**Preamble**

Ongoing Learning Modules are to be appropriately aligned to the target audience, this being adult learners that are regularly engaged in practical activities. Care is to be taken to make the training delivery interactive, practical and relevant to the target audience, of suitable duration, and to ensure that the content is substantially beneficial to learners.

**Application Type** (select one only)

New Accreditation  Reaccreditation  Modify an Existing Course

If reaccreditation or modifying an existing course, please provide the current CPD course number: Click or tap here to enter text.

**Course Title:** Click or tap here to enter text.

**Application Details**

Applicant’s Name: Click or tap here to enter text.

Applicant’s Email: Click or tap here to enter text.

Applicant’s Telephone: Click or tap here to enter text.

Organisation Represented: Click or tap here to enter text.

Application Date: Click or tap here to enter text.

**Course Details**

**Delivery Location** (select all applicable)

**Online In Person**

Video Presentation  Webinar  Capital City  Regional

Weblink to the Course: Click or tap here to enter text.

Price of the Course: Click or tap here to enter text.

**Expected Duration**

Training: Click or tap here to enter text.

Assessment: Click or tap here to enter text.

*Note*- duration of the training presentation is not to exceed two (2) hours

**For courses that are part of an event, provide the following details**

Name of the Event: Click or tap here to enter text.

Date/s of the Event: Click or tap here to enter text.

Location/s of the Event: Click or tap here to enter text.

**Examples of Application Outcome**

|  |  |
| --- | --- |
| **Points** | **Example of Training and Assessment Criteria** |
| **20** | * Less than 90 seconds of corporate information or sales material * Training presentation duration of 45-60 minutes that is not rushed or drawn out * Training presentation contains interactive training elements, such as games, simulations or interactive videos * Training presentation and assessment are available online or can be easily downloaded * Training leads to attaining a skill or knowledge that can be immediately applied and is practical in the workplace |
| **15** | * Less than 25% of the training presentation is corporate information or sales material * Training presentation duration of 30-45 minutes that is not rushed or drawn out * Training presentation may contain interactive training elements, such as games, simulations or interactive videos * Training presentation and assessment are available online or can be downloaded * Training leads to attaining a skill or knowledge that can be applied and is practical in the workplace in the future |
| **10** | * Between 25-50% of the training presentation is corporate information or sales material * Training presentation duration of 15-30 minutes that is either rushed or drawn out * Training presentation contains no interactive training elements * Training presentation and assessment is an event held in multiple regional or city locations * Training leads to attaining a skill or knowledge that may be applied and is practical in the workplace in the future |
| **5** | * Between 50-75% of the training presentation is corporate information or sales material * Training presentation duration of less than 15 minutes that is either rushed or drawn out * Training presentation contains no interactive training elements * Training presentation and assessment is an event held in one regional or city location * Training leads to attaining a skill or knowledge that may be applied in the workplace after further study |

**Description of the Course**

Provide a summary of the course: Click or tap here to enter text.

Describe the overall objective of the course

(e.g. key learning outcomes): Click or tap here to enter text.

Describe how the course will address the

overall objective: Click or tap here to enter text.

Describe the learner group (e.g. demographic

characteristics, learning styles): Click or tap here to enter text.

Describe the experience and knowledge that the

learner group must have to complete the course: Click or tap here to enter text.

Describe the learning technologies that the

course will use: Click or tap here to enter text.

Describe the relevance of the course to

the industry: Click or tap here to enter text.

Describe the work situations where the course

content would be used in the workplace: Click or tap here to enter text.

**Training Plan**

*For each section of the course, provide the following details:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Section Title** | **Content** | **Standards/Regulations Covered\*** | **Delivery Format** | **Duration** | **Time Stamp#** |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **10** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***\**** *Each section is to address the relevant standards and regulations, and any safety and communication considerations*

***#*** *If the course is a video presentation, indicate the time stamp where each section starts*

**Assessment Plan**

For each section of the Training Plan, a minimum of four (4) assessment questions or one (1) assessment question for every

two (2) minutes of presentation (whichever is greater) are required (e.g. multiple choice, true/false, single word answers, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Section Title** | **Assessment**  **Method** | **Assessment Question/s** | **Assessment Response/s^** |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **10** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

***^*** *Include all possible assessment responses and highlight the correct response*

*If more space is required for additional assessment questions, included these in a separate document*

**Course Development Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member’s Name** | **Role** | **Qualifications/Experience@** | **Contact Details**  **(Email and Telephone)** |
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**@** Course Development Team members are to attach an updated resume or the weblink to a LinkedIn profile to this application

**Ethical Consumer Practices**

Provide links to the organisation’s training policies and

procedures, or terms and conditions for the course: Click or tap here to enter text.

Provide details of the process for issuing certificates

after successful completion of the course: Click or tap here to enter text.

Provide details of the process followed to seek and

receive feedback from participants: Click or tap here to enter text.

Provide details of the process of keeping records of

assessment results and successful completions: Click or tap here to enter text.

**Course Submission Checklist**

**Criteria and Quality Benchmark Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Deliverable** | **Further Details** | **Checklist** |
| **Topic Relevance** | Topic is relevant to the industry, and does not contain an excessive amount of corporate information or sales material (less than 90 seconds) | * Relevant topics may include technical, safety or regulatory knowledge, and soft (sales, customer service, negotiation, project or time management, etc.), business or management skills directly related to the industry, or its customer and suppliers * Corporate information or sales material may include details about the company or its subsidiaries/partners, product pricing, promotions of deals or discounts, or additional product offerings |  |
| **Design of Course** | Key learning outcomes are identified and met | * The key learning outcomes identify the objective/s of the training course and how the training course will meet those objective/s, for example an objective may be to safely install a piece of equipment by providing an interactive video presentation of a typical installation referencing the appropriate regulations and standards |  |
| **Instruction** | Developed and delivered by appropriately qualified and skilled persons | * An appropriately qualified and skilled person are those that have both the skills and qualifications to provide accurate and up-to-date training content and appropriate assessments to meet the learning outcomes, and should include trade qualifications, education certificates and experience directly relevant to the topic |  |
| **Duration** | Training is of sufficient duration to adequately cover the topic being taught | * The duration is for the training presentation only, with the maximum duration being 2 hours * The duration of the training presentation should be consistent with the topic being cover, for example the installation of a full system should not take only 15 minutes nor should a changing of a component part take 2 hours |  |
| **Assessment** | Training includes an assessment component to ensure that participants have learned the material being presented | * Adequate assessment is equal to a minimum of 4 assessment questions or 1 assessment question for every 2 minutes of training presentation (whichever is greater) and may include multiple choice, true/false, single word answers to demonstration understanding of the key learning outcomes |  |
| **Successful Completion** | Certificate is issued on successful completion | * The certificate issued at completion of the training program will include the full name of the learner, the training course details, the training provider and the date of completion |  |
| **Information Pack** | Access to key learning information is provided through handouts, with reference to accessing further information | * Key learning information should include course guides and information packs, PowerPoint slides and video presentations, workbooks and handouts, or eLearning links to course content |  |
| **Quality Assurance** | Participants are to be given the opportunity to provide feedback for improvement | * Opportunities for feedback allow for continuous improvement for the training provider, and should include a student survey to be completed at the end of the training program |  |
| **Record Keeping** | Training providers are to keep records of training completed and can provide this information to the SAA on request | * Records of training completed are to be safely and securely stored, and will include a database or spreadsheet containing the training course details, the date of completion, the full name of the learner and the assessment results |  |
| **Interactivity** | Online and face-to-face training contains interactive elements to engage participants and promote learning | * Interactive elements are designed to engage and provide feedback to the learner in order to enhance the learning experience, and includes quizzes, models and simulations, case studies, games, interactive videos, discussion forums, collaborative projects, role-playing or virtual classrooms, etc. |  |
| **Accessibility** | Online and face-to-face training is accessible to all participants and suits a variety of learning styles | * Training and assessment locations includes either events in the capital city or a regional town (or in both/in multiple locations) or hosted online on a website |  |
| **Practical** | Training is focused on applied learning that allows participants to apply the new knowledge and skills in their work | * Applied and practical learning outcomes are situations where the training will allow the participant to apply the new skill or knowledge in the workplace in a competent and safe manner, and may include designing a system, repairing a component, installing equipment, interacting with customers or managing finances, etc. |  |

**Documents for Submission**

|  |  |
| --- | --- |
| **Document** | **Checklist** |
| **Completed Training and Assessment Plan** |  |
| **Learning and Assessment materials may include:** |  |
| * Course guide or information pack |  |
| * PowerPoint slides or video presentation |  |
| * Workbooks, handouts (or similar) |  |
| * eLearning links to the course content and assessments |  |
| * Student feedback survey (or similar) |  |
| **Course development team members’ resumes** |  |
| **Copy of the CPD course certificate template** |  |
| **Certified Statutory Declaration declaring that all information contained in the training course is true and correct** (may use the myGov website at [https://my.gov.au/en/about/help/digital-identity/digital-commonwealth-statutory-declaration](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.govau%2Fen%2Fabout%2Fhelp%2Fdigital-identity%2Fdigital-commonwealth-statutory-declaration&data=05%7C02%7Cswilkinson%40saaustralia.com.au%7Cd68ccb11a6474fa013e708dcec1f7231%7Cb7027676b425470d82f44dd6d6a8e3dc%7C0%7C0%7C638644867939528044%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=xXZM4HcpygHeOwxbhfZCtgqvPTLxi8O8BYsd%2BuQQe5M%3D&reserved=0)) |  |

**Certificate Formatting**

**①**

The CPD course certificate is to contain the following information:

1. Logo of the CPD training provider
2. Name of the participant (first and last name)
3. Name of the CPD training course (as per the CPD accreditation)
4. Name of the CPD training provider

**②**

1. Date that the training and assessment was completed (date, month and year)
2. SAA CPD code (e.g. CPD123)
3. Number of CPD points awarded for the course
4. Name and position of the person awarding the certificate

**⑦**

**③**

**④**

**⑧**

**⑥**

**⑤**