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SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Diplomacy, Protocol and Foreign Affairs

Registered by NSB 08, Law, Military Science and Security, publishes the following qualifications and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards upon which qualifications are based. The full qualification and unit standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 10 October 2004***. All correspondence should be marked **Standards Setting – SGB for Diplomacy, Protocol and Foreign Affairs** and addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

Advanced Certificate: Foreign Economic Representation

SAQA QUAL ID	QUALIFICATION TITLE	
49055	Advanced Certificate: Foreign Economic Representation	
SGB NAME	SGB Diplomacy, Protocol and Foreign Affairs Assist	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
LMS-6-National Certificate	National Certificate	Sovereignty of the State
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
150	Level 6	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This qualification provides the entry point in the service of foreign economic representation. It will equip qualifying learners with the competencies to: provide direct access links to foreign markets for South African businesses; spot and recruit foreign direct investment into South Africa; gather foreign market intelligence and assist South African and/or foreign businesses to access the Department of Trade and Industry suite of programmes. Qualifying learners will be able to:

- > Communicate effectively with a variety of stakeholders in a foreign economic office
- > Perform and manage the practical aspects of foreign economic representation
- > Monitor and evaluate the impact of trade diplomacy
- > Manage and coordinate the administrative duties of a foreign economic office

Rationale:

As South Africa competes in the global village, there is a great need to attract foreign investment and ensure that South African businesses access international markets. Foreign Economic representatives are at the interface of marketing South Africa internationally. This qualification constitutes the basic competencies that are needed by a Foreign Economic Representative to execute her/his functions competently.

RECOGNIZE PREVIOUS LEARNING?

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LEARNING ASSUMED TO BE IN PLACE

Learners embarking on study towards this qualification are assumed to have completed a level 6 qualification in the field of Business, Commerce and Management or its equivalent.

Recognition of Prior Learning:

This qualification may be achieved in part or whole through the recognition of prior learning and /or experience as a Foreign Economic Representative. For the purposes of recognizing prior learning, providers are required to develop structured means of assessment of individual candidates against the exit level outcomes of the qualification on a case by case basis. Such procedures and assessment of individual candidates must be moderated.

QUALIFICATION RULES

N/A

EXIT LEVEL OUTCOMES

1. Communicate effectively with a variety of stakeholders in a foreign economic office.
2. Demonstrate a broad understanding of the historical, social, political and economic realities of South Africa.
3. Demonstrate an in-depth understanding of the South African economy and international trade relations.
4. Perform and manage the practical aspects of foreign economic representation.
5. Monitor and evaluate the impact of trade diplomacy.
6. Manage and coordinate the administrative duties of a foreign economic office.

Critical Cross-field Outcomes:

The way in which the critical cross-field outcomes are addressed in this qualification is presented in detail in the unit standards. The qualification addresses the following critical cross-field outcomes:

- > Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- > Working effectively with others as a member of a team, group, organization or community.
- > Organizing and managing oneself and one's activities responsibly and effectively.
- > Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion.
- > Demonstrating an understanding of the world as a set of related systems by recognizing that problem solving contexts do not exist in isolation.

ASSOCIATED ASSESSMENT CRITERIA

1. Communication with stakeholders is accurate, effective and meets organizational standards.
 - > 114843 - Communicate effectively in agency and consular work.
 - > 13925 - Present information in a public setting
2. The historical, social, political and economic realities of South Africa are discussed.
 - > 114846 - Demonstrate an understanding of the historical, political, social and economic realities of South Africa.
 - > 114864 - Explain South Africa's key domestic policies.
3. The South African economy, the influence of foreign markets and globalization on the South African economy, and the trade and investment environment in South Africa and Africa are explained in detail.
 - > 116721 - Demonstrate a broad understanding of the Department of Trade and Industry.
 - > 114855 - Evaluate South Africa's economic policies.
 - > 12887 - Demonstrate an understanding of the functioning of the international financial markets within the South African context.
 - > 110485 - Describe and explain a range of international trends in economic development.
 - > 14508 - Demonstrate knowledge and understanding of globalization and its implications for financial services in South Africa.
4. Foreign economic representation activities are planned and conducted in accordance with the organizational standards.
 - > 116722 - Identify, Initiate, Develop and Manage Trade and Investment Opportunities.
 - > 114871 - Know and apply diplomatic protocols and etiquette.
 - > 10085 - Manage research projects.
 - > 7889 - Manage quality in the organization.
 - > 7887 - Develop and manage marketing plans and strategies.
 - > 13104 - Determine the relationship between risk and return.
 - > 12985 - Identify and assess negotiable instruments relating to modes of payment.
 - > 12984 - Interpret provisions of contract and assess liability of clients and other parties to an agency agreement.
5. Foreign economic representation activities are monitored and reports on such activities are generated in compliance with organizational standards.
 - > 10072 - Monitor and review activity plan.
 - > 13059 - Prepare and analyse financial reports for different types of business entities
6. The foreign economic office is managed in accordance with organizational standards.
 - > 110531 - Plan, organize and control day to day administration of an office support function.
 - > 110483 - Develop and manage an organizational records system.

- > 7880 - Prepare, implement, manage and control budgets.
- > 114858 - Protect the confidentiality of mission activities and information.
- > 7859 - Lead and manage teams of people.
- > 10591 - Conduct interpersonal management.

Integrated Assessment:

Assessment should focus on the candidates' ability to apply theoretical knowledge and understanding to praxis. Assessors should use a range of strategies to allow candidates to demonstrate applied competence without their being required to practice in authentic contexts. Assessment strategies and procedures should be in alignment with the purpose and exit level outcomes of the qualification. These should not consist of written assignments, tests and/or examinations only, but should include a variety of options such as case studies, problem solving assignments, portfolios of learning and projects.

INTERNATIONAL COMPARABILITY

The Department of Trade and Industry is fortunate in that it has an agreement with the Canadian government whereby the Canadian government assists in terms of training. The Canadian Foreign Service Institute made available to the DTI its Foreign Service Development Programme, the South African equivalent of training for Foreign Economic Representative. A comparison of the two revealed that the content of this level 6 qualification compares well with the knowledge, understanding, skills and value orientations covered in the Foreign Service Development Programme. Communication (both oral and writing), Etiquette and Protocol, Economic Diplomacy, Understanding of international markets, Advocacy, Administration and Business Development are the areas that are covered in the Advanced Certificate in Foreign Economic Representation which are also covered in the Canadian Foreign Service Development Programme. The SGB did consult with a number of African countries in the SADC region in order to benchmark the qualification but found out that these countries do not specifically train Foreign Economic Representatives as these are people who have high level expertise in the field of Business, Commerce and Management.

ARTICULATION OPTIONS

This qualification is equivalent to other Advanced Certificates at NQF level 6. The Advanced Certificate in Mission Administration is one example of a qualification equivalent to this qualification. Learners qualifying with this qualification may proceed to an Advanced Diploma in International Economic Representation at NQF level 7.

MODERATION OPTIONS

Providers offering this qualification must be accredited by the relevant ETQA. Accredited providers must establish moderation procedures and systems in line with the requirements of the ETQA.

Results of assessments should be moderated by one or more external moderators. External moderators should provide reports not only on the fairness and consistency of assessment, but also on the validity of the assessment design in terms of the specified outcomes.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Anyone assessing learners against this qualification must be registered as an assessor with the relevant ETQA. An assessor should have at least a level 6 qualification in Business, Commerce and Management and at least 3 years experience as a Foreign Economic Representative.

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	110531 Plan, organise and control the day-to-day administration of an office support function	Level 5	4	Registered
Core	114858 Protect the confidentiality of mission activities and information	Level 5	4	Registered

Core	114871 Know and apply diplomatic protocols and etiquette	Level 5	8	Registered
Core	7880 Prepare, implement, manage and control budgets	Level 6	10	Registered
Core	10072 Monitor and review activity plan	Level 6	7	Registered
Core	13059 Prepare and analyse financial reports for different types of business entities	Level 6	16	Registered
Core	110483 Develop and manage an organisational records system	Level 6	5	Registered
Core	116722 Identify, initiate, develop and manage trade and investment opportunities	Level 6	20	Draft - Prep for P Comment
Elective	7859 Lead and manage teams of people	Level 6	6	Registered
Elective	7887 Develop and Manage Marketing Plans and Strategies	Level 6	12	Registered
Elective	7889 Manage quality in the organisation	Level 6	6	Reregistered
Elective	10085 Manage research projects	Level 6	30	Registered
Elective	10591 Conduct interpersonal management	Level 6	6	Registered
Elective	12984 Interpret provisions of a contract and assess liability of clients and other parties to an agency agreement	Level 6	10	Registered
Elective	12985 Identify and assess negotiable instruments relating to modes of payment	Level 6	10	Registered
Elective	13104 Determine the relationship between risk and return	Level 6	8	Registered
Elective	14508 Demonstrate knowledge and understanding of globalisation and its implications for financial services in South Africa	Level 6	7	Registered
Fundamental	13925 Present information in a public setting	Level 5	5	Registered
Fundamental	110485 Describe and explain a range of international trends in economic development	Level 5	6	Registered
Fundamental	114846 Demonstrate an understanding of the historical, political, social and economic realities of South Africa	Level 5	10	Registered
Fundamental	12887 Demonstrate an understanding of the functioning of the international financial markets within the South African context	Level 6	18	Registered
Fundamental	114843 Communicate effectively in agency and consular work	Level 6	8	Registered
Fundamental	114855 Evaluate South Africa's economic policies	Level 6	5	Registered
Fundamental	114864 Explain South Africa's key domestic policies	Level 6	5	Registered
Fundamental	116721 Demonstrate a broad understanding of the department of trade and industry	Level 6	5	Draft - Prep for P Comment



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UNIT STANDARD:

1

Demonstrate a broad understanding of the department of trade and industry

SAQA US ID	UNIT STANDARD TITLE		
116721	Demonstrate a broad understanding of the department of trade and industry		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Diplomacy, Protocol and Foreign Affairs Assist		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Law, Military Science and Security		Sovereignty of the State	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
LMS-SST-0-SGB DIP	Regular	Level 6	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate an understanding of the structure and functions of the DTI.

SPECIFIC OUTCOME 2

Demonstrate an understanding of the mandate and vision of the DTI.

SPECIFIC OUTCOME 3

Demonstrate an understanding of the role, policies, products and services of the DTI.

SPECIFIC OUTCOME 4

Demonstrate an understanding of the interrelation between the DTI, other government structures and e



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UNIT STANDARD:

2

Identify, initiate, develop and manage trade and investment opportunities

SAQA US ID	UNIT STANDARD TITLE		
116722	Identify, initiate, develop and manage trade and investment opportunities		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Diplomacy, Protocol and Foreign Affairs Assist	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Law, Military Science and Security	Sovereignty of the State		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
LMS-SST-0-SGB DIP	Regular	Level 6	20

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify, initiate and maintain trade and investment contacts.

SPECIFIC OUTCOME 2

Promote South African businesses abroad and highlight investment opportunities in South Africa.

SPECIFIC OUTCOME 3

Advise South African business about opportunities abroad, foreign businesses about trade opportuniti

SPECIFIC OUTCOME 4

Compile reports about the activities of the foreign economic office.