Training provider information sheet

For training providers delivering face-to-face courses with online assessments

Where training courses hosted on Solar Accreditation Australia's learning management system are being delivered face-to-face, please be aware of the following requirements for the event host or training provider, as well as accredited professionals who attend the course.

Event hosts and training providers should ensure they understand the requirements and communicate them to accredited professionals before the event, as part of their course or event promotion.

Event hosts and training providers, including trainers who have licensed SAA courses, should also ensure they notify SAA to request the creation of course groups and related QR codes at least 28 days before the course delivery date.

Requirements of event hosts and training providers

The event host/training provider needs to:

- Notify SAA of the need for a registration QR code at least 28 days before the course delivery date.
    - The QR code will be made available to the provider a minimum of five (5) business days prior to the course delivery
    - The QR code SHALL ONLY BE SHARED WITH ATTENDEES DURING THE TRAINING SESSION. It is not to be shared ahead of time or released outside of the training session.
        - If individuals seek to use the QR code on a day other than the day of the training session, it will not function.
    - Each training course being delivered requires a separate QR code and notification. One QR code will not function for the same course across multiple events.
- Please communicate requirements for course attendees ahead of time to ensure they understand the need to have their SAA accreditation number with them, and that they will be required complete an online knowledge assessment after attending the session.

Event organisers and training providers should also be aware that:

- Individuals do not automatically receive CPD points for simply attending the event. They are required to demonstrate knowledge of the course content through the online knowledge assessment.
  Individuals who pass the knowledge assessment, will have CPD points automatically added to their CPD points tally without the need to upload a certificate, (providing they have not previously completed the course and already claimed points for it (in the same CPD cycle).

See more detailed information for accredited persons in the separate accredited persons information sheet.

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