

CREDIT TRANSFER/ RPL ENQUIRY FORM

RTO no: 106919

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.

Successful application may receive a qualification faster.

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; **trainingservices@saiglobal.com** and Intertek SAI Global 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 Intertek SAI Global will contact you 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			
Business Phone Number	Mobile Number		
Email Address			
USI	Date of Birth		
Would you agree to being contacted by your assessor on a weekend if this speeds up the process?			YES NO
Intertek SAI Global course, units of competency or qualification you are wishing to obtain:			

REQUIRED DOCUMENTS
<p>Please submit the following documents to support your initial enquiry. This will help the assessor prepare for the first contact with you:</p> <ul style="list-style-type: none"> Resume/CV Copies of Certificates from courses you have attended Copies of any qualifications you may have obtained.

Intertek SAI Global will process your Credit Transfer and RPL enquiry and any subsequent application in accordance with our terms and conditions available at: <https://learning.saiaassurance.com.au/training-terms-and-conditions>.

The following fees may 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:

- First submission of Credit/ RPL Application + portfolio of evidence
- First 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 applicable fees are not refundable

For more question and concerns:

For further information about fees, the assessment and RPL/ Credit Transfer process is available in the Intertek SAI Global Student Handbook.

<https://cdn.intelligencebank.com/au/share/IXEG/zb66/7z2d/original/SAIG+Training+Student+Handbook+0519>

For Student Code of Practice refer to: <https://cdn.intelligencebank.com/au/share/IXEG/zb66/0Bqq/original/Training+Code+of+Practice+0519>

Signature		Date	
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Forward to: EMAIL trainingservices@saiglobal.com or MAIL GPO Box 5420, Sydney NSW 2000