

STEP 1 – ENROLMENT

Enrol in ASUM-CCPU on asum.com.au

NB: Financial membership is not mandatory but members receive preferential fees

Follow email instructions to create your MyAsum Learn account
 An enrolment invoice will be emailed after your ID has been verified
 We will email you instructions regarding verifying your photo ID (passport or driving licence)
 Please contact education@asum.com.au if you have not received "How to verify" within 1 week

Please do not start your assessments or scans before you receive your enrolment confirmation email

STEP 2 – RECOGNITION OF PRIOR LEARNING (RPL) (IF APPLICABLE)

Any requests for RPL **MUST** be lodged at time of enrolment

Use RPL Application Form – an RPL fee applies for non-ASUM members

NB: If course is non-ASUM accredited, you must request RPL
 Refer to RPL guidelines and checklist under course documents
RPL will NOT be granted for the Physics Module or Summative Assessment
 Please refer to RPL Policy and ASUM-CCPU Checklist for Candidates

STEP 3 – NOMINATE YOUR PRIMARY SUPERVISOR

Select Primary Supervisor and complete and submit ASUM-CCPU Primary Supervisor Declaration Form BEFORE you start assessments

Refer to ASUM-CCPU Regulations and Supervisor Handbook for accreditation guidelines
 Overall supervision including diagnosis, report writing, clinical reasoning and patient management must remain with the nominated Primary Supervisor

STEP 4 – COMPLETE PHYSICS eLEARNING MODULE (IF NOT COMPLETED PREVIOUSLY)

Course Certificate

Complete the eLearning module in ASUM Learn
 Physics module must be completed within three years of completing the ASUM-CCPU unit

STEP 5 – COMPLETE TRAINING COURSE

Course Certificate

Complete your required ASUM-accredited (or approved) training course

STEP 6 – FORMATIVE ASSESSMENTS

Formative 1

First formative assessment

Formative 2

Must complete not less than 7 days after Formative 1

Summative must complete minimum of 1 day after Formative 2

The Primary Supervisor MUST sign off all formative and summative assessments using the Unit Completion Form

Associate Supervisors may assess and sign off required scans (refer to unit syllabus for numbers required) however the assessments and logbook must be signed off by the Primary Supervisor.

Associate Supervisors must be provided to ASUM for the candidate record.

STEP 7 – LOG BOOK

Log Book

Must meet individual unit requirements found in the unit syllabuses.

Must deidentify patient data.

Must use ASUM template and upload in PDF format.

Logbooks are only eligible where the course has also been approved and only from the time of course attendance.

Must be completed within two years of the training course.

STEP 8 – SUMMATIVE ASSESSMENT

Summative Assessment

Must take place after logbook has been completed

STEP 9 – UNIT COMPLETION FORM

Unit Completion and Supervisor Declaration Form

Must be signed and dated by both Candidate and nominated Primary Supervisor

STEP 10 – SUBMIT FOR MARKING

Submit all documents via ASUM Learn

Please refer to Submissions Checklist before submitting

OUTCOME

ASUM-CCPU Certificate Awarded

Upon successful completion of all unit requirements