

ARTA Professional Development Award Criteria for Evidence

RT Professional Education: Accredited courses				
Relevant courses undertaken by members seeking specific skills or knowledge which have an assessment of the attainment of those skills or knowledge are included in this category. Members may claim points for each year they are enrolled in the course. This may include courses offered through TAFE, Registered Training Organisations or a University. E.g. Ba Hlth Sc TR, Frontline management, Training and Assessment				
Category	Description	Evidence	Check	Hours/ Points
<i>Post secondary or Higher Education Qualifications</i>	Certificate IV course	Copy of enrolment letter Copy of yearly transcript		20
	Diploma course or associate diploma			25
	Bachelor's degree or associate degree			28
	Postgraduate: Certificate			30
	Postgraduate: Diploma			32
	Postgraduate: Masters			35
	Postgraduate: Doctorate			40

RT Research and Publications				
Category	Description	Evidence	Check	Hours/ Points
<i>Develop research in RT</i>	The research is not part of an accredited course (e.g. Masters degree) and will be relevant to the practice of Recreational therapy	Copy of research submission		30
<i>Participate in a research project</i>	This includes collaborating on the research project, conducting interviews, collecting data. NB: Response to a RT research project by interview or questionnaire is only awarded for over one hour of time	Letter or email of acknowledgement by chief researcher or research officer/assistant stating participation.		15 1
<i>Publish article in a non-refereed newsletter or journal</i>	The article must be in a publication for wider distribution to other Recreational therapists or practitioners in a related field, 750 words and includes ARTA newsletter. NB: not your facility/organisation newsletter	Copy of article or reference to date if ARTA publication		10
<i>Publish article in a peer reviewed refereed journal</i>	Publication in referenced journals may include aged care, nursing, rehab, ARTA and ATRA, etc	Copy of journal, name in reference as appears in journal publication		50

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RT Professional Education: Conferences and or Conventions				
Category	Description	Evidence	Check	Hours/ Points
<i>Attendance at a conference or convention</i>	Needs to be relevant to RT field or area of practice. 8 hrs/pts 1 day; 15 hrs/pts 2 days; 20 hrs/pts 3 days	Certificate of attendance detailing topic and duration		8 15 or 20
<i>Presenter at conference or convention</i>	This activity is seen as an opportunity for therapists to extend their professional knowledge and skills. NB: The same presentation topics may only be submitted once for PD points.	Letter/email evidence Copy of presentation may be requested. Copy of program flyer/brochure stating presenter details Letter/certificate of appreciation		15

RT Professional Education: Non-accredited - No formal assessment				
Category	Description	Evidence	Check	Hours/ Points
<i>Attendance at a workshop, seminar or course</i>	Course must be directly relevant to the practice of RT and of at least 6 hours duration e.g. ARTA, Alzheimer's Australia, Return2Sport expo etc	Certificate of attendance		8
<i>Presenter at a workshop, seminar or course</i>	Which is directly relevant to the practice of Recreational therapy. This activity is seen as an opportunity for therapists to extend their professional knowledge and skills. NB: 15pts more than 30min & 10pts under 30min	Letter of invitation or acknowledgement Copy of program flyer Copy of presentation NB: The same presentation topics may only be submitted once for PD points		15 or 10
<i>RT specific in-service education</i>	Attend at a course conducted within your facility which has been specifically arranged to address the needs of RTs/RAOs. This may include programs on the Aged Care Channel. The RT/RAO may design and facilitate an in-service at their facility for their peers. Inservice needs to be 30 minutes or more, excluding mandatory training such as manual handling.	Certificate of attendance detailing topic and duration Email from educator or facilitator stating attendance Copy of in-service education notes delivered by RT or RAO to peers in facility		2

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Recreational Therapy Practice				
Items under this category extend the professional knowledge and practice of the individual.				
Category	Description	Evidence	Check	Hours/ Points
<i>Design, implement and evaluate a new / innovative program</i>	This is an activity that has extended the therapist's current repertoire of activities. The activity does not have to be new to the practice of Recreational therapy; but it must be a new activity for the ARTA member .	Design (What was it you did and why), implementation (How did you do it – get detailed here!) and an evaluation of the activity (How it went - tell the good, bad and ugly based on feedback from clients, others and your own observations). At least one typed page to outline evidence.		5
<i>Design, implement and evaluate a recreational therapy special event</i>	The special event may be a significant event within a facility, or it may be an activity between a number of facilities. The activity must involve significant planning and organisation. NB: Small in-house annual celebrations do not fall into this category.	Details of the event including program plan that demonstrates significant planning and organisation for the special event. At least four typed pages to outline evidence.		15
<i>Carry out a continuous improvement activity</i>	This activity must be specifically focussed on Recreational therapy practice	Detailed copy of CQI plan as per facility documentation At least two typed pages to outline evidence.		5
<i>Supervision of a Recreational Therapist/leisure professional</i>	The person MUST be a student or graduate of a recognised course (e.g. Cert IV Leisure & Health or B HSc (Recreational Therapy). High school students to not qualify for supervision with discipline specific knowledge not required. Person MUST be working/training for a position in RT practice – not another discipline. Person MUST be under your supervision for at least one week. Students from TAFE/Uni will have paperwork that can be used evidence this.	Letter from student placement coordinator / education institute outlining length of placement (weeks or hours) and what duties are expected of the student and/or supervisor Copy an induction programme that you can sign off on.		15
<i>Involvement in community organisations requiring recreational therapy skills</i>	This category provides recognition for Recreational therapists taking leadership roles in their local community organisations.	e.g. Rotary or local council Letter of invitation; copy of meeting minutes; program/event plan and what tasks were expected or undertaken		8

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Recreational therapy Committee Participation				
Category	Description	Evidence	Check	Hours/ Points
<i>Participation in any ARTA Board position</i>	This professional activity is encouraged and provides opportunities for members to extend their professional knowledge and skills and is therefore rewarded within this professional development achievements framework. Points apply to each year in the position	Refer to ARTA AGM minutes. Refer to Board meeting minutes. Refer to ARTA letter of appointment no copied required		30
<i>Attending a ARTA network group or a special interest group</i>	This category recognizes participation in special interest or area network groups (affiliated groups are listed in ARTA newsletter) two (2) hours or points for each meeting Group leader gains an extra three (3) hours or point at each meeting attended (organizing and chairing the meeting)	Network Group Meeting Notes and Attendance Record of meetings, include a summary only with name of group leader		2 3
<i>Membership of an ARTA Community of Practice</i>	This includes both communities of practice and other groups that are established to drive the profession forward. e.g. Lobby groups, hospital working group, driving profession development.	Letter/email of acknowledgement from ARTA Refer to minutes or notes of meeting		20
<i>Attendance at ARTA AGM</i>	Members attending ARTA AGM via Zoom.	List this and evidence will be in minutes of AGM		4
<i>Assistance at ARTA</i>	Formal assistance requested from office or Board based on the number of hours required. For example, 4 hours of formal assistance would render 4 hours or points	Confirmation email or certificate from ARTA office		4