CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAM

Background

The Continuous Professional Development (CPD) aims to ensures that the skills and knowledge 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, 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 received feedback from installers through the installer survey and more broadly from course providers, members and industry (including regulators) that the current CPD program is not meeting the standard required. Moreover, the program is seen to be confusing and lacks a robust set of principles for the provision of education programs.

Based on this feedback the CEC has undertaken an extensive review of the program and a key recommendation is to implement a transparent education and training framework. This initiative will be the foundation of future education and training offerings to improve the standard and set quality benchmarks for the allocation of CPD points. The timeframe for implementation will take place over twelve months to allow for the industry to adapt to the changes.

Education and Training Framework

Education and Training Categories

The new framework will see the introduction of **Core** and **Elective** training programs. Each category will have a matrix of criteria and quality benchmarks associated to each. Importantly, the matrix will apply to all industry bodies including, 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. The table below sets the annual requirements for CPD points.

	CORE	ELECTIVE
Points Allocation	30 Points	10 Points
Annual Requirement	2 or more	Unlimited

Undertaking Further Training for Accreditation

In the event an installer or designer 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 list 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 sixty CPD points.

Special Consideration

CEC acknowledges that flexibility maybe required for installers and designers 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 merits and may ask for details of the program undertaken.

Training Providers

In response to industry, CEC is committed to quality training outcomes via the CPD program. Training providers wishing to take part must meet the new guidelines for each category. The new guidelines are based on the CEC's commitment to raising industry standards and best practice education principles.

Moving forward training providers wishing to deliver **Core** programs must be an accredited education provider, such as:

- Higher Education Institute (TEQSA), or
- Registered Training Organisation (ASQA).

It should be highlighted that we are not looking to lock industry organisation (such as product manufacturers) out of the **Core** program. In recognition of current industry organisations providing high quality education programs, an alternative pathway for **Core** program accreditation can be sought. The organisation can provide evidence of how their program meets the standards articulated in the course criteria and quality benchmark matrix. The CEC will work with providers to ensure that they understand the requirements to be considered in **Core**.

All other training providers or organisations can apply to have their training program added to the CPD program as an **elective** program via the CEC website.

Course Criteria and Quality Benchmark Matrix

The matrix below sets out the minimum requirements to achieve a Core or Elective accreditation. The CEC Education and Training Plan template will guide you along the planning process.

	CORE	ELECTIVE
Criteria		
Topic	• Must address at least two of the following: ➢ Technical understanding ➢ Best practice process ➢ Compliance ➢ Health and Safety ➢ Industry issues ➢ Business or work ready skills	• Address any aspect required by industry
Training program design team proficiency *This may be a learning designer, instructional designer, curriculum writer or learning and development specialist.*	• The following are acceptable qualification levels: ➢ Certificate IV in Training and Assessment or higher ➢ Bachelor's Degree in Education, eLearning or higher	• Not Required
Facilitator, instructor, teacher, trainer proficiency (face to face training)	• Certificate IV in Training and Assessment (preferred), and/or • Industry or subject matter expert 5+ years' experience	• Industry or subject matter expert 2+ years' in the subject matter
Course Outline	• Program outline, learning outcome/s, price and duration are to be clearly stated prior to payment	• Program outline, learning outcome/s, price and duration are to be clearly stated prior to payment
Ethical consumer practices	• Cancellation and refund policy • Comply with the business rules explained within the Australian Competition and Consumer Commission website	• Cancellation and refund policy • Comply with the business rules explained within the Australian Competition and Consumer Commission website

Quality Benchmark		
Teaching and Learning	• 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	• Learning outcomes/s defined as a statement for the learner. No minimum benchmark
Assessment	• Define the assessment strategy including: ➢ 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 with the learning content • Learners must provide evidence of competency for any practical skills	• Not required, however recommended.
Evaluation	• Learner feedback mechanism required	• Learner feedback mechanism required

Quality Assurance	• 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	• Not required, however recommended
Learner support	• Access to administrative support required • Ability to communicate with facilitator or subject matter expert to clarify learning and assessment requirements	• Access to administrative support required

CEC Provided Education & Training

The CEC has invested in a Learning Management System (LMS) to deliver online learning programs that will meet the requirements of both Core and Elective course categories. eLearning as a mode of education has been selected to provide options for installers and designers who live in remote areas and find it cost prohibitive to access face to face training.

CEC will be providing non-accredited learning only and will not be applying to become a Registered Training Organisation. This status allows CEC to provide agile industry specific training to meet current issues and address changes in standards and guidelines.

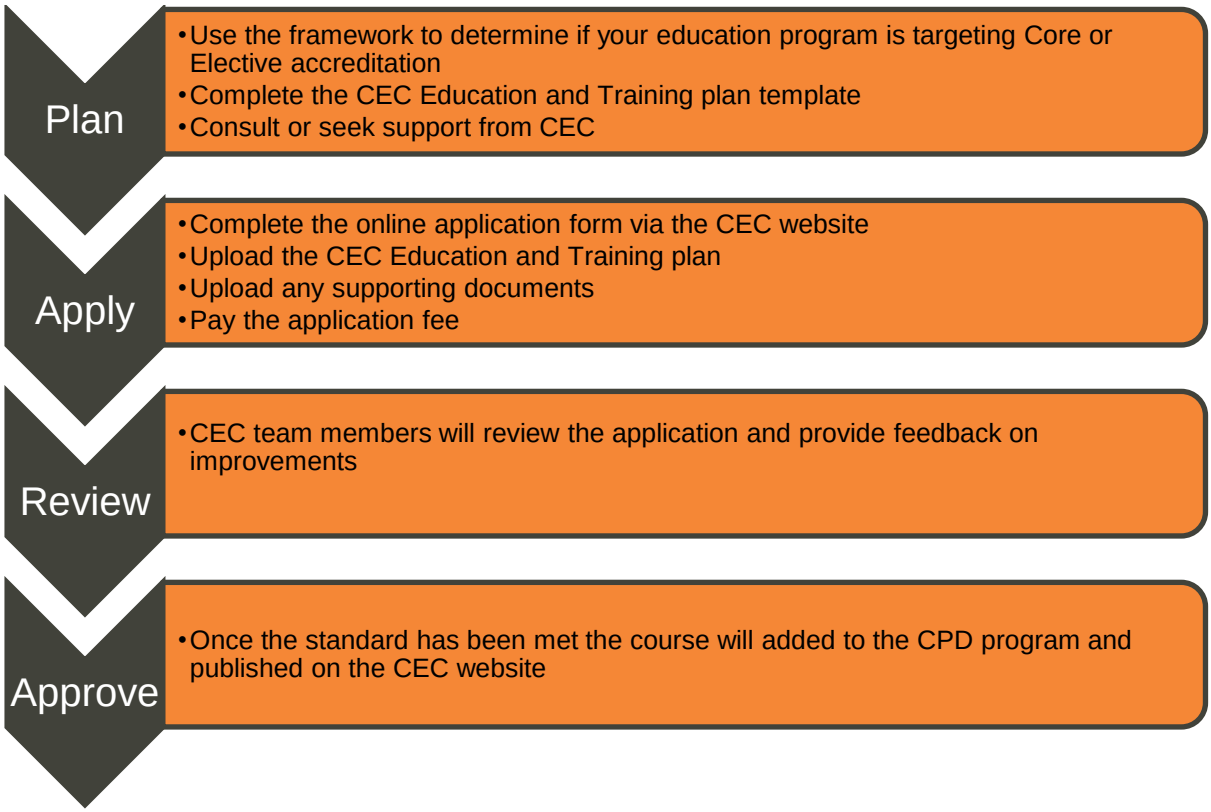
CEC eLearning will be provided via the LMS under a shared cost model. The contribution of installers and designers is displayed in the below table. To access CEC courses, payment will be via a secure online shopping cart within the LMS.

	CORE	ELECTIVE
Point Allocation	30 Points	10 Points
Cost	$50 +GST	$20 +GST

CEC will be seeking partnerships with industry stakeholders who wish to fund specific training programs allowing free of charge access. In addition, CEC will be open to hosting education programs on behalf of other stakeholders under commercial arrangements.

Education Program Accreditation Process

An education provider may apply for their program to be accredited as either Core or Elective via our online application. The following steps will provide an overview of the steps.



Removal or Suspension

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, 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 accreditation again.

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 following rates will apply:

	CORE	ELECTIVE
Fee	$250 +GST	$100 +GST

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 course content and assessment. To ensure the quality standards are maintained and courses are continuously improved, CEC requires courses to be submitted for review each year. The timings for renewal will be based on your original course approval date. The application process for renewal will follow the same process as new applications including fees. 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.