



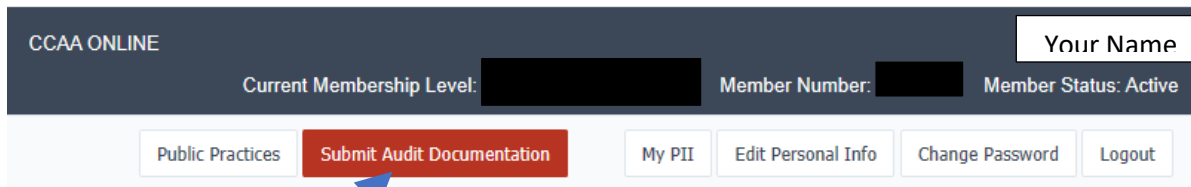
Audit Instructions

Every year CCAA will conduct an Audit of its Registered Members – Diploma, Provisional, Graduate, Clinical and Clinical / Supervisor. The process will involve an email being sent to approximately one third of its members per year. Over 3 years all our members will be audited.

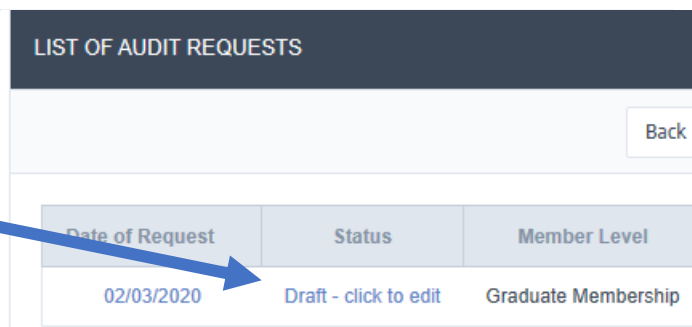
CCAA will require you to supply documentation of your previous year's Hours – Supervision and Client and your Professional Development that you have claimed on that year's renewal. We will only request the most recent renewal year. All documentation you will uploaded onto your profile via the portal – we do not want had copies please.

The process is as follows:

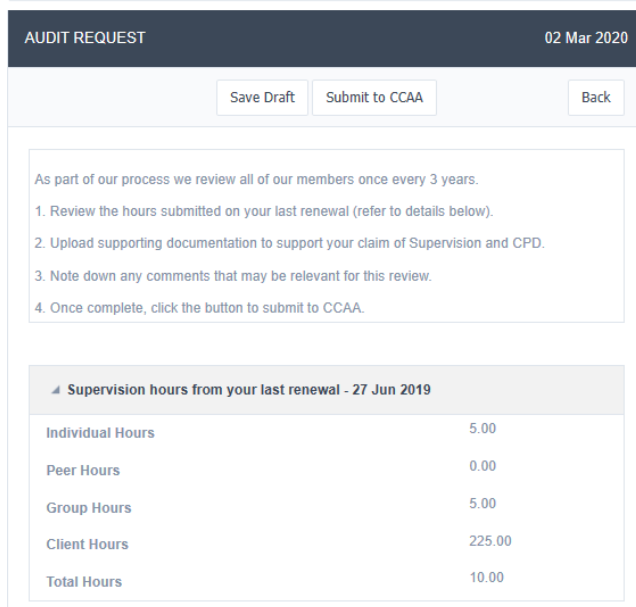
1. The member receives an email notifying of an audit to be done with a link to the portal. Click on this button/link. [Submit Documentation](#)
2. The portal log in screen will appear. Please enter your email address and password.
3. On the next screen will be your portal profile – we are only looking at the top bar as shown.



4. Click on the 'Submit Audit Documentation'. This screen will appear with the relevant details – Click on 'Draft- click to edit'



5. There are two parts to this Audit Request: **1.** Hours – Supervision and Client Contact – these details are from your last renewal. We require your signed logs for both Supervision and Client hours. As regards to Client hours, we are requesting that details have been signed off by your supervisor – we do not require all your listings. As you can see from this one they have 5 individual and 5 group supervision hours – total of 10, and 225 Client hours.



6. The second part – 2. This is your professional development items, which are separated into two sections – Category A and Category B. Once again these are the items that you have said you have done during the past year. We require copies of your Professional Development Certificates or paid invoices for these events. Some of Category B may not supply certificates or be applicable and that we understand. Category A we require Certificates or invoices/receipts.

▲ CPD from your last renewal - 27 Jun 2019

CONTINUING PROFESSIONAL DEVELOPMENT

▲ Category => A

Date Completed	Title of Event	Presenter	Hours
25-Aug-2018	Trauma Informed Care	Judith de Lang	3.00
22-Oct-2018	Self Discovery and Self Care	Dr Paul Wetham	2.00
17-Nov-2018	Mind Gut Connection	PACFA	3.00
24-Feb-2019	PACFA Trauma Conference	Various	12.00
			20.00

▲ Category => B

Date Completed	Title of Event	Presenter	Hours
26-Sep-2018	Trauma Informed Consent Webinar	PACFA	2.00
			2.00
Grand Summary(5)			22.00

7. Below this section is the place where you upload your documents for the above items. You can put any information that might be useful in assessing your audit in the **General Comments** section. The system allows you to load up as many documents as required and it can be easier for us to load each item with the necessary details. The system takes a variety of types, but not all. Word, PDF and Jpeg are loadable. Click on 'Add New'.

Supporting Documentation

General Comments

Supporting Documentation
Please upload as many files as required to support your recorded PD and supervision hours. After uploading each file, be sure to save the record by clicking on the tick on the left side.

[Add New](#)

Type *	File *
No Records Found	

8. It will open with the second item on this example.

Click on 'Select File...' This will open a File on your computer, and you can search for the file you require to add. In the top line I have 'Hours – Supervision and Counselling.docx'.

Pick the Type of item – either Supervision or Professional Development.

Imperative to now Click on the tick next to the item just loaded. If you do not see any item here – it has not been uploaded.

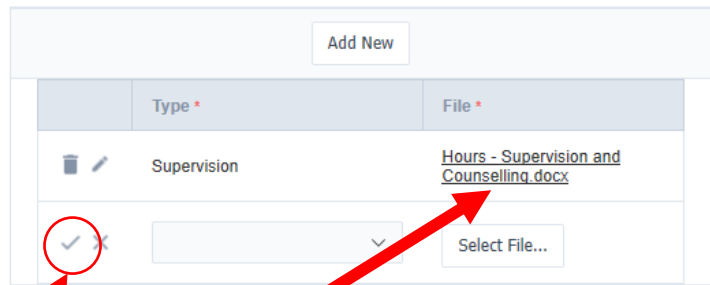
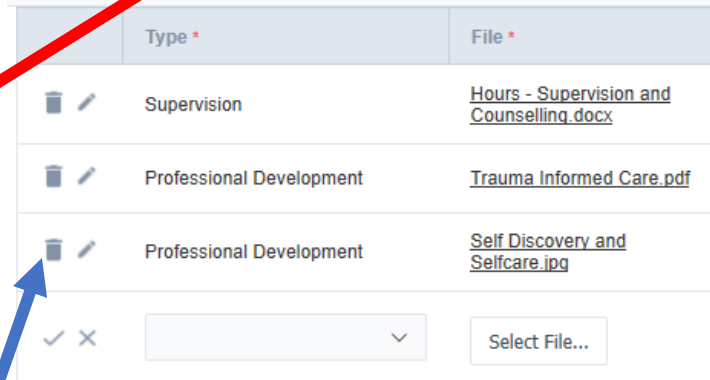
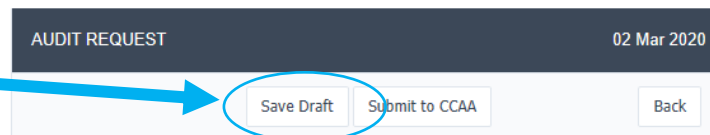
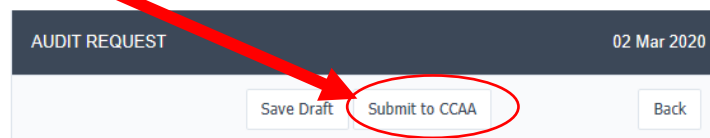
Do this with as many items you have to upload. When ticked a new line will open. On the 2nd picture, 3 items have been loaded – a Word, pdf & jpg.

You can remove any item by clicking on the Rubbish Bin.

9. At any stage you can 'Save Draft' – if you have some items to find.

10. Once completed click on 'Submit to CCAA'. This will forward to the office and we can now check your documentation. If any issues we will email you and if necessary, we can return to Draft for you to complete.

11. You will be advised when your audit has been completed.

If you have any issues or require help –
please contact the Office on
online@caa.net.au or phone: 08 7099 2277