

Credit Transfer/Prior Learning Application Form

First Name		Surname	
Email			
Telephone-Work		Mobile	
Postal Address			
Unit(s) or Qualification you are seeking:			

Fees

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 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 (i.e. units on SAI Global's scope of registration as an RTO with ASQA)	\$50 incl. GST
CT applications - units not on SAI scope	\$150 incl. GST

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

Billing information

Is this being billed to a company?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify the company name			
Contact Name			
Phone (BH)		Email Address	
Postal Address for Invoice (if relevant)			
Signature		Date	

Please e-mail this completed form back to: rpl@saiglobal.com

Units of competency you are applying to credit or RPL: e.g. BSBWHS606 Conduct a WHS audit

Specific Units you wish to seek credit towards (include competency unit number and title)
Attach documents/ evidence as required)

	Unit Code:	Unit Title:
Unit 1:		
Unit 2:		
Unit 3:		
Unit 4:		
Unit 5:		
Unit 6:		
Unit 7:		
Unit 8:		

Important information about your application

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 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.

What happens next?

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.
All applications for Credit and RPL are considered by an assessor and if required a subject matter expert within the Qualification area. Applications for Credit Transfer should be accompanied by certified (signed by a JP) copies of all certificates and transcripts relevant to your application and your resume/CV.
Applications for RPL should be accompanied by your resume/ CV. An assessor will send you an RPL kit for the units of competency you are applying for.
Where applicants are dissatisfied, applicants may request a review of the process and/or outcome in accordance with Intertek SAI Global's Accredited Learning Policy Guidelines.