

APPLICATION FOR “IECA APPROVED” TRAINING

Providers of erosion and sediment control training who wish to claim that their training is “IECA Approved” need to complete this form.

Note that:

- This form should be submitted to the IECA office via the website or email (details above).
- A \$750 fee per training provider for IECA Approved training is payable to IECA Australasia. This is an annual fee.
- A separate form must be submitted for each different workshop or training course developed and used by a provider. The \$750 fee covers all workshops or training courses submitted by the same provider.
- Once approval is granted, a new form does not need to be submitted each time the workshop/course is delivered unless:
 - Significant changes or additions are made to the content of the training; or
 - New or different presenters will be involved in the training delivery; or
 - The type of intended audience or training intention is modified.
- Each application will be assessed by at least two directors from the IECA Australasia Board of Directors. The applicant will be notified of the outcome within 3 weeks of submission.
- Upon approval, training providers are permitted to:
 - Describe their training as “IECA Approved” in advertising and promotion, but are NOT to use “IECA Endorsed” or any other words that imply endorsement; and
 - Use the IECA Australasia Approved Training logo when advertising their training. A digital copy of the “IECA Approved Training” logo will be emailed to each successful applicant.
 - Have their training listed on the IECA website and calendar as “IECA Approved” training.
- Approval will remain current for 12 months from the date of application. After that time, a provider must re-submit this form.
- Any breaches of the conditions of approval would be subject to disciplinary action which could include legal action, rescinding of IECA Approved status and/or public notification by IECA to its membership of the breach(es).
- Any questions regarding the approval process should be directed to the IECA office.
- IECA will carry out random audits each year. These audits will be conducted by an accredited CPESC and will assess the technical content of the course. The audits will be carried out at no cost to your organisation. Auditors will be allowed to attend the course free of charge.
- Fees are used to cover costs associated with auditing of IECA Approved training.
- In the event this application is unsuccessful, monies will be refunded, less a \$50 administration fee.

Name of training provider(s):			
Contact person:		Contact phone:	
Email address:			
Title or name of training course or workshop:			
Purpose			
Duration of training course or workshop:		Date of application:	
Target Audience			
Delivery style			
Assessment			
Essential Content			
Optional Content			

Key Discussion Points		
Prerequisites		
Learning Outcomes		
Please tick or underline only one:	New application	
	Renewal of existing approval	
	Revision to existing approval	
Presenter(s) details:		
Full name	Please provide details of their experience in erosion and sediment control and providing training courses or workshops	
1		
If CPESC accredited, please provide number:		
2		
If CPESC accredited, please provide number:		
3		
If CPESC accredited, please provide number:		

4	
If CPESC accredited, please provide number:	
5	
If CPESC accredited, please provide number:	
What best-practice texts, guides or documents will be referred to in the training?	1
	2
	3
	4
	5
	6
Do you confirm that the teaching will comply with the relevant environmental and/or planning legislation for the geographic area the training is delivered?	Yes No
Do you confirm that the teaching will adhere to recognised best-practice for the geographic area the training is delivered?	Yes No
Do you confirm that presenters noted as CPESC accredited are full CPESCs (not CPESC Associate) and intend to remain so for the next 12 months?	Yes No
For training to be "IECA Approved" all presenters must be IECA Australasia members. Do you confirm that ALL presenters are IECA Australasia members and will remain so for the next 12 months?	Yes No

Do you agree to an independent IECA-appointed, CPESC-accredited auditor attending the training at any time (at no cost to IECA or the appointed auditor)?		Yes No	
Signed:			
Print name:		Date:	