POLICY AND PROCEDURE FOR RECOGNITION OF COURSES (AQF 7 & 8)

Policy ID	AIOHOHEAB926P
Policy owner	AIOH Occupational Hygiene Education Accreditation Board (OHEAB)
Approved by	AIOH Council 2026
Responsible officer	AIOH President
Effective from	23 October 2026
Supersedes	-
Review date	October 2028
Related documents	Policy and procedure for Accreditation and re Accreditation of university Courses

Definitions and Abbreviations

Term	***Definition or abbreviation***
Accreditation	Means the process by which suitable education Programs are identified and formally recognised for the purposes of professional recognition and certification of Occupational Hygienists.
AQF	Australian Qualifications Framework
Certification	means the process by which individuals are assessed and recognised as meeting the education and competency requirements for professional practice as an Occupational Hygienist.
COH	AIOH Certified Occupational Hygienist (COH)
Course	Is a program of study (may also be referred to as a Program or other terminology at an individual university level)
Course Leader	The Course Leader must be an academic on staff; not employed on a short-term contract, sessional, or adjunct arrangement
Institute	Means the Australian Institute of Occupational Hygienists (AIOH).
Lead Reviewer	Chair of the Review Panel
LO's	Learning Outcomes
Occupational Hygienist	means a person possessing specialised knowledge, skills, and appropriate university-based education (or equivalent) in occupational hygiene, derived from a recognised body of learning and research, who provides advice on the anticipation, recognition, evaluation, and control of workplace hazards that may affect worker health. Normally they would be a Provisional member of the AIOH.
OHEAB	Occupational Hygiene Education Accreditation Board (AIOH)
Program	means a structured sequence of study leading to a recognised qualification provided by a university or other recognised tertiary education provider.
Recognition	Means the process by which suitable education Programs are identified and formally recognised for the purposes of professional recognition of Occupational Hygienists and AIOH membership at the provisional level.
Review Panel	Panel of a minimum of four people external to the university; of which there must be at least one academic and one non-academic COH responsible for reviewing submissions for recognition and re-recognition
Registrar	means the person appointed to manage the administrative and operational activities of the Board and the occupational hygiene education recognition process.
Subject	Individual unit of study (may also be referred to as a Course or other terminology at an individual university level)

1. Introduction

This procedure outlines the process that shall be used by the AIOH Occupational Hygiene Education Recognition Board (the OHEAB) for the recognition and re-recognition of course at AQF levels 7 and 8. The AIOH values its relationships with universities teaching AIOH recognised courses and notes that there are benefits for Universities in obtaining course recognition for example:

- enhanced standing and reputation of the University course, based on achieving the minimum standards for recognition as determined by an external, independent assessment;
- a clear pathway for graduates to obtain professional membership grading and work towards full membership (MAOH) within the AIOH;
- recognised courses can display a recognised program logo on their web site and in hard copy; and
- be listed on the AIOH website as a recognised course.

The OHEAB reviews courses in occupational hygiene to determine if successful completion of the course satisfies learning outcomes required to meet the criteria considered necessary for AIOH membership at the Provisional level.

2. Requirements for Recognition

For a course to be recognised, the University must demonstrate that the course meets the following requirements:

- meet the Australian Qualifications Framework (AQF) standards of AQF Level 7 (Bachelor degree), or Level 8 Bachelor Honours Degree, Graduate Certificate or Graduate Diploma Degree);
- have minimum university entry requirements;
- satisfy the AIOH-specified learning outcomes shown in Appendix 2;
- have a Course Leader, who is on the University staff and is a member of the AIOH and has experience related to occupational hygiene;
- subjects must be coordinated, delivered, and assessed by appropriately qualified persons (relevant to the discipline area). Core occupational hygiene subjects must be delivered and assessed by an occupational hygienist who is at least a Full member of the AIOH, preferably a COH (or international equivalent);
- have a maximum student to staff ratio of 10 to 1 for practical components of the course;
- use a system of authentic student assessment, which includes a mixture of assignment work, practical exercises, presentations, and examinations;
- provide access to, and make use of, suitable and current occupational hygiene equipment for demonstrations and practical exercises (Note: equipment used for field work or student projects must be within calibration);
- provide access to current occupational hygiene library resources;
- have an Independent Advisory Board/Panel, with a AIOH member, who is a full member (MAIOH) preferably a Certified Occupational Hygienist (COH)®.
- nominate a Course Leader to become a ex-officio member of the OHEAB (from date of recognition).

The AIOH will charge the applying institution a fee for recognition and/ or re-recognition and reviewing the annual report of each course. Fees will be invoiced on receipt of application or annual report. The schedule of fees will be set annually by the AIOH and will be available on request, examples are shown in Appendix 4. It is expected that year that a University applies for re-recognition that the annual report fee would be waived for the annual report

submitted at the end of that that year.

3. Guidance for Universities in Preparing their Recognition Documentation

A University applying for a new recognition is advised to seek guidance from the Chair of the OHEAB.

The University is required to complete Form 1 (application form) and, using the form in Appendix 2, is required to provide a detailed mapping of the course content against the AIOH learning outcomes for course recognition and explain how they are met within the Course.

4. Maintenance of Course Recognition

The recognition of a course is for a 5-year period from the date specified in the letter of recognition. Each year the accredited University will be required to submit an annual report (Appendix 3), by the 31st of January of the following year. The report should address any open action items, the prior year's activities and any proposed changes for the next 12 months.

The AIOH Secretary is responsible for contacting the Universities to request the completed Annual Report two months prior to the report due date. Reports are to be emailed to the AIOH Secretary and the OHEAB Chair. Copies of the Annual Reports are confidential and stored on the AIOH SharePoint. Note that aggregated de - identified data from these reports may be used by AIOH Council and OHEAB for strategic planning (e.g., combined number of enrolments and graduands).

If the University is unable to continue to meet the recognition requirements during the 5-year period, the course recognition may be suspended by the AIOH Council.

A University that has an accredited course and requires re-recognition, must apply for re-recognition at least six months before the current recognition period expires. The University must submit a full application (as per this procedure), including an addendum highlighting changes to the accredited course since the previous recognition. Failure to do so may result in delays in re - recognition review and/or suspension of recognition.

5. The Review Panel

The Review Panel will normally consist of four (4) people, which must include:

- one (1) academic (active or retired) from a non-accredited or recognised university
- one (1) academic from an AIOH accredited or recognised university
- one (1) non-academic from the OHEAB
- one (1) non-academic COH, external to OHEAB

One member of the Review panel will be assigned the role of Lead Reviewer and will be responsible for coordinating the process. However, the Lead Reviewer must be a member of the OHEAB. The Review Panel is responsible for reviewing submissions for recognition and re-recognition and making a report based on the review process for submission to the Chair of the OHEAB.

All Review panel members, including those of the OHEAB and any invited member of the Review Panel are required to:

- comply with the requirements listed in the AIOH Conflict of Interest Policy and Code of Ethics;
- complete and sign a non-disclosure agreement;

- hold confidential any information acquired by them about the organisation(s) they attend and/or for which they review documentation on behalf of the AIOH including:
    - coursework and assessment materials,
    - findings/outcomes from interviews, assessments and other activities including site visits,
    - recognition decisions; and
- not divulge such information to any third party except in making a report to AIOH Occupational Hygiene Education Accreditation Board (OHEAB) or Council or as subpoenaed by the Australian courts.

6. Recognition Procedure

The process for course recognition and re-recognition is as follows:

1. Three months prior to applying for a new course recognition or submitting a re-recognition (i.e. 9-months before the expiry of the current recognition) the University is to notify the AIOH Secretary via a letter and provide a briefing to the OHEAB.
2. The University submits their complete application to the AIOH Secretary and to the Chair of the OHEAB. (i.e. if a re-recognition: 6-months before the expiry of the current recognition). A copy of the application form is attached in Appendix 1.
3. A copy of the application is filed on the AIOH SharePoint by the OHEAB Chair.
4. The Chair of the OHEAB Committee:
    a. reviews the submission to verify that all required documentation has been submitted (including a detailed learning outcomes mapping document – Appendix 2). If the required documentation has not been received this will be formally requested by the Chair of OHEAB before any further action is taken.
    b. forms the Review Panel and nominates the Lead Reviewer with assistance from the members of the OHEAB.
5. Prior to commencing the review and releasing the documents to the Review Panel, the Chair of the OHEAB must notify the University of the composition of the proposed Review Panel. The review process must not commence until the University has responded to the Chair of the OHEAB accepting the composition of the Review Panel.
6. The final recognition outcome report following the review process undertaken by the Review Panel, should not take longer than 6 months once all the appropriate documentation has been provided by the University, and access to the course e-learning sites has been provided.
7. The Review Panel will assess the mapping document and adequacy of the information provided in the submission from the University and seek additional information or clarification asap, if required.
8. When the Review Panel has completed the desktop review of the documentation provided and reviewed the e-learning sites, at least two members of the Review Panel will conduct a site visit (or elect for a virtual site visit if a re-recognition) at the University and complete interviews with staff and students. The site visit will be at the expense of the University applying for recognition. Any subsequent requests for a location where face to face delivery occurs other than that/those specified in Appendix 1, will be subject to review and may require a new application and an additional site visit.
9. The University shall prepare a program/timetable for the site visit and any associated interviews (including

online interviews) for approval by the review panel. The agreed program will normally include:

a. Welcome and initial comments by the Course Leader

b. Discussions with Head of School, Course Leader, appropriate staff regarding the current Course, Course evaluation and quality assurance mechanisms

c. Review of selected documentation and benchmarking to recognition framework

d. Inspection of facilities, and teaching resources Discussion with at least one current student and one recent graduate selected from a list provided to the Panel by the University (this can occur online).

e. Exit meeting, where the Review Panel shall provide the University with an overview of the process and initial findings.

10. The Review Panel will prepare a report using the Report Template based on the site visit, interviews, review of the documentation, and e-learning sites and submit the report to the Chair of the OHEAB for discussion at the next available meeting or if required an out of session meeting.

11. Following submission of the Review Panel's report, the OHEAB shall review the report and the Lead Reviewer shall present the review outcomes for discussion at a scheduled OHEAB meeting. Any members of staff from the University seeking recognition shall excuse themselves from that component of the meeting. The OHEAB shall make one of the following recognition decisions:

    a. Recognition - with or without recommendations for improvement to be responded to via the annual report process;

    b. Conditional recognition – recognition with conditions to be satisfactorily addressed within a set time frame;

    c. Suspension of recognition (for re-recognition applications only) - recognition is suspended for a specified period, up to a maximum of 6-months, to allow the University to provide an action plan to address major findings from the recognition process. Upon acceptance by Council of the plan, the Universities status would move to Conditional recognition. If a plan of action cannot be agreed upon, the recognition will be declined; or

    d. Decline recognition – with detailed findings.

12. The report, including the OHEAB recognition decision (and any recommendations), will be forwarded to the AIOH Council by the Chair of the OHEAB for Council endorsement.

13. The AIOH Secretary will write to the relevant University advising them of the outcome and any conditions/ terms of recognition.

14. If successful, the University will be issued with a Certificate of Recognition and a Logo, which specifies the period of the recognition and a letter specifying the dates of recognition and the wording that can be used on course publicity materials.

15. The AIOH will maintain a list of recognised courses on its website.

6. Appeals Process and Dispute Resolution

If there is a dispute between the University and the OHEAB or AIOH Council, the dispute will be dealt with in accordance with the AIOH Grievance and Dispute Resolution Policy & Procedure.

7. Authorisation

Signature of Council Secretary: 

Name of Council Secretary: Dr Adelle Liebenberg

Date of approval by the Council: 23 October 2026

APPENDIX 1: Application for the Recognition/ Re-Recognition of a New Occupational Hygiene Course by AIOH

Details of Applying Institution

Name of Institution	
Main Address	
Telephone Number	
E-mail Address	
Web Address	

Details of Contact Person

Name	
Faculty / School / Department	
Position	
Telephone Numbers	
E-mail Address	

Details of Course

Name of Course	
Title of Award	
Year of Commencement of Course	
Name of Course Leader, Title and Position	
AIOH Advisor on Course Advisory Board/Panel	
Location of Delivery (ie campus)	
Mode of delivery	☐ face-to-face ☐ distance learning (entirely online) ☐ flexible delivery (online with some face-to-face tuition) ☐ other (please specify):
Length of course	
Minimum course entry requirements	
Course curriculum and Teaching Activities	Attach the following: ▪ Aims and objectives of the course ▪ Course structure/outline ▪ Map course against AIOH Learning Outcomes (see Appendix 2)

	▪ Subject/unit outlines/profiles for the subjects mapped against AIOH Learning Outcomes (e.g. document that covers teaching staff, teaching timetable, assessment, learning resources) ▪ A description of the practical and field work components of the Course: o Duration (hours) o Activities undertaken
Teaching Resources	Attach the following: ▪ Course delivery site(s) ▪ Occupational hygiene equipment (attach an equipment register) ▪ A list of the key occupational hygiene library resources
Teaching staff	Attach the following: ▪ Names, qualifications and CV of all staff involved in the course for subject matter being mapped to Appendix 2.
Proposed Student numbers	▪ Average number per intake year (if applicable): ▪ Number in most recent intake year (if applicable): ▪ Date of the most recent intake year (if applicable): ▪ Frequency of intakes per year:
Provide details of the outcomes of recent course review processes	▪ Provide a summary of recent student feedback for the course ▪ Attach outcomes of a recent quality assurance process (e.g., 5-yealy review, or annual planning review, etc.)
Course Advisory Board/Panel	▪ Provide details of the Course Advisory Board/Panel (or similar committee): o frequency of meetings o membership of the board/panel for o an example agenda or minutes o description of outcomes implemented from recent meeting/s

APPENDIX 2: Graduate Learning Outcomes

Learning Outcomes in italics are considered optional. All other outcomes are considered core.

AIOH Learning Outcomes	List the relevant subject code/s where the learning outcome is addressed and provide relevant details such as week/module in which content is covered/ practical class/ etc.	Detail relevant assessment of the learning outcome (e.g. course code, assessment type, etc.
Learning Outcome 1: General Sciences (note: AQF7 level)		
Graduates should appreciate, understand and apply, where appropriate; basic principles of human physiology, chemistry, physics and mathematics as they relate to the discipline of occupational hygiene.		
1.1 The graduate should be able to demonstrate an understanding of, and apply principles of human anatomy and physiology that pertain to occupational hygiene. This would include the ability to:		
1.1.1 Describe various systems of the body and how these may be affected by occupational factors.		
1.1.2 Identify the major routes of entry, absorption, distribution, metabolism and excretion of chemical substances by the body.		
1.2 The graduate should be able to demonstrate an understanding of the principles of chemistry required for occupational hygiene. This will involve being able to:		
1.2.1 Describe the chemical nomenclature, properties of gases, liquids, dusts, vapour pressure and the gas laws.		
1.2.2 Identify the major calculations related to airborne concentrations and commonly used methods of chemical analysis.		
1.3 The graduate should be able to demonstrate an understanding of the principles of physics required for occupational hygiene. This will involve being able to:		
1.3.1 Identify the principles of physics as they apply to noise, vibration, heat, ventilation, ionising and non- ionising radiation.		

AIOH Learning Outcomes	List the relevant subject code/s where the learning outcome is addressed and provide relevant details such as week/module in which content is covered/ practical class/ etc.	Detail relevant assessment of the learning outcome (e.g. course code, assessment type, etc.
1.3.2 Demonstrate the application of the principles of physics as they apply to the discipline of occupational hygiene.		
1.4 The graduate should be able to demonstrate an understanding of the principles of general mathematics required for occupational hygiene. This will involve being able to:		
1.4.1 Identify the general mathematics and statistics concepts used in the practice of occupational hygiene;		
1.4.2 Demonstrate the application of general mathematics and statistics required for occupational hygiene assessments.		
Learning Outcome 2: Anticipation and Recognition (note: AQF7 level)		
Graduates should be able to demonstrate an ability to identify, describe, substantiate and prioritize chemical, physical, biological, ergonomic and psychosocial hazards in the workplace.		
This will involve being able to:		
2.1 Characterize the chemical, physical, biological, ergonomic and psychosocial hazards that apply to the field of occupational hygiene. These include, but are not limited to:		
2.1.2 physical hazards - noise, vibration, thermal stress, light & radiation;		
2.1.1 chemical hazards – solids, liquids, vapours, gases & aerosols;		
2.1.3 biological hazards – viruses, bacteria, moulds, allergens, *microtoxins & other biological agents*;		
2.1.4 ergonomic hazards – physical, cognitive and organisational.		
2.1.5 psychosocial hazards – occupational stress & workload, fatigue, bullying, harassment & occupational violence;		
2.2 Graduates should be able to contextualise the relationship between hazards and harm to health, which include the ability to:		
2.2.1 discuss the interrelationship between occupational health, toxicology, epidemiology and occupational hygiene.		
2.2.2 source and critically evaluate epi and tox literature relevant to the relationship		

AIOH Learning Outcomes	List the relevant subject code/s where the learning outcome is addressed and provide relevant details such as week/module in which content is covered/ practical class/ etc.	Detail relevant assessment of the learning outcome (e.g. course code, assessment type, etc.
between occupational exposures and harm.		
2.2.3 apply toxicological terminology (e.g., dose, exposure, effect, response) and processes, to the elucidation of the nature of harm from a range of workplace exposures.		
2.2.4 apply principles of epidemiology and toxicology when establishing the relationships between exposures to hazards and their potential harm to health,		
2.2.5 evaluate the role of toxicology and epidemiology in the development of occupational/workplace exposure limit/standards setting, including derived no effect levels (DNELs), and their use in non-occupational settings.		
2.3 Identify, describe, substantiate and prioritize potential and existing hazards at the workplace, including but not limited through:		
2.3.1 Conducting a background review of relevant documentation and information (legislation, codes of practice, standards, guidelines, industry information, peer reviewed literature, etc);		
2.3.2 Reviewing processes and/or operations at the workplace, including but not limited to:		
2.2.2.1 a walk-through survey;		
2.2.2.2 a desktop study (analysing workplace records, complaints, & incidents reports),		
2.3.3 The identification of the chemical, physical, & biological hazards (including raw materials, intermediates and final products);		
2.3.4 Conducta preliminary risk assessment of the hazards identified, using professional judgement and/or qualitative assessments, for further evaluation.		
Learning Outcome 3: Evaluation and Assessment (note: AQF7 level)		
Graduates should be able to conduct workplace exposure assessments; analyse data and interpret results with guidance; and record the results.		
This would include the ability to:		

AIOH Learning Outcomes	List the relevant subject code/s where the learning outcome is addressed and provide relevant details such as week/module in which content is covered/ practical class/ etc.	Detail relevant assessment of the learning outcome (e.g. course code, assessment type, etc.
3.1 Conduct a preliminary quantitative assessment for the potential hazards present to determine if further monitoring is required (using survey equipment)		
3.2 Under guidance, measure worker exposures to physical and chemical agents using the identified sampling and analysis techniques		
3.3 Demonstrate an ability to apply occupational exposure levels to the interpretation of sampling data		
Learning Outcome 4: Control of Hazards (note: AQF7 level)		
Graduates should be able to identify the application of effective of control strategies.		
This will involve the following:		
4.1 Demonstrate an understanding of the different levels of the Hierarchy of Control (HoC), including:		
4.1.1 Identifying the theoretical underpinning of different hierarchy of control (HoC) models and paths.		
4.1.2 Identifying the steps required when applying the principles of the hierarchy of control measures to a broad range of hazards.		
4.1.3 Demonstrating an understanding of the relationship between the hierarchy of control (HoC) and the risk management process.		
4.2 Understand the principles of hierarchy of control (HoC) as they apply to a range of hazards and the protection of health. This includes but is not limited to:		
4.2.1 Physical hazards - noise, vibration, thermal stress, light, & radiation		
4.2.2 Chemical hazards - particulates, gases, vapours & liquids		
4.2.3 Biological hazards - microbiological and biological materials		
4.3 Justify the importance of design considerations in terms of the workplace, process and plant, as a means of reducing employee exposures to a range of hazards		
4.4 Apply a knowledge of OHS/WHS legislation (OHS/WHS Act, Regulations) and associated Codes of Practices, Standards and Guidelines when choosing control measures.		

AIOH Learning Outcomes	List the relevant subject code/s where the learning outcome is addressed and provide relevant details such as week/module in which content is covered/ practical class/ etc.	Detail relevant assessment of the learning outcome (e.g. course code, assessment type, etc.
Learning Outcome 5: Management (note: AQF7 level)		
Graduates should be able to appraise management practices as it applies to occupational hygiene.		
This will involve being able to:		
5.1 Describe the role of occupational hygiene in relation to allied professions		
5.2 Apply ethical occupational hygiene practice.		
Learning Outcome 6: Communication (note: AQF7 level)		
Graduates should be able to clearly and concisely communicate information such as technical data, at a level appropriate to the intended audience.		
This will involve being able to appropriately:		
6.1 Prepare a simple report on the outcomes of an occupational hygiene monitoring program.		
6.2 Communicate clearly to a range of stakeholders e.g., clients, workers, management, etc., using suitable communication platforms/mechanisms.		
6.3. Demonstrate the use of tables and graphical illustrations (e.g., statistics, photographs and site plans), in reports and presentations.		
6.4 Communicate and advise stakeholders of statutory requirements for a workplace as they apply to occupational hygiene issues.		
6.5 Communicate a proposal/business case for adoption and implementation of a control strategy.		

APPENDIX 3: AIOH Annual Report for Accredited Courses (due 31 January each year)

AIOH Annual Report for Accredited Courses (due annually by 31 January)
Please complete this form & send to the AIOH Secretary (secretary@aioh.org.au) and OHSEAB Chair (OHSEAB.Chair@aioh.org.au) by the due date:

University Update Information – January to December <Year>	
Details as they should appear on our printed and website lists: *(please check and amend as necessary)*	**University:** **Name of Course:** **Address and Contact Details:**
Course Leader (Name and Contact):	
Name and Contact Details for Course Contact Person, if different to above: *(student/course information contact)*	
Expected date for AIOH re-recognition application submission:	
AIOH Advisor on Course Advisory Board/ Panel:	
Current Advisor:	
Date Advisor Appointed:	
Student Numbers in the reporting year:	
Number of commencing students:	
Total number of enrolled students:	
Number of graduating students:	
Comment: student numbers in occupational hygiene specific subjects/units/courses:	
Please note any changes since the submission of the last report:	
Changes to staffing:	
Changes to curriculum:	
Summary of changes to assessment:	
Summary of changes to practical components:	
Please note any proposed changes for the next academic year:	
Changes to staffing:	
Changes to curriculum:	
Summary of changes to assessment:	
Summary of changes to practical components:	
Report on any open conditions from recognition:	

Provide summary and copies of student feedback (de-identified)
Question that gets changed annually in relation to emerging questions

APPENDIX 4: AIOH Fees for Recognition, Re-recognition and Annual Reporting

Fees are reviewed annually by AIOH Council

In 2026/27 the fees are:

- Initial application for Recognition: $3,000 (once approved_ One off payment)
- Fee for Re-recognition: $2,000 (invoice once approved by Council/ AIOH-OHEAB - every Re-recognition)
- Annual Report Review: $400 (Once report is received due 31 January annually)
- Resubmissions: $1,000 (due upon resubmission or request, if a failed review was and received and the provider wish to provide updated submission)