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IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwnonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.





DO use the new Adobe Forms for your notice request. These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFQ's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)



Form Completion Rules

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> o 0123679089 o (012) 3679089 o (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	<p>e.g.</p> <ol style="list-style-type: none"> 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 	



You can find the **new electronic Adobe Forms** on the website www.gpwonline.co.za under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.

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For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICES****South African Qualifications Authority***Government Notices*

486	National Qualifications Act (67/2008): Professional body recognition and professional designation registration: Association for Supportive Counsellors and Holistic Practitioners (ASCHP)	6	38870
487	do.: do.: Forum of Immigration Practitioners of South Africa (FIPSA).....	13	38870
488	do.: do.: Institute of Management Consultants and Master Coaches of South Africa (IMCSA).....	19	38870
489	do.: do.: South African Dental Technicians Council (SADTC)	29	38870
490	do.: do.: SAINT Professional Body for NDT	37	38870
491	do.: do.: South African Nursing Council (SANC)	46	38870
492	do.: Application for the registration of additional professional designation(s) for professional bodies already recognised by SAQA: Institute for Work at Height (IWH).....	53	38870
493	do.: do.: Southern African Institute for Business Accountants (SAIBA).....	59	38870

GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 486

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate for Registration and Recognition at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation/s on the NQF for the purposes of the said Act.

SAQA evaluated the application of the professional body against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

ASSOCIATION FOR SUPPORTIVE COUNSELLORS AND HOLISTIC PRACTITIONERS (ASCHP)

Designation Title
Supportive Counsellor
Life Skills Counsellor
Specialist Life Skills Counsellor

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: ASSOCIATION FOR SUPPORTIVE COUNSELLORS AND
HOLISTIC PRACTITIONERS (ASCHP)**

- 1.1 The Association for Supportive Counsellors and Holistic Practitioners (ASCHP) applied to SAQA for recognition as a professional body and for the registration of six (6) professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

2.1 The Association for Supportive Counsellors and Holistic Practitioners (ASCHP) existed since 1995 under the name Council for Counsellors in South Africa to represent and regulate non-psychological counsellors. The need is to provide consistency in standards across and within provinces in South Africa, and across different counselling contexts. Many voluntary counsellors currently work in a variety of contexts often in environments where mental health professional such as psychologists and social workers are not necessarily accessible to the majority of the population. The Association provides a consistent basis for evaluating and regulating counselling at this level to ensure greater access to ethical and professional counselling services.

2.2 Some of the objectives of the Association are to:

- Serve as professional body for supportive counsellors in providing a designation, scope of practice, guidelines for professional work, ethical code and CPD training;
- Protect and promote the interests of the profession and to deal with any matter relating to such interests;
- Maintain and enhance the professionalism, prestige, status, integrity and dignity of the profession;
- Consult and liaise with relevant authorities on matters affecting the profession;
- Place greater emphasis on professional practice, democracy, transparency, equity, accessibility, community needs and involvement; subject to the provisions of this constitution to control and to exercise authority over all matters affecting: (i) the training of persons in accordance with the promotion of this profession; and (ii) the manner in which counselling is practised;
- Determine the registration criteria for various categories as well as the standards of professional conduct of persons practicing the profession and to ensure that these standards are maintained;
- Co-ordinate the professional activities and to act as an advisory and communicatory body for this profession;
- Liaise with other associations and organisations in the field of counselling locally and globally; and
- Promote and encourage research among members of this profession.

2.3 In accordance with Government Gazette No 30374, the ASCHP represents a market with a different focus of interest to that of the Counselling Psychologist in that the scope of Non-Psychological Counselling must exclude:

- The use of any psychological method or practice aimed at aiding persons or groups.
- The use of any questionnaire, test, prescribed techniques, instrument, apparatus, or similar method for the determination of intellectual abilities, aptitude, personality make-up, personality functioning, temperament, psycho-physiological functioning, psycho-pathology or personnel career selection.
- Hypnotherapy.
- The use of any psychotherapeutic method, technique or procedure to rectify, relieve or change personality, emotional, behavioural; or adjustment problems or mental deficiencies.
- The use of any psychological method or psychological counselling to prevent personality, emotional, cognitive, behavioural and adjustment problems or mental illnesses of individuals or groups.

However, the Non-Psychological Counselling is well recognised sector in its own right as counsellors work holistically and structure their counselling techniques on an eclectic use of pastoral aspects, socio-therapeutic approaches, narrative therapy, body work, screening devices and intuitive regimens.

2.4 The following professional associations exist within the same occupational sector, each with a distinct focus of interest:

- Natural Healers Association South Africa
- Ethno Practitioners Association of South Africa
- Traumatology Institute of South Africa
- Traditional Healers Organisation
- South African Association for Pastoral/Spiritual Practitioners

2.5 ASCHP Membership and Affiliations

- ASCHP is a non-profit organisation that represents the interest of around 1650 members.
- Membership is open to individuals as well as companies in the Counselling industry.
- ASCHP locally has working relationships with the Natural Healers Association South Africa (NHA). The NHA provides registration to counsellors that work in the informal sector as traditional healers and herbalists, and works alongside the ASCHP to support counsellors in the practical expertise, regulates the industry, provides CPD training, seeks to link counsellors with the appropriate training institutions, and provides regulations in terms of limited scope of work.

Presently, the ASCHP has no international affiliations.

2.6 Education and Training

- ASCHP is not a registered or accredited training provider, but accredits institutions that provide training.

- ASCHP has been involved in the development of learning programmes and recognised the QEA College for the offering of the Further Education and Training Certificate: Counselling (SAQA ID: 49256) for which the ETDP Seta is the appointed quality assuring body.
- Furthermore, the ASCHP has Memoranda of Understanding in place with the Departments of Sociology of Nelson Mandela Metropolitan University and North-West University Vaal Triangle Campus, as well as the Department of Psychology at the University of South Africa to refer their graduates to the Association for further professional training, notably, in the areas of ethical conduct and confidentiality.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The ASCHP is constituted and governed by a Constitution and specific prescriptions are laid down in its Rules and Regulations which were reviewed in September 2013.
- The Constitution provides for the establishment of a National Council which performs an oversight function to the Association. The National Council, which comprises two representatives from each of the eight Branch Committees, is elected at a meeting specially convened by the Past President immediately after the Annual General Meeting.
- The National Council, which serves a two-year term, in turn appoints an Executive Committee which may take decisions required for the efficient day-to-day running of the Institute.
- ASCHP shares office space with the NHA at its own permanent offices situated at Burkea Crescent 58, Boekenhoutskloofdrift, District Cullinan and staff as a cost saving measure.
- ASCHP derives its funds from membership and professional registration assessment fees. The Institute is financially stable and received an unqualified audit report as at 28 February 2014. During the same financial year, the Association showed a Net Asset Value of R24 763.

3.2 Disciplinary Matters and Accountability

- The ASCHP's objective is to serve the interests of the public and its members by upholding professional standards and integrity. When joining or when being awarded a designation, corporate and individual members commit themselves to abide by the Association's Code of Conduct.
- Members of the public and employers or organisations may lodge formal complaints against ASCHP member(s) in writing.
- The ASCHP's Disciplinary process becomes operative when there is any report and/or allegations against a member. All reports and allegations against a member are investigated by the Executive Committee.
- Contravention of the Code of Conduct may result in the member being cautioned, reprimanded, suspended from membership, struck-off from membership or have his/her designation revoked.
- All recommendations made by the Executive Committee are confirmed by the National Council.

- The Disciplinary Process makes provision for an appeals process, should the member wish to have any adverse ruling reconsidered.

3.3 Data Management

The ASCHP database which consists of members' information such as personal details, qualifications and CPD activities is adequate for data capturing on the National Learners' Records Database. Members log onto the website using their secret code to view their personal data and load their CPD points as required.

3.4 Continuous Professional Development (CPD)

- In accordance with the ASCHP CPD Policy, designees are required to complete and record their specified number of CPD points per year to retain their designations, depending on the designation retention requirements.
- CPD activities are largely divided in three areas: those with non-measurable outcomes; those with measurable outcomes; and those associated with formally structured learning programmes. Designees may obtain all the CPD points in one area only or across all three areas depending on personal circumstances and individual learning needs.
- Area 1 CPD activities include, although the list is not exhaustive:
 - Formally arranged seminars and case study discussions;
 - Special purpose lectures that are part of a business meeting;
 - Mentoring and supervision activities which are specific to certain professions such as Counselling.

Area 2 CPD include activities that have a demonstrable outcome but do not constitute a full year of earned CPD. Such activities may include non-credit bearing short courses or skills programmes. If presenters of accredited short learning programmes are registered members of ASCHP, they will only be allowed to claim once for CPD if the same presentation is given more than once.

- CPD is divided into verifiable and non-verifiable activities. Members are required to maintain records of both verifiable and non-verifiable CPD units obtained and of the relevance of those units to their professional role. In the case of verifiable units, the records shall include proof that the individual was involved in an acceptable CPD learning activity.
- Verifiable CPD points can be achieved in many ways including, but not limited to, structured courses, online learning, project work, work-based learning, discussion groups, coaching and mentoring, research, seminars and conferences, studying for an additional qualification et cetera.
- Non-verifiable activities generally include technical reading of articles in magazines, accredited journals, books, but can also include visiting credible websites that provide background information relevant to your professional role.
- Members are required to maintain their own CPD records and make a submission annually ahead of their membership renewal. Should an individual fail to reach the CPD target, he/she will be granted 30 days to accumulate the shortfall before any further action is taken. Individuals may apply for an extension period of no more than 3 months to comply if there are exceptional cases such as illness. Complete non-compliance will result in disciplinary action including possible revoking of the Professional Designation.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Candidates, who have acquired the requisite knowledge and skills and are able to provide thereto, are eligible to submit an application.
- The applications are considered for approval by a panel comprising the CEO, Registrar and one other member of the management structure.
- A certificate of designation, bearing a unique certification number, is given to the applicant.
- A practicing member of the ASCHP must display a plaque at his/her practice. The following information must appear on the plaque:
 - Name of the counsellor
 - Designation and Category
 - Registration number
 - Date of Registration with the Association
- Retention of registration and designation is subject to compliance with the ASCH Code of Ethical Conduct, complying with CPD requirements and the payment of the annual membership fee.

4.2 Designations to be Registered

Designation Title: Supportive Counsellor

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	Any combination up to at least 24 Credits at Level 4: <ul style="list-style-type: none"> • Conduct basic lay counselling in a structured environment (US ID: 114478) • Demonstrate knowledge and understanding of HIV and AIDS, other Sexually Transmitted Infections (STIs) and Tuberculosis (TB) for counselling purposes (US ID: 252510) • Describe and apply Christian pastoral counselling skills (US ID: 116744) • Facilitate a group counselling process (US ID: 117849) • Demonstrate knowledge and understanding of trauma and skills for supportive counselling (US ID: 252531) • Demonstrate an understanding of the ethical and legal aspects relating to counselling (US ID:117866)
PRACTICAL LEARNING	A minimum of 10 hours professional supervision is a prerequisite for the designation.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
CPD	Candidates are required to achieve 10 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
APPLICATION OF RPL	RPL is applicable at this level.

Designation Title: Life Skills Counsellor

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	One of the following: <ul style="list-style-type: none"> • Further Education and Training Certificate in Counselling at Level 4; • National Senior Certificate at Level 4; or • National Certificate (Vocational) at Level 4; or • An applicable Level 4 qualification
PRACTICAL LEARNING	A minimum of 20 hours professional supervision is required for the designation.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
CPD	Candidates are required to achieve 15 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
APPLICATION OF RPL	RPL is applicable at this level.

Designation Title: Specialist Life Skills Counsellor

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	One of the following: <ul style="list-style-type: none"> • Higher Certificate in Counselling and Communication Skills at Level 5; OR • Higher Certificate in Pastoral Counselling at Level 5
PRACTICAL LEARNING	A minimum of 20 hours professional supervision is required for the designation.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
CPD	Candidates are required to achieve 15 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
APPLICATION OF RPL	RPL is applicable at this level.

No. 487

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate for Registration and Recognition at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation on the NQF for the purposes of the said Act.

The application of the professional body was evaluated against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

Forum of Immigration Practitioners of South Africa (FIPSA)

Designation Title
Immigration Practitioner (South Africa) [IP(SA)]

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: FORUM OF IMMIGRATION PRACTITIONERS OF SOUTH AFRICA
(FIPSA)**

1.1 The Forum of Immigration Practitioners of South Africa (FIPSA) applied to SAQA for recognition as a professional body and for the registration of two professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.

1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

2.1 The Forum of Immigration Practitioners of South Africa (FIPSA) is a voluntary association that was established by a group of immigration practitioners after the dissolution of the Association of Immigration Practitioners of South Africa (AIPSA). A need was identified for immigration practitioners to join forces in monitoring and improving the industry's professional standards and image, in its dialogue with the Department of Home Affairs and other third parties, as well as in networking with and amongst each other.

2.2 Some of the main objectives of the FIPSA are to:

- Promote the interests of the Immigration Practitioner profession;
- Unify and align Immigration Practitioners' voices and to represent them and speak with one voice on their behalf to third parties;
- Be an Association for exchange of experiences, information and advice;
- Promote the image of Immigration Practitioners in the industry;
- Contribute to a high standard of service delivery and business ethics by Immigration Practitioners in general;
- Support efforts towards ensuring national security; and
- Protect the public interest in relation to services and their associated risks provided by its members.

2.3 FIPSA Membership

The Institute has about 965 individual members which are divided into two classes; voting (members who hold full membership and honorary membership) as well as non-voting members (members who hold associate membership) respectively. Six hundred and three (603) of these are full members. Associate members are individuals who do not meet the minimum requirements for full membership and are required to write and pass a qualifying examination.

2.4 FIPSA National and International Affiliations

FIPSA has no national or international affiliations at present.

2.5 Education and Training

- FIPSA is not a registered or accredited training provider but recognises institutions that provide immigration-related training.
- FIPSA has no formal agreements in place with universities with regard to curriculum development.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- FIPSA is governed by a Constitution and By-Laws.
- The FIPSA Management Committee is the highest decision-making body and Management Committee members are elected at the Annual General Meeting (AGM) to act on behalf of the members of the Association and to ensure mandates are carried out within the powers vested in it. An AGM is held once in every calendar year.
- In compliance with section 66 of the Companies Act and as determined by the AGM the Management Committee shall have a minimum of seven (7) directors, but not more than nine (9). Only full members in good standing are eligible for election to the Management Committee.
- Management Committee Members serve for a term of 2 years and may be re-elected. Election of Management Committee Members is conducted in terms of the Constitution of the Association.
- The Management Committee retains full and executive control over FIPSA's affairs, monitor the performance of the CEO and staff so as to ensure that decisions by the Management Committee are executed timely and in line with FIPSA's strategic plan.
- Whilst the Management Committee provides strategic leadership and ensure sound governance, the CEO and her/his team are responsible for the daily operations of FIPSA. The CEO have no voting rights.
- The following standing committees are established to assist the Management Committee with its oversight role:

Board Sub-committees	Mandate
Disciplinary Committee	The function of the disciplinary committee is to assist the Management Committee with disciplinary related matters.
Conference Committee	The function of this committee is to assist the Management Committee in organising the logistics of annual events such as conferences, seminars and workshops.
Education Committee	The function of this sub-committee is to assist in matters relating to the education, training, development and assessment of immigration practitioners.
Membership Evaluation Committee	The function of the evaluation committee is to assist the Management Committee in the evaluation of membership and professional designation applications.
Marketing & Communications Committee	The function of this committee is to assist the Management Committee in matters related to marketing and communications.
Nominations Committee	The function of the nominations committee is to assist the Management Committee with the evaluation of

	Management Committee and sub-committee nominations and the election of non-executive directors.
Member Development Committee	The function of this committee is to assist the Management Committee in planning and organising the logistics of development interventions.
Publications Committee	The Publications Committee will report directly into the Marketing and Communications Committee.

- FIPSA leases offices at No 58 Twelfth Avenue, Edenvale, Johannesburg. The Association is funded through annual membership fees and proceeds from annual development events.

3.2 Disciplinary Matters and Accountability

- All disciplinary matters are administered in accordance with a Code of Conduct/Ethics contained in the Constitution of FIPSA. The Code is reviewed bi-annually.
- Members are required to sign a personal undertaking to abide by the terms and conditions laid down in the Code of Ethics. In sum, the Code require members of the Association at all times to display responsible, professional, and socially acceptable behavior in the execution of their duties.
- All complaints must be in writing and submitted to the CEO.
- After formally acknowledging receipt of the complaint, the CEO submits the complaint to the Disciplinary Committee.
- The Disciplinary Committee determines if there are sufficient substance and grounds for the complaint to warrant further action. This Committee recommends a finding and sanction(s) to the Management Committee which may include the withdrawal of a designation and termination of membership. The Management Committee confirms the finding and the sanction.
- An ad-hoc Appeals Panel, consisting of the Chairperson of the Management Committee and two (2) independent members drawn from other SAQA-recognised professional bodies handles appeals lodged by a member against whom a complaint has been upheld. The Appeals Panel may overturn the disciplinary decision, vary or uphold it.

3.3 Data Management

The FIPSA database which consists of members' information such as personal details, qualifications and CPD activities is adequate for data capturing on the National Learners' Records Database. Members have secure access to a website to view their personal data and load their CPD points as required.

3.4 Continuing Professional Development (CPD)

- All FIPSA members (excluding student members) are expected to complete to attend at least 70% of the seminars & workshops presented per year as part of theoretical training. Tasks and / or modules will be required to be submitted once a year as part of practical training. Members must complete a minimum of 40 CPD hours per annum.
- CPD is divided into verifiable and non-verifiable activities. In the case of verifiable units, the records shall include proof that the individual was involved in an acceptable CPD learning activity.

- Verifiable CPD points can be achieved through various activities including, but not limited to: structured courses; online learning; project work; work-based learning; discussion groups; coaching and mentoring; research, seminars and conferences; and visiting international immigration practices and reporting back.
- Non-verifiable activities generally include technical reading of articles in magazines, accredited journals, books, but can also include updating knowledge by visiting credible websites that share the latest developments relevant to the immigration profession.
- Members are required to maintain their own CPD records and make a submission annually ahead of their membership renewal. CPD non-compliance could result in disciplinary action including possible withdrawal of the Professional Designation.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- The Evaluations Committee has the authority of considering applications and making recommendations for the awarding of designations. The Evaluation Committee comprises professional members of FIPSA, and of independent, knowledgeable professionals who safeguard the neutrality in the granting of designations.
- In order to qualify for the FIPSA designation, a minimum of a nationally recognised qualification at NQF level 5 (RPL may be invoked in the case of persons who have more than 10 years' experience of the industry); 5 or more years relevant immigration consulting work experience; and No criminal conviction related to fraud and corruption or crimes that place the applicant's ethical behaviour in question
- The transcript must include the official seal of the educational institution, signature of the Registrar and verification that the qualification was successfully completed. These are documents that are needed in order for FIPSA to confirm the authenticity of the qualification with SAQA.
- The Management approves designations on recommendation by the Evaluations Committee.
- Where an application for registration is denied, the applicant has the right to appeal the decision. If the Evaluations Committee upholds its original decision, further consideration of the applicant's appeal will be handled by an Appeals Panel of as per the Appeals Process.

4.2 Designation to be Registered

Designation Title: Immigration Practitioner (South Africa) [IP(SA)]

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	<ul style="list-style-type: none"> • NQF Level 5 qualification
PRACTICAL LEARNING	Applicants must have completed at least 5 years of relevant work experience within an immigration consulting environment in addition to the qualification.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Board exam is not applicable. However, applicants are required to submit a verified Portfolio of Evidence and a complete Curriculum Vitae or résumé.
CPD	40 CPD hours per year must be accumulated and recorded.
APPLICATION OF RPL	Recognition of Prior Learning is applied on a case-by-case basis and is undertaken by an accredited training provider. Recognition will also be granted to applicants in possession of the Section 46 Certificate issued by the Department of Home Affairs.

No. 488

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate Registration and Recognition at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation/s on the NQF for the purposes of the said Act.

SAQA evaluated the application of the professional body against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

INSTITUTE OF MANAGEMENT CONSULTANTS AND MASTER COACHES OF SOUTH AFRICA (IMCSA)

Designation Title
Certified Management Consultant
Certified Master Coach

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION**

EVALUATION REPORT

1. NAME OF BODY: INSTITUTE OF MANAGEMENT CONSULTANTS AND MASTER COACHES OF SOUTH AFRICA (IMCSA)

1.1 IMCSA applied to SAQA for recognition as a professional body and for the registration of two professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.

1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

2.1 The Institute of Management Consultants and Master Coaches of South Africa (IMCSA) is a professional body representing management consultants. It sets and maintains standards for the profession in South Africa. It seeks to make the profession of management consulting recognised, respected and accepted as providing a valuable and indispensable service to organisations in South Africa and the Southern African Region.

The IMCSA:

- Encourages the achievement of standards required by the profession through its accreditation process; and
- Promotes and maintains contact with complementary local, regional, national and international bodies.

2.2 The Institute was inaugurated on 28 April 1972 to act as the certifying body for the Management Consulting Profession and to represent and enhance the Profession of Management Consulting in South Africa to clients, authorities and the community at large.

To achieve its mission, the Institute pursues the following objectives:

- The maintenance of the code of professional conduct and the required disciplinary procedures.
- Setting of standards for acceptance to the Institute in order to promote public confidence in its members, qualifications and abilities.
- The certification of successful applicants.
- The facilitation of education programmes for members and potential members with IMCSA accredited training providers.
- The distribution of a journal, brochures, articles and informative material.

2.3 The IMCSA recognises consulting and coaching as two broad fields of practice, which reach into many related and unrelated professions and as such may have many nuances and specific characteristics of what may be considered the same

profession. In a quest to dispel these perceived similarities, the IMCSA offers the following definitions to clearly demarcate its scope of practice:

Management Consulting is the provision of independent advice and assistance about the process of management to clients with management responsibilities.

A *Management Consultant* is an individual who provides independent advice and assistance about the process of management to clients with management responsibilities.

A *Professional Management Consultant* is a management consultant who views management consulting as a profession, who strives for self-improvement in the processes of both management and management consulting, and who subscribes to the code of ethics of a professional body of management consulting.

A *Certified Management Consultant* is a professional management consultant who meets relevant requirements of character, qualifications, experience, competence and independence established by the professional body issuing certification.

Another distinctive feature is that the IMCSA is a founder member of the International Council of Management Consulting Institutes, which is a federated body representing some 50 countries with respect to international standards and reciprocity between member institutes. The Certified Management Consultant (CMC) is a registered trade mark and is protected by law. As a result, there can only be one professional body representing South Africa (or any other country) in this grouping.

2.4 IMCSA Membership

The Institute is a not-for-gain organisation that represents both individual and corporate management consultants of which about 100 are individual members.

Set out below are various categories of membership and requirements applicable to each category:

Associate (AIMC)

This category is reserved for individuals who wish to be involved in the profession without necessarily complying with the entry criteria.

Member (MIMC)

A graduate with less than three years management consulting experience or a non-graduate with less than eight years management consulting experience may qualify as a Member. Members of the academic professions and those people who provide internal consulting are to be classified as members until such time as they can demonstrate they have the relevant management consulting experience, at which time they may be classified as a Certified Member.

Certified Management Consultant (CMC)

Certified Management Consultant is the mark of competency for the management consulting industry and is recognised internationally. The CMC designation is consistent with internationally accepted standards and indicates that a management consultant meets certain requirements of character, education, and experience.

The following requirements and standards are subject to variation by agreement between the member organisations of the International Council of Management Consulting Institutes (ICMCI):

- Existing members with a minimum of three years consulting experience are eligible to become a Certified Management Consultant (CMC) by examination or assessment. These examinations or assessments are offered to Members of the Institute and are held on request.
- If an applicant does not possess a degree but has five years of management experience plus 3 years of management consulting experience and is working full time as a management consultant, he or she may be accepted as a Certified Management Consultant.
- To retain CMC designation, members must perform 1200 hours of management consulting annually and undertake 100 hours of professional development over a three-year cycle. A CMC Practising Certificate is issued annually upon proof of fulfilment of the stated requirements.

Fellow (FCMC)

A Certified Management Consultant, who has held that grade for not less than seven years and is deemed to have served the profession with distinction, may be graded as a Fellow. The applicant must submit a motivation with the request for an upgrade. The final decision as to the satisfaction of these criteria resides with the presiding Council.

2.5 IMCSA National Affiliations

The IMCSA along with other member organisations forms part of a national federation – that is, the Federation of Professional Management Organisations (FPMO). The other member organisations are:

- Association for Project Management SA (APMSA)
- Institute of Business Advisors South Africa (IBASA)
- South African Auditor and Training Certification Association (SAATCA)
- South African Projects Control Institute (SAPCI)
- South African Society for Quality (SASQ)

The co-signatories of the FPMO are:

- Project Management SA (PMSA)
- Association for Skills Development in South Africa (ASDSA); and
- Purchasing and Supply Management Forum (PSMF)

The purpose of this agreement is for FPMO to: promote professional skills and behaviour, organisational maturity and societal development for and amongst professional management disciplines; including standards for the management disciplines, excellence and organisational maturity as a means towards achieving management excellence. Furthermore, the agreement seeks to set objectives and allocate resources for the advancement of management professions on behalf of the members, and the public good through interaction and commitment; and to present value propositions to members including the protection of professional scope, rights and privileges.

2.6 IMCSA International Affiliations

International Council of Management Consulting Institutes (ICMCI)

The ICMCI is an international membership organisation and a network of the management advisory and consultancy associations and institutes worldwide including the IMCSA, which have a common purpose and shared values and goals.

IMCSA Members benefit from this affiliation in that the ICMCI endeavours to:

- Elevate standards of management consultants worldwide and increase acceptance of management consulting as a respected profession;
- Encourage reciprocity between national institutes with recognised universal standards and adherence to an International Code of Conduct; and
- Promote the value of the CMC to international bodies who influence the selecting and use of management consultants.

2.7 Education and Training

- The IMCSA is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- The IMCSA also recognises suitable education and training providers.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The management of the affairs of Institute of Management Consultants and Master Coaches of South Africa is vested in a National Council, subject to its Constitution and in conformity with the Bye-laws.
- The National Council consists of not more than twelve accredited members elected at the Annual General Meeting. National Council members shall be elected for a period of one year only but shall be eligible to be nominated for re-election to the same or any other office.
- The National Council may co-opt a maximum of five additional accredited members during its period of office, which shall have the same rights and obligations as members elected at the Annual General Meeting.
- The Chairman of a Branch and outgoing President shall be ex-officio members of National Council and shall have the same rights and obligations as members elected at the Annual General Meeting.
- Nomination forms for National Council elections must be sent to all members at least twenty-one days prior to the Annual General Meeting and received by the Secretary no later than five days prior to the Annual General Meeting.
- National Council members shall be elected at the Annual General Meeting by a simple majority vote of the Accredited Members present. If more nominations than positions available are received, the Electoral College Voting System shall be used to determine the composition of National Council.
- The National Council establishes the following functioning portfolios and may also appoint ad-hoc committees to assist in the execution of its oversight duties and responsibilities. These portfolios are:

Financial Portfolio

The effective and efficient management of finances is the responsibility of the Financial Portfolio. Decisions relating to financial matters are taken by this Portfolio and must always be ratified by the National Council.

Administrative Portfolios

The Administrative Portfolio has been tasked with assisting the Executive Director and Secretariat to administer the IMCSA.

Member Administration

This Portfolio is concerned with the subscription fees, the sending out of the invoices to the members. The amount of members who have applied to the institution and also who were awarded membership. This Portfolio should be linked to the Marketing Portfolio because members are one of the IMCSA's key survival factors.

Technology

This Portfolio has been tasked with providing the IMCSA with the technology platform for communicating with councillors and members alike and for providing information to the other portfolios in order for them to carry out their respective responsibilities.

Marketing Portfolios

This Portfolio entails liaison with key role players in large private consulting firms and government to facilitate and ensure a higher level of awareness and recognition of the IMC and especially the IMCSA and its members.

International

This Portfolio entails liaison with key role players in overseas consulting firms to facilitate and ensure a higher level of awareness and recognition of the IMC and especially the IMCSA and its members.

- IMCSA has one fulltime staff as at 31 December 2013 to deal with the day-to-day business of the Institute. It has offices which are situated at 12 Shelley Avenue; Willowwild; Sandton; Johannesburg.
- Funding for IMCSA is generated primarily through annual registration fees.
- The IMCSA is financially sound and received an unqualified audit report for the year ended 31 December 2013 with a Net Asset Value of R167 505.

3.2 Disciplinary Matters and Accountability

- The Code of Professional Conduct of the Institute to which all members are required to sign adherence to is laid down in terms of Bye-law 8 of the IMCSA.
- A member in any grade of membership may be censured, suspended or expelled from membership, if found to be in breach of the Code of Professional Conduct.
- Any member of the Institute shall receive a censure or suspension of membership if National Council receives a substantiated written complaint from a member of the Institute which is not sufficiently serious to have the individual's membership terminated but a reprimand or temporary suspension is deemed fit by National Council.

- A member who has been censured, suspended or expelled from membership has the right of appeal to the presiding President. The rules pertaining to the handling of violations and the right of appeal are set out in By-law 8 of The Institute.

3.3 Data Management

IMCSA maintains an extensive electronic database of its members, consisting of personal details, designations awarded and Continuing Professional Development (CPD) activities. Members log onto the website using their secret code to view their personal data and have the responsibility to provide valid and honest returns on their CPD undertakings.

3.4 Continuing Professional Development (CPD)

- Certified Management Consultants and Certified Master Coaches are required to undertake CPD activities in order to maintain their technical and professional competence, while at the same time ensuring that their personal development including professional consulting activities and contribution to the profession are taken care of.
- Workload varies in the management consulting profession and opportunities for personal development may not occur on a specific “year on year” basis. To recognise this, professional development credits will be accumulated on a rolling 3-year basis, with the requirement that in any year, the sum of points from that year plus the immediately previous two years is 100. This allows members 3 years to attain the required points after the program is initiated. It is, however, suggested that members try to target approximately 35 points in each year, in order to avoid the situation where they suddenly have to make up a large number in order to maintain the 100 point total.
- Some of the CPD activities are set out in the table below:

Category	Description	Credits
A	Seminars Workshops, Courses and Conferences	
A1	For seminars, workshops, courses and conferences, usually less than five consecutive days in duration	1 point/hr, max 7/day, 3 points/half day
A2	Successful completion of a university, college, or any tertiary courses or distance learning (usually held over a period of weeks/months):	1 point/hr, max 25 points per course
B	Development / Presentation of Professional Workshops	
B1	Full day program (more than 4 hours)	20 points
	1 to 4 hour programme (e.g. a workshop for the Institute)	10 points
B2	Marking of examinations and assignments	1 point/hr of marking max 10 points
C	Other Activities	
C1	Participation in IMCSA Council, committees or any of its activities	1 point/hr, max 5/year in each category
C2	Article published in professional publication or website (must be peer reviewed or moderated).	5 points/article, max 10 / yr
C3	Actively coaching or mentoring a prospective CMC	1 point/hr, max 5/yr
C4	Non-structured personal development like studying books or software)	1 point/hr, max 7/yr

- Situations may occur that render completion of the designated professional development impossible to complete. Such exceptions will be recognised and should be communicated to the Institute as soon as practically possible, and no later than the time of filing the annual return.

Such exceptions may include:

- Newly certified members will not be required to start professional development the accumulation of points until the year following the year of certification.
 - Periods of leave of absence for personal reasons, during which period the individual was not working (e.g. 12 month maternity / paternity leave).
 - Periods of extended personal illness.
 - Retirement from active practice of consultancy.
- Depending on the circumstances, the IMCSA may work with the member to correct the situation or to implement whatever corrective action is deemed appropriate; however compliance is ultimately the responsibility of the member.
 - Members who remain CPD non-compliant with respect to the 100 points rolling average for more than a year (i.e. they do not re-establish a 3-year rolling average of 100 points in the year that immediately follows the year they have failed to do so) will be considered no longer in good standing by the National Council.
 - To maintain integrity in the process, random verification may be conducted as required. Misrepresentation of CPD achievements will be dealt with as an ethics violation and could lead to a disciplinary enquiry.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Candidates who wish to apply for a designation must use the IMCSA's CMC Application Pack which explains how to apply step-by-step. Candidates need to be members before applying for certification.
- An applicant is required to complete the application form and the CMC Declaration attached thereto, a Portfolio of Evidence and submits a complete career Curriculum Vitae (CV) as part of their professional records.
- The professional record consists of the following:
 - An up-to-date CV;
 - Summaries of consultancy assignment e.g. briefings, analyses and final reports;
 - Evidence of qualifications - academic and vocational;
 - Evidence of on-going training and continuing professional development;
 - Evidence of contractual arrangements with clients; and
 - Reflections on what has been learned from an assignment.
- Two copies of the completed application, the Portfolio of Evidence and the application/assessment fee to the Professional Registrar at IMCSA.
- Arrangements for an assessment interview by an Assessment Interview Panel will be made once the panel has accepted the applicant's Portfolio of Evidence.
- The Assessment Interview Panel consists of an assessor and an IMCSA qualified panelist.

- At the assessment interview the applicant will be expected to be able to expand on and corroborate any information supplied in the Portfolio of Evidence. It is also an opportunity for the panel to probe any aspect of the Portfolio of Evidence and for the applicant to elaborate on any aspect of the portfolio. The final decision and assessor's report is the responsibility of the assessor.
- After the assessment interview the applicant will:
 - either receive a letter confirming that you are now a CMC; or
 - receive an assessor's report stating which areas require further evidence need to be submitted. If a new application is required, it will be necessary to pay a further assessment fee.
- Within a few weeks of being accepted the applicant will receive an individually signed Certified Management Consultant (CMC) or Certified Master Coach (MC) Certificate.

4.2 Designations to be Registered

Designation Title: Certified Management Consultant (CMC)

Underlying Qualification(s)	<ul style="list-style-type: none"> • A Bachelor's Degree at NQF Level 7 or 8; OR • A comparable qualification
Experiential Learning and Practical Experience	Candidates need to have successfully completed a minimum of three years management consulting experience and preferably at least 3 years of management experience.
Board / Admission Examination / Assessment	Aspirant CMCs need to produce a verified Portfolio of Evidence, compliance with the minimum entry criteria plus a formal presentation, desk review and face to face assessment with two qualified IMCSA assessors.
Continuing Professional Development (CPD) Requirements	All CMCs are required to undertake and record a minimum of 100 <i>bona fide</i> continuing professional development hours over a period of 3 years, in concordance with the IMCSA CPD Policy.
Application of Recognition of Prior Learning (RPL)	A candidate with three years management consulting experience may be graded as a Member. If a candidate does not possess a degree but has eight years management consulting experience and is working full time as a management consultant they may be accepted as a Member which implies 5 years' experience in lieu of a degree. This process remains at the discretion of the IMCSA subject to its RPL policy.

Designation Title: Certified Master Coach (MC)

Underlying Qualification(s)	<ul style="list-style-type: none"> • A Bachelor's Degree at NQF Level 7 or 8; OR • A comparable qualification
Experiential Learning and Practical Experience	Candidates must have been a CMC with 10 years' of proven, relevant management experience plus 200 hours of verified coaching experience and evidence of own coaching framework.

Board / Admission Examination / Assessment	Aspirant MCs need to produce a verified Portfolio of Evidence, compliance with the minimum entry criteria plus a formal presentation, desk review and face to face assessment with two qualified IMCSA assessors.
Continuing Professional Development (CPD) Requirements	All CMCs are required to undertake and record a minimum of 100 <i>bona fide</i> continuing professional development hours over a period of 3 years, in accordance with the IMCSA CPD Policy.
Application of Recognition of Prior Learning (RPL)	A candidate with three years management consulting experience may be graded as a Member. If a candidate does not possess a degree but has eight years management consulting experience and is working full time as a management consultant they may be accepted as a Member which implies 5 years' experience in lieu of a degree. This process remains at the discretion of the IMCSA subject to its RPL policy.

No. 489

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate Registration and Recognition (DRR) at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation/s on the NQF for the purposes of the said Act.

SAQA evaluated the application of the professional body against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL (SADTC)

Designation Title
Dental Technician
Dental Technologist

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION**

EVALUATION REPORT

1. NAME OF BODY: SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL (SADTC)

1.1 The South African Dental Technicians Council (SADTC) applied to SAQA for recognition as a professional body and for the registration of two professional designations in terms of the NQF Act, Act 67 of 2008.

1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

2.1 The Dental Technicians Board established by Section 2 of the Dental Technicians Act 30 of 1945, continues to exist as the South African Dental Technicians Council (SADTC) under the Dental Technicians Act, Act 19 of 1979; as amended. The Act mandates the SADTC to keep and maintain separate registers for practicing dental technicians, dental technologists, dental traders, dental laboratories and student dental technicians as well as student dental technologists. Furthermore, the Council is tasked to oversee the practices involved in the supplying, manufacturing, altering and repairing of artificial dentures or other dental appliances or any work pertaining to such dentures or appliances.

SADTC's key objectives, among others, are to:

- Ensure effective/proper governance and administration of the organisation;
- Promote good relations between dentists, clinical dental technologists, dental technicians and dental technologists and other supplementary dental health services personnel;
- Contribute to the development of oral health of the South African population;
- Govern and to regulate the education and training of the profession;
- Guarantee effective communication with the sectorial stakeholders; and
- Advance transformation imperatives in the profession.

2.2 SADTC Registered Persons

The Council has 1678 registered persons, including natural and juristic persons across all nine provinces in the following registration categories:

- Dental Technicians/Dental Technologists	651
- Dental Laboratories	680
- Dental Laboratories owned by Dentists	90
- Dental Traders	10
- Student Dental Technician	292
- Student Dental Technologist	45

2.3 SADTC's Affiliations

- Forum of Statutory Health Professional Councils

SADTC is a member of the Forum of Statutory Health Professional Councils consisting of the chairpersons of the statutory health professional councils and the registrars or chief executive officers, as the case may be, of such councils. This Forum serves as an advisory body to the National Minister of Health on, among others, the development of coherent policies relating to the education and training and optimal utilisation and distribution of health care providers.

- Health Professions Council of South Africa (HPCSA)
SADTC has informal working relationships with two of the HPCSA's professional boards – namely, the Professional Board for Dental Therapy and Oral Hygiene and the Professional Board for Medical and Dental Professions to promote good relations between dentists, clinical dental technologists, dental technicians and dental technologists and other supplementary dental health services personnel.
- Dental Technology Association of South Africa (DENTASA)
SADTC has an informal working relationship with DENTASA in connection with matters related to the dental technology industry.
- South African Dental Association (SADA)
SADTC has an informal working relationship with SADA in relation to matters pertaining to the dental technology industry.
- The South African Dental Technicians Council has no international affiliations.

2.4 Education and Training

- SADTC approves and recognises the learning programmes offered at the point of application by Cape Peninsula University of Technology, Durban University of Technology and Tshwane University of Technology based on the recommendation of its Education Committee.
- SADTC does not act as a workplace provider but recognises workplaces for the delivery of Work Integrated Learning (WIL) opportunities.
- SADTC contributes towards the development of curricula for learning programmes with regard to dental technology offered by the abovementioned training providers based on the input and cooperation of the profession as represented by DENTASA.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- Section 5(1) of the Dental Technicians Act 19 of 1979 makes provision for the appointment of a Council by the Minister of Health on a five-year term, comprising the following members:
 - the Director of Oral Health of the Department of Health;
 - five persons appointed by the Minister, of whom –
 - one shall be a dentist attached to a university having a dental faculty;
 - one shall be a dental technician or a dental technologist attached to an institution at which dental technicians or dental technologists are educated and trained; and
 - three shall be members of the public who shall be appointed after calling through the media for nominations by the public and who are

- not registered in terms of this Act or the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), of whom at least one shall be appointed on account of his or her knowledge of the law;
- two dental technician contractors nominated and elected by dental technician contractors in the prescribed manner;
 - two dental technicians or dental technologists who practice the profession of dental technician or dental technologist, as the case may be, as employees and who are nominated and elected in the prescribed manner by dental technicians or dental technologists, as the case may be, thus practicing that profession; and
 - one dentist nominated and elected by dentists in the prescribed manner.
- The Council appoints the Registrar who is responsible for carrying out the SADTC mandate, providing strategic direction and leadership to staff and managing the daily functioning of the organisation.
 - Section 10(1) of the Act provides for the establishment of an Executive Committee (EXCO) comprising the President, the Vice-President, the Treasurer and other members as the Council may designate in which case, of whom at least one must be a dentist and one a dental technician or a dental technologist.
 - The SADTC also established the following sub-committees to assist the EXCO in its oversight function:
 - Disciplinary Committee
 - Education Committee
 - CPD Committee
 - Finance Committee
 - Audit And Risk Committee
 - Service Conditions Committee
 - Tariffs Committee
 - The Registrar, who acts as secretary to the Council, is appointed by the Council in accordance with Section 13(1) subject to the approval of the Minister.
 - The office of the Registrar is responsible for the management, administration and execution of the Council's day-to-day operations and the implementation of SADTC's policies relative to its statutory roles and functions.
 - SADTC's offices are at 954 Arcadia Street (corner Arcadia and Hill Streets), Arcadia, Pretoria.
 - Funding for SADTC is generated primarily through annual registration fees paid by all registered persons of the dental technology profession and some dentists.
 - The SADTC received an unqualified audit for the year ended 28 February 2014. Council is on a financially sound footing to acquire adequate assets, meet its financial obligations and deliver on its statutory mandate.

3.2 Disciplinary Matters and Accountability

- The Council derives its disciplinary powers from Sections 35 - 43 of the Dental Technicians Act, Act 19 of 1979. All registered persons must subscribe to the regulations.
- The regulations lay down standards for professional conduct and practice which must be adhered to by registered persons. Failure to comply would lead to an investigation and could result in a disciplinary hearing.

- Members of the public and employers or clients may lodge formal complaints against registered persons in writing.
- The Council or the Disciplinary Committee may institute an inquiry into any complaint, charge or allegation of improper or disgraceful conduct against any person registered under this Act.
- The following penalties are applicable to a registered person who has been found guilty of any complaint, charge or allegation of improper or disgraceful conduct:
 - a caution or a reprimand or a reprimand and a caution; or
 - suspension for a specified period from practising or performing acts specially pertaining to his or her profession; or
 - removal of his or her name from the register; or
 - in the case of a student dental technician or a student dental technologist, extension of the prescribed period of education and training; or
 - a fine not exceeding R10 000.
- Upon finding the registered person guilty and a penalty imposed, such person must be afforded an opportunity to tender an explanation to the Council in extenuation of the conduct in question.

3.3 Data Management

SADTC maintains an extensive electronic database of its members, consisting of personal details, designations awarded and Continuing Professional Development (CPD) activities. Registered persons log onto the website using their secret code to view their personal data and load their CPD points as required.

3.4 Continuing Professional Development (CPD)

- Any person registered under the provisions of Sections 20, 23(a) and 28 of the Act is required to comply with the conditions of the CPD regulations (Regulation R.37627 of 2014).
- The Continuing Education Units (CEUs) sometimes also referred to as CPD credits, can be accumulated by way of different educational or developmental activities accredited by the SADTC in any categories and sub-categories as determined by the CDP Committee, and reflected in document CPD-005.
- Some CPD activities are referred to as measurable meaning those that have a measurable outcome and include structured learning or a formal programme that is planned, recorded and presented by an accredited training institution, evaluated by an accredited assessor.
- Other CPD activities are non-measurable meaning they do not have clearly measurable outcomes and may include serving on council structures or doing advisory committee work related to dental technology, quality audits, special interest groups, programme reviewing, or attending formal national and international trade exhibitions, member of an appropriate accredited associations, etc.
- Dental Technicians and Dental Technologists are required to accumulate a prescribed number of CEUs. At this point no differentiation is made in the number of CEUs required from dental technicians and dental technologists in a cycle.
- In the event of a registered person not complying with the requirements specified in the regulations referred to above within the prescribed period of

time, the Council may impose any one or more of the following conditions, namely:

- grant the registered person deferment; and/or
 - require the registered person to follow a remedial programme of continuing education and training as specified by the Council; and/or
 - require the registered person to write an examination as determined by the Council; and/or
 - register the registered person in a category of registration which will provide for supervision regarded as appropriate by the Council; and/or
 - remove the name of the registered person from the relevant register.
- The Council established a CPD Accreditation Sub-committee who is tasked with the approval of all CPD activity applications and the assigning of CEUs based on the CPD document CPD-005 as approved by the Council from time to time. This structure reports directly to the CPD Committee.
 - Applicants of CPD activities may appeal to the CPD Committee if dissatisfied with a decision of the CPD Accreditation sub-committee in writing within 30 days (thirty days) after receiving such decision.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are assessed by the Education Committee in terms of the set criteria for recommendation to the Council.
- Council considers the recommendation and makes a final decision in this regard.
- An ad hoc Specialist Registration Panel is appointed by the Council to consider applications from foreign professionals who wish to practice in South Africa. Candidates must have their foreign qualifications evaluated by SAQA as a first step in the application process.
- A designation certificate, bearing a unique registration number, is issued to successful applicants. An Appeals process is in place for unsuccessful applicants.

4.2 Designations to be Registered

Designation Title: Designation Title: Dental Technician

Underlying Qualification(s)	National Diploma in Dental Technology at Level 6 (pre-2009 NQF)/Diploma in Dental Technology at Level 6 (post-2009 NQF)
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Experiential Learning and Practical Experience	An approved institution, in collaboration with its advisory committee, shall ensure that the proficiency acquired through practical laboratory exposure and other practical work, together with academic training, is sufficient for a candidate dental technician to be employed as a dental technician, once all formal education and training is completed. The approved institution provides a certificate of completion of professional studies to the council before full registration as intended in sec (18) of the Act can be considered.
Board / Admission Examination / Assessment	An admission (registration) examination may be set by SADTC or the summative practical assessment, as approved by Council and offered by an approved institution, must be passed before registration to practise professionally as a dental technician can be considered.
Continuing Professional Development (CPD) Requirements	A CPD cycle at present is two years starting in January and ending in December. The present cycle started in 2014 and will end in 2015, with 20 CEUs required in 2014 and 30 CEUs in 2015. At the end of the cycle all registered persons will be audited for compliance.
Application of Recognition of Prior Learning (RPL)	All approved institutions allow applications for RPL. These are based on national norms and applicants can be granted recognition or part recognition of subjects which may lead towards a qualification. Full programme recognition will only be considered if that will lead to the pursuing of a higher qualification. Every University of Technology has an internal application and approval process in place which the Council subscribes to.
Restriction/s	The bearer of the Dental Technician designation may only work as an employee unless this designation was earned prior to the designator "dental technologist" as the latter was only introduced with the inclusion in the Act 19 of 1979. Professionals who were registered prior to this inclusion had the right to conduct and or supervise a dental laboratory. This right is protected in terms of the amended Act of 1997.

Designation Title: Dental Technologist

Underlying Qualification(s)	B. Tech in Dental Technology at Level 7 (pre-2009 NQF) [a new qualification type is being developed aligned to the HEQSF]
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Experiential Learning and Practical Experience	An approved institution, in collaboration with its advisory committee, shall ensure that the proficiency acquired through practical laboratory exposure and other practical work, together with academic training, is sufficient for a candidate dental technologist to be employed as a dental technologist, once all formal education and training is completed. The approved institution provides a certificate of completion of professional studies to the council before full registration as intended in sec (18) of the Act can be considered.
Board / Admission Examination / Assessment	An admission (registration) examination may be set by SADTC or the summative practical assessment, as approved by Council and offered by an approved institution, must be passed before registration to practise professionally as a dental technologist can be considered.
Continuing Professional Development (CPD) Requirements	A CPD cycle at present is two years starting in January and ending in December. The present cycle started in 2014 and will end in 2015, with 20 CEUs required in 2014 and 30 CEUs in 2015. At the end of the cycle all registered persons will be audited for compliance.
Application of Recognition of Prior Learning (RPL)	All approved institutions allow applications for RPL. These are based on national norms and applicants can be granted recognition or part recognition of subjects which may lead towards a qualification. Full programme recognition will only be considered if that will lead to the pursuing of a higher qualification. Every University of Technology has an internal application and approval process in place. The Council subscribes to this.
Restriction/s	The bearer of this designation may work as an employee or own and/or supervise a dental laboratory.

No. 490

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate for Registration and Recognition at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation on the NQF for the purposes of the said Act.

The application of the professional body was evaluated against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

SAINT Professional Body for NDT

Designation Title
NDT Operator
NDT Technician

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

EVALUATION REPORT

1. NAME OF BODY: SOUTH AFRICAN INSTITUTE FOR NON-DESTRUCTIVE TESTING

1.1 SAINT applied to SAQA for recognition as a Professional Body and for the registration of two Professional Designations on the NQF in terms of the NQF Act, Act 67 of 2008.

1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

- When the South African Bureau of Standards (SABS) was established by an Act of Parliament in 1945, one of its missions was to: Create, Introduce to Industry test methods that would improve the quality of South African products (or words to that effect). A division of Non-Destructive Testing was established around 1950 - 1951 in the Department of Electrical Engineering and Physics. In 1964 it was decided to establish an independent Department of Mechanical Engineering. From 1 April 1965, together with the newly established independent Department of Mechanical Engineering, a rearrangement of divisions between the 3 engineering departments took place and the division of Non-Destructive Testing was transferred to the Mechanical Engineering department.
- Today it is impossible to imagine the launch of an aeroplane, the construction of a high-speed train system, the manufacture of safety critical motor vehicle components, fabrication through welding, etc. without the involvement of NDT.
- In almost all branches of engineering, NDT is the eye of the engineer into the component. In fact today NDT is the key to Quality Control in all spheres of engineering and SAINT (South African Institute for Non Destructive Testing) strives to assure a professional NDT industry in South Africa

Background to the Professional Body

- With the 18th WCNDT (World Conference on Non Destructive Testing) held in Durban, 16th to 20th April 2012, SAINT (South African Institute for Non Destructive Testing) had to reassess its role with regards to the members and NDT (Non Destructive Testing) in general in the South African industry.
- The SAINT Council did not want to lose the momentum generated during the World Conference.
- The idea of an NDT Indaba was conceived and it was held last year on 15 February 2013 at the Willow Park Conference Centre in Kempton Park.
- Opportunities were given to 110 attendees to air their views as to what they expected from SAINT.

2.1 The main objectives of SAINT are to:

- Promote the status of NDT professionals by professional registration to enhance the pride of all those involved in the NDT industry by:
 - Developing and implementing professional industry designations.
 - Managing and maintaining its professional designations in terms of national legislation, international codes and standards and established quality management systems.
 - Setting criteria for, promoting and monitoring continuing professional development (CPD) for its members, to maintain their relevant professional designation.
 - Managing the revocation of designations, as well as disciplinary matters, appeals and complaints in a transparent manner and in terms of national legislation, international codes and standards and established quality management systems.

- Protect the interests and professional status of its members and the public
- Encourage social responsibility and accountability within the NDT profession through a Code of Conduct.
- Encourage international leading practice.
- Co-operate with the relevant QC's in respect of qualifications and quality assurance in its occupational field.

2.2 SAINT Membership

- All candidates should initially apply to become either an affiliate / individual member.
- This is done by completing the application form and signing the Member Code of Ethics. All related documents must be attached to the application form, either in hard or soft copy.
- An application fee is applicable.
- All members are issued with a membership certificate once the process has been completed.
- The membership of the Professional Body comprise of the following categories:

Affiliate Member

A non-designated person who has an interest in the South African NDT industry or is engaged in NDT activities, possesses knowledge and / or practical experience which qualifies the candidate, to cooperate with skills development providers, in the advancement of their knowledge and practical experience, allowing him / her through a progression pathway to achieve Individual Member status.

Individual Member

A non-designated person, with applicable tertiary degree, either in applied sciences or engineering, as well as applicable NDT (Level 2 or 3) qualification (s); and who is engaged in NDT activities such as research, design, manufacture, implementation and evaluation of appropriate methods, techniques or systems related to inspection, qualification, certification and engineering of NDT.

Professional Member

A professionally designated person in terms of the NQF Act (Act 67 of 2008). A professional designation shall be conferred to an individual in the form of a title, and registration number. The professional designation indicates the right to practice in the particular field of expertise, which is governed by the professional body. Retention of the status is dependent upon compliance with the stated requirements of the professional body.

Corporate Member

Companies and organisations authorised / recognised by the Professional Body to provide training, examination / assessment and certification to NDT personnel.

Honorary Member

Individual, organisations or groups who have made a significant contribution to the NDT Industry within South Africa over an extended period of time.

2.3 SAINT Affiliations:

SAINT has association agreements with the following National and International bodies:

National Affiliations

NAME	Length of Affiliation	Nature of Affiliation
Southern African Branch of the American Society For Non Destructive Testing(ASNTSA)	9 Months	Co-operating
NDT South African Qualifications and Certification Committee (SAQCC)	40 Years	Founding member
Corrosion institute of Southern Africa	5 Months	
The Southern African Institute of Mechanical Engineering	20 Years	
South African National Commission for United Nations Educational, Scientific and Cultural Organisation (UNESCO)	15 Years	Cooperation

International Affiliations

Name	Length of Affiliation (Years)	Nature of Affiliation
International Society for Neutron Radiology	4	Member
Germany Society for Non Destructive Testing (DGZfP)	40	Corresponding
18 TH World Conference for Non –Destructive Testing – South Africa	10	Organising Institute
African Federation for Non –Destructive Testing	27	Co-operating
The British Institute of Non –Destructive Testing	29	Corresponding
Hellenic Society for Non –Destructive Testing	14	Corresponding
Canadian Institute for NDE (Non-Destructive Examinations	10	Corresponding
International Committee for Non –Destructive Testing (ICNDT)	45	Full Member
European Federation for Non –Destructive Testing (EFNDT)	7	Associate
The Russian Society for Non –Destructive Testing and Technical Diagnostic (RSNTTD)	10	Co-operate
THE Ukrainian Society for Non –Destructive Testing (USNDT)	2	Co-operate

2.4 Education and Training

SAINT has not accredited any training providers; however, there are future plans to recognised training providers and implement bi-annual verification visits. This process will start in Jan / Feb 2015.

SAINT attended a scoping meeting through the MerSETA for the development of occupational qualifications.

Workplace application and mentoring program is compliant with company written practice / quality manual and based on company procedures which is aligned to the Unit Standard Workplace requirements. Once the learner has completed the Training and Workplace Experience they would then complete the independent qualification examination.

Independent qualification examination

- Based on AQB (Approved Qualification Body) approved question papers and ICNDT International Question database (Includes ASNT approved questions viz. ASNT Level 3 examination)
- General, Specific & Practical Papers based on ISO 9712 requirements
- Performed by Certification Body approved AQB at approved examination centers
- Pass Mark: Each paper / Practical Sample $\geq 70\%$
- Applicable for Company authorisation (ISO 9712) / Company certification (SNT-TC-1A or CP 189)

Industry Certification

Personnel Certification as per ISO 9712 upon submission and verification of the following:

- Vision Acuity certificate
- Proof of training records & End of course examination results
- Independent qualification examination results
- Company Certification / Authorisation
- In-service Training and Experience matrix

3. EVALUATION AGAINST SAQA CRITERIA

Governance, Management and Sustainability

SAINT is a registered Section 21 Company with perpetual succession capable of suing and being sued in its own name and performing such acts as are necessary for or incidental to the achievements of its objectives and the exercise of its powers or the performance of its functions and duties under this Constitution or under any statute of the Republic of South Africa.

In this context, the affairs of the aforesaid body shall be governed in terms of this Constitution and relevant By-laws.

Disciplinary Matters and Accountability

- The SAINT Professional Body for NDT is the chartered professional body dedicated to supporting individuals to achieve success through the professionalization of the work in the NDT testing industry.
- The Code sets a high standard and SAINT provides support and advice to members as they strive to embed the Code in their day-to-day activities.
- The principles underlying this code, which is signed by all members, are:
 - ✓ Management of self
 - ✓ Management of others
 - ✓ Management of clients
 - ✓ Management of business partners and colleagues
 - ✓ Service to the wider community
 - ✓ Support of the professional body

Disciplinary Procedure

In the event of a Member not complying with the spirit of discipline e.g. not complying with the code of conduct / ethics, SAINT reserves the right to de-register the Member.

The Member will be given one opportunity to correct behaviour. A written warning which is signed by the Professional Body Manager, the Chairman of the Standards Committee and Member must be given to the Member. The written warning must include the following:

- Name of Member
- Date of transgression
- List of transgressions
- Behavioural change required
- Signature of all parties

- Strictest Confidentiality is assured.

If an inquiry is necessary the procedure defined in Pro-014 is followed

Appeals Procedure

Stage 1	Discuss the issue with the Professional Body Manager within 7 days of receiving the outcome of the inquiry
Stage 2	If there is still a disagreement, submit a written complaint to the chairman of the Standards Committee within two weeks of receiving the outcome of the inquiry
Stage 3	The Standards Committee will conduct a further investigation based on the reasons / additional evidence provided, within two weeks of receiving the member's complaint and meet with relevant parties if necessary
Stage 4	The Standards Committee will refer the appeal to the Executive Board upon completion of investigation who will make the final decision

- The member has a right to appeal against any judgement given as a result of any complaint / inquiry. The member must, however, set out valid reasons for doing this in writing.
- The member has the right to an interpreter if he/ she need one to perform this function.
- The member can ask that an impartial observer attend the inquiry. This observer may not take any part in the assessment.

Data Management

- SAINT maintains a database of its members consisting of their names, surname, and membership numbers. Designation and CPD will be included in their data base.
- The Demographic profile of membership in terms of race and gender are provided as per the quarterly reports of the different regions of the Institute

Continuing Professional Development (CPD)

Designation Title: NDT Operator

Annually 20 CPD points are required.

Points are issued based on the submission of the following to the Professional Body

Activity	Points Value	Maximum Allowed	Points
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Compulsory

Complete Annual Professional Body Questionnaire	10	10	
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Additional points required can be made up of any of the following

Subscription to NDT Journal Magazine	2 per Subscription	4	
Attend Formal Meeting/Workshop/ Seminar- NDT related	3 Per workshop	12	
Attend formal documented company, computer-based, self-study (Documents must include number of contact hours and verification of successful completion)	2 Per 8 contact hours	10	
Committee member of NDT Association / Body (nationally or internationally)	2 Per Committee	4	

Designation Title: NDT Technician

Annually 30 CPD points are required.

Points are issued based on the submission of the following to the Professional Body:

Activity	Points Value	Maximum Points Allowed
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Compulsory

Complete Annual Professional Body Questionnaire	10	10
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Additional points required can be made up of any of the following

Subscription to NDT Journal Magazine	2 Per subscription	4
Attend Formal Meeting/Workshop/ Seminar- NDT related	3 Per Workshop	12
International Membership association / Body for NDT	2 Per Membership	4
Compile a NDT related article	4 Per article	4
Training / Meeting of personal (Not for full time NDT lectures)	1 Per 8 contact hours	16
Committee member of NDT Association (nationally or internationally)	2 Per Committee	4

The CPD policy and procedure is followed. Quality Management System CPD Pol-011

This policy and procedure is intended to ensure consistency, fairness and business efficiency with respect to the CPD process. It should be followed with due care and accuracy and all appropriate data must be recorded on the member certificates.

The scope of the procedure includes the effective management of the assessment and quality assurance procedure as a whole and includes the following activities:

- a) Evaluation of evidence
- b) Maintenance of designation

4. PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Only members can apply for professional designation.
- The Professional Body Administrator shall ensure that all documentation is received and verified. A letter of eligibility for professional designation confirming that all documents have been received and verified OR indicating any deficiency that needs to be addressed, shall be issued to the candidate.
- The candidate records are submitted to the Standards committee once the eligibility for professional designation has been established.
- A designation fee of R 550 shall only be charged / invoiced, once the candidate records have been forwarded to the Standards committee.
- If the designation is revoked or the candidate is de-registered the candidate will not be refunded the affiliate membership fee.
- The Standards committee, who meets once a month, shall evaluate all related information and relate appropriate fields of specialisation to the designation.

- One member of the Committee shall propose a professional designation with the relevant fields of specialisation, once the information supplied is found to be in compliance with the requirements of the professional designation as well as fields of specialisation.
- A second Committee member (different from the first) shall accept the professional designation and related specialisation field.
- A professional designation card shall be issued once proof of payment has been received.
- Details regarding the professional designation and relevant fields of specialisation shall be made public on the national designations register. (Available on www.professional-body-ndt.org.za)
- In the event that the applicant's application has been declined the member does have the right to appeal using the appeals process.
- For renewal of the designation the individual must:
 - ✓ Submit a Valid Vision Acuity certificate
 - ✓ Submit a Valid NDT Certification
 - ✓ Submit a log book showing a minimum of 100 hours' workplace experience
 - ✓ Members CPT must be up to date

4.2 Designations to be registered

Designation Title: NDT Operator

Underlying Qualification(s)	Unit Standards according to the specialization: SAQA ID 119235 – Conduct dye penetrant testing Level 3 SAQA ID 119239 - Conduct radiographic testing Level 4 SAQA ID 119243 - Conduct ultrasonic testing Level 4 SAQA ID 119245 - Conduct eddy current testing Level 4 SAQA ID 119253 - Conduct magnetic particle testing Level 3
Experiential Learning and Practical Experience	In service training and mentoring program compliant with company written practice / quality manual and based on company procedures aligned with Unit Standard Workplace requirements. Workplace experience of a minimum of 6 months
Board/ Admission Examination/ Assessment	Independent qualification examination based on AQB (Approved Qualification Body) approved question papers and ICNDT International Question database (Includes ASNT approved questions viz. ASNT Level 3 examination) General, Specific & Practical Papers based on ISO 9712 requirements. Performed by Certification Body approved AQB at approved examination centers. Pass Mark: Each paper / Practical Sample ≥ 70% Applicable for Company authorisation (ISO 9712) / Company certification (SNT-TC-1A or CP 189) Industry Certification <ul style="list-style-type: none"> • Personnel Certification as per ISO 9712 upon submission and verification of the following: • Vision Acuity certificate • Proof of training records & End of course examination results • Independent qualification examination results • Company Certification / Authorisation • In-service Training and Experience matrix

Continuing Professional Development (CPD) Requirements	20 CPD points per year
Application of Recognition of Prior Learning (RPL)	Practitioners will apply directly to the training provider, qualifications body and /or Examination body for RPL.

Designation Title: NDT Technician

Underlying Qualification(s)	Underlying Unit Standards according to the specialization: SAQA 119232 – Conduct magnetic particle inspection Level 4 SAQA 119237 - Perform and evaluate liquid penetrant testing Level 4 SAQA 119247 - Conduct non-destructive radiographic tests Level 5 SAQA 119250 - Conduct non-destructive eddy current testing Level 5 SAQA 119252 - Conduct non-destructive ultrasonic testing Level 5
Experiential Learning and Practical Experience	In service training and mentoring program compliant with company written practice / quality manual and based on company procedures aligned with Unit Standard Workplace requirements Workplace experience of a minimum of 1 year
Board/ Admission Examination/Assessment	Independent qualification examination based on AQB (Approved Qualification Body) approved question papers and ICNDT International Question database (Includes ASNT approved questions viz. ASNT Level 3 examination) General, Specific & Practical Papers based on ISO 9712 requirements Performed by Certification Body approved AQB at approved examination centers Pass Mark: Each paper / Practical Sample $\geq 70\%$ Applicable for Company authorisation (ISO 9712) / Company certification (SNT-TC-1A or CP 189) Industry Certification Personnel Certification as per ISO 9712 upon submission and verification of the following: <ul style="list-style-type: none"> • Vision Acuity certificate • Proof of training records & End of course examination results • Independent qualification examination results • Company Certification / Authorisation • In-service Training and Experience matrix
Continuing Professional Development (CPD) Requirements	30 CPD points per year
Application of Recognition of Prior Learning (RPL)	Practitioners will apply directly to the training provider, qualifications body and /or Examination body for RPL.

No. 491

12 June 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate for Registration and Recognition at SAQA invites comment from interested parties on its intention to recommend the recognition of the following professional body and the registration of its designation on the NQF for the purposes of the said Act.

The application of the professional body was evaluated against the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board. The evaluation focused on the following key areas as set out in the criteria:

- Governance, Management and Sustainability
- Disciplinary Matters and Accountability
- Data Management
- Continuing Professional Development
- Awarding of Professional Designations

SOUTH AFRICAN NURSING COUNCIL (SANC)

Designation Title
Enrolled Nursing Auxiliary
Enrolled Nurse
Midwife
Registered Nurse

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5144
e-mail: professionalbody@saqa.org.za

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: SOUTH AFRICAN NURSING COUNCIL (SANC)**

- 1.1 The South African Nursing Council applied to SAQA for recognition as a Professional Body and for the registration of four (4) Professional Designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008*.

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

- 2.1 The South African Nursing Council is a statutory body established in terms of Section 2 of the Nursing Act No. 50 of 1978, and continues to exist as per section 2 of the Nursing Act No.33 of 2005.

The main objectives of SANC are to:

- Protect the public in matters involving health services generally and nursing services in particular;
- Perform its functions in the best interest of the public and in accordance with National Health Policy as determined by the Minister of Health;
- Promote the provision of nursing services to the inhabitants of the Republic that complies with universal norms and values;
- Establish, improve, control conditions, standards and quality of nursing education and training within the ambit of the Nursing Act 33 of 2005 and any other applicable laws;
- Maintain professional conduct and practice standards for practitioners' within the ambit of any applicable law;
- Promote and maintain liaison and communication with all stakeholders regarding nursing standards, and in particular standards of nursing education and training and professional conduct;
- Advise the minister on the amendment or adaptation of the Nursing Act 33 of 2005 regarding matters pertaining to nursing;
- Be transparent and accountable to the public in achieving its objectives and in performing its function;

2.2 SANC Registered Persons

- Subject to the provisions of Section 37, no person may practise as a practitioner unless he or she is registered to practice in at least one of the following categories:
 - Professional Nurse
 - Midwife
 - Staff Nurse
 - Auxiliary Nurse or
 - Auxiliary Midwife
- A person who is registered in one of the categories contemplated in Section 31 may use the title "Registered Professional Nurse", "Registered Midwife", "Registered Staff Nurse", "Registered Auxiliary Midwife", or "Registered Auxiliary Nurse".
- A receipt issued by or on behalf of the Council in respect of the payment of registration fees will be proof, in legal proceeding, that such person is registered according to the provisions of this Act.

2.3 SANC Affiliations

National Affiliations

SANC does not have any national affiliations.

International Affiliations

SANC is in the process of finalising affiliation with the East, Central and Southern Africa College of Nursing (ECSACON)

2.4 Education and Training

The South African Nursing Council (SANC) and the Council on Higher Education (CHE) will be responsible for evaluation and accreditation of the following:

- Nursing Education Institutions
- Nursing Education Programmes
- Clinical Facilities

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The Council consists of not more than 25 members, of whom 14 must be registered in terms of Section 31(1) (a) and (b), appointed by the Minister taking into account their expertise in nursing education, nursing, community health, primary health care, occupational health and mental health.
- Of the 25 members:
 - One person must be an officer of the national department;
 - One person must have special knowledge of the law;
 - One person must have special knowledge of financial matters;
 - One person must have special knowledge of pharmacy;
 - One person must have special knowledge of education;
 - One person must have knowledge of consumer affairs.
 - Three persons must represent the communities;
 - One person must be registered in terms of Section 31(1)(c) and
 - One person must be registered in terms of Section 31(1)(d)
- The members are appointed by the Minister on the basis of nominations made by interested parties, after publication in the Gazette inviting nominations for new members.
- If the Minister receives no nominations or an insufficient number of nominations within the period specified in the invitation, the Minister may appoint the required number of persons who qualify to be appointed in terms of subsection (1).
- A member holds office for a period not exceeding five years reckoned from the date of his appointment.
- The names of the members of the Council, the dates of commencement of their terms of office and the periods for which they have been appointed must be published by the Minister by notice in the Gazette as soon as possible after their appointment.
- The Minister may reappoint a member whose term of office has expired, for one further period exceeding five years.
- Section 14(1) of the Act provides for the establishment of an Executive Committee (EXCO) comprising the Chairperson, the Vice-Chairperson, three persons appointed in terms of section 5(1)(a), (section 5(1)(b)(i)), and if a person is appointed in terms of section 5(1)(b)(vii). The term of office for the executive committee is 20 months.
- The Council may from time to time establish such committees, including professional conduct committees and education committees as they may think necessary to investigate and report to the Council on any matter falling within their scope of its functions.

- The office of the Registrar is responsible for the management, administration and execution of the Council's day-to-day operations and the implementation of SANC's policies relative to its statutory roles and functions.
- SANC is on a financially sound footing to meet its financial obligations and deliver on its statutory mandate.

3.2 Disciplinary Matters and Accountability

- The Council may institute an inquiry into any complaint, charge or allegation of any unprofessional conduct against a practitioner or a director, manager or owner of any agency registered in terms of the Act.
- On finding such a person guilty of such conduct, the Council may impose the following penalties:
 - A caution or a reprimand or both;
 - Suspension for a specified period from practising or, in the case of a learner nurse or a learner midwife, extension of suspension for a specified period of the prescribed period of education and training;
 - Removal of his/her name from the register;
 - Prescribed fine; or
 - Payment of the costs of the proceedings.
- In the absence of a complaint, charge or allegation, the Council may institute an inquiry into any alleged unprofessional conduct that comes to its notice.
- If the Council doubts whether an inquiry should be held in connection with a complaint, charge or allegation, it may consult with or seek information from any person against whom the complaint, charge or allegation has been lodged, to determine whether an inquiry should be held.

Appeals

- A person aggrieved by a decision of the Council may within the prescribed period and in the prescribed manner appeal against such a decision to an appeals committee appointed by the Minister.
- The appeals committee consists of:
 - A retired judge or magistrate or an advocate or attorney of the High Court of South Africa who has practiced as such for a period of at least five years, and who must be the chairperson of such committee; and
 - A nurse
- The appeal committee must ensure that the appellant as well as the Council are informed of the date, place and time fixed by the appeal committee at least 14 days before such an appeal is heard.
- The disciplinary appeal committee has the power to vary, confirm or set aside a finding of a disciplinary committee established in terms of subsection (1) or refer the matter back to the disciplinary committee with such instructions as it may consider fit.
- Where a matter has been considered by a disciplinary appeal committee, its decision is binding from the date determined by the disciplinary appeal committee unless appealed against to the Council.

3.3 Data Management

The Registrar keeps in the appropriate registers of practitioners the name, physical address, qualifications, date of initial registration and such other particulars, including, where applicable, the details of the category of practitioner.

3.4 Continuing Professional Development (CPD)

- Each Practitioner will be expected to accumulate a total of 15 CPD points per year.
- Any practitioner who is found non-compliant will be unable to renew his or her Annual Practising certificate.
- Any Practitioner who is aggrieved by finding of and remedial action imposed by SANC CPD Committee may appeal to Council in terms of section 57 of the Nursing Act (33 of 2005)

- The proposed CPD activities for all registered nurses and midwives are as follows:

Nursing Category	Ethical & legal domain	Areas of Practice	Leadership/ Management	Teaching/ Research	Total
Prof Nurse	4	6	3	2	15
Midwife	4	6	3	2	15
Staff nurse	4	6	3	2	15
Staff Nurse (Enrolled Nurse)	3	9	1	2	15
Auxiliary Nurse	3	10	1	1	15

- CPD points are allocated to a given activity based on the level of complexity and participation of the activities undertaken, i.e. CPD weighting.
- These are defined as “packaged Point Allocation” (PPA) and are allocated regardless of the time spent on the activity.

CPD Allocation Criteria

Packaging Point Allocation(PPAs)	Definition	Points
Observation & attendance	Refers to a “situation where the Practitioner is part of an audience or is receptive to knowledge or information” (e.g. Theory and practice)	1
Actioning	Refers to a “situation where the Practitioner takes charge and leads the activity” (e.g. spot teaching)	2
Development	Refers to a “situation where a practitioner develops a product or gives maximum level of output” This requires a maximum level of engagement	3

4. PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applicants should have completed an accredited training programme through the Nursing Education Institutions (NEIs) accredited by SANC and the Department of Health (DHET) processes.
- After completion the NEIs submits a validated comprehensive and detailed training record to SANC.
- If registration criteria for a specific designation in accordance with laid down rules and regulations have been met, the applicant is registered in the relevant register and the corresponding license certificate is awarded.
- In cases where applicants write a national SANC examination, successful candidates who have complied with all the regulatory requirements are registered and issued with a corresponding practicing license.
- SANC is in the process of establishing a national licensing examination (professional registration assessment system) which will be prerequisite for all practitioners prior to the issuing of a practicing license.
- NEIs submit declarations before registration and SANC certification is awarded.
- Where SANC examinations are conducted, the applicants should have passed the examination and fulfilled all requirements related to the programme.
- In accordance with the Nursing Act, 2005, certification can be revoked if there is fraud or misrepresentation.

4.2 Designations to be registered

Designation Title: Enrolled Nursing Auxiliary (ENA)

Underlying Qualification (s)	<ul style="list-style-type: none"> Certificate at NQF Level 3
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Experimental Learning and Practical Experience	The following principles of Work Integrated Learning are followed: <ul style="list-style-type: none"> • Designing activities that require the integration of disciplinary and workplace- relevant knowledge and skills. • Bringing professional practice to the core of WIL curricula to act as the organizer for both disciplinary(theoretical) and practical learning • Using student placements in authentic professional contexts.
Board/ Admission Examination/ Assessment	SANC Assessment
Continuing Professional Development (CPD) Requirements	45 CPD points per 3year cycle
Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicant's capability in each of the required competencies against the RPL Policy.

Designation Title: Enrolled Nurse (EN)

Underlying Qualification	<ul style="list-style-type: none"> • 2 year certificate Level 4
Experimental Learning and Practical Experience	The following principles of Work Integrated Learning are followed: <ul style="list-style-type: none"> • Designing activities that require the integration of disciplinary and workplace- relevant knowledge and skills. • Bringing professional practice to the core of WIL curricula to act as the organizer for both disciplinary(theoretical) and practical learning • Using student placements in authentic professional contexts.
Board/ Admission Examination/ Assessment	SANC Assessment
Continuing Professional Development (CPD) Requirements	45 CPD points per 3 year cycle
Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicant's capability in each of the required competencies against the RPL Policy.

Designation Title: Designation Title: Midwife (M)

Underlying Qualification	<ul style="list-style-type: none"> • One year Diploma or • Advanced Diploma in Midwifery and Neo-natal Science (registered on the NQF)
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Experimental Learning and Practical Experience	The following principles of Work Integrated Learning are followed: <ul style="list-style-type: none"> • Designing activities that require the integration of disciplinary and workplace- relevant knowledge and skills. • Bringing professional practice to the core of WIL curricula to act as the organizer for both disciplinary(theoretical) and practical learning • Using student placements in authentic professional contexts.
Board/ Admission Examination/ Assessment	SANC Assessment
Continuing Professional Development (CPD) Requirements	45 CPD points per 3year cycle
Application for Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicant's capability in each of the required competencies against the RPL Policy.

Designation Title: Registered Nurse (RN)

Underlying Qualification	<ul style="list-style-type: none"> • Bachelor Degree: Professional Nurse LevelLevel8 • Master Degree: Advanced Nurse Practitioner Level 9 • Doctor of Nursing Level 10 • Diploma in a specialisation e.g Primary Health Care
Experimental Learning and Practical Experience	The following principles of Work Integrated Learning are followed: <ul style="list-style-type: none"> • Designing activities that require the integration of disciplinary and workplace- relevant knowledge and skills. • Bringing professional practice to the core of WIL curricula to act as the organizer for both disciplinary(theoretical) and practical learning • Using student placements in authentic professional contexts.
Board/ Admission Examination/Assessment	SANC Assessment
Continuing Professional Development (CPD) Requirements	45 CPD points per 3 year cycle
Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicant's capability in each of the required competencies against the RPL Policy.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

The public is invited to comment on the Directorate for Registration and Recognition's intention to recommend the registration for additional designations for the Institute for Work at Height, a SAQA-recognised professional body, in compliance with the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board.

Institute for Work at Height (IWH)

Additional professional designations to be registered

Designation Titles
Fall Arrest Supervisor
Scaffolder
Advanced Scaffolder
Scaffold Supervisor

The complete additional designations application is available for viewing at the SAQA offices.

Comment regarding the additional designation application should reach SAQA at the address below ***no later than 30 days following the publication of this notice in the Government Gazette***. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5060
e-mail: professionalbody@saqa.org.za

**APPLICATION FOR THE REGISTRATION OF ADDITIONAL PROFESSIONAL DESIGNATION
(S) FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA**

INSTITUTE FOR WORK AT HEIGHT (IWH)

BACKGROUND

The SAQA Board recognised the Institute for Work at Height (IWH) as a Professional at its meeting on 28 November 2012.

The IWH has registered following designations:

- MWEF Practitioner
- MWEF Safety and Transport Controller
- Specialised Access Equipment Demonstrator
- Rope Access Technician
- Rope Access Practitioner
- Rope Access Supervisor
- Fall Protection Planner
- Fall Arrest Rescue Coordinator
- Fall Arrest Technician
- Temporary Suspended Platform Erection Supervisor

ADDITIONAL DESIGNATIONS TO BE REGISTERED

The criteria for the awarding of the additional Professional Designations below comply with the SAQA Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008 and the designations complement those already registered, creating a designation pathway.

Designation Title: Fall Arrest Supervisor

Underlying Qualification(s)	<p>Complete the following NQF Level 2 to 4 Unit Standards:</p> <ul style="list-style-type: none"> • Unit Standard 229994: Prepare a fall protection plan. Level 4; 3 credits. • Unit Standard 229995: Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan. Level 2; 3 credits. • Unit standard 229998: Explain and perform fall arrest techniques when working at height Level 1; 2 credits. • Unit Standard 229999: Perform a range of advanced fall arrest rescues. Level 4; 4 credits.
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Experiential Learning and Practical Experience	<p>The Fall Arrest Supervisor can be registered upon the following conditions:</p> <ul style="list-style-type: none"> • Be a registered Fall Arrest Technician • After completion of Unit Standard 229999: Perform a range of advanced fall arrest rescues and Unit Standard 229994: Prepare a fall protection plan. Additional <u>experiential learning: 100 work experience points</u> based on the following scheme: <ul style="list-style-type: none"> ○ Planning a fall arrest operation = <u>15 work experience points</u> (this includes a Fall Protection Plan for the relevant site) ○ Plan and Coordinate a rescue practice session under controlled circumstances 1 hour = 5 work experience points (8 hour work day = <u>45 work experience points</u>) ○ Supervising an actively working fall arrest team for 1 week (1 working week = 40 hours = <u>40 work experience points</u>) <p>Supervision refers to: Supervision of a fall arrest operation under normal circumstances.</p> <p>Requirements included but is not limited to:</p> <ul style="list-style-type: none"> • Fall Arrest Operation Plan (Job planning) for a team working where there is a fall risk position. • Risk assessment, taking the fall arrest operation planning in consideration. • Fall Protection Plan taking into consideration current legislation • Equipment inspection taking the Fall Arrest operation plan into consideration. <p><i>(The logged experience must be formally recorded and verified by any of the following designated persons: Independent, registered Fall Arrest Supervisor (PD); Fall Arrest Rescue Coordinator (PD); Rope access Supervisor (PD) or worksite supervisor or Fall Protection Planner (PD).)</i></p>
Board/ Admission Examination/ Assessment	<ul style="list-style-type: none"> • Complete the IWH approved Fall Arrest Supervisor assessment • First Aid Level 1 Certificate • Proof of logged workplace experience as a Fall Arrest Technician
Continuing Professional Development (CPD) Requirements	30 CPD points in a three (3 year) cycle
Application of Recognition of Prior Learning (RPL)	Years of experience and learning in accordance with similar training programs of a similar nature through other institutions may allow for an assessment against the designation using the IWH approved Fall Arrest Rescue Coordinator Assessment (The RPL assessment will be set against the outcomes of the Unit Standards 229994, 229995, 229998, 229999 designed by a Subject Matter Expert and approved by the IWH. This assessment will be conducted in a practical, real life simulated environment. If the candidate is found Not Yet Competent (NYC) during the assessment, he/she will be referred to an IWH recognised training provider for refresher course after which the candidate will be re-assessed

Designation Title: Scaffolder

Underlying Qualification(s)	<p>Achieve the following NQF Level 1 to 3 Unit Standards.</p> <ul style="list-style-type: none"> • SAQA Unit Standard ID 229998: Explain and perform fall arrest techniques when working at height Level 1; 2 credits • SAQA Unit Standard ID 263247: Assist to erect, use and dismantle access scaffolding Level 3; 4 credits • SAQA Unit Standard ID 263245: Erect, use and dismantle access scaffolding Level 3; 5 credits
Experiential Learning and Practical Experience	<p>The Scaffolder can be registered after the following:</p> <ul style="list-style-type: none"> • Working as a Scaffold Hand for at least 6 months prior to training as Scaffolder, practicing the following skills: <ul style="list-style-type: none"> ○ Identifying scaffolding components ○ Handling techniques of scaffolding equipment ○ Identifying and marking of defective equipment ○ Passing up/lower down of scaffolding components ○ Housekeeping and storage of scaffolding equipment • 6 months work experience before registration as Scaffolder. • The applicant must submit a valid medical certificate of fitness.
Board/ Admission Examination/ Assessment	<p>Complete the IWH approved Scaffolder assessment</p>
Continuing Professional Development (CPD) Requirements	<p>25 CPD points in a three (3 year) cycle</p>
Application of Recognition of Prior Learning (RPL)	<p>An accredited training provider may consider a candidate for summative assessment (RPL) against unit standards 229998, 263247, 263245, after;</p> <ol style="list-style-type: none"> 1. Evaluation of a comprehensive CV and portfolio to satisfy the training provider of the following: <ul style="list-style-type: none"> • Proof of 3 years experience as a scaffolder (signed off by the employer) • Submission of Portfolio of Evidence to relevant ETQA/Quality Assurance Body

Designation Title: Advanced Scaffolder

Underlying Qualification(s)	For a candidate to be considered for an Advanced Scaffolder Designation, one has to complete the unit standards for a Scaffolder, as well as achieve the following unit standard: <ul style="list-style-type: none"> SAQA Unit Standard ID 116691: Plan, organise and control the erection, alteration/repositioning and dismantling of load bearing scaffolding Level 4; 12 credits
Experiential Learning and Practical Experience	Working as a Scaffolder for at least 12 months prior to training as an Advanced Scaffolder.
Board/ Admission Examination/ Assessment	Complete the IWH approved Advanced Scaffolder assessment
Continuing Professional Development (CPD) Requirements	25 CPD points in a three (3 year) cycle
Application of Recognition of Prior Learning (RPL)	An accredited training provider may consider a candidate for summative assessment and RPL against unit standards 229998, 263247, 263245, 116691 after evaluation of a comprehensive CV and portfolio to satisfy the training provider of the following: <ul style="list-style-type: none"> Proof of 3 years experience as an Advanced Scaffolder Proof of installations he/she was involved in over the 3 years. (log must be signed by the employer) Submission of Portfolio of Evidence to relevant ETQA/Quality Assurance Body

Designation Title: Scaffold Supervisor

Underlying Qualification(s)	For a candidate to be considered for a Scaffold Supervisor Designation, one has to complete the unit standards for an Advanced Scaffolder, as well as achieve the following unit standards: <ul style="list-style-type: none"> SAQA Unit Standard ID 263224: Supervise the erection and dismantling of access scaffolding Level 4; 12 credits SAQA Unit Standard ID 263205: Inspect access scaffolding Level 4; 6 credits
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Experiential Learning and Practical Experience	The Scaffold Supervisor can be registered against the designation after completion of the following: <ul style="list-style-type: none"> • Registered as a Scaffolder • Working as an Advanced Scaffolder for at least 12 months prior to training as a Scaffold Supervisor • The applicant must submit a valid medical certificate of fitness.
Board/ Admission Examination/Assessment	Complete the IWH approved Scaffold Supervisor assessment
Continuing Professional Development (CPD) Requirements	25 CPD points in a three (3 year) cycle
Application of Recognition of Prior Learning (RPL)	An accredited training provider may consider a candidate for summative assessment and RPL against unit standards 229998, 263247, 263245, 116691 after evaluation of a comprehensive CV and portfolio to satisfy the training provider of the following: <ul style="list-style-type: none"> • Proof of 3 years experience as an Advanced Scaffolder • Proof of installations he/she was involved in over the 3 years. (log must be signed by the employer) • Submission of Portfolio of Evidence to relevant ETQA/Quality Assurance Body



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

The public is invited to comment on the Directorate for Registration and Recognition's intention to recommend the registration for an additional designation for the Southern African Institute for Business Accountants, a SAQA-recognised professional body, in compliance with the *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* as approved by the SAQA Board.

Southern African Institute for Business Accountants (SAIBA)

Additional professional designation to be registered

Designation Title
Cert. Fin. Officer (SA)

The complete additional designation application is available for viewing at the SAQA offices.

Comment regarding the additional designation application should reach SAQA at the address below ***no later than 30 days following the publication of this notice in the Government Gazette***. All correspondence should be marked and addressed to:

Dr J. Cedras
SAQA
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to (012) 431 5060
e-mail: professionalbody@saqa.org.za

**APPLICATION FOR THE REGISTRATION OF ADDITIONAL PROFESSIONAL DESIGNATION
(S) FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA**

SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS (SAIBA)

BACKGROUND

The SAQA Board recognised the Southern African Institute for Business Accountants as a Professional at its meeting on 11 September 2013.

The SAIBA has registered the following designations:

- Business Accountant in Practice; and
- Business Accountant.

ADDITIONAL DESIGNATION TO BE REGISTERED

The criteria for the awarding of the additional Professional Designations below comply with the SAQA *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* and the designations complement those already registered, creating a designation pathway.

Designation Title: Cert. Fin. Officer (SA)

Underlying Qualification(s)	Master's degree in Finance, Business Administration OR Accounting
Experiential Learning and Practical Experience	<p>Candidates are required to have acquired at least eight to 10 years' experience in managerial or senior positions.</p> <p>Some of the workplace experience includes:</p> <ul style="list-style-type: none"> • Develop the company's strategic plan together with the CEO, Board of Directors and other executives; • Develop and implement financial strategies and monitor their performance; • Manage the institution's financial departments (i.e. human resources, accounting, investments, taxes, legal, loan, budgeting, equity and debt financing, payroll, etc); • Facilitate benefits packages to be the most cost-effective as possible; • Help lead the institution through acquisitions or mergers. • Ensure all necessary financial information is filed or reported according to regulations; • Report the institution's financial status to the Board of Directors and other relevant parties; • Direct all relevant risk management procedures (such as preparing for audits, insurance coverage, forecasting, legal issues and reporting and preventing financial risks); and • Act as a liaison between the institution and banks,

	investors and other financial entities as well as financial services that have been outsourced.
Board/ Admission Examination/Assessment	Competency assessment takes the form of a self-assessment which is aligned to a competency framework. The candidate must demonstrate how the competencies were met and provide employer verification of the competencies achieved. In addition each applicant is subject to a verbal assessment performed by a committee consisting of CFO peers. Applicant have right to request an additional verbal assessment if they do not agree with the initial outcome. A separate committee will be appointed independently for this purpose.
Continuing Professional Development (CPD) Requirements	40 CPD hours relevant to the work environment must be undertaken in a year, meaning 120 CPD hours over a three-year cycle. CPD records are kept on the SAIBA membership online system.
Application of Recognition of Prior Learning (RPL)	<p>RPL will also be applied to persons with an unrelated or no qualification but have obtained leadership experience or obtained skills through volunteer experience and working with a mentor.</p> <p>Competency assessment takes the form of a self-assessment whereby the applicant completes an RPL assessment form. This form is aligned to a competency framework.</p> <p>The candidate must demonstrate how the competencies were met and provide employer verification of the competencies achieved.</p> <p>In addition each applicant is subjected to a verbal assessment performed by a committee consisting of CFO (SA) peers.</p> <p>Applicants have the right to request an additional verbal assessment if they do not agree with the initial outcome. A separate committee will be appointed independently for this purpose.</p>

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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