

Certification & Accreditation Program



*Transforming industry
Meeting educational needs
Building careers*

 SPASA
AUSTRALIA
SWIMMING POOL & SPA ASSOCIATION

www.spasa.com.au

WHAT IS SPASA CERTIFICATION & ACCREDITATION?

SPASA Certification & Accreditation is a continuing professional development (CPD) education and training program available only to individuals, employees and business members of the Swimming Pool and Spa Association of Australia (SPASA).

The program provides recognition for members within the SPASA network for their professional skills and commitment to ongoing learning and development. It also reflects SPASA's commitment to its members through educating consumers, regulators and government about the professionalism of SPASA Certified and Accredited members.

GET NOTICED

SPASA appreciates the time constraints on members, and therefore the program provides multiple pathways to qualify for Certification and Accreditation. For example, attendance at SPASA industry training and/or endorsed events is one of the ways member individuals, employees and businesses can qualify to become Certified and Accredited members.

Becoming SPASA Certified or SPASA Accredited gives you and your business an instantly recognisable badge of professionalism, demonstrating that you have the required education, technical competence, experience and a commitment to your own professional development.

DRIVE SALES

Becoming a SPASA Accredited Business enhances your ability to:

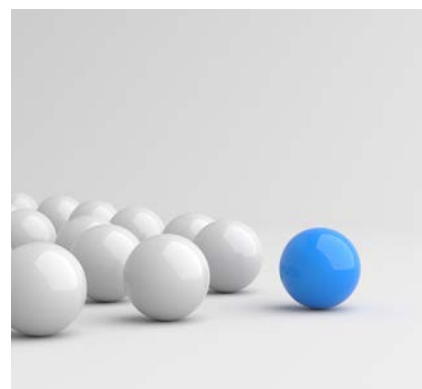
- ✓ Increase sales and productivity
- ✓ Gain a competitive edge in the market place
- ✓ Demonstrate your commitment to quality
- ✓ Become a credible and reliable information source
- ✓ Attract and retain the best quality professionals
- ✓ Demonstrate your investment in your team's knowledge
- ✓ Establish your commitment to Industry best practice
- ✓ Improve your reputation and credibility with consumers, colleagues and industry partners.



For businesses



For individuals



WHAT IS CPD? **KEEPING YOU UP TO DATE**

Continuing professional development (CPD) under the SPASA Certification and Accreditation Program aims to create a learning culture within the association's membership network. The CPD program provides the opportunity to formally and informally learn about almost anything to do with swimming pools and spas, including running a successful business.

CPD is not just about earning points. CPD is about helping you to stay informed, up-to-date, skilled and knowledgeable.

HOW IS IT MANAGED?

Individuals, employees and business members of SPASA are automatically eligible to participate in the SPASA Certification & Accreditation Program and can start ANY TIME.

SPASA will record CPD points earned by individuals, employees and business members of SPASA against their profile on the SPASA database.

SPASA will highlight a member's Certification and Accreditation status on the SPASA website directory.

Individuals, employees and business members of SPASA who achieve Certification and/or Accreditation will be eligible to use a SPASA Certified and/or SPASA Accredited logo(s) in advertising and marketing materials to promote their status.

OPPORTUNITIES

SPASA is the only Registered Training Organisation (RTO) in Australia dedicated to the swimming pool and spa industry. As the leading provider of industry education, SPASA offers diverse, flexible and tailored opportunities for members wanting to meet their commitment to CPD.

Members of SPASA can participate in CPD in the following ways:

1. Nationally recognised qualifications for pool builders and pool service technicians
2. Short courses for pool builders, pool service technicians, retailers and other sectors of the industry.
3. SPASA approved courses
4. SPASA CPD meetings, seminars and workshops.

This CPD Brochure provides information on how participants may accrue CPD points. For more information on SPASA related training visit: www.spasa.com.au.



SPASA will communicate new CPD opportunities regularly via newsletters, direct email and through our partners.



HOW DO I BECOME SPASA CERTIFIED?

Individuals and employees who are members of SPASA will automatically qualify as SPASA Certified when they achieve and retain 12 SPASA CPD points annually.

AM I ALREADY SPASA CERTIFIED?

Individuals and employees who are members of SPASA and have previously completed or are enrolled in one of the following nationally accredited qualifications can participate in the SPASA Certification & Accreditation Program:

- ✓ CPC31212 Cert III in Pool & Spa Service
- ✓ CPC41312 Certificate IV in Pool & Spa Service
- ✓ CPC40808 Cert IV in Swimming Pool Building
- ✓ Other accepted courses that are relevant to the category of SPASA membership.

HOW ELSE CAN I BECOME SPASA CERTIFIED?

Individuals and employees who are members of SPASA can undertake customised training, with the freedom to choose units from selected SPASA nationally accredited qualifications; or attend meetings, seminars and workshops that are tailored by SPASA or in collaboration with suppliers and other organisations.

CPD points will be awarded every time a member participates in a SPASA CPD event.

HOW DOES MY BUSINESS BECOME SPASA ACCREDITED?

Businesses may apply to become SPASA Accredited when their key employees achieve and retain 12 SPASA CPD points annually.

Key employees required for SPASA Accredited status

Size of Business	Employees	Key Person(s) required
Small	1–5	1
Small to medium	6–10	2
Medium to large	11–20	3
Large	over 20	4

Note: Key employees may include the following parties: business owners, licensed employees, general or senior managers, supervisors, service technicians or similar.



Whilst SPASA recommends that all members undertake CPD, member participation in the SPASA Certification & Accreditation Program is VOLUNTARY.



EARNING CPD POINTS FOR CERTIFICATION

A minimum of 12 CPD points are required every year to maintain SPASA Certification status.

Examples of CPD opportunities include:

- Meetings and Workshops
- Seminars and Conferences
- Participating on Industry Local Committees
- SPASA Courses
- SPASA Presentations and Webinars
- SPASA approved CPD opportunities provided by member suppliers and other organisations
- Other SPASA accepted courses that are relevant to the member's approved membership category

SPASA CPD opportunities provided to members will be relevant to one of the 8 CPD topic areas listed below.

- | | |
|---------------------|------------------------|
| 1. Technical issues | 5. Dispute resolution |
| 2. Sustainability | 6. Contracts |
| 3. Compliance | 7. Safety |
| 4. Communication | 8. Business Management |



Whenever members attend a SPASA Australia approved CPD event, their CPD points will be automatically updated in their SPASA online profile.

EXAMPLE 1

John Cleaner has completed one of the SPASA nationally accredited qualifications.

John will **automatically** become **SPASA Certified** and receive a SPASA Certification pack to recognise his professional standing.

EXAMPLE 2

Paul Hydra is only interested in undertaking specific training relevant to his expertise and business requirements. Paul can choose to undertake specific training or attend meetings, seminars and workshops that are relevant to him and still receive **12 CPD points**, which would allow him to become **SPASA Certified**.

EXAMPLE 3

Jennifer Solar wants to become SPASA Certified and needs 12 points to achieve this.

Jennifer decides to do the following CPD activities:

4 CPD points = Attend 4 meetings

6 CPD points = Enrol in a one-day short course

2 CPD points = Undertake SPASA approved CPD opportunities provided by a member supplier

Jennifer is now SPASA Certified for the next 12 months.

EXAMPLE 4

ABC Pools has 4 employees and wishes for their business to become SPASA Accredited.

For ABC Pools **to become SPASA Accredited at least one of their employees must become SPASA Certified**.

Once the business's employee becomes SPASA Certified, then ABC Pools can apply to become SPASA Accredited.

Note: Participants will need to accumulate 12 CPD points every year to maintain their 'SPASA Certified' and/or 'SPASA Accredited' status. The above CPD point examples are only used for illustrative purposes and may change.



SPASA CERTIFICATION & ACCREDITATION PROGRAM

TERMS AND CONDITIONS

CANCELLATION OF SPASA CERTIFICATION & ACCREDITATION

SPASA has the right to cancel a member's SPASA Certified and/or SPASA Accredited status at any time. The SPASA Accredited and/or SPASA Certified status may be cancelled in the following circumstances:

- a) If the individual member ceases to be a member of SPASA
- b) If an individual ceases to be an employee of a member
- c) The individual does not maintain the required 12 CPD points each calendar year
- d) The individual brings the Association into disrepute in any way
- e) The individual fails to comply with the SPASA Constitution and Code of Conduct

SPASA reserves the right to publish the cancellation of the member's SPASA Accredited and/or SPASA Certified status in whatever way it deems necessary.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The Swimming Pool and Spa Association of Australia (SPASA) is committed to fostering and advancing the professional knowledge, skills and competence of its members at all stages of their career.

Members are required by the Code of Professional Conduct to commit themselves to the attainment and maintenance of high professional standards throughout their career. SPASA considers the undertaking of regular CPD as an essential component of a member's professional obligations. CPD is about maintaining and acquiring knowledge, skills and competencies. Its purpose is to ensure the relevance, value and business potential of the industry and the knowledge, skill and competence of individual members.

SPASA will provide programs and opportunities that substantially contribute to the CPD needs of its members and the requirements for maintaining compliance in those jurisdictions where continuing professional development is a requirement for renewal of registration or a license.

CPD ACTIVITIES BY SPASA APPROVED PARTNERS

SPASA approved partners wanting to present CPD activities must submit proposals to SPASA for approval. These activities must fit within the themes of the SPASA Certification & Accreditation Program.

ELIGIBILITY

Member participation in the SPASA Certification and Accreditation Program is VOLUNTARY and is exclusively available to financial SPASA members and their employees.

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SPASA ACCREDITED

Only businesses that are members of SPASA can become SPASA Accredited. Businesses may apply to become SPASA Accredited when their key employees achieve and retain 12 CPD points annually.

Note: Key employees may include the following parties: business owners, licensed employees, general or senior managers, supervisors, service technicians or similar.

KEY EMPLOYEES REQUIRED FOR SPASA ACCREDITED STATUS

Size of Business	Employees	Key Person(s) required
Small	1-5	1
Small to medium	6-10	2
Medium to large	11-20	3
Large	over 20	4

SPASA CERTIFIED

Only current individual members and employees of SPASA members can become SPASA Certified when they achieve and retain 12 CPD points annually.

MAINTAINING YOUR CERTIFICATION & ACCREDITATION

To maintain SPASA Certified and SPASA Accredited status, members must accumulate 12 CPD points each calendar year. Members who join mid year may have their CPD Points recognised under the SPASA Certification Program on a prorated basis for their first year of membership.

USE OF SPASA CERTIFIED AND SPASA ACCREDITED LOGO(S)

SPASA members, upon request, are eligible to receive the SPASA Certified and/or SPASA Accredited logo(s) to be used in advertising and marketing materials to promote their status.

All SPASA and related logos are the exclusive property of the Swimming Pool and Spa Association of Australia. Marketing resources and logos are provided only for the use of a certified individual or an accredited business; sharing these files and use by all other individuals, corporations and entities is strictly prohibited without prior written approval from SPASA.

TERMS AND CONDITIONS

SPASA reserves the right to vary the Terms and Conditions of the SPASA Certification & Accreditation Program.

THE SPASA CERTIFICATION & ACCREDITATION PROGRAM

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