Application for Course Recognition to qualify for

Full membership – Diversional Therapist (Degree/Assoc Degree Qualified)

Administrative information to be submitted by all applicants (Course Providers)

Name of Course Provider: ……………………………………………………………………………………………

Course Provider's Organisation: ……………………………………………………………………………………

ABN: ……………………………………………………. Registration Number (RTOs only): …………………………………………………

Full Postal address: ………

………..

Phone: …………………………………………………… Fax: ……………………………………………………

Email: …………………………………………………………………………………..

Website: …………………………………………………………………………………

Contact for correspondence

This is the person who will receive all correspondence, notifications and enquiries concerning the recognition of the course, from the DTA.

Title: ………….. First name: ……………………………… Last name: ………………………………………………………..

Position: ………………………………………………………………………………….

Full Postal address: ....

………..

Phone: ……………………………………………………. Fax: …………………………………………..

Email: …………………………………………………………………………………..

Payment details

The fee for this application for recognition is $2999. If approved, Course Recognition will be granted for a period of 3 years from notice of the result of the application.(See note*)

Fees can be paid via VISA, Mastercard, cheque, or electronic funds transfer. Please ensure you have identified any payments made with the name of your organisation.

The fee has been paid by:

❒ **VISA or MASTERCARD** (preferred method- fill in details or phone DTA office 1300 113 395)

Card Name: ………………………………………………………………………………..

Card Number: …………………………………………………………………………..

Expiry Date: ………………………………………….

❒ Electronic Funds Transferred on _____/_____ / _____

EFT Payments to Diversional Therapy Australia BSB: 062281 ACC: 10318598

❒ Cheque enclosed

(please note: applications will not be reviewed until the fee has been paid)

Application for Course Recognition to qualify for Full membership – Diversional Therapist

Name of Course Provider: ………………………………………………………………………

Course name in full: ....

1. ***Does this course currently have DTA Course Recognition***? ❐ YES ***Expiry date*** …………………. ❐ NO

2. ***Has this course been approved by the University Academic Board***?

❐ YES ***Date of approval***…………………………. ❐ NO

(An application for Course Recognition may be submitted and processed prior to the course being accredited or approved. However DTA Course Recognition takes effect no earlier than the date on which the course gains formal accreditation or approval.)

Supporting Documents

Supporting documents form the major part of the information considered by the DTA Course Recognition Panel. Include all course unit/subject/module outlines. One of the criteria for the recognition of a course is that clear links are made between supporting documentation provided by the applicant and the relevant parts of this application form.

Clearly number and label each document included as part of your application indicating the type of document and your course name.

Link the content of documents submitted with the relevant parts of this application form by inserting Part and Section numbers from the application form beside the relevant part in the document AND by entering the document number and page numbers beside each part and section of the application form in the space provided. All documents are to be submitted electronically to enquiries@diversionaltherapy.org.au and marked to the attention of the DTA Board.

Course overview

Provide details of each of the following:

1. The course provider's vision, values, philosophy and objectives as they relate to the provision of a course for Diversional Therapists. *Attach document labelled as A1.*

2. Course structure including the list of Units/Modules/Subjects, together with their relative weighting in terms of credit points or percentage of total course, and the number of hours for each subject and the total course. *Attach document labelled as A2.*

Where subjects are taught in an integrated manner in the same time frame apportion the hours. eg. If *Introduction to Biology* and *Complex Needs of Individuals* are two subjects taught as a single integrated module for a total of fifteen hours then apportion the 15 hours to each subject to make a TOTAL of 15 hours (such as 9 hours and 6 hours).

Name of Course Provider: …………………………………………………………………………

Meeting the National Minimum Course Standards

A. Course AQF Level

❐ Level 6 Associate Degree   ❐ Level 7 Bachelor Degree

B. Staffing Requirements

1. For each location at or from which the course is to be offered, nominate the course teaching staff.

Each course teaching staff member should hold expert and appropriate diversional therapy/therapeutic recreation/ leisure and health qualifications, and should hold University level membership to Diversional Therapy Australia. Include their qualifications. Attach document labelled as B1.

2. Outline your professional development plan in relation to Diversional Therapy for staff who are involved in the delivery and assessment of the course. Attach document labelled as B2.

C. Workplace Experience

1. How many hours of workplace experience are students in this course required to complete in order to graduate?

_____Hours

2. Provide details of how workplace experience is structured and controlled, inclusive of student safety. Attach as document labelled C2. Student supervisors must be appropriately qualified. Attach documented evidence of this as C2A.

3. Each course should have an External Advisory Committee, designed to engage and seek feedback on the course, for the duration of the approved recognition period, or an equivalent means of obtaining feedback from stakeholders. This means should include a range of views, such as from expert academic Diversional Therapists, DTA professionals, another course provider, an employer, stake holder or representative from a health service industry, or a range of health service industries relevant to the course content. Attach documented evidence of this as C3.

4. DTA will endeavour to undertake a site visit, designed to meet staff, students and supervisors, in ensuring the course provider complies with course accreditation policy.

5. The course providers should demonstrate how they meet the relevant standards as specified by the Tertiary Education Quality and Standards Agency. Attach documented evidence of this as C4.

Name of Course Provider: …………………………………………………………………………

D. Minimum Course Knowledge, Skills and Professional Competencies

Section 1: *To be completed by all applicants*

Provide details of how your course addresses each of the areas outlined.

- Area
- Core knowledge, skill and professional competencies
- Supporting documentation – titled D and section # (include unit/subject/module outlines)

Example of how to complete this part of the form

6. Program evaluation

To understand and demonstrate skills in leisure and recreation program evaluation. Course content to include:

6.1a Monitor and determine effectiveness of the activity in relation to individual and group needs

6.2a Monitor and determine effectiveness of the program in relation to clients.

6.3a Document the evaluation

6.1a See Doc. 1 pp. 10-15; 23-25   Doc 3 pp. 7-10

6.2a See Doc 1 pp. 23-28; 48-52   Doc 3 pp. 9-10

6.3a See Doc 1 pp 23-28; 48-52

Name of Course Provider: …………………………………………………………………………

1. Foundation knowledge
To understand and demonstrate key underpinnings of Diversional Therapy practice

1.1. Diversional Therapy practice, values and ethos:
Course content to include:

1.1.1. Exploration of a range of definitions and philosophies

1.1.2. Codes of ethical conduct and duty of care

1.1.3. Work environments and roles, including community

1.1.4. Key concepts including but not limited to:
- Individuality, recognition and respect
- Autonomy and interdependence
- Inclusion and Citizenship
- Choice
- Client centred practice

1.1.5. Well-being over the lifespan and continued human development

1.1.6. Leisure and experience for each client group

1.1.7. Models of practice such as:
- Social model
- Leisure Flow
- Leisure Ability Model
- Authentic partnership
- Community development model
- Current trends and professional issues

1.2. To recognise and apply the concepts and values of leisure and recreation
Course content to include:

1.2.1. Basic definitions of leisure and recreation

1.2.2. Historical influences

1.2.3. Leisure across the lifespan

1.3. An understanding of the basic physiology of the human body and recognise the impact of leisure participation on various body systems
Course content to include:

1.3.1. Physiology of human movement

1.3.2. Concepts to maximise leisure involvement, safe participation and positive health outcomes

1.4. An understanding of Human Psychology and Psychology of leisure

Name of Course Provider: …………………………………………………………………………

Course content to include:

1.4.1. Understanding of basic human psychology and its relationship to the effective facilitation of the individual's involvement in leisure and leisure behaviour

1.4.2. Understanding of the relationship between communication and behaviour and the role of distress in personal expression

1.4.3. Lifespan development

1.4.4. Health and wellness concepts and the impact on individuals e.g. resilience, stress

1.4.5. Cognitive processes, including basic understanding of memory, decision making and reasoning

1.4.6. Motivation theories

1.4.7. Pain Management

1.4.8. Role of Emotions

1.5. An understanding of the ways sociological factors influence leisure involvement
Course content to include:

1.5.1. Culture and society: impact of culture on society

1.5.2. Culture and health: impact of culture on health

1.6. Understanding of perceptions of disability
Course content to include:

1.6.1. Understanding of Citizenship and human rights

1.6.2. Understanding of the impact of stigma and discrimination

1.6.3. Understanding of social capital and social connectedness

1.6.4. Social theory including Feminist theory, functionalism, social constructionism, critical theory, Weberian theory, post-structuralism theory

2. Client groups
An understanding of effectively working with a diverse range of individual clients.
Course content to include:

2.1.1. Understanding of a range of potential barriers to client groups

2.1.2. Understanding of the holistic nature of the leisure experience

2.1.3. Understanding of the value of the leisure experience across a range of client groups

2.1.4. Understanding of the concepts of inclusion and empowerment including dignity of risk

Name of Course Provider: ………………………………………………………………………

3. Client Awareness and Assessment

3.1. To collect information which will support positive leisure experiences.
Course content to include:

3.1.1. Understanding and analysis of the strengths, resources, connections and relationships within an individual's network, using a range of relational and other methods (e.g. qualitative, life history, narrative)

3.1.2. To develop an understanding of the individual and their interests, strengths, cultural and spiritual selves

3.1.3. To engage with social histories or life reviews

3.1.4. To develop an understanding of the relationship between citizenship and identity

3.1.5. Develop tools to match the client experience (e.g. qualitative)

3.1.6. Interpret results to provide information supportive of the client experience.

4. Evaluating outcomes for individuals

4.1. To use the evaluation process to determine and document individual outcomes from leisure programs
Course content to include

4.1.1. Definition of evaluation

4.1.2. Continuous nature of evaluation methods

4.1.3. To develop an understanding of the diversity of relational evaluation methods including non-verbal, observational, narrative, qualitative.

4.1.4. Document the evaluation

4.1.5. Outcome measures

5. Leisure and recreation programming

5.1. To use effective facilitation skills to understand and demonstrate skills in leisure and recreation programming
Course content to include:

5.1.1. Different types of facilitation approaches and skills

5.1.2. Use of resources including community resources

5.1.3. Working with complex situations

5.2. Event Management to recognise the stages of event management and group participation
Course content to include:

5.2.1. Community Inclusion

5.2.2. Planning and organising

5.2.3. Implementation

Name of Course Provider: …………………………………………………………………………

5.2.4. Reflective review

5.2.5. Promotion

5.2.6. Management of resources for events

5.3. Leisure/recreation activities/games/sports
Course content to include:

5.3.1. Develop an awareness of the range of leisure and recreation options/experiences available.

5.3.2. Resource materials required to facilitate activities

5.3.3. Use of adaptive devices and consideration of activity modification

5.3.4. Activity analysis , reflection and review

5.4. Using Resources Wisely and Sustainably
Course content to include

5.4.1. Recognition of the range of resources (eg Human/staff, financial, time, environment, equipment, etc)

5.5. Programming
Course content to include:

5.5.1. Assisting individuals to communicate their own aspirations, including goal setting

5.5.2. Develop group and/or individual program plans and schedules

5.5.3. Implementing program plans and schedules

5.5.4. Resource audits

5.5.5. Incorporate motivational strategies

5.5.6. Use professional judgement in establishing the frequency, intensity and duration of programs

5.6. Leisure Education
Additional course content to include:

5.6.1. Concepts of Leisure education model (including traditional and non-traditional leisure skills)

5.6.2. Application of Leisure education principles

5.6.3. Leisure Awareness across a range of settings and/or intended outcomes

5.6.4. Leisure resources relevant to the intended outcome

5.6.5. Social interaction skills within the leisure education concept (communication, relationship building and self-presentation skills)

Name of Course Provider: …………………………………………………………………………

6. All of program review
To understand and demonstrate skills in overall leisure and recreation program evaluation
Course content to include:

6.1. Involving stakeholders in overall program evaluation

6.2. Assess the relevance of specific elements of the program

6.3. Document and recommend changes as a result of the evaluation

7. Communication
To understand and demonstrate relational communication skills
7.1. Interpersonal Communication
Course content to include:

7.1.1. Major elements of communication such as the source-receiver, encoder, etc)

7.1.2. Barriers and factors affecting effective communication

7.1.3. Effective listening

7.1.4. Cross cultural communication

7.1.5. Communication with individuals no longer using words

7.1.6. Assertiveness skills

7.1.7. Identify positive work alliances

7.1.8. Advanced Interviewing skills

7.2. Conflict management
Course content to include

7.2.1. Negotiation techniques

7.2.2. Conflict resolution skills

7.2.3. To support the individual with grief and loss concerns

7.3. Networking
Course content to include:

7.3.1. Importance

7.3.2. Strategies

7.3.3. Represent the organisation and broader profession

7.4. Advocacy
Course content to include:

Name of Course Provider: ………………………………………………………………………………

   7.4.1. Definition including types (self, client and profession)

   7.4.2. Significance of the advocacy role when working with marginalised groups

   7.4.3. Advocate on behalf of DT staff and DT Department

   7.4.4. To have an understanding of political and organisational advocacy avenues

   7.4.5. To have an understanding of the techniques and processes used in advocating

   7.4.6. Advocate for change

7.5. Group work
Course content to include:

   7.5.1. Understanding group process and dynamics, including communication and interaction

   7.5.2. Facilitating group interaction and respect

   7.5.3. Valuing and facilitating volunteers, staff, family and the wider community in group activities

7.6. Written communication
Course content to include:

   7.6.1. Workplace documentation including: letters, emails, meeting agendas and minutes, session plans, and activities programs, network contribution

   7.6.2. Report writing

   7.6.3. Preparation of funding submissions and applications

   7.6.4. Media releases

7.7. Formal Documentation
Course content to include:

   7.7.1. Definition

   7.7.2. Significance

   7.7.3. Types of forms in relation to work role

   7.7.4. Development of organisational policies and procedures

   7.7.5. Overview of the legal obligations in relation to documentation and record keeping

7.8. Professional Team Work
Course content to include:

   7.8.1. Participation in case conferences

   7.8.2. Reviewing interdisciplinary documentation

   7.8.3. The characteristics of an effective team

   7.8.4. Working within a changing environment

Name of Course Provider: …………………………………………………………………………

8. Quality Management
Contribute to continuous improvement processes within the organisation

8.1. Continuous Quality Improvement
Course content to include:

8.1.1. An understanding of the continuous improvement cycle

8.1.2. An awareness of risk management

8.1.3. Identify opportunities for CI

8.1.4. Prioritise CI projects

8.1.5. Initiate CI project implementation

8.1.6. Understand CI processes and documentation requirements and be able to implement these within the organisation

8.1.7. Understand feedback mechanisms

8.1.8. Design and implement evaluation strategies for CI projects.

8.1.9. Understanding of the process and significance of benchmarking and measurement activities

8.1.10. Undertake and implement activity risk assessments

8.1.11. Undertake and implement outing risk assessments move to risk assessment

9. Leadership skills
To effectively coordinate and inspire volunteers, students, guest speakers and others.
Course content to include:

9.1.1. Leadership styles and effective leadership qualities

9.1.2. Mentoring skills

Additional course content to include:

9.1.3. Initiate mentoring

9.1.4. Develop mentoring plans

9.1.5. Evaluate outcomes and progress

9.1.6. Clinical supervision

10. Legal and ethical issues
10.1. To understand and demonstrate a commitment to legal and ethical practice.
Course content to include:

10.1.1. Understanding of the Legislation relevant to the scope of practice

10.1.2. Ethics

10.1.3. Identification, appreciation, value and implementation of the following:

10.1.4. Values and attitudes

10.1.5. Code of ethics

10.1.6. Duty of care

10.1.7. Confidentiality

10.1.8. Ethical behaviour and work practices

10.1.9. Incorporate these into policies, procedures and protocols

10.1.10. Review practice in line with current ethical thinking and legislation

10.1.11. Develop strategies for maintaining currency

10.1.12. Relevant legislation

11. Professional Competence

11.1. The maintenance of professional competence and continuing education
Course content to include:

11.1.1. Importance and value of professional competence and behaviour

11.1.2. Identifying continuous educational opportunities

11.1.3. Reflective practice

11.1.4. Awareness of funding pathways and opportunities within relevant support disciplines

12. Management

12.1. Effective self-management - Includes management of personnel, volunteers and students.
Course content to include:

12.1.1. Time Management

12.1.2. Planning skills

12.1.3. Organisational skills

12.1.4. Basic financial management skills

12.1.5. Performance management skills (eg. Facilitating annual performance appraisals)

12.1.6. Complex event management skills, inclusive of all processes of event planning

12.1.7. Development and dissemination of relevant policies and procedures and other Diversional Therapy documentation

12.1.8. Program coordination

12.1.9. Delegation

Name of Course Provider: …………………………………………………………………………

13. Stress management

Course content to include:

13.1.1. Definition

13.1.2. How to identify

13.1.3. Identifying stress in self and others

13.1.4. Implementing strategies for stress relief including assertiveness, mindfulness, and playfulness

14. Research

14.1. Understanding the relationship between research, recognition of best practice and positive client outcomes.

Course content to include:

14.1.1. Ethics in research

14.1.2. Research diverse groups

14.1.3. Communicating research findings

14.1.4. Identify research opportunities

14.1.5. To understand and recognise research methods

14.1.6. Design, implement and evaluate a small/basic research project

15. Diversity and Cultural Awareness

15.1. To recognise the diverse needs of people from rural and remote communities, people from culturally and linguistically diverse backgrounds, indigenous people, care for the dying

Course content to include:

15.1.1. Understanding of Inclusive language

15.1.2. Awareness of Stigma/Anti-discrimination

15.1.3. Awareness of Stereotyping

15.1.4. Media portrayals of diversity

15.1.5. Awareness of the relationship between Culture and Diversity

15.1.6. Awareness of the range of issues facing disadvantaged groups, their characteristics and how these impact on leisure participation including barriers and support needs

15.1.7. Understanding of the concepts of inclusion and empowerment including dignity of risk