

CONTINUOUS PROFESSIONAL DEVELOPMENT FRAMEWORK

Background

The Continuous Professional Development (CPD) program aims to ensure that the knowledge and skills of CEC-accredited installers and designers remain relevant and up to date with the latest changes in technology, regulation, standards and industry best practice. In addition, the CPD program supports the industry to improve the overall standard of work and continue to build community trust within the solar and battery storage industry.

The CEC has responded to feedback from installers through the installer survey and more broadly from course providers, members and industry (including regulators). The feedback articulated the CPD program prior to June 2021 did not meet the expectations and professional development quality standards industry requires.

On completion of a thorough review in 2020, the CPD framework was implemented in June 2021 to govern the professional development standards for CEC accredited people. The CPD framework provides guidance on the minimum professional development standards for training providers to be part of the program. In addition, the CPD framework provides course planning templates to support training providers compliance.

Education and training framework

Education and training categories

The CPD program consists of two course categories **Core** and **Elective**. Each course category has a matrix of criteria and quality benchmarks governing the standard level required. The Core category demands a higher standard of teaching and learning practices relative to Elective. Importantly, the matrix will apply to all industry bodies including, the CEC, registered training organisations, manufacturers and other industry training providers.

All CEC accredited installers and designers must earn **100 CPD** points annually to renew their accreditation. As Core courses meet a higher standard, the expectation is CEC accredited people must undertake a minimum of two annually. The table below shows the annual requirements for CPD points per course category.

	CORE	ELECTIVE
Points allocation	30 Points	10 Points
Annual requirement	2 or more	Unlimited

Undertaking further training for accreditation

In the event an CEC accredited person chooses to apply for additional CEC accreditation above their initial accreditation, the prerequisite training will attract **two** allocations of **Core** CPD points. Only units of competency listed within the [CEC Accreditation Pathways](#) or units of competency accredited by [Australian Skills Quality Authority \(ASQA\)](#) will be considered.

For example, if an installer with a current solar grid-connect design and install accreditation applies for battery storage accreditation, their prerequisite units of competency provided by a Registered Training Organisation (RTO) will be awarded 60 CPD points.

Special consideration

The CEC acknowledges that flexibility may be required for CEC accredited people who choose to undertake alternative education and training programs outside of the CEC approved courses. On the occasion an installer or designer goes above the requirements of the CPD program and wishes to have their commitment to further education recognised, individuals may apply to have CPD points awarded.

Applications can be made by emailing accreditation@cleanenergycouncil.org.au. On application, CEC will assess each submission on its merit and may ask for details of the program undertaken.

Training providers

In response to industry, the CEC is committed to quality training outcomes via the CPD program. The best practice education principles set in the CPD framework are based on national standards of competency-based learning. Although the CPD framework governs professional development for the CEC accreditation program, the CEC is committed to raising the quality of education across the renewable energy industry.

All training providers wishing to deliver Core or Elective courses must comply with the course criteria and quality benchmark matrix set for each course category. Importantly, applications are also judged for their overall **training value** and relevance for CEC accredited people. For example, a course with 90 percent marketing and sales content, with little focus on safe installation practices or addressing industry issues is likely to not meet the requirement of either course category.

Training value

The intent of training value is to ensure the overall course content is based on meaningful learning that will impact how a tradesperson goes about their work. The CEC acknowledges the need for product manufacturers to inform CEC accredited installers and designers of new products and services. Often CPD training courses or installer nights have been the mechanism for marketing purposes and have little training value. The concept of training value although subjective and hard to quantify is an important part of the CPD program. The following guidelines apply:

- No more than 50% of learning content can be sales and marketing for Elective courses
- No more than 10% of learning content can be sales and marketing for Core courses

A practical method of working out the percentage is to use the number of PowerPoint slides or topics in an eLearning module, or by dividing sessions of an all-day event.

Course criteria and quality benchmark matrix

The matrix below sets out the minimum requirements of Core and Elective course categories. The CEC [Education and Training plan](#) templates are a tool to follow during the course planning process, to ensure courses are compliant with the requirements.

	CORE	ELECTIVE
Criteria		
Topic	<ul style="list-style-type: none"> Must address at least two of the following: <ul style="list-style-type: none"> Technical understanding Best practice process Compliance Health and safety Industry issues Business or work ready skills Ensure the overall course content is no more than 10% sales and marketing (training value) 	<ul style="list-style-type: none"> Address any aspect required by industry Ensure the overall course content is no more than 50% sales and marketing (training value)
Learning program design team proficiency <i>This may be a learning designer, instructional designer, curriculum writer or learning and development specialist.</i>	<ul style="list-style-type: none"> The following are acceptable qualification levels: <ul style="list-style-type: none"> Certificate IV in Training and Assessment or higher Bachelor's Degree in Education, eLearning or higher 	<ul style="list-style-type: none"> Not required
Facilitator, instructor, teacher, trainer proficiency (face to face training)	<ul style="list-style-type: none"> Certificate IV in Training and Assessment (preferred), and/or Industry or subject matter expert 5+ years' experience 	<ul style="list-style-type: none"> Industry or subject matter expert 2+ years' in the subject matter Qualification and experience must relate to the subject of the course
Course outline	<ul style="list-style-type: none"> Program outline, learning outcome/s, price and duration are to be clearly stated prior to payment 	<ul style="list-style-type: none"> Program outline, learning outcome/s, price and duration are to be clearly stated prior to payment

Quality benchmark		
Teaching and learning	<ul style="list-style-type: none"> • Learning outcome/s defined as a statement for the learner. Must have a minimum of four to be considered Core • Minimum delivery duration including assessment is to be more than one hour • State the required skills and knowledge • Identify the learning andragogy or learning principle used to design the course • Describe any learning technology employed • Identify prerequisite learning including nationally recognised training or industry knowledge • List any equipment or products required 	<ul style="list-style-type: none"> • Learning outcomes/s defined as a statement for the learner. No minimum benchmark
Assessment	<ul style="list-style-type: none"> • Define the assessment strategy including: <ul style="list-style-type: none"> ○ Method/tasks ○ Number of attempts ○ Evidence requirements ○ Reasonable adjustment plan ○ Benchmark or required grade • Assessment tasks must test the knowledge or skills identified as a learning outcome • Assessment tasks must not over assess, or test knowledge and skills not covered within the learning content • Learners must provide evidence of competency for any practical skills 	<ul style="list-style-type: none"> • Not required, however recommended.
Evaluation	<ul style="list-style-type: none"> • Learner feedback mechanism required 	<ul style="list-style-type: none"> • Learner feedback mechanism required

Quality Assurance	<ul style="list-style-type: none"> • Learner feedback and continuous improvement program defined and implemented • Learner feedback on technical issues are to be fixed as soon as possible • An annual review of all learning content and assessment is documented 	<ul style="list-style-type: none"> • Not required, however recommended
Learner support	<ul style="list-style-type: none"> • Access to administrative support required • Ability to communicate with facilitator or subject matter expert to clarify learning and assessment requirements 	<ul style="list-style-type: none"> • Access to administrative support required

CEC provided education and training

The CEC's Learning Hub (LMS) delivers online learning programs, both Core and Elective. eLearning as a mode of education is used to provide options for installers and designers who live in remote areas and find it cost prohibitive to access face to face training.

The CEC provides professional development courses only and is not a Registered Training Organisation. This status allows the CEC to provide agile industry specific training to meet current issues and address changes in standards and guidelines.

The CEC's eLearning will be provided via Learning Hub under a shared cost model. The contribution of installers and designers is displayed in the below table. To access the CEC's courses, payment is made via a secure online shopping cart within Learning Hub.

	CORE	ELECTIVE
Point allocation	30 points	10 points
Cost	\$50 +GST	\$20 +GST

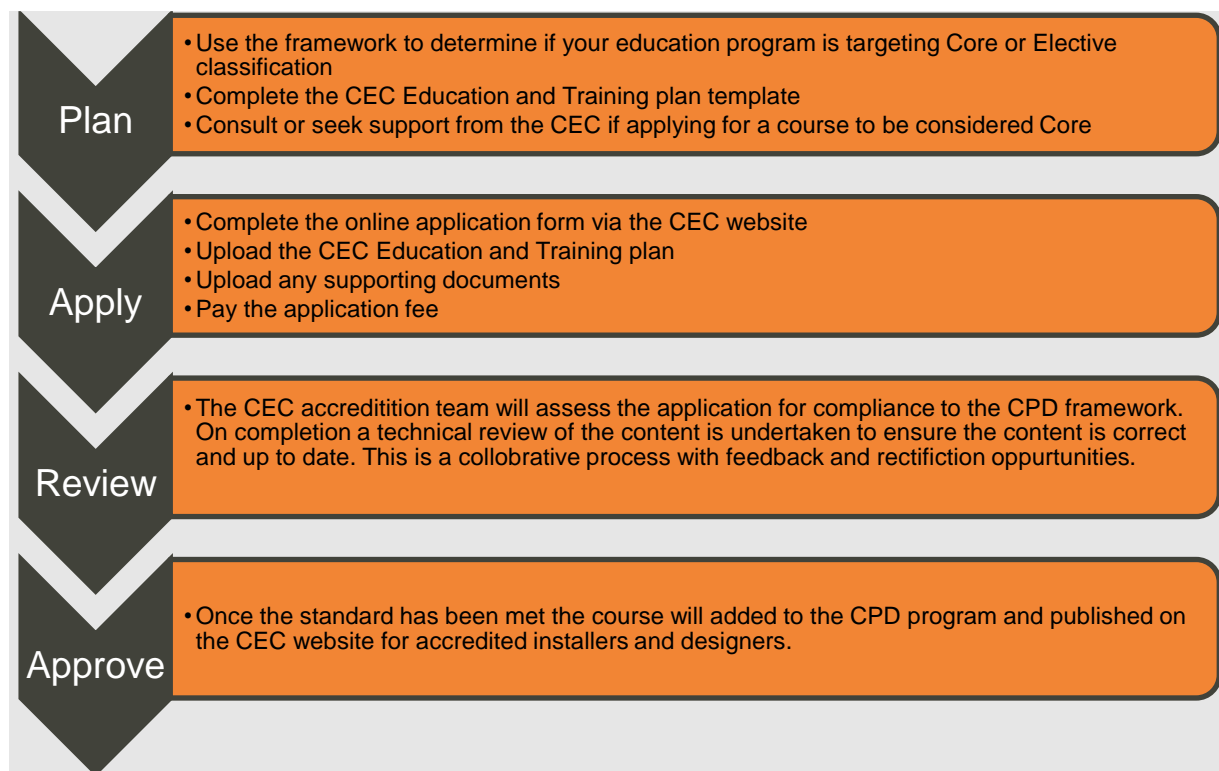
The CEC continues to seek out and partner with industry stakeholders who wish to fund specific training programs allowing free of charge access. In addition, the CEC hosts education programs on behalf of other stakeholders under commercial arrangements.

Education Program Accreditation Process

A training provider may apply for their program to be accredited as either Core or Elective via our [online application](#). The review process can take up to **20 days** or more depending on the completeness of the application and if any further information is required.

The application process is for professional development courses (non-accredited) only. Nationally recognised units of competency listed within the [CEC Accreditation Pathways](#), delivered by an [ASQA](#) approved RTO are not required to apply.

The following steps will provide an overview of the application process. A more detailed process is available via the [CEC website](#).



Communication and events

Where possible organisations and co-sponsored events are encouraged to select a CPD coordinator to take ownership of the application process. This will ensure the applications are processed as efficiently as possible.

For organisations that wish to hold events with multiple parties contributing individual presentations, workshops or sessions, each presenter must comply with the course criteria and quality benchmarks for each session of the event. For example, if an event is broken into four sessions throughout the day, presented by four different organisations, each presenter must be considered a qualified subject matter expert.

An event run by a single organisation may elect to apply for the whole event to be treated as one course, this means the whole event must meet the course criteria and quality benchmark of your chosen course category. If you choose to have individual sessions, you must submit separate applications for each session.

Fees and charges

The application fee for adding a training course to the CEC CPD program is payable as part of the online application process. The fee structure relates to the level of thoroughness and time spent during the review process. For example, a Core course undergoes an in-depth review of education quality and technical content. The following rates will apply:

	CORE	ELECTIVE
Fee	\$300 +GST	\$110 +GST

The CPD course review process cannot begin until the application payment has been received.

Application attempts

For each application the training provider will be afforded **two** attempts post technical review to ensure their course meets the criteria and quality benchmarks for their chosen course category. The CEC technical and education team members will provide support and advice on how to achieve this. The CPD program is designed to be collaborative, working together to improve professional development for CEC accredited people. In the event the applicant doesn't make genuine attempts to implement the changes after the second attempt post review, the application will be cancelled and no refund will be applicable.

Refunds

In the event you apply for a Core course and it is determined to not meet the standards of Core, you may be offered an opportunity to have the course recognised as an Elective. As the review process for Core would have been carried out, the reduced fee would not apply and no refund will be made. In the event you choose to withdraw your application before the review process has begun, you may request a refund of the application fee. In all other circumstances a refund will not be offered.

Renewals

As previously stated, the quality assurance process must include an annual course review. It is best practice to maintain a register of changes to the learning content and assessment. To ensure the quality standards are maintained and courses are continuously improved, the CEC requires courses to be submitted for review each year. The timings for renewal will be based on your original course approval date.

In the event a training provider wishes to renew a previously approved course for a further 12 months training providers must:

- Complete the online application form via the [CEC website](#) selecting the renewal check box.
- Upload your Education and Training plan and supporting documents as specified in the submission checklist
- In addition, upload evidence you have been gaining and actioning learner feedback. This can be uploaded as a sample PDF, spreadsheet, or online survey results link.
- Upload your course change register for the past 12 months. This is evidence you are reviewing your course and updating assessment questions and learning content when appropriate.

When deciding to renew your course or move to a new version, use the 10 percent change guideline. For example, if you need to change more than 10 percent of the course content, it is best practice to release a new version of the course. Releasing a new version of a course signals to your cohort it is time to upgrade their knowledge and skills.

Any course that has not been submitted for renewal will automatically be removed from the list of CPD courses at the expiration of 12 months. Training providers will be reminded via email six weeks prior to the course expiry date.

Removal or suspension

The CEC reserves the right to remove or suspend a course at any time. Any course after initial accreditation found to not meet the course criteria and quality benchmarks, will be suspended in the first instance. Following this process, the CEC will work with the organisation to rectify any deficiencies in the program. Any further breaches within the same calendar year will see the course removed from the CPD program. After removal of the course the organisation is required to submit the course for approval again.

Further information

The Education and Training team are available to support training providers organise and plan your courses prior to starting a new application or entering the CPD program for the first time. To book a support session email, education@cleanenergycouncil.org.au.