

## **SIAA PROFESSIONAL CERTIFICATION PROGRAM POLICY**

The SIAA Professional Certification Program will recognize successful application of technical competencies to the field of simulation, as distinct from the possession of specific technical competencies.

Certification of specific technical competence is the role of trade and professional bodies. Certification of the application of technical competence to the field of simulation is the role of the SIAA.

The three components of the SIAA Professional Certification Program comprise:

- Simulation Introductory Certificate
- Simulation Practitioner Certificate
- Simulation Currency Certificate

The Simulation Introductory Certificate and the Simulation Practitioner Certificate are assessed once and renewed annually, subject to the requirements of the Simulation Currency Certificate being satisfied.

Award of these components of the SIAA Simulation Professional Certification will assert that an individual has achieved the following:

- Has demonstrated an ability to identify issues in the application of their technical competencies to the field of simulation and locate resources to assist in their resolution. (Introductory Component)
- Has demonstrated an ability to recognise when the advice of more experienced simulation professionals should be sought. (Introductory Component)
- Has demonstrated a capacity to apply their technical competencies to the field of simulation. (Introductory Component)
- Has demonstrated an ability to independently plan, manage and conduct tasks involving the application of their technical competencies to simulation. (Practitioner Component)
- Has demonstrated an ability to apply one or more aspects of their technical competencies to simulation in complex and novel circumstances. (Practitioner Component)
- Has demonstrated an ability to supervise and develop colleagues in the application of one or more aspects of their technical competencies to the field of simulation. (Practitioner Component)
- Is currently undertaking activities to maintain their knowledge and skills in relation to developments in the field of simulation. (Currency Component)

### **Key Skill Groups within the Field of Simulation**

The qualifications and experience of those employed in simulation are extremely diverse and three Skill Group Panels have been formed to provide focus on separate domains of expertise. The Skill Group Panels are a first attempt at defining key domains and it is understood that there is overlap between them and they may need to split, merge and morph as the field of simulation evolves.

The three Skill Group Panels are:

- Instructional Systems & Human Factors
- Project Management & Policy
- Systems Engineering & Support

Each Skill Group Panel has the task of defining criteria for the certification of simulation professionals, based on the demonstration of abilities as described above and, where applicable, defined pre-requisite qualifications and technical certifications. These criteria are then reviewed and approved by the SIAA Professional Development Sub-Committee.

Each Skill Group Panel convenes a three person certification assessment team to review respective applications for certification. Assessment of all applications are carried out strictly in accordance with the approved certification criteria.

The SIAA Professional Certification assessment process is subject to independent review by a suitably qualified organization on a regular basis.

The detailed criteria for certification are available on the SIAA Website (<http://www.siaa.asn.au/certification/>).

### **SIAA Certification Program Policy & Procedures**

Updated Policy and Procedures for the SIAA Professional Certification Program can be found on the SIAA Website at <http://www.siaa.asn.au/certification/>.

### **Appeals & Complaints Process**

Once a written appeal or complaint and supporting evidence is submitted to the SIAA, the following process takes place:

The submission is acknowledged in writing.

A member of the SIAA Professional Development Sub-Committee (which is the Committee of Review) examines the written submission and supporting evidence to determine whether adequate information has been provided. Further information is requested if required.

The submission is referred to the SIAA Professional Development Sub-Committee for review. The SIAA Professional Development Sub-Committee consists of a group of experienced simulation professionals appointed by the SIAA Executive.

The findings of the SIAA Professional Development Sub-Committee are advised to the complainant.

The complainant has a right to appeal against the SIAA Professional Development Sub-Committee's findings through the SIAA Executive. Any further appeal must be lodged with the SIAA Executive Officer within 30 days of the SIAA Professional Development Sub-Committee decision.

### **Withdrawal of Professional Certification**

As described above, the SIAA has developed a formal process which enables complaints and appeals to be heard and evaluated. The same Committee of Review process previously outlined may be used to investigate and sanction the withdrawal of an individual's Professional Certification for one or more of the following reasons:

The individual has provided false or misleading information in an application for certification

3.

The individual no longer holds a certification or qualification that was contingent for their initial Simulation Professional Certification and therefore does not meet the criteria for being certified

The Individual is found to be in breach of the SIAA's Professional Certification standards (i.e due to a formal complaint being received regarding an individual's application of professional or technical competence to the field of simulation).