
Please read the section below before completing the application form.

Application Process:

- Applications must be submitted within **6 months** of the Learnership registration start date. No late applications will be considered.
- Recognition of prior learning must be motivated by presenting evidence to the Overall Evaluator of the Accredited Training Centre. The Overall Evaluator will sign off the competencies in the SAIPA logbook for which the learner is recognised, and clearly date and mark these as “**RPL**”.
- If experience was gained from a previous employer a letter from the previous employer must be submitted (letter to include: employment start and end date, position, details of experience gained relevant to the SAIPA logbook).
- If experience was obtained as a trainee at another professional body, please present previous assessment reports to the Overall Evaluator of the Accredited Training Centre. The Overall Evaluator will sign off the competencies in the logbook for which the learner is recognised, and clearly date and mark these as “**RPL**”
- A copy of the cancellation letter from the other professional body must be submitted (if applicable),
- Certified copies of the signed off logbook pages must then be submitted with this application.
- SAIPA will grant remission of the learnership to a maximum of 18 months.
- SAIPA will return logbooks that have been signed of in its entirety
- A copy the RPL application, the signed logbook and evidence of competence must be filed in the trainees’ portfolio of evidence.
- Final verification of RPL evidence will be assessed by the Monitoring officer at the Accredited Training Centre monitoring visit. SAIPA reserves the right to overturn the Overall Evaluator’s recommendation.

Note!
This application form is to be completed in ink (not pencil)
Please clearly mark selection boxes with a ✓ to prevent miscommunication
Please use block letters.
Any corrections must be clearly indicated and signed.

1. APPLICANT FOR RECOGNITION OF PRIOR LEARNING

Trainee Full Name and
Surname

SAIPA Trainee No

Tel No

Cell No

E-Mail

2. DETAILS OF OVERALL EVALUATOR

Name and Surname

Tel No Cell No

E-Mail

ATC Name ATC No

3. APPLICATION FOR RECOGNITION

* Number of months for which Overall Evaluator recommends RPL Months

*Employment Start date of trainee as per employment contract

*Overall Evaluator to motivate reasons for RPL request

Signature – Overall Evaluator _____ Date _____

Signature – Trainee _____ Date _____

*compulsory fields

4. SUBMISSION CHECKLIST

Applicant to provide:

- Application for Recognition of Prior Learning SIGNED by overall evaluator and trainee

 - Proof of RPL fee payment

 - Copy of SAIPA Logbook pages (only pages where competencies have been signed off by the Overall Evaluator)

 - Letter from previous employer for the period for which RPL is sought (letter to include: employment start and end date, position, details of experience gained relevant to the SAIPA logbook) (if applicable)

 - Copy of other professional body cancellation letter (if applicable)
-

Please deposit the relevant RPL Application Fee into the following Bank Account:

Bank:	First National Bank
Branch:	Killarney
Branch Code:	256 205
Account Number:	620 945 724 87

Please note: Emailed applications will be accepted provided that the original documents be posted to the address below after which the registration process will be finalised.

Email :	members@saipa.co.za
Post:	Attention: Trainee Administrator SAIPA PO Box 2407 Halfway House, 1685
Hand/ Courier Delivery:	Attention: Trainee Administrator SAIPA Howick Close Waterfall Park Vorna Valley, Midrand, 1685
