

Society of Australian Sexologists LTD Continuing Professional Development (CPD)

CPD Endorsement Application

1.1 CPD ENDORSEMENT

CPD Endorsement is a Quality Assurance process whereby CPD activities are assessed and endorsed against a set of quality criteria. The purpose of endorsing CPD activities is to:

- Provide quality assurance to Psychosexual Therapists and Sexuality Educators by applying minimum Quality Standards to endorsed CPD activities
- Provide Psychosexual Therapists and Sexuality Educators guidance as to which activities might be appropriate for their professional development needs, by advertising endorsed activities in a standardised template that outlines target audience, presenter credentials, activity rating, and learning outcomes
- Promote and encourage ongoing commitment to Psychosexual Therapists and Sexuality Educators professional standards

1.2 EXTERNAL CPD PROVIDERS

CPD Endorsement may be requested by external providers of CPD activities, by following the application process within this document. Gaining endorsement for CPD activities allows external providers to promote their activities as being of quality standard suitable for the professional development of Psychosexual Therapists and Sexuality Educators.

Once endorsed, an external CPD provider has the authority to use the 'SAS Endorsed' logo (pictured below). The endorsed activity will be listed on the SAS CPD Events Page using the standardised promotional template.



2 SAS CPD QUALITY STANDARDS

All CPD Activities undergoing the Endorsement and Quality Assurance process (including all SAS hosted CPD Activities, and external CPD providers who choose to apply for endorsement) are bound by the following Quality Standards:

1. Content Standards

- 1.1. Content is relevant to Psychosexual Therapists and Sexuality Educators
- 1.2. Content is based on recognised or evidence-informed/based practice and/or theory

2. Educational Standards

- 2.1. Learning outcomes are explicit
- 2.2. Activity is facilitated by persons with relevant experience and/or qualifications that exceed the content level of the activity¹
- 2.3. Activity is supported by a clinically accredited member of SAS²
- 2.4. Learners are given opportunity to engage in active learning³
- 2.5. Learning is monitored to determine identified learning objectives are achievedⁱⁱⁱ
- 2.6. Attendees participate in evaluation and feedback of the activityⁱⁱⁱ

3. Ethical Standards

- 3.1. When presenting information based on real-world scenarios, care has been taken to de-identify all personal information. Where this is not possible, informed consent has been obtained in writing from all involved.

Interactive CPD Activities and external providers seeking endorsement must meet all Quality Standards.

¹ If the application is from a member of the Society of Australian Sexologists, relevant experience and/or qualifications is deemed to be clinical accreditation. If not, then the CPD activity needs to be supported by a clinically accredited member.

² It is the responsibility of the applicant to approach and negotiate with a clinically accredited member to support the education program.

³ SAS recognises that learning occurs in a multitude of ways. Passive Learning opportunities form a valuable tool in Professional Development, even where they do not fit in with the Educational Standards listed above for Active Learning activities. All programs must be held to appropriate quality standards, allowing Psychosexual Therapists and Sexuality Educators to locate opportunities that are relevant and appropriate. Lack of fulfilment of QS 2.3, 2.4, and 2.5 will not preclude passive learning opportunities from receiving Quality status.

3 ENDORSEMENT APPLICATION PROCESS

1. Apply for the endorsement for your activity by completing the application form at the end of this document.
 - It is the responsibility of the applicant to gather all information requested by the form in order for their application to be processed.
 - Allow 6-8 weeks for your application to be processed.
 - The SAS Endorsement logo must **not** be used to advertise your CPD activity during the application process.
2. If successful, you will receive an endorsement registration number from SAS.
At this time:
 - You will receive the SAS Endorsed logo for use on all advertising for your activity
 - Your activity will be added to the Events Page of the SAS website.
3. During and immediately after your activity:
 - Provide feedback forms to attendees. SAS Activity Feedback forms are available on request if required.
 - Take a record of attendance. Maintain a record of successful attendees for two years after the activity.
 - Issue written evidence of completion to each successful participant.

3.1 OUTCOME OF ENDORSEMENT

3.1.1 Successful Applications

If your application for endorsement is successful, you will receive written notification by email within 6-8 weeks of your application. The email will contain:

- Confirmation of endorsement
- The date of expiry for your endorsement
- Endorsement Reference Number
- 'SAS Endorsed' logo, for use on your advertising material
- Confirmation that your activity has been added to the Events Calendar on the SAS website
- SAS Feedback Form (if requested), to be provided to attendees at the completion of the activity

3.1.2 Unsuccessful Applications

If your application for endorsement is rejected, you will receive written notification by email within 6-8 weeks of your application. The email will contain a list of reasons why your activity was not deemed successful.

Unsuccessful applicants may choose to revise their CPD activity based on the feedback received. In this instance the applicant may resubmit the same activity, with revisions, on one occasion for further consideration within a 6 week period at no additional charge. Further considerations, either after this time period, or more than once will require payment of fees.

3.2 ADMINISTRATION FEES

Applications for endorsement will attract an administration fee as outlined in the table below.

Please note that this fee is to cover administrative costs, and is not a guarantee of successful endorsement. Refunds will not be provided if your activity receives and unsuccessful assessment.

	Individual one-off activity	4 or more activities
Not for Profit sector (where activity is offered at nil cost to Members. e.g., clinical education or small-scale/in-house SAS meetings) SAS Accredited Higher Education Provider	No charge	No charge
Individual Training Provider (Member)	\$50.00	\$125.00
Individual Training Provider (non-member) Other Academic Study Programs Not for Profit sector (where learners pay a fee to attend)	\$150.00	\$500.00
All other providers (incl. Non-SAS Accredited Higher Education Provider)	\$300.00	\$1,000.00

4 CPD ENDORSEMENT APPLICATION FORM

Where necessary, additional documentation may be attached to support your application

4.1 APPLICANT DETAILS

Contact person: _____

Phone: _____

Email: _____

4.2 PAYMENT

Please indicate your application category (refer to fee schedule on previous page):

Category	Yes	No
Not for Profit (where activity is offered at nil cost to Members. e.g., clinical education or small-scale/in-house SAS meetings) SAS Accredited Higher Education Provider		
Individual Training Provider (Member)		
Individual Training Provider (non-member) Other Academic Study Programs Not for Profit sector (where learners pay a fee to attend)		
All other providers (incl. Non-SAS Accredited Higher Education Provider)		

4.3 ACTIVITY DETAILS

The answers to these questions will be used by the National Accreditation Officer to upload your endorsed activity onto the Events Page of the SAS website.

Please ensure all date and activity information provided for the website is accurate and complete for the entire period of endorsement. While SAS will make every effort to assist with infrequent changes, we have limited capacity to provide ongoing updates to your listing on our website.

Have you received SAS endorsement for **this activity** in the past?

Yes

If yes, please provide Endorsement Reference Number (if known)

No

Title of Activity:

Dates:

Duration (in hours):

Location(s) of Activity:

If using multiple locations, please be very clear which dates belong to which venue – this will assist us in listing your activities correctly on our website.

Cost to Members / non-Members:

Registration details:

Please provide the website / email / phone number for registering for the activity

Presenters (QS2.2):

*Please attach a brief CV for each presenter/facilitator outlining their experience and/or qualifications **in the content of the activity.***

Short Description:

2 sentence overview, to be used in the summary listing of the events page

Long Description:

1 or 2 paragraphs marketing the activity, to be used in the activity details on the events page

Learning Objectives (QS2.1):

Learner Prerequisites:

*What skills and / or knowledge (if any) are assumed amongst your attendees, **beyond entry level Psychosexual Therapists and Sexuality Educators skills/knowledge?** (leave blank if no prerequisites)*

Target audience's level of competency

	General: Appropriate for all levels of the profession
	Entry: Graduated within the previous 2 years, or new to the content area
	Advanced: Assumes 2 or more years of experience in the content area
	Expert: Several years' experience in the content area required

4.4 QUALITY STANDARDS

This section contains additional questions to ensure the endorsed activity has met the remaining Quality Standards not covered by the questions above. Dot point answers are sufficient – the information given here will not be used on the website.

All questions must be answered.

QS1.1 Explain briefly how this activity is of benefit Psychosexual Therapists and/or Sexuality Educators:

QS1.2 Demonstrate that the activity is based on recognised or evidence-informed/based practice and/or theory:

QS2.3 Describe briefly the delivery methods utilised, highlighting opportunities for active engagement of your learners (e.g. group discussions, Q&A sessions, exercises etc):

QS2.4 Explain how you will ensure that identified learning objectives are achieved:

QS2.5 Identify which feedback form you will be providing for your attendees (QS:

I have my own feedback form (please attach) [Survey Monkey- reveals confidential details of the course]

Please send me the SAS Feedback form

QS2.6 Has this CPD Activity's learning and teaching/training plan been supported by a Clinical Psychosexual Therapist (or in case of educators, Clinical Sexuality Educator)?

Yes By Whom

No Why not?

QS3.1 For content based on real-world scenarios, has all personal information been de-identified; or has informed consent been obtained in writing from all involved?

Information de-identified

Consent obtained in writing

Not applicable

5 SUBMITTING YOUR APPLICATION

5.1 CHECKLIST

Have you included the following documentation?

<input type="checkbox"/>	All fields in form completed
<input type="checkbox"/>	Brief CV for each presenter
<input type="checkbox"/>	Flyer (pdf format) for upload to the SAS Events page
<input type="checkbox"/>	Additional documentation attached

5.2 SAS CONTACT

Please contact the National Accreditation Officer via email

Please Note: Your Endorsement administration fee must be received by the SAS before your application can be processed. Administration fees are laid out on page 4 of this document. This fee is to cover administrative costs, and is not a guarantee of successful endorsement.

Payments can be made by:

Cheque or Money Order	Direct Deposit
Payable to: Society of Australian Sexologists Ltd	BSB: 633 000 Account: 168 632 941 <i>Deposit details must include "CPD: Activity Name" as reference</i>

Please allow 6-8 weeks from the receipt of your complete documentation and payment for your application to be processed.

6 ENDORSEMENT APPROVAL AND QUALITY ASSURANCE CHECKLIST

Office use only

Title of Activity _____

Contact Person _____

QUALITY STANDARD

	Yes	No	NA
1. Content			
1.1 Content is relevant to Psychosexual Therapists and/or Sexuality Educators			
1.2 Content is based on recognised or evidence-informed/based practice and/or theory			
2. Educational Standards			
2.1 Learning outcomes are explicit			
2.2 Activity is delivered by persons with relevant experience and/or qualifications that exceed the content level of the activity			
2.3 Learners are given the opportunity to engage in active learning			
2.4 Learning is monitored to determine identified learning objectives are achieved			
2.5 Attendees participate in evaluation and feedback of the activity			
2.6 has the learning & teaching/training plan been supported by a Clinical Member			
3. Ethical Standards			
3.1 All personal information has been de-identified, or informed consent has been obtained to use content based on actual scenarios			
4. Administrative			
4.1 Payment has been received in full			
4.2 Applicant details complete			
4.3 Activity details complete			
4.4 Activity has been rated for depth and focus of content			

Supported by (clinical member):

Endorsement Granted?

Reference Number:

Authorised By:

Date Authorised:

Expiry Date:

Uploaded to Events Page:
