



**SOLAR  
ACCREDITATION  
AUSTRALIA**

# **CPD Training Accreditation Process**

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## Introduction

The Continuous Professional Development (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, designed to develop identified key skills and knowledge.

## Process

### Ongoing Learning Modules

1. 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
2. A training provider must apply electronically (via email to [cpd@saaaustrala.com.au](mailto:cpd@saaaustrala.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

3. The accreditation review process may take up to 10 business days from the date that the completed application and documentation is received by SAA
4. Where further information is required, SAA will provide details to the training provider
5. SAA will either approve or refuse the application for accreditation, and if the application is refused, SAA will provide reasons for the decision
6. On approval, a learning module will be valid for two (2) years, provided there are no changes to the structure of the program and the learning outcomes, or external changes that render the training content invalid or redundant
7. Where a learning module needs to be altered in such a way that may change the structure of the program or the learning outcomes, a training provider must apply to modify an existing course by submitting the following completed documents:
  - a. Training and Assessment Plan and Checklist, indicating the specific changes to the learning module
  - b. A certified Statutory Declaration declaring that all information contained in the modified training course is true and correct
  - c. Any other documents as required by the application
8. At the end of two (2) years, training providers may apply for re-accreditation of Ongoing Learning Modules through the above process

## Cost

The application costs for CPD accredited Ongoing Learning Modules are as follows:

- Initial Accreditation of a CPD accredited Ongoing Learning Module- \$250.00
- Reaccreditation of CPD accredited Ongoing Learning Module- \$250.00
- Modifying of an existing CPD accredited Ongoing Learning Module- \$100.00

All prices are per application and include GST. All application fees are non-refundable.

## Criteria

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