

# Continuing Education System Guidelines

AUSActive CEC approval for education and professional development

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## AUSActive approved programs and events

As a Registered Exercise Professional (REP), Registered Pilates Professional (RPP) and/or Registered Yoga Professional (RYP), part of your ongoing professional development to remain in the AUSActive Register of Professionals, requires you to obtain a minimum number of CECs within your registration period. 10 CECs are required if you hold a 12-month registration and 20 CECs are required if you hold a 24-month registration. CECs are allocated according to the quality and duration of an education program, activity or event. Those that include an assessment of knowledge and skill gained have higher CECs.

You can choose from over 750 approved CEC programs, events and publication/exams, available via various modes of delivery (face to face, online and distance) relevant to your professional scope, listed in the CEC Directory:

[www.ausactive.org.au/courses](http://www.ausactive.org.au/courses)

## Other activities

You may also be able to obtain CECs from other activities recognised or provided within Australia. CECs are applicable to the below education activities because they have relevance to an AUSActive Professionals practice and aligns with and supports their relevant Scope of Practice: <https://ausactive.org.au/scopeofpractice>

All professional development activities should be continually updated in your CEC Diary within your AUSActive dashboard.

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### Completion of a VET Fitness Qualification, Unit of Competency or Pilates or Yoga Government Accredited Course

AUSActive Professionals can obtain CECs for successful completion of a VET fitness qualification or unit of competency from the Group Exercise Leader (GEL Skill Set), Certificate III or Certificate IV in Fitness or a government accredited Pilates or yoga course.

**CECs applicable:** 5 CECs per unit of competency from the SISSS00128 GEL skill set, SIS30321 or SIS40221 fitness qualifications and from government accredited Pilates or yoga courses (excluding completion of *HLTAID011 - Provide first aid* unit and *HLTAID009 - Provide cardiopulmonary resuscitation* unit – refer to page 2).  
20 CECs are applicable for the successful completion of the GEL skill set, Certificate III and IV in Fitness and a Certificate IV, Diploma or Advanced Diploma of Pilates or yoga.

**Evidence required:** You must retain 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 Professionals](#)
- Results attained
- Date completed (or the statement of attainment indicates which month and year the unit was completed in)
- Registered Training Organisation

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

### Renewal of a First Aid & Cardiopulmonary Resuscitation (CPR)

AUSactive Professionals can obtain CECs for successful renewal of the First Aid & Cardiopulmonary Resuscitation (CPR) below VET units.

**CECs applicable:**

- 1 CEC for completion of *HLTAID009 (previously HLTAID001)*
  - Provide cardiopulmonary resuscitation unit
- 3 CECs for completion of *HLTAID011 (previously HLTAID003)*
  - Provide first aid unit

*Note:* The maximum CECs that can be earned in any given registration period is:  
 HLTAID001/HLTAID009 - Provide cardiopulmonary resuscitation unit | up to 2 CECs  
 HLTAID003/HLTAID011 - Provide first aid unit | up to 3 CECs

**Evidence required:** You must retain an official signed statement of attainment/record of results that includes:

- o Relevant unit codes and titles
- o Results attained
- o Date completed
- o Registered Training Organisation

This evidence should be uploaded into the CEC Diary by entering the course name as *Provide cardiopulmonary resuscitation (CPR) HLTAID001, First Aid & CPR (HLTAID003 & HLTAID001), Provide cardiopulmonary resuscitation (CPR) HLTAID009 or First Aid & CPR (HLTAID011 & HLTAID009).*

### Professional Mentoring

AUSactive Registered Professionals can obtain CECs for engaging in a formal mentoring agreement, after completion of the free [iLearn Mentor Education Webinar](#). Both the mentor and mentee are eligible for CECs.

#### Mentor requirements to attain CECs:

- Completion of the free iLearn Mentor Education Webinar (1 CEC)
- Must be registered with AUSactive as a Level 2 or 3 professional
- The mentee must be a professional whose goals lie within their relevant Scope of Practice
- Keep written documentation of all mentoring sessions as listed under mentor requirements

#### Mentee requirements to attain CECs:

- Completion of the free iLearn Mentor Education Webinar (1 CEC)
- Must be registered with AUSactive
- Mentor must have at least 5 years' experience in the area they are mentoring and relevant qualifications
- Keep written documentation of all mentoring sessions as listed under mentor requirements

#### CECs applicable:

A minimum of 3 hours is required

- Mentee - 1 CEC per 3 hours of mentoring, up to a maximum of 4 CECs per registration period
- Mentor (Level 2) - 1 CEC per 3 hours of mentoring, up to a maximum of 4 CECs per registration period.
- Mentor (Level 3) - 1 CEC per 3 hours of mentoring, up to a maximum of 10 CECs per registration period.

#### Evidence required:

An email or letter must be provided by the AUSactive Professional that includes the following information:

- o Goals and session outcomes. All sessions must cover skills and knowledge that lie within the relevant SOP of and abide by [AUSactive's Code of Ethical Conduct](#)
- o A completed table of activities, outcomes, dates, hours, reflection from mentee, and further recommendations from mentor
- o Signed confirmation by the mentor and mentee

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

### Student Mentoring through a structured RTO or Higher Education Mentorship Program

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

To obtain CEC recognition you must:

- Hold a minimum Level 2 AUSactive Professional registration (the registration categories you hold must be relevant to the skills and knowledge you are teaching/mentoring)
- Have a minimum of 2 years of experience in the field that you will be teaching/mentoring

**CECs applicable:** 1 CEC per 10 hours of student mentoring (a minimum of 10 hours education is required).

*Note:* The maximum CECs that can be earned in any given registration period is:  
 Level 2 AUSactive Professionals | up to 4 CECs  
 Level 3 AUSactive Professionals | up to 10 CECs

**Evidence Required:** An email or letter must be provided by the RTO or Higher Education provider for the purpose of awarding CECs 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.

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

### Teaching in VET Fitness Qualifications, Pilates or Yoga Government Accredited Courses, Higher Education or CEC Approved Programs

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

- 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 Professionals](#); or
- CEC approved program or event.

To receive CEC recognition as a teacher, you must:

- Hold a minimum Level 2 AUSactive Professional registration (registration categories must be relevant to the skills and knowledge you're teaching);
- Have a minimum of 2 years of experience in the field that you're teaching.

**CECs applicable:** 1 CEC per 2 hours of teaching (a minimum of 2 hours education is required).

*Note:* The maximum CECs that can be earned in any given registration period is:  
 Level 2 AUSactive Professionals | up to 4 CECs  
 Level 3 AUSactive Professionals | up to 10 CECs

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

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

## Affiliated Education

Affiliated Education will provide the opportunity for Level 2 & 3 AUSactive Registered Professionals to build their knowledge and skills as well as, building professional networks within health, wellness, recreation and sporting fields. The majority of the program/event must contain education within the [Scope of Practice for AUSactive Professionals](#) and must be approved/accredited by a recognised education provider/association listed below.

Programs/events approved by/or conducted by the following associations/organisations:

- 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 Skills & Quality Authority;
- Collegiate Strength & Conditioning Association
- Dietitians Australia Association;
- Exercise Sports Science Australia;
- Europeactive;
- International Health Racquet & Sportsclub Association;
- Members of the International Confederation of Registers for Exercise Professionals
- National Coaching Accreditation Scheme (Australian Sports Commission);
- National Council on Strength and Fitness;
- National Strength and Conditioning Association;
- Osteopathy Australia;
- PD: Approval (UK REPs);
- Sports Dietitians Australia;
- Sports Medicine Australia;
- The Cooper Institute.
- Pilates Alliance Australasia\*
- Australian Pilates Method Association\*
- Pilates Method Alliance\*
- Yoga Alliance\*
- Yoga Australia\*

**CECs applicable:** 1 CEC per 2 hours education time (a minimum of 2 hours education is required).

*Note:* The maximum CECs that can be earned in any given registration period is:  
 Level 2 REPs | up to 4 CECs  
 Level 3 REPs | up to 10 CECs

This can be accumulated via multiple approved programs/events attended.

**Evidence Required:** Eligible AUSactive Professionals must be able to provide the following information for each program/event

- Completed and signed [Affiliated Education Application](#) outlining information about the program/event and how it aligns with your professional goals and development as an AUSactive Professional;
- 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
- The associated program outline (indicating content & schedule of the program).
- This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

*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 Professionals.*

\* RPPs and RYPs that complete third party approved education from these associations may be eligible to obtain 1 CEC per 1 hour of education irrespective of their registration level. This is subject to change post November 2022.

### Completion of a Higher Education Exercise Science or Related Subject

AUSactive Registered Professionals can obtain CECs 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 aligned with the Scope of Practice for AUSactive Professionals.

**CECs applicable:** 15 CECs per subject

**Evidence required:** You must retain an official academic record/transcript that includes:

- o Relevant subject codes and titles that are aligned with the [Scope of Practice for AUSactive Professionals](#)
- o Results attained
- o Dates completed (or the academic record/transcript indicates which month and year the subject was completed)
- o This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

You may be asked for an official subject outline if you are selected for a random registration audit: [www.ausactive.org.au/audit-policy](http://www.ausactive.org.au/audit-policy)

### Self-directed Learning & Authoring Published Peer-reviewed Research

#### Self-directed Learning

AUSactive Registered Professionals may apply for CECs for researching and reading the following resources with appropriate learning within the [Scope of Practice for AUSactive Professionals](#) for AUSactive Professionals

i) Research based, peer reviewed journal articles.

**CECs applicable:** 1 CEC per article

ii) Research based publications endorsed by an Association, Government or Universities.

**CECs applicable:** 1 CEC per publication

#### Authoring Published Peer-reviewed Research

i) AUSactive Registered Professionals may apply for CECs for authoring published peer-reviewed research articles within an exercise science, fitness, aquaexercise, Pilates, yoga or related field that aligns with the [Scope of Practice for AUSactive Professionals](#) published peer-reviewed article where you are the designated lead author.

**CECs applicable:** 10 CECs per article published in your registration period

ii) Published peer-reviewed article where you are a contributing author.

**CECs applicable:** 5 CECs per article published in your registration period

*Research based: An accumulation of facts, based on scientific evidence identified*

*Peer reviewed: Research reviewed and assessed by experts in the respective field*

*Note: The maximum CECs able to be obtained via self-directed learning per registration period is 4 CECs.*

*The maximum CECs able to be obtained via authoring published peer-reviewed research per registration period is 10 CECs.*

#### Evidence Required:

##### Self-directed learning:

- o A copy of the first page or abstract showing the title and authors, with the following statement written alongside the article: "I <insert AUSactive Professional's first name, last name> acknowledge that I have read this professional resource in its entirety for educational purposes in order to develop my knowledge on <insert subject covered in line with the Scope of Practice> on <insert date read>. <signature of AUSactive Professional>."

[Example Article and Publication](#)

##### Authoring Published Peer-reviewed Research:

- o A copy of the first page or abstract showing the title and authors, with the following statement written alongside the article: "I <insert AUSactive Professional's 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 read>. <signature of AUSactive Professional>."

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

*Self-directed learning provides the opportunity for AUSactive Professionals to develop their knowledge however, it is important to note that it doesn't extend the Scope of Practice for Professionals.*

## Community Engagement

AUSActive Registered Professionals who volunteer their time to present to groups of the community, taking into account the social determinants of health identified by the [World Health Organisation](#) have the opportunity to attain limited CECs for educating those who struggle to access fitness and exercise services or quality health information.

AUSActive Registered Professionals will need to justify 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.). For example, you may deliver a pro bono education session, fitness, Pilates or Yoga services or exercise programs to a group, in collaboration with a charity/not-for-profit organisation initiative in-line with the [Scope of Practice for AUSActive Professionals](#).

**CECs applicable:** 1 CEC per 2 hours of accumulated activity, up to a maximum of 4 CECs per registration period (a minimum of 2 hours is required).

**Evidence required:** You must provide a formal letter, supported by a staff member of the collaborating organisation. This must detail:

- o Name of AUSActive Professional
- o Organisation/group presented to (and supporting representatives name)
- o Date/s and number of hours of each volunteering occasion completed
- o Presentation/notes (if audited)
- o A description of the volunteering activities including:
  - o *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.*
- o A signed declaration confirming the hours completed are true, accurate and were completed on a pro-bono basis.

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

## In-house Training

In-house training provides AUSActive Registered Professionals the opportunity to obtain CECs via workshops, seminars or other training offered by employers to their employees. Training must be aligned with the [Scope of Practice for AUSActive Professionals](#).

**CECs applicable:** 1 CEC per 3 hours of in-house training, up to a maximum of 4 CECs per registration period (a minimum of 3 hours is required).

**Evidence required:** You must obtain a letter from your employer, on company letterhead, detailing the following information:

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

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

## Peer Observation

AUSactive Registered Professionals may apply for CECs from peer observation tasks if they can show severe hardship in accessing appropriate CEC 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. Activities/exercise settings observed must be aligned with the [Scope of Practice for AUSactive Professionals](#)

**CECs applicable:** 1 CEC per hour observed session, up to a maximum of 3 CECs per registration period.

An AUSactive Professional who wishes to gain CECs through structured peer observation to must make sure the following criteria are met:

- The observed AUSactive Professional must be currently registered with AUSactive in the appropriate category
- The observed AUSactive 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

### How do I apply for Peer Observation?

1. Contact AUSactive via email [info@ausactive.org.au](mailto: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

This evidence should be emailed to [info@ausactive.org.au](mailto:info@ausactive.org.au)

Remember, you must keep a record of your participation or completion of all activities for audit and insurance purposes.

View the Audit Policy for AUSactive Registered Professionals: [www.ausactive.org.au/audit-policy](http://www.ausactive.org.au/audit-policy).