

# CEC Approval & Assessment Guide

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## About CEC Approval

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As the national health and fitness industry association, Fitness Australia recognises the significant role of the fitness industry in improving the health of all Australians. One purpose is to empower the industry to engage more Australians in quality health and fitness services.

This Guide has been developed to support new CEC program approval applications as well as to support existing CEC providers to meet the criteria in the case of a review or audit. It includes the following:

- advice about how to meet the assessment criteria and requirements for CEC approval
- explanation about the material you will need to submit with your application
- advice about what our assessors will be looking for to approve your program or event

### What are CECs?

Fitness Australia approved continuing education programs and events have been through a structured quality assessment process and are approved to provide Continuing Education Credits (CECs).

Registered Exercise Professionals are required to achieve a minimum of 20 CECs in each two-year registration period to remain on the Australian Register of Exercise Professionals.

A wide range of education programs and events are available to registered exercise professionals, across a variety of learning modes from face-to-face programs such as seminars, workshops, conferences, or conventions; as well as a range of distance and online programs including online learning tools and technology, DVD's, programs by correspondence, or self-paced exams.

Find out more about CECs and the various forms of education that are eligible for CECs at [www.fitness.org.au/what-are-cecs](http://www.fitness.org.au/what-are-cecs)

### CEC Provider Registration

All education and training providers that are approved to offer CECs must maintain current CEC Provider Registration. This national registration scheme ensures recognition of CEC providers and enables Fitness Australia to tailor services and support to meet the diverse needs of fitness industry education and training providers. Registered CEC Providers will have their approved programs and events listed on the Fitness Australia CEC Directory. Read more: [www.fitness.org.au/cec-provider](http://www.fitness.org.au/cec-provider)

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Refer to the Fitness Australia CEC Provider Terms & Conditions [www.fitness.org.au/cec-terms](http://www.fitness.org.au/cec-terms)

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## Allocation of CECs

Continuing Education Credits (CECs) are awarded based on the content and quality of a program or event. The content is assessed and allocated credits based on the following considerations:

- 1. The quality of the education being delivered (in line with recognised quality principles)**  
Programs or events that achieve a higher score when assessed against the CEC Approval Quality Criteria will achieve a higher CEC allocation than those that score lower.
- 2. The duration of the education being delivered**  
Programs or events that are longer in duration may achieve a higher CEC allocation than those that are shorter in duration (note: session breaks and assessment time are not included in the calculation of duration).
- 3. Whether the program or event includes an assessment of participant knowledge and skill gained**  
Programs or events that include a comprehensive assessment may achieve a higher CEC allocation than those without an assessment.

Allocation of CECs rests with Fitness Australia and will be based upon the quality assessment that is carried out by Fitness Australia assessors. CEC allocation may range from 1 CEC to a maximum of 15 CECs.

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## Enhancing the industry's capacity to deliver quality services to their clients

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### Fitness Australia Assessors

Fitness Australia allocates an external assessor to each program or event assessment. Fitness Australia Assessors are qualified, registered in their field and are highly experienced subject matter experts including Exercise Professionals, Medical and Allied Health Professionals, Educators, Business Professionals and Experts in specialty fields. All assessors hold a Certificate IV Training and Assessment certification, or higher. Fitness Australia nominates the most appropriate assessor based on the program content and the experience of the assessor.

The anonymity of the assessor is a cornerstone of the assessment process ensuring fairness of the evaluation. Under no circumstances will assessor details be disclosed to CEC providers.

Assessors review programs and events against current national industry standards and guidelines and ensure that the program provides significant evidence, is aligned to the scope of practice for registered exercise professionals and is relevant and appropriate for the target audience.

## Confidentiality & Intellectual Property

Fitness Australia assessors are required to sign a confidentiality agreement to ensure that the intellectual property of the program providers is protected. Refer to clause 8 of the [CEC Provider Terms & Conditions](#) for more about intellectual property.

## Your assessment result

Once your program has been assessed you'll receive a technical review form (TRF) completed by our external assessor/s. The TRF will explain your result and allocated CECs or outstanding requirements for CEC approval. It will also offer guidance about how you can improve upon your Quality Criteria score (and potentially the number of CECs allocated) if possible.

Throughout the assessment and approval administration process, Fitness Australia will facilitate communication between assessors and education providers until such time as the program has been approved or the education provider has decided not to continue with the application.

Refer to our section [Get it right first time](#) to understand the assessment process and timeframe, and how to avoid delays in your result (page 8).

## CEC approval decisions, appeals and audits

Refer to the *Fitness Australia CEC Provider Terms & Conditions* for details about:

- The CEC provider registration and approval application processes
- Your right to appeal a CEC approval decision
- When and why your CEC program or event might be audited
- Your obligations as a Registered CEC Provider
- Our obligations to you
- Intellectual property
- Indemnity
- Circumstances when CEC approval might be withdrawn or suspended
- Fees and charges

[www.fitness.org.au/cec-terms](http://www.fitness.org.au/cec-terms)

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**CEC Providers must agree to and be bound by the Terms & Conditions for CEC Providers. CEC Provider Registration must be maintained at all times in order for a program or event to be eligible for, and maintain CEC approval. Failure to comply with the Terms & Conditions for CEC Providers may result in suspension or withdrawal of CEC approval or CEC Provider Registration.**

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## CEC Approval Criteria

The CEC Approval Quality Criteria includes all of the following:

- Mandatory Administrative Criteria                      Yes /No
- Mandatory Quality Criteria                                Does Not Meet / Meets / Exceeds
- Optional Quality Criteria                                    Does Not Meet / Meets / Exceeds

This Guide describes each of the criteria in detail and provides examples of the type of evidence your application might include in order to achieve the possible assessment results listed above.

### Mandatory Administrative Criteria

The following documents and teaching materials must be submitted as part of each new online application or may be requested in the case of a CEC approval review or audit.

| Criteria                                       | Tips for meeting administrative requirements   |
|--|--|
| <b>A. Education Outline/ Schedule</b>          | Submit a detailed breakdown of your program/event outline and delivery strategy, including learning outcomes. Clearly indicate allocated timeframes for tuition, breaks and assessment, if applicable.<br><b>One-off events:</b> indicate which sessions will include an assessment.   |
| <b>B. Teaching / learning materials</b>        | <b>Ongoing Programs:</b><br>Include all program material such as PowerPoint Presentations, manuals, handouts, diagrams, DVD's, interactive online activities and other resources.<br><b>Online Content:</b><br>Log in access must be provided for online content to enable assessors to review the online learning environment. Please enable Fitness Australia online access for a <b>minimum of 3 months</b> to ensure accessibility for the duration of the assessment process. PDFs of reading material or presentations must also be provided, including a word count for all materials to enable duration to be calculated for self-paced activities (this is calculated at 200 words per minute).<br><b>One-off events:</b><br>Following initial review of the event outline/schedule, Fitness Australia will request teaching / learning material for approval of relevant sessions. |
| <b>C. Certificate of Currency (Insurance)*</b> | A current Insurance Certificate covering education delivery in Australia must be submitted. For face-to-face programs this must cover both Public Liability and Professional Indemnity at a minimum. For distance and online programs this must cover Professional Indemnity.  |

|  |   |
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| <b>D. Code of Ethical Practice*</b>          | Applications must include a statement that outlines the ethical standards that are applied in practice by the provider/organisation. This would typically include standards relating to transparency, equality and fairness.  |
| <b>E. Grievance &amp; Appeals Procedure*</b> | Applications must include a statement that explains what you as the provider will do to address any complaints received and the actions that a course participant should take in the event they are not satisfied with the program or the outcomes. This would also include a position statement concerning refunds of course fees.   |
| <b>F. Attendance / Completion Strategy</b>   | <p>Describe the method you will use to determine whether your participants are eligible for CECs. How will you confirm whether they attended a face to face program or completed all online/distance education components and whether participants comply with any CEC pre-requisites or requirements?</p> <p>Your strategy must include a description of the method that will be used for recording evidence of attendance/completion from all participants for each day or component of program delivery, for example you might describe as follows:</p> <ul style="list-style-type: none"> <li>• The presenter will ask participants to sign an attendance sheet on each day of the program; or</li> <li>• We can produce a report indicating the following details of all participants for each training session including: participants full name; participants DOB and/or address and whether the participant completed all the requirements and when.</li> </ul> <p><i>Please note:</i> It's a requirement that all registered CEC Providers maintain a register or appropriate documentation indicating attendance and/or result of assessment for each enrolled participant of an approved CE course/event for a minimum of 3 years. CEC Providers must provide this relevant documentation to enrolled participants upon written request within 28 days.</p>  |
| <b>G. Assessment Strategy^</b>               | <p><b>Ongoing Programs:</b><br/> <u>Assessment Method</u><br/>         Provide a clear description of how the participants will be assessed. The method must be appropriate, comprehensive and accurately measure participant knowledge and skills against the program content and learning outcomes. Assessments may be written or involve a practical demonstration of skills.<br/>         E.g. written assessments - short answer, multiple choice or true/false questionnaire; practical assessments - a choreographed section of a group exercise class, correction of poor technique or observational assessments of skills.<br/> <b>Note: All practical based programs must include a practical assessment.</b></p> <p><u>Marking guide</u><br/>         A marking guide must be included to confirm correct responses and how participants will be marked based on their assessed knowledge and skills. A nominated pass mark for proficiency in skill and knowledge must be identified and appropriate. A reasonable and fair procedure for reassessment must be identified and made available to all program/event participants.</p> <p><b>One-off events:</b><br/>         The event outline/schedule must indicate which sessions include an assessment. Following initial review of the event outline/schedule, Fitness Australia will request the assessment strategy details for approval of relevant sessions.</p> |

\*Not required for Registered Training Organisations (RTOs). RTO status must be submitted.

^Not applicable if program/event is not assessed

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| <p><b>H. Participant Enrolment Form</b></p>          | <p>An enrolment form should help determine whether the participant meets the pre-requisite requirements to attain CECs from your program. Applications must include an enrolment form used to collect information about the participant, including specific questions relating to their qualifications and registration as an exercise professional. If there is a pre-requisite for participation or for attainment of CECs, the enrolment form must stipulate this, for example including a statement such as: <i>“You must be registered as a Personal Trainer in order to attain Fitness Australia CECs.”</i></p>   |
| <p><b>I. Participant Feedback Form</b></p>           | <p>Applications must include a feedback form for collecting feedback from participants at the completion of the program/event – measuring customer satisfaction is a feature of all high quality education. Feedback sought should include questions about the relevance of the material, the capability of the presenter, the quality of content and other relevant questions that will support quality improvement. Systematic collection and analysis of feedback will offer constructive feedback to the CEC provider, to enable them to continuously monitor and improve the quality of their program or event.</p>  |
| <p><b>J. Certificate of completion</b></p>           | <p>All Approved CEC Providers must issue a certificate of completion to program participants who have met all program requirements, including assessments where appropriate. Completion certificates must include the following information:</p> <ul style="list-style-type: none"> <li>• Provider name</li> <li>• Program/Event name</li> <li>• Participant's full name</li> <li>• Delivery/completion date (day/month/year)</li> <li>• Signature and name of presenter, assessor or organisation manager/director</li> <li>• CEC Code</li> <li>• Number of CECs</li> <li>• Fitness Australia CECs icon</li> </ul> <p>Certificates that do not display this information may not be accepted by Fitness Australia when presented for exercise professional registration renewal purposes.</p> |
| <p><b>K. Branding &amp; advertising material</b></p> | <p>Provide any material available you have at the time of your application. Marketing material developed after the time of application and/or approval should be supplied to Fitness Australia. Approved CEC providers must comply with the <b>CEC Provider Branding &amp; Advertising Guidelines</b>.</p>  |
| <p><b>L. Presenter/s CV and qualifications</b></p>   | <p>Program presenters must hold relevant fitness qualifications (e.g. Certificate III &amp; IV in Fitness) and a minimum of five (5) years’ experience in the area they are presenting.</p> <p><b>Ongoing Programs:</b> Detailed, specific and accurate CVs, together with copies of relevant qualifications, must be submitted for all presenters.</p> <p><b>One-off events:</b> Following initial review of the event outline/schedule, Fitness Australia will request presenter’s CVs and evidence of qualifications for approval of relevant sessions.</p>  |

|  |   |
|--|---|
| <p><b>M. Program/Event Assessor/s CV and qualifications^</b></p> | <p>Program assessors must hold a <b>Certificate IV in Training &amp; Assessment</b> (equivalent qualification &amp; experience will be considered on a case by case basis), as well as relevant qualifications and a minimum of five (5) years' experience relevant to the area they are assessing.</p> <p>The assessor does not have to be the same person as the presenter.</p> <p>If an online assessment is being provided it must be developed by an assessor that is qualified as stipulated above.</p> <p><b>Ongoing Programs:</b> Detailed, specific and accurate CVs, together with copies of relevant qualifications, must be submitted for all assessors</p> <p><b>One-off events:</b> Following initial review of the event outline/schedule, Fitness Australia will request assessor CVs and evidence of qualifications for approval of relevant sessions.</p> |
|--|---|

### Get it right first time...

Fitness Australia's CEC support team are happy to provide tips and advice throughout your application process, to assist you in getting the best result in the shortest time frame.

The most common reason for assessment delays are due to applications being incomplete! Make sure you review the administrative and quality criteria and requirements carefully before you submit your application to us.

To help you prepare your application, you can complete the **CEC Quality Self-Assessment Checklist** available at [www.fitness.org.au/cec-checklist](http://www.fitness.org.au/cec-checklist), and this can be submitted along with your application. This checklist might uncover items you need to produce and help you have everything ready to upload to your application form. Or it might trigger questions you need to contact Fitness Australia's CEC support team about before you apply.

### How long will it take to get my result?

Please be aware that new program applications take priority over program audits or reviews as they are waiting for first time approval and cannot be promoted to registered exercise professionals until they have been approved.

**New applications typically take 6-8 weeks to be approved.** Refer to our flow chart over the page.

For audits or reviews, the original approval conditions will continue to apply while Fitness Australia conducts the assessment. This means that providers will be able to keep running and promoting the program at the original CEC allocation until such time as the review or audit has been completed. **A review or audit can typically take 10-14 weeks.** Refer to our flow chart over the page.

Again, there may be further delays if Fitness Australia is waiting for a provider to respond to incomplete applications or requests for information.

## New CEC program approval process

- 1** Provider submits new program application online with supporting documentation

*If there is missing documentation the provider is notified. This will delay the time frame for approval*

- 2** Program is sent to an Fitness Australia assessor and the provider is advised  
Assessors have two weeks to assess program and provide feedback

*CEC support team will conduct an internal check and facilitate communication between the provider & assessor until result is finalised*

- 3** Results of assessment are emailed to the provider  
Technical review form indicates possible areas of improvement

Not yet approved



Approved

Back & forward contact can typically take 4-6 weeks.

A **'pending'** email sent to the provider detailing why the program has not yet been approved and indicating the changes required to meet or exceed the quality criteria - and be **APPROVED**.

- 4** Program approved  
Provider sent confirmation letter, CEC branding and final technical review form



## Process for audit or review of CEC approval

- 1** Provider submits program for review online  
Ensure all supporting documentation has been uploaded

*If there is missing documentation the provider is notified. This will delay the time frame for approval*

- 2** Program is sent to an Fitness Australia assessor and the provider is advised  
Assessors have two weeks to assess program and provide feedback

*CEC support team will conduct an internal check and facilitate communication between the provider & assessor until result is finalised*

- 3** Results of assessment are emailed to the provider  
Technical review form indicates possible areas of improvement

Not yet approved



Approved

**Please note:**  
Reviews will take longer than new CEC applications as new applications are given priority. All programs under review are able to maintain CEC approval during the review and can still advertise and deliver as per the original approval and CEC allocation. Back and forward contact about reviews can typically take 8-12 weeks.

A **'pending'** email sent to the provider detailing why the program has not yet been approved and indicating the changes required to meet or exceed the quality criteria - and be **APPROVED**.

- 4** Program approved  
Provider sent confirmation letter, CEC branding and final technical review form



## Mandatory Quality Criteria

Fitness Australia assessors will be looking for evidence that you ‘meet’ or ‘exceed’ the following criteria, based on the learning and teaching materials you submit for assessment. You must ‘meet’ these criteria at a minimum to achieve a successful assessment result.

| 1. Program/event content remains within the Fitness Australia Scope of Practice for Registered Exercise Professionals: <a href="http://www.fitness.org.au/scope-of-practice-guideline">www.fitness.org.au/scope-of-practice-guideline</a>  |  |
|--|--|
| <b>Does not meet</b>   | <p><input checked="" type="checkbox"/> Program/event aims, objectives and content lies outside the <b>Scope of Practice of a Registered Exercise Professional</b> because it addresses knowledge and skill that includes any of the following:</p> <ul style="list-style-type: none"> <li>A. Provision of nutritional advice outside of basic healthy eating information and nationally endorsed nutritional standards and guidelines</li> <li>B. Therapeutic treatment or independent rehabilitative exercise prescription</li> <li>C. Independent exercise prescription for high risk clients</li> <li>D. Diagnostic tests or procedures</li> <li>E. Sports coaching</li> <li>F. Psychological Counselling</li> </ul> <p><i>If a program/event does not meet Criteria No. 1 it is not eligible for CEC approval.</i></p>               |
| <b>Meets</b>   | <ul style="list-style-type: none"> <li>✓ Program/event aims, objectives and content are aligned with the <b>Scope of Practice for Registered Exercise Professionals</b>, including: <ul style="list-style-type: none"> <li>• expectations of professional role</li> <li>• pre-requisite qualification and education requirements</li> <li>• intended clientele and settings</li> <li>• adherence to ethical, moral and legal regulations and obligations</li> </ul> </li> <li>✓ The program/event addresses any of the accepted activities that fall within the professional scope and boundaries of Registered Personal Trainers, Gym Instructors, Group Exercise Instructors or Group Exercise Leaders, as described in Section 6 of the <b>Scope of Practice for Registered Exercise Professionals</b> position statement.</li> </ul> |
| <b>Exceeds</b>   | <ul style="list-style-type: none"> <li>✓ Program/event aims, objectives, content and assessment reinforce the professional scope and boundaries of Registered Personal Trainers, Gym Instructors, Group Exercise Instructors or Group Exercise Leaders by directly referencing the national industry position statement including <ul style="list-style-type: none"> <li>• specifying any activities, settings, clientele that are appropriate or not appropriate for the target audience</li> <li>• specifying the ethical, moral and legal regulations and obligations that apply to the target audience</li> </ul> </li> </ul>  |
| <p><b>Evidence Notes</b></p> <p>Assessment decision will be based upon:</p> <ul style="list-style-type: none"> <li>• Where the target audience stipulated in the application form sits within the <b>Scope of Practice for Registered Exercise Professionals</b> position statement</li> <li>• Whether the delivery strategy, learning objectives and materials are aligned with the <b>Scope of Practice for Registered Exercise Professionals</b></li> </ul> |  |

## 2. Learning outcomes are identified, appropriate and are incorporated in the delivery of the program/event

|                      |  |
|----------------------|--|
| <b>Does not meet</b> | <input checked="" type="checkbox"/> Learning outcomes are not specified and/or program/event content and learning materials do not relate to the specified learning outcomes.  |
| <b>Meets</b>         | <input checked="" type="checkbox"/> Learning aims and outcomes are identified through broad statements showing the purpose and benefits of the program/event to participants, what the participants should expect to learn and be able to know or do at the end of the program, and these are appropriate to the target group.<br><input checked="" type="checkbox"/> Program/event content and learning materials address the learning aims and outcomes. |
| <b>Exceeds</b>       | <input checked="" type="checkbox"/> Program/event content and learning materials comprehensively address all identified learning outcomes<br><input checked="" type="checkbox"/> Program/event content and learning materials include sources for more in depth learning (e.g. web links or references for recommended reading or additional learning materials such as journal articles, published books or related education)                            |

**Evidence Notes:** A judgement will be made based upon the program/event content and learning materials provided.

## 3. Language used within the program/event is consistent with current national industry standards and guidelines

|                      |  |
|----------------------|--|
| <b>Does not meet</b> | <input checked="" type="checkbox"/> Program/event content and learning materials: <ul style="list-style-type: none"> <li>• use inappropriate, misleading, defamatory or unethical language;</li> <li>• indicate attainment of an extended scope of practice;</li> <li>• make false claims and/or are not consistent with industry guidelines.</li> </ul> Examples might include: <ul style="list-style-type: none"> <li>• terms such as diagnose, treat, rehabilitation</li> <li>• claims that a program leads to certification or accreditation if not providing a nationally recognised qualification or unit of competency</li> </ul> <input checked="" type="checkbox"/> Program/event content and learning materials contradict national industry standards, including but not limited to: <ul style="list-style-type: none"> <li>• Safety Guidelines for Strength Training</li> <li>• Safety Guidelines: Boxing, Kickboxing and Mixed Martial Arts for Fitness</li> <li>• Pre &amp; Post Natal Exercise Guidelines</li> <li>• Outdoor Training Guidelines</li> <li>• Nutrition Advice within Scope for Practice for AusREPs</li> <li>• Other policies and guidelines listed on <a href="http://www.fitness.org.au/policies-guidelines">www.fitness.org.au/policies-guidelines</a></li> </ul> |
| <b>Meets</b>         | <input checked="" type="checkbox"/> Program/event content and learning materials do not use inappropriate language (as outlined above)<br><input checked="" type="checkbox"/> Program/event aims, objectives and learning materials do not contradict industry standards and guidelines (including but not limited to those outlined above)  |
| <b>Exceeds</b>       | <input checked="" type="checkbox"/> Program/event content and learning materials reinforce national industry guidelines by: <ul style="list-style-type: none"> <li>• directly referencing relevant standards and policies (including but not limited to those outlined above)</li> <li>• specifying the ethical, moral and legal regulations and obligations that apply to the target audience</li> </ul>  |

## Evidence Notes

### Certification and Accreditation

- Fitness Australia does not approve CEC programs that promote an unrecognised title that is outside of the Australian Qualification Framework or other nationally endorsed training/certification.
- Programs must not claim to be providing a certification unless they are delivering a nationally recognised qualification or unit of competency within the Australian Qualifications Framework
- Further detail about AQF qualification titling policies: <https://www.aqf.edu.au/sites/aqf/files/aqf-qualification-titles-pdf-2b3-1b.pdf>
- Fitness Australia will not recognise the term “accreditation” unless it involves nationally recognised third party verification of certification, compliance with codes of ethical conduct and suitable standards of quality assurance. For example the National Coach Accreditation Scheme (NCAS) administered by the Australian Sports Commission.

### If you administer a private certification/licensing scheme associated with your education program:

- Information about and administration of any private certification/licensing scheme associated with a Fitness Australia approved CEC program/event must not be referred to in approved program material (other than in the statement below) and cannot be promoted through Fitness Australia advertising channels.
- The requirements of private certification/licensing must be solely managed and administered by your business and should be communicated via separate channels to Fitness Australia approved content
- Fitness Australia has issued CEC approval to your program/event so that exercise professionals that are registered with Fitness Australia, who successfully complete the education program are eligible to earn CECs towards their exercise professional registration renewal requirements.
- CEC providers who run a certification/license scheme related to an approved CEC program or event, should include the below statement in course material and it should be profiled to all participants as part of enrolment or course completion:

<XXX program name> is trademarked and certified/licensed by <XXX business name>. <XXX business name> administers a state-based/national/international certification/license that is open to professionals who have successfully completed <XXX program name>. Participation in <XXX program name> does not oblige trainers/instructors to become certified/licensed with <XXX certification/license name>.

## 4. Clear, appropriate and accurate assessment criteria is identified and relates directly to the learning outcomes<sup>^</sup>

|                      |   |
|----------------------|---|
| <b>Does not meet</b> | <input checked="" type="checkbox"/> Assessment criteria is non-existent, inaccurate or inadequate and/or does not relate to specified program/event learning outcomes   |
| <b>Meets</b>         | <ul style="list-style-type: none"> <li>✓ Assessment criteria is evident, accurate, clearly expressed and meets the specified program/event learning outcomes</li> <li>✓ An appropriate assessment guide and marking guide is included (refer to mandatory administrative criteria G)</li> </ul> |
| <b>Exceeds</b>       | <ul style="list-style-type: none"> <li>✓ Assessment is comprehensive, accurate, innovative and based on active learning principles</li> <li>✓ The assessment is of a high standard, including an assessment guide and marking guide (refer to mandatory administrative criteria G)</li> </ul>   |

### Evidence Notes

A judgement will be made based upon the assessment strategy and tools provided.

*^Not applicable if program/event is not assessed*

### 5. Program/event content contains current and up-to date information that is valid, based on appropriate evidence and appropriately referenced.

|                      |   |
|----------------------|---|
| <b>Does not meet</b> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Information provided does not reflect current evidence and/or</li> <li><input checked="" type="checkbox"/> Has not been supported by appropriate and valid scientific evidence and/or</li> <li><input checked="" type="checkbox"/> Has not been appropriately referenced (see below)</li> </ul>  |
| <b>Meets</b>         | <ul style="list-style-type: none"> <li>✓ Program/event content and learning materials represents up-to date information and evidence.</li> <li>✓ Appropriate referencing has been applied throughout all applicable program/event content and learning materials (e.g. manuals, PowerPoint slides, videos, DVDs, handouts) as well as a separate list of references.</li> <li>✓ All diagrams, figures, images and material should be referenced appropriately.</li> </ul> |
| <b>Exceeds</b>       | <ul style="list-style-type: none"> <li>✓ Substantiated and current evidence provided throughout the program/event</li> <li>✓ Extensive resources and references are provided to participants</li> </ul>   |

### Evidence Notes

A judgement will be made based upon the program/event content and learning materials provided.

#### Referencing

Academic conventions and copyright law require that you acknowledge the original source when you use the ideas of others. You must do this by stating clearly which book/journal article/program/website (etc.) is the source of an idea or quotation, image or diagram that you have used in your own work.

When referencing, Fitness Australia recommends that CEC Providers follow the APA style defined by the APA Referencing guide: [www.usq.edu.au/library/referencing/apa-referencing-guide](http://www.usq.edu.au/library/referencing/apa-referencing-guide)

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

#### Copyright

Please note that any infringement of copyright may result in withdrawal of program approval. Refer to [www.copyright.com.au/get-information/about-copyright](http://www.copyright.com.au/get-information/about-copyright)

Get advice: [www.copyright.org.au/legal-advice](http://www.copyright.org.au/legal-advice)

Copyright information for Registered Training Organisations is provided by the Australian Quality Standards Authority (ASQA).

<https://www.asqa.gov.au/vet-registration/meet-requirements-ongoing-registration/comply-other-relevant-legislation>

| 6. Professionally presented resources   |   |
|---|---|
| <b>Does not meet</b>  | <input checked="" type="checkbox"/> Program/event content and learning materials provided are poorly presented, hard to read or watch.<br><input checked="" type="checkbox"/> Multiple grammatical/ spelling errors occur throughout the program.   |
| <b>Meets</b>  | <input checked="" type="checkbox"/> Program/event content and learning materials are easy to follow with minimum errors evident within the resources provided.  |
| <b>Exceeds</b>  | <input checked="" type="checkbox"/> Program/event content and learning materials are well presented with a high quality of written expression (free from errors, accurate and engaging language, professional and well presented)<br><input checked="" type="checkbox"/> Learning methods include practical activities supporting all adult learning styles (auditory, visual and kinaesthetic), with a variety of learning materials |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content and learning materials provided. |   |

| 7. Pre-requisites for entry to the program/event are identified and appropriate   |  |
|---|--|
| <b>Does not meet</b>  | <input checked="" type="checkbox"/> No pre-requisites are identified and/or not they are not appropriate   |
| <b>Meets</b>  | <input checked="" type="checkbox"/> Entry pre-requisites are specified clearly with reference to the qualifications, registration category, experience, knowledge and skill that participants should possess.<br><input checked="" type="checkbox"/> The target audience for the program/event is clear. |
| <b>Exceeds</b>  | [Redacted]   |
| <b>Evidence Notes</b><br>Assessment decision will be based upon: <ul style="list-style-type: none"> <li>• The pre-requisites stipulated in the application form and the participant enrolment form.</li> <li>• The appropriateness of the delivery strategy, learning objectives and materials for the target audience (qualifications, registration category, experience, knowledge and skill).</li> </ul> |  |

| 8. Provider/ Organisational support is provided to program/event participants  |  |
|--|--|
| Does not meet  | <input checked="" type="checkbox"/> No support seems to be provided to program participants before, during or after completion of the program  |
| Meets  | <input checked="" type="checkbox"/> Support mechanisms are clearly communicated to program participants, including supportive processes before, during and after completion of the program <ul style="list-style-type: none"> <li>• organisation contact details are easily accessible by learners</li> <li>• a representative of the program provider is available to and can be contacted by learners as needed</li> <li>• learning material is easily accessible by learners</li> <li>• provider expectations and learner responsibilities are clearly explained prior to program commencement</li> </ul> |
| Exceeds  | <input checked="" type="checkbox"/> The education provider offers exceptional support before, during and after the completion of the program, including but not limited to innovative support methods as: <ul style="list-style-type: none"> <li>• pre-reading</li> <li>• links to relevant resources such as articles, videos relevant to the topic, interactive materials where possible</li> <li>• connection to other industry professionals/stakeholders, for example via online managed forums</li> <li>• web-based communication between learners and teachers</li> </ul>                             |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content, learning and support materials provided, together with the delivery and assessment strategies. |  |

| 9. All program/event presenters have appropriate qualifications and a minimum of five years of relevant industry experience |  |
|---|--|
| Does not meet   | <input checked="" type="checkbox"/> Presenter <b>qualifications</b> are not relevant to fitness and the knowledge/skill area they are presenting and are below the level of education being delivered in the program/event.<br><input checked="" type="checkbox"/> Presenter <b>experience</b> represents less than five years in the knowledge/skill area they are presenting.  |
| Meets   | <input checked="" type="checkbox"/> Presenter <b>qualifications</b> are relevant to fitness and the knowledge/skill area they are presenting and are at a level of education at least equivalent to the level of education being delivered in the program/event. For example, a presenter with a Certificate IV would be expected to present content at the level of Gym Instructors (Certificate III) or Personal Trainers (Certificate IV). They would not be considered sufficiently qualified to present content at the level of Diploma qualified Personal Trainers.<br><input checked="" type="checkbox"/> Presenter <b>experience</b> represents at least five years in the knowledge/skill area they are presenting. |

|  |   |
|--|---|
| <b>Exceeds</b>   | <ul style="list-style-type: none"> <li>✓ Presenter <b>qualifications</b> are relevant to fitness and the knowledge/skill area they are presenting and are higher than the level of education being delivered in the program/event.</li> <li>✓ Presenter <b>experience</b> represents more than five years in the knowledge/skill area they are presenting.</li> </ul> |
| <p><b>Evidence Notes</b><br/>A judgement will be made based upon the presenter CV provided. At a minimum, the CV must include presenter’s name, formal qualifications and work experience relevant to the education topic.</p> |   |

|   |   |
|---|---|
| <p><b>10. All program/event assessors have appropriate qualifications and a minimum five years of relevant industry experience<sup>^</sup></b></p>  |   |
| <b>Does not meet</b>  | <ul style="list-style-type: none"> <li>☒ Program/event assessor <b>qualifications</b> – Assessor does not hold a Certificate IV in Training &amp; Assessment (or equivalent) and/or they do not hold qualifications relevant to or at the level of education being delivered in the program/event.</li> <li>☒ Program/event assessor <b>experience</b> represents less than five years in the knowledge/skill area they are presenting.</li> </ul>  |
| <b>Meets</b>  | <ul style="list-style-type: none"> <li>✓ Program/event assessor holds a <b>Certificate IV in Training &amp; Assessment</b> (or equivalent).</li> <li>✓ Program/event assessor <b>qualifications</b> are relevant to the knowledge/skill area they are presenting and at least equivalent to the level of education being delivered in the program/event.</li> <li>✓ Program/event assessor <b>experience</b> represents at least five years in the knowledge/skill area they are presenting.</li> </ul> |
| <b>Exceeds</b>  | <ul style="list-style-type: none"> <li>✓ Program/event assessor <b>qualifications</b> are relevant to the knowledge/skill area they are presenting and are higher than the level of education being delivered in the program/event.</li> <li>✓ Program/event assessor <b>experience</b> represents more than five years in the knowledge/skill area they are presenting.</li> </ul>   |
| <p><b>Evidence Notes</b><br/>A judgement will be made based upon the Program/event Assessor CV provided. At a minimum, the CV must include assessor’s name, formal qualifications and work experience relevant to the education topic.</p> <p><sup>^</sup>Not applicable if program/event is not assessed</p> |   |

## Optional Quality Criteria

Fitness Australia assessors will be looking for evidence that you ‘meet’ or ‘exceed’ the following criteria, based on the learning and teaching materials you submit for assessment, however they are not mandatory. Your program or event can be approved, or maintain approval, if you ‘do not meet’ these criteria but it will impact upon your overall quality score and resulting CEC allocation.

| 11. Program/event participants are provided with the opportunity to apply their newly gained skills and knowledge and have them reinforced through an appropriate assessment                |  |
|---|--|
| Does not meet   | <input checked="" type="checkbox"/> No opportunity provided in delivery strategy for participants to implement newly developed skills and knowledge  |
| Meets   | <input checked="" type="checkbox"/> Program/event outline or session plan indicates that participants are provided with some opportunity to apply their newly learned skills and knowledge through time for independent practice and appropriate formal assessment.  |
| Exceeds   | <input checked="" type="checkbox"/> Participants are provided with opportunities to actively implement, practice and gain confidence with their new skills and knowledge, using active learning methods that might include: <ul style="list-style-type: none"> <li>• supervised observation</li> <li>• structured mentoring</li> <li>• follow up assessments that include face to face or video practical demonstration</li> </ul> |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content and learning materials provided, together with the delivery and assessment strategies if applicable. |  |

| 12. Program provides professional progression through the fitness industry training package:<br><a href="http://www.training.gov.au/Training/Details/SIS10">www.training.gov.au/Training/Details/SIS10</a> |   |
|--|---|
| Does not meet  | <input checked="" type="checkbox"/> The program does not articulate directly with the national fitness industry training package  |
| Meets  | <input checked="" type="checkbox"/> The program/event provides learning outcomes that contribute to a unit of competency or qualification within the fitness industry training package  |
| Exceeds  | <input checked="" type="checkbox"/> Program/Event submission includes detailed formal mapping matrix with session plan and assessment guide aligned with a unit of competency or current <b>Fitness Training qualification</b> within the national fitness industry training package. |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content and learning materials provided, together with the delivery and assessment strategies if applicable.                |   |

| 13. Program participants are equipped to provide health and fitness benefits to the consumers of health & fitness services and contribute to a fitter, healthier Australia |   |
|--|---|
| Does not meet  | <input checked="" type="checkbox"/> Program/event participants are not equipped to provide health and fitness benefits to a consumer or understand client centred service delivery<br><input checked="" type="checkbox"/> The program/event will not contribute to fitter, healthier Australian communities |
| Meets  | <input checked="" type="checkbox"/> Program participants are equipped to positively impact the health and fitness of their clients and or community, for example to assess the health and fitness needs of their clients and/or community and to develop and deliver services that meet those needs         |

|   |  |
|---|--|
| <b>Exceeds</b>  | <ul style="list-style-type: none"> <li>✓ Program participants are equipped with the knowledge and skills to improve the health &amp; wellbeing of their clients and broader community population, through the development of skills such as:               <ul style="list-style-type: none"> <li>• Understanding local population demographics</li> <li>• Understanding and growing local health, fitness and community networks</li> <li>• High level communication and client referral skills to enable collaboration across sectors</li> </ul> </li> </ul> |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content and learning materials provided, together with the delivery and assessment strategies. |  |

|  |   |
|--|---|
| <b>14. Program/event addresses identified gaps in industry knowledge and skill</b>   |   |
| <b>Does not meet</b>   | <ul style="list-style-type: none"> <li>☒ Program/event content and learning material echoes other programs that are already available to the industry and does not fill identified gaps in industry knowledge and skill</li> </ul>  |
| <b>Meets</b>   | <ul style="list-style-type: none"> <li>✓ Program/event content and learning material contribute learning outcomes that develop professional capacity in areas of knowledge and skill that are not currently available to the industry or in low supply. This might include but is not limited to:               <ul style="list-style-type: none"> <li>• Delivery to non-traditional fitness consumers, i.e. catering for indigenous or CALD communities, or clients with mental health conditions</li> <li>• Delivery to rural or remote exercise professionals</li> </ul> </li> </ul> |
| <b>Exceeds</b>   | <ul style="list-style-type: none"> <li>✓ Program/event content and learning material contribute learning outcomes that meet one or more identified gaps in industry knowledge and skill and enhance workforce capacity.</li> <li>✓ Program/event content and learning material raises awareness of identified gaps in industry knowledge and skill.</li> </ul>  |
| <b>Evidence Notes</b><br>A judgement will be made based upon the program/event content and learning materials provided, together with the delivery and assessment strategies.<br>Note: Fitness Australia is in the process of collating research evidence to describe existing gaps in industry knowledge and skill. This will be made available to all CEC providers when complete. |   |

## How to apply for CEC approval with Fitness Australia

1. Register as a CEC Provider if you are new to Fitness Australia:  
>>> [fitness.org.au/cecregistration](https://fitness.org.au/cecregistration)
2. Complete a [CEC Quality Self-Assessment Checklist](#) for your program or event
3. Compile all teaching and learning materials relevant to your program or event.  
Such materials might include presenter notes, PowerPoint presentations, DVDs, participant manual, handouts and online materials.  
Program approval requires that all content is submitted in an electronic format via an online application.  
Refer to our section [Get it right first time](#) to understand the assessment process and timeframe, and how to avoid delays in your result (page 8).
4. CEC Approval applications must be submitted online via your private CEC Provider Dashboard. Log in to [fitness.org.au](https://fitness.org.au) and click >> **Add New Program**

Refer to [fitness.org.au/cec-fees](https://fitness.org.au/cec-fees) to review the CEC Provider Registration and CEC Approval fees.

## Renewing your CEC approval

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### How to renew your CEC Approval with Fitness Australia

If there have been no changes to the content or delivery of the program, you are eligible to renew your CEC approval.

CEC renewal applications must be submitted online via your private CEC Provider Dashboard.

1. Log in to [fitness.org.au](https://fitness.org.au) and click >> **My CEC Programs**
2. Select the program you wish to renew, click the **Renew Now** button and follow the prompts

***If the original CEC program content and delivery has changed, a re-submission and full review of the program will be required by Fitness Australia. In this instance you will need to submit a new application for CEC approval.***

Refer to [fitness.org.au/cec-fees](https://fitness.org.au/cec-fees) to review the CEC Provider Registration and CEC Approval fees.

### Quality review of all renewing CEC programs

As part of Fitness Australia's quality improvement processes, all CEC programs will be audited and reviewed against the quality criteria.

The review is being undertaken in a phased approach to ensure that providers can participate in a timely manner while continuing to deliver their programs and minimising interruption to business operation.

The following page, together with our terms and conditions provide further information about the audit process and the impact of an audit on CEC approval.

## Your quality review

All renewing CEC programs must participate in a quality review which operates in much the same way as a new application.

1. Complete a [CEC Quality Self-Assessment Checklist](#) for your program
2. Compile all teaching and learning materials relevant to your program. Such materials might include presenter notes, PowerPoint presentations, DVDs, participant manual, handouts and online materials. Ensure you have all materials available in an electronic format clearly titled to upload to the online form. Refer to our section [Get it right first time](#) to understand the assessment process and timeframe, and how to avoid delays in your result (page 8).
3. Complete your online review application form via your private CEC Provider Dashboard.
  - a. Log in to [www.fitness.org.au](http://www.fitness.org.au) and click >> **My CEC Programs**
  - b. Select the program you wish to submit for review, click the **Submit for Review** button and follow the prompts

The CEC allocation that will apply following your review will be based on the result of your quality score and any further quality improvements you have made to your program in response to the assessment advice. Refer to **Pages 2-4** of this Guide for more detail about the assessment process and CEC allocation.

**Pages 5-18** of this Guide describes each of the criteria in detail and provides examples of the type of evidence your application might include in order to achieve the possible assessment results listed above.

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[Refer to the Fitness Australia CEC Provider Terms & Conditions www.fitness.org.au/cec-terms](http://www.fitness.org.au/cec-terms)

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## CEC Registration & Approval fees

| <b>CEC Provider Registration</b>      | <p><b>\$440 inc GST, per annum</b></p> <p>CEC approval is only available to Registered CEC Providers.</p> <p>CEC Provider Registration must remain current throughout the CEC approval period.</p> <p><i>Refer to the <a href="#">CEC Provider Terms &amp; Conditions</a>.</i></p>   |                      |                 |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
|---------------------------------------|--|----------------------|-----------------|-----------------|----------------|-------|-------|-------|-------|---------|-------|-------|--------|-------|-------|--------|--------|
| <b>CEC Program Approval   NEW</b>     | <p><b>\$440 inc GST per program for a 2 year approval period</b></p> <p>This fee must be paid upfront in order for program assessment to commence and is non-refundable.</p> <p><i>Refer to <a href="#">Clause 3 and 11 of the CEC Provider Terms &amp; Conditions</a>.</i></p>  |                      |                 |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
| <b>CEC Program Approval   RENEWAL</b> | <p><b>\$330 inc GST per program for a 2 year approval period</b></p> <p>This fee must be paid upfront in order for program assessment to commence and is non-refundable.</p> <p><i>Refer to <a href="#">Clause 3 and 11 of the CEC Provider Terms &amp; Conditions</a>.</i></p> <p><b>Note:</b> If the original CEC program content and delivery has changed, a re-submission and full review of the program will be required by Fitness Australia. In this instance you will need to submit a <b>new application for CEC approval</b>.</p>  |                      |                 |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
| <b>CEC Event Approval</b>             | <p>Pricing for approval of CEC events varies according to the size and duration of the event, as listed below.</p> <p>Please note that applicable fees must be paid upfront in order for event assessment to commence and is non-refundable.</p> <p>Event fees cover CEC approval only for the date on which the event has been approved.</p> <p><i>Refer to <a href="#">Clause 3 and 11 of the CEC Provider Terms &amp; Conditions</a>.</i></p> <table border="1" data-bbox="686 1541 1292 1736"> <thead> <tr> <th><u>Event Numbers</u></th> <th><u>Half Day</u></th> <th><u>Full Day</u></th> <th><u>2+ Days</u></th> </tr> </thead> <tbody> <tr> <td>&lt; 100</td> <td>\$275</td> <td>\$440</td> <td>\$660</td> </tr> <tr> <td>100-200</td> <td>\$440</td> <td>\$660</td> <td>\$1100</td> </tr> <tr> <td>&gt; 201</td> <td>\$660</td> <td>\$1100</td> <td>\$2200</td> </tr> </tbody> </table> | <u>Event Numbers</u> | <u>Half Day</u> | <u>Full Day</u> | <u>2+ Days</u> | < 100 | \$275 | \$440 | \$660 | 100-200 | \$440 | \$660 | \$1100 | > 201 | \$660 | \$1100 | \$2200 |
| <u>Event Numbers</u>                  | <u>Half Day</u>  | <u>Full Day</u>      | <u>2+ Days</u>  |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
| < 100                                 | \$275  | \$440                | \$660           |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
| 100-200                               | \$440  | \$660                | \$1100          |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |
| > 201                                 | \$660  | \$1100               | \$2200          |                 |                |       |       |       |       |         |       |       |        |       |       |        |        |

*All fees include GST.*