



General administrative guidelines

The following are the steps in the process used to obtain an approval number to use the appellation 'Approved for CPE Credit' and its logo:

- 1 Design your program so that it conforms to the AASW guidelines. This document contains the Guidelines for obtaining an affiliate appellation.
- 2 Gain AASW approval for your program by completing the form attached to these guidelines. The Appellation and its logo may not be used for a program until a registration number is received from the AASW. Minimum processing time is 10 working days.
- 3 Conduct the program.
- 4 Issue written evidence of completion to each successful participant to indicate the number of credits achieved and the registration number of the course. Maintain a record of successful attendees for two years after the activity or alternatively provide a list of names of successful participants to the National Office.

The provider of the proposed CPE activity must complete the form attached to these guidelines and attach documentation that demonstrates that it:

- Conforms to the AASW CPE definition
- Has objectives which are stated in concrete terms
- Has a program outline for the year if more than one event is proposed
- Lists the credentials of the program co-ordinator or includes a CV of the co-ordinator for a series of events or of the presenter in a single event
- Provides for progressive and terminal evaluation of the activity/event
- Contains endorsements by the local Branch of the AASW or a statement outlining the benefits to be expected by members of the AASW.

Conforms to AASW CPE definition

'The ongoing maintenance and growth of professional excellence through participation in learning activities which are planned and implemented to achieve excellence for the benefit of participants, clients and the community.'

DEFINITION ELEMENT	CRITERION	Y	N
Ongoing	<ul style="list-style-type: none"> • Is the proposed program post-qualifying in nature? • Is it a 'back to basics' program? • Will this program lead to another? • Will this program encourage a participant to undertake further programs? • Will this program provide skills to undertake another? • Will this program enhance the receptivity of participants to life long learning? 		
Maintenance	<ul style="list-style-type: none"> • Does the program consolidate current knowledge and skills in relation to new knowledge? 		
Growth	<ul style="list-style-type: none"> • Does the program lead to the development of new professional skills? • Does the program lead to the development of new attitudes and/or a reappraisal of one's values? • Does the program enable the participant to engage in research? 		





DEFINITION ELEMENT	CRITERION	Y	N
Professional Excellence	<ul style="list-style-type: none"> Does the program assist the participant to achieve her/his potential? Does the program motivate the participant to seek continual improvement? 		
Participation in Learning Activities	<ul style="list-style-type: none"> Does this program require more of the participant than mere presence? Is the program structured to actively involve the participant in it? Is the program more learner centred than teacher centred? 		
Planned Learning Activities	<ul style="list-style-type: none"> Is the program designed to promote learning for the participants? Is there an outline for this program? Are the content and activities associated with this program to be evaluated? 		
Implemented Learning Activities	<ul style="list-style-type: none"> Is the program to be delivered in such a way that it best promotes learning? 		
Benefit to Participant	<ul style="list-style-type: none"> Does the program offer useful skills/knowledge to the participant? Will this program contribute to a commitment to life long learning for the participant? Does participation in the program constitute evidence of accountability? Does this program assist the participant to appraise her/his learning needs? 		
Benefit to Clients	<ul style="list-style-type: none"> Will the program produce skills in the participant which will benefit clients? Will the program produce knowledge in the participant which will benefit clients? Will the program produce attitudes and values in the participant which will benefit clients? 		
Benefit to Public	<ul style="list-style-type: none"> Does the program contribute to a reappraisal of social practices and values that supports non-discriminatory practice? Does the program contribute to the body of knowledge which constitutes social work? 		

If you have answered 'Yes' to more than 22 questions, your program conforms to the AASW CPE definition.

Attach a photocopy of your response to the questions above to the application form to establish that the proposed activity conforms to the AASW definition of CPE.





Objectives

Attached to the form 'Request for Appellation Program' should be a list of the objectives of the program. They should clearly describe the concepts, abilities, skills and values that participants are expected to exhibit on completion of the program. The statement of objectives should express both the ultimate goals and the immediate goals. The latter should be stated as concretely as possible.

Outline of the program

Attached to the application form should be an outline of the program. If the activity spans a year, it may be fairly general, but should include a fully detailed sample. A complete outline will contain details of:

- The program title
- Category of AASW Appellation required
- Time period when it is to be offered
- Time of day when it is to be delivered (if appropriate)
- Duration
- Mode of delivery (attendance, workshop, distance education, on-line learning etc)
- Total contact hours
- Total commitment (estimate in hours)
- Specify the criteria to be met by participants to merit the award of approved CPE credits.

Coordinator/Presenter credentials

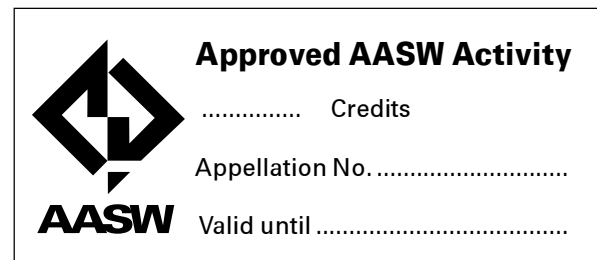
Attached to the form 'Request for Appellation' should be the name of the co-ordinator immediately responsible for the delivery of the program and a concise statement indicating his/her appropriateness (credentials, knowledge and/or experience) for the task. Alternatively, a CV of the presenter may be attached for a single activity.

Evaluation of the program

Attached to the application form should be a plan detailing the evaluation of the program. This should outline the schedule for both progressive and terminal evaluation of the program. It is intended that the progressive evaluation will provide feedback to the co-ordinator on how well the goals are being met and indicate any modifications necessary for the program to achieve its goals. Terminal evaluation will assist with the development of 'next year's program'. Terminal evaluation may include participant evaluation of the program. A single event affiliate program requires a terminal evaluation only.

Example of Appellation logo

The logo is supplied as a pdf file. It may be used in advertising the activity and on certificates of attendance. Contact the National Office if another file format or resolution is needed.





Appellation Types

There are six categories of appellation:

- **AASW Member**

Any member of AASW is encouraged to become an education/training provider, on the condition that they meet the criteria set down in the Appellation application process. There is no Appellation fee for members of AASW.

- **Recognised School of Social Work**

It is expected that academic study programs will gain Appellation. The School of Social Work will nominate the anticipated learning time for the program. The student will then accrue the points that the School has nominated. There is no Appellation fee for recognised Schools of Social Work.

- **Other Academic Study Programs**

Other Academic Study Programs may apply for Appellation. This will ensure that the student can accrue one point per hour of learning time. The provider will nominate the anticipated learning time for the program. The Appellation fee is \$210 per CPE cycle.

- **Individual Non-Member Education/ Training Provider**

Appellation fee is \$105.00 per CPE cycle.

- **Not For Profit Organisations/For Profit Organisations with an Annual Turnover not exceeding \$500,000.**

Appellation fee is \$260.00 per CPE cycle.

- **Not for Profis Organisations/For Profit Organisations with an Annual Turnover exceeding \$500,000.**

Appellation fee is \$515.00 per CPE cycle.

Programs suitable for Appellation may be single events or a series of events planned for implementation over a CPE cycle. All events with a current Appellation may be seen at the AASW's website or in the current edition of the National Bulletin.

Application for Appellation should be made in the earliest stages of planning for the event since it is part of a process designed to assist with developing the function and ensuring its educational validity.

Help

For help with these guidelines please contact the AASW's National Office at:
Australian Association of Social Workers
PO Box 4956
KINGSTON ACT 2604
Tel: 02 6270 7200
Fax: 02 6273 5020
Email: aaswnat@asw.asn.au





AASW Appellation Application

Name of program/event:

Contact person:

Address:

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Town/City *State* *Postcode*

Work phone: Fax:

Email:

DETAILS OF ACTIVITY

Title of activity:

Co-ordinator:

Date of activity:

Duration of activity:

CHECKLIST

- Program conforms to AASW CPE Definition
- Objectives of program as stated in Guidelines
- Outline of program
- Co-ordinator credentials or CV of each presenter
- Provision for evaluation of program
- Endorsement of local Branch or benefit to AASW statement

Use attachments to provide details which establish that your program conforms to the appropriate 'Guidelines for Affiliate CPE Programs'. Use this checklist as a guide at the time of submitting your application.

RETURN THE FORM TO:

Australian Association of Social Workers
 PO Box 4956
 KINGSTON ACT 2604

QUERIES:

Tel: 02 6270 7200
 Fax: 02 6273 5020
 Email: aaswnat@asw.asn.au

Office Use Only		Date Received
Reference Number	CPE Credits	Expiry Date
Authorised Signature		Date Returned

