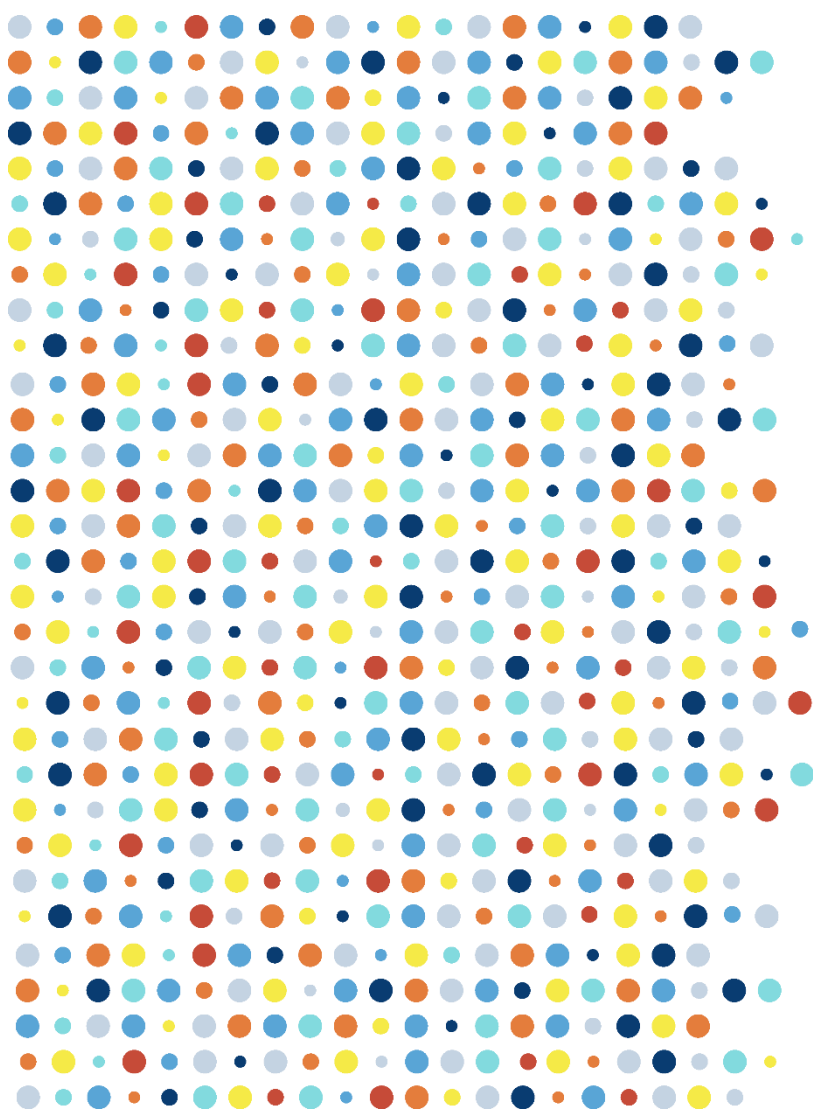




RESP-FIT

RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

RESP-FIT Training Provider Approval Procedure

RESP-FIT Committee

ARBN: 637 163 850

ABN: 50 423 289 752

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1.0 INTRODUCTION

- 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 Board, or their nominee, and the training provider (TP). This includes the process involved in submitting and reviewing the application, as shown in [Section 2](#).

- 1.2 The AIOH values its relationships with organisations providing 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 based on meeting the standards specified by RESP-FIT
- Providing a pathway for course attendees to obtain status as an accredited fit tester under the Program
- 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.

- 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 <https://respfite.org.au/become-an-approved-training-provider/>

- 1.4 Prior to having a course accepted for review as an approved training course under the RESP-FIT Program the training provider must provide evidence that their trainer/s meets the following requirement:

- a. Each trainer is an accredited fit tester under the RESP-FIT Program for the nominated selected methodology/ies covered by the approved package.

- 1.5 Prior to having a course approved under the RESP-FIT Program the training provider must provide evidence that their trainer/s meets the following requirements:

Qualification and/Or Skill Set

- a. At least one Primary Trainer who holds a current Certificate IV in Training and Assessment (or equivalent or higher). Secondary trainers who hold only the current Skill Sets TAESS00021 (Facilitation Skill Set) or TAESS00028 (Work Skill Instructor Skill Set)

NOTE: a Trainer Provider must have at least one Primary Trainer who holds the full Certificate IV in Training and Assessment. Primary trainers are required to support and train any Secondary Trainers (who hold the nominated skill sets TAESS00021 or TAESS00028) to ensure course delivery requirements are maintained at the correct standard.

To maintain RESP-FIT training approval, a provider must have a Primary Trainer overseeing the program and trainers, at all times. Therefore, if a Primary Trainer ceases training for a Training Provider, leaving only secondary trainers employed, it is a requirement that a trainer with a full Certificate IV in Training and Assessment in engaged (and also meets all other requirements of being an approved trainer) to fulfil the Primary Trainer role.



Experience & Knowledge

- a. Demonstrated experience and/or knowledge in Workplace Health & Safety for all Trainers. 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.
- 1.6 The approval is for three (3) years, with an annual reporting requirement, as described in [Section 2 Point 14](#).
- 1.7 The AIOH under the RESP-FIT Program reserves the right to undertake reviews of any courses being delivered by prior arrangement for quality assurance purposes.
- 1.8 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. Use of the RESP-FIT logo must comply with the RESP-FIT branding guidelines, found at <https://respfit.org.au/documents/>.
- 1.9 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 approval.
- 1.10 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, found at <https://respfit.org.au/documents/>.

2.0 PROCEDURES

2.1 Approval Procedure for New Courses

The RESP-FIT Training Stream Co-ordinator and nominated Assessor’s 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”.

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

- Comply with the requirements listed in the RESP-FIT Code of Ethics, AIOH Code of Conduct, *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 Training Course syllabus from the RESP-FIT website <https://respfit.org.au/documents/> to ensure their course meets 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 <https://respfit.org.au/become-an-approved-training-provider/>. Note: the application must be submitted using the current application form at the time of submission.
3. The Training Provider, using the “Syllabus and trainer response form” is required to map their course content against the RESP-FIT training course syllabus and learning outcomes and document how and where each element is mapped within their course. The response must be in sufficient detail for the assessor to be able to verify that the element is adequately covered in the course. In addition, they must provide a copy of all course materials and indicate delivery method/s.
4. The RESP-FIT Administrator reviews the application to determine all required sections are completed and processes the application fee.
5. The RESP-FIT Administrator forwards the application on to the RESP-FIT Training Stream Co-ordinators.
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. The process undertaken by the RESP-FIT Assessors should not take longer than 8 weeks once all the appropriate documentation has been provided by the Training Provider.
9. 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. A RESP-FIT Training Stream Co-ordinator will conduct a final review and provide a response back to the Training Provider if clarification, changes or resubmissions are required.
10. The RESP-FIT Assessors may accept the course as submitted or make recommendations for further clarification or changes. When the RESP-FIT Assessors have completed their review, a RESP-FIT Training Stream Co-ordinator will conduct a final review and provide a response back to the Training Provider if clarification or changes are required.
11. If changes or further information is requested, the Training Provider should provide additional evidence and respond using the original “Syllabus and Trainer Response Form”. The Training Provider has six (6) months to resubmit updated training materials for review and approval. If this requirement is not met, the application process will close, and a new application must be submitted. This will incur an additional \$300 ex-GST application fee.
12. Once the RESP-FIT Assessors have completed their review and are satisfied the training course application meets the requirements of the syllabus, a Training Stream Co-ordinator will recommend approval to the RESP-FIT Board.

The RESP-FIT Board will inform the RESP-FIT Administration of the approval. The RESP-FIT 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, the Training Provider will be advised of suggested changes to be made to the materials and to be resubmitted.

13. Once approved, the Training Provider is also required to submit a yearly report, at EOFY, which reports on the number of students trained during that period, attendee feedback and any implemented changes to the package. This is done via the member log in on the RESP-FIT website. <https://respfite.org.au/login/>

14. If the Training Provider reviews the course material prior to the 3-year renewal and there are changes as 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 requires a three (3) yearly review by the RESP-FIT Board. The reapproval application must be submitted no less than three (3) months before the current approval period expires, as a minimum.

2.4.2 The nominated fees need to be paid before processing.

2.4.3 The first 3-yearly review requires the training provider to conduct a 'self-assessment' review, providing attendee feedback, self-observation, attendance and package delivery statistics and demographics, trainer professional development and any changes/improvements to the course delivery or materials to demonstrate continuous improvement and evolution of the training course. This self-assessment document can be downloaded from the RESP-FIT documents page.

2.4.4 The second 3-yearly review involves a full course re-submission, replicating the initial submission approval process in Section 2.1.

2.4.5 For subsequent 3-yearly reviews, the process will alternate between the self-assessment and full course submission as detailed above.

3.0 DISPUTE RESOLUTION

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

4.0 Professional Conduct & Ethics

Approved Training Providers must familiarise themselves with, and comply with, the AIOH Code of Conduct, AIOH Code of Ethics, and AIOH Professional Conduct, Complaints and Disciplinary Procedures, including any related obligations, processes, and requirements.