

## Contact Details:

Phone: 011-660 5672  
Fax2Email: 086 544 0008  
Fax: 010 595 0318  
Email: info@saesi.com  
Website: www.saesi.com



## Addresses:

No. 295 Jorissen Street  
Monument  
KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

## FORM: Recognition of Prior Learning (RPL)






(ACC6 - Application Form 2025)

Valid from 01 October 2024

### APPLICATION – Recognition of Prior Learning: All Accredited Courses

**What is Recognition of Prior Learning (RPL) ...** The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development. Based on the National Policy for the Implementation of RPL (SAQA, 2013)

#### Objectives Recognition of Prior Learning (RPL)

-  **Certification and Compliance** – RPL allows individuals to obtain NFPA certifications by demonstrating their existing skills and experience without undergoing redundant training. This helps professionals meet industry and legal requirements.
-  **Career Advancement** – Many fire service roles require NFPA-compliant qualifications. RPL provides a pathway for experienced personnel to gain formal recognition, making them eligible for promotions and specialized roles.
-  **Bridging Knowledge Gaps** – RPL assessments help identify areas where additional training may be needed to meet NFPA standards, ensuring that personnel operate at the highest safety and performance levels.
-  **Workforce Development** – Fire departments and emergency services can use RPL to certify their personnel efficiently, ensuring compliance with NFPA standards while reducing training time and costs.
-  **Standardization of Skills** – By aligning with NFPA guidelines, RPL ensures that firefighters, emergency responders, and safety professionals have standardized competencies, regardless of where they acquired their experience.

#### SECTION A - PERSONAL DETAILS

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

ID No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Email: \_\_\_\_\_

Province: \_\_\_\_\_ Town: \_\_\_\_\_

Employer: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby confirm that the information is true and that I will accept the decision of the Quality Assurance Working Group and SAESI with regards to my application.

SAESI Membership No. (If Applicable): \_\_\_\_\_ SAESI Control Officer: \_\_\_\_\_

## SECTION B - APPLICATION MINIMUM REQUIREMENTS

<b>*Applicants must submit and comply with the following minimum requirements [1 – 11] before RPL application(s) will be considered. Your application will be rejected should you not meet the minimum requirements.</b>		<b>For Official Use (Not for Applicant)</b>	
1. Completed Recognition of Prior Learning (RPL) Application Form. (This Application Form)		Yes	No
2. Certified Copy of ID and/or PASSPORT document.		Yes	No
3. Detailed Curriculum Vitae (CV).		Yes	No
4. Current proof of <b>employment of not less than 24 months (2 years) consecutively</b> in a Fire Service. A letter confirming your employer details, employment duration [stating start date and end date, if applicable] as well as your job title or rank. Summative job performance areas must reflect on the letter. The letter must be signed by the Chief Fire Officer or Direct Supervisor. <u>Employment shall be relevant to the level applying for.</u>		Yes	No
5. Current detailed Job Description signed off by your Chief Fire Officer or Direct Supervisor.		Yes	No
6. Proof of Payment MUST ACCOMPANY application (Registration Fee <u>per level</u> & Administration Fee <u>per level</u> ). Fees paid towards Recognition of Prior Learning (RPL) processes, are <b>non-refundable</b> . [See Section E: Fee Structure]		Yes	No
7. Certified Copy of National Senior Certificate/Matric (Not Results letter) if appointed in a Service after 1 January 2014 or Proof of Employment (as per requirements of item 4) prior to 1 January 2014.		Yes	No
8. Certified Copy of valid HPCSA Registration OR valid Advanced First Responder (NQF Level 3, 8 credits)		Yes	No
9. Submit/Provide a Certified Copy of training attended which satisfy the requirements of the NFPA Standard, as per the applicable chapter(s) relating to the specific level RPL is being applied for. (E.g., Statement of Results or Certificates)		Yes	No
10. If an application is made with any other qualification(s) or training, not accredited by SAESI, submit/provide verifiable course content and curriculum of the course attended.		Yes	No
11. Proof of attendance on an actual emergency scene such as an incident report form and a report written by the candidate explaining what your function was and how did you contribute to the successful scene, from start to finish.		Yes	No

### SECTION B.1 - EXPERIENCE / HISTORY (Applications shall not be accepted without this section completed in full)

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






Employing Service (Where were you employed/currently employed)	Position/Rank (Held or currently holding)	Date		Primary Functions (What you were / are doing)
		From	To	

**SECTION C: LEVEL OF APPLICATION (PLEASE TICK (✓) RELEVANT) – MARK CLEARLY YOUR APPLYING LEVEL(S)**

<b>NFPA 1001 – Standard for Fire Fighter Professional Qualifications</b>			
Fire Fighter; 1 NFPA 1001		Fire Fighter 2; NFPA 1001	
<b>NFPA 1002 – Standard for Fire Apparatus Driver/Operator Professional Qualifications</b>			
Fire Apparatus Driver Operator – Apparatus Equipped with Fire Pumper; NFPA 1002		Fire Apparatus Driver Operator – ARFF Apparatus; NFPA 1002	
Fire Apparatus Driver Operator – Fire Apparatus Equipped with an Aerial Device; NFPA 1002		Fire Apparatus Driver Operator – Mobile Water Supply Apparatus; NFPA 1002	
Fire Apparatus Driver Operator – Wildland Fire Apparatus; NFPA 1002			
<b>NFPA 1003 – Standard for Standard for Airport Fire Fighter Professional Qualifications</b>			
Airport Fire Fighter; NFPA 1003			
<b>NFPA 1006 – Standard for Technical Rescue Personnel Professional Qualifications</b>			
Confined Space Rescue Awareness; NFPA 1006		Common Passenger Vehicle Rescue Awareness; NFPA 1006	
Confined Space Rescue Operations; NFPA 1006		Common Passenger Vehicle Rescue Operations; NFPA 1006	
Confined Space Rescue Technician; NFPA 1006		Common Passenger Vehicle Rescue Technician; NFPA 1006	
Rope Rescue Awareness; NFPA 1006		Heavy Vehicle Rescue Awareness; NFPA 1006	
Rope Rescue Operations; NFPA 1006		Heavy Vehicle Rescue Operations; NFPA 1006	
Rope Rescue Technician; NFPA 1006		Heavy Vehicle Rescue Technician; NFPA 1006	
Structural Collapse Awareness; NFPA 1006		Machinery Rescue Awareness; NFPA 1006	
Structural Collapse Operations; NFPA 1006		Machinery Rescue Operations; NFPA 1006	
Structural Collapse Technician; NFPA 1006		Machinery Rescue Technician; NFPA 1006	
Swift Water Rescue Awareness; NFPA 1006		Wilderness Rescue Awareness; NFPA 1006	
Swift Water Rescue Operations; NFPA 1006		Wilderness Rescue Operations; NFPA 1006	
Swift Water Rescue Technician; NFPA 1006		Wilderness Rescue Technician; NFPA 1006	
Trench Rescue Awareness; NFPA 1006			
Trench Rescue Operations; NFPA 1006			
Trench Rescue Technician; NFPA 1006			
<b>NFPA 1021 – Standard for Fire Officer Professional Qualifications</b>			
Fire Officer 1; NFPA 1021		Fire Officer 2; NFPA 1021	
<b>NFPA 1026 – Standard for Incident Management Personnel Professional Qualifications</b>			
Incident Commander; NFPA 1026		Strike Team/Task Force Leader; NFPA 1026	
Safety Officer; NFPA 1026		Air Tactical Group Supervisor; NFPA 1026	
Public Information Officer; NFPA 1026		Planning Section Chief; NFPA 1026	
Liaison Officer; NFPA 1026		Resources Unit Leader; NFPA 1026	
Operations Section Chief; NFPA 1026		Situation Unit Leader; NFPA 1026	
Operations Division/Group Supervisor; NFPA 1026		Logistics Section Chief; NFPA 1026	
<b>NFPA 1031 – Standard for Professional Qualifications for Fire Inspector and Plan Examiner</b>			
Fire Inspector 1; NFPA 1031		Plan Examiner 1; NFPA 1031	
Fire Inspector 2; NFPA 1031		Plan Examiner 2; NFPA 1031	
Fire Inspector 3; NFPA 1031			

NFPA 1033 – Standard for Professional Qualifications for Fire Investigator			
Fire Investigator; NFPA 1033			
NFPA 1035 – Standard on Fire and Life Safety Educator and Public Information Officer Professional Qualifications			
Fire & Life Safety Educator 1; NFPA 1035		Public Information Officer; NFPA 1035	
Fire & Life Safety Educator 2; NFPA 1035			
NFPA 1041 – Standard for Fire and Emergency Services Instructor Professional Qualifications			
Fire Instructor 1; NFPA 1041		Fire Instructor 2; NFPA 1041	
NFPA 1051 – Standard for Wildland Firefighting Personnel Professional Qualifications			
Wildland Fire Fighter 1; NFPA 1051		Wildland Fire Officer 1; NFPA 1051	
Wildland Fire Fighter 2; NFPA 1051		Wildland Fire Officer 2; NFPA 1051	
NFPA 1072(Previously 472) – Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications			
Hazmat Awareness; NFPA 1072		Hazmat Operations - Mission Specific Competencies: Product Control; NFPA 1072	
Hazmat Operations (Core); NFPA 1072		Hazmat Operations - Mission Specific Competencies: Air Monitoring and Sampling; NFPA 1072	
Hazmat Operations - Mission Specific Competencies: Personal Protective Equipment; NFPA 1072		Hazmat Operations - Mission Specific Competencies: Victim Rescue and Recovery; NFPA 1072	
Hazmat Operations - Mission Specific Competencies: Mass Decontamination; NFPA 1072		Hazmat Operations - Mission Specific Competencies: Response to Illicit Laboratory Incidents; NFPA 1072	
Hazmat Operations - Mission Specific Competencies: Technical Decontamination; NFPA 1072		Hazmat Technician; NFPA 1072	
Hazmat Operations - Mission Specific Competencies: Evidence Preservation and Sampling; NFPA 1072			
NFPA 1081 – Standard for Facility Fire Brigade Member Professional Qualifications			
Incipient Facility Fire Brigade Member; NFPA 1081		Interior Structural Facility Fire Brigade Member; NFPA 1081	
Advanced Exterior Facility Fire Brigade Member; NFPA 1081		Facility Fire Brigade Leader; NFPA 1081	

#### APPLICATION PROCEDURE:

-  The decision of the RPL Assessor / Moderator / Expert Practitioner / Working Group or Committee will be final.
-  The Portfolio of Evidence of the applicant and supporting evidence documentation must be submitted as comprehensive (but relevant to the application level) as possible.
-  Application with regards to experience should be referenced against Section B.1 as guidance and not absolute. Consider that Section B.1 is minimum Job Performance Requirements and therefore similar to learning outcomes. Your POE must provide evidence of both knowledge and practical application of each of the relevant outcomes of the level you apply for.
-  Minimum employment requirement for applications with regards to experience is, **employment of not less than 60 months (5 years) consecutively**, or otherwise specified. Employment shall be relevant to the level applying for.
-  Section B - Application Minimum Requirements is only qualifying documentation. Additional documentation might be requested.

**SECTION D: DECLARATION OF APPLICANT, EMPLOYER & MANAGEMENT REPRESENTATIVE/S**  
(Applications shall not be accepted without this section completed in full)

**Declaration of Applicant, Employer & 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 Southern African Emergency Services Institute with regards to my application.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

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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 \_\_\_\_\_ hereby confirm that the above-mentioned information, provided above is correct to the best of my knowledge.



Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head of Organization / Department / Section)

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## SECTION E: FEE STRUCTURE

[All Fees paid towards RPL process(es) are non-refundable]

Please take note that fees might increase/change without prior notice.

 <b>Registration Fee per Level</b>	<b>R 320-00 (proof of payment to accompany registration)</b>
 <b>Administration Fee per Level</b>	<b>R 180-00 (proof of payment to accompany registration)</b>

(These payments must be made and proof of payment send with application. Note that these fees include pre-screening of your application as well as submitted minimum prerequisites.)

Each candidate shall submit a Portfolio of Evidence (Practical/Workplace Experience), additionally to the minimum requirements, and go through a Final Intergraded Supervised Assessment [FISA] (Knowledge/Theory Assessment). This is to ensure your competency and currency are aligned to the current NFPA Standard on which you seek accreditation.

 <b>Portfolio of Evidence for Practical/Workplace application Assessment(s).</b>	<b>R 500-00 (payable before Assessment)</b>
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(Your submission(s) will be evaluated through a RPL Assessor / Moderator / Expert Practitioner / Working Group or Committee. Should your 1<sup>st</sup> evaluation not meet the minimum requirements or not be satisfactory, you are afforded 2 additional interventions where additional evidence can be submitted for evaluation.

Should your evidence, after the 3<sup>rd</sup> intervention, not meet the requirements or be satisfactory, you are then considered a Classroom Candidate and not a RPL Candidate. You will then have to enrol for the NFPA training at a SAESI Accredited Training Provider.

 <b>Knowledge/Theory Assessment [FISA]</b>	<b>R 500-00 (payable before Assessment)</b>
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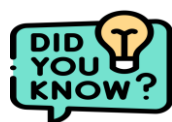
(This is the last step in achieving your recognition. A date will be communicated where you will write your FISA on an online Platform. Should you not be found competent in the 1<sup>st</sup> FISA attempt, you are afforded with 2 additional interventions, at no additional cost.

Should you, for whatever reason, not be found competent in your FISA after your 3<sup>rd</sup> attempt, you will be liable to pay the Registration Fee of R320-00 as well as the FISA Fee of R500-00, again. This will grant you another 3 attempts at the FISA.

\*NB!

Should you not be found competent in your 1<sup>st</sup> FISA attempt and you did not attend your next given date for example, you will still be afforded the third attempt which will be final. Not attending a registered FISA does not nullify or cancel the recognition of the attempt as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>. In other words, non-attendance is attendance but an opportunity missed or not utilised.)

**NOTE: These fees DOES NOT include certification. Certification of your recognition is an additional application and fee.**



**Recognition of Prior Learning (RPL) process can help you acquire a formal qualification that matches your knowledge and skills, and thereby contribute to improving your employability, mobility, lifelong learning, social inclusion and self-esteem.**



## Ways to Pay:

### Pay via Electronic Funds Transfer (EFT) or Cash Deposit



**Account Name:** SA EMERG SERV INST  
**ABSA Current Account No.:** 310810045  
**Branch Name:** Krugersdorp  
**Branch Code:** 632005  
**Swift Code:** ABSAZAJJ  
**Reference:** RPL+ID Number



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### Pay via Yoco

Simply click or type this into your Browser to make a safe payment

<https://pay.yoco.com/saesi-hq>

### SAESI DETAILS FOR SUBMISSION:

295 Jorissen Street  
Monument  
KRUGERSDORP  
1740

Fax: 011 660 1887

Fax2Mail: 086 544 0008

Email: [accreditation@saesi.com](mailto:accreditation@saesi.com) OR [info@saesi.com](mailto:info@saesi.com)