



Psychotherapy and Counselling Federation of Australia

Continuing professional development course endorsement guidelines

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For further information, please email endorsement@pacfa.org.au.

Proposals for amendments or additions to this document should be sent to the Head of Education.

PACFA acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of this nation. We pay our respects to Elders, past and present, as the Traditional Owners of the lands on which we work and live. Our office is on the land of the Wurundjeri Woi-wurrung people of the Kulin nation in Naarm/Melbourne and we thank them for their enduring and continuing contribution to the life of this place. We recognise that First Peoples' sovereignty was never ceded.

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Continuing professional development endorsement guidelines

1. Introduction

The Psychotherapy and Counselling Federation of Australia (PACFA) provides high-quality continuing professional development (CPD) courses to its registrants and members to advance professional skills and respond to the changing professional environment.

This is outlined in our strategic plan, which identifies PACFA's mission as the following:

- register and certify suitably qualified and skilled practitioners,
- accredit appropriate training and education programs, and
- provide resources and a professional network for the development of counsellors, psychotherapists, and Indigenous healing practitioners.

PACFA's mission is achieved through the provision of accredited core and specialised training programs, endorsement of CPD courses, and provision of a professional network for registrants and members.

This document is structured to guide you through our CPD course endorsement policy, provide detailed application guidelines and outline the benefits associated with different categories of endorsement. This version introduces significant updates such as the endorsement for extended duration CPD courses and a revised fee structure, reflecting our commitment to adapting our services to meet the diverse needs of our community.

Please note this document is intended to be read in conjunction with the accompanying guidance notes, which provide additional details and explanations to assist you in understanding and applying the guidelines effectively. Together, these documents form a comprehensive framework for the endorsement of CPD courses.

For a visual representation of the CPD endorsement application process, please refer to the CPD endorsement application process flowchart.

2. Continuing professional development course endorsement policy

2.1 PACFA Board approved continuing professional development philosophy

PACFA is dedicated to fostering diversity, equity and inclusion in the area of professional therapeutic practice. We are determined to support a wide range of therapeutic approaches and practices, reflecting the richness of perspectives within the profession.

PACFA's membership is inclusive and we welcome members from various therapeutic backgrounds, spanning empirical, determinist, humanist, post-modern, existential and transpersonal philosophies.

Our commitment to diversity means recognising the value of all psychotherapies and counselling modalities, including psychologists focused on cognitive behavioural therapy, psychiatrists integrating pharmacological treatments with psychodynamic methods, somatic psychotherapists and counsellors who incorporate holistic, transpersonal or Indigenous knowledge in their practice, and practitioners with lived experience.

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PACFA believes that therapeutic approaches, when applied thoughtfully and ethically, can be beneficial to the right individual in the right context. To this end, all PACFA registrants and members are expected to adhere to PACFA's registration standards, prioritising ethics, safety and client autonomy.

Within the PACFA community, no one approach is excluded nor favoured over another. PACFA strives to be a place of belonging for all, underpinned by a shared commitment to professional excellence and ethical practice. Through this, we aim to acknowledge, celebrate and support the diversity within the profession, ensuring that PACFA remains a vibrant, inclusive community dedicated to the wellbeing of all whom it serves.

As part of the endorsement process, PACFA will include a standard disclaimer alongside each website listing. This disclaimer helps to ensure transparency and encourages course participants to approach the training content thoughtfully, considering the diverse perspectives within the professional community. The standard disclaimer will read as follows:

Disclaimer:

The content of this endorsed CPD course is provided by the external course provider. Attendees are encouraged to approach the material with an open mind and consider diverse perspectives, particularly those from lived experiences related to the topics discussed. For feedback regarding the course, please contact the course provider directly.

2.2 Policy for endorsement of continuing professional development courses

As part of achieving our strategic plan, PACFA aims to highlight education, training and CPD courses that support our registrants and members to advance in the profession.

High-quality CPD courses that meet our requirements for are promoted via eNews, our website, or through strategic partnerships.

These requirements include:

1. accreditation as a core or specialist training program,
2. endorsement as a CPD course, or
3. CPD course delivery by an organisation in a strategic partnership with PACFA.

In the case of partnership events, inclusion in eNews, on social media, or the website is at the discretion of PACFA's CEO.

PACFA reserves the right to promote any course or training to the membership base, ensuring a wide dissemination of valuable learning opportunities.

3. Guidelines for continuing professional development course endorsement

In 2023, PACFA revised its approach to CPD endorsement to align with the CPD Associated Registration Standard (ARS). This alignment ensures that our assessment of CPD courses meets the rigorous standards necessary for our registrants and members to fulfill their CPD requirements effectively.

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CPD offerings, whether provided by individuals or education and training organisations, must adhere to these standards. If the trainer is not a PACFA registrant or member, additional documentation regarding their qualifications and experience is required.

This rigorous process ensures that all endorsed CPD courses maintain a high level of relevance and quality. These courses directly support the professional development of our registrants and members and facilitate their compliance with registration renewal requirements.

Category A CPD courses provide one CPD point per hour of learning and are designed to involve active participation and engagement

Category A CPD courses:

- Provides training underpinned by a coherent body of professional knowledge.
- Is within the scope of practice for a PACFA registrant.
- Is evidence-informed and directly relates to clinical practice in a clinical setting.
- Supports the achievement of key competencies as outlined by the relevant college (if seeking to align with certification).
- Addresses issues relating to ethical conduct, diversity, and emerging practice.
- Is developed and delivered by an appropriately trained expert(s).
- If facilitated online, must include synchronous or asynchronous interaction, i.e., facilitated online discussions via email or forums with the presenter or facilitator, and/or assessment components.

Synchronous interaction takes place during the online training. Asynchronous interaction takes place at another time e.g., an online forum, or email.

Category B CPD courses provide one CPD point per hour of learning and are generally more passive in nature:

Category B CPD courses:

- Provides training underpinned by a coherent body of professional knowledge.
- Is within the scope of practice for a PACFA registrant.
- Is evidence-informed and directly relates to clinical practice in a clinical setting.
- Addresses issues relating to ethical conduct, diversity, and emerging practice.
- Complements the existing skills of counselling and psychotherapy workforce.
- Is developed and delivered by an appropriately trained expert(s).
- Online-facilitated learning can be provided without an interactive component, i.e., passive learning.

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4. Continuing professional development course endorsement duration and application

4.1 Course endorsement for standard duration CPD courses

Standard course endorsement is available to CPD courses equal to, or less than 37.5 hours (5 days) in duration. CPD courses must not exceed a 10 week learning period.

PACFA strongly encourages providers to submit applications seeking standard CPD course endorsement at least three (3) months prior to the commencement of the course. This timeline allows sufficient time for administration, and the inclusion of the endorsed CPD course in two (2) editions of eNews and on the PACFA website from date of approval.

It is important to note that while applications received within 30 days prior to the commencement of the course will be accepted, promotion in only one (1) edition of PACFA's eNews will be likely.

4.2 Course endorsement for extended duration CPD courses

PACFA recognises the importance of comprehensive CPD courses that offer in depth learning experiences. To support these educational needs, PACFA offers an extended course endorsement option for CPD courses up to 20 weeks or 100 hours. These courses do not meet the Australian Qualifications Framework level requirements necessary for the *PACFA Specialist training program accreditation standards (currently under review)*. PACFA requires that these CPD courses issue a certificate of attendance to participants recognising the course as professional development activity rather than a formal qualification. Importantly, these courses still provide significant professional development opportunities for growth and learning.

4.2.1 Eligibility for extended duration courses

PACFA offers course endorsement for CPD courses that exceed 37.5 hours and can extend up to a maximum duration of 20 weeks or 100 hours. While these courses provide substantial professional development opportunities, the CPD hours accrued from extended duration courses cannot be applied towards the entry requirements for PACFA Colleges. These courses are primarily designed to broaden and deepen practical and theoretical knowledge.

4.2.2 Application timeline for extended duration courses

Providers planning to offer extended duration courses are encouraged to submit their endorsement applications at least four (4) months prior to the commencement of the course. This extended timeline is designed to ensure that there is sufficient time for a thorough review and scheduling. It also allows for the inclusion of the endorsed course in up to three (3) editions of PACFA's eNews and on the PACFA website from the date of approval.

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5. Continuing professional development course endorsement package

All standard endorsed CPD courses will receive:

- use of the PACFA Endorsed Professional Development logo on the education and training provider's website and in social media, including Facebook and LinkedIn
- listing on PACFA's CPD website page, and
- inclusion in up to two (2) editions of the monthly PACFA eNews with visual identity highlight (provider to supply logo).

All extended duration endorsed CPD courses will receive:

- use of the PACFA Endorsed Professional Development logo on the education and training provider's website and in social media, including Facebook and LinkedIn
- listing on PACFA's CPD website page, and
- inclusion in up to three (3) editions of the monthly PACFA eNews with visual identity highlight (provider to supply logo).



These benefits are designed to maximise visibility and recognition of the endorsed courses, supporting providers in attracting and informing potential participants.

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6. Continuing professional development course endorsement application fees

	Course endorsement application fee type	Fees	Endorsement period	Additional notes
Standard endorsement	Standard endorsement	\$275 per CPD course	3 months	Endorsement expires and CPD course details are removed from the PACFA CPD website page after three (3) months or after the course has commenced.
	Extended endorsement package	\$495 per CPD course	6 months	Endorsement expires and CPD course details are removed from the PACFA CPD website page after six (6) months or after the course has commenced.
	Annual endorsement package	\$880 per CPD course	12 months	Year long endorsement. CPD course details are removed from the PACFA CPD website page after twelve (12) months or after the course has commenced.
	Multiple course endorsement	\$1100 per package of six (6) different CPD courses	3 months	Applicable for six (6) different CPD courses to be used within a period of six (6) months with all information submitted at time of application.
	Licence fee*	\$385 per CPD course	12 month licence agreement	Application fee for endorsement of a CPD course and licence agreement to deliver the course multiple times within Australia for up to a 12 month period. <i>The licence fee is payable by the education and training content developer.</i>
	Delivery of an endorsed CPD course under a licenced agreement	\$121 per delivery of an endorsed CPD course under licenced agreement	3 months	Application fee for subsequent delivery of an endorsed CPD course under a licenced agreement. <i>This fee is payable by the presenter and/or presenting education and training provider.</i>

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	Course endorsement application fee type	Fees	Endorsement period	Additional notes
Extended duration	Extended duration course standard endorsement fee	\$385 per extended duration CPD course	3 months	<p>Application fee for endorsement of an extended duration CPD course for the standard endorsement period of three (3) months.</p> <p>Endorsement expires and CPD course details are removed from the PACFA CPD website page after three (3) months or after the course has commenced.</p>
	Extended duration course extended endorsement package	\$605 per extended duration CPD course	6 months	<p>Application fee for endorsement of an extended duration CPD course for a six (6) month period.</p> <p>Endorsement expires and CPD course details are removed from the PACFA CPD website page after six (6) months or after the course has commenced.</p>
	Extended duration course annual endorsement package	\$990 per CPD course	12 months	<p>Application fee for endorsement of an extended duration CPD course for a twelve (12) month period.</p> <p>Year long endorsement. CPD course details are removed from the PACFA CPD website page after twelve (12) months or after the course has commenced.</p>

Please note: All prices exclude Australian GST. Fees are valid until 30 June 2026. Fees are subject to increase at any time without notice.

Member associations receive a 20% discount on endorsement of CPD course.

*A licence fee is charged once, for each CPD course where the course is intended to be delivered multiple times within Australia for up to a 12-month period.

For example, a CPD course to be delivered on three separate occasions within a 12-month period results in \$385 licence fee (payable by the education and training content developer) and \$121 per subsequent delivery of the endorsed CPD course (payable by the presenter and/or presenting education and training provider), total fees applicable \$748 (excluding GST).

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7. Compliance with continuing development course endorsement terms

Providers are encouraged to adhere to these guidelines to ensure smooth re/application and renewal processes. Compliance helps maintain the integrity and quality of endorsed CPD courses.

7.1 Logo use

Providers must remove the PACFA CPD endorsement logo when the endorsement period expires. Failure to do this may impact future applications for CPD course endorsement.

7.2 Fee Policies

Endorsement application fees must be paid in full at the time of application. This ensures that processing begins without delay.

If an application is rejected, a refund will be provided. This ensures fairness and maintains trust between PACFA and course providers.

7.3 Cancellation Policy

Endorsement cannot be refunded if a course is cancelled after the commencement of a listing. This policy is in place to ensure that resources allocated for course endorsement are used effectively.

In extraordinary circumstances, such as unforeseen and avoidable conditions that necessitate the cancellation of a course, a credit may be granted for future course endorsements. This allows for flexibility and support for providers facing genuine difficulties.