

**SUMMARY OF CRITERIA FOR ADULT EDUCATION PROFESSIONALISATION (AEP)**

	Associate Adult Educator	Specialist Adult Educator (Curriculum Development)	Specialist Adult Educator (Facilitation)	Adult Education Fellow
Pedagogical Qualification	<ul style="list-style-type: none"> <li>□ Relevant professional qualification in conducting training delivery and assessment e.g. ACTA etc. or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>□ Relevant professional qualification in curriculum development, training delivery and assessment e.g. DACE, MAIDT etc. or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>□ Relevant professional qualification in advanced facilitation skills e.g. SDAF, Certified Professional Facilitator etc. or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>□ Made significant contributions in the relevant TAE fields of practice;</li> <li>□ Established in their TAE field of practice, advocating learning in the context of organisational performance; and</li> <li>□ Demonstrated commitment and action in Continuing Professional Development or Lifelong Learning</li> <li>□ By nomination and invitation only</li> </ul>
Practice Hours and Currency	<ul style="list-style-type: none"> <li>□ Minimum <b>960</b> hours of Training and Assessment work activity in the last <b>24-month</b> period made up of:               <ul style="list-style-type: none"> <li>▪ Training and Assessment hours only, OR</li> <li>▪ Training and Assessment hours and other ADDIE activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum <b>1,400</b> hours of ADDIE work activities in the last <b>24-month</b> period which must consist of:               <ul style="list-style-type: none"> <li>▪ Minimum of 100 hrs in Training delivery and/or Assessment work, and</li> <li>▪ Minimum of 300 hrs in Training Needs Analysis or Design and Development work (e.g. using innovative practices, latest methodologies and approaches etc.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum <b>1,400</b> hours of facilitation work activities in the last <b>24-month</b> period which must consist of <b>at least two</b> facilitation approaches and/or assessment where relevant. Examples of facilitation approaches include:               <ul style="list-style-type: none"> <li>▪ Classroom facilitation (no more than 50% of the total number of hours declared)</li> <li>▪ e-facilitation (synchronous and/or asynchronous)</li> <li>▪ Group process facilitation</li> <li>▪ Workplace learning facilitation (OJT/skills coaching and mentoring etc.)</li> </ul> </li> </ul>	
Performance and Quality	<ul style="list-style-type: none"> <li>□ At least one client reference</li> </ul>	<ul style="list-style-type: none"> <li>□ At least one portfolio submission</li> <li>□ At least two client references</li> <li>□ Interview assessment</li> </ul>	<ul style="list-style-type: none"> <li>□ At least one portfolio submission</li> <li>□ At least two client references</li> <li>□ On-site observation assessment</li> </ul>	