

Spirometry Learning Australia
Issuing of Certification Policy

1. Purpose

Spirometry Learning Australia (SLA) is committed to providing quality training and assessment in accordance with the TSANZ Standard for Spirometry Training.

2. Policy Statement

SLA issues Statements of Attainment in accordance with the requirements of the TSANZ Standard for Spirometry Training.

SLA will ensure that:

- Certification issued are within its scope of registration and that they certify the achievement of qualifications or industry
- competency standards from nationally endorsed Accredited courses.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the TSANZ Standard for Spirometry Training.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited course specified in the statement.

4. Policy Principles

4.1 Underpinning principles

The following principles underpin this policy.

- a) SLA is obliged to issue certification in accordance with the Standards for TSANZ Standard for Spirometry Training
- b) SLA offers training and assessment against both nationally recognised training and non-nationally recognised training programs
- c) SLA only issues certificates of completion to those participants who meet the required outcomes of a qualification, accredited course, as specified in the relevant accredited course.
- d) SLA will be using the Moodle Learning Management System:
 - i. Maintain a register of all qualifications issued
 - ii. Retain records of all certification documentation for a period of 3 years; and
 - iii. Provide reports of records of Certificates of Competency issued to participants.
- f) A certification documentation will be issued to a client within 7 calendar days of the client being assessed as meeting the requirements of the Accredited course:
- g) A certificate of completion will not be issued to an individual unless all aspects of the assessment criteria have been successfully completed.

4.2 Qualifications

All participants who have completed a training program which leads to the award of a qualification will receive:

- I. The full name of the individual receiving the award
- II. The full title and national code of the unit/s of competencies or xxx qualification awarded
- III. A certificate number
- IV. The date of issue
- V. SLA name and logo

4.3 Re-issuing of certificates

All SLM-CMW Certificates are available for download from the SAH Learn website once participants have achieved competency. These certificates are retained electronically and can be downloaded by participants at any time, including after course completion.

Each participant certificate is individually coded i.e. MTXzkWvqsx

For certificate verification enter the code using the link below:

https://sahlearn.com.au/moodle/mod/customcert/verify_certificate.php

If participants experience any difficulty in downloading/printing course completion certificates, they should contact the SLA Program Manager via the email address below

spirometrylearning@gmail.com

5. Spirometry Learning Australia Responsibilities

The SLA Business Manager and SLA Program Manager are responsible for ensuring compliance with this policy.

The SLA Business Manager will closely monitor the process for approval for issuance of certification documentation.