

**POLICY: GRANTING A CERTIFICATE OF QUALIFICATION BASED ON INVOLVEMENT IN DEVELOPMENT OF A NEW RECOGNIZED INDUSTRY TRAINING PROGRAM**

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This policy defines the criteria for discretionary Board approval of the issuance of a certificate of qualification for a new recognized industry training program to individuals extensively involved in the program's development. Application of this policy is restricted to program development activities undertaken under the auspices of the Industry Training Authority, and is not retroactively applied to program development activities undertaken prior to the existence of ITA.

**1.0 General**

Subject matter experts who are extensively involved in the development of new recognized industry training programs will have demonstrated their knowledge and technical competency through participation in the program and assessment development process. These individuals should be exempt from assessment to qualify for the relevant ITA credential.

**2.0 Criteria**

The criteria for granting certification without examination are as follows:

- The candidate must be a subject matter expert with broad experience working in the occupational area, not just a technical consultant;
- The candidate must have been directly and substantively involved in developing and validating Program Standards or Occupational Performance Standards;
- The candidate's work experience in the occupation should generally incorporate at least one and a half times the work-based training hour's requirement for completion of the relevant new training program.

**3.0 Authority to Grant the Credential**

Authority to grant the C of Q based on extensive involvement in new ITA program development is vested exclusively in the ITA Board of Directors.

Approved: 19.Jan.07  
Updated: 25.Apr.07    Reviewed 15.May.08  
          30.Jul.09  
          30.Sept.10  
          21.Sept. 11