INDUSTRY TRAINING INSTRUCTOR'S AND RECOGNITION OF PRIOR LEARNING REQUIREMENTS

PSiRA
Private Security Industry Regulatory Authority

Change History

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1. PURPOSE

The purpose of this document is to establish a formal framework governing the application, assessment, and approval of Instructor accreditation within the Private Security Industry Regulatory Authority (PSiRA). This framework seeks to ensure that all Instructor applications are processed in a manner that is fair, transparent, consistent, and aligned with applicable legislative and regulatory requirements, as well as best practices within the education and training environment.

2. LEGAL FRAMEWORK

This framework is issued in terms of:

- The **Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001)**;
- The **Regulations Relating to the Accreditation of Training Establishments, 2003**; and
- Any other applicable legislation governing education, training, and accreditation.

3. SCOPE OF APPLICATION

This framework applies to:

- All individuals applying for Instructor accreditation with PSiRA;
- All PSiRA-accredited training providers; and
- All applications relating to Instructor registration, upgrade, or recognition of prior learning (RPL).

4. DEFINITIONS

For purposes of this Policy:

- **"Authority"** means the Private Security Industry Regulatory Authority (PSiRA);
- **"Instructor"** means a person accredited by PSiRA to deliver training within the private security industry;
- **"Instructor Grade"** refers to the level at which an instructor is accredited;
- **"RPL (Recognition of Prior Learning)"** means a process through which prior experience and qualifications are formally recognised;
- **"Training Provider"** means a PSiRA-accredited training institution.

5. APPLICATION CATEGORIES

Applications for Instructor accreditation shall be considered under the following categories:

5.1 Instructor First – First-time applicants seeking Instructor accreditation;

5.2 Instructor Upgrade – Existing Instructors applying for progression to a higher Instructor grade;

5.3 Instructor Facilitator / Recognition of Prior Learning (RPL) – Applicants seeking recognition based on prior facilitation, training, or teaching experience.

6. GENERAL REQUIREMENTS

All applicants must:

6.1 Submit complete and accurate application documentation;

6.2 Meet the prescribed qualification and experience requirements;

6.3 Pay the applicable non-refundable application fees; and

6.4 Comply with all applicable legislative and regulatory requirements.

7. INSTRUCTOR FIRST (FIRST-TIME APPLICANTS)

7.1 Pre-requirements

Applicants must:

7.1.1 Have successfully completed an accredited Instructor course;

7.1.2 Have been linked to a PSiRA-accredited Training Centre for a minimum period of **six (6) months** prior to application.

7.2 Supporting Documentation

Applicants must submit:

7.2.1 A duly completed **PSiRA 46A application form**;

7.2.2 A formal application letter indicating the Instructor grade applied for;

7.2.3 A signed letter from a security service provider confirming practical training period(s);

7.2.4 A signed testimonial from an accredited Instructor confirming practical exposure;

7.2.5 A comprehensive Curriculum Vitae;

7.2.6 A certified copy of the Instructor certificate;

7.2.7 A certified copy of the PSIRA registration certificate.

8. INSTRUCTOR UPGRADE

8.1 Pre-requirements

Applicants must:

Have served as an active Instructor for a minimum period of ***four (4) months*** at their current Instructor grade.

8.2 Supporting Documentation

Applicants must submit:

8.2.1 A duly completed **PSiRA 45A application form**;

8.2.2 A formal application letter indicating the Instructor grade applied for;

8.2.3 A signed letter from a security service provider confirming practical training period(s);

8.2.4 A signed testimonial from an accredited Instructor confirming practical training dates;

8.2.5 A comprehensive Curriculum Vitae;

8.2.6 A certified copy of the Instructor certificate;

8.2.7 A certified copy of the PSIRA registration certificate.

9. INSTRUCTOR FACILITATOR / RECOGNITION OF PRIOR LEARNING (RPL)

9.1 Pre-requirements

Applicants must:

9.1.1 Possess a recognised Facilitator qualification (Unit Standard 117871) or equivalent qualification from an accredited institution, including HET institutions and recognised professional bodies **or**;

9.1.2 Hold the relevant PSIRA Grade(s) applicable to the application;

9.1.3 Have demonstrable experience in facilitation, instruction, training, or teaching with minimum of *(For progression between Grades E to A, a minimum period of four (4) months' relevant experience at the preceding grade level shall be required before an applicant may progress to the next grade.);*

9.1.3.1 Grade E = 6 months

9.1.3.2 Grade D = 10 months

9.1.3.3 Grade C = 14 months

9.1.3.4 Grade B = 18 months

9.1.3.5 Grade A = 2 years

9.1.4 Signed Testimonial letter must be included for all listed work experience provided in support of the application.

9.1.5 Only qualifications and certificates recognised through SAQA will be considered for Recognition of Prior Learning (RPL) and Facilitator.

9.1.6 Should the applicant fail to submit any of the above, their application will be rejected.

9.2 Supporting Documentation

Applicants must submit:

9.2.1 A duly completed **PSiRA 61A** application form;

9.2.2 Testimonial letters from previous employers stipulating number of years' experience (on official letterhead);

9.2.3 Statements of results for relevant practitioner courses (Facilitator, Assessor, Moderator);

9.2.4 Certified copies of qualifications aligned to the relevant security occupation;

9.2.5 A comprehensive Curriculum Vitae;

9.2.6 A certified copy of the Identity Document;

10. RECOGNITION OF PRIOR LEARNING (RPL) OTHER

10.1 In the case where the applicant cannot obtain a RPL through the SASSETA accredited Training Centre, an application may be forwarded to the Authority for consideration under RPL other. This is only relevant to the following categories or classes of security service providers:

10.1.1 Management;

10.1.2 Electronic Security;

10.1.3 Locksmith / Safes;

10.1.4 Close Protection;

10.1.5 Private Investigator;

10.1.6 Control Room;

10.1.7 Advisors / Consultant

10.2 The application can only be considered on receipt of the following:

10.2.1. Duly completed **PSiRA 42A** recognition of prior learning

10.2.2. Relevant **PSiRA Questionnaire** as the case may be;

10.2.3. Application form must be accompanied by the following:

10.2.3.1. Application letter from the applicant

10.2.3.2. Minimum of 3 testimonial letters, indicating number of years' experience.

10.2.3.3. Comprehensive Curriculum Vitae

10.2.3.4. Copies of relevant certificates

10.2.3.5. Copy of the ID Document

10.2.3.6. If you were previously in the ***Military, Security, Police, Intelligence Service*** in South Africa, a Certificate of Service and Certificate of basic training are required were applicable.

10.3. Demonstrate and include proof of subjects (statement of results) completed to prove competency in the category chosen and in line with the completed relevant PSIRA questionnaire

10.4. All applications for recognition of prior learning may only be considered subject to the applicant meeting all the requirements and standards as set out in the application form as per paragraph 10.2.3

10.5. The RPL evaluations processes shall be governed by the key principles in line with presentation of sufficient evidence, occupational experience and any formal training that may be found complementary to the dimension listed above.

10.6. The **years of experience** in the relevant field of private security industry which shall be found complementary to the field of security services seeking recognition for is a **minimum of two years** and more;

11. RECOGNITION OF PRIOR LEARNING (SASSETA SKILLS PROGRAMME)

The consideration of an application for recognition of prior learning for the categories or classes of the security service providers as contemplated in paragraph 10.1 can only take place on receipt of the following:

11.1. Duly completed **PSIRA 43A** application form (Annexure C5) Application form must be accompanied by the following

11.2. Certified copy of the SASSETA skills program certificate and copy of the statement of result

11.3. Copy of the ID Document

11.4. Application fee (per skills programme, per student) (allocation on system against financial code)

11.5. All applications for recognition of prior learning of SASSETA may only be considered subject to the applicant meeting all the requirements as set out in the application form.

12. ASSESSMENT AND APPROVAL

12.1. All applications shall be evaluated in accordance with uniform, objective, and transparent criteria;

12.2. The Authority may verify all information submitted;

12.3. The Authority may request additional information where necessary;

12.4. Approval of an application shall be at the discretion of the Authority, subject to compliance with applicable requirements.

13. GENERAL PROVISIONS

13.1. Submission of an application does not guarantee approval;

13.2. Any misrepresentation or falsification of information may result in disqualification;

13.3. The Authority reserves the right to amend or review this Policy from time to time.

14. ENQUIRIES

All enquiries relating to this Policy may be directed to: **PSiRA Training and Accreditation Division,** Manager: Industry Training and Team leader: Training

Industry.Training@psira.co.za