

# Information

## Course Accreditation

### 1. Background

An AHTA Accredited Course is a course that has not been developed by the AHTA. It is a course that is submitted via an application by an individual or organisation for the purpose of accreditation.

The applicant must be a credible individual or organisation committed to supporting the needs of practitioners in hand therapy. The course will be assessed to determine that it meets mandatory criteria.

The AHTA work with the applicant to assess and if successful, promote the accredited course appropriately, allowing the use of the AHTA course accreditation logo for the sole purpose of marketing the accredited course.

### 2. How much does course accreditation cost?

Each course submitted for accreditation will involve a flat, non-refundable, set application fee of \$AUD 500 plus GST payable on application. This is the **application fee**.

A separate, additional content-dependent fee will be determined by AHTA based on the estimated number of hours required to assess the course. This is the **content-dependent fee**.

The **content-dependent fee** is based on the length of the course and the time that it will take an assessor to assess the course. As a guide, a course that is between 2- 8 hours will incur a content-dependent fee of \$400; 9-15 hours \$750 and 16-20 is \$1000. If the course is over 21 hours, the AHTA will provide a quotation before commencement. These costs are exclusive of GST.

An **Audit** involves attendance at the course, by one of the AHTA assessors. The course developer will be required to pay reimbursements to the assessor such as travel and accommodation if required. The AHTA will endeavour to provide an assessor within the state or territory that the course is being conducted to minimise these costs. Payment to the Assessor to attend the course will be at the discretion of the assessor. The course developer will be advised in advance if this is necessary.

### 3. What does the application process involve?

Each course application must be submitted via an Application Form, located at the end of this document.

Course Accreditation applicants must use AHTA's Course Accreditation Application Form. If an applicant is applying for more than one course a separate application must be completed for each course.

The AHTA accepts and assesses applications quarterly.

December: Open on the 1st and close on the 31st December

March: Open on the 1st and close on the 31 March

June: Open on the 1st June and close on the 30 June

September: Open on the 1<sup>st</sup> September and close on the 30 September

Applications may only be submitted during the application rounds and will be reviewed at the next application round. Applicants should acknowledge the time taken to complete an application process to ensure sufficient time is granted before the proposed date of each course.

Applications will not progress to assessment until the AHTA has received the application fee and content-dependent fee.

Applicants can expect a determination of their application within eight to twelve weeks from payment of the application and content-dependent fees.

AHTA course accreditation is at the AHTA's discretion.

In all cases the AHTA is committed to working with applicants to ensure a successful AHTA Course Accreditation outcome.

#### 4. What happens if my course accreditation application is successful?

If the course application is successful, the course will need to be audited. Auditing involves the attendance by a member of the Professional Practice Committee or their representative to the course for a further and final assessment.

AHTA will provide written confirmation of the course accreditation outcome and also provide an electronic copy of the AHTA Accredited Course logo for use in promoting the accredited course. AHTA's name and logo are copyrighted and must not be used without authorisation from the AHTA. The AHTA Accredited Course logo can only be used in conjunction with the relevant Accredited Course and only while the course remains accredited.

Course accreditation will be for 2 years from the date the AHTA advises the applicant of the course's successful accreditation outcome.

#### 5. What happens if my course accreditation application is unsuccessful?

If the course application is unsuccessful, the AHTA will advise the applicant and provide recommendations for additions/ improvements to the course. Subsequent re-application of an unsuccessful course must be made within eight weeks of the application notification and will require payment of another **content-dependent fee** that will be 50% of the initial content-dependent fee.

#### 6. How long is the course accreditation period?

Accreditation will be for 2 years from the date the AHTA advises the applicant of the course's successful accreditation outcome.

#### 7. What happens once a course has been accredited for 12 months?

Accreditation becomes invalid once the 2-year accreditation period ends and the course will be de-registered unless the AHTA receives an application for retention.

#### 8. How will the AHTA advise an applicant that their course is due to expire?

The AHTA will send a reminder email to the course applicant or their designate one month before the 2-year expiry date. The applicant must then:

1. Submit a **retention report** indicating how the course content has been updated to reflect any changes in the preceding 12 months;
2. Provide **evidence** of a current Professional Indemnity Insurance Policy;
2. Pay a biennial flat, non-refundable, set fee of \$AUD 500 plus GST. This is the **retention fee**.

If the retention report, evidence of insurance is not submitted or payment of the **retention fee** is not received by the expiry date, the course will be de-registered and must be resubmitted for accreditation as a new course application before accreditation can be re-assessed.

#### 9. How are CPD hours determined?

The AHTA will provide guidance to successful applicants on the relevant CPD hours that participants may be entitled to claim. The AHTA is not responsible for logging participants' CPD hours at the completion of an accredited course. It is the responsibility of the participant to keep a log of their CPD hours.

#### 10. How can I make an enquiry or submit an application?

For any enquiries regarding AHTA course accreditation please email [enquire@ahta.com.au](mailto:enquire@ahta.com.au)

#### 11. How will an application be assessed?

An application will be assessed based on a set of quality principles. These quality principles underpin the AHTA Course Accreditation program and whether the course will be accredited.

Each submitted course will be assessed according to each of the four quality principles and the essential criteria listed (below). ALL essential criteria MUST be met for successful accreditation.

Quality Principle 1	ESSENTIAL CRITERIA – QUALITY AND RELEVANCY
<p><i>The course is highly relevant to the needs of hand therapist to provide high quality and safe practice education.</i></p>	<ol style="list-style-type: none"> <li>1. The course applicant has provided a Course Description document that includes all of the following: <ul style="list-style-type: none"> <li>⇒ A description of the course: 1 short paragraph</li> <li>⇒ Assumed background (if relevant)</li> <li>⇒ Previous participant feedback</li> <li>⇒ Presenter/s names, qualifications and contact details</li> <li>⇒ Learning outcomes (what participants will know/be able to demonstrate after doing this course)</li> <li>⇒ Learning activities: A schedule</li> <li>⇒ Assessment plan listing each assessment task, when it is due, its weighting, and which learning outcome it relates to</li> <li>⇒ Assessment detail for each assessment task, which includes the task description and the marking criteria, particularly important for assessment which are not exams, so participants understand the standard that is required. This is where information is placed about referencing and referencing style expectations</li> <li>⇒ A statement of CPD hours</li> <li>⇒ Cost per participant (exc GST)</li> </ul> </li> <li>2. The course is deemed relevant to the needs of practitioners of hand therapy in the context of their practice or employment.</li> <li>3. The course applicant has consulted with at least one Accredited Hand Therapist in the development of the course. A letter must be provided as proof.</li> <li>4. The title and learning outcomes of the course should be appropriately matched to the content delivered.</li> <li>5. The information is detailed and provides participants with information about the course requirements and assessment.</li> <li>6. The principal presenter’s qualifications and experience are appropriate for the course content and objectives.</li> <li>7. The Co-presenters qualifications and experience are appropriate for the course content and objectives.</li> <li>8. Assessment tasks are clearly identified and explained.</li> <li>9. Assessment is structured to ensure progression of understanding / learning.</li> <li>10. Assessment tasks are relevant to the topic and to the practice of hand therapy.</li> <li>11. Practical assessment tasks are clearly identified and explained.</li> <li>12. The system by which the presenter measures results of assessment tasks is clear and transparent.</li> <li>13. Assessment tasks are designed with a focus on clinical application.</li> </ol>
Quality Principle 2	ESSENTIAL CRITERIA – EVIDENCE-BASED AND BEST PRACTICE
<p><i>The course content is evidence based and of high quality.</i></p>	<ol style="list-style-type: none"> <li>1. The information contained in the course is evidence based; outcomes reflect current best practice and materials are appropriately referenced.</li> <li>2. The course is delivered in accordance with adult learning principles. The course material is accessible, appropriate, participatory, self-directed and interactive.</li> <li>3. There is sufficient time allocated within the course for reflection.</li> </ol>

<b>Quality Principle 3</b>	<b>ESSENTIAL CRITERIA – RISK ASSESSMENT</b>
<i>The course provider or course does not pose risk to the association or its members.</i>	<ol style="list-style-type: none"> <li>1. The course is not seen to be competitive or contrary to the best interests of the AHTA or the field of hand therapy.</li> <li>2. The course provider is governed well and is of good reputation.</li> <li>3. The activity meets Australian Standards and adheres to Australian laws and regulations.</li> <li>4. The activity is ethical and not harmful or contrary to the best interests of the association or the field of hand therapy.</li> <li>5. The course is not likely to cause offence to an individual or group.</li> <li>6. The course has not been the subject of public, industry or political discussions, debates, controversial research, news or any other forum where there has been notable divided opinion.</li> <li>7. The course provider has provided evidence of a cancellation policy that is compliant with Fair Trading Laws within Australia. (if applicable).</li> <li>8. The course provider has provided evidence of a complaints policy.</li> <li>9. The course provider has provided evidence of public liability insurance to the value of \$20 million in respect to any venue or premise where any courses are undertaken or provided (if applicable)</li> </ol>
<b>Quality Principle 4</b>	<b>ESSENTIAL CRITERIA – EVALUATION</b>
<i>The course includes a formal evaluation.</i>	<ol style="list-style-type: none"> <li>1. The course provider has provided evidence of a formal evaluation by participants of the course.</li> <li>2. The formal evaluation demonstrates the degree to which the learning objectives and learning needs have been met as it includes the following mandatory questions in the course evaluation: <ul style="list-style-type: none"> <li>⇒ To what degree does the course contain learning outcomes related to the assessment and/or treatment of upper limb dysfunction?</li> <li>⇒ To what degree have your learning needs been met?</li> <li>⇒ To what degree is this course relevant to hand therapy practice?</li> <li>⇒ To what degree does the course serve to positively promote the practice of hand therapy?</li> <li>⇒ To what degree does the course provide value or relevance to practitioners of hand therapy in partnership with their patients?</li> </ul> </li> </ol>

## 12. Application Form

A course accreditation application must be made via an Application Form [at this link.](#)