SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

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KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

APPLICATION: **RECOGNITION OF PRIOR LEARNING** **ACC 44**

Fire Instructor 2 - NFPA 1041, 2012

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. _____

NB! **Membership of the Institute is a prerequisite for application of RPL**

PURPOSE:

The purpose of this procedure is to assess your academical qualification **in combination with** your **experience** to determine if accreditation for the Fire Instructor 1 qualification is appropriate. Any person with a Fire Fighting / Officer Qualification or equivalent (Portfolio of evidence) and **6 years supervisory fire fighting service** and an acceptable **CV** of **appropriate** experience can apply.

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PROCEDURE:

- Submit a certified copy of training attended which satisfy the requirements of NFPA 1041, chapter 5.
- Submit a certified copy of the course content and curriculum of course attended
- The decision of the Accreditation Committee 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)
- Proof of Payment MUST ACCOMPANY application

Experience/ History

Date 1st 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 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

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ANNEXURE A

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

ANNEXURE: B

C.V. -FIRE INSTRUCTOR 2, NFPA 1041, 2012

Standard for Fire Instructor Professional Qualifications

This CV should accompany your application for accreditation on the grounds of Recognition of Prior Learning for Fire Instructor I [Form: ACC 44].

Briefly describe your ***Roll as Fire Instructor*** 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.

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

1. **Program Management.**
Definition: The management of instructional resources, staff, facilities, and records and reports

- Discuss your involvement in the scheduling of instructional sessions, so that the specified sessions are delivered according to department policy as per NFPA 1041, 5.2.2

- Discuss your involvement in the formulating of budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented , as per NFPA 1041, 5.2.3

- Discuss your involvement in the acquiring of training resources, so that the resources are obtained within established timelines, budget constraints, and according to agency policy, as per NFPA 1041, 5.2.4

- Discuss your involvement in the coordinating of training record-keeping, so that all agency and legal requirements are met, as per NFPA 1041, 5.2.5

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- Discuss your involvement in the evaluating of instructors, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods and provides opportunity for instructor feedback to the evaluator, as per NFPA 1041, 5.2.6

2. **Instructional Development.**
Definition: The development of instructional materials for specific topics

- Discuss your involvement in the creation of a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the JPRs for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan, as per NFPA 1041, 5.3.2

- Discuss your involvement in the modifying of an existing lesson plan, so that the JPRs for the topic are achieved and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan, as per NFPA 1041, 5.3.3

3. **Instructional Delivery.**
Definition: Conducting classes using a lesson plan

- Discuss your involvement in the conducting of a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, so that the lesson objectives are achieved , as per NFPA 1041, 5.4.2

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- Discuss your involvement in the supervision of other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met, as per NFPA 1041, 5.4.3

4. **Evaluation and Testing.**
Definition: The development of student evaluation instruments to support instruction and the evaluation of test results

- Discuss your involvement in the development of student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group , as per NFPA 1041, 5.5.2

- Discuss your involvement in the development of a class evaluation instrument, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials, as per NFPA 1041, 5.5.3

- Discuss your involvement in the analyzing of student evaluation instruments, so that validity is determined and necessary changes are accomplished, as per NFPA 1041, 5.5.4

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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_____

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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)

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

Sign: _____

(Head of Organization / Department / Section)

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