

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

Contact Details:

Phone: 011-660 5672
Fax/Email: 086 544 0008
Fax: 011 660 1887
Email: info@saesi.com
Website: www.saesi.com



Addresses:

No. 295 Jorissen Street
Monument
KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

APPLICATION: RECOGNITION OF PRIOR LEARNING ACC 53

Fire Officer 2-NFPA 1021, 2014

First Name/s: _____

Surname: _____

ID Number: _____ Age: _____

Employer: _____

Postal Address: _____

(Where result and certificate/s should be sent)

Postal Code: _____

Tel No: _____ Fax No: _____

Cell No: _____ Membership No: _____

PURPOSE:

The purpose of this procedure is to assess your academical qualification **in combination with your experience** to determine if accreditation for the Fire Officer 2 qualification is appropriate. Any person with a Fire Fighting/ Officer Qualification or equivalent (Portfolio of evidence) and **8 years supervisory fire fighting service** and an acceptable **CV of appropriate** experience can apply.

PROCEDURE:

- Submit a certified copy of training attended which satisfy the requirements of NFPA 1021, chapter 5.
- Submit a certified copy of the course content and curriculum of course attended
- The decision of the Quality Assurance Working Group will be final.
- After evaluation of the application, the applicant will be informed in writing of the outcome of the assessment and of what will be required for full accreditation, if applicable.
- If an application is made with any other qualification, not presented by SAESI, the curriculum of the qualification and **Portfolio of Evidence** of the student should be included.
- Application with regards to experience should be completed on annexure A & B. (No other CV will be accepted)

Experience / History

Date 1 st appointed in the Fire Dept.	
Highest Fire Qualification (Now)	
Position held.(Now)	
Designation (Now)	(Ops/Training/Admin Etc.)
Duration	From: _____ to: _____

The application and proof of payment should be marked "**Quality Assurance Working Group**" and submitted to:

SAESI
P.O. Box 613
KRUGERSDORP
1740
Fax: 011 660 1887
Fax2Mail: 086 544 0008
Email: info@saesi.com

An administrative fee of R164.00 for members and R322.00 for non-members for **each** RPL application will be payable to SAESI before evaluation of the application. Proof of the payment should accompany the application.

The administration fee DOES NOT INCLUDE Certification/Seal fee.

Direct deposits can be made to:

The Southern African Emergency Services Institute.(SAESI)

Bank: ABSA
Account number: 310 810 045
Branch – Krugersdorp 632005

or the SAESI Branch Account to which you belong.

ANNEXURE A

Employing Service <i>(Where you have worked/are working)</i>	Position/Rank <i>(Held or are holding)</i>	Date		Primary Functions <i>(What you were / are doing)</i>
		From	To	

ANNEXURE: B

C.V. -FIRE OFFICER 2, NFPA 1021, 2014
Standard for Fire Officer Professional Qualifications

This CV should accompany your application for accreditation on the grounds of Recognition of Prior Learning for Fire Officer 2 [Form: ACC 53].

Briefly describe your **Role as Supervisor** in the following activities. Use all the headings listed below in your CV. The purpose of this is to be able to have a realistic impression of your experience to be able to assess your application fairly.

If you attended any courses related to the Criteria described in the CV, copies of the certificates can be attached.

This CV is required in addition to a certified copy of your Fire Fighting / Officer Qualification or higher qualification.

Note: Please use additional paper if the space provided is not adequate.

1. Human Resource Management.

- Implementation of HR policies to maximize the workforce performance.

- Problem identification and solving.

2. Administrative function w.r.t. the following:-

- Implementation of SOP

- Grievances

- Disciplinary hearings

-
- Reports writing

- Involvement in purchasing new equipments.

3. **Inspection and Investigation:**

- Fire Inspection.

- Fire Investigation.

- Actions taken during Fire Inspection or Fire Investigation.

- Communication with other supervisors [horizontally and vertically] with regard to the implementation of policies and procedures during Fire Inspection or Fire Investigation

4. **Budget**

- Managing and implementing the budget within your organization [Not the setting up of the budget]

5. **Emergency Service Delivery**

- Conducting a pre-incident planning

- Deploying resources to an emergency call

- Supervising emergency operations

- Implementing the S.O.P. for any incident [Give Example of the type of incident and the S.O.P. applicable.

6. **Health and Safety**

- Preventing personal injury to your staff

- Applying the OHSA principles

- Reporting of personal injuries of your staff

- Reporting of damage to equipment

Declaration of Applicant & Management Representative/s

I, _____ (initials and surname of applicant) hereby confirm that the information is true and that I will accept the decision of the Accreditation Committee with regards to my application.

Sign: _____ Date _____

=====

I, _____ in my capacity as the Head of Training for _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____ Date _____
(Head of Training)

=====

I, _____ in my capacity as the Head of Organization / Department / Section _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____
(Head of Organization / Department / Section)

=====