of Australia and New Zealand (CSANZ))

2. REQUIRED ELEMENTS OF AN APPROVED ACTIVITY

To be approved for either **Accreditation** or **Verification**, activities must demonstrate:

- Clearly defined educational objectives and measurable learning outcomes
- Content aligned to the Australian Institute of CPD Standards 'The Standards' ensuring sector regulatory standards are met.
- Evidence-based and ethically sound materials
- Qualified facilitators or presenters with appropriate, evidenced credentials and
- Australian registration with AHPRA (when applicable)
- Participant engagement and opportunities for reflection, discussion, or assessment
- Evaluation and feedback mechanisms for continuous improvement
- Certificate of completion/attendance including;
    - Learner's name
    - Activity Title
    - Learner's scope of practice
    - Date
    - Education Provider name/logo
    - AIcpdS unique trust mark issued for the activity

Additional criteria:
- **Accreditation:** Requires indication of CPD accreditation in the application.

- **Verification:** Requires indication of CPD Verification in the application.

3. APPLICATION PROCESS FOR CPD RECOGNITION

3.1 Application Submission

Applicants must:

- Specify whether applying for **Accreditation** or **Verification**
- Submit a completed an online AIcpdS CPD Application Form and pay the applicable fee through www.AIcpdS.org.au .
- Provide all required documentation, on AIcpdS templates, including, but not limited to:
    - Design and delivery plan
    - Gaps Analysis Report including contemporary, local citations
    - Competency Goals
    - Feedback and Evaluation Form
- Align to all components of 'The Standards' set by the AIcpdS, ensuring sector regulatory standards are met
- All sponsors and third-party organisers must provide a declaration and attestation confirming that educational content is developed independently and remains free from marketing, promotional, or commercial influence.

- Provide attending delegates with a post-activity evaluation within 7 days of activity completion
- Review, implement, track key learnings with stakeholders involved in the activity

3.2 Application Assessment

Applications are assessed by the AIcpdS Specialist Education Committee. Additionally, applications for **CPD Accreditation** will be assessed by a minimum of three independent, randomised, blind selected, peer reviewers within the scope of practice of which the application relates to.

3.3 Application Outcome

Activities that meet all AIcpdS standards and requirements will be approved and granted CPD Accreditation or Verification status.

3.3.1 Approved Applications

For approved applications, AIcpdS will determine the:

- CPD Category (Accredited or Verified).
- CPD hours (or points) allocated, excluding non-educational components such as breaks.
- Applicable CPD domain(s) or scope of practice area.

3.3.2 Unapproved Applications

Applicants of unapproved applications will be offered one-off, detailed feedback and an opportunity to amend and re-apply at no cost.

Additional feedback will incur a fee, payable by the applicant prior to the provision of feedback.

3.3.3. Appeal of Outcome

Applicants whose application was not approved, may appeal the outcome as prescribed in the Australian Institute of CPD Standards 'Application Appeals Policy' (Appendix 1).

3.3.4 Notification of Outcome

Applicants will be notified the outcome of their application via email no later than 15 working days after submission.

3.3.4 Applications pending approval

AIcpdS may deem an application to be 'pending approval' in the following circumstances:

- Additional evidence-based, information has been requested by registered industry stakeholders to support their internal auditing of CPD for their members

3.3.5 Register of Applications

The AIcpdS maintains a register of all applications, including their approval status.

3.4 Approval Duration

One-off activities: Approval remains valid until completion.

Ongoing activities: Date stamped for the calendar year in which approval is granted. For each year thereafter, a 're-review application' is required for an updated trust mark and Certificate of Completion.

Applicants must advise AIcpdS of any substantive content, format, or delivery changes for re-assessment.

4. LOSS OR WITHDRAWAL OF CPD RECOGNITION

AIcpdS reserves the right to revoke CPD Accreditation or Verification if:
- Program content or structure changes without notification and re-assessment.
- Ethical or professional concerns are raised regarding the activity or provider.
- The provider does not supply attending delegates OR implement relevant feedback learnings attained through the evaluation process or does not show a commitment to continuous improvement.

5. POLICY AND PROCEDURE REVIEW

Timeframe for review: Every two (2) years or earlier if required.

Responsibilities:

- **Document authorisation:** CPD Standards Committee

- **Document implementation:** Managing Director

- **Document maintenance:** Managing Director

Australian Institute of CPD Standards
Application Appeals Policy and Procedure

Purpose

This policy and procedure outlines the process for applicants to appeal decisions made throughout adjudication processes regarding CPD accreditation or verification applications that result in unapproved status.

1. Eligibility for Appeal

Applicants may lodge an appeal if at least one of the following criteria applies:
- A procedural or administrative error occurred that may have affected the outcome.
- New or additional information relevant to the application is available that was not included in the original submission. **Note:** Additional supporting information may be submitted **once only**.
- The applicant believes the decision was made without appropriate consideration of the evidence provided.

Important: Appeals based solely on disagreement with the outcome, without supporting grounds, will **not** be considered.

2. Appeal Submission Process

To lodge an appeal, applicants must:
- **Submit a written appeal via email** within **14 calendar days** of the date of notification of the unapproved outcome.
- Include the following information:
  o Applicant's name and contact details.
  o Unique Activity ID number of the original application.
  o Detailed statement outlining the grounds for appeal.
  o Any new or additional supporting documentation.
- Email the appeal to: **applications@AIcpdS.org.au**
  Subject line: *CPD Appeal – [Applicant Name and Unique Activity ID]*

3. Appeal Review Procedure

- The appeal will be reviewed by a panel independent of the original assessment team.
- The panel will assess whether the appeal meets the eligibility criteria and whether there are valid grounds for reconsideration.
- The applicant may be contacted for clarification or additional information.

4. Timeframe for Resolution

- Appeals will be acknowledged within **5 business days** of receipt.
- A written outcome will be provided within **30 calendar days**, unless further investigation is required. In such cases, the applicant will be notified of the revised timeframe.

5. Possible Outcomes

The panel may decide to:
- Uphold the original decision.
- Overturn the decision and grant accreditation/verification.
- Request a resubmission with specified amendments.

All decisions made by the appeal panel are final.

6. Support and Enquiries

If you need assistance in understanding the appeals process or in preparing your appeal, please contact: **applications@AIcpdS.org.au**