# Continuing Professional Development Guidelines

Continuing Professional Development (CPD) is essential for maintaining the knowledge, skills, and ethical standards expected of AUSactive accredited professionals. These guidelines provide a framework to support lifelong learning, promote industry compliance, and the delivery of safe, effective, and evidence-based services.

By actively engaging in CPD, professionals uphold the integrity of their accreditation and contribute to the advancement of the industry.

## Continuing Professional Development Points

CPD points are aligned with completing relevant professional development associated with a wide range of activities to help our members achieve their professional development obligations. CPD points are allocated according to the quality and duration of an education program, activity or event. Those that include an assessment of knowledge and skill often have higher CPD points.

Accredited Professionals agree to obtain at least: **20 CPD points** every **2 years**.

### Please refer to the following guidelines for details of recognised continuing professional development activities:


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# AUSactive Approved Courses or Events

AUSactive

### What is it?

AUSactive has a formal process for education providers to submit their education for a quality review by independent assessors.

Education that carries the approved CPD logo has undergone a thorough review, assessed against quality education criteria, to verify the education and presenters meet minimum industry endorsed standards. There are around 800 approved courses to choose from that cover a wide range of topics.

### CPD Eligible

Approved courses range from 1-15 CPD points. Courses requiring greater than 100 hours meeting foundation registration requirements for registration are allocated 20 CPD points. There is no limit on the number of approved courses you can complete. It is recommended that you select courses relevant to your professional growth and goals.

### Evidence

CPD providers will issue you with a certificate of completion. Upload your certificate into your CPD diary by logging in to your professional dashboard.

### Examples

Visit the CPD directory to search a range of topics, including but not limited to:

- Business and marketing
- Boxing for fitness
- Group exercise
- Pilates
- Yoga
- Tai Chi

# AUSactive Exclusive Education

### What is it?

AUSactive offers a range of professional development activities that is exclusively available for members. These include courses, live webinars and courses on the iLearn platform, that cover essential knowledge areas, including risk management, mental health and exercise referral.

### Evidence

Completion of these courses will be automatically recognised in your AUSactive member CPD diary. We encourage you to download your certificate for safe keeping.

# Formal Vocational Education

## What is it?

AUSactive Registered Professionals can obtain CPD points for successful completion of a VET fitness or Pilates qualification or unit of competency from a recognised qualification or skill set that aligns with the Scope of Practice for AUSactive Registered Professionals.

## CPD Eligible

5 CPD points are applicable per unit of competency completed in the following courses;

- SISSS00128 GEL skill set
- Certificate III in Fitness (SIS30321)
- Certificate IV in Fitness (SIS40221)
- Government accredited Certificate IV, Diploma or Advanced Diploma in Pilates or yoga
- Units of competency completed from other VET qualifications that align with the Scope of Practice for AUSactive Registered Professionals

20 CPD points are applicable for the successful completion any of those qualifications listed above

## Evidence

You must supply an official signed statement of attainment/record of results that includes:

- Relevant unit codes and titles that are aligned with the Scope of Practice for AUSactive Registered Professionals
- Results attained
- Date completed (or the statement of attainment indicates which month and year the unit was completed in)
- Registered Training Organisation

# Completion of a University Exercise Science Subject

AUSactive

### What is it?

AUSactive Registered Professionals can obtain CPD points for successful completion of a Higher Education Exercise Science or related subject. This must be a tertiary or post graduate level subject that is recognised within the Australian Qualifications Framework and alignes with the Scope of Practice for AUSactive Registered Professionals.

### CPD Eligible

20 CPD points per subject

### Evidence

You must supply an academic transcript or record of results that includes:

- Relevant subject codes and titles that alignes with the Scope of Practice for AUSactive Registered Professionals
- Results attained
- Dates completed (or the academic record/transcript indicates which month and year the subject was completed)

### Examples

- Exercise programming and prescription
- Anatomy unit
- Physiology unit
- Biomechanics unit
- Exercise psychology unit
- Nutrition unit

# First Aid & Cardiopulmonary Resuscitation (CPR)

### What is it?

CPD points for successful completion of nationally endorsed VET units for First Aid & Cardiopulmonary Resuscitation (CPR).

### CPD Eligible

Provide cardiopulmonary resuscitation (CPR - HLTAID009)

- 1 CPD point per year

Provide First Aid (HLTAID011)

- 3 CPD points every 2 years

### Evidence

You must supply an official signed statement of attainment/record of results that includes:

- Relevant unit codes and titles
- Date completed
- Registered Training Organisation

Uploading your documentation in the CPR and/or First Aid sections will trigger CPD points to be automatically recognised in your AUSactive member CPD diary.

# Affiliated Education

AUSactive

## What is it?

Affiliated Education refers to courses, programs or events that may not be currently approved by AUSactive, but have received approval/ accreditation by other credible organisations or associations referred to below (AUSactive may accept other organisations at its discretion). The majority of the program/event must contain education within the Scope of Practice for AUSactive Registered Professionals.

Organisations Recognised:

- Academy of Applied Personal Training Education;
- American Council on Exercise;
- American College of Sports Medicine;
- Australian Council for Health, Physical Education & Recreation;
- Australian Physiotherapy Association;
- Australian Pilates Method Association*
- Australian Skills & Quality Authority;
- Collegiate Strength & Conditioning Association;
- Dietitians Australia Association;
- Exercise Sports Science Australia;
- Europeactive;
- Health & Fitness Association (IHRSA);
- ICREPs member associations
- National Coaching Accreditation Scheme (Australian Sports Commission);
- National Council on Strength and Fitness;
- National Strength and Conditioning Association;
- Osteopathy Australia;
- PD:Approval (UK REPs);
- Pilates Alliance Australasia*
- Pilates Method Alliance*
- Sports Dietitians Australia;
- Sports Medicine Australia;
- The Cooper Institute.
- Wushu Tai Chi & Qigong Australia*
- Yoga Alliance*
- Yoga Australia*

## CPD Eligible

1 CPD point per 2 hours education time (a minimum of 2 hours education is required).
Maximum CPD claimable over 2 years:
Level 1 & 2 - 10 CPD points
Level 3 - Maximum not applicable

## Evidence

You can upload your affiliated education evidence via your dashboard. This must include:

- Evidence of participating in the program/event (i.e. Certificate of completion or attendance).
  - This evidence must clearly identify the authorised association/organisation approving this form of education; and
- A link to the course page or course outline.

## Examples

- Completing a Sports Dietitians Australia course.
- Attending an Exercise Sports Science Australia conference.

*Affiliated Education provides the opportunity for AUSactive Professionals to develop their knowledge and networks in fitness, health, sport and recreational industries however, it's important to note that it doesn't extend the Scope of Practice for AUSactive Registered Professionals.*

* Registered Pilates, Tai Chi and Yoga Professionals that complete third party approved education from these associations may be eligible to obtain 1 CPD per 1.5 hours of education time (capped at 15 CPD points for any one program), irrespective of their registration level. This is subject to change post July 2026.

# Self-Directed Learning

## What is it?

Self-directed learning refers to professionals researching, reading, viewing or listening to the following evidence and research-based resources with appropriate learning aligning with the Scope of Practice for AUSactive Registered Professionals:

- Peer-reviewed research article
- Research based publications endorsed by an Association, Government or Universities
- Podcast
- Webinar
- Lecture

## CPD Eligible

1 CPD point per resource.

10 CPD points maximum can be accumulated over 2 years.

Podcasts, lectures and webinars must be a minimum of 50 minutes in duration. You may combine multiple resources to reach the minimum duration.

## Evidence

You can upload your self directed learning evidence via your dashboard. Go to your CPD Diary and click “New Entry” then “Log Other Professional Development Activities”. Choose the option for “Self-Directed Learning”, enter the details in the form and submit.

## Examples

Journals

- British Journal of Sports Medicine
- Journal of Sport and Health Science
- Exercise and Sport Sciences Reviews
- Medicine & Science in Sports & Exercise
- Journal of Applied Physiology
- Journal of Science and Medicine in Sport

Podcasts

- British Journal of Sports Medicine Podcast
- NSCA’s Coaching Podcast
- Sports Medicine Project

# In-House Training

## What is it?

Hands-on instruction and skill development sessions organised by an employer. This training typically focuses on the practical applications of the job role that aligns with the scope of practice of the professional within the context of their workplace.

## CPD Eligible

1 CPD point per 1 hour of learning.
16 CPD points maximum can be claimed over 2 years.

## Evidence

You can upload your evidence via your dashboard. You must obtain a letter from your employer, on company letterhead, detailing the following information:

- Company name and address
- Letter date
- Name of AUSactive Registered Professional
- Number of hours of professional development/ training completed
- Dates of professional development/ training completed
- A description of the professional development/ training including:
  - Practical and/or theory components
  - Learning outcomes of training
  - Professional skills/tasks that have been taught to students
  - Program presenter – name, position and name of organisation/company
  - Duration of the program assessment task(s) if any
  - Location of program
  - Signature of the centre manager or supervisor

## Examples

- Guest expert runs a group exercise upskilling session with staff.
- Experienced professional delivers a seminar on mat-based movements.
- Manager delivers a training session on new sales initiative.
- Facility runs an onboarding or refresher education session for new staff.

# Teaching a Course or Qualification

## What is it?

Professionals who are teaching (includes lecturing and assessing) in the following formal education are eligible for CPD points:

- VET fitness qualifications (GEL skill set, Certificate III and IV in Fitness)
- Government accredited Pilates or yoga courses (Certificate IV, Diploma or Advanced Diploma of Pilates or yoga) or; Tertiary and post graduate level subjects that are recognised within the Australian Qualifications Framework and aligned with the Scope of Practice for AUSactive Registered Professionals; or
- CPD approved program or event*

## CPD Eligible

1 CPD point per 2 hours of teaching.
Maximum CPD claimable over 2 years:
Level 1 & 2 - 10 CPD points
Level 3 - Maximum not applicable

## Requirements

To obtain CPD recognition you must:

- Have a minimum of 2 years of experience in the field that you are teaching.

## Evidence

A signed letter from your employer (on organisation letterhead) confirming teaching hours of units/subjects aligned with the relevant Scope of Practice.

*CPD providers cannot issue themselves with a certificate of completion for completing their own course/s.

# Professional Mentoring

## What is it?

AUSactive Registered Professionals can obtain CPD points for engaging in a formal mentoring agreement, after completion of the complementary iLearn Mentor Education Webinar. Both the mentor and mentee are eligible for CPD points.

## CPD Eligible

1 CPD point per hour
Maximum CPD claimable over 2 years:
Level 2 - 10 CPD points
Level 3 - 16 CPD points

## Requirements

- The mentor and mentee should be registered with AUSactive.
- Mentors must have at least 5 years' experience.
- Mentoring sessions must align with the Scope of Practice for AUSactive Registered Professionals.
- Written documentation must be maintained for all relevant sessions.

## Evidence

You can upload your professional mentoring evidence via your dashboard. An email or letter, in pdf format, must be provided by the AUSactive Professional that includes the following information:

- Goals and session outcomes. All sessions must cover skills and knowledge that lie within the relevant Scope of Practice for AUSactive Registered Professionals of and abide by AUSactive's Code of Ethical Conduct
- A completed table of activities, outcomes, dates, hours, reflection from mentee, and further recommendations from mentor
- Signed confirmation by the mentor and mentee.

## Examples

- A personal trainer working with a more experienced professional to develop their skills when working with older adults.
- A Pilates methods teacher developing business growth strategies with the help of an experienced mentor.

# Student Mentoring

## What is it?

AUSactive Professionals can obtain CPD points for mentoring students enrolled in nationally recognised fitness or exercise science qualifications and Pilates or yoga government accredited courses.

## CPD Eligible

1 CPD per 2 hours
Maximum CPD claimable over 2 years:
Level 2 - 10 CPD points
Level 3 - 16 CPD points

## Requirements

To obtain CPD recognition you must:

- Have a minimum of 2 years of experience in the field that you will be teaching/mentoring

## Evidence

You can upload your student mentoring evidence via your dashboard. An email or letter must be provided by the RTO or Higher Education provider for the purpose of awarding CPDs to the mentor. This must include a summary of:

- Mentor's AUSactive Professional Registration details (include registration number)
- Number of hours spent mentoring or directly supervising
- Relevant units of competency or course codes within the qualification or government accredited course that the student is undertaking
- Professional skills/tasks that have been taught to the student
- Goals and session outcomes
- All sessions must cover skills and knowledge that lie within the relevant Scope of
- Practice and abide by AUSactive's Code of Ethical Conduct
- A completed table of activities, dates, hours, reflection from mentee, and further recommendations from mentor.

## Examples

- Mentoring a student /or group of students completing placement hours in a fitness facility.
- Yoga teachers mentoring yoga students completing their instructor training practicum requirements.

# Authoring Research

## What is it?

AUSactive Registered Professionals may apply for CPD points for authoring published peer-reviewed research articles within an exercise science, fitness, aqua exercise, Pilates, tai chi, yoga or related field that aligns with the Scope of Practice for AUSactive Registered Professionals.

## CPD Eligible

20 CPD points per article published where you are the designated lead author.

5 CPD points per article published where you are a contributing author.

## Requirements

The research must be published in a credible journal. The following definitions apply:

- Research-based: An accumulation of facts, based on scientific evidence identified
- Peer-reviewed: Research reviewed and assessed by experts in the respective field

## Evidence

You can upload your evidence via your dashboard. A copy of the first page or abstract showing the title and authors, with the following statement written alongside the article:

“I <insert full name, last name> acknowledge that I was the lead author or contributing author for this published peer-reviewed research article published in the journal of <insert name of journal> on <insert date published>. <insert signature>.”

## Examples

- Publishing a peer-reviewed research article demonstrating the correlation between exercise and mental health.
- Publishing a peer-reviewed research article investigating the optimal exercise intensity for children to reduce the risk of cardiovascular disease.

# Community Engagement

## What is it?

AUSactive Registered Professionals who volunteer their time to present or deliver sessions to groups of the community, have the opportunity to attain CPD points for educating those who struggle to access fitness and exercise services or quality health information.

## CPD Eligible

1 CPD per 2 hours of accumulated activity

Up to 10 CPD points claimable every 2 years

## Requirements

AUSactive Registered Professionals will need to outline how their presentation/activity was able to assist potentially at-risk sectors of the community (e.g. aged population, special needs, low socioeconomic status area, limited access to quality health education, regional areas etc.).

*Sessions must be on a pro-bono basis and not be paid or form part of a work activity (e.g. a free session as part of a membership drive).

## Evidence

You can upload your community engagement evidence via your dashboard. You must provide a formal letter, supported by a staff member of the collaborating organisation. This must detail:

- Name of AUSactive Registered Professional
- Organisation/group presented to (and supporting representatives name)
- Date/s and number of hours of each volunteering occasion completed
- Presentation/session notes (if audited)
- A description of the volunteering activities including:
  - Brief description of the type of service delivered (e.g. fitness presentation, Pilates or yoga program) and how the activity improved upon identified social determinant of health impacting the chosen community.
- A signed declaration confirming the hours completed are true, accurate and were completed on a pro-bono basis.

## Examples

- Delivery of a pro bono stretching education session, in collaboration with a charity/not-for-profit organisation initiative.
- Running a free group exercise class for local senior citizens.
- Delivering a free yoga session to a local school.

# Peer Observation

## What is it?

AUSactive Registered Professionals may apply for CPD points from peer observation tasks if they can show severe hardship in accessing appropriate CPD programs due to remoteness or isolation.

Peer observation is a process where one person observes a colleague in the execution of their job and completes a related learning template during and/or shortly after the observation. Peer observation may be used for many different purposes e.g. training, performance appraisal or professional development.

## CPD Eligible

1 CPD points per 1 hour observed session, up to a maximum of 6 CPD points claimable over 2 years.

## Requirements

Structured peer observation should meet the following criteria:

- The observed AUSactive Registered Professional must be currently registered with AUSactive in the appropriate category
- The observed AUSactive Registered Professional must have agreed to being observed
- The class or training session that will be observed must be 60 minutes duration
- A signed Peer Observation task template must be submitted for each observation

## Evidence

To apply for peer observation:

1. Contact AUSactive via email info@ausactive.org.au or call 1300 211 311 to be sent the peer observation task template
2. Arrange your observation with your colleague
3. Conduct the observation and complete the peer observation tasks

## Examples

- Observing an experienced colleague complete an onboarding session for a new client.
- Observing an instructor teaching a new routine to a group class of older adults.

# Self Reflection and Professional Planning

## What is it?

Self-reflection allows professionals to critically assess their professional practice and service offering. This reflection should highlight strengths and areas for improvement. To address areas of improvement professional planning builds on this by setting clear development goals and ensuring ongoing learning to stay current and compliant industry developments and expectations. Together, they support safer practice, career growth, and improved client outcomes.

## CPD Eligible

1 CPD point per year.

## Evidence

To be recognised:

1. Download the AUSactive professional development plan template located in the resources section of your dashboard.
2. Complete your professional development plan in as much detail as possible.
3. Upload your professional development plan to your CPD diary.

## Examples

- Identifying specific courses you'd like to complete and the dates when you'll attend.
- Describing areas for improvement and what you plan to do to address those.

# Industry Meetings

## What is it?

Formal meetings organised by professional associations, industry bodies, or relevant stakeholders attended by multiple organisations to discuss industry topics e.g., current trends, best practices within the industry.

## CPD Eligible

5 CPD points every year.

## Evidence

You can upload your industry meeting evidence via your dashboard. Go to your CPD Diary and click “New Entry” then “Log Other Professional Development Activities”. Choose the option for “Industry Meetings”, enter the details in the form and submit.

## Examples

- AUSactive formal meetings – board; council; committee; advisory groups