



## **Continuing Professional Development Program**

### **Introduction**

DanceSport Australia is standing on the brink of a new age. Familiar certainties and ways of doing things are disappearing. New demands are being put on the skills needed for the world of tomorrow, and community expectations are changing. Continually upgrading knowledge and skills not only increases your worth as a Coach and or Adjudicator but also is vital to your career development.

DanceSport Australia has established a Continuing Professional Development program as an adjunct to its existing accreditation and licensing system, in support of the following objectives:

- Raise the minimum performance standard for DSA accredited coaches and adjudicators and institute a culture of continuous improvement in coaching and adjudicating standards.
- Raise the prestige of and respect for DSA accredited coaches and adjudicators.
- Promote DSA accredited coaches to distinguish from dance teachers who do not hold DSA accreditation.
- Distinguish those DSA accredited coaches who have chosen DanceSport coaching and teaching as a professional career.
- Develop a competency based DanceSport Coaching and Officiating accreditation system that is recognised by Australian Sports Commission, and Diploma level in the Australian Government's National Training Framework.
- Develop a competency based DanceSport Coaching and Officiating accreditation system that will be internationally recognised as being at world's best practice.

### **Principles of CPD**

All DSA accredited coaches and adjudicators have a professional obligation to themselves, to their couples and students, and to the community to plan and participate in a continuing education program, tailored to meet their own needs. DSA has formalised this obligation in its CPD requirements.

The underlying principle of CPD is that it must improve a DSA accredited coach's ability to undertake his or her job by extending the coach's knowledge and skills. It is additional to the normal requirements of the coach's activities. It is for the coach to decide which activities satisfy this requirement.

As its name implies, Continuing Professional Development is a constant process and you will need to review your development requirements as your career progresses. While it is up to you as an individual to take responsibility for your own professional development, DSA is committed to helping you in achieving your goals.

## **Eligible activities**

CPD activities must be structured: that is, the activity must have a clear set of objectives and a logical framework. Examples of structured activities include lectures, workshops, seminars, distance learning courses, and educational Videos, DVDø and audio tapes. Properly organised discussion groups will meet the requirement of structured CPD, and it is possible that individual coaches might plan and execute a study program based upon researching literature in a particular field.

DSA recognises that service on committees and as leaders and presenters of activities that are additional to a coach's or adjudicatorø normal activities and will extend the coaches and/or adjudicatorø knowledge and skills. Service on committees can be counted towards meeting DSAø CPD obligations as per the table below.

## **Coaches & Adjudicators – Entry and Upgrading Policy**

In order to gain initial accreditation or upgrade to a higher Level of accreditation Coaches/Adjudicators must attain the following unit values.

<b>Coach</b>		<b>Adjudicator</b>	
Instructor	N/A (i)	Competition	25 Units
Coach	35 Units	Championship	35 Units
Elite Coach	45 Units	National Championship	45 Units

(i) Not required at Instructor level (National Council decision 26<sup>th</sup> March, 2010)

## **Conditions of Entry or Upgrading**

Activities must be verified on the CPD Activities Form by a responsible person e.g. convenor of course/workshop, DSA State Executive Officer. It must then be authorised by your DSA State Accreditation Officer before submission to the CPD Management Officer.

All activities may be completed in the space of one year. Ideally they should be spread over a 2 to 3 year period.

Continuing Professional Development activity is a requirement for all Coaches and Elite Coaches, and all Adjudicators ø as set out in DSAø Accreditation Program.

The requirements of these CPD Clauses came into full effect as from 1<sup>st</sup> January, 2011 and National Council decided that the recording of CPD units will apply retrospectively to activities taken as from 1<sup>st</sup> January, 2010.

## **1. Accreditation Levels**

In order to gain an initial accreditation or to upgrade to a higher Level of accreditation Coaches/Adjudicators must attain the unit values as per the preceding table, taken from the wide range of activities as set out in the attached tables.

## **2. Maintenance:**

øContinuing professional developmentö is vital to your career development and is a constant process. As part of the CPD requirement for Coaches and Adjudicators you will need to review your development as a coach or adjudicator as your career progresses. We are therefore introducing the requirement that 60 CPD units be acquired each trimester (eg. 20 units/year over three years). Activities may be selected from the wide range of

actions set out in the attached tables. On attainment of 60 CPD Units in a trimester DSA will award 'Certificate of Competency -CPD compliance

### **3. Currency of Activities**

Points can be accumulated for three years, and remain valid or 'current' for that period. If at the end of a three year period an individual has not 'used' the points for advancement to a higher level, or as part of the necessary 60 points for the issuance of a 'Certificate of Competency or CPD Compliance' then those points acquired in the years preceding (earlier than) the last three years are considered no longer valid, and are 'dropped'.

### **4. Activities**

Recognising the wide range of interests that individual coaches and adjudicators will have, the activity lists have been set under many and varied headings, to accommodate those interests. Participants are free to choose the activities that suit their own interests. Some activities have been labelled 'Core' activities, and except in one or two cases, 'core' activities are not compulsory but are generally of a nature that constitutes new 'knowledge acquisition'. Core activities will carry a 'bonus' point allocation of an additional 10%

Please note we do not hold out that the activities in the schedules attached contain an all encompassing and exhaustive range of conduct that would benefit the individual DanceSport professional, and/or DanceSport itself. For this reason, individual professionals may apply to have an activity considered as accruing points where they believe such has added considerably to their development as a DanceSport professional. A university course in Human Movement and Recreation would be an excellent example of one such activity that should be considered.

As part of the introduction of the CPD Program, DSA may in the first year of operation only allow for some retrospective activities - of the nature described in the preceding paragraph - to be counted towards points accumulation. That is, where a professional has undertaken such an activity in the 12 months immediately preceding the introduction of the CPD program and they believe such has added considerably to their development as a DanceSport professional, they may apply for that activity to be counted towards points accumulation.

CPD activities are not style specific.

Where activities are common to both Coach and Adjudicator sections, the activity need only be taken once..

### **5. Authentication of Activities**

Activities must be verified on the CPD Activities Form (attached hereto and available for download on the DSA web site) by a responsible person e.g. convenor of course/workshop, DSA State Executive Officer, and then authorised by your DSA State Accreditation Officer before submission to the CPD Management Officer.

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## INSTRUCTORS / COACHES

Activity Ref. No.	Coach Levels	DESCRIPTION	UNITS	Max Units per year	Core or Elective
DSA401C	1, 2	Presentation at DSA State/National Seminar on a Coaching specific topic	3 State/5 Nat	10	Elective
ASC301C	1, 2	Complete a ASC Course Presenters Course	10	10	* Core
ASC302C	1, 2	Complete an ASC approved Assessors Course	10	10	* Core
DSA402C	1, 2	Write or publish a coach related article for DSA publication (min 500 words)	5	10	Elective
DSC001C	1, 2	Advancement in Coaches Accreditation Level ( 1 to 2 )	10	10	* Core
DET120C	2,3	Training a successful candidate for adjudicating Levels 1 and/or 2	10	10	Elective
CPD307C	1,2,3	Successful completion of DSA Scrutineers Accreditation	5	5	Elective
DET121C	1, 2, 3	Attendance at Coaching with Disabilities Course	3	3	* Core
FAC100C	1, 2, 3	Level 1 First Aid Certificate or equivalent	3	3	* Core
FAC200C	1, 2, 3	Level 2 First Aid Certificate or equivalent	4	4	* Core
DET122C	1, 2, 3.	Presentation of module/s of DSA Level 1 Coaching Principles Course	2 per module	6	Elective
ASC304C	1, 2, 3.	Complete a Train the Trainer Course	10	10	Elective
DEP101C	1, 2, 3.	Accredited as Presenter of Dance Easy Program	5	10	Elective
MPP304C	1, 2, 3.	Harassment in Sport Attend Learning Sessions	3	3	* Core
MPP305C	1, 2, 3.	Mature Age Sport Attend Learning Sessions	3	3	Elective
DET123C	1, 2, 3.	Training Level 1 student to Certificate Level (per student)	5	10	Elective
PCA101C	1, 2, 3.	Publish a Coaching related article in DSA National or State Newsletter	2	10	Elective
PCA102C	1, 2, 3.	Publish a Coaching related article in a recognised, Dance Magazine, or Website	3	10	Elective
ACC203C	1, 2, 3.	Participating in administration of DSA at state or national level	2	15	Elective
ACC104C	1, 2, 3.	Participate in DSA Seminars	2	15	Elective
ACC105C	1, 2, 3.	Participate in DSA Meetings	2	15	Elective
DET211C	1, 2, 3.	Participate in DSA Training & Education	2	15	Elective

## **INSTRUCTORS / COACHES (Continued)**

<b>Activity Ref. No.</b>	<b>Coach Levels</b>	<b>DESCRIPTION</b>	<b>UNITS</b>	<b>Max Units per year</b>	<b>Core or Elective</b>
OHS501C	1, 2, 3.	Fire & Safety, present a fire & safety Plan for your premises (Studio/ Hall)	3	3	Elective
OHS502C	1, 2, 3.	Attend TAFE, DSR, or DSA accredited O.H.& S. Course	5	3	Elective
OHS503C	1, 2, 3.	Attend TAFE, DSR, or DSA accredited Risk Management Course	5	5	Elective
OHS504C	1, 2, 3.	Develop Risk Management Program for Dance Classes/Business	3	3	Elective
WWC101C	1, 2, 3.	Hold current State Government Working with Children Clearance	10	10	# Core
WWC102C	1, 2, 3.	Hold current renewal of State Government (if applicable)	5	5	# Core
TAFE88C	1, 2, 3.	Attend TAFE, DSR or DSA recognised Business Management Course	5	5	Elective
CPD308C	1, 2, 3.	Attainment of a technical qualification with a DSA endorsed dance society	5	5	Elective
DET212C	1, 2, 3.	Contribution to the update of DSA Technical Manuals	3	10	Elective
SSR 607C	1, 2, 3.	Complete a State Dept of Sport & Recreation Coaching Course	5	5	Elective
ASC303C	2	Complete an ASC approved Mentors Course.	10	10	* Core
DSA2-3C	2	Advancement in Coaches Accreditation Level ( 2 to 3 )	10	10	* Core
ASCC	2, 3.	Attend & complete ASC Level 2 Intermediate Coaches Course	10	10	* Core
DET123C	2, 3.	Training accredited Coach to higher level (00 to 1; 1 to 2; 2 to 3 )	5	10	Elective
CPD307C	3.	Complete DSA Scrutineers Accreditation	10	10	* Core
SPA191C	3.	Level 1 Administration - State Sports Administration.	12	12	Elective
SPA292C	3.	Level 2 Administration - State Sports Administration	16	16	Elective
DSA219C	3	Membership of assessment panel for technical module examinations	5	10	Elective

Definitions: \* Core activities labelled\* are regarded as acquisition of new knowledge but are not compulsory. These activities will carry bonus of additional 10% on value of unit value

# Core activities labelled # indicates compulsory, and these carry a bonus of 20%. These activities are required to be completed where the individual professional wishes to (a) advance from one level to another; and/or (b) acquire a "Certificate of Competency" or CPD Compliance" with the number of points required then having to include those compulsory activities.

## ADJUDICATORS

Activity Ref. No.	Adjudicator Levels	DESCRIPTION	UNITS	Max Units per year	Core or Elective
ACC200A	1.	Advancement in Adjudicator Accreditation Level (1 to 2;)	10	10	* Core
ACC201A	1, 2, 3.	Attend & complete assignments at DSA Adjudicators Principles Course	7	12	# Core
ACC202A	1, 2, 3.	Write or publish an adjudicator related article for DSA publication (min 500 words)	5	10	Elective
ACC201RA	1, 2, 3.	Attend and complete Refresher Adjudicators Principles Course	5	5	# Core
ACC301A	1, 2, 3.	Complete a ASC Course Presenters Course	10	10	* Core
ACC203A	1, 2, 3.	Participating in administration of DSA at State or National level	2	15	Elective
ACC204A	1, 2, 3.	Participate in DSA Seminars	2	15	Elective
ACC205A	1, 2, 3.	Participate in DSA Meetings	2	15	Elective
CPD307A	1, 2, 3.	Successful completion of DSA Scrutineers Accreditation	5	5	Elective
CPD308A	1, 2, 3.	Attainment of a technical qualification with a DSA endorsed dance society.	5	5	Elective
IDSF001A	2,3	Attendance & completion of an IDSF Adjudication Congress	10	10	Elective
ACC206A	2.	Advancement in Adjudicator Accreditation Level ( 2 to 3)	10	10	* Core
ACC207A	3	Mentor of Trainee Adjudicator	4	8	Elective
ACC208A	2, 3.	Presentation of Session/s of DSA Adjudicators Principles Course	5 per session	10	Elective
ACC209A	2, 3.	Presentation at DSA State/National Seminar on an Adjudicating specific topic	5	10	Elective
ASC302A	2, 3.	Complete an ASC approved Assessors Course	10	10	* Core
ASC303A	2, 3.	Complete approved Mentors Course	10	10	* Core
ASC304A	2, 3.	Complete a Train the Trainer Course	10	10	* Core
IDSFOO2A	2, 3.	Adjudicating at overseas events endorsed by IDSF	5	10	Elective
ACC210A	2, 3.	Publish article relating to adjudication in DSA National or State Newsletter.	2-3	10	Elective
ACC211A	2, 3.	Publish article relating to adjudication in a recognised, Dance Magazine, or Website	3	10	Elective
DET211A	2, 3.	Participate in DSA Training & Education	2	15	Elective
DSA212A	3	Membership of assessment panel for technical module examinations	5	10	Elective

Definitions: \* Core activities labelled\* are regarded as acquisition of new knowledge, but are not compulsory. These activities will carry bonus of additional 10% on value of unit value. □

# Core activities labelled # indicates compulsory, and these carry a bonus of 20%. These activities are required to be completed where the individual professional wishes to (a) advance from one level to another; and/or (b) acquire a Certificate of Competency CPD Compliance with the number of points required then having to include those compulsory activities.



**THE GOVERNING BODY FOR THE SPORT IN AUSTRALIA**

**CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM**

**ACTIVITIES FORM**

**Full Name:** (please print) ..... **Registration number:** ..... I certify that I have complied with DSA's CPD requirements as evidenced below.

**Signature:** ..... **Date:** .....

No.	Date/Dates	Description of Professional Activity Undertaken (as per the description on the circulated activities list – see Website)	Activity Reference No. (Circulated List – Web site)	No. of Points Claimed (See Website)	Details/evidence of participation in activity (can be an attached certificate, a receipt, an 'signed-off' brochure, or a name + signature of the activity presenter/promoter – or similar*)

\* Any reasonable item evidencing participation will be acceptable

Office Use Only:  
 1. Approved for inclusion on CPD activities register.  
 2. Activities entered/recorded in register

DSA Accreditation Commission per : ..... Date: .....

Authorised: ..... Date.....  
 (State Branch Accreditation Officer)