Acoustar Board of Studies

Statement of Values and Protocols   April 2018

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Statement of Values

Preamble

The Board and its Advisors consists of professional industry and education qualified persons. The Board is administered by a Registrar. The Board is empowered to review the content and presentation of training programs offered by the Registered Training Organisation ('Acoustar RTO'). The Board supports Acoustar through Accreditation, Audit, Ethics, Governance, Quality Assurance and Research protocols.

The Board does not have governance over the ASQA BSB41415 *Certificate IV Work Health and Safety* training units or MSS11 *Sustainability* training units, protocols and requirements, but does have an oversight function to the trainers and assessors as to appropriate readings and mapping of elements and performance criteria to unit foundation skills and knowledge for the Acoustar training programs. This is a unique and very powerful quality control function.

By definition a person who has satisfactorily completed a specific unit within the BSB41415 or MSS11 training program is acknowledged as being 'competent' for the purposes of that unit. There are different levels of competency recognised within ASQA but there is no external audit of the skills and knowledge required for competency. The Board of Studies reviews and audits competency issues and maintains a complaints' mediation process.

The two processes provide quality-assurance with respect to skills and knowledge to assist trainers and assessors employed by Acoustar. The process provides certainty to a student, employer or regulatory authority, that a professional and/or technical level of competency has been achieved. This unique function of the Board has been identified as being of critical importance to potential employers and students.

The Board's Oversight functions are as follows:

- To assist trainers and assessors in applying the Elements and Performance Criteria, Required Skills and Knowledge, Evidence Guides, Range Statements and Competencies for training programs promoted by Acoustar in order to meet and maintain the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*;
- To provide an independent ongoing systematic validation of assessment practices and judgments that includes each training product offered by Acoustar;
- To provide an impartial, independent person in a complaint or appeal process involving Acoustar; and
- To accredit students who have completed training programs for professional development offered by Acoustar.

Board Members

- Professor Philip Dickinson   Chair; Education, Acoustics, Bio-mechanical & Structural Engineering
- Dr Huub Bakker   Education, Physics, Engineering, Mechatronics
- Mr Jonathan Dyer   Education; Work Health and Safety; OHS Management
- Dr John Podd   Education, Audiometry, Human Perception, Psychology
- Dr Bruce Rapley   NZ Coordinator; Philosophy, Education, Communications, Acoustics
- Ms Rachel Summers   Education, Communications
- Dr Bob Thorne   CEO Acoustar; Registrar; Industry, Noise Management, Psychoacoustics

Professional Advisors

- Mr Curtis Brown   Instrumentation
- Mr Paul Bunn   Audiology, Psychoacoustics
- Mr Matthew Dever   Audio-engineering
- Mr Jonathan Dyer Dip Mgt   Lead Trainer and Assessor, WHS Program
- Mr Matt Fishburn RPEQ   Lead Trainer and Assessor (Noise)
- Dr John Heilig   Engineering, Mining, Vibration
- Ms Rebecca Ireland   Western Australia Coordinator
- Dr David McBride   Education, Occupational and Environmental Medicine
- Mr Neil McRae   Student Mentor
- Mr Andrew Mantle   Hazmat Expert
- Mr Ross Palmer CPEng, RPEQ   Building Acoustics
- Mr Peter Patrick   Room acoustics and electro-acoustics
- Dr Daniel Shepherd   Education, Psychoacoustics
- Mr Mark Simpson RPEQ   Engineering, Prediction and noise mapping
- Mr Max Thorne LLB   CFO Acoustar, CEO Noise Measurement Services
- Mr Richard Turner   TBS Consulting

Acoustar – IEDIS Research Centre

- Registrar
- Board Members (2)
- Co-opted members (2)

Values

The following values are used by the Board of Studies and Acoustar to inform the development of its oversight functions:

- Excellence
- Respect and responsibility
- Equity and justice
- Inclusivity
- Environmental sustainability.

Supporting statements that explicate these values appear below.

Excellence

The Board of Studies and Acoustar is committed to excellence and demonstrates this by

- acknowledging the learning potential of every student and providing oversight to   training programs that engages and challenges the students to maximise their talents and capabilities
- placing a high value on the attainment of knowledge and skills, and enhancing students' capacity for inquiry, rational discourse, creativity and analytical reflection
- providing for high standards of achievement and enjoyment of learning through the promotion of quality teaching, learning and assessment practices
- empowering students to plan, reflect on and adapt the way they learn and to develop positive attitudes towards learning throughout their lives
- providing a continuum of learning to support students through continuing professional development programs to support further learning and employment
- encouraging research into matters of interest to students, employers, and the community
- promoting innovation in the use of current and emerging technologies.

Respect and responsibility

The Board of Studies and Acoustar is committed to respect and responsibility and demonstrates this by

- recognising students as active citizens and community members with a range of rights and responsibilities
- encouraging responsibility, and recognising the need for considered judgement and actions based on ethical considerations
- enabling students to develop a positive sense of self-worth, self-awareness, and optimism about their lives and future
- providing opportunities for students to explore, reflect on, and further develop their personal values.

Equity and justice

The Board of Studies and Acoustar is committed to equity and justice, and demonstrates this by

- encouraging students to participate actively as individuals and as cooperative members of a group
- promoting contributions by all people to society regardless of race, ethnicity, gender, age, beliefs, socioeconomic status, location, sexuality or disability
- enabling students to understand the causes of conflict, and to contribute to its peaceful resolution.

Inclusivity

The Board of Studies and Acoustar is committed to inclusivity and demonstrates this by

- providing all students with opportunities to access the training programs, to participate as active learners and to demonstrate achievement
- recognising students as individuals who learn at different rates and in different
- ways
- valuing and reflecting the unique and distinct place that Aboriginal and Torres Strait Islander people have in Australian society
- valuing the diverse cultures, backgrounds, experiences, abilities, religions, beliefs and lifestyles of people in Australia and throughout the world.

Environmental sustainability

The Board of Studies and Acoustar is committed to environmental sustainability and demonstrates this by

- promoting rational, informed and sensitive consideration of the environment by students and by people across the community
- promoting appreciation and awareness of the interdependence of all elements of the environment
- valuing biodiversity and recognising the need to preserve habitats and to protect all species
- encouraging research into matters of interest to students, employers, and the community
- recognising the need for economic development while ensuring long-term environmental sustainability.

Accreditation Protocols

Policy

The Accreditation Protocols provide Acoustar RTO with the authority to accredit students who meet defined Competency requirements. All accredited competent persons must

- agree to post-accreditation audits and the prescribed audit process;
- comply with reporting requirements; and
- comply with conditions of accreditation including Continuous Improvement - Continuing Professional Development (CPD).

The Board may, from time to time, endorse accreditation protocols for a competent person with specified knowledge and skills. The accredited competency may, for example, be in addition to that conferred to the person through compliance with ASQA study requirements.

The Board has the power to issue compliance measures against an accredited competent person who fails to comply with these requirements and conditions.

Approved – Accredited Courses
The Board approves ASQA units MSS025008 Noise Monitoring and Evaluation, MSS027008 Noise Management, and BSB41415 Work, Health and Safety Certificate IV units. The Board approves the development of study modules for each unit. Acoustar RTO is permitted to accredit persons who are competent in an individual study module.

Becoming an Accredited Competent Person
To become an accredited competent person a person will be required to meet the accreditation rules for a specific training program formalised by Acoustar RTO and as approved by the Board.

The applicant must also agree to abide by the Continuous Improvement – Continuing Professional Development requirements as laid down by the Board.

Sanctions on Not Meeting CI - CPD Requirements
1. If an accredited competent person fails to meet the continuous improvement – continuous professional development requirements, that person shall be named in a non-compliance register that will be publicly available.
2. If an accredited competent person fails to meet the continuous improvement – continuous professional development requirements for 3 consecutive years, that person's name shall be removed from the register of accredited competent persons.
3. The registrar shall maintain the register and shall provide the administrative processes to remind an accredited competent person of their responsibilities.

Audit Protocols

Policy

The Board of Studies audit protocols are demonstrated by

- Implementing checklists for the requirements of ISO 14001:2004 as an effective tool for implementing continuous improvement programs and for self-assessment of the system.
- Implementing a standardised audit protocol to assist in both organising and communicating its management system and training program requirements to meet legal requirements.
- Legal requirements are defined as meeting Australian Skills Qualification Authority (ASQA) audit requirements.

ASQA Audit Requirements

ASQA requirements are described in the Australian Quality Training Framework document "AQTF Audit Handbook" July 2012 and Standards for Registered Training Organisations (RTOs) 2015 - 2017. The task of the Board is an oversight function that the administration of the Acoustar training centre meets all audit requirements.

Reporting

Following the Board's review of Acoustar training programs' management system and the Board's own accreditation programs, the Board will issue an audit report containing its findings of compliance and non-compliance with respect to the AQTF Audit Handbook. For evaluation and reporting purposes, the terms compliant and non-compliant are defined as follows

Compliant:

The element meets Legal Requirements. The company has demonstrated that it has developed and implemented its management system and protection programs, processes and procedures to meet Legal Requirements.

Non-Compliant:

The element does not meet Legal Requirements. The company has not demonstrated that it has developed and implemented its management system and protection programs, process and procedures to meet the Legal Requirements. A Corrective Action Plan (CAP) is required.

Complaints and Mediation

Policy

The Registrar is empowered to represent the Board at a complaint or appeals hearing involving the Acoustar Work, Health and Safety Training Centre ('Acoustar').

Formal complaint / appeal:
- It is normal procedure that all formal complaints or an appeal proceed only after the initial informal complaint or appeal procedure has been finalised as outlined in the Student Handbook.
- The formal complaint or appeal is to be submitted in writing, and the procedure and outcome recorded by Acoustar Registrar.
- The Acoustar RTO has agreed to be bound by the decision of the Registrar.

Mediation

A Student may apply to the Registrar for a mediation process to take place after a formal complaint has been lodged.
- On receipt of a formal request for mediation the Registrar will convene a meeting with the complainant and the appropriate trainer or assessor.
- The complainant / appellant shall be given an opportunity to present his/her case and may be accompanied by one (1) other person as support or as representation.
- The mediation shall be to establish points of agreement and disagreement and may be binding with agreement of the parties.

Confidentiality and Privacy

Policy

The Acoustar Board of Studies is committed to protecting the confidentiality and privacy of personal information which the organisation collects, stores and administers and that persons dealing with us understand our practices in relation to the management of personal information. This Section provides guidance to the interaction of information between the Board and the Acoustar Work, Health and Safety Training Centre.

Definitions

Personal information

As defined by the Privacy Act 1988 is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Sensitive information

As defined by the Privacy Act 1988 is information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health, genetic, biometric or biometric templates, that is also personal information.

Confidentiality

Applies to the relationship of confidence between the organisation and individuals.

Information quality and alterations

Acoustar takes steps to ensure that information that it collects is accurate, up-to-date and complete. These steps may include maintaining and updating information either proactively or when we are advised by individuals that the information has changed, and can include checking information that is provided by a person about another individual is correct.

Privacy for Fundraising Donors

Donors, being individuals or entities that make a contribution of value to Acoustar to further our organisational objectives, are generally asked to provide name and contact details which we will keep confidential. We do not hold any sensitive information about our donors and the information we do collect will only be used for the purpose of requesting donations, processing donations, fundraising and keeping records as a history of the donations made.

Donor information will not be disclosed, sold, traded or rented for any purpose, and will be stored in accordance with the APPs and our own Recordkeeping Policy.

Review and changes

This policy is to be reviewed every two years.   This policy remains in effect unless otherwise determined by the Chief Executive Officer.

IN SUMMARY the Privacy Principles that are strictly applied to all aspects of Acoustar's interaction with the Board include:

Collection

Acoustar will only collect necessary information pertaining to one or more specific operations. The Student will be informed as to the purpose for which details are being collected.

Use and disclosure

Acoustar will ensure Student personal information is not used or disclosed for secondary purposes without obtaining explicit consent from the Student, unless a prescribed exception applies.

Data quality

Acoustar will take all reasonable measures to ensure that all Students' personal information that is collected, used or disclosed is accurate, current and complete.

Data security

Acoustar will take all reasonable measures to ensure all collected Students' personal information is protected from misuse, loss or damage, and that all data and record storage is secure from unauthorised access, modification or disclosure.

Openness

Acoustar will maintain documentation which detail how Students' personal information is collected, managed and used. When a Student makes an enquiry in relation to information collected, Acoustar will explain what information is held, for what purpose it is held and what procedures outline the collection and use of information.

Access and correction

Acoustar will allow Students access to personal information held in all circumstances unless prescribed exceptions apply. If the Student identifies errors within the information, Acoustar will correct and update to file.

Anonymity

Acoustar will provide Students the opportunity to interact with the business without requiring the Student to make their identity known in any circumstances it is practical and possible to do so.

Trans-border data flows

Acoustar privacy protection principles apply to the transfer of data throughout Australia.

Sensitive information

Acoustar will request specific consent from a Student in circumstances where it is necessary to collect sensitive information. Sensitive information may include, but is not limited to; information relating to a Student's health, criminal record, racial or ethnic background**.**

Research data

Raw data sheets are to be destroyed immediately after they are coded, loaded and checked into the SPSS database. The names and addresses are retained only until the geodatabase with the gps coordinates and participant ID is created, then they must be deleted so there is no ability for the participant names to be identified by a third party.   This process must be taken to ensure privacy and to assure people that their names and details were not being sold to a marketing company or being released to facebook or google (for example).

Continuous Improvement Protocols

Policy

The Board of Studies is committed to continuous improvement and demonstrates this by reviewing the Acoustar training programs through a continuous improvement process. Acoustar implements the AQTF (2007) guide 'Benchmarking for Continuous Improvement". The benchmarking process is improved through an objective Star Rating process developed by Acoustar to bring all training packages to 5-Star Ratings based on student, employer, trainer and stakeholder assessments.

Each Unit consists of knowledge and skill modules that apply the elements and performance criteria of that unit. The evidence requirements for each individual module may have a Star Rating assigned to it, as follows:

The Star Ratings for each module are

0 Stars	Topic not addressed in the module being reviewed or prepared
1 Star	Topic addressed in the module within a paragraph without a specific heading
2 Stars	Topic addressed in the module as a paragraph with a specific heading
3 Stars	Topic addressed in the module as a paragraph with a specific heading and referenced materials such as calculations, assessment, conclusions
4 Stars	Topic addressed in the module with specific chapter and referenced research such as calculations, assessment, conclusions
5 Stars	Topic addressed in the module with a specific chapter and supplementary peer-reviewed research such as calculations, assessment, conclusions

ASSESSMENT

The design of each module is graded to provide guidance to trainers/assessors in preparing materials to meet the requirements of the foundation skills and knowledge for a unit:

0 to 1.9 Stars	Fail
2 to 3.5 Stars	Conditional fail; go back and re-evaluate problem issues
3.6 to 4.5 Stars	Pass - unit design fully meets competency in foundation skills and knowledge
4.6 to 5.0 Stars	Exemplary Pass: audio and visual media readily available

To ensure a commitment to continuous improvement, Acoustar will monitor progress with best practice strategies through regular training design meetings. Best practice strategies are discussed and implementation outcomes confirmed at these meetings.

Where an opportunity for improvement is identified, thorough consultation will be undertaken prior to recommended changes being implemented. Acoustar recognises that even small changes or improvements can cause a 'ripple effect' within the organisation.

Where it is identified that a recommended change may impact on aspects of the RTO, the opportunity for improvement may be re-evaluated. Appropriate changes will be made to the affected aspects of the RTO, while at all times retaining the focus on continuous improvement.

Examples of sources of information which assist with the audit process and continuous improvement include:

- Feedback from candidates
- Feedback from stakeholders, such as employers
- Quality indicator data
- Conclusions arising from assessment validation
- Results of internal audits
- Results of independent audits
- Organisation self-assessment outcomes
- Records of complaints and appeals, and their resolution
- End of program evaluation

In order to encourage and achieve continuous improvement based on the collection of the above mentioned data, Acoustar has developed and will maintain a continuous improvement register which will include a written record of all improvement strategies and reviews.

Continuous Professional Development Protocols

Policy

Professional Development is the systematic maintenance and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of technical and professional duties throughout a person's working life. A student who has enrolled in any of the Acoustar training programs is given the opportunity to undertake further training to maintain and extend their technical or professional knowledge and competencies.

An Acoustar student who has been accredited as a Professionally Competent Person is expected to take part in the CPD program in order to:

- maintain technical competence;
- retain and enhance their effectiveness in the workplace;
- be able to help, influence and lead others by example; and
- successfully deal with changes in their career.

A Professionally Competent Person is expected to demonstrate ten (10) to fifty (50) hours of structured CPD each year relating to:

- the person's area of expertise or competence; and/or
- risk management.

For the purpose of audit, the Board will accept as evidence of compliance with this policy CPD records of participation in the following activities:

- Formal study leading to an award or individual tertiary courses or units;
  short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings, and learning activities in the workplace that extend a student's competence in their area of expertise;
- Private study which extends a person's knowledge and skills;
- The preparation and presentation of material for courses, conferences, seminars and symposia; and
- Any other related structured activities not covered above.

The Policy requires students to formulate a personal action plan to help them achieve their objectives and to meet CPD requirements. An action plan may include both technical and non-technical aspects.

ACTION PLAN DETAILS

The Acoustar Continuing Professional Development (CPD) scheme is based on achieving goals. The personal action process for an individual student is set out as follows and attracts a credit of ten (10) hours or more for CPD. The action plan should be updated annually.

1. Review current situation

Before goals can be set, the current situation should be examined. The student is asked to consider the following

- qualifications, courses, experiences, technical skills
- current and future requirements of the student's job
- future requirements of the student's career

2. Identify goals

The student is asked to identify and prioritise some goals, along with a time scale. Short-term goals should be fairly specific and achievable - look at one year ahead in the student's current job. Long term goals should include aspirations for the student's future career; say 3 - 5 years ahead. The student is asked to

- consider immediate job requirements and personal targets
- predict how the job may change
- include family and personal considerations
- consider what skills and competencies are needed to fulfil goals

3. Planning to achieve

After identifying specific goals and the skills needed, the student should draw up a plan to help achieve them. This plan should include:

- Setting priorities for the goals
- Setting priorities for the objective(s) of the plan
- Activities to achieve the objectives
- Resources (financial and time) needed
- Any limitations

4. Record learning

The Acoustar assessor can provide acceptable CPD forms, but any system is satisfactory provided it can be understood by the student and a third party. The student is required to

- supplement formal records with notes of what has been learned
- state how the new knowledge may be applied
- state whether a particular type of training or development activity was useful.

5. Review progress

The student is required to:

- Review progress regularly to evaluate what has been learned
- Confirm whether the student's aims have been achieved
- State what improvement is evident
- Illustrate how the new knowledge or skills can be applied
- Decide whether the goals or plans now need to be changed

CPD FEES

Acoustar may, from time to time, make specialised CPD training programs and/or knowledge base updates available either for a fee or for no fee.

Ethics Protocols

Policy

The Board of Studies may from time to time commission research projects. Some projects may involve human participants. The organisation or researcher providing services to Acoustar must meet relevant ethics protocols. All applications and documentation received by the Board remain confidential to the Board and the research applicant will not be released to any third party. The Chair of the Board shall be the Chair of the Ethics Committee and the Registrar of the Board shall be the registrar of the Ethics Committee.

Application to the Board is to be made on the Form: *Acoustar Human Ethics Application.*

Applicants must be aware of, and accept, the National Statement on Ethical Conduct in Human Research ('National Statement') for:

- any researcher conducting research with human participants;
- any member of an ethical review body reviewing that research;
- those involved in research governance; and
- potential research participants

The Statement is found at
http://www.nhmrc.gov.au/guidelines/publications/e72

Relevant Ethics Protocols that the Board requires compliance with for the conduct of human-participant research have been developed by the National Health and Medical Research Council (NHMRC)
 http://www.nhmrc.gov.au/health-ethics/human-research-ethics/general-guidelines-research-involving-humans

and, alternatively,

the 'Ethical Principles of the Acoustical Society of America for Research involving Human and Non-Human Animals in Research and Publishing and Presentations'
http://asa.aip.org/ethical.html

<u>and</u>

NHMRC Guidelines under Section 95 of the Privacy Act 1988, to be followed by researchers
http://www.nhmrc.gov.au/guidelines/publications/pr1

Governance Protocols

Policy

The Governance Protocols of the Acoustar Board of Studies are to maintain the Values in the Statement of Values and the professional standing of Acoustar.

Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the Acoustar training programs and to co-ordinate and maintain an overview of the
training and assessment activities of staff.
2. To formulate and review policies, guidelines and procedures in relation to professional, technical and academic matters, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations, by taking an active role in assuring the quality of teaching, assessment, scholarship and research in the training programs.

Board Protocols

1 Meetings of the Board

1.1   The Board shall meet annually or at any time as requested by a Board member.

1.2   Three members of the Board is a quorum.

1.3   The Board may meet in person or by electronic means. A request for a Board meeting shall be sent to each Board member by the Registrar. Unless urgent, a meeting must be not less than 7 days from the date of notification.

1.4   Records of attendance shall be kept for every meeting and recorded in the minutes of the meeting. Members should advise the Registrar in advance if they are unable to attend, and apologies will appear in the agenda.

1.5   The Chair of the Board may request another Board member to take the Chair position at any meeting.

2 Voting

Voting at meetings shall be conducted by:

2.1   A show of hands; or

2.2   A secret ballot, if such is demanded by any two members who are present and
have the right to vote at that meeting, or if the Chair so directs.

2.3   Each member present at a meeting of the Board has one vote. In the event of a tied vote then the
person chairing that meeting of the Board has one casting vote, in addition to a deliberative vote.

3 Motions

Any motion in the agenda which is to be put to a vote by members of the Board:

3.1   Must be duly proposed and seconded;

3.2   May be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and

3.3   Together with the results of any vote on that motion, must be recorded in the minutes.

3.4   Only the Chair may put a motion without notice to a meeting of the Board.

3.5   Subject to 3.6, the Chair's decision on all matters relating to meetings (including, without limitation, how meeting procedures are to be interpreted) is final.

3.6   Members of the Board may (and without the need for notice to be given), by resolution of at least two-thirds of members present at the meeting:

  ➢ overrule a ruling of the Chair; and

  ➢ substitute their own ruling for the ruling of the Chair.

4 Board Membership

Board membership is by invitation. A Board member may resign at any time putting a notice of resignation in writing to the Registrar. The Board may then invite a replacement Board member. The inaugural Board Membership with area of expertise is:

Professor Philip Dickinson	Chair; Education, Acoustics, Bio-mechanical and Structural Engineering
Dr Huub Bakker	Education, Physics, Engineering, Mechatronics
Mr Jonathan Dyer	Education; Work, Health and Safety; Management
Dr John Podd	Education, Audiometry, Human Perception, Psychology
Dr Bruce Rapley	NZ Coordinator; Philosophy, Education, Communications, Acoustics
Ms Rachel Summers	Education, Communications
Dr Bob Thorne	CEO Acoustar; Registrar; Industry

5 Board activities

Board activities shall be carried out by the Registrar. The Registrar shall request and take guidance from the Board with respect to the Board's activities.

6 Remuneration and Expenses

Remuneration and expenses of the Board shall be determined from time to time with the Registrar.

Quality Assurance Protocols

Policy

The Board through the Acoustar RTO may develop and approve Quality Assurance Protocols under ISO14001. The fundamentals of ISO14001 are documentation control, management system auditing, operational control, control of records, management policies, audits, training, statistical techniques, corrective and preventive action must be addressed. The QA protocols shall state the critical metrics by which procedures can be measured against, and developing a standardized approach to making decisions that impact the environmental goals for a relevant organisation, for example:

- Acoustar RTO
- Noise Measurement Services
- Organisations who have Board approval to apply any particular protocol, and
- Students who attend and complete training.

Meeting and understanding government legislation, workplace / enterprise noise guidelines or procedures for compliance. The types of protocols relating to noise and vibration compliance include:

- Plant emission impact/approval
- Instrumentation design, choice and application
- New facility impact assessment
- Compliance with local land-use guidelines
- Complaint driven inquires

The QA protocols may be developed by Acoustar RTO and tested by suitable external organisations, e.g. Noise Measurement Services Pty Ltd, Atkinson & Rapley Consulting Ltd, or Astute Engineering Ltd. With the approval of Acoustar RTO the QA protocols may be customised for a client. The QA protocols may be audited by McLennan and Associates or such other environmental management auditor approved by the Board.

Approved by the Board, 28 January 2017

Research

Policy

The Board of Studies may from time to time commission research into matters of interest to a student, an employer, or the community. All applications and documentation received by the Board remain confidential to the Board and the research applicant will not be released to any third party. Research programs may involve human-study and require special approval (see 'Ethics Protocols') from the Board.

Research work undertaken by students within their own workplaces to meet the requirements of the training programs is addressed in the section 'Research Protocols'.

Research programs shall be run under the authority of the **Acoustar – IEDIS Research Centre.** The Centre shall be based with the Board's Registrar who will, on receipt of a research application, establish a Research Oversight Committee. A research program may consist of a series of interlinked specialist studies led by multi-disciplinary academics and private enterprise professionals, co-ordinated by the Research Centre and overseen by the Ethics Committee.

The Centre Research Oversight Committee shall consist of three members of the Board and two co-opted members relevant to the field of study. The functions of the Committee shall be to:

- Establish a Review Panel;
- Review the research application to ensure it meets the Values, Ethics and Research Protocol requirements expressed in this document;
- Review the completed research documentation to confirm that the above matters are satisfactorily addressed; and
- Confirm that funding is available to support the research.

The relationship between the consultancy work, research work and Acoustar within Noise Measurement Services is illustrated following:

- The consultancy provides funding and access for research; research provides basic and high level data for the consultancy.
- The consultancy gains quality instrumentation and information from research; the hire instrumentation gains market from the consultancy and external clients.
- The consultancy, research programs, hire instrumentation and systems provides the technical, professional and financial support for Acoustar, Work Health and Safety and MSS11 training programs.
- The consultancy, research, instrumentation, IEDIS and Acoustar integrate to form a strong research and implementation business unit.

Research Protocols

Policy

The Board of Studies may from time to time develop research protocols. All applications and documentation received by the Board remain confidential to the Board and the research applicant will not be released to any third party.

The research protocols do not involve human research programs which require special approval (see 'Ethics Protocols'). The protocols relate to the research work undertaken by students within their own workplaces to meet the requirements of the training programs.

A Research Protocol is defined as a succinct description or snapshot of an experiment and includes what question(s) are being asked and why, the methods and design of experiment, and the hypotheses and predicted results.

Protocols shall be written to the requirements of Acoustar QA Document *A Guide to Writing a Research Protocol [1].* The Guide may also be referenced in a simplified format by students undertaking workplace studies.

Reference [1]
World Health Organization. *Recommended format for a research protocol.*
http://www.who.int/rpc/research_ethics/format_rp/en/

The Acoustar Board of Studies is established by Acoustar Pty Ltd.

Noise Measurement Services Pty Ltd is a Registered Training Organisation (RTO Registration Code 41013) based in Brisbane, Queensland, Australia. Acoustar is a Division of Noise Measurement Services Pty Ltd. Acoustar provides training programs at the Acoustar Work, Health and Safety Training Centre, Brisbane, Queensland.

Acoustar is a Registered Trade Mark (No. 1608228). The trademark is registered in Class 41 'Vocational education' and Class 42 'Scientific and technological services'. Noise Measurement Services Pty Ltd is the owner of the trade mark. Acoustar Pty Ltd uses the name and trade mark under license.

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Ed. January 2017 R9   Adoption of ISO14001 protocols
Ed. January 2018 R10 Adoption of ASA Ethical Principles
Ed. April 2018 R11 Amended the complaints, appeals procedure to be heard by the Registrar alone

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