

# Continuing Education System Guidelines

*Fitness Australia CEC approval for education and professional development*

Revised: January 2019

## Fitness Australia approved programs and events

As an Australian Registered Exercise Professional (AusREP), your ongoing professional development involves obtaining 20 Continuing Education Credits (CECs) every two years, to maintain your registration. CECs are allocated according to the quality and duration of an education program or event. Those that include an assessment of knowledge and skill gained have higher CECs.

You can choose from over 600 approved CEC programs, events and publication/exams, available via various modes of delivery (face to face, online and distance), listed in the CEC Directory: <https://fitness.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 exercise professional practice and align with and support the Scope of Practice for Australian Registered Exercise Professionals: <https://fitness.org.au/scopeofpractice>. All professional development activities should be continually updated in your CEC Diary within your Fitness Australia dashboard.

### Please refer to the following guidelines for details of recognised continuing education activities:

Completion of a VET fitness qualification or unit of competency	Page 1
Renewal of a First Aid & Cardiopulmonary resuscitation (CPR)	2
Completion of a Higher Education Exercise Science or related subject	2
Mentoring students as part of an RTO structured mentorship program	2
Teaching in VET fitness qualifications, Higher Education or CEC approved programs	3
Affiliated Education	3
Self-directed Learning	4
In-house Training	4
Peer Observation	5

### Completion of a VET fitness qualification or unit of competency

Australian Registered Exercise Professionals can obtain CECs for successful completion of a VET Fitness qualification or unit of competency in Certificate III, Certificate IV or Diploma of Fitness.

**CECs applicable:** 5 CECs per unit of competency from the SIS30315, SIS40215, or SIS50215 Fitness qualification (excluding completion of *HLTAID003 - Provide first aid* unit and *HLTAID001 - Provide cardiopulmonary resuscitation* unit – refer to page 2). 20 CECs are applicable for the successful completion of the Certificate III, IV or Diploma of Fitness qualification.

**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 Australian Registered Exercise 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 uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as *\*VET Qualification* or *\*VET UOC*.

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

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

**CECs applicable:** 1 CEC for completion of *HLTAID001 - Provide cardiopulmonary resuscitation* unit  
3 CECs for completion of *HLTAID003 - Provide first aid* unit

*Note:* The maximum CECs that can be earned in any given two-year registration period is:

HLTAID001 - Provide cardiopulmonary resuscitation unit | up to 2 CECs

HLTAID003 - Provide first aid unit | up to 3 CECs

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

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

### Completion of a Higher Education Exercise Science or related subject

Australian Registered Exercise 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 AusREPs.

**CECs applicable:** 15 CECs per subject

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

- Relevant subject codes and titles that are aligned with the [Scope of Practice for Australian Registered Exercise Professionals](#)
  - Results attained
  - Dates completed (or the academic record/transcript indicates which month and year the subject was completed)
  - This evidence should be uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as \*Higher Education Subject.
- You may be asked for an official subject outline if you are selected for a random registration audit: [www.fitness.org.au/repaudit](http://www.fitness.org.au/repaudit)

### Mentoring students as part of an RTO structured mentorship program

Australian Registered Exercise Professionals can obtain CECs for mentoring students enrolled in fitness qualifications. To obtain CEC recognition you must:

- Hold a minimum Level 2 Exercise Professional Registration (the registration categories you hold must be relevant to the skills and knowledge you are teaching)
- Have a minimum of 2 years of experience in the field that you will be teaching
- Be delivering mentoring with an agreement in place as part of an approved structured mentorship program delivered by Registered Training Organisations (RTOs) for students undertaking a fitness qualification

**CECs applicable:** 1 CEC per 10 hours of placement, (a minimum of 10 hours education is required). This must be with one student.

*Note:* The maximum CECs that can be earned in any given two-year registration period is:

Level 2 AusREPs | up to 4 CECs

Level 3 AusREPs | up to 10 CECs

**Evidence Required:** An email or letter must be provided by the RTO for the purposes of awarding CECs to the mentor. This must include a summary of:

- Mentor's Exercise Professional Registration details (include registration number)
- Number of hours spent mentoring
- Relevant units of competency within the fitness qualification that the student is undertaking
- Professional skills/tasks that have been taught to students

### Teaching in VET fitness qualifications, Higher Education or CEC approved programs

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

- VET fitness qualifications (GEL Skills Set, Certificate III, IV or Diploma of Fitness);
- Tertiary or post graduate level subject that is recognised within the Australian Qualifications Framework and aligned with the [Scope of Practice for Australian Registered Exercise Professionals](#); or
- CEC approved program or event.

To receive CEC recognition as a teacher, you must:

- Hold a minimum Level 2 Exercise 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 two-year registration period is: Level 2 AusREPs | up to 4 CECs  
 Level 3 AusREPs | up to 10 CECs

**Evidence Required:** A signed letter from your employer (on organisation letterhead) confirming teaching hours of units/subjects aligned with the Scope of Practice for AusREPs. This evidence should be uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as *\*Lecturing in Fitness Qualification or Exercise Science Degree*.

### Affiliated Education

Affiliated Education will provide the opportunity for Level 2 & 3 Australian Registered Exercise Professionals (AusREPs) to build their knowledge and skills as well as, building professional networks within health, recreation and sporting fields. The majority of the program/event must contain education within the [Scope of Practice for AusREPs](#) 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.

**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 two-year registration period is: Level 2 AusREPs | up to 4 CECs  
 Level 3 AusREPs | up to 10 CECs  
 This can be accumulated via multiple approved programs/events attended.

**Evidence Required:** Eligible AusREPs 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 AusREP;
- Evidence of participating in the program/event (ie. 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).

*Affiliated Education provides the opportunity for AusREPs 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 AusREPs.*

### Self-directed Learning

Australian Registered Exercise Professionals (AusREPs) may apply for CECs for researching and reading the following resources with appropriate learning within the [Scope of Practice for Australian Registered Exercise 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

*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 that can be obtained via self-directed learning in any given two-year registration period is up to 4 CECs.*

**Evidence Required:** A copy of the first page or abstract showing the title and authors, with the following statement written alongside the article  
*"I <insert AusREPs 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 AusREP>.*  
[Example Article and Publication](#)

This evidence should be uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as *\*Research & Reading*.

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

### In-house Training

In-house training provides Australian Registered Exercise 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 Australian Registered Exercise Professionals](#).

**CECs applicable:** 1 CEC per 3 hours of in-house training, up to a maximum of 4 CECs per two-year 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:

- Company name and address
- Letter Date
- Name of exercise professional
- Number of hours of in-house training completed
- Dates of in-house training completed
- A description of the in-house training including:
  - Practical and/or theory components
  - Program presenter – name, position and name of organisation/company
  - Duration of the program Assessment task(s) if any
  - Location of program
  - Signature of the Centre Manager or Supervisor
  - Professional skills/tasks that have been taught to students

This evidence should be uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as *\*In-house Training*.

## Peer Observation

Australian Registered Exercise 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 Australian Registered Exercise Professionals](#).

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

Exercise professional who wishes to gain CECs through structured Peer Observation to must make sure the following criteria are met:

- The observed exercise professional must be currently registered with Fitness Australia in the appropriate category
- The observed exercise 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 Fitness Australia via email [registration@fitness.org.au](mailto:registration@fitness.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
4. This evidence should be uploaded into the CEC Diary by selecting no to the field *Approved course* and enter name as *\*Peer Observation*.

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

View the Audit Policy for Australian Registered Exercise Professionals: [www.fitness.org.au/repaudit](http://www.fitness.org.au/repaudit).