



AUSTRALIAN
COLLEGE OF
PHYSIOTHERAPISTS

Titling Credential - Milestone 3

Evidence Portfolio Pathway

Information Handbook

Table of Contents

Introduction	3
Career Pathway	3
Description of Performance Level-Titling Credential Milestone 3	3
Evidence Portfolio Pathway-Assessment	4
Eligibility & Pre-requisites: Evidence Portfolio Pathway Applications	4
Table 1: Pre-requisites courses for Evidence Portfolio Pathway	5
Evidence Portfolio Pathway, Titling Milestone 3: Process	5
Application:	5
Portfolio Submission:.....	6
Clinical Examination:	7
Hyperlinks to relevant resources	8
Fees	8
Appeals, complaints and grievances	8
Frequently Asked Questions	9

Introduction

The Milestone 3 Titling credential is awarded to a physiotherapist who has met all the requirements of a formalised assessment process to demonstrate their highly developed physiotherapy experience and knowledge in a field of practice.

The Milestone 3 Titling credential is the first step towards advancing your career before embarking on Specialisation.

Career Pathway

The Australian Physiotherapy Association's Career Pathway has been designed to enable individuals' career goals and to support a national workforce. It aims to accommodate the evolving and diverse professional development needs of physiotherapists while fostering a commitment to lifelong learning. The pathway is intended to respond to changes in physiotherapy practice and to facilitate advocacy for physiotherapists within the profession and externally.



Description of Performance Level-Titling Credential Milestone 3

A Physiotherapy practitioner at this level delivers safe and effective management in all but the most complex or critical client presentations in their area of practice and will be expected to be involved in mentoring/supervision, teaching, and/or research.

Performance at this level is expected of an **APA Titled Physiotherapist**.

Evidence Portfolio Pathway-Assessment

The Evidence Portfolio-based assessment includes:

- a) **An electronic 'Show Portfolio'** - which demonstrates the candidate's competence against the [Physiotherapy Competence Framework at Milestone 3 level](#) and the Learning Outcomes aligned to the Framework
- b) **Two (2) Reflection pieces:**
 - i. A Critical Reflection which demonstrates the candidate's understanding and/or implementation of Cultural Capability
 - ii. An Overall Critical Reflection on your career to date, which demonstrates the candidate's insight against the Physiotherapy Career Attributes
- c) **Clinical examination** - The clinical assessment requires providing two (2) video recordings accompanied by the relevant documentation and a post-clinical exam discussion.

Note: Candidates in the Occupational Health field of practice are not required to complete a clinical exam. Once they have successfully met all the requirements for the Portfolio submission, they will proceed to the post-portfolio discussion.

Eligibility & Pre-requisites: Evidence Portfolio Pathway Applications

To apply for the Titling Credential through the Evidence Portfolio Pathway, candidates must meet the following requirements:

- Hold current AHPRA registration without restrictions
- Maintain current membership with the Australian Physiotherapy Association (APA)
- Be a current member of the National Group relevant to the Titling application
- Meet continuous practice area experience requirements
- Meet recency of practice requirements
- Demonstrate 30 CPD hours within the past three years in your selected field of practice
- 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).
- 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 Evidence Portfolio Pathway

Cardiorespiratory	One of the Cardiorespiratory Physiotherapy Level 2 courses: <ul style="list-style-type: none"> • Pulmonary Rehabilitation Level 2 • ICU Level 2 • Virtual Cardio ICU Physio
Women's, Men's and Pelvic Health	Women's Health Through the Life Stages Level 1 Must complete: <ol style="list-style-type: none"> i. Introductory Women's Health Physiotherapy Level 1 online course ii. Women's Health Through the Life Stages Physiotherapy Level 1- Part A online course iii. Women's Health Through the Life Stages Physiotherapy Level 1- Part B F2F course OR Women's Pelvic Health Level 2 Must complete: <ol style="list-style-type: none"> I. Women's Pelvic Health Physiotherapy Level 2 – Part A online course II. Women's Pelvic Health Physiotherapy Level 2 – Part B F2F course
Gerontology	Gerontology Physiotherapy Level 2
Neurology	Neurological Physiotherapy Level 2
Occupational Health	Occupational Health Physiotherapy Level 1
Paediatric	Paediatric Physiotherapy Level 2
Pain	Pain Physiotherapy Level 1
Sports and Exercise	Sports Physiotherapy Level 2

Evidence Portfolio Pathway, Titling Milestone 3: Process

The Evidence Portfolio Pathway Titling Milestone 3 Credential involves three phases:

Application:

All candidates must complete and submit:

- The Titling Application and payment form

Portfolio Submission:

Once the application is approved, candidates must complete the portfolio submission. The portfolio consists of three components:

Component I. Assemble a portfolio of evidence. This is where you 'show' how you meet the requirements to be credentialed at Milestone 3. You must include a brief reflective statement focussed on your performance against each of the seven (7) Roles of the [Physiotherapy Competency Framework \(v7.1\)](#)

Additionally, refer to the following resources:

- Learning Outcomes
- Mandatory List of Requirements & Supporting Evidence
- Additional Examples of Evidence

Component II. Write a critical reflection and/or submit an audio-visual reflection on your 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?

Component III. Write an overall critical reflection on your career to date. (The reflection should not exceed a word limit of 2000 (+/-10%) or approximately 5 minutes for audio-visual content). It should be a statement of personal and professional learning and development across your career journey, highlighting personal and/or professional changes that have occurred to demonstrate insight into your practice at Milestone 3, Highly Developed level. The Reflection should address the "Physiotherapy Career Attributes"

Note:

- ✓ **Candidates have 12 weeks to submit their Portfolio (Components I, II and III).** Once all requirements of the Portfolio submission have been successfully met, the candidate is eligible to progress to the clinical examination.
- ✓ **Candidates in the Occupational Health field of practice are not required to complete the clinical examination.** Once they have successfully met all the requirements for the Portfolio submission, they will proceed to the post-portfolio discussion.

Clinical Examination:

The clinical examination requires the submission of two (2) video recordings, along with the corresponding documentation. **Candidates have 12 weeks to submit their completed clinical examination.**

The video recordings consist of:

- An initial assessment
- A follow up assessment

• Requirements for Video Recordings in Clinical Examination

The video recordings need to demonstrate and address the assessment of a patient/client and include a treatment and management plan that is specific to the candidate's field of practice. The chosen clients/patients should enable the candidate to demonstrate clinical competence across a diversity of contexts, including acuity and/or impairments, and/or stages across the lifespan, and biopsychosocial considerations.

• Requirements for Written Documentation

The written documentation must relate to the recordings and demonstrate the candidate's capacity to critically reflect and highlight their strengths and limitations, in relation to the patient/client information and consultation.

• Requirements for Post-clinical exam discussion

- The final step of the clinical examination is a post-clinical exam discussion between the candidate and assessors. The post-clinical exam discussion provides an opportunity for assessors to seek clarification on what they have observed in the video submission, explore the candidate's clinical reasoning skills, treatment and management plans as well as discuss clinical progression expectations, and the use of evidence based practice in relation to the cases presented.
- The post-clinical exam discussion takes up to 45 minutes approximately, via a videoconferencing (Zoom) platform at a mutually agreed time. (The ACP supplies the Zoom platform link). All post-clinical exam discussions are recorded, however these recordings are deleted once the assessment decision is finalised.

• Preparing for the Clinical Examination:

- Given that it may be the first time that a candidate's clinical skills are being formally assessed after several years, it is recommended that they undertake multiple practice sessions as part of their preparation.
- Candidates are advised to actively seek feedback from colleagues or mentors regarding their skills, techniques, clinical reasoning and the use of evidence-based clinical practice.
- Candidates are strongly encouraged to practice with video recordings under time constraints, allowing them to personally review, reflect on, and critique their performance under assessment conditions.

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](https://www.ahpra.gov.au/Resources/Code-of-conduct/Resources-to-help-health-practitioners.aspx)

Fees

The fee schedule for candidates is:

- Application Fee - \$300
- Portfolio Submission Fee - \$1400
- Re-submission Fee - \$500
- Clinical Examination Fee - \$1400

Appeals, complaints and grievances

The information and forms are available under the 'Australian College of Physiotherapists Policies and Procedures' section of the APA website:
<https://australian.physio/aboutus/governance>

Frequently Asked Questions

1. Who can become a Titled Physiotherapist?

Any APA member who is serious about a professional career in the relevant area of physiotherapy and meets the eligibility criteria is eligible to apply. The Titling Credential is the first stage of the Career Pathway to Specialisation.

2. What Titles can I currently apply for through the Evidence Portfolio Pathway?

- ✓ APA Titled Cardiorespiratory Physiotherapist
- ✓ APA Titled Gerontological Physiotherapist
- ✓ APA Titled Neurological Physiotherapist
- ✓ APA Titled Occupational Health Physiotherapist
- ✓ APA Titled Paediatric Physiotherapist
- ✓ APA Titled Pain Physiotherapist
- ✓ APA Titled Sports and Exercise Physiotherapist
- ✓ APA Titled Women's Men's Pelvic Health Physiotherapist

3. What counts as CPD?

AHPRA-Physiotherapy Board of Australia's Continuing Professional Development registration standard requires all physiotherapists practising in Australia to maintain a portfolio that documents their participation in Continuing Professional Development (CPD) and is a record of learning aims and reflection of impact on practice.

4. Can my master's degree count towards my CPD hours?

Yes. Formal tertiary courses can count towards your annual CPD hours and the evidence you upload towards your Portfolio submission.

5. What can be included as practice-area CPD?

The CPD activity must contribute to both maintaining and improving your competence in your chosen scope of practice.

6. What do you mean by Recency of Practice & Continuous Practice Experience?

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 level. For ease, the [Recency of Practice and Continuous Practice Experience](#) information and standards are contained in a single document which is available on our website.

7. How long will it take my Evidence Portfolio Pathway application to be processed?

Evidence Portfolio pathway applications are normally processed within 15 business days, however, there may be times when processing can take longer.

8. What are the required writing standards?

The portfolio submission must be written to a professional standard expected by a tertiary institution. This includes attention to grammar, phrasing, punctuation and referencing where relevant. Citation and referencing is preferred in the style used by the Journal of Physiotherapy – JAMA. Professional, consistent, academically accepted referencing will be accepted. See 'References' within <https://www.elsevier.com/journals/journal-of-physiotherapy/1836-9553/guide-for-authors>

9. How to use abbreviations in your writing?

As Physiotherapists, we all use abbreviations. Some abbreviations are very well known. However, some are not universally used. We commonly develop our own abbreviations which we individually understand but other physiotherapists may not be so familiar with. When using an abbreviation write the word that you are going to abbreviate in full and then write the abbreviation in brackets immediately after the full word or words. From then on you can use the abbreviation.

10. What is the word limit rule when writing?

The word count is normally acceptable to be 10% above or below this word limit. The tables and figures are outside the word count, but in saying that, it is not okay to use a table/figure to put in whole paragraphs that should be in the body of your response.

11. What are the portfolio submission requirements?

All evidence, whether documents, files, or hyperlinks, must be presented in a standard and widely accepted format, such as Word, Excel, PowerPoint, PDF, audio MP3, video MP4, or image jpg, jpeg, png, or hyperlink/URL. Preferably, all documents should be in PDF format. The portfolio of evidence must be shared via a link to a shared folder on any standard platform, including Google Docs, Dropbox, or OneDrive. Please note that evidence attachments sent via email will not be accepted.

Privacy and confidentiality considerations must be taken into account; therefore, ensure that any submitted evidence does not contain identifiable patient/client details.

12. What cultural safety course is required to be completed?

The mandatory cultural safety course is the APA's Cultural Safety Course named "Australian Physiotherapy Council's (APC) Cultural Safety Training for Physiotherapists" which must be completed or you must provide evidence of equivalent. This course is available online, with a monthly intake, and takes approximately five hours to complete. It is recommended that you enrol in it prior to the **20th of the month** in order to gain access to the training in the following month. Click [here](#) for more information and to register.

13. Scholar role- [Pedro course](#)- Do I need to complete the assessments?

It is mandatory to complete the [PEDro, Evidence-Based Physiotherapy Practice Level 3](#) course if no other evidence is provided for the scholar role. The course is designed to meet the Milestone 3 Highly Developed evidence-based practice (EBP) sections of the

Scholar role. On completion of course content in Modules 1 - 4 you will receive a Certificate of Attendance. **You are not required** to complete the assessments for this course. Click [here](#) to access the course.

14. What happens if I don't successfully meet all the requirements of the Portfolio submission?

If you don't successfully progress through the Portfolio submission, the College will offer support and feedback to ensure you have all the required information to address any areas where you have "Not Yet Met" the requirements. You will then have the opportunity to resubmit within a reasonable timeframe.

15. Who can I ask if I have any queries regarding Titling?

The Titling Officer at the APA: Phone: (03) 9092 0814; Email: ng.title@australian.physio