



# RESP-FIT

RESPIRATOR FIT TESTING  
TRAINING & ACCREDITATION

## RESP-FIT Training Procedure

### RESP-FIT Committee

ARBN: 637 163 850

ABN: 50 423 289 752

Procedure number: AIOH-RESPFIT-01

Version: 1.1

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## 1.0 INTRODUCTION

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- 1.1 The Australian Institute of Occupational Hygienists (AIOH) RESP-FIT Committee has developed this procedure which outlines the process that shall be used to engage with companies applying for approval of a course developed under the RESP-FIT Program.

The procedure outlines the degree of consultation that may be required between the RESP-FIT Committee, or their nominee, and the training provider (TP). This includes the process involved in submitting and reviewing the application, as shown in [Appendix 1](#).

- 1.2 The AIOH values its relationships with organisations teaching courses under the RESP-FIT Program. The AIOH notes that there are benefits for organisations in obtaining approved training provider status by the AIOH including:

- Enhanced standing and reputation of the course is based on reaching the standards specified by the RESP-FIT Program;
- A clear pathway for candidates to obtain status as an accredited fit tester under the Program within the AIOH;
- Training providers can display a “RESP-FIT Approved Training Provider” badge on their web site, electronic media and in hard copy; and
- Approved training courses are listed on the RESP-FIT website for public searching.

- 1.3 The AIOH will charge the applying organisation a fee for approval and or reapproval of each course. The schedule of fees is available on the RESP-FIT website [www.respfit.org.au](http://www.respfit.org.au)

- 1.4 To have a course approved under the RESP-FIT Program the training provider must provide evidence that their trainer/s meets the following requirements:

### Qualifications

- a. The nominated trainer holds a current Certificate IV in Training and Assessment (or equivalent or higher)
- b. The nominated trainer is an accredited fit tester under the RESP-FIT Program for the nominated selected methodology/s

### Experience & Knowledge

- a. Demonstrated experience and/or knowledge in Workplace Health & Safety. This may be through the completion of the OHTA Basic Principles of Occupational Hygiene course, post graduate course in Occupational Hygiene, a professional grade membership of the AIOH or another IOHA Association, Workplace Health & Safety Qualification (Certificate IV or higher), or any AIHS general professional certification level as examples. It is not limited to the above, however it is the onus of the training provider/trainer to demonstrate this experience and/or knowledge.

- 1.5 The approval is for three (3) years, with an annual reporting requirement, as described in [Appendix 3](#).

- 1.6 The AIOH under the RESP-FIT Program reserves the right to undertake random reviews of any courses being delivered by prior arrangement participation, for quality assurance purposes.



- 1.7 The Training provider will issue a “Certificate of Completion” to students upon successful completion of their course. This certificate must contain the students name, date of issue, Approved training provider name, Approved Trainer ID number, Approved Trainer who delivered the course, Approved trainer ID, RESP-FIT logo. The training provider can design/style the certificate but must contain the above information as a minimum. A copy of the certificate template must be submitted with the submission documentation. Use of the RESP-FIT logo must comply with the RESP-FIT branding guidelines.
- 1.8 All approved courses must provide an overview of the RESP-FIT Program as part of the course introduction. RESP-FIT will provide this information upon successful approval.
- 1.9 All approved course presentations and materials must include a RESP-FIT logo. This is in addition to the training provider logo, style, branding or other unique design characteristics. Use of the RESP-FIT logo must comply with the RESP-FIT branding guidelines.

## 2.0 PROCEDURES

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### 2.1 Approval Procedure for New Courses

The RESP-FIT Training Stream Co-ordinator and nominated Assessors review applications by training providers to determine if successful completion of the submitted course satisfies the syllabus and learning outcomes considered necessary to be a “Approved RESP-FIT Course” under the RESP-FIT Program. Trainers delivering the “Approved RESP-FIT Course” must also meet the requirements as specified in Section 1.4

### 2.2 All members of the RESP-FIT Committee are required to;

- Comply with the requirements listed in the *RESP-FIT Conflict of Interest Policy and RESP-FIT Volunteers Agreement*;
- Hold confidential any information acquired by them about the organisation (s) for which they review documentation on behalf of the AIOH including;
  - Information on their products, clients, customers, business generally or those items judged by the organisation to be confidential;
  - Findings/outcomes from assessments and other activities;
  - Application decisions; and
- Not to divulge such information to any third party except in making a report to the AIOH; or as subpoenaed by any legal proceedings.

### 2.3 The process is as follows:

1. The training provider must obtain a copy of the syllabus and learning outcomes from the RESP-FIT website [www.respfit.org.au](http://www.respfit.org.au) to develop their course to meet these requirements.
2. The training provider submits their completed electronic application form and a copy of the training course materials via the RESP-FIT website [www.respfit.org.au](http://www.respfit.org.au).



3. The training provider, using the syllabus response document to the RESP-FIT training course syllabus document, is required to map course content against the RESP-FIT training course syllabus and learning outcomes and explain how they are met within the course. In addition they must provide a copy of all course materials and indicate delivery method/s.
4. The AIOH Administrator reviews the application to determine all required sections are completed and processes the application fee.
5. The AIOH administrator forwards the application on to the RESP-FIT Board.
6. The RESP-FIT Training Stream Co-ordinator nominates two RESP-FIT Assessors to review materials.
7. Conflict of interest – The RESP-FIT Board is responsible for ensuring that RESP-FIT Assessors declare and are not subject to a position which breaches the RESP-FIT Conflict of Interest Policy.
8. Confidentiality - All information provided by an organisation in connection with an enquiry or an application for accreditation, and all information both personal and commercial obtained in connection with a course assessment, shall be treated as confidential by members of the RESP-FIT Committee, and by AIOH Council and AIOH staff.
9. The process undertaken by the RESP-FIT Committee should not take longer than 8 weeks once all the appropriate documentation has been provided by the training provider.
10. The RESP-FIT Assessors shall assess the adequacy of the information provided in the submission from the Training Provider and seek additional information or clarification if required.
11. The RESP-FIT Assessors may accept the course as submitted or make recommendations for changes in writing. When the RESP-FIT Assessors are satisfied, they will recommend approval to the RESP-FIT Board.
12. If the RESP-FIT Assessors have concerns with a course seeking approval, changes may be requested, or the application may be declined.

Once the RESP-FIT Assessors have recommended a course for approval, the RESP-FIT Training Stream Co-ordinators will conduct the final review and approval. The RESP-FIT Board will inform the AIOH Administration of the approval. The AIOH Administration will inform the Training Provider of the outcome of the application including any terms of the approval. The Training Provider will be issued with a Certificate of Approval, which specifies the period of the approval and a letter specifying the wording that can be used on course publicity materials. The RESP-FIT Board will maintain a list of approved courses on the RESP-FIT website. If the submission is not approved, they will be advised of suggested changes to be made to the materials and to be resubmitted.
13. The RESP-FIT Board will provide a quarterly summary of training providers approved and/or declined to the AIOH Council.
14. Once approved, the Training Provider is also required to submit a yearly report, ([Appendix 3](#)), at the end of January, which reports on the prior activities and any proposed changes for the next year.
15. If the training provider reviews the course material prior to the 3-year renewal and there are changes to how the course meets the learning outcomes, they need to seek reapproval for the revised course material.



## 2.4 Re-approval Procedures for Approved Providers

- 2.4.1 A training provider that has an approved course and requires three (3) yearly review by the RESP-FIT committee. They need to apply more than three (3) months before the current approval period expires as minimum.
- 2.4.2 The nominated fees need to be paid before processing.
- 2.4.3 The process is identical to the approval process in Section 2.1. In addition, the organisation must include an addendum highlighting changes to the approved course since the previous submission.

## 3.0 DISPUTE RESOLUTION

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- 3.1 If there is a dispute between the Training Provider and the RESP-FIT committee, the dispute will be dealt with in accordance with the *RESP-FIT Grievance and Dispute Resolution Policy & Procedure*.



## Appendix 1: Steps Involved for Approval of a Training course under the AIOH RESP-FIT Training Program

Step	Item	Responsible person/s
1	The training provider must obtain a copy of the syllabus and learning outcomes from the RESP-FIT website <a href="http://www.respfit.org.au">www.respfit.org.au</a> to ensure their course meets these minimum requirements.	Training Provider
2	The training provider submits their completed electronic application form and a copy of the training course materials via the RESP-FIT website <a href="http://www.respfit.org.au">www.respfit.org.au</a> .	Training Provider
3	The training provider, using the form attached to the RESP-FIT training course syllabus document, is required to map course content against the RESP-FIT training course syllabus and learning outcomes and explain how they are met within the course. In addition they must provide a copy of all course materials and indicate delivery method/s.	AIOH Admin
4	The AIOH administrator reviews the application to determine all required sections are completed and processes the application fee.	AIOH Admin
5	The AIOH administrator forwards the application on to the RESP-FIT Board.	RESP-FIT Board
6	The RESP-FIT Board nominates two RESP-FIT Assessors to review materials.	RESP-FIT Board
7	The RESP-FIT Assessors shall assess the adequacy of the information provided in the submission from the Training Provider and seek additional information or clarification if required.	Nominated RESP-FIT Assessors
8	The RESP-FIT Assessors may accept the course as submitted or make recommendations for changes in writing. When the RESP-FIT Assessors are satisfied, they will recommend approval to the RESP-FIT Board.	Nominated RESP-FIT Assessors
9	If the RESP-FIT Assessors have concerns with a course seeking approval, changes may be requested, or the application may be declined.	Nominated RESP-FIT Assessors
10	Once the RESP-FIT Assessors have recommended a course for approval, the RESP-FIT Board will nominate a Board member to conduct the final review and approval.	RESP-FIT Board
11	The AIOH administration will inform the Training Provider of the outcome of the application including any terms of the approval. The Training Provider will be issued with a Certificate of Approval, which specifies the period of the approval and a letter specifying the wording that can be used on course publicity materials.	AIOH Admin
12	The Training Provider is required to submit a yearly report, ( <a href="#">Appendix 2</a> ), at the end of January, which reports on the prior activities and any proposed changes for the next year.	Training Provider
13	Maintain approval – update on 3 yearly basis	Training Provider



## Appendix 2: AIOH Annual Report for Approved Courses (due 31 January)

<b>Training Provider Update Information – Month/Year</b>	
Details as they appear on our printed and website lists	<b>Training Provider</b> Name of Course: Address & Contact Details:
Name of Course Facilitator:	
<b>Student Numbers</b>	
Number of students who have completed in the last year	
<b>Please note any changes since last report:</b>	
Changes to facilitators	
Changes to Course	
Major changes to assessment	
Major changes to practical component	
Changes to resources	
Provide summary of attendee feedback and actions to resolve any issues	