SOLAR ACCREDITATION AUSTRALIA

CPD Training Accreditation Process

Introduction

The CPD Training Accreditation Process is designed to provide the opportunity for training organisations, equipment manufacturers and service providers to submit learning modules for accreditation, so that upon completion of a learning module, accredited installers and designers will be awarded CPD points by Solar Accreditation Australia (SAA).

Objective

The CPD Training Accreditation Process is designed to ensure compliance to the Training Quality Assurance Program (TQAP) and to allow for training organisations, equipment manufacturers and service providers to consistently and effectively develop and deliver training programs, without the need for TAE qualified trainers.

Method

Learning modules will be accredited through a formal process, allowing for training organisations, equipment manufacturers and service providers to produce training and assessment materials to develop identified key skills and knowledge.

Process

Ongoing Learning Modules

1. Annually in October, SAA will invite stakeholder views on appropriate content for Ongoing Learning Modules for the following year

2. A development plan for Ongoing Learning Modules will be published on the SAA website in December of the same year

3. All training providers wishing to deliver accredited Ongoing Learning Modules, must comply with the Course Criteria and Quality Benchmark Matrix, with all approved courses and events being subject to auditing by SAA

4. A training provider must apply electronically (via email to cpd@saaustrala.com.au) to have their Ongoing Learning Modules accredited by SAA, by submitting the following completed documents:

    a. Training and Assessment Plan and Checklist

    b. Learning and assessment materials (or provide access to these materials)

c. A certified Statutory Declaration declaring that all information contained in the training course is true and correct

d. Any other documents as required by the application

Note – nationally recognised units of competency delivered by an approved RTO are not required to apply for CPD training accreditation

5. The accreditation review process may take up to 10 business days from the date that the completed application and documentation is received by SAA

6. Where further information is required, SAA will provide details to the training provider

7. SAA will either approve or refuse the application for accreditation, and if the application is refused, SAA will provide reasons for the decision

8. On approval, a learning module will be valid for two (2) years, provided there are no changes to the structure and learning outcomes or external changes that render the training content invalid or redundant

9. At the end of two (2) years, training providers may apply for re-accreditation of Ongoing Learning Modules through the above process

Cost

The cost for the application and registration of CPD accredited Ongoing Learning Modules is $250.00 (including GST) per application. All application fees are non-refundable.

Criteria

Criteria	Deliverable	Priority
Topic Relevance	Meets a need as identified by SAA, and does not contain an excessive amount of corporate information or marketing material	Preferred
Design of Course	Key learning outcomes are identified and met	Essential
Instruction	Delivered by an appropriately qualified and skilled person	Essential
Duration	Training is of sufficient duration to adequately cover the topic being taught	Essential
Assessment	Training includes an assessment component to ensure that participants have learned the material being presented	Essential
Successful Completion	Certificate is issued on successful completion	Essential
Information Pack	Access to key learning information is provided through handouts, with reference to accessing further information	Essential
Quality Assurance	Participants are to be given the opportunity to provide feedback for improvement	Essential
Record keeping	Training providers are to keep records of training completed and can provide this information to the SAA on request	Essential
Interactivity	Online and face-to-face training contains interactive elements to engage participants and promote learning	Preferred
Accessibility	Online and face-to-face training is accessible to all participants and suits a variety of learning styles	Preferred
Practical	Training is focused on applied learning that allows participants to apply the new knowledge and skills in their work	Essential