

## CPD activity guidelines

### What is the SWEP Continuing Professional Development (CPD) Standard?

If you are registered and credentialed with SWEP, you must accrue a minimum of 30 CPD points over a 5 year period to meet SWEP’s Continuing Professional Development (CPD) standard.

To comply with the accrual rules, the content of the activity must extend your knowledge and skills, in areas relevant to your clinical practice and professional development needs as a SWEP credentialed practitioner.

There is some variation to the CPD accrual rules and the evidence of CPD you are required to provide, when you make a credentialing application. This variation will depend on

- the type of credentialing application you make (initial experienced, up-grade, re-credentialing, add a category)
- your profession or area of practice
- the credentialing category you are applying for.

Please refer to [The Standard](#) for your profession or area of practice for details.

### What about CPD completed to meet other requirements?

CPD completed to support professional association membership, certification with a relevant registration body or AHPRA regulatory requirements, could count toward your CPD points, providing it relates specifically or more generally to SWEP credentialing categories and meets the accrual rules. For some professions or areas of practice, SWEP CPD requirements are met simply by continuing to meet their professional association membership, certification board or AHPRA regulatory requirements.

Please refer to [The Standard](#) for your profession or area of practice for details.

### CPD accrual rules

CPD accrual rules	Requirement details
A total of <u>at least</u> 30 SWEP CPD Practitioner points must be accrued over a 5 year period	<ol style="list-style-type: none"> <li>1. At least 15 of these points must be Category 1 CPD points and must be <b>directly related</b> to the requested credentialing category(s) and AT practice</li> <li>2. Up to 15 of these SWEP CPD Practitioner points can be Category 2 CPD points. These can be of a more general nature</li> </ol> <p>Refer to Table 1 below for details</p>
Values and maximum point values for activities	<ol style="list-style-type: none"> <li>3. There are different values and a maximum number of points that can be claimed for different Continuing Professional Development (CPD) activities</li> </ol> <p>Refer to Table 2 below for details</p>

CPD accrual rules	Requirement details
For 'upgrade' credentialing applications	4. Your CPD accrual must cover all the credentialing categories for which the upgrade is being requested
For 're-credentialing' applications at the same credentialing level (amber or red)	5. Your CPD accrual must cover <u>one or more of the credentialing categories</u> for which the re-credentialing is being requested
Keep evidence of CPD	6. You must keep a detailed record and evidence of the CPD activities that you use and declare to have completed when you make a credentialing application with SWEP. This should be kept for 5 years
Audits of CPD	SWEP performs audits relating to practitioner registration and credentialing standards, including audits of CPD activities. 7. In the event of audit (as determined by SWEP or other agencies/ funding bodies), you will be required to produce a detailed record and evidence of the CPD activities that you use and declare to have completed when you make a credentialing application. The <a href="#">AT Practitioner CPD summary portfolio</a> is for personal use and can be used to help you record CPD for this purpose
Undergraduate training and experience	8. Professional development activities completed as part of undergraduate training/ entry level qualifications, cannot be counted as CPD
Planned versus completed CPD activities	9. Planned but not yet completed CPD activities e.g. being enrolled in a workshop, cannot be counted until completed as CPD

**Table 1: Types of CPD activity**

CPD activity types	Description
Category 1	These CPD activities are <b>directly related</b> to the requested SWEP credentialing category(s) and AT practice e.g. if the credentialing application relates to assistive technology categories, then the CPD must extend your knowledge and skills in areas directly related to assistive technology and your professional development needs. If the credentialing application relates to other credentialing categories, such as Capacity and Performance Evaluation (CAPE) for TAC service providers, then the CPD must extend your knowledge and skills in areas directly related to this category and your professional development needs.
Category 2	These CPD activities are relevant to your requested SWEP credentialing category(s) but may be <b>more general in nature</b>

**Table 2: CPD point values, assigned to activity types**

CPD activity type	Point value	Conditions for accruing points for this CPD activity type	Maximum that can be claimed for the activity type
Category 1: Specific SWEP CPD AT Practitioner points, a minimum of 15 points is required in this category			
1. Successful completion of a relevant nationally endorsed unit of competency or accredited training program, delivered by a recognized training organisation or equivalent  <b>or</b> Successful completion of a relevant peak body endorsed training program e.g. Australasian Lymphology Association course, Occupational Therapy Australia endorsed course	2 points per hour of attendance, additional 2 points if you have evidence of an assessment component (Up to 30 points)	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application  All programs in this category <b>must include training and assessment</b> , and have a significant theoretical and practical component	30 point maximum
2. Attendance at a workshop e.g. in service run by a health service, manufacturer’s workshop/ training, service provider such as TAC	2 points per hour of attendance, additional 2 points if there is evidence of an assessment component	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application	6-point maximum per manufacturer, otherwise 10-point maximum
3. Receiving clinical supervision/ instruction from a SWEP credentialed Practitioner of at least the same credentialing level	1 point per hour of contact	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application	5-point maximum
4. Receiving clinical supervision/ instruction from a SWEP credentialed Practitioner of a higher credentialing level	2 points per hour of contact	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application	10-point maximum
5. Independent study including peer reviewed journal reading, relevant on-line learning modules, webinars	1 point per relevant journal paper read, 1 point per hour of contact	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application	5-point maximum
6. Giving clinical supervision/ instruction	1 point per hour of contact	Must be directly related to the SWEP credentialing category(s) requested as part of the credentialing application	5-point maximum

CPD activity type	Point value	Conditions for accruing points for this CPD activity type	Maximum that can be claimed for the activity type
Category 2: General CPD AT Practitioner points, limited to a maximum of 15 points in this category			
7. Attendance at relevant conferences, seminars and expos	1 point per hour of attendance	Can be more broadly related to the credentialing category(s) requested as part of the credentialing application	5-point maximum
8. Participation in professional association activity and/ or special interest group	1 point per hour of attendance	Can be more broadly related to the credentialing category(s) requested as part of the credentialing application	5-point maximum
9. Presentation/ teaching/ lecturing of specialized information to professionals, community groups, client and carer groups	2 points per hour of presentation for new workshop, 1 point per hour for repeat workshop	Can be more broadly related to the credentialing category(s) requested as part of the credentialing application	6-point maximum
10. Relevant external study with a university or other tertiary institution	3 points per successfully completed single subject	Can be more broadly related to the credentialing category(s) requested as part of the credentialing application Must be an accredited program in some branch of medical science	6-point maximum
11. Relevant research/ quality improvement	6 points for completion, 2 points planning or designing, 2 points implementation	Can be more broadly related to the credentialing category(s) requested as part of the credentialing application	4-point maximum
12. Peer reviewed journal subscription	12-month subscription accrues 2 points, with one subscription claimable annually	12-month subscription to a recognised and relevant journal that is specific to assistive technology/ credentialing category(s)	5-point maximum