



AUSTRALIAN  
COLLEGE OF  
PHYSIOTHERAPISTS

# Titling Credential Evidence Portfolio Pathway Occupational Health Physiotherapy Information Handbook

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## Introduction

The Titling credential is awarded by the Australian College of Physiotherapists (ACP) and Australian Physiotherapy Association (APA) to a physiotherapist who has met all the requirements of a formalised assessment process to demonstrate their highly developed physiotherapy experience, knowledge and skills in a field of physiotherapy practice.

This guide is designed to help physiotherapists navigate the process of achieving titling through the Evidence Portfolio Pathway (EPP). It provides detailed information on eligibility criteria, the application process, required documentation, and other essential details.

## Requirements for the OHP Evidence Portfolio Pathway

The aim of the Evidence Portfolio Pathway (EPP) provides the Occupational Health Physiotherapy (OHP) Titling candidates with the opportunity to demonstrate how they meet the learning outcomes for the seven (7) roles of the [Physiotherapy Competence Framework](#).

Candidates are required to appraise their work and show evidence of achieving the learning outcomes outlined in the *OHP Learning Outcomes and Assessment document*. For the purposes of this pathway, these learning outcomes are assessed at a level equivalent to practice expected of a physiotherapist at Milestone 3 of the Physiotherapy Competence Framework.

The requirements for the OHP Evidence Portfolio Pathway are:

- a) **An Analytical Review & Evidence “Show” Portfolio** demonstrating the candidate’s competence against the [Physiotherapy Competence Framework at Milestone 3](#) as well as the OHP Learning Outcomes which are aligned to the framework
- b) **Two (2) Reflection pieces:**
  - i. A reflection demonstrating the candidate’s understanding and/or implementation of **Cultural Capability**
  - ii. An **Overall Critical Reflection** demonstrating the candidate’s insight in relation to the Physiotherapy Career Attributes
- c) **Post Portfolio Discussion**

After all components of the Portfolio submission have been submitted, the assessment will take around four to six weeks. Following this, a Post-Portfolio Discussion will be arranged.

## Application Process

To apply, complete the Titling Evidence Portfolio Pathway online application form at the bottom of the Evidence Portfolio Pathway webpage.

## Eligibility and Pre-requisites

1. APA membership
  - Must be a current member of the Australian Physiotherapy Association (APA)
  - Must be a current member of the Occupational Health National Group
2. AHPRA registration
  - Must hold a current registration with the Australian Health Practitioner Regulation Agency (AHPRA) without any restrictions
3. Continuing Professional Development (CPD)\*
  - The CPD activity must contribute to both maintaining and improving your competence in your chosen field of practice for which you are applying
  - Must have completed 30 hours of CPD in the relevant field of practice over the past three years
  - Must provide a maximum of three (3) documents as evidence of your CPD, such as PD log, certificates of completion etc.
  - [Physiotherapy Board Australia-AHPRA – Acceptable CPD learning activities](#)
4. Continuous & Recency of Practice\*
  - The APA has consistent standards in place to guide the profession across the Career Pathway Milestone Levels. Titling aligns to the Career Pathway Milestone Level 3 – Highly Developed
  - Must demonstrate a minimum of three (3) years continuous practice area experience
  - Must demonstrate 450 hours recency of practice during the immediate previous three-year period, or 150 hours in a 12-month period. Recency of practice experience may be expressed in either hours, weeks or months (for example 15 hours a week)
  - [APA Career Pathway: Standards – Recency of Practice and Continuous Practice Experience Standards](#)

\*The standard of the [continuous practice & recency of practice area experience requirements](#)
5. Additional Requirements for overseas-qualified members
  - Must have a minimum three (3) years continuous practice area experience from the date certified by the Australian Physiotherapy Council
  - Alternatively, provide a copy of the email received from AHPRA confirming your full registration. (Continuous practice area experience will be calculated from the date you received your full registration to work as a Physiotherapist in Australia).
6. Have completed the prerequisite course(s) for the Title being applied for or demonstrate equivalent attainment (see Table 1)

Table 1: Pre-requisites courses for OHP Evidence Portfolio Pathway

|                     |                                           |
|---------------------|-------------------------------------------|
| Occupational Health | Occupational Health Physiotherapy Level 1 |
|---------------------|-------------------------------------------|

## OHP Portfolio Submission Requirements

Once the application is approved, the OHP candidate must complete the portfolio submission. The portfolio consists of three (3) components:

### Component I: Evidence ('Show') Portfolio

An evidence portfolio is assembled by the candidate to demonstrate their knowledge, skills and experience against the seven (7) roles of the Physiotherapy Competency Framework at Milestone 3 (Titled). A brief reflective statement for each role must be included in the submission (refer to the *OHP Portfolio Submission Template*).

Candidates must demonstrate achievement of all OHP learning outcomes, which are assessed at a level equivalent to practice expected from a physiotherapist with a Master's qualification. All learning outcomes must be met for an 'overall met' result to be awarded

The evidence portfolio consists of both an Analytical Review and an Evidence Portfolio submission which demonstrates how the candidate meets all the *OHP learning outcomes* across the seven (7) roles of the Physiotherapy Competence Framework. As part of the submission, candidates must undertake a self-assessment of the *OHP learning outcomes* (refer to *OHP Learning Outcomes and Assessment document*) to demonstrate assessors that all outcomes have been addressed.

The Analytical Review and Evidence Portfolio, including the Overall Critical Reflection, Cultural Capability Reflection and Post Portfolio Discussion will be assessed by an Occupational Health Physiotherapist assessor.

Refer to the following documents:

- *OHP Learning Outcomes and Assessment*
- *OHP Evidence Requirements*
- *OHP Portfolio Submission Template*

### Analytical Review format

For each piece of work (case study), please use the following headings:

1. Background information
2. Development and planning
3. Intervention
4. Evaluation
5. Reflections on practice

Most weighting is placed on **reflection** rather than description. Assessors seek an **analytical account** of your work, with insights into its strengths and weaknesses, rather than a purely descriptive narrative

The format of the Analytical Review must have [continuous line numbering](#) to ensure that page and line reference can be documented in the *OHP Learning Outcomes and Assessment document*

### 1. Background information

This section should include:

- setting the context – description of the client group(s) involved, nature of the problem(s), the project brief, background data and statistics, legislative requirements, other specific issues
- explaining the justification or rationale - why the work was undertaken; why the work is important including the significance of the physiotherapist's contribution; documents that highlight a need for the activity; consider the contribution of the activity to the organisation's goals, policies and procedures
- determining client needs – the process of scoping the work; deciding on agreed outcomes; and matching these with achievable objectives for the activity.

### 2. Development and planning

This section should address:

- project planning – determining the steps that need to be undertaken, setting a time frame and milestones within the activity, determining and securing resources, clarification of objectives
- identification of key stakeholders and planning for interaction with them
- ethical considerations – including confidentiality, gaining permission and informed consent
- accessing information, sources of information, information dissemination
- selecting measurement tools; planning and documenting measurement procedures
- documenting progress including difficulties encountered during the development phase.

### 3. Intervention

Only a brief description of the intervention is required, rather reflect on procedures and outcomes.

### 4. Evaluation

Where it applies, the candidate is required to describe how they and/or others undertook the evaluation (preparation, execution, measurement methods etc) and their role as the OHP. There needs to be an explanation of the short and long term impacts of the intervention and how the original objectives were met. Problems need to be outlined and the impact of these

on the final outcome explained. Feedback or evaluation by key stakeholders and how the candidate dealt with any negative feedback can be included.

### 5. Reflections on practice

The assessors are trying to determine the depth of the candidate's knowledge in OHP practice and if they have used this effectively. They will look for continuous learning and development of skills including the ability to work autonomously and collaboratively; ethics and social responsibility in practice; and how the candidate deals with professional issues. In addition, the assessors are seeking confirmation if, retrospectively, the candidate would have done things differently and what might they may have done differently. The assessors are also interested in understanding what the candidate believes may be the value of the candidate's work in terms of the wider occupational health and safety community and why.

Particularly, the assessors need to know what the candidate learned, what skills were developed and how these improvements make the candidate a better practitioner. They will look for skills that have the candidate has identified that need further development and how they have been identified. The assessors are expecting a summary of the candidate's immediate professional development goals arising from this activity and an inclusion of references for current literature used in the analytical review.

### Evidence Portfolio submission format

In addition to the Analytical Review, OHP candidates must submit an Evidence Portfolio submission which is outlined in the *OHP Evidence Requirements document* and *OHP Portfolio Submission template* as demonstrated by Table 2.

**Table 2 List of Required Evidence**

| Portfolio submission | Alphanumeric Code | Name                                                    |
|----------------------|-------------------|---------------------------------------------------------|
|                      | 1                 | CV/Resume (Mandatory)                                   |
| Component I          | 1A                | Case Study 1 (Analytical Review)                        |
|                      | 1B                | Case Study 2 (Analytical Review)                        |
|                      | 1C                | Case Study 3 (Analytical Review)                        |
|                      | 1D                | <i>For Example: Case notes</i>                          |
|                      | 1E                | <i>For Example: Pedro course Completion certificate</i> |
|                      | 1F                |                                                         |
|                      | 1G                |                                                         |
| Component II         | 2A                | Cultural Capability Reflection (Mandatory)              |
|                      | 2B                | Other Cultural Supporting Evidence                      |
| Component III        | 3A                | General Reflection (Mandatory)                          |



### Component II. Aboriginal and/or Torres Strait Islander Cultural Capability Reflection

*Refer to and submit the Aboriginal and/or Torres Strait Islander Cultural Capability Guidelines and Template document*

The candidate must write a critical reflection and/or submit an audio-visual reflection on their Aboriginal and Torres Strait Island cultural capability development. The reflection must not exceed a word limit of 2000 (+/-10%) or approximately 10 minutes for audio-visual content addressing the Cultural Capability requirements, including:

- How has your cultural development impacted your practice?
  - How have the cultural and social determinants of health contributed to your clinical practice?
  - How will your journey continue/change in the future?
- 
- List Cultural Capability Professional Development within the past ten years - for resources refer to [Physiotherapy Board-Ahpra guidelines: Continuing professional development](#))
  - Demonstrate understanding and implementation of cultural capability - for resources refer to Ahpra [Shared Code of Conduct](#)

### Component III. Overall Critical Reflection

*Refer to and submit the Overall Critical Guidelines and Template document*

The candidate must write an overall critical reflection on their career to date. The reflection should not exceed a word limit of 2000 (+/-10%) or approximately 5 minutes for audio-visual content. The critical reflection should address the 'Physiotherapy Career Attributes' in terms of their personal and professional learning and development across their career journey. The critical reflection should highlight personal and/or professional changes that have occurred which demonstrates insight into their practice at Milestone 3 (Titled).

### Submission Timeframes

Candidates have **12 weeks from confirmation of acceptance into the evidence portfolio pathway** to submit their Analytical Review/Evidence Portfolio (Components I, II and III).

Once all components are submitted, portfolio assessment will take approximately 4 to 6 weeks. Following this, a Post-Portfolio Discussion will be arranged. The final outcome will be confirmed within a further 4 weeks.



### Upcoming Change — New Show Portfolio Assessment (effective February 2027)

The Show Portfolio scoring sheet and decision rubric will be updated from February 2027. Candidates and assessors should refer to the Titling web page for updated documents closer to the effective date.

### Hyperlinks to relevant resources

- [Physiotherapy Career pathway](#)
- [Physiotherapy Competence Framework v7.1](#)
- [APA Standards – Recency of Practice & Continuous Practice Experience](#)
- [Australian Health Practitioner Regulation Agency](#)
- [Shared Code of Conduct](#)
- [Code of conduct principles](#)
- [Resources to help health practitioners](#)

### Appeals, complaints and grievances

The information and forms are available under the ['Australian College of Physiotherapists Policies and Procedures'](#) section of the APA website

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