

Southern  
African  
Institute for  
Occupational  
Hygiene



## Preparing for SAIOH Assessment

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Chairperson SAIOH-PCC

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# Introduction

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- Many potential candidates do not understand how to apply for registration and membership of SAIOH
- Many potential candidates do not understand the required level of knowledge and competence required for registration at the various levels of registration
- Many registered members of SAIOH do not understand how to correctly allocate and claim CPD points
- Many registered members do not recognise the importance of providing CPD claim evidence for audit purposes



# The easy answer to all of the above!

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- [www.SAIOH.co.za](http://www.SAIOH.co.za)
- The SAIOH web site has information and guidance notes to allow members to understand and operate as required
- SAIOH members need to stop expecting the admin staff and office bearers to spoon feed them
- Use the web site and the tools provided!



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# Reality

- The PCC administrator received and replied to over 700 e-mails in 13 days earlier this month.
- Over 94% requested information on how to apply for membership, registration and assessment
- All of these issues are well addressed on the web site and could have been done directly by the authors of the e-mails!



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# Reality

- The PCC administrator has a large work load and the main requirement is that assessments are arranged
- Logistics for assessments and liaison with regional coordinators to ensure assessments occur as required
- Most important communication needs to be related to logistics and results
- Members need to use the web site and self populate as required.



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# Understanding registration and assessment

- Log onto [www.SAIOH.co.za](http://www.SAIOH.co.za)

Contact Us Sign In **Membership Applicant**

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S MEMBERSHIP EDUCATION & RESOURCES STORE NEWS CPD EVENTS



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# Understanding registration and assessment

- click on: **Membership Applications** (top right hand corner of your screen).
- Then click on **2016 Application for Certification Membership**.
- Thereafter,
- follow the prompts and download then upload all necessary documents and degrees / certificates, etc.
- Once we have received your documents, we will be able to evaluate your file and advise accordingly and invoice as to the level of assessment that you will be able to write.
- Please ensure you thoroughly read each step and download and then upload when required.



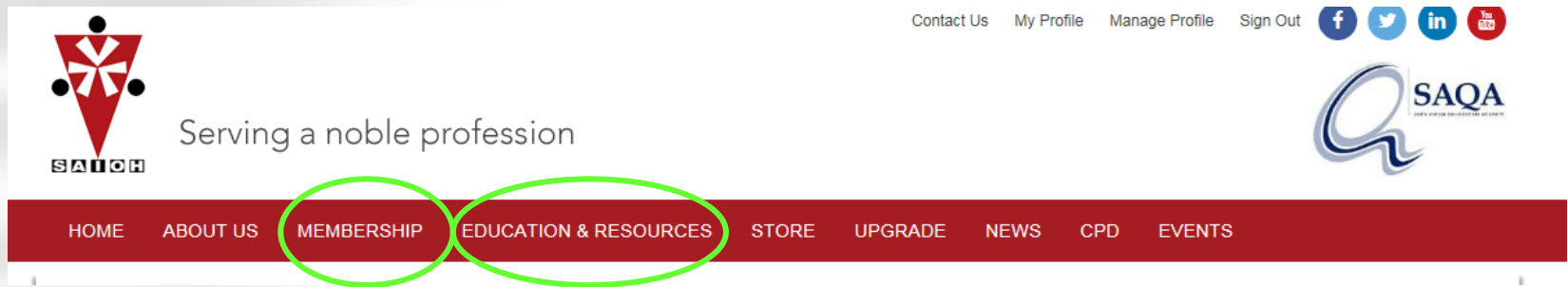
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# Understanding registration and assessment

- The SAIOH web site has easy to follow menus
- The main tabs of importance for registration and assessment are:



Application for membership  
Criteria for evaluation  
Assessment info  
Membership dates and fees  
Certification exemptions  
PCC learning material



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# Understanding registration and assessment

## APPLICATION FOR EVALUATION AND ASSESSMENT



[Membership](#) » Application for Membership

### HOW TO APPLY

An application for evaluation or an upgrade must be made using the SAIOH online application ([see link on the top right hand of the page](#)). Incomplete **applications will be rejected and the application process halted until the completed form(s) are received**. All applications and supporting documents must be received timeously as per the published assessment dates. It should be noted that the highest initial ("first entry") registration for all new applicants is at the OH Technologist level.

Applicants with sufficient qualifications and experience can apply to write the Occupational Hygienist assessment as soon as they have successfully attained the OH Technologist registration.

To write the relevant assessment, as evaluated by the SAIOH PCC, a suitable period of practical experience in the field of occupational hygiene is required as well as tertiary qualifications in Occupational Hygiene or related science or engineering fields.

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### APPLICATION PHASE

Complete the online application in full, upon completion you will automatically be issued with a system generated invoice. **Please ensure that you take particular care must be taken to fully complete the practical experience section (Cover Sheet - [Click Here](#))**. This section requires that a separate page be completed for each job category/previous employer where the applicant claims experience in occupational hygiene. These pages must be signed by the appropriate supervisor or by a registered Occupational Hygienist who can validate your experience. If such verification is, for whatever reason, not possible, the applicant may make an affidavit before any Commissioner of Oaths to this effect. (Please note: Time spent on formal studies and as requirement to obtain such qualifications, cannot be claimed as experience. The PCC reserves the right to validate information provided in these forms).

As soon as proof of payment of said invoice is received, your application along with your supporting documentation will be submitted for evaluation. On completion of evaluation, you will be invoiced and notified as to the level you qualify to be assessed at. This assessment invoice will need to be paid on or before the published cut-off date.

Candidates will then be emailed with assessment venues, rules, etc. closer to the date.

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# Understanding registration and assessment

## CRITERIA FOR EVALUATION



[Membership](#) » Criteria for Evaluation

DESIGNATION	CRITERIA FOR EVALUATION
<b>Occupational Hygiene Assistant</b>	<p>Typically an OH Assistant would be expected to be primarily engaged in the measurement of health stressors (e.g. hazardous chemicals exposure sampling, noise, and illumination surveys). He/she would be working under the mentorship and supervision of a registered Occupational Hygienist or be engaged in the study of appropriate subjects. It is advisable that candidates are studying in an OH related field.</p> <p>A minimum of a Grade 12 school certificate (NQF: Level 4).</p> <p>Candidates must be able to provide certified copies of certificates providing proof of compliance.</p>
<b>Occupational Hygiene Technologist</b>	<p>Typically an OH Technologist is expected to be involved in the planning of OH monitoring surveys as well as their evaluation and interpretation, advising on basic control procedures and the writing of OH monitoring/survey reports.</p> <p>A minimum of 3 years tertiary qualification (Grade 12 / Matric + 3 or NQF: Level 6) in an appropriate technical or scientific discipline or successful completion of the 6 Intermediary International Occupational Hygiene Training Association (OHTA) modules and acquired the OHTA Intermediary certificate in Occupational Hygiene (ICertOH).</p> <p>Candidates are required to provide proof that they have at least two (2) full years (at least 70% full-time Occupational Hygiene work done per year claimed) relevant OH experience. NB any time spent during formal education (as a requirement to obtain such qualification) may not be included.</p> <p>Candidates must be able to provide certified copies of certificates providing proof of compliance as well as the experience verification form/s for each period of experience in occupational hygiene claimed.</p> <p>Note: candidates who do not achieve Technologist designation but who have passed the written Technologist assessment will be allowed to register as an OH Assistant if they chose.</p> <p><b>NB</b> - Technologist being the maximum entry level into OH</p>
<b>Occupational Hygienist</b>	<p>An Occupational Hygienist is expected to be involved in designing, implementing, evaluating, controlling and managing comprehensive Occupational Hygiene programmes.</p> <p>A minimum of four years tertiary qualification (Grade 12 /Matric + 4 or NQF: 7) in an appropriate technical or scientific discipline. Candidates wishing to be registered at Hygienist level are required to provide proof that they have at least five (5) full years (at least 70% full-time Occupational Hygiene work done per year claimed) relevant and comprehensive OH experience. It should be noted that full-time Occupational Hygiene management, training, lecturing and/or research activities can form part of the 5 year experience. NB any time spent during formal education (as a requirement to obtain such qualification) may not be included.</p> <p>Candidates must be able to provide certified copies of certificates providing proof of compliance as well as the experience verification form/s for each period of experience in occupational hygiene claimed.</p>



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# Understanding registration and assessment

## ACADEMIC QUALIFICATIONS

Academic qualifications in the natural related sciences and engineering disciplines will be accepted. Other qualifications may be considered by the PCC on application. The following table provides an overview of accepted qualifications to enable registration as an OH Practitioner.

QUALIFICATION	NQF LEVEL	HIGHEST SAIOH LEVEL OF REGISTRATION ACHIEVABLE
Grade 12/Matric - (M)	4	OH Assistant
Mine Environmental Control Practical (Unisa) – (M+1)	5	OH Assistant
Mine Environmental Control Intermediate (Unisa) - (M+2)	6	OH Assistant
National Higher Diploma (e.g. DPH) – (M+3)	6	OH Technologist
BSc Degree – (M+3)	6	OH Technologist
Certificate and/or Advanced Certificate In Mine Environmental Control (Unisa) – (M + 3)	6	OH Technologist
Passed all 6 the Intermediary OHTA Modules (M+3) and obtained the Intermediary OHTA Certificate in OH (ICertOH)	6	OH Technologist
BTech – (M+4)	7	Occupational Hygienist
BSc Hons – (M+4)	7	Occupational Hygienist
MPH – (M+5)	8	Occupational Hygienist
MSc – (M+5)	8	Occupational Hygienist
Doctorate or PhD – (M+>5)	8	Occupational Hygienist



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# Understanding registration and assessment

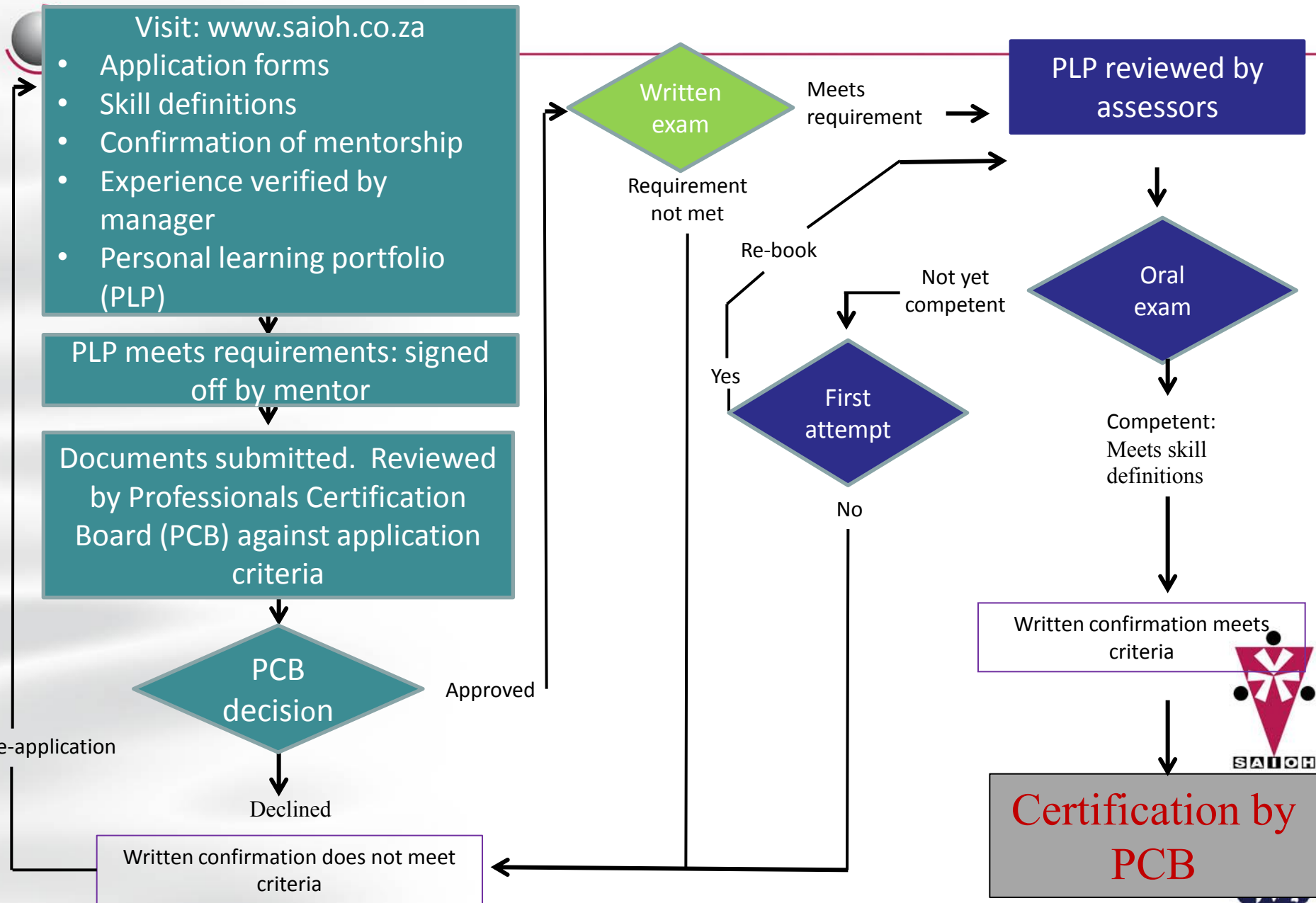
- Once your application is completed and payment is made your documents are checked by the Chief examiner and you are advised of your acceptability at a specified grade
- You will be advised of your assessment centre, time and date
- Your first assessment is a written paper, and if successful at OHT and OH level you will then be invited to the next oral assessment session.



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# SAIOH Certification Process Flow for Technologist & Hygienist levels



# Preparing for assessments

Step 1. visit the PCC learning material tab in the membership drop down list – many support documents & guides are available

## PCC LEARNING MATERIAL



[Membership](#) » PCC Learning Material

### PCC LEARNING MATERIAL AND ADVISORY INFORMATION

Welcome to the SAIOH PCC Learning Material and Advisory Information page. This page has been created by the PCC to assist you to prepare for your upcoming SAIOH assessment, regardless of your current certification status.

- [A guide to SAIOH Written Assessments](#)
- [A guide to the completion of the SAIOH Self Assessment Tool](#)
- [SAIOH Self Assessment Tool](#)
- [Candidate Report back Technologist Assessment - February 2016](#)
- ["Ergonomics in the Workplace" by Dale Kennedy](#)
- [Feedback on OH written assessments April 2015](#)
- [Hand Arm Vibration Fact Sheet](#)
- [Interpretation of Elemental Analyses Results](#)
- [Math for Occupational Hygienists - Chemical and Standards 1](#)
- [Math for Occupational Hygienists 1 - Model Answers](#)
- [Math for Occupational Hygienists - Chemical and Standards 2 with Model Answers](#)
- [Nickel Dermal Exposure - BMR](#)
- [NIOSH - New study first to describe scope illness associated with the use of two common herbicides](#)
- [Professional Progression in Occupational Hygiene](#)
- [SAIOH - Guide to Information Websites and guide to useful reading material](#)
- [SAIOH Tutorial Ventilation 1 - Pressures and basic air flow calculations](#)
- [SAIOH Tutorial Ventilation 1 - Pressures and basic air flow calculations Model Answers](#)
- [SAIOH Tutorial Ventilation 2 – Converting pressure units system measurement and fan laws](#)
- [SAIOH Tutorial Ventilation 2 – Converting pressure units system measurement and fan laws Model Answers](#)
- [Toward Better Exposure Assessment Strategies—The New NIOSH Initiative](#)
- [WHO calls for tighter standards on indoor radon](#)
- [WHO Handbook on indoor radon - A public health perspective](#)
- [Whole Body Vibration Fact Sheet](#)



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# Preparing for assessments

Step 2. Additional support documents, specialised information & guides are available in the resources tab.

- These are especially important as many of these articles and presentations relate to the non core skills in which many candidates have minimum knowledge and experience

## RESOURCES & PUBLICATIONS



[Education & Resources](#) » Resources & Publications

Welcome to the SAIOH Resources page where you can access relevant documents and links to other websites with information that may be of relevance and importance to you.

- [SAIOH Mpumalanga 10 October 2013 Indoor Air Quality 101 - Jaco van Rensburg](#)
- [Indoor Air Quality Case Studies - Kevin Renton](#)
- [Presentation: Current approach in the prevention of muscular skeletal disorders \(Ergonomics\) - N.W Pieterse](#)
- [Hand Arm Vibration Fact Sheet](#)
- [Interpretation of Elemental Analyses Results](#)
- [Whole Body Vibration Fact Sheet](#)
- [Toward Better Exposure Assessment Strategies—The New NIOSH Initiative](#)
- [Professional Progression in Occupational Hygiene](#)
- [Nickel Dermal Exposure - BMR](#)
- [NIOSH - New study first to describe scope illness associated with the use of two common herbicides](#)
- ["Ergonomics in the Workplace" by Dale Kennedy.](#)
- [WHO calls for tighter standards on indoor radon](#)
- [WHO Handbook on indoor radon - A public health perspective](#)



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## The Registration model - reminder

- Knowledge or skill gaps identified using the self assessment tool – step by step guide is provided.
- Applicant sources additional learning and practice prior to registration.
- A formalised mentorship programme will support development of practical skills – guide is available
- Promote use of Personal Learning Portfolio as part of assessment process – guide is available.
- Model allows easier recording of oral examination outcomes with candidate feedback (final procedure under development)



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# Increasing knowledge and Proficiency

- New Mentorship scheme – guidance document and forms completed
- All ROH's are allowed to mentor with the exception of the Chair of the PCC, the Chief examiner and two written assessment coordinators (QMS requirement related to conflict of interest)



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# Mentorship Model

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- Natural occurrence where OH team operates
- Formalised records for internal QMS system and as part of the PLP and CPD process.
- Provide developing Occupational Hygienists who have no easy access to skilled OH's, with mentors
- Mentors will provide advice and support development of practical competence
- Mentorship is guidance and advice – not teaching and education!



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# Mentorship Model

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- Signed agreement with overview of agreed support structure lodged with SAIOH
- Set format and record system (can be replaced or supported with SANS ISO 17020 records and documents)
- Agreement and termination templates available.
- Mentors and mentees may claim CPD points for participation



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# Personal Learning Portfolio - PLP

- Candidates will be required to build up a personal learning portfolio to identify development
- PLP is a detailed file containing records of learning, practice and development
- The concept and model is based upon the PLP guide developed by the Occupational Hygiene training Association (OHTA) as part of the OHTA training qualification



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# Personal Learning Portfolio (PLP)

- Based on OHTA model
- A persons PLP will work for OHTA qualification requirement, SAIOH registration, CPD record keeping , and SANS ISO 17020 training record requirements (no need to duplicate)
- Mentorship model uses same forms for record purposes

EXT Procedure 4g: Personal Learning Portfolio Guide

Page 2 of 24



#### Personal Learning Portfolio (PLP) Candidate Guide:

- Occupational Hygiene Technologist (OHT)
- Occupational Hygienist (OH)

SAIOH acknowledges that some content of the SAIOH PLP is taken from the Occupational Hygiene Training Authority Personal Learning Portfolio document.



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# Continued Profession Development (CPD)

- Formal records proving continued practice, learning and improvement
- SAQA, IOHA, NAR and SAIOH QMS (with procedure and rules) requirement for all registered members
- Normal practice and requirement for many highly respected professions
- Issue of SAIOH annual registration certificate is dependent upon electronic submission of points claim.
- Points table is available for guidance and understanding of allocation values



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# Continued Profession Development (CPD)

- Major project and work allocated to the point allocations during 2016
- We truly believe the new points allocations and guidance will allow all practicing OH's in the SAIOH system to easily populate the electronic claim sheet
- System identifies key roles for Practicing OH's, academics and Inspectorate
- Points for many types of training, education and learning (teacher and student allocations)



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