

<p>Course Author</p>	<p>A Course must be submitted by a current Level 5 or higher practitioner member of the AKA.</p> <p>This applies whether:</p> <p>a. The course author is submitting the course; If an Australian course author is not yet a current Level 5 or higher level practitioner member of the AKA, they must undertake to become at least a Level 5 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.</p> <p>b. The course is being submitted on behalf of the course author; If the course author doesn't have the required level of membership or is an overseas course author then they require a representative who has the required level of membership. An Australian Course Author must undertake to become at least a Level 5 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.</p> <p>c. An overseas course author needs to be a professional member of similar association in their country.</p>
<p>Letters of permission</p>	<p>What will you need to supply?</p> <p>a. A declaration stating that training will be completed by the end of the second year after the course has been ratified. This needs to be signed and included with the course application.</p> <p>b. A written letter of permission from the course author for the person who will represent them if applicable.</p> <p>c. If someone else's work forms part of the course then a written letter of permission from the author is required to use their work.</p>
<p>Copyright and Plagiarism</p>	<ul style="list-style-type: none"> • The course manual and application will be checked carefully for any breaches of copyright and plagiarism. • Course Authors need to ensure that their material complies with all the current Australian and International laws regarding copyright. • Where using other people's materials in a lawful manner, the original sources must be acknowledged and attributed to the author or author's thereof. <p>What will you need to supply? A signed declaration stating that the work has not breached copyright or plagiarism laws is part of the course application (incorporated into the application form, a separate letter is not required)</p> <p>Definition: Plagiarism is taking someone else's work and passing it off as your own.</p>



CPD Course Application Form Criteria

Assistance

If you find that you need assistance contact the AKA Office for the name of a Course Application Consultant. The consultant will assist you in preparing your application and there will be a fee involved.