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GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY**No. 314****13 April 2015**

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate Registration and Recognition 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

LAW SOCIETY OF SOUTH AFRICA (LSSA)

Designation Title
Attorney

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below *no later than 10 May 2015*. All correspondence should be marked and addressed to:

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

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION**

EVALUATION REPORT

1. NAME OF BODY: LAW SOCIETY OF SOUTH AFRICA (LSSA)

- 1.1 LSSA 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 The Directorate for Registration and Recognition (DRR) at SAQA 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 Law Society of South Africa (LSSA) was established in March 1998. The LSSA has six constituent members – that is, the Black Lawyers Association; the National Association of Democratic Lawyers (NADEL); the Cape Law Society; the KwaZulu-Natal Law Society; the Law Society of the Free State; and the Law Society of the Northern Province.

The LSSA represents and promotes the common interests of the profession, having regard at all times to the broader interests of the public, whom the profession serves. The Legal Practice Act, Act 28 of 2014 which came into force on 22 September 2014 and take effect in staggered stages, will introduce far-reaching reforms.

This Act acknowledges that the legal profession is fragmented and divided with different laws applying in different parts of South Africa and that access to legal services and opportunities within the profession are restricted. The stated purpose of the Act is to create a single regulatory body, to ensure that legal services are accessible to the public and entry into the profession is unrestricted in order to bring the legal profession in line with the Constitution's transformative ideal. Up until such time, the LSSA will continue to act as the preferred representative to the profession.

- 2.2 Some of the LSSA's fundamental and long-term objectives include:

- Promote, on a national basis, the common interests of members and the welfare of the profession, having regard at all times to the broader interests of the public whom the profession serves, and to reconcile where they may conflict – the interests of the profession against those of the public;
- Safeguard and maintain the independence, objectivity and integrity of the profession;
- Maintain and enhance the professional standards, prestige and standing of the profession and of its members both nationally and internationally;
- Uphold and encourage the practice of law, and to promote and facilitate access into the profession; and
- Strive towards the achievement of a system of law that is fair, just, equitable, and free from unfair discrimination.

2.3 LSSA Membership

LSSA is registered as a Non-Profit Organisation (Reg. No. 021-221-NPO) with the Department of Social Development. It represents the interests of about 21 400 attorneys and 5 000 candidate attorneys. Attorneys enjoy representation by the LSSA through its six constituent members – namely:

- The Black Lawyers Association;
- The Cape Law Society;
- The KwaZulu-Natal Law Society;
- The Law Society of the Free State;
- The Law Society of the Northern Province; and
- The National Association of Democratic Lawyers (NADEL).

2.4 LSSA Affiliations

- LSSA has established a good working relationship with the General Council of the Bar
- Internationally, LSSA is affiliated with:

International Lawyers for Africa (ILFA)

The LSSA is the country's representative for ILFA. This initiative was set up by leading law firms and academics in the UK with the aim to develop African lawyers' legal skills in international relations, trade, dispute resolution and finance.

China-Africa Young Legal Professionals Exchange Program

The China Law Society, through the SADC Lawyers Association, invited the LSSA to nominate a young practicing attorney to attend the "First Training under the auspice of the China-Africa Legal Forum".

Irish Rule of Law International (IRLI)

IRLI is a joint initiative of the Law Society of Ireland and the Bar Council of Ireland, dedicated to promoting the rule of law in developing countries. Since 2002, the LSSA and the IRLI have partnered to provide a commercial training programme, reaching over 400 South African lawyers.

SADC Lawyers Association (SADCLA)

LSSA was one of the founding members of the SADCLA in 1999.

International Bar Association (IBA)

The LSSA is represented on the Council of the IBA. The LSSA has presented a number of initiatives with the IBA including the IBA Conference in Durban in 2002 and the IBA African Regional Forum in Cape Town in March 2010.

Commonwealth Law Association

BICSI is a professional association supporting the information technology systems (ITS) industry. The ITS sector covers the spectrum of voice, data, electronic security, project management and audio and video technologies.

International Association of Democratic Lawyers (IADL)

The LSSA supports the participation of the National Association of Democratic Lawyers (NADEL) in activities of its international counterpart, the IADL.

Cyrus R Vance Centre for International Justice of the New York City Bar

The SA Legal Fellows Program is administered by the Cyrus R Vance Centre for International Justice of the New York City Bar in partnership with the LSSA. It arranges for lawyers from historically disadvantaged backgrounds in South Africa to participate in working fellowship at corporate law firms and corporate legal departments in New York City (and possibly other international financial capitals) for one-year terms.

2.5 Education and Training

- The LSSA entered into a cooperation agreement with the University of Pretoria (UP) and Continuing Education at UP (CE). The LSSA has particular expertise regarding career-directed training for legal practitioners. UP has the expertise, experience and infrastructure to provide tertiary education and training as well as short courses. CE has the know-how and infrastructure to coordinate and administer events such as education, training and short courses. The parties wish to cooperate with each other in presenting short courses for mutual benefit.
- The LSSA signed a Memorandum of Agreement with the UNISA's Centre for Business Law (CBL). The CBL develops short learning programmes, compiles tuition materials, prepares and conducts assessments, and awards certificates in consultation with the LSSA.
- The LSSA does not act as a workplace provider for the delivery of learnerships; it however recognises suitable workplaces for workplace experience.
- The LSSA sets and administers the attorneys' admission examination as well as its own Board examination.

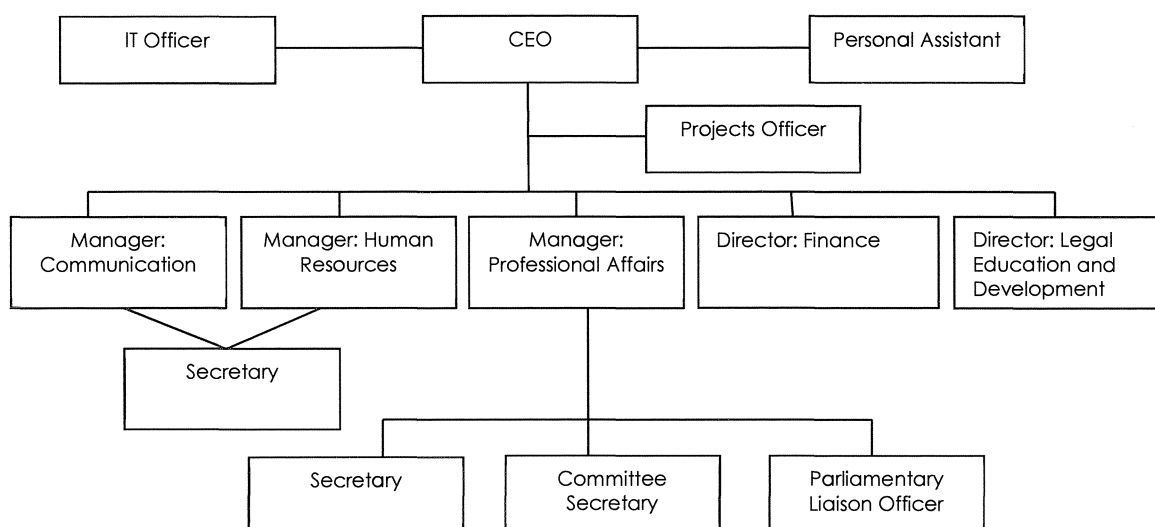
3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- In terms of the Attorneys Act 53 of 1979, the four provincial Law Societies together with the Black Lawyers Association and the National Association of Democratic Lawyers govern the attorneys sector.
- The affairs of the LSSA are managed and controlled by a Council. The Council shall from among its members elect a President and one or more Vice-Presidents, who may also be the President and one or more Vice-Presidents of the Law Society involved.
- If the office of the President becomes vacant before his/her term of office has expired, the Council shall appoint a Vice-President for the unexpired part of the term, if there is more than one vice-president.
- If the office of the Vice-President becomes vacant before his/her term of office has expired, the Council shall appoint one of its members for the remaining part of the term.
- The LSSA Council may appoint committees to assist it in the carrying out of its duties, the performance of its functions and the exercise of its power. The

committees members may at any time be reduced or increased in relation to the duties and functions to be fulfilled.

- The following committees were created by the Council:
 - Directors Committee;
 - De Rebus Editorial Committee;
 - Audit and Remuneration Committee;
 - Human Resources Committee;
 - Standing Committee on Legal Education;
 - Management Committee;
- The diagram below sets out the staff that is responsible for the day-to-day running of the LSSA's affairs:



- The LSSA has offices which are situated at 304 Brooks Street; Menlo Park; Pretoria.
- Funding for the LSSA is generated primarily through annual registration fees and the proceeds from its annual conferences.
- The LSSA received a favourable audit report for the year ended 31 December 2012 with a surplus of R3 421 231. It places the Society 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.

3.2 Disciplinary Matters and Accountability

- Attorneys fall under the regulatory jurisdiction of the Provincial Law Society where they are registered. Complaints must therefore be lodged with the relevant provincial law society.
- In terms of the Attorneys Act, 1979, the provincial law societies will investigate all complaints against attorneys acting in an unprofessional manner.

- All complaints must be reduced to writing using the complaint form or compiling an affidavit.
- The complaint must give a brief and accurate account of the main issue regarding the matter, for instance, the attorney has overcharged; has failed persistently to respond to correspondence; has neglected to give due attention to a matter *et cetera*.
- The Provincial Law Society conducts investigations to decide whether disciplinary action is required.
- Based on the facts presented, by both the client and the attorney, the law society will decide whether to refer the matter to a disciplinary committee. This committee will either take a decision or, if of a serious nature, may refer the matter to the LSSA's Council for a decision.
- If the LSSA believes that there has been misconduct by an attorney, it will continue its investigations even if the complaint is withdrawn. The LSSA closes matters where there is no proof of allegations of unprofessional conduct. The complainant and the attorney are then advised in writing of the outcome.
- Where the attorney is found guilty of unprofessional conduct, appropriate sanction is imposed. The attorney however may appeal the decision.

3.3 Data Management

The LSSA 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)

- Attorneys are required to comply with the CPD requirements as set out in the LSSA's Mandatory Continuing Professional Development (MCPD) Policy.
- The MCPD policy is administered and overseen by the MCPD Authority which is composed of seven (7) members with substantial continuing professional education background. This Authority is accountable to the Council of the LSSA for the monitoring of MCPD activities of designees.
- The LSSA requires designees to maintain and submit a record of the CPD points or hours over a three year cycle (see Para 4.2), as a mandatory requirement for the re-certification process and the retention of the designation.
- In order to obtain CPD points or hours, designees need to be engaged in one of more of the following knowledge or skills activities such as:
 - Presenting to technical and professional conferences, seminars, colloquiums, educational meetings or refresher courses approved by the LSSA Council.
 - Delivering of a conference paper with a legal theme with a minimum of 2,000 words.

- Publishing articles in a law firm's newsletter that is circulated to at least five (5) other firms.
 - Developing vocational training material comprising at least 10,000 words of own intellectual input.
 - Providing mentorship and coaching to candidate attorneys doing their tutelage.
 - Participating in the professional committees of the LSSA or the provincial law societies.
- As a measure of ensuring a reliable Management Information System, the MCPD Authority carries out sampled annual audits to verify CPD information submitted by professionally registered members.
 - In the event of continued non-submission or if inadequate compliance appears, the MCPD Authority will grant 90 days extension for compliance, failing which a recommendation for disciplinary action will be made to the relevant regulatory authority.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- The admission requirements for attorneys in South Africa are prescribed by the Attorneys Act, Act 53 of 1979 and the Rules promulgated in terms of the Act.
- A candidate must be regarded as a fit and proper person by the High Court and the LSSA (and provincial law societies) before he/she can be admitted as an attorney. This requirement refers mainly to the moral integrity of a person, his/her characteristics and particularly honesty, which is considered to be an important prerequisite for practising as an attorney.

4.2 Designation to be Registered

Designation Title: Attorney

Underlying Qualification(s)	<p>Bachelor of Laws (LLB) at Level 8</p> <p>The following exceptions apply to:</p> <ul style="list-style-type: none"> • An applicant who has obtained a degree/s other than an LLB at a university in SA for a period of not less than five years and has satisfied the requirements of an LLB degree; • An applicant who has successfully completed a degree of the same status as the SA LLB degree at a university from the former TBVC states, which degree has been certified by a university in SA and the person has completed a supplementary examination (if required); • An applicant who has completed a degree which does not meet the requirements of an LLB degree at any university in SA; • An applicant who has completed a degree of the same status as the corresponding SA degree at a university from the former TBVC states, which does not meet the requirements of the SA LLB degree; OR • An applicant who has obtained with full university exemption.
Experiential Learning and Practical Experience	<p>Applicants must complete practical legal training and articles as follows:</p> <ul style="list-style-type: none"> • 2 years under a contract of articles (service at a private law firm or state attorney); OR • 3 years under a contract of articles (service at a private law firm or state attorney) or a service contract (community service at a legal aid institution), if the applicant: <ul style="list-style-type: none"> - has completed a degree, which does not meet the requirements of an LLB degree, at any university in SA; or - has completed a degree of the same status as the corresponding SA degree at a university from the former TBVC states, which degree has been certified by a university in SA; or - has obtained a matric certificate and has served continuously for a period of at least 2 years as a clerk to any judge of the High Court, provided that the applicant enters into articles of clerkship within a period of one year after completing such; OR • 5 years if the applicant does not have a degree but at least has a matric with full university exemption.

Board / Admission Examination / Assessment	Candidates are required to write the Attorneys' Admission Examination which is administered and presented by LSSA. This examination is practice-oriented and consists of: Paper 1: Practice and Procedure (criminal procedure, supreme court procedure, magistrates' court procedure and motor vehicle accident claims) Paper 2: Wills and Estates Paper 3: Attorneys' practice, contracts and rules of conduct; and Paper 4: Legal bookkeeping
Continuing Professional Development (CPD) Requirements	Designees are required to complete and record a total of 36 CPD credits over a three year cycle, of which a maximum of 6 surplus CPD credits can be transferred to the next cycle.
Application of Recognition of Prior Learning (RPL)	Section 2A(c) of the Attorneys' Act 53 of 1979 makes provision that the LSSA may accept "at least 5 years' appropriate legal experience" for purposes of acknowledging their learning and thus exempting them from serving the 2 years required for articles of clerkship. Another area where RPL applies relates to the mandatory Practice Management Training (PMT). Candidates with for example a MBA may be exempted from the compulsory PMT by the LSSA.

5 RECOMMENDATION

It is recommended that:

- 5.1 LSSA be recognised as a Professional Body for the purposes of the NQF Act, Act 67 of 2008.
- 5.2 The following Professional Designation of the LSSA be registered:

Designation Title
Attorney

No. 315

13 April 2015

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate Registration and Recognition 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 CERTIFIED BOOKKEEPERS AND ACCOUNTANTS (ICBA)

Designation Title
Certified Junior Bookkeeper [CJB-ICBA(SA)]
Certified Senior Bookkeeper [CSB-ICBA(SA)]
Certified Technical Financial Accountant [CTFA-ICBA(SA)]
Certified Financial Accountant [CFA-ICBA(SA)]
Certified Public Accounts Administrator [CPAA-ICBA(SA)]
Certified Public Accountant [CPA-ICBA(SA)]

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below *no later than 10 May 2015*. All correspondence should be marked and addressed to:

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

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: INSTITUTE OF CERTIFIED BOOKKEEPERS AND ACCOUNTANTS
(ICBA)**

- 1.1 ICBA applied to SAQA for recognition as a professional body and for the registration of seven professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 The Directorate for Registration and Recognition (DRR) at SAQA 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 Certified Bookkeepers and Accountants (ICBA) was established in May 2013 to meet the requirements of SAQA for registration as a professional body. The Institute of Certified Bookkeepers, which currently offers bookkeeping and accounting qualifications as a quality assurance partner of the Finance and Accounting Services Sector Education and Training Authority (FASSET) was performing the functions of a professional body, however a decision was taken by the Management and Board of the ICB to separate the academic component and the professional body component of the ICB, with the latter moving to the newly established ICBA. The ICBA is now in the position to accept learners with various and relevant qualifications for membership as long as they hold a registered qualification acceptable to the ICBA entry criteria.

The main objective of the ICBA is to provide professional membership to Junior and Senior Bookkeepers as well as Junior Accountants and Financial Accountants, in addition to Office Administrators.

2.2 ICBA Membership

- ICBA is a registered Non-Profit Company (NPO 2013/088494/08) with a total membership of 3 891, including student members and non-professionals, of which 1 812 are classified as full members with designations. Student members are those that have not as yet received full membership (not met the requirements for full membership).

The table below sets out the various categories of full members with designations:

Certified Junior Bookkeeper	335
Certified Senior Bookkeeper	496
Certified Technical Financial Accountant	801
Certified Financial Accountant	180
Total	1 812

The following table provides a classification of the ICBA members according to designations, gender and race.

Membership level	Total	Male	Female	African	Indian	Coloured	White	Unknown
Certified Financial Accountant	180	83	97	63	21	15	80	1
Certified Technical Financial Accountant	801	257	544	187	61	58	482	13
Certified Senior Bookkeeper	496	152	344	79	47	25	336	9
Certified Junior Bookkeeper	335	68	267	46	23	25	241	0
Student	2079	439	1640	731	127	203	1017	1
Total	3891	999	2892	1106	279	326	2156	24
Percentages		26%	74%	28%	7%	8%	55%	1%

- The Council of the ICBA acknowledges that transformation of the Bookkeeping and Accounting sector is of paramount importance. It further believes that transformation of the sector is a national priority that needs to be addressed. In so doing, the Council will discuss a transformation policy during 2015 and will continue to work closely with FASSET interventions for transforming the sector.

2.3 ICBA Affiliations

- Locally, the ICBA has forged good working relationships with and obtained letters of support from the following NQF recognised bodies within the broader Accounting sector:
 - Institute of Accounting and Commerce (IAC)
 - South African Business Accountants (SAIBA)
 - South African Institute for Tax Professionals (SAIT)
 - Chartered Institute of Management Accountants (CIMA)
 - Finance and Accounting Services Sector Education and Training Authority (FASSET)
- The ICBA has no international affiliations at present.

2.4 Education and Training

- The ICBA is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- It recognises suitable education and training providers and contributes to the curricula of learning programmes offered by these providers.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The ICBA, which was established under the new Companies Act, Act 71 of 2008, is governed by a Memorandum of Incorporation and By-laws.
- The Council is the highest decision-making body in the ICBA and is elected at the Annual General Meeting (AGM) to act on behalf of the Institute and carries out its resolutions within the powers vested in it. The Council meets at least four times during the financial year.
- The Council consists of 7 seats, comprised as follows:
 - 6 members in good standing of the ICBA;
 - Chief Executive Officer, who will have voting rights,
- The elected Council members serve for a period of three years and are required to retire by rotation and will be eligible for re-election at the AGM. Representatives may stand for re-election at the end of their term of office. Election of members to serve on the Council is conducted in terms of the By-laws of the ICBA.
- Failure by a representative to attend more than two meetings, without good cause (which shall be determined by the Chairman), will result in membership of the Council lapsing.
- The Council retains full and effective control over the ICBA, monitor the performance of the Chief Executive Officer (CEO) and ensure that decisions on material matters are in the hands of the Council. The purpose of the Council and the members thereof is to ensure that all fiduciary duties are carried out in the best interests of the ICBA as a whole, regardless of the interests of the constituency that elected that member to the Council. The election of a member, through a representative constituency grouping, needs to be borne in mind when enacting any obligations as a Council member and any possible conflicts of interests need to be declared.
- Whilst the Council, among other duties, provides strategic leadership and ensures sound governance, including appropriate risk management, the CEO and its management team are responsible for carrying out the day-to-day activities of the ICBA's affairs.
- The Council shall convene an AGM of members, at least once in each financial year. The Council, in consultation with the CEO, shall determine the time, date and place for such meeting.
- The ICBA leases offices which are located at Birkdale 2; River Park; Liesbeeck Parkway; Mowbray; Cape Town.
- Funding for the ICBA is generated primarily through annual registration fees and the proceeds from its annual conference.

3.2 Disciplinary Matters and Accountability

- Every person assuming membership of the ICBA signs the Code of Conduct as an indication of their acceptance of the values and ethos of the Institute.
- The Code lays prescribes standards for professional conduct and practice which must be adhered to by members. Failure to comply would lead to an investigation, which could result in a disciplinary hearing.
- Members of the public and employers or clients may lodge formal complaints against members in writing.
- The Council must refer valid complaints or allegations against a member to the Investigating Committee.
- The Investigating Committee must, after the conclusion of the investigation, submit a report making its recommendations to the Representative Council for the charge(s) that may be brought against a member.
- The Council appoints an ad-hoc Disciplinary Committee to hear the charge against a member. The tribunal must consist of at least a:
 - Person from the libraries and information services;
 - HR professional who has appropriate experience; and
 - Person qualified in law and who has appropriate experience.
- The Disciplinary Committee, after concluding the hearing, notifies the Representative Council of its finding. The Council gives effect to the decision of the Committee by endorsing the finding and sanction imposed.
- Contravention of the Code of Ethics and Conduct may result in the member being cautioned, reprimanded, suspended from membership, struck-off from membership or have his/her designation revoked.
- The Disciplinary Process makes provision for an appeals process, should the member wish to have an adverse ruling reconsidered.

3.3 Data Management

The ICBA 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)

- According to the ICBA philosophy, professional development does not end with an examination, a qualification, professional membership and a certificate on the wall; to give value to the ICBA designations standards of knowledge and competence must be maintained. Consequently, the Institute places huge emphasis on its designees to maintain their technical and professional competence by adhering to the CPD Policy.

- Designees are required to achieve 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.
- The ICBA Secretariat is tasked with the oversight and administration of the CPD system.
- In order to obtain CPD points or hours, designees need to be engaged in one of more of the following knowledge or skills activities:
 - Presenting at technical and professional conferences, seminars, educational meetings or refresher courses approved by the Institute.
 - Delivering lectures or papers at accredited and registered formal educational meetings, seminars and workshops.
 - Participating in workshops, lectures, seminars and conferences – either as delegate or presenter
 - Reviewing and/or publishing journal articles that contributes to the Bookkeeping and Accounting profession.
 - Mentoring, coaching, tutoring, teaching or lecturing
 - Participating in the national or regional structures of the Institute.
- The Council conducts sampled annual audits to verify CPD information submitted by professionally registered members. CPD non-compliance may result in revoking the designation of a member.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are received and assessed by the ICBA Secretariat.
- The ICBA Secretariat advises the applicant of the outcome of the review with regard to membership level awarded or not awarded, and the reason for the awarding of the relevant membership level.
- A designation certificate, bearing a unique registration number, is issued to successful applicants.
- Applicants also have an opportunity to lodge an appeal against the outcome of the application with the Council at no additional cost to the member.

4.2 Designation to be Registered

Designation Title: Certified Junior Bookkeeper [CJB-ICBA(SA)]

Underlying Qualification(s)	One of the following occupational qualifications: <ul style="list-style-type: none"> • Certificate: Bookkeeping, Level 3 • Certificate: Accounting Technician, Level 3 • Certificate: Local Government Accounting, Level 3 • Certificate Vocational: Finance, Economics and Accounting, Level 3
Experiential Learning and Practical Experience	Candidates will be required to show evidence of 6 months' relevant work experience.

Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

Designation Title: Certified Senior Bookkeeper [CSB-ICBA(SA)]

Underlying Qualification(s)	One of the following qualifications: <ul style="list-style-type: none"> • Further Education and Training Certificate: Bookkeeping, Level 4 • Further Education and Training Certificate: Accounting Technician, Level 4 • National Certificate Vocational: Finance, Economics and Accounting, Level 4
Experiential Learning and Practical Experience	Candidates will be required to show evidence of one years' relevant work experience.
Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

Designation Title: Certified Technical Financial Accountant [CTFA-ICBA(SA)]

Underlying Qualification(s)	One of the following qualifications: <ul style="list-style-type: none"> • Certificate: Accounting, Level 5 • Higher Certificate: Accounting, Level 5 • Higher Certificate: Accounting Sciences, Level 5 • National Diploma: Technical Financial Accounting, Level 5
Experiential Learning and Practical Experience	Candidates will be required to show evidence of two years' relevant work experience.
Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

Designation Title: Certified Financial Accountant [CFA ICBA(SA)]

Underlying Qualification(s)	One of the following qualifications: <ul style="list-style-type: none"> • Diploma Accounting, Level 6 • Diploma: Accounting Sciences, Level 6 • Diploma: Business Accounting, Level 6 • Diploma: Financial Accounting, Level 6 • Diploma: Accounting, Level 6 • Diploma Cost and Management Accounting, Level 6 • Diploma: Financial Accounting, Level 6
Experiential Learning and Practical Experience	Candidates will be required to show evidence of 3 years' relevant work experience.
Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

Designation Title: Certified Public Accounts Administrator [CPAA-ICBA(SA)]

Underlying Qualification(s)	One of the following qualifications: <ul style="list-style-type: none"> • Further Education and Training Certificate: Local Government Accounting, Level 4 • National Certificate: Public Sector Accounting, Level 4
Experiential Learning and Practical Experience	Candidates will be required to show evidence of 6 months' relevant work experience.
Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

Designation Title: Certified Public Accountant [CPA-ICBA(SA)]

Underlying Qualification(s)	One of the following occupational qualifications: <ul style="list-style-type: none"> • Diploma in Public Sector Accounting, Level 5 • Diploma Finance Accounting: Public, Level 6
Experiential Learning and Practical Experience	Candidates will be required to show evidence of one year's relevant work experience.

Board / Admission Examination / Assessment	Candidates are required to submit evidence of the practical requirements when applying for this designation.
Continuing Professional Development (CPD) Requirements	At least 8 hours verifiable and 12 hours non-verifiable CPD activities per year.
Application of Recognition of Prior Learning (RPL)	Process entails learners being assessed against a series of outcomes applicable to the level of membership.

5 RECOMMENDATION

It is recommended that:

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

Designation Title
Certified Junior Bookkeeper [CJB-ICBA(SA)]
Certified Senior Bookkeeper [CSB-ICBA(SA)]
Certified Technical Financial Accountant [CTFA-ICBA(SA)]
Certified Financial Accountant [CFA-ICBA(SA)]
Certified Public Accounts Administrator [CPAA-ICBA(SA)]
Certified Public Accountant [CPA-ICBA(SA)]

No. 316

13 April 2015

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the National Qualifications Act, Act No 67 of 2008, the Directorate Registration and Recognition 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

COACHES AND MENTORS OF SOUTH AFRICA (COMENSA)

Designation Title
COMENSA Credentialed Practitioner (CCP)
COMENSA Senior Practitioner (CSP)
COMENSA Master Practitioner (CMP)

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below ***no later than 10 May 2015***. All correspondence should be marked and addressed to:

Dr Jody P. 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: COACHES AND MENTORS OF SOUTH AFRICA (COMENSA)

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

1.2 The Directorate for Registration and Recognition (DRR) at SAQA 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 In the past few years, coaching and mentoring have assumed prominence in South Africa. Because coaching and mentoring are relatively new, still-emerging disciplines in South Africa, a group of experienced business and life coaches initiated a discussion process in 2004 to facilitate the development and professionalisation of these fields. The result was the launch, in 2006, of the Coaches and Mentors of South Africa (COMENSA) - an inclusive, umbrella professional association for individual and corporate providers of coaching and mentoring services.

COMENSA defines coaching as *"a professional, collaborative and outcomes-driven method of learning that seeks to develop an individual and raise self-awareness so that he or she might achieve specific goals and perform at a more effective level"*. Mentoring, the other hand, is defined by COMENSA as *"a partnership in which a mentee is assisted in making significant advances in knowledge, perspective and vision in order to develop their full potential; the mentor's wisdom is utilised by the mentee to facilitate and enhance new learning and insight."*

At its launch, the founding members agreed that COMENSA will be as inclusive as possible, and all interested stakeholders were encouraged to attend meetings and help to establish and define the approach and objectives of the association. Some of the main objectives of COMENSA are to:

- Act as the recognised professional association representing and providing for oversight of the coaching and mentoring professions in South Africa;
- Develop the credibility and awareness of coaching and mentoring as professions, and to promote the roles of coaching and mentoring, among all existing and potential stakeholders;
- Develop, implement, and provide for member compliance with, standards of professional competence and a code of professional ethics;
- Develop and maintain frameworks and/or mechanisms to support the professional development of coaches and mentors;

- Provide a central resource centre for information, formal and informal research, and other reference material on coaching and mentoring, and to facilitate access to such information by members;
- Monitor and promulgate best practice trends in coaching and mentoring.

2.2 COMENSA's *raison d'être* is the focus on coaches and mentors, the promotion of professional practice, and the protection of clients. Coaching and Mentoring is thus recognised by industry as a field of practice in its own right and COMENSA has also contributed as an active participant in various forums to the body of knowledge in this space.

2.3 COMENSA Membership

COMENSA was incorporated as a not-for-gain organisation with registration number 2005/017895/08 under Section 21 of the Companies Act 61 of 1973, as amended. In terms of the Companies Act 71 of 2008, COMENSA continues to exist as if it has been incorporated in terms of the provisions of this new Act.

COMENSA has 1380 members – 90% of whom are across all of South Africa's nine provinces, as well as members across Africa.

2.4 COMENSA Affiliations

Locally, it has informal working relationships:

- South African Board of People Practices (SABPP)
The Memorandum of Understanding which established the signed alliance recognises COMENSA as the professional registration body for Coaches and Mentors. The alliance recognises COMENSA as the representative body for the Coaching and Mentoring profession. Further, this relationship with the SABPP is to ensure that the training provided by recognised providers meets with the COMENSA minimum standards for practising professionals.
- COMENSA has forged informal working relationships with the following association on various areas of common interests:
 - Society of Industrial and Organisational Psychologists (SIOPSA) and the Special Group for Coaching Psychology (SGCP)
 - Institute of People Management (IPM)
 - Assessment Centre Study group (ACSG)
 - African Board for Coaching Psychology Coaching and Consulting (ABCPCC)
- Internationally, COMENSA has established informal relationships with the following organisations to identify benchmarks and best practices:
 - European Mentoring and Coaching Council (EMCC)
 - International Coaching Federation (IFC)
 - World Association of Business Coaches (WABC)

The ongoing discussions also include, among other things, an agreement to the "*Statement of Shared Professional Values between UK Coaching Professional Bodies*" as used by UK organisations and used with permission in South Africa.

2.5 Education and Training

- COMENSA is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- COMENSA 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

- An Executive Committee (EXCO) at national level is responsible and accountable to members for the leadership, management and administration of the Association, and is constituted and acts as the Board of Directors of the Section 21 Company, COMENSA.
- Main functions of the EXCO include:
 - Manage the membership application and registration process and maintain the membership database;
 - Co-ordinate and supervise the activities of the Portfolio Committees;
 - Monitor key and strategic developments in the fields of coaching and mentoring, and communicate these to members;
- The EXCO is empowered through the COMENSA Constitution to constitute sub-committees in the form of Executive Oversight Committees and Portfolio Committees to assist with its management duties. The members of the EXCO remain jointly and severally liable for all actions, omissions and activities of these sub-committees, and delegation of any issues to a sub-committee does not relieve the members of the EXCO of their joint responsibility.
- Sub-committees include:
 - Ethics Committee which enforces the ethical and professional conduct of practicing members;
 - Membership Committee which must ensure that a database of membership details is kept up to date and that all enquiries concerning membership details are answered.
 - CPD Committee designs criteria for reviewing and approving short courses, workshops and other programmes. The Committee also confirms the suitability of the CPD interventions for the different levels of professional certification.
 - Research Committee which ensures that a resource centre of research and other appropriate reference materials on coaching and mentoring is maintained in an appropriate and accessible format at the offices of COMENSA or at some other offside secure location.
 - Marketing Committee must ensure that the Association's website is efficiently maintained and kept updated.
 - Standards and Competencies Committee must compile standards of professional competencies of a coach/mentor in five functional areas: questioning; listening; building rapport; delivering measurable results; and upholding ethical guidelines and professional standards.

- These sub-committees are appointed by the EXCO to assist with its management duties in accordance with the recommendations of the King III Report on Corporate Governance insofar as these are applicable, without diminishing the responsibilities of the Executive Committee in fulfilling these duties.
- The Executive Oversight Committees appointed by the EXCO include, without being limited to, an Audit Committee.
- Provincial Chapters of COMENSA are constituted to represent the interests of members at local and provincial levels to the national EXCO, and thereby ensuring that all views are heard without geographical discrimination. These Provincial Chapters are governed by Provincial Chapter Committees.
- Members automatically are entitled to participate in the establishment and governance of the Provincial Chapter in their respective province by virtue of being a member of COMENSA, and not through a distinct or separate level, class or category of membership in the Provincial Chapter itself.
- The EXCO is made up of the following office-bearers:
 - President;
 - Vice-President;
 - Secretary;
 - Treasurer; and
 - Chairpersons of the Provincial Chapter Committees.
- The Terms of Reference are reviewed annually by each Portfolio Committee and Executive Oversight Committee immediately after their reconstitution following the Annual General Meeting (AGM), and any amendments to the Terms of Reference are approved by the Executive Committee.
- The COMENSA's business is operated from 53 Glenoak Road, Welcome Glen, Simon's Town, Cape Town with one fulltime staff in its employ, supported by office bearers who all offer their services on a voluntary basis.
- COMENSA raises funds by levying membership fees. The membership fees are determined yearly by the EXCO, based on the recommendations of the Treasurer and approve by the members at the AGM.
- COMENSA received an unqualified audit report for the year ended 28 February 2013 with a net profit of R149 630. It places the Association 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.
- COMENSA, 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

- COMENSA is governed by a Constitution and a Code of Ethics that were last amended on 29 May and 23 August 2013 respectively.
- The Code of Ethics of COMENSA sets out the ethical standards for professional conduct and practice which its members are expected to uphold. The Code also outlines the values and principles on which such standards are based.
- As a condition of membership, members agree to conduct themselves at all times in line with both the letter and the spirit of this Code; and to be held accountable to COMENSA's duly appointed Ethics Committee in the event of a complaint relating to conduct inconsistent with this Code being lodged against a member, in terms of the Complaints Procedure.
- Where an individual or company believes that a member of COMENSA or office bearer or committee member has acted in a way which is in breach of this Code of Ethics, they should first raise the matter with and seek resolution from the member concerned. Either party can ask a COMENSA member to assist in the process of achieving resolution.
- If the individual or company remains unsatisfied they are entitled to make a formal complaint to the Ethics Committee.
- The Ethics Committee, upon receiving a formal complaint, must request as much factual information as possible relating to the nature of the complaint. The complainant may be required to appear in person at any stage during the investigation or disciplinary process.
- Sanctions include a caution, a reprimand or both, suspension of the respondent's name from the membership register of COMENSA or from the board or committee for a specified period time, or permanent removal of the respondent from the membership register or board or committee.
- Any person aggrieved by a finding of, or penalty imposed, by the Ethics Committee may, within a period of thirty days after the date of such finding, or the imposition of such penalty, appeal to the EXCO of COMENSA against such finding or penalty.

3.3 Data Management

COMENSA 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)

- COMENSA expects its designees to maintain their technical and professional competence by adhering to the CPD Policy, as amended in November 2013.

- Designees at the three levels – that is the COMENSA Credentialed Practitioner, COMENSA Senior Practitioner and COMENSA Master Practitioner - are required to achieve 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.
- The CPD Committee is responsible for oversight and the overall administration of the CPD system.
- All designees are required to accumulate and record 60 Continuing Education Units (CEUs) within a three-year cycle. These CPD points can be acquired as follows: 3 CEUs for Ethics; 15 CEUs for supervision; and the balance of CEUs comes from the following categories:

Category 1 Activities:

These include activities with non-measurable outcomes such as one-on-one activity like personal development, therapy, coaching and mentoring, supervision. Other activities in this category include: breakfast meetings or presentations; case study discussions; formally organised special purpose teaching/learning groups; and formally organised special purpose lectures. (1 CEU per hour to a maximum of 6 CEUs per day for activities under this category can be undertaken).

Category 2 Activities:

These are activities with measurable outcomes and include:

- Publications

If the designee is the principal or co-author of a peer reviewed publication or chapter in a book, then he/she qualifies for 15 CEUs. 10 CEUs are earned for reviewing of an article or chapter in a publication or book.

- Research

Research and academic paper in a reputable journal or website for 10 CEUs

- Presentation

Presenters and co-presenters of papers or posters during workshops at a conference earn 10 CEUs.

Presenters and co-presenters of COMENSA recognised short courses earn up to 15 CEUs (the CPD Committee to approve courses).

- Attendance

1 CEU per hour for attending the following categories:

- Papers / posters /workshops at a conference
- COMENSA recognised short courses.

Category 3 Activities:

These activities involve structured, formal learning that is planned, recorded, presented by an accredited training provider and evaluated by an accredited assessor, with a measurable outcome. These include:

- Postgraduate studies, diplomas, professional certifications that are recognised as additional qualifications in coaching and mentoring. At the end of each year of study (not exceeding the normal duration of the degree) 20 CEUs may be claimed.
- Shorter courses or experiential training with a minimum of 35 hours of direct contact time and including a formal assessment for which 15 CEUs may be claimed.

- Designees have the duty to ensure that they abide by the COMENSA CPD Policy as to remain CPD compliant. Failing to do so, such members are faced with the possibility of having their designation revoked or being struck from the COMENSA membership register.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are assessed by the Registration Committee in terms of the set criteria for recommendation to the Council.
- The Representative Council considers the recommendation and makes a final decision in this regard.
- An ad-hoc Registration Panel is appointed by the Council to consider 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. An Appeals process is in place for unsuccessful applicants.

4.2 Designation to be Registered

Designation Title: COMENSA Credentialed Practitioner (CCP)

Underlying Qualification(s)	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> • An NQF Level 5 Qualification, AND/OR 1200 notional hours with at least one of the following Unit standards: <ul style="list-style-type: none"> ○ Coach a team member in order to enhance individual performance in work environment (ID: 113909) ○ Provide coaching to personnel within a Contact Centre (ID: 10327) ○ Coach others on principles of marketing in an organisation (ID: 10051) ○ Facilitate learning using a variety of given methodologies (ID: 117871) ○ Select and coach first line managers (ID: 252035) ○ Mentor employees in the performance management process (ID: 256034) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Comparable qualification at NQF Level 5
Experiential Learning and Practical Experience	<p>Candidates are required to obtain relevant learning and practical experience measured by at least 150 numbers of coaching hours completed under the supervision of a COMENSA registered mentor.</p>

Board / Admission Examination / Assessment	<p>A compulsory verification process plus supporting documents will be required of candidates who wish to apply for the CCP designation. The candidate's competencies are verified and confirmed in the following five areas:</p> <ol style="list-style-type: none"> 1. Ethics 2. Knowledge 3. Skills 4. Self Management 5. Context Management
Continuing Professional Development (CPD) Requirements	<p>All designees are required to accumulate and record 60 Continuing Education Units (CEUs) within a three-year cycle. These CPD points can be acquired as follows: 3 CEUs for Ethics; 15 CEUs for supervision; and the balance of CEUs comes from the following categories:</p> <p>Level 1 – Activities with non-measurable outcomes Level 2 – Activities with measurable outcomes Level 3 Activities with formally structures learning outcomes</p>
Application of Recognition of Prior Learning (RPL)	<p>The COMENSA credentialing and verification processes are bound in the Recognition of Prior Learning (RPL) philosophy. The COMENSA process of RPL is as follows:</p> <ul style="list-style-type: none"> • Identifying what a person knows and can do; • Matching the candidate's knowledge, skills and experience to specific standards (At this point the COMENSA Standards Framework) but in future in relation to associated assessment criteria of a qualification; • Assessing the learning against those standards; and • Crediting the person for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past <p>The RPL assessment of candidates is done against the same standards as those who may have done formal qualifications.</p>

Designation Title: COMENSA Senior Practitioner (CSP)

Underlying Qualification(s)	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> • An NQF Level 6 Qualification, AND/OR 2400 notional hours with at least one of the following Unit standards: <ul style="list-style-type: none"> ○ Coach a team member in order to enhance individual performance in work environment (ID: 113909) ○ Provide coaching to personnel within a Contact Centre (ID:10327) ○ Coach others on principles of marketing in an organization (ID: 10051) ○ Facilitate learning using a variety of given methodologies (ID: 117871) ○ Select and coach first line managers (ID: 252035) ○ Mentor employees in the performance management process (ID: 256034) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Comparable qualification at NQF Level 6
Experiential Learning and Practical Experience	<p>Candidates are required to obtain relevant learning and practical experience measured by at least 750 numbers of coaching hours completed under the supervision of a COMENSA registered mentor.</p>
Board / Admission Examination / Assessment	<p>A compulsory verification process plus supporting documents will be required of candidates who wish to apply for the CCP designation. The candidate's competencies are verified and confirmed in the following five areas:</p> <ol style="list-style-type: none"> 1. Ethics 2. Knowledge 3. Skills 4. Self Management 5. Context Management
Continuing Professional Development (CPD) Requirements	<p>All designees are required to accumulate and record 60 Continuing Education Units (CEUs) within a three-year cycle. These CPD points can be acquired as follows: 3 CEUs for Ethics; 15 CEUs for supervision; and the balance of CEUs comes from the following categories:</p> <p>Level 1 – Activities with non-measurable outcomes Level 2 – Activities with measurable outcomes Level 3 Activities with formally structures learning outcomes</p>

Application of Recognition of Prior Learning (RPL)	<p>The COMENSA credentialing and verification processes are bound in the Recognition of Prior Learning (RPL) philosophy. The COMENSA process of RPL is as follows:</p> <ul style="list-style-type: none"> • Identifying what a person knows and can do; • Matching the candidate's knowledge, skills and experience to specific standards (At this point the COMENSA Standards Framework) but in future in relation to associated assessment criteria of a qualification; • Assessing the learning against those standards; and • Crediting the person for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past <p>The RPL assessment of candidates is done against the same standards as those who may have done formal qualifications.</p>
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Designation Title: COMENSA Master Practitioner (CMP)

Underlying Qualification(s)	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> • An NQF Level 7, AND/OR 3600 notional hours with at least one of the following Unit standards: <ul style="list-style-type: none"> ○ Coach a team member in order to enhance individual performance in work environment (ID:113909) ○ Provide coaching to personnel within a Contact Centre (ID: 10327) ○ Coach others on principles of marketing in an organisation (ID: 10051) ○ Facilitate learning using a variety of given methodologies (ID: 117871) ○ Select and coach first line managers (ID: 252035) ○ Mentor employees in the performance management process (ID: 256034) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Comparable qualification at NQF Level 7
Experiential Learning and Practical Experience	<p>Candidates are required to obtain relevant learning and practical experience measured by at least 2000 numbers of coaching hours completed under the supervision of a COMENSA registered mentor.</p>
Board / Admission Examination / Assessment	<p>A compulsory verification process plus supporting documents will be required of candidates who wish to apply for the CCP designation. The candidate's competencies are verified and confirmed in the following five areas:</p> <ol style="list-style-type: none"> 1. Ethics 2. Knowledge 3. Skills 4. Self-Management 5. Context Management

Continuing Professional Development (CPD) Requirements	All designees are required to accumulate and record 60 Continuing Education Units (CEUs) within a three-year cycle. These CPD points can be acquired as follows: 3 CEUs for Ethics; 15 CEUs for supervision; and the balance of CEUs comes from the following categories: Level 1 – Activities with non-measurable outcomes Level 2 – Activities with measurable outcomes Level 3 Activities with formally structures learning outcomes
Application of Recognition of Prior Learning (RPL)	The COMENSA credentialing and verification processes are bound in the Recognition of Prior Learning (RPL) philosophy. The COMENSA process of RPL is as follows: <ul style="list-style-type: none"> • Identifying what a person knows and can do; • Matching the candidate's knowledge, skills and experience to specific standards (At this point the COMENSA Standards Framework) but in future in relation to associated assessment criteria of a qualification; • Assessing the learning against those standards; and • Crediting the person for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past The RPL assessment of candidates is done against the same standards as those who may have done formal qualifications.

5 RECOMMENDATION

It is recommended that:

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

Designation Title
COMENSA Credentialed Practitioner (CCP)
COMENSA Senior Practitioner (CSP)
COMENSA Master Practitioner (CMP)

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