



General  Council

**CET Provider and Principal Contact**



## **Purpose of this guide**

This guide is for the individual(s) approved by the GOC to deliver CET for the optical professions and who are accountable within the organisation for ensuring that the Provider meets all the GOC's requirements.

The following sections will give you an introduction to the CET scheme and more about your role as a CET Provider / Principal Contact.

# 1

## Introduction to the CET Scheme

### What is CET?

CET is a statutory process which registrants use to support the maintenance and development of the knowledge and skills currently required to be a registered optometrist and dispensing optician.

The GOC sets legal requirements in relation to the amount and type of CET required within a three year cycle. CET activities are mostly delivered by Providers external to the GOC and approved by the GOC in advance.

In principle:

- CET must have a clear focus on current practice and be related to the performance criteria and indicators for the units of competency for each profession.
- CET must support improved standards of patient care.
- A proportion of the statutory CET Requirements must support the clinical decision making process and reduce the risk of professional isolation.
- CET must encourage registrants to reflect on their own and other's current practice.

## **An overview of how the scheme works**

Registrants have specific CET requirements based on registrant type which they have to meet to remain on the register.

To meet the requirement they need to complete CET activities approved by the GOC. CET can only be delivered by a CET Provider who is approved by the GOC in advance.

To get their CET activities approved by the GOC a CET Provider submits a CET application to the GOC using the MyCET online portal. The CET Approver reviews the application against a set of criteria and makes a decision to approve, not approve or request further information.

The CET Provider is informed whether the application has been approved. If approved the CET is allocated a reference number for promotional purposes.

The CET Provider delivers education and training in accordance with the approved application, identifying those registrants who successfully completed the CET activity, on the basis of having participated for the duration required and demonstrated achievement of the learning objectives.

The CET Provider collects the GOC registration number from those registrants who complete the CET that you have delivered.

The CET Provider informs the GOC of:

- the GOC registration numbers of those who have attended
- the CET reference number

This creates a statement for each registrant which lists the CET they have completed and the CET points and competency units they have achieved. The GOC uses this statement to decide whether the registrant has met the CET requirement or not.

## **How the scheme is administered**

### **The MyCET online portal**

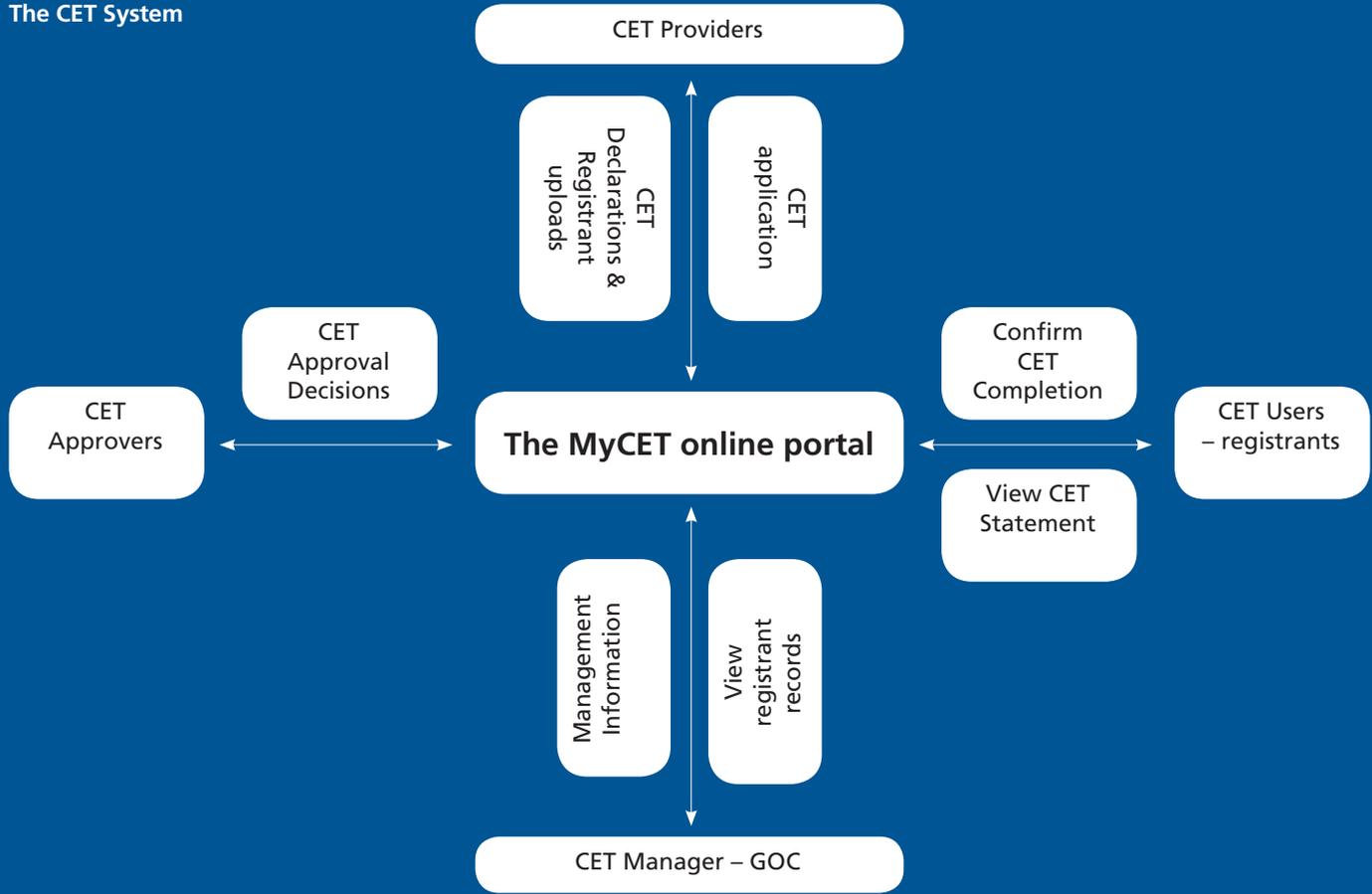
MyCET is an online portal used by providers, approvers, registrants and GOC to administer the scheme in a paper-less and efficient manner.

It is sometimes referred to as the “CET System” and registrants will know it as “MyCET” as it is integrated with the “MyGOC” website.

The diagram below summarises how different stakeholders use the portal.

As a Provider you pay an annual registration fee and the have unlimited access to the portal.

# The CET System



# 2

## Your role as a CET Provider and Principal Contact

Each provider names a Principal Contact who is the person accountable within the organisation for ensuring that the Provider meets all the GOC's requirements and operates to the [Code of Conduct for CET Providers](#).

This is not necessarily the same person who is the system administrator or does the routine CET tasks. This often depends on the size and purpose of the organisation, however all communication from the GOC will go through the Principal Contact so they must be prepared to check their message centre regularly.

The Principal Contact is the person who ensures the Provider is set up and ready to deliver CET and can meet the performance targets stated in the [Code of Conduct for CET Providers](#).

### What is the role of the CET Provider?

A CET Provider is an individual or organisation that is approved by the GOC to deliver CET for the optical professions.

A CET Provider can submit CET for approval using the MyCET online portal and advertise that their CET delivers CET Points.

### Quality Assurance

There is a joint process for quality assurance between the GOC and CET Providers. There are four stages to this process:

- The CET Provider submits an application for the CET they propose which the GOC approves or rejects.
- After the CET has been delivered, the CET Provider confirms that the CET met the application that was approved by the GOC or confirms any changes to the application and why they were necessary.
- The GOC automatically receives feedback from registrants on the CET they have completed through the MyCET online portal.
- The GOC may conduct random or targeted audits on approved CET as it is delivered to registrants.

The aim of this process is to ensure that registrants are being offered well planned and delivered CET which is related to their

professional activities and competencies; that the CET meets the requirements of the CET Scheme; that the CET delivered matches the specifications that the GOC approved.

### **To become a Provider**

The Provider needs to complete an application form available through the [GOC website](#). The Provider must provide details and confirm they are able to:

- inform potential users that the provision has approval for a specific user group(s);
  - inform potential users of the point value awarded to the CET event and the content and standard of the event;
  - accurately record the name, address and GOC number of the CET users;
  - have a mechanism for recording the name, address and user number (U-number) of a participant who is not GOC registered; e.g. someone restoring to the register;
  - accurately record attendance and successful completion of CET by all users;
  - provide a mechanism for gathering feedback from participants on the quality of the CET event;
  - issue a printable or printed certificate of completion to those who successfully complete CET. This may be delivered electronically;
  - maintain a set of CET records for a minimum period of six years detailing those who have successfully completed CET;
- confirm to the GOC, via the MyCET online portal, within 10 working days\* of completion of the CET a list of all users who have completed CET successfully and the points awarded;
  - confirm to the users within 10 working days\* their successful attendance and completion and points awarded.
  - issue a certificate of completion with the title of the CET, the CET reference code, date CET was completed, competencies the CET was approved for, the type of CET point (general or specialist) and the name of the Provider:
  - for Peer Review event CET the certificate must also state that the CET was for Peer Review event;
  - maintain a set of records outside of the MyCET online portal for a minimum of six years;
  - confirm completion of CET to the GOC within 10 working days of CET delivery (for distance learning providers: within 10 days of the CET end date).

\* For distance learning providers who are unable to meet the 10 day deadline, please confirm with the GOC, a minimum of once per calendar month, a list of all users who have successfully completed distance learning CET and inform registrants when that will be.

# 3

## Overview of roles

As a CET Provider you need to be aware of the roles required to effectively administer and deliver CET to meet the Scheme requirements. The GOC anticipates that a CET Provider will need a number of roles related to the design, delivery and administration of CET. These are summarised below. In a smaller organisation one person may play all these roles, in a larger organisation a team of people may be involved. You will need to think about who does what in your organisation.

### Provider roles:

#### Principal Contact

This person is accountable to the GOC for the ensuring your CET processes achieve the standards described in the [Code of Conduct for CET Providers](#) and the CET Scheme Principals and Requirements.

#### CET System Administrator

The MyCET online portal handles all the transactions between

the Provider, the GOC and the registrant from submitting CET for approval, to enabling you to allocate points to registrants, to generating the CET Statement for each registrant for the GOC. This role does the majority of the work that is needed. This person needs to know how to use the MyCET online portal and be fully aware of the required performance standards and deadlines.

#### CET Author or Designer

This person will be writing and designing your CET learning events and materials. They need to understand what is required if your CET is to be approved quickly and easily.

#### CET Event Delivery

As the Provider you need to confirm that a registrant completed the CET; for an event this means confirming that a registrant attended from the start to the end of the event and achieved the learning objectives. For some types of CET you need to collect evidence of the discussions that took place. This person may be signing people in and out of an event and issuing them with a CET Completion Certificate, although you can issue certificates after the event if you choose.

### GOC roles

The CET process is administered by the GOC Standards and CET department. Your principle contact will be with the GOC CET Manager.

CET Approvers are registrants appointed by the GOC to approve or reject CET applications.

# 4

## Summary

### **Please confirm for yourself:**

I am able to describe the purpose of the CET scheme and the responsibilities of a registered CET Provider.

I have copies of the [Code of Conduct for CET Providers](#) and the CET Scheme Principles and Requirements document and guides for CET Administrator, Delivery Team, Author.

I can identify areas of our operational practices which may be affected by becoming a CET Provider.

I have a list the other people in the organisation who need to read the introduction and code of conduct.

I know who will be the CET system administrator.

I have a plan so that everyone involved in CET delivery is briefed and trained before CET delivery begins; processes are in place to deliver the quality assurance requirements of being a CET Provider.

I am confident that we can inform GOC about those competing CET successfully, within 10 working days of CET completion and maintain CET records for six years.

### **Find Out More:**

- To find out more about registrant's requirements, refer to the CET Scheme Principles and Requirements document, section 1.9, page 14
- To see a detailed list of CET Modalities, refer to the Principles and Requirements document, section 6.

