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| Credit Transfer/ RPL Enquiry Form |
| **Important Information:**  Seeking recognition for previous training or work experience is a great way to progress through your qualification and save unnecessary training. If you have knowledge and skills from life and work experience or previous courses and training that is relevant to your nominated course and you can provide evidence, you may be able to apply for credit.  The process is simple and if your application is successful you may receive your qualification faster because the study required to achieve your qualification may be reduced.  Email all documentation to; [**rpl@saiglobal.com**](mailto:rpl@saiglobal.com)and an assessor will manage your application.  Credit may be granted through two processes:  1. Credit transfer allows you to receive an agreed amount of credit for previous learning which is considered to be equivalent in content and learning outcomes to your nominated course.  2. Recognition of prior learning (RPL) allows you to be granted credit based on an assessment of your previous learning and unique experience against a set of outcomes.  Once this enquiry form is lodged an assessor from SAI Global will contact you within 48 hours to discuss the credit process and help you determine if this is a possible pathway to obtaining part or all of the qualification. |
| Applicant Information |
| |  |  | | --- | --- | | Title: 🞎 Mr 🞎 Mrs 🞎 Ms 🞎 Miss 🞎Other: | | | Name: | | | Phone (BH): | Phone (Mob): | | Email address: | | | Would you agree to being contacted by your assessor on a weekend if this falls within the 48 hours 🞎 Yes 🞎 No | | | **SAI Global course, units of competency or qualification you are wishing to obtain:** | | |  | | |
| Billing Information |
| |  |  |  |  | | --- | --- | --- | --- | | Is this being billed to a company? | | ☐ Yes            ☐ No | | | If yes, please specify the company name: | |  | | | First Name: |  | Last Name: |  | | Email: | |  | | | Phone – Work: | | Phone – Mobile: | | | Postal Address: | |  | | |
| Documentation required |
| Please submit the following documentation to support your initial enquiry. This will help the assessor prepare for the first contact with you:  🗹 Resume/ CV  🗹 Copies of certificates from courses you have attended  🗹 Copies of any qualifications you may have obtained. |
| Fees |
| 1. SAI Global will process your Credit Transfer and RPL enquiry and any subsequent application in accordance with our terms and conditions available at: <https://infostore.saiglobal.com/en-au/training-terms-and-conditions>     The following fees apply once you have lodged an application for credit:   |  |  | | --- | --- | | **Schedule of fees** | **Price** | | RPL application per unit of competency | $350 incl. GST\* | | CT applications - unit on SAI scope | $50 incl. GST | | CT applications - not on SAI scope | $150 incl. GST |   **\* \****A special rate of $75 per unit applies to RPL of the entry units for the Diploma and the Advanced Diploma of Work Health and Safety*  **Note: The price quoted above covers the following process:**  1st submission of Credit/ RPL Application + portfolio of evidence  1st evaluation of your portfolio by a qualified Assessor  Personal or telephone interview to clarify evidence and confirm underpinning knowledge  If your portfolio does not contain sufficient evidence of your competency, the assessor will provide detailed feedback and you will be given the opportunity to re-submit your portfolio  2nd evaluation of your portfolio (if required).  Should you be unsuccessful in your application, please be advised that the application fee is not refundable |
| Your Additional information or questions |
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| Student Code of Practice |

Further information about fees, the assessment and RPL/ Credit Transfer process is available in the SAI Global Student Handbook: <https://infostore.saiglobal.com/uploadedFiles/Content/Training/Student-Handbook.pdf> and Code of Practice: <https://infostore.saiglobal.com/uploadedFiles/Content/Training/SAIG-Code-of-Practice-Dec2014.pdf>

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| Agreement |

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| Signature: Date:  ***Forward to:***  ***Email:*** [*training@saiglobal.com*](mailto:training@saiglobal.com) *or* ***Mail:*** *GPO Box 5420, Sydney NSW 2000* |