

**CDAA Commended Application Form**

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|  | **Name of Organisation:** |  |
|  | **Website:** |  |
|  | **Address:** |  |
|  | **Membership of any Professional Association:** |  |
|  | **Contact Name:** |  |
|  | **Position:** |  |
|  | **Email:** |  |
|  | **Telephone:** |  |
|  | **Signature:** |  |
|  | **Date:** |  |

*On receipt of a completed application and copy of the product, the organisation contact person will be invoiced the application assessment fee.*  
**Purchase Order Number (if required for Invoice):**

**What does it cost for a product to become *CDAA Commended*?**

*CDAA Commended* fees comprise two parts; an application fee which is non-refundable and an approval fee if the application is successful. The approval fee is payable after the application has been assessed and is payable before the logo is released and the product promoted by the CDAA.

Application Assessment Fee $300  
 *CDAA Commended* Registration Fee $300

Bi-Annual Review and Registration Fee\* $200

\*If there are significant changes to a commended product in subsequent years, CDAA may need to complete a further application assessment with associated fee. Changes may include for example, content, credibility, originality, usefulness, currency, value, accessibility

Where there are multiple components to a product (a series of training programs, for example), the fees will be mutually negotiated.

To assure the protection of the CDAA’s mark of Commendation, all products must meet a number of criteria. The CDAA requires that the following elements be clearly demonstrated through the application process.

**A copy of the product must be provided with the application (digital or hard copy)**

# Information required for all applications.

# Additional information required for training program applications

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|  | **Criteria** | **Response** |
|  | **Title**  What is the name of product? |  |
|  | **Description**  What is the product? |  |
|  | **Purpose**  What is the intended purpose of the product? |  |
|  | **Ownership**  Please confirm that you are the legal owner of copyright or intellectual property obligations**.** |  |
|  | **Product Developers**  Who developed this product and what are their relevant qualifications and/ or experience? |  |
|  | **Value**  What is the price of the product?  How is this value for money? |  |
|  | **Market**  Who are the intended beneficiaries of the product? |  |
|  | **Professional Standards**  Which Australian Career Development Professional Standards are targeted in your product? |  |
|  | **Theory**  Which theoretical frameworks(s) underpin the product /content? How do you ensure it is ‘fit for purpose’? |  |
|  | **Currency**  How have you ensured that the content is up to date? How will you continue to maintain currency going forward? |  |
|  | **Equal Opportunity**  How have you ensured that the terminology used is ethically appropriate, free from bias and stereotypical phrases? |  |
|  | **Privacy**  How do you protect purchasers’ private information?  Please provide a link to or copy of your privacy policy. |  |
|  | **Learning Outcomes**  State a minimum of five points that purchasers will know, or be able to do differently, after using this product. |  |
|  | **Learning into Practice**  Describe steps that the purchasers may take to consolidate their learning and put it into practice |  |
|  | | |
|  | **If the product is a Training Program:**  **Please provide this additional information:**  How is the program delivered?  Who are the trainers / facilitators? What are their relevant qualifications / experience?  Who in your organisation is responsible for ensure required standards are maintained?  Please provide a link to the publicly available information about the training.  Please provide a sample of the training program content, including any online videos, PowerPoint slides or other visual aids (link to online is acceptable).  Please provide samples of handouts or workbooks used in the training (link to online is acceptable).  Please provide copies of evaluation or feedback forms (link to online is acceptable).  How do you assess participants to ensure learning goals have been achieved? What if they have not?  Do you provide a certificate of completion for training?  Does the training program articulate into any formally accredited qualification? |  |

Please send your completed application, product and supporting information to [ceo@cdaa.org.au](mailto:nationalmanager@cdaa.org.au)

Please use the same email address for any questions.

**Next Steps:**

Thank you for applying for *CDAA Commended*!

On receipt of a *CDAA Commended* application and fee, the product will be assessed by CDAA within 21 working days.

Outcomes will be:

* **Either:** *CDAA Commended* approval and promotion for two years from date of award,
* **Or:** Request to provide further information,
* **Or:** Reasons why the application has been unsuccessful. (One resubmission will be permitted for which a second review fee will be charged)