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IMPORTANT

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from Government Printing Works

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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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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1000

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****NAME OF BODY: SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS
(SACSSP)**

- 1.1 **The South African Council for Social Service Professions (SACSSP)** 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 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*.

1. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

The South African Council for Social Service Professions is a statutory body which has the primary focus of developing and protecting the integrity of the social service profession as well as the interest of the public at large.

The SACSSP is established in terms of Section 2 of the Social Service Professions Act 110 of 1978 (as amended).

The Council guides and regulates Social Workers and Social Auxiliary Workers and other professionals for whom a Professional Board has been established in aspects pertaining to registration, education and training, professional conduct and ethical behaviour, ensuring continuing professional development, and fostering compliance with social services and social development standards.

The Council has two professional boards:

- The Professional Board for Social Workers
- The Professional Board for Child and Youth Care

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

- protect and promote the interests of the professions in respect of which professional boards have been or are to be established and to deal with any matter relating to such interests;
- maintain and enhance the prestige, status, integrity and dignity of the professions in respect of which professional boards have been established;

- determine, on the recommendation of the professional boards, the qualifications for registration of social workers, social auxiliary workers and persons practising other professions in respect of which professional boards have been established;
- regulate the practising of the professions in respect of which professional boards have been established and the registration of social workers, student social workers, social auxiliary workers and persons practising other professions in respect of which professional boards have been established;
- determine the standards of professional conduct of social workers, student social workers, social auxiliary workers , social auxiliary work learners and persons practising other professions in respect of which professional boards have been established and to ensure that they are maintained;
- exercise effective control over the professional conduct of social workers, student social workers, social auxiliary workers, social auxiliary work learners and persons practising other professions in respect of which professional boards have been established;
- promote and regulate interpersonal liaison between registered professions in respect of which professional boards have been established in the interest of the public;
- co-ordinate the activities of the professional boards and to act as an advisory and communicatory body to the Minister of Social Development for such professional boards
- control and exercise authority in respect of all matters affecting –
 - the training of persons in the professions falling within the ambit of the professional board; and
 - the manner of the exercise of the practices pursued in connection with the professions falling within the ambit of the professional boards;
- guide the professions falling within the ambit of the professional board and to protect the public.

2.1 SACSSP Membership

Application for registration as a social worker and social auxiliary workers shall be made on a form obtainable from the registrar.

Such application form shall be accompanied by –

- A certified copy of documentary proof, acceptable to the council, of the applicant's names, identity or residence permit number and date of birth or age;
- A certified copy of documentary proof of the qualification on the basis of which application is being made for registration;
- An original document from the training provider providing proof of the duration of the course/qualification and the subjects passed or the competency of the applicant pertaining to the achievement of outcomes embedded in the qualification;

In the case of a qualification obtained outside the RSA, also-

- An original document providing proof from the provider where the applicant received the education and training in Social Work and Social Auxiliary Work of the content, nature and duration of the theoretical training and experiential learning or field instruction that were received in each subject;

- A certified copy of documentary proof that the provider where the applicant received the education and training in Social Work and Social Auxiliary Work is accredited, specifying the body of accreditation, or if the provider is not accredited, proof of any other form of recognition that the provider has; and in the case of a provider that is accredited, a certified copy of documentary proof from the accrediting body that the qualification is or was the accepted education and training for social work in the country concerned; and
- A certified copy of the marriage certificate of women who are married and whose surnames have changed.
- Any document that must accompany the application concerned and that is not drawn up in English shall be accompanied by a translation prepared by a sworn translator in English, as well as certified copies of the original documents and the onus shall be on the applicant to have such documents so translated.
- Foreign applicants should adhere to the South African Qualifications Authority (SAQA) assessment and benchmarking of existing qualifications and submit the SAQA certificate of evaluation of the foreign qualification(s).
- All applications shall be accompanied by the prescribed registration fee.

The membership totals are indicated in the table below:

PRACTITIONERS	CATEGORY	TOTAL NUMBER
Social Workers	Registered SWs	20612
	Newly registered SW as @ 07 September 2015	2072
	Student SWs as @ 07 September 2015	2861 – 2 nd year 1011 -3 rd years 1520 – 4 th years
		<u>TOTAL: 5122</u>
Social Auxiliary Workers	Registered SAWs	8 502
	Newly registered SAWs as @ 07 September 2015	2094
	Student/Leaners SAWs as @ 07 September 2015	1706

2.2 SACSSP's Affiliations

International Affiliations

Social Work is an internationally recognised profession with an internationally accepted definition by the International Federation for Social Workers and the International Association of Schools of Social Work.

The International Federation of Social Workers supports its 90 member's organisations by providing a global voice for the profession.

2.3 Education and Training

- Section 14B(e);18(2) and 18A(2) of the Social Service Professions Act, 110 of 1978, as amended, stipulates that the Council sets minimum standards for

Education Training and Development (ETD) in order to ensure that persons are duly qualified to render professional services including ensuring that they meet the registration requirements. Council may also in terms of Section 17C(1)) of the same Act prescribe the degrees, diplomas or certificates which may be registered as additional qualifications or the proficiencies which may be registered as specialities.

- Workplace training program is a legal requirement for the social work, social auxiliary work and child and youth care work.

3 EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The Act determines how the Council and its boards are constituted, including the number of members and the number of elected members and members appointed by the Minister, as well as the five year term of office for both Council and board members; including when and how the membership can be terminated, as well as the filling of vacancies on the council and/or the boards; the objectives of the Council and the boards, how the Council and boards are administratively constituted and managed. The Act specifically describes the Council's task concerning the registration of persons practicing the professions for which professional boards are established, the disciplinary powers of the Council as well as certain additional matters.
- Whilst the Act specifies what should happen, the various sets of regulations and rules made in terms of the Act specify how the Act should be operationalised. All members will be presented with a copy of the Council's Social Service Professions Act, 1978, Regulations and Rules Manual.
- The funds of the council shall consist of the;
 - (a) monies received by the council;
 - (b) the fines imposed and recovered;
 - (c) the moneys appropriated by Parliament for achieving the objects of the council;
 - (d) the moneys obtained by way of loans raised by the council with the approval of the Minister;
 - (e) any moneys accruing to the council from any other source.
- The council shall use its funds for defraying the expenditure incurred in the achievement of its objects and the performance of its functions under this Act.
- The council may invest any unexpended portion of its funds.
- The records, statements of account and balance shall be audited by a person registered as an accountant and auditor under the Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991), and appointed by the council.
- The 2014/15 audit is still in progress and will be approved by the Council on 30/31 October 2015. The 2014 financials will be signed off by the Council at the same council meeting as the audit was delayed due to capacity challenges within the finance division.

3.2 Disciplinary Matters and Accountability

- The Disciplinary process has three levels, namely;

- RCPC – (Registrar’s Committee for Preliminary Inquiries)
- CPI – (Committee for Preliminary Inquiries)
- DH – (Formal Disciplinary Hearing) in which the following sanctions are applicable,
 - Caution
 - Revoke license to practice
 - Suspension
 - Pays a fine

- The code of conduct is stipulated in the Social Service Professions Act No. 110 of 1978(as amended)
- The general approach in this code of ethics (code of conduct) is based on the ethics that every human being has a unique value and potential, irrespective of origin, ethnicity, sex, age, beliefs, socio-economic and legal status. Each individual has the right to the fulfillment of his/her innate and acquired skills;

3.3 Data Management

SACSSP maintains an extensive electronic database of its members, consisting of personal details. Registered persons log onto the website using their secret code to view their personal data. The data is acceptable for the NLRD purposes.

3.4 Continuing Professional Development (CPD)

- CPD applies to all persons who are registered as Social Workers or Social Auxiliary Workers with the SACSSP. This includes:
 - Persons who are practicing Social Work and Social Auxiliary Work must obtain at least 20 CPD points per year.
 - First time practitioners and persons who re-enter the profession must participate in CPD in the year of registration and obtain 20 CPD points in that year
 - Registered persons practicing outside South Africa must also obtain 20 CPD points
 - Persons whose names have been removed from the SACSSP’s Register and whose names have been restored must obtain 20 CPD points in the year that they have been restored.
- A CPD Approval Panel appointed by the SACSSP approves CPD activities.
- The panel is made up of a maximum of 5 experts. At least one Panel member is a member of the Professional Board for Social Work.
- Approval of Group Activities
 - The Panel approves Group CPD activities according to the CPD Policy.
 - Providers or organisers of CPD Group activities apply to the CPD Approval Panel for approval in the required manner
 - After assessing the application, CPD points are allocated to each Group Activity, a reference number allocated or the provider is informed that the activity has not been approved giving the reasons.
 - Applications for approval of CPD Group Activities must be submitted at least 10 weeks prior to the activity being offered. No activities will be approved after they have been presented.
- The approval of Individual Activities is also considered by the CPD Approval Panel when the Panel assesses the Portfolios of Evidence that each Social Worker and

Social Auxiliary Worker must keep. These are therefore not approved before the activity takes place.

Group CPD Activities

Group Activities are organized and structured for at least 3 persons and includes the following:

CPD Group Activity	Definition	Range of CPD point
Workshop	Intensive study, work, participatory & sharing discussion that address policy, practice and educational challenges <u>Duration:</u> 1 day to maximum of 5 days <u>Proof:</u> Certificate of attendance	2-5 per day
Small group discussion	Focuses on a relevant topic – policy, legislation, book or journal article reviews; case studies; best practice models; group supervision; in-service training <u>Duration:</u> 1 hour to maximum of 2 hours <u>Proof:</u> Certificate of attendance	2 per hour
Information session	Share information and/or consults stakeholders <u>Duration:</u> 1 hour to maximum of 2 hours <u>Proof:</u> Certificate of attendance	1.5 points per hour
Conference/Congress/Symposium	A large gathering local, regional, provincial, national or international with a specific theme and sub-themes <u>Proof:</u> Certificate of attendance	2-4 points per day

The Range of CPD points depends on:

- Level of participation -passive or active?
- Level of knowledge -basic or analytical?
- Level of skills development -perception or altering responses?
- Duration -Length of time?

Individual CPD Activities

Here the participation is undertaken individually and the practitioner must be able to prove its relevance for CPD. They include the following:

CPD Individual Activity	Definition	Range of CPD points
Self-study: Scientific article/book	Require reflection of relevance <u>Proof:</u> A completed questionnaire in a journal OR the SACSSP's FORM CPD 4	Scientific article: 1 SACSSP Newsletter: 1 Book: 1

Formal learning programme	A whole qualification on a relevant topic: Postgraduate Diploma: Maximum 2 years Master degree: Maximum 3 years Doctoral degree: Maximum 5 years <u>Proof:</u> Registration, progress and completion	10 per annum 10 on completion
Paper presentations	A written paper presents to a group – can also be a poster presentation, WEB-based or video presentation. Includes preparation, presentation and facilitation of a discussion. <u>Proof:</u> Copy of paper or visual presentation and programme where presented	Conference: Plenary 8 Breakaway group 6 Guest lecturer at tertiary inst 6 Panel session with intro 4 Panel session without intro 2 WEB-based 4 Video Production 6
Authorship	Publications in book, scientific or practice journal, training manual or protocol as sole author, editor or contributor <u>Proof:</u> Proof of publication or independent peer review/ employer's report	Book: Sole author 30 Co-author 15 Editor 20 Contributor 10 Scientific article: Sole author 10 Co-author 5 Professional/ practice journal: Sole author 10 Co-author 5 Training manuals/protocol: Sole author 10 Co-author 5
Research	An investigation into a specific practice area culminating in a best practice model or publication <u>Proof:</u> Copy of written submission	Research: 10
Position paper/ legislative or policy	A critical analysis in response to legislative and policy issues <u>Proof:</u> Copy of written submission	1-4
Short learning programme	A short course or a skills programme <u>Proof of successful completion</u>	5-20[depends on level, duration & relevance]
External examination	Assessment of postgraduate studies <u>Proof:</u> From Higher Education Institution	Masters: 4 Doctoral: 6
Peer review	Comments on the professional activities & work of colleagues that is formally requested. Can include commenting on monographs, manuscripts and book reviews <u>Proof:</u> Copy of request & acknowledgement that review completed	Manuscripts: 2 Research proposals: 2 Monographs: 4 Bookreviews: 5
	<i>Professional body:</i> Registered & active member of an international, national, regional	National/ Professional

Membership	or local organization that protects & promotes Social Work <u>Proof of provider, programme & duration</u>	Association:1 Professional Association: Union: 1
Personal Wellness	<i>Personal Wellness programme:</i> Participation in a structured programme that helps the practitioner to cope more effectively with the demands of the profession <u>Proof of provider, programme & duration</u>	1-2
Activity accredited by other Professional Councils	MUST be relevant to Social Work. May be for example a Conference, Workshop or small Discussion. <u>Proof of attendance & programme</u>	NOTE: The number of CPD points will be allocated in terms of the SACSSP's Policy and NOT the other Councils' policy
Exceptional activity	There may be other activities that can be considered <u>Proof: A substantial motivation and proof of attendance/ participation & programme</u>	Point may be allocated on the basis of the extent to which it contributes to CPD

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

Applicants must successfully complete a 4 year university degree (for the Social Worker designation) or a 1 year Higher Certificate (for the Social Auxiliary Worker), at a university endorsed by the SACSSP to offer this qualification. The degree comprises of experiential learning that is compulsory as from the second year of study under the supervision, coaching and mentorship of a qualified social worker; registration with the SACSSP and annual confirmation from the university of the promotion and/or drop-out of a student.

Designees must maintain Registration status annually by completing 20 points of Continuing Professional Development (CPD) and training providers offering CPD must be approved by the Professional Board for Social Work (PBSW) and the South African Council for Social Service Professions (SACSSP) renewing of licenses by paying the prescribe annual fees, as well as maintaining code of ethics, ethical and professional standards.

Professional designations are conferred upon successfully completing the official application process by meeting the registration requirements published in the Government Gazette.

4.2 Designation to be Registered

Designation Title: Social Worker (SW)

Underlying Qualification(s)	4 year university degree in Social work NQF Level 8
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Experiential Learning and Practical Experience	Experiential learning for all social work students is compulsory from their second year of study. They also have to register and take an oath before they become involved with communities and/or individuals. This exposure is continued at 3rd and 4th year levels and it should be conducted at any setting within the social services sector, but it must be conducted under the supervision of a qualified, registered social worker.
Board / Admission Examination / Assessment	Applicable to specialist areas only
Continuing Professional Development (CPD) Requirements	20 CPD points per year
Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicants capability in each of the required competences will require the applicant to refer to Prior Learning as well. The RPL policy defines the criteria used in evaluating whether or not the prior learning will be recognized. Upon successful completion, the candidate will receive a certificate / license that enables the person to practice the profession.

Designation Title: Social Auxiliary Worker (SAW)

Underlying Qualification(s)	Higher Certificate, NQF Level 5
Experiential Learning and Practical Experience	Learning programme comprises of 70% experiential learning, under the supervision and guidance of a qualified and registered social worker. The learner must be registered upon enrolling for this qualification for a period not longer than 24 months, after which the conditional registration expires and the person, upon successful completion, applies for full registration.
Board / Admission Examination / Assessment	Applicable to specialist areas only
Continuing Professional Development (CPD) Requirements	20 CPD points per year

Application of Recognition of Prior Learning (RPL)	The portfolio of evidence that need to be submitted in order to demonstrate the applicants capability in each of the required competencies will require the applicant to refer to Prior Learning as well. The RPL policy defines the criteria used in evaluating whether or not the prior learning will be recognised. Upon successful completion the candidate will receive a certificate / license that enables the person to practice the profession.
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5 RECOMMENDATION

It is recommended that:

- SACSSP be recognised as a Professional Body for the purposes of the NQF Act, Act 67 of 2008.
- The following Professional Designations of SACSSP be registered on the NQF.

Designation Title
Social Worker (SW)
Social Auxiliary Worker (SAW)

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1001

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT 17/09/2015****1. NAME OF BODY: COUNCIL OF EQUINE AND EQUESTRIAN PROFESSIONALS OF
SOUTH AFRICA (CEEPSA)**

- 1.1 The Council of Equine and Equestrian Professionals of South Africa (CEEPSA) 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

The "horse" industry in South Africa comprises over 330 000 horses and is represented across income brackets, from the lowest to highest earners. Approximately 100 000 people are income earners in this industry.

The mission of the Council of Equine and Equestrian Professionals is to provide one voice for a holistic; united and non-exclusionary forum for all persons engaged in a professional capacity as a service, or product supplier in the equine and equestrian industry in South Africa and; to bind these practitioners to the prime consideration of the welfare of the horse before profit in the pursuit of excellence in their delivery of service or product

Rationale:

Historically, the equine industry in South Africa has been insular and fractured in delivery to the consumer. A large motivational factor to the formation of the professional body is to provide a unifying forum for all, in an industry which is governed by the singular cohesive factor, the horse.

2.1 CEEPSA Objectives

- Instituting and securing the general adoption of ethical and professional service to the public by CEEPSA members
- Encouraging, maintaining, improving and promoting the practice of honourable conduct generally in the practice of the professions within the equine and equestrian industry
- Promoting and safeguarding the interests and welfare of the members
- Promoting and safeguarding the interests and welfare of the public
- Promoting and safeguarding the welfare of the horse
- Rendering such assistance to the members as they may reasonably require from time to time;
- Assisting with career guidance, employment placement and employment procurement by and for members
- Co-operating with national and international equestrian institutions and associations, either statutory or non-statutory
- Co-operating with persons directly or indirectly engaged in the equine and equestrian industry nationally and internationally and providing a forum for discussion between such persons on matters of common interest

- Arranging the supply of information to persons wishing to partake in equestrian education;
- Collaborating with the Government and Ministries of the Republic of South Africa, inter alia the Department of Sport and Recreation and the Departments of Education and Training, Department of Labour, Department of Agriculture, or their successor bodies, in all matters concerning equine and equestrian education and training
- Encouraging and assisting its members to engage in on-going personal growth and development through the provision of professional development points and awards.
- CEEPSA ensures that every member has met with the criteria and is qualified to act in the capacity that they profess to be. As equine/equestrian activity is high risk, it is of great value that the public can be assured that when employing the services a CEEPSA member that member has signed a code of professional ethics is accountable regarding their morals and ethics and that they are qualified in their area of expertise.

2.2 Membership and Affiliations

CEEPSA commences with approximately 2000 members who are alumni of the Equestrian Qualifications Authority of Southern Africa (EQASA) and are qualified professionals. The Equestrian Qualifications Authority is an affiliate member of CEEPSA.

The renewal of the membership is payable annually. It includes a development and transformation levy to assist in the following areas: a social responsibility levy payable to a registered Equine charity and an Association/affiliate levy payable to that member's representative organization where there is one e.g. the Equestrian Coaches Association.

Members' interests will be protected by virtue of the fact that the industry is now regulated and their membership of a Professional Body gives them credibility and standing in the equine and equestrian community.

CEEPSA has as current affiliate members:

- ✧ The Equestrian Qualifications Authority of Southern Africa
- ✧ The Equestrian Coaches of Association of South Africa
- ✧ The Equestrian Tourism Association of Southern Africa
- ✧ Eventing South Africa
- ✧ South African Equitation Association
- ✧ South African Showing Association
- ✧ The SA Farriers' Association

Internationally, CEEPSA has affiliation with the International Group for Equestrian Qualifications (IGEIQ):

Minimum standards agreed upon by 36 countries:

The member countries are:

Australia; Austria; Belgium; Bermuda; Canada; China; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Israel; Italy; Latvia; Lithuania; Malawi; Malaysia; Mauritius; Mexico; Netherlands; New Zealand; Norway; Palestine; Poland; Portugal; Romania; Slovenia; South Africa; Spain; Sweden; Switzerland and United Kingdom.

2.3 Education and Training

CEEPSA does not accredit education and training institutions neither does it accredit workplaces for training purposes.

CEEPSA has no formal agreements with education and training providers regarding curriculum development at this time. Negotiations in this regard are being conducted with the Graham & Rhona Beck Skills Centre; Elsenburg Agricultural College and the Tshwane University of Technology.

Formal assessments for internationally recognised qualifications have been conducted by EQASA (CEEPSA's Assessment partner) throughout South Africa and by invitation, in countries north of our borders since 1976. These assessments cater to some twenty-two

identified career paths. These careers were identified primarily through the work of the SGB for Equine Management and Equestrian Instruction.

3 EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

CEEPSA is a non-profit company which is governed by a Memorandum of Incorporation (MOI).

The board consists of seven members that get elected every two years.

Additional income streams will include seminars and workshops as well as employment placement fees; corporate involvement in advertising and marketing; and grading of equine and equestrian establishments viz. Equi-grade™.

Budgets, financial statements and business plans will be presented annually at the Annual General Meeting (AGM) of members.

3.2 Disciplinary Matters and Accountability

- All Disciplinary matters will be dealt with in terms of CEEPSA's Disciplinary Policy
- CEEPSA will set up an independent review committee and a hearing will be conducted.
- The panel will comprise a minimum of 3 and a maximum of 5 impartial and suitable members. and it will be chaired where possible by a legal expert.
- The appeal will be convened within 60 days of the application, at a time and place suitable to the defendant and appellant.
- The defendant may have legal representation at his/her expense. No financial claim for costs of the appeal may be made by either the defendant or the appellant irrespective of the outcome of the appeal.

3.3 Data Management

CEEPSA maintains an extensive database of its members consisting of personal details, qualifications, designations and CPD points.

3.4 Continuing Professional Development (CPD)

All professional members are be obliged to meet the annual CPD requirements as set out by CEEPSA as a pre-requisite of renewal of their annual membership and maintenance of their designations.

- All professionals are to keep their respective approved log book up to date, and copies of their activities must be sent to CEEPSA on renewal.
- CEEPSA will keep records of the CPD.
- CEEPSA will co-ordinate specialist workshops and seminars in as many provinces as possible and inform its members accordingly. Members will not be bound to attend these and may choose their own service providers.
- It will be up to the member to keep their representative association (where applicable) informed of their CPD activities.

System of point allocation: Structured activities

- One (1) point is allocated for each 10 hour period of notional learning (learning achieved by attending lectures and/or practical demonstrations and personal practical application for the following structured activities:
 - CPD courses, seminars or workshops presented by formal CEEPSA training or service providers, associations and regulatory bodies which will augment the designation of the professional. and
 - CPD courses, seminars or workshops including scientific lectures, seminars or educational programs presented in foreign countries or by other professional groups in South Africa which are not mainstream CEEPSA industry related provided that the activity augments the designation of the CEEPSA professional and the program and attendance certificate is submitted to CEEPSA together with the annual summary. One (1) point is allocated for each assessment met

by a CEEPSA accredited Service or Training provider other than 1st Aid Certificate.

- Two (2) points are allocated for the successful completion of a 1st Aid Certificate issued by a qualified service provider registered with the Health Professionals Council (HPC)
- One (1) point is allocated per day or part thereof for preparing, conducting and or assessing examinations or assessments for institutions or training providers registered by CEEPSA and/or closely related disciplines with a maximum of ten (10) points to be accumulated in any three year cycle.
- Two (2) points are allocated per day or part thereof for the preparation and presentation of CEEPSA related policy/curriculum documents with a maximum of ten (10) points to be accumulated in any three-year cycle.
- One (1) point per meeting day or part thereof for serving on CEEPSA related committees, sub committees and professional bodies.

System of point allocation: Non formal activities as follows

- One (1) point is allocated to both the instructor and trainee for each week of in-practice training and instruction with a maximum of twenty (20) points to be accumulated in any three-year cycle, provided that details of the in-practice training and instruction are recorded.
- One (1) point is allocated for each day of supervision of a trainee CEEPSA professional registered with CEEPSA, provided that details of supervision are recorded.
- One (1) point is allocated for every ten hours of documented discussion between registered CEEPSA Professional colleagues, provided that an attendance register is retained of meetings.
- One (1) point is allocated for every ten hours of reading relevant literature with a maximum of five (5) points to be accumulated in any three-year cycle, provided that the date, time spent and literature read is recorded.
- One (1) point is allocated for every ten hours of participation in any correspondence course, electronic audio/visual material compact disc or web based package accessed via printed or electronic medium with a maximum of five (5) points to be accumulated in any three-year cycle, provided that full details are recorded.
- One (1) point is allocated for each day or part of day of formal lectures and/or practical demonstrations of any non-CEEPSA course attended to improve personal and/or managerial skills that will assist in providing better service in the CEEPSA professional's related field of work with a maximum of five (5) points to be accumulated in any three-year cycle, provided that the program is submitted to CEEPSA together with the annual summary

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

The award of designations is made by CEEPSA Professional Body. Applicants who apply for Recognition of Prior Learning (RPL) will be processed according to CEEPSA policy.

RPL credits may not duplicate any other academic work. Candidates may not apply for RPL credit and register for the EQASA Qualifications simultaneously. RPL does not assess vocational or craft skills, or self-improvement experience.

4.2 Designations to be Registered

Designation Title: Equine Practitioner

CRITERION	DESCRIPTION
UNDERLYING QUALIFICATION(S)	GET Certificate: Equine & Equestrian Practices (NQF Level 1)

EXPERIENTIAL LEARNING AND PRACTICAL EXPERIENCE	Practical experience is required. Learning is graduated and sequential skills are honed in the workplace. Specialised pathways determine the timeframes to competence. A professional equine practitioner will need to be assessed as proficient in horse care and horse management. General time frame for learning including practical experience is 8 months
BOARD/ADMISSION/EXAMINATION/ASSESSMENT	Competency assessments are conducted per CEEPSA policy. The assessments are aligned to the International Group for Equestrian Qualifications
CPD	5 points per cycle of 12 months
APPLICATION OF RPL	Via portfolio of evidence and / or practical evidence assessment

Designation Title: Equestrian Practitioner

CRITERION	DESCRIPTION
UNDERLYING QUALIFICATION(S)	FET Certificate: Equine Practices (NQF Level 4)
EXPERIENTIAL LEARNING AND PRACTICAL EXPERIENCE	A professional equestrian practitioner will need to be assessed as proficient in horse care and horse management PLUS personal riding and training skills together with the specialisation requirements where relevant. General time frame for learning including practical experience is 32 months.
BOARD/ADMISSION/EXAMINATION/ASSESSMENT	Competency assessments are conducted per CEEPSA Policy. The assessments are aligned to the International Group for Equestrian Qualifications.
CPD	6 points per cycle of 12 months
APPLICATION OF RPL	Via portfolio of evidence and / or practical evidence assessment

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1002

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: SOUTHAFRICANCHEMICALINSTITUTE(SACI)**

- 1.1 SACI applied to SAQA for recognition as a professional body and for the registration of one professional designation on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 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 South African Chemical Institute (SACI) was founded on 26 January 1912.
- 2.2 In 1994, the then President of SACI attended the International meeting of the Presidents of Chemical Societies in Coimbra, Portugal at which occasion he was able to fully participate and present the South African perspective. Of particular note was the fact that South Africa was the only African country represented at that meeting which demonstrated how highly SA Science is recognised internationally.
- 2.3 The 2011 National Convention hosted by SACI proved its popularity with main industrial players including SASOL, AECI, BASF and Omnia as well as multinationals operating in South Africa judging from their sponsorships. It should also be noted that the re-emergence of the CSIR and Mintek in the mid-2000s had very little impact on SACI's individual membership.
- 2.4 Some of the main objectives of SACI are to:
 - Advance the science and practice of Chemistry;
 - Promote the development and image of Chemistry in different ways;
 - Advise on chemical education and other Chemistry related legislative matters and issues of public and environmental concern;
 - Play a leading role in assuring the professional competence and integrity of chemists; and
 - Foster international collaboration as part of the African chemical community.
- 2.5 SACI Membership

SACI was registered as a Non-Profit Organisation with the Department of Social Development in July 2011 and issued with registration number 091-593-NPO.

The table below sets out the diverse demographics of SACI's current membership:

Blacks	352
Coloureds	81
Indians	77
Whites	377
Other	15
Total	902

2.6 SACI Affiliations

Locally, it has informal working relationships with the:

- South African Council for Natural Scientific Professions
- South African Institution of Chemical Engineers
- National Science and Technology Forum
- Scientific, Engineering and Technological Societies and Allied Professions Group

Internationally, SACI has established informal relationships with the following organisations to identify benchmarks and best practices:

- Royal Society of Chemistry (RSC)
- American Chemical Society (AMS)
- International Union of Pure and Applied Chemistry (IUPAC)
- Federation of African Societies of Chemistry (FASC)

The privileges of SACI may be extended to members of the abovelisted international bodies, with the exception of the RSC, in line with reciprocity agreements.

2.7 Education and Training

- SACI is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- SACI has no formal agreements in place with universities and does not contribute to the curriculum development of learning programmes. However, it recognises suitable education and training providers.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The South African Chemical Institute (SACI) is governed by a Constitution and By-laws which were last amended in April 2011.
- Subject to its Constitution and in conformity with the By-laws, the management of the affairs of the Institute is vested in the Council. As such, the Council must meet from time to time to conduct the business of SACI.
- The Council is composed of the:
 - President;
 - Vice-President;
 - Immediate Past-President;
 - Executive Secretary; and
 - Executive Treasurer

- The Council may co-opt additional members to serve as office bearers to discharge its functions, but they shall not enjoy voting rights. Additionally, the Council can also set up sub-committees to undertake some work on behalf of the governance structure. Ideally, the sub-committees should comprise at least three persons and must give regular reports to the Council on its activities.
- Council members shall each serve for a period of two years, from the 1st of July in the first year to the 30th of June in the second year.
- The office bearers shall be eligible for re-election to the same or any other office, provided that no member is elected to the office of President for more than two consecutive years.
- The Executive Committee (EXCO) of SACI shall consist of office bearers together with additional members as deemed appropriate by the Council. Any action taken by the EXCO must be reported to the next Council meeting. Further, the sub-committees appointed by the Council shall report to the EXCO between Council meetings.
- SACI leases offices space which is situated at Wits University; Braamfontein; Johannesburg with one fulltime staff in its employ.
- The Institute raises funds by levying membership fees on all members.
- SACI received an unqualified audit report for the year ended 30 April 2014. The Institute is on a financially sound footing to acquire adequate assets, settle its liabilities, serve its members and meet its financial obligations that occur in the normal running of a professional body.
- SACI, the EXCO and all governance structures are expected to adhere to the highest standards of probity and best practice in corporate governance, so as to uphold and enhance the standing of the profession and to provide leadership by acting exemplary at all times.

3.2 Disciplinary Matters and Accountability

- Every member is required to uphold the dignity of the profession of Chemistry; and in whatever capacity he/she may be engaged, to act towards his/her clients, employers, others with whom his/her work is connected, and his/her fellow-members in a manner consistent with the Mission of the Institute.
- Should Council be of the opinion that the conduct of a person (or company) of any membership grade should become the subject of an inquiry, with a view to ascertaining whether in the interests of the Institute there are grounds for his/her or its expulsion, a special meeting of Council shall be convened to conduct such an inquiry and to take such steps as it may deem adequate.
- The quorum for the said meeting shall be six members of Council.
- The member whose expulsion is under consideration shall be entitled to attend with or without a legal adviser, for the purpose of giving an explanation of his/her conduct and being heard in answer to the charge(s) made against him/her.
- If Council does not find sufficient reason to suspend or expel the member, no entry of the inquiry shall be made in the Minutes. If Council is of the opinion that

the issue is a minor case, it may warn, reprimand or suspend the member for not more than six months, the proceedings being recorded.

- Where Council finds good reason for suspending a member for more than six months, or for expelling him/her from the Institute on the grounds that he/she has, in its opinion, been guilty of dishonourable or improper conduct in any professional or other respect, and where 75% of the members of Council present concur in this decision, then Council shall inform the member concerned of its decision to him/her in writing at his/her registered postal or electronic address.

3.3 Data Management

SACI 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 load their CPD points as required.

3.4 Continuing Professional Development (CPD)

- SACI has introduced CPD for all its Professional Chemists in order to ensure, through the creation of a culture of CPD, that they maintain their technical and professional competences throughout their professional careers.
- Professional Chemists are required to achieve a certain amount of CPD points or hours, as a mandatory requirement for retaining the designation.
- The CPD activities are organised into three categories, namely:

Category 1 Activities: Developmental activities

These activities may include:

The attendance of structured educational / developmental meetings such as conferences, large group workshops, lectures, refresher courses, industry in-house training (e.g. specialised equipment) etc. A full day activity will be credited with one credit; whereas a half-day activity will be regarded as half a credit.

Category 2 Activities: Work-based activities

These activities may include:

- Natural Scientist work which is credited with two credits
- Mentoring of Candidate Scientists is awarded credits depending on the duration of the mentoring period.

Category 3 Activities: Individual activities

Some of these activities may entail:

- Part-time lecturing to undergraduate and postgraduate learners: one credit for every 10 hours of lecturing;
- Supervising of learners undertaking postgraduate studies: 2 credits per year;
- Evaluation of Master's dissertations and PhD theses: 2 credits per year;
- Publication of research in peer reviewed journals. As a single author, designee will be awarded 2 credits per publication. Where article has more than one author, 1 credit will be awarded per author.

- Participation in professional, institutional, technical or non-technical committees or task teams: 1 credit for every 10 hours of active involvement is awarded.

NB: The list of activities will be reviewed and updated from time to time.

- Professional Chemists, who are identified administratively as having not met the requirements, will be advised according that their deficient CPD record will be referred to the Registration Committee or Professional Advisory Committee for decision.
- SACI conducts random audits of up to 10% of the CPD records of all designees annually. The audit is carried out by the Registration Committee or Professional Advisory Committee.
- In the event of a Professional Chemist not complying with the requirements of the CPD system, SACI will impose one of the following conditions:
 - Require the person to follow an approved remedial programme of CPD within a period prescribed by SACI;
 - Removing the person's name from the relevant register; and
 - As a result of the preceding condition, revoke the person's designation.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are assessed by the Registration Committee or Professional Advisory Committee in terms of the set criteria for recommendation to the Council.
- The SACI Council considers the recommendation and makes a final decision in this regard.
- The Professional Advisory Committee considers applications from foreign professionals or South African citizens with foreign qualifications who wish to practice in South Africa. Candidates must have their foreign qualifications evaluated by SAQA.
- A designation certificate, bearing a unique registration number, is issued to successful applicants. Such certificate remains the property of, and shall on request be returned to, SACI.
- An Appeals process is in place for unsuccessful applicants. An ad-hoc Appeals Committee comprising three SACI Council members and two members of other professional societies is appointed to set aside the appeal.

4.2 Designation to be Registered

Designation Title: Professional Chemist (PrChemSA)

Underlying Qualification(s)	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> • Diploma in Chemical Process Technology at Level 6; • Bachelor of Science in Chemistry at Level 7; OR • Bachelor of Science Honours in Chemistry at Level 8; OR • Master of Science in Chemistry at Level 9; OR • Doctor of Philosophy in Chemistry at Level 10
Experiential Learning and Practical Experience	<p>The work experience must commensurate with the qualifications as follows:</p> <ul style="list-style-type: none"> • 5 years for those with a Diploma; • 4 years for those who completed a BSc degree; • 3 years for BScHons graduates; • 2 years for those MSc graduates; and • 1 year for PhD graduates
Board / Admission Examination / Assessment	<p>Applicants are required to submit a verified Portfolio of Evidence that contains proof of the applicant's relevant working experience and provide contact details of at least three (3) contactable referees.</p>
Continuing Professional Development (CPD) Requirements	<p>CPD runs in 5-year cycles, during which period every designee will be required to accumulate and record 25 CPD credits in order to retain registration. In any one year, the designees are required to accumulate a minimum of 3 credits. Additional credits earned in any one year may be carried over to the subsequent years of the five year cycle.</p>
Application of Recognition of Prior Learning (RPL)	<p>Any person who does not hold a formal qualification recognised by SACI may apply for the PrChemSA by taking into account the following:</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. A minimum of 10 years continuous appropriate vocational experience, immediately prior to application. 2. An application must be submitted in the prescribed manner together with the non-refundable registration fee. 3. A portfolio on learning and experience including the following: <ol style="list-style-type: none"> (a) Proof of relevant formal and informal training - certified copies of degree or diploma certificates, including the academic records for these qualifications. (b) An extensive record of relevant vocational experience in the field of practice for which is applied. (c) A list of publications, indicating whether published in peer-reviewed journals as well as the journal's impact factor. (d) Proof of membership of related learned societies, e.g. Geological Society of South Africa (GSSA) etc. Membership of a relevant scientific society and participating in science congresses is highly recommended.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1003

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: INSTITUTE OF COMMERCIAL FORENSIC PRACTITIONERS
(ICFP)**

- 1.1 The Institute of Commercial Forensic Practitioners (ICFP) 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 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 Commercial Forensic Practitioners (ICFP) was established as a Non-Profit Organisation (registration number: 101-117-NPO) on the 15th of November 2010 to cohere, coordinate and ensure adherence to high standards and professionalism by the commercial forensic industry in South Africa. The commercial forensic industry is recognised both locally and internationally and encompasses a wide spectrum of disciplines, each offering different value propositions. As such, the ICFP and the Association of Certified Fraud Examiners (ACFE), a SAQA recognised professional body, pursue different foci of interests and serve different constituents.
- 2.2 The main objectives of the ICFP are to:
- ensure adherence to professional and ethical behaviour by commercial forensic practitioners by enforcing the Institute's Code of Conduct;
 - deliver competent entry level members with relevant skills to the commercial forensic industry;
 - provide services to assist members to maintain and enhance their professional competence, thereby enabling them to create value for the client and employers;
 - fulfill a leadership role regarding relevant business-related issues and providing public commentary on matters impacting the forensic industry; and
 - develop a brand for the commercial forensic profession and its members that is trusted and recognised by all stakeholders.
- 2.3 The following section sets forth the distinctiveness between the ICFP and the ACFE:
- The ICFP is a South African based professional body with a specific South African focus on the forensic sector, whilst the ACFE is a US based organisation that had been adapted for the South African market.
 - The main objective of the ICFP is to develop and oversee individual members so as to ensure credibility of the forensic brand for services rendered. The ICFP

only offers individual membership. In contrast, the ACFE offers different individual memberships as well as corporate membership. Through this corporate membership an individual might become a member without holding an individual membership. The ICFP does not intend to offer corporate membership in future.

- The ICFP's Qualifying Examination for full membership consists of five modules which have been designed to consider South African legislation, local forensic practice, local role players, relevant to the forensic industry (i.e. South African Police Service, the Special Investigative Unit, the Asset Forfeiture Unit, the Financial Intelligence Centre, South African Revenue Service, the Auditor General, etc.) and their respective mandates and where relevant international practices.

The Certified Fraud Examiner Board examination for the ACFE is an international examination that contains international legislation and international forensic practices.

- Owing to their distinctiveness, the ICFP and ACFE have forged a positive working relationship as both organisations offer different value propositions to their respective members. The establishment of the ICFP has stimulated good competition within the forensic industry. This competition improved the value offering to all stakeholders and created a dynamic environment for growth and skills development that will result in better-qualified forensic investigators to mitigate the risks against fraud and corruption.

2.4 ICFP Membership

The Institute has 965 individual members which are divided into two classes, being voting (members who hold full membership and honorary membership) as well as non-voting members (members who hold associate membership) respectively. 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.

2.5 ICFP National Affiliations

Ethics Institute of South Africa (EthicsSA)

The signed Memorandum of Understanding between the ICFP and EthicsSA provides, among others, for the professional bodies to:

- Assist each other in promoting ethics or corruption preventing training (or events) for their respective members;
- Provide web-links to each other on their respective websites under the appropriate partner web-pages; and
- Collaborate on joint projects or in presenting joint events such as conferences or training events which are of interest to the members of both professional bodies.

2.6 ICFP International Affiliations

The ICFP has no international affiliations at present.

2.7 Education and Training

- ICFP is not a registered or accredited training provider, but recognises institutions that provide commercial forensic related training.

- ICFP has no formal agreements in place with universities with regard to curriculum development.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The ICFP is governed by a Memorandum of Incorporation (MOI) which was derived from its Memorandum of Association, Articles of Association and By-Laws.
- The ICFP Board of Directors is the highest decision-making body and board members are elected at the Annual General Meeting (AGM) to act on behalf of the members of the Institute and to ensure mandates are carried out within the powers vested in it. An AGM is held once in every calendar year, but no more than 15 months after the date of the previous annual meeting.
- In compliance with section 66 of the Companies Act and as determined by the AGM the Board shall have a minimum of three (3) directors. The Board currently comprises thirteen (13) seats and only full members in good standing are eligible for election to the Board.
- Board Members serve for a term of 2 years and may be re-elected. Election of Board Members is conducted in terms of the MOI of the Institute.
- The Board retains full and executive control over the ICFP's affairs, monitors the performance of the Executive Manager and staff so as to ensure that decisions by the Board are executed timely and in line with the ICFP strategic plan.
- Whilst the Board provides strategic leadership and ensures sound governance, the Executive Manager and his/her team are responsible for the daily operations of the ICFP. The Executive Manager and Company Secretary have no voting rights.
- The following standing committees are established to assist the Council with its oversight role:
 - Education Committee – assists the Board in matters relating to the education, development, and assessment of commercial forensic practitioners.
 - Evaluation Committee – considers membership applications and confers professional designations.
 - Marketing and Communication Committee – helps the Board with marketing and communications matters.
 - Nominations Committee – assists the Board in the evaluation of board nominations and the election of non-executive directors.
 - Conference Committee – assists the Board in organising the logistics of the annual conference.
 - Disciplinary Committee – provides support to the Board with disciplinary related issues.
 - Knowledge Management Committee – publishes industry related articles on various social media platforms to the benefit of the members.
- The ICFP leases offices at Norma Jean Square 39, 244 Jean Avenue, Centurion, Gauteng.
- The Institute is funded through annual membership fees and proceeds from annual development events. The ICFP received a favourable unqualified audit report as at 31 December 2013.

3.2 Disciplinary Matters and Accountability

- All disciplinary matters are administered in accordance with a Code of Ethics and Rules of Conduct contained in the ICFP's Memorandum of Incorporation. The Code and Rules are reviewed on an annual basis.
- Members are required to sign a personal undertaking to abide by the terms and conditions laid down in the Code of Ethics and Rules of Conduct. In summary, the Code and Rules require members of the Institute 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 Executive Manager.
- After formally acknowledging receipt of the complaint, the Executive Manager submits the complaint to the Disciplinary Committee.
- The Disciplinary Committee determines if there is sufficient substance and grounds for the complaint to warrant further action. This Committee recommends a finding and sanction(s) to the Board which may include a written warning, the withdrawal of a designation and termination of membership. The Board confirms the finding and the sanction.
- In the case of a suspension or termination of membership, the fact of such sanction will be published in the relevant communication medium of the ICFP. Such notices shall disclose the name of the individual concerned.
- An Appeals process exists should a member wish to challenge the outcome of the disciplinary hearing.

3.3 Data Management

The ICFP 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)

- All members holding an ICFP designation must maintain a record of the CPD activities and record the hours completed to each relevant reporting cycle.
- Designees are required to undertake a minimum of 60 hours of appropriate professional development activities during a three-year cycle, of which –
 - a minimum of 75% of the above 60 CPD hours must be structured and verifiable; and
 - a minimum of 10 hours of CPD activities must be completed during each of the calendar years.
- Structured activities include but are not limited to:
 - Attending or presenting courses, congresses, seminars, workshops, lectures and conventions which are related to the field of commercial forensics;
 - Attending meetings of functioning committees;
 - Researching, reviewing or writing of technical publications;
 - Compiling technical papers; and
 - Attending ICFP development sessions.
- Unstructured CPD activities may include:
 - Reading of technical and industry related literature; and
 - Attending training and skills development that enhances soft skills such as Microsoft Office end-user computer applications
- The ICFP will conduct random audits of members' CPD activities. The selection criteria will be at the discretion of the ICFP Board. If a member's activities were

deemed inadequate or unsubstantiated, the member will be given 90 days to remedy the situation.

- Members who fail to comply with the CPD policy will be referred to the ICFP Disciplinary Committee for disciplinary action.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- The Evaluation Committee has the authority of considering applications and making recommendations for the awarding of designations. This Committee is composed of professional members of the ICFP as well as independent, knowledgeable professionals to ensure the objectivity and fairness of the awarding process.
- The Evaluation Committee also considers applications from foreign professionals or South African citizens with foreign qualifications who wish to practice in South Africa. All the requirements as outlined in Paragraph 4.2 must be met in addition to:
 - An evaluation certificate issued by SAQA assigning a South African NQF level to the foreign qualification;
 - Certified copy of official passport or South African Identity Document (except refugees who will submit the permit from Department of Home Affairs)
 - Study permit issued by the Department of Home Affairs or relevant permits where applicable.
- The Board approves the awarding of designations on recommendation by the Evaluation Committee.
- Where an application for the awarding of a designation is denied, the applicant has the right to appeal the decision. If the Evaluation Committee upholds its original decision, further consideration of the applicant's appeal will be handled by an Appeals Panel appointed by the Board of Directors.

4.2 Designation to be Registered

Designation Title: Commercial Forensic Practitioner South Africa [FP(SA)]

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	Any one of the following qualifications: <ul style="list-style-type: none"> • A relevant Diploma at NQF level 6; OR • A relevant Bachelor's degree at Level 7; OR • National Senior Certificate at Level 4; OR • Comparable qualifications at Levels 4 and above.
PRACTICAL LEARNING	Candidates are required to have acquired experience as follows: <ul style="list-style-type: none"> • A minimum of 15 years' relevant commercial forensic experience for candidates with an NQF Level 4 qualification. OR <ul style="list-style-type: none"> • A minimum of 10 years' relevant commercial forensic experience for candidates with an NQF Level 6? qualification; OR

	<ul style="list-style-type: none"> • A minimum of 3 years' relevant commercial forensic experience for a candidate with an NQF Level 7? or higher qualification; and must have passed a pre-approved qualifying examination.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	<p>Candidates must write and pass the ICFP Board examination. The two-hour examination consists of the following five modules:</p> <ul style="list-style-type: none"> • Commercial Forensic Accounting (CFA) • Commercial Forensic Law (CFL) • Commercial Forensic Information Technology (CFIT) • Commercial Forensic Investigation (CFI) • Fraud Risk and Practice Management (PFRM) <p>Learners must achieve a minimum of 50% in order to pass the Board examination.</p>
CPD	Candidates must accumulate and record at least 60 CPD credits over a three-year cycle.
APPLICATION OF RPL	The applicant's experience and prior knowledge will be reviewed by the Evaluation Committee, and candidates may apply for exemption of the board examination modules where applicable.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1004

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: SOUTH AFRICAN COUNCIL FOR PROFESSIONAL AND
TECHNICAL SURVEYORS (PLATO)**

- 1.1 PLATO applied to SAQA for recognition as a professional body and for the registration of three (3) professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 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 South African Council for Professional and Technical Surveyors (PLATO) is a statutory council established by Section 2 of the South African Council for Professional and Technical Surveyors Act (PLATO Act), Act 40 of 1984, as amended. PLATO, an Afrikaans abbreviation for the Professionele Landmeters en Tegniiese Opmeters, exists since 1950 as the Central Council for Land Surveyors under the Land Survey Act 9 of 1927 for registration of Professional Land Surveyors. The Geomatics Profession Act, Act 19 of 2013 which is to supersede the PLATO Act will provide for the establishment of the South African Geomatics Council.
- 2.2 The Council and geomatics profession are to:
 - achieve transparency and equity in the profession in order to ensure its legitimacy and effectiveness;
 - accomplish high standards of quality and integrity in the profession;
 - promote the profession and pursue improvements in the competency of registered persons through the development of skills, knowledge and standards within the profession;
 - promote environmentally responsible geomatics work which will ensure sustainable development;
 - transform the profession in order to reflect the demographics of the country and to redress the imbalances of the past.
 - regulate the geomatics profession so as to promote and protect the interests of the public in relation to geomatics work, as long as it is not inconsistent with any other applicable law;
 - keep and maintain national registers of the different geomatics professionals in accordance with the Act;
 - ensure and promote a high standard of education, training and development in the geomatics sector; and

- support the functioning of disciplinary and appeal structures established under the Geomatics Profession Act.

2.3 Registered Persons and Affiliations

- PLATO is a statutory professional body with 2617 registered persons from various categories across all nine provinces as at 30 June 2015.
- Registration with the Council is open to persons employed in both the public and private sector, in educational institutions; and to those operating their own private practices. Furthermore persons who are fully retired; those who are not practicing the profession as well as qualifying persons from foreign countries are eligible to apply for registration.
- PLATO liaises and works closely with the Department of Rural Development and Land Reform on specific projects. In addition, it has good working relationships with the following voluntary associations:
 - South African Geomatics Institute (SAGI)
 - Geo-information Society of South Africa (GISSA)
 - Institute of Mine Surveyors of South Africa (IMSSA)
- Internationally, PLATO is affiliated to:
 - Royal Institution of Chartered Surveyors (RICS).
PLATO had entered into a formal memorandum of understanding (MOU) with RICS. The MOU is aimed at benefiting professionals who are registered with PLATO. Some of these benefits include direct entry for PLATO registered Professional Surveyors to professional membership of RICS subject to the successful completion of the RICS ethics module. Similarly, a Surveying Technologist registered with PLATO is eligible for direct entry to Associate membership of RICS in the Land or Engineering pathway subject to the successful completion of the RICS online ethics module.
 - International Federation of Surveyors (FIG)
PLATO has been a member association of FIG (abbreviation derived from the French: Fédération Internationale des Géomètres) since June 1983. The key focus of this affiliation is on building the capacity of the member surveying association and encourages individual surveyors to act as agents of positive change through the process of development and growth for the benefit of Africa and its people.

Additionally, the FIG invites African countries to co-host its yearly workshop events. In December 2011, PLATO and the Geomatics Department of the University of Cape Town co-hosted the workshop by assuming responsibility for all the logistical arrangements. The theme of the workshop was *“Building resilience in the profession: A focus on Young People and Women”*.

2.4 Education and Training

- PLATO is not a registered or accredited training provider but conducts accreditation visits to training providers offering geomatics-related educational programmes. The accreditation visits happen at least once every four years. The Council must notify and provide the Minister with reasons if no accreditation visits within the four-year period were undertaken.

- The following local and international training providers are currently accredited by PLATO:
 - Universities of Cape Town, Stellenbosch, Pretoria, Kwa-Zulu Natal, Free State, Salzburg (Austria), and Southern Queensland (Australia);
 - Universities of Technology: Durban, Tshwane, Cape Peninsula and Mangosuthu; and
 - Private Higher Education Institutions: Esri South Africa.
- The Council does not act as a workplace provider but recognises workplaces for the delivery of learnerships. However, it may advise and assist any training provider, voluntary body or examining body regarding the educational facilities for training of registered persons and prospective registered persons.
- PLATO has no formal agreements in place with universities. However, it recognises specific qualifications and part-qualifications as requirements to be registered as a geomatics practitioner.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- Section 4 of the Geomatics Profession Act 19 of 2013 provides for the appointment of a Council comprising at least 13 but no more than 15 members by the Minister of Rural Development and Land Reform. The Council serves a four-year term and is composed as follows:
 - 4 registered geomatics practitioners in the full-time employ of the State, of whom –
 - 1 is the Chief Surveyor-General;
 - 2 must be geomatics practitioners in the full-time employ of the Department Rural Development and Land Reform; and
 - 1 must be a geomatics practitioner in the full-time employ of the Department of Mineral Resources.
 - at least 7 but not more than 8 geomatics practitioners, of whom –
 - at least 2 must be geomatics practitioners who are not in the full-time employ of the State; and
 - at least 6 but no more than 7 must represent voluntary associations equitably.
 - 1 person nominated by the Council on Higher Education; and
 - at least 1 but not more than 2 persons to represent the interests of the public.
- The Council, with the concurrence of the Ministers of Rural Development and Land Reform and Finance, appoints the Registrar who is responsible for carrying out the Council's mandate, providing strategic direction and leadership to staff and managing the daily functioning of the organisation.
- In accordance with Section 6(1)(a) of the Act, the Council has established the following functioning committees to assist in the execution of its oversight duties and responsibilities:
 - Management Committee
 - Disciplinary Committee

- Rules Committee
 - Professional Registration Screening Committee
 - Evaluation Committees
 - Education and Training Committee
 - Mine Valuation Committee
 - CPD Registration Committee
- A maximum of five (5) council members appointed before the repeal of the PLATO Act remain in office for the first term of the Geomatics Council.
 - The staff members in the Registrar's office responsible for management, administration and execution of the Council's day-to-day operations and the implementation of policies relative to its statutory, mandated roles and functions.
 - PLATO generates its funds primarily through annual professional registration fees.
 - PLATO received an unqualified audit report for the year ended 31 August 2014. The Council is on a financially sound footing to acquire adequate assets, settle its liabilities, and meet its financial obligations that occur in the ordinary course of business.

3.2 Disciplinary Matters and Accountability

- Section 19(1) of the Geomatics Profession Act provides for the development and publication of a Code of Conduct for the registered geomatics practitioners. All registered persons must subscribe to the Code in the form of a written acceptance thereof when applying for professional registration.
- The Code determines the ethical standards for professional conduct and practice which must be adhered to by registered persons. Failure to comply constitutes misconduct which would lead to an investigation that could result in a disciplinary hearing.
- Members of the public and employers or clients may lodge formal complaints or charges against registered persons in writing.
- The Council must refer valid complaints or allegations against a registered person to investigating officers.
- The Investigating Officer(s) must, after the conclusion of the investigation, submit a report with its recommendations to the Council as to whether or not sufficient grounds exist for the charge/s.
- The Council appoints a Disciplinary Tribunal to hear a charge of improper conduct against a registered person. The tribunal must consist of at least:
 - 2 registered persons or Council members;
 - A person qualified in law and who has at least five (5) years' experience in the legal profession; and
 - 2 persons with specialised knowledge of matters concerning the particular charge.
- The Registrar performs the administrative functions necessary to support the functioning of the tribunal.

- The Disciplinary Tribunal, after concluding the hearing, notifies the Council in writing of its finding and the reasons therefor. The Council gives effect to the decision of the tribunal by publishing the finding and sanction imposed in the Government Gazette.
- Contravention of the Code of Professional Conduct may result in the registered person being cautioned, reprimanded, suspended from membership, struck from the membership roll or have his/her designation revoked.
- The Act makes provision for an appeals process which could be invoked by the registered person charged to have an adverse finding and/or sanction reconsidered.

3.3 Data Management

PLATO maintains a public electronic database of its registered persons, consisting of personal details, designations awarded and Continuing Professional Development (CPD) activities.

3.4 Continuing Professional Development (CPD)

- The Council may take any steps it considers expedient for the protection of members of the public in their dealings with persons registered under this Act and the maintenance of the integrity and enhancement of the status of the profession. As such, CPD is compulsory for registered persons from all categories and adherence thereto is a requirement for renewal in every five yearly cycle.
- PLATO places emphasis on its registered persons to maintain their technical and professional competence by adhering to its CPD Policy, as revised and adopted by the Council in November 2014.
- The CPD Registration Committee is tasked with the oversight and administration of the CPD system and reports to the Registrar and the Council on CPD related matters.
- Registered persons are required to achieve and record a certain amount of CPD points or hours, depending on the designation awarded (see Para 4.2), as a mandatory requirement for retaining the designation.
- CPD activities are divided into three categories, namely: developmental activities (category 1); work-based activities (category 2); and individual activities (category 3). CPD credits must be earned in at least two of the categories, with at least 5 credits per five-year cycle from category 1.
- Some of these CPD activities involve:
 - attending technical and professional conferences, seminars, educational meetings or refresher courses approved by the Council;
 - participating in accredited courses in line with PLATO's validation criteria;
 - delivery lectures or papers at accredited and registered formal educational meetings, seminars and workshops;
 - mentoring, coaching, tutoring, teaching or lecturing;
 - lecturing to undergraduate and postgraduate learners;
 - serving as a moderator or external examiner at tertiary level; and

- writing and publishing of articles in peer-reviewed journals relevant to the geomatics profession.
- The Council may conduct random audits as it deems necessary and practicable of registered persons who are due for renewal. If, during the audit, the Council establishes that a registered person has failed to comply with the CPD policy, it may decide if any remedial steps are necessary.
- If at the renewal of registration stage the Council is convinced that the person seeking re-registration is still not compliant with the requirements, the Council refers the matter to the Appeal Committee to decide if renewal of such person's registration should be granted or not. Before making such a decision, the Appeal Committee must present the person with an opportunity to give reasons why renewal of his/her registration should not be refused.
- Persons who have been formally de-registered due to non-compliance to the CPD Policy may apply to the CPD Registration Committee to be re-registered by submitting evidence of remedial CPD undertakings.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be registered with PLATO are assessed by the Education Advisory Committee in terms of the set criteria for recommendation to the Council.
- Council considers the recommendation and makes a final decision in this regard.
- Candidates with qualifications obtained from educational institutions outside the RSA must have their foreign qualifications evaluated by SAQA.
- A designation certificate, bearing a unique registration number, is issued to successful applicants.

4.2 Designations to be Registered

Designation Title: Geomatics Technician

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	<ul style="list-style-type: none"> • A recognised NQF level 6; OR • A comparable qualification at Level 6
PRACTICAL LEARNING	220 to 240 days compulsory training in a range of prescribed tasks under the supervision of a qualified person at least one designation higher and/or with a minimum of five years post registration experience for professionals.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Candidates must write and pass the relevant law examinations set by an independent examiner and externally moderated.
CPD	Geomatics Technicians must accumulate and record at least 13 CPD credits over a five-year cycle.
APPLICATION OF RPL	RPL requirements are set out in Act 19 of 2013. The Council in terms of the Act must make rules within 90 days after the Act has been promulgated which determine in liaison with the relevant quality council, if applicable, the recognition of any prior learning relating

	to the geomatics profession.
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Designation Title: Geomatics Technologist

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	<ul style="list-style-type: none"> • A recognised NQF level 7; OR • A comparable qualification at Level 7
PRACTICAL LEARNING	220 to 240 days compulsory training in a range of prescribed tasks under the supervision of a qualified person at least one designation higher and/or with a minimum of five years post registration experience for professionals.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Candidates must write and pass the relevant law examinations set by an independent examiner and externally moderated.
CPD	Geomatics Technologists must accumulate and record at least 20 CPD credits over a five-year cycle.
APPLICATION OF RPL	RPL requirements are set out in Act 19 of 2013. The Council in terms of the Act must make rules within 90 days after the Act has been promulgated which determine in liaison with the relevant quality council, if applicable, the recognition of any prior learning relating to the geomatics profession.

Designation Title: Geomatics Professional

CRITERION	DESCRIPTION
UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION	<ul style="list-style-type: none"> • A recognised NQF level 8; OR • A comparable qualification at Level 8
PRACTICAL LEARNING	220 to 240 days compulsory training in a range of prescribed tasks under the supervision of a qualified person at least one designation higher and/or with a minimum of five years post registration experience for professionals.
BOARD / ADMISSION EXAMINATION / ASSESSMENT	Candidates must write and pass the relevant law examinations set by an independent examiner and externally moderated.
CPD	Geomatics Professionals must accumulate and record at least 20 CPD credits over a five-year cycle.
APPLICATION OF RPL	RPL requirements are set out in Act 19 of 2013. The Council in terms of the Act must make rules within 90 days after the Act has been promulgated which determine in liaison with the relevant quality council, if applicable, the recognition of any prior learning relating to the geomatics profession.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1005

23 OCTOBER 2015



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

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

The Directorate Registration and Recognition (DRR) 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

PROFESSIONAL BODY	PROFESSIONAL DESIGNATIONS
South African Council For Professional And Technical Surveyors (PLATO)	Geomatics Technician
	Geomatics Technologist
	Geomatics Professional
South African Council for Social Service Professions (SACSSP)	Social Worker (SW)
	Social Axillary Worker (SAW)
South African Chemical Institute (SACI)	Professional Chemist (PrChemSA)
Institute Of Commercial Forensic Practitioners (ICFP)	Commercial Forensic Practitioner South Africa [FP(SA)]
Council Of Equine And Equestrian Professionals Of South Africa (CEEPSA)	Equine Practitioner
	Equestrian Practitioner

The complete applications are 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:

<p>Dr Jody Cedras Director: Registration & Recognition SAQA Postnet Suite 248 Private Bag X06 Waterkloof 0145 or faxed to (012) 431 5144 e-mail: professionalbody@saqa.org.za</p>

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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.

