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## GOVERNMENT NOTICE

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### SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

No. 1045

19 December 2014

#### 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 bodies and the registration of their respective designations on the NQF for the purposes of the said Act.

SAQA evaluated the application of the professional bodies 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	Designation Title
South African Institute of Physics	Professional Physicist
Disaster Management Institute of Southern Africa	Disaster Management Professional
Southern African Communications Industries Association	Certified AV Associate
	Certified AV Practitioner
	Certified AV Professional
	Certified BCT Associate
	Certified BCT Practitioner
	Certified BCT Professional

Comment regarding the application should reach SAQA at the address below **no later than 19 January 2015**. All correspondence should be marked and addressed to:

The Director: Registration and Recognition  
SAQA  
Postnet Suite 248  
Private Bag X06  
Waterkloof  
0145  
or fax to (012) 431 5144  
e-mail: [professionalbody@saqa.org.za](mailto:professionalbody@saqa.org.za)



Dr Jody P. Cedras  
Director: Registration and Recognition



**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION  
REGISTRATION**

**EVALUATION REPORT**

**1. NAME OF BODY:** South African Institute of Physics (SAIP)

- 1.1 The South African Institute of Physics (SAIP) applied to SAQA for recognition as a Professional Body and for the registration of one (1) Professional Designation 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 SAIP was established in July 1955 as a not-for profit and voluntary professional body for physics in South Africa. SAIP provides a home for nurturing physics talent, a platform for professionals to network and a vehicle to promote physics education and its application for socio-economic development of South Africa.

SAIP has grown and diversified to the extent that there are a number of specialist divisions within the SAIP, concentrating on more specific fields, whilst participating in the general activities of the Institute. The Specialist Divisions within SAIP are:

- Physics of Condensed Matter and Materials
- Theoretical and Computational Physics
- Astrophysics and Space Science
- Physics Education
- Nuclear, Particle and Radiation Physics Division
- Photonics Division
- Applied Physics Forum
- Forum for Women in Physics

**2.1 The main objectives of SAIP are to:**

- be the voice of physics in South Africa;
- promote study and research in physics and related subjects and to encourage applications thereof;
- further the exchange of knowledge among physicists by means of publications and conferences;
- uphold the status of and ensure a high standard of professional conduct among physicists and;
- do all such other lawful things as may be necessary to attain the above objects including the co-operation with other institutes or societies, to the benefit of both.

**The SAIP pursues these aims by, inter alia:**

- organising an annual conference, to which overseas speakers are regularly invited;
- organising winter and summer schools and various workshops and symposia through its specialist groups;

- giving awards for excellence at various levels;
- improving public understanding of physics and outreach in physics;
- encouraging females to study and take up careers in physics through the Women in Physics through South Africa (WiPiSA) programme;
- support programmes for the Further Education Training (FET) Physical Science;
- promoting Innovation and Physics in industry through the Entrepreneurship for Physicists programme;
- creating networks with Africa and the international community in promoting the study and application of physics for sustainable development;
- partnerships with government, the private sector and NGOs sectors;
- professional development services and opportunities;
- continuously scan the physics environment in South Africa to identify challenges so as to:
  - liaise with government and to make an input to relevant legislation and decision making that affect physics;
  - advise funding agents on matters related to physics funding required for training more physicists.

## 2.2 SAIP Membership

The South African Institute of Physics operates a system whereby members and prospective members may apply for admission or promotion to a specific Category of Membership.

Various categories of membership are set out below. The requirements applicable to each category are stipulated in the SAIP Bylaws Version: 1.3 dated 07 July 2014

- Ordinary members
- Honorary members
- Fellows
- Life members
- Retired members
- Student members
- Associate members
- Corporate members
- Professional Physicists

## 2.1 SAIP Affiliations:

### National Affiliations

South African Council for Natural Scientific Professions – SACNASP

SAIP complies with Section 26 of Natural Scientific Professions Act 27 of 2003 and as such is a registered voluntary association with the South African Council for Natural Scientific Professions

### International Affiliations

<p>International Union for Pure and Applied Physics – (IUPAP) (IUPAP) is an arm of the International Council for Scientific Unions - ICSU</p>	<ul style="list-style-type: none"> <li>• South Africa is a member of the International Union of Pure and Applied Physics – IUPAP</li> <li>• South Africa pays membership dues to IUPAP and participates in various commissions of IUPAP.</li> <li>• SAIP is the local adhering body for IUPAP and represents South Africa in the following               <ul style="list-style-type: none"> <li>- Voting member in IUPAP General Assembly</li> <li>- SA holds Current Position of Associate Secretary General</li> <li>- Commission on Physics Education</li> <li>- Commission on Physics for Development</li> <li>- Commission on Astrophysics</li> <li>- Commission on Renewable Energy</li> </ul> </li> </ul>
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Institute of Physics (IOP) – United Kingdom	Reciprocal Membership benefits between IOP (UK) and SAIP
Australian Institute of Physics (AIP) - Australia	Reciprocal Membership benefits between IAP-Australia and SAI
American Physical Society (APS) - America	Reciprocal Membership benefits between American Physical Society Members and SAIP

## 2.2 Education and Training

The SAIP is currently undertaking several projects that support the development of physics skills for South Africa's science and technology sector. Most of these projects are done in collaboration with various stakeholders such as the Department of Science and Technology, Department of Higher Education and Training, Council on Higher Education (CHE), Universities and International Partners.

- **Physics Teacher Development Project**  
SAIP realised that the greatest threat to the success of the South Africa's Science and Technology strategy is the leaky education pipeline and the quality of graduates. SAIP realised that training teachers to have the right skills will have the greatest ripple effect. The SAIP committed itself to this as its main current project and already had two large recent landmark successes. In the teacher training, 600 physical science teachers were trained and there exists potential for massive growth in this area. SAIP has partnered with Soweto Science Centre of the University of Johannesburg, the Gauteng Department of Education and the Institute of Physics UK to implement this project.
- **Review of Physics Training**  
In order to support government's vision of increasing PhDs five-fold, the SAIP is implementing a project to review physics training in South Africa in collaboration with key stakeholders. The review was carried out with the support of the Council on Higher Education (CHE). A national report with a set of recommendations was produced. The project is now focussed on the implementation stage where SAIP is developing a national strategic document and implementation plan for improving the quality of undergraduate physics teaching in South Africa.
- **South African Biophysics Initiative**  
During the process of assessing the needs of our country and physics education and research in South Africa, SAIP identified a challenge posed by the poor state of biophysics in the country.

The SAIP has established a SA Biophysics working group to spearhead development of biophysics training and interdisciplinary research in South Africa. More than 50 post-graduate students have joined the biophysics initiative. Key highlights include development of biophysics promotional materials such as posters, magazines and brochures, exchange visits, interdisciplinary research meetings, development of course modules to offer a biophysics degree at UNISA.

- **Physics Conferences, Workshops and Schools**  
The SAIP supports human capital development mainly through the organisation of conferences and schools of which the main objective is to provide a platform on which physicists, academics, students and researchers develop professionally and share ideas. The conferences will also contribute to knowledge generation as delegates share research results and collaborate to solve problems.
- **South African Physics Publications**  
SAIP produces 3 main publications to help share knowledge and dissemination research information among the physics community in South Africa
  - a) The SAIP Annual Conference Book of Abstracts

- b) The SAIP Annual Conference Proceedings
- c) The Physics Comment Magazine – A quarterly magazine dealing with topical issues in physics. Previous copies can be downloaded on <http://www.saip.org.za/index.php/news-and-events/physics-comment>

### 3. EVALUATION AGAINST SAQA CRITERIA

#### 3.1 Governance, Management and Sustainability

SAIP is constituted according to Common Law as a Voluntary Association (VA).

The constitution sets out the agreed rules which govern SAIP, such as its main purpose and objectives, its membership and governance structures, procedures, the rights and duties of the organisation, its members and office-bearers.

In accordance with International Financial standards for small and medium sized entities and the requirements of the Companies Act of South Africa, the South African Institute of Physics was reviewed, and received a favourable audit report for the year ended 28 February 2014.

#### The governing body of the professional body

Position	Name	Surname	ID Number	Gender
President	Frederick	Scholtz	6001075059081	Male
Executive Officer	Brian	Masara	7506226127180	Male
Secretary	Meriam Malebo	Tibane	7710280441087	Female
Treasurer	Alan	Matthews	6205285165089	Male
Council Member	Sam Mabuna	Ramaila	6801056120087	Male
Council Member	Mmantsae Moche	Diale	6801056120087	Female
Council Member	Patrick Alan	Woudt	695675965Germany	Male
Council Member	Azwinndini	Muronga	680428 6056089	Male
Student Rep on Council	Phumulani Zipho	Ngcobo	8006175374080	Male

SAIP currently has 2 full time staff members, Executive Officer and Office Secretary and one part time staff member, a Webmaster.

#### 3.2 Disciplinary Matters and Accountability

- Professional Physicists must abide by the SAIP code of conduct as stipulated in the by-laws. When a person applies for admission they are required to sign that they will abide by the SAIP Code of Conduct.
- SAIP has a disciplinary committee and disciplinary procedure as set out in the constitution and by-laws.
- If a Professional Physicist is found to be guilty, he/she may be reprimanded, suspended or dismissed from SAIP and the certification withdrawn.
- The complainant has no right to appeal to the decision. He/she has the right to submit a new statement concerning the behaviour of a member not less than 12 calendar months from the date of the previous decision. A new hearing may then be convened which will not make use of any information relating to the original hearing.
- The respondent has the right to appeal to all or part of the decision. Any such appeal is strictly restricted to grounds of procedural irregularity or new evidence.
- The Code of Conduct is available for download by the public on the SAIP website.

#### 3.3 Data Management

- SAIP maintains a database of its members consisting of their names, surname and membership numbers.
- Demographic profile of membership in terms of race and gender are provided as per the Quarterly Reports of the different Regions of the Institute.
- Since SAIP is just starting to introduce the Professional Physicist designation which requires CPD, the CPD section of the database is under development. An investigation is underway to look at the feasibility of outsourcing this function.

### 3.4 Continuing Professional Development (CPD)

The Professional Physicist Certification shall be renewed on application every five years. Continuous Professional Development (CPD) shall run in 5-year cycles, during which period each certified physicist shall be required to accumulate a minimum of 25 credits in order to retain certification.

In any one year, the certified physicist shall be required to accumulate a minimum of 5 credits; Professional Physicists shall ensure a balance in their CPD activities between the following three categories:

Category 1	Developmental Activities	4 credits
Category 2	Work –based activities	
	<ul style="list-style-type: none"> <li>• Work within special field</li> <li>• Mentoring of candidates and motivation</li> </ul>	2 credits 1 credits
Category 3	Individual Activities	
	<ul style="list-style-type: none"> <li>• Membership of a recognised voluntary association</li> <li>• Other activities</li> </ul>	1 credits 3 credits

## 4. PROFESSIONAL DESIGNATIONS

### 4.1 Designation Awarding Process

#### **Awarding Professional Physicist Designation;**

- A Physicist may apply and be awarded the Professional Physicist designation if they satisfy the following criteria:
  - they apply and qualify to be an Ordinary Member of SAIP;
  - their underlying physics qualification are in line with SAIP requirements;
  - they have the required physics related experience;
  - they do not have a history of breaching the SAIP code of conduct and;
  - a testimonial letter is received from other physicists to support their credentials.

#### **Revoking or Suspending of a Professional Physicist;**

The designation may be revoked under the following possibilities:

- non-payment of membership fees;
- failure to meet the required CPD points as set out in the constitution and by-laws and;
- breaching the SAIP code of conduct, if the member is found to be guilty that member may be reprimanded, suspended or dismissed and have professional designation revoked SAIP.

**4.2 Designations to be registered****Designation Title: Professional Physicist**

<b>Underlying Qualification(s)</b>	Bachelor's or equivalent degree in Physics at NQF Level 7 Honours or equivalent degree in Physics at NQF Level 8 Master's or equivalent degree in Physics at NQF Level 9
<b>Experiential Learning and Practical Experience</b>	<ul style="list-style-type: none"> <li>• A member with a 3-year Bachelors or equivalent degree in Physics must have a minimum of six years' experience in a Physics-related activity</li> <li>• A member with a Honours or equivalent degree in Physics must have a minimum of five years' experience in a Physics-related activity</li> <li>• A member with a Masters or equivalent degree in Physics must have a minimum of three years' experience in a Physics-related activity</li> </ul> <p>Work experience will be considered physics-related if it uses physics directly, or if it significantly utilizes physics modes of thought such as the approach to problem-solving developed in physics education and/or derived from experience in working as a physicist, regardless of whether the experience is in academia, industry, government, or elsewhere.</p> <p>This includes management of physics-related work, supervision of physics related physics-related experience shall be based on the following criteria:</p> <ol style="list-style-type: none"> <li>i. practical experience;</li> <li>ii. management skills, where applicable;</li> <li>iii. understanding</li> </ol>
<b>Board/ Admission Examination/Assessment</b>	None
<b>Continuing Professional Development (CPD) Requirements</b>	25 CPD points per five year cycle
<b>Application of Recognition of Prior Learning (RPL)</b>	Recognition of Prior Learning or experience will be recognised according to the admission requirements based on the Institute's RPL Policy.



**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION  
REGISTRATION**

**EVALUATION REPORT**

**1. NAME OF BODY:** Disaster Management Institute of Southern Africa (DMISA)

- 1.1 The Disaster Management Institute of Southern Africa (DMISA) 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) 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 Disaster Management Institute of Southern Africa (DMISA) aims to advance the discipline and promote learning and networking opportunities. The focus is on ensuring a uniform and standardised approach towards a professional and quality driven fraternity. DMISA, which is 29 years old in 2014, has engaged with the South African National Disaster Management Centre (NDMC) on various occasions. Regular meetings between DMISA leadership and the NDMC ensure a constant flow of information from functionaries in provincial and municipal spheres of government, directly to the NDMC – cutting red tape and improving cooperation and understanding. DMISA is a self-governing body committed to standardization, and hosts the biggest annual Disaster Risk Reduction conference in Africa – routinely attracting more than 350 delegates.

In partnership with the NDMC, DMISA plays an important role in furthering the interests of Disaster Management practitioners in South Africa and in the Southern Africa region as a whole. DMISA has kept pace with global changes since its inception, and has undergone several name changes and considerable reforms in its Constitution in recent years. Founded in April 1985 as the Civil Defence Association of South Africa, it has contributed significantly to South Africa's legislative reform in Disaster Management.

When the institute was established, civil defence services were rendered according to the provisions of the Civil Defence Act (Act 67 of 1977) and the Fund Raising Act of 1978. However, it became increasingly apparent that civil defence and civil protection had to change to keep abreast with international approaches to disasters and how they were managed. The International Decade for Natural Disaster Reduction (IDNDR), introduced by the United Nations (UN) during the 1990s, was a clear call for the world to shift the focus away from reactive disaster responses onto disaster prevention and preparedness and building resilience through developmental initiatives. The changes within the Institute reflected the changes in thinking and approach among practitioners in the field, as well as a move away from the military influence towards a reaffirmation of the principles of civilian control and democracy.

DMISA organised a study tour to Europe and the United Kingdom in 1990, which contributed significantly to a paradigm shift from civil defence and protection to disaster

management in South Africa. Coming at the end of the apartheid era, the tour was accepted by the UN in Geneva. As a result, the UN Disaster Management Training Programme (UNDP), developed by the UN Disaster Relief Organization (UNDRO), was introduced to South Africa, leading in 1996 to a partnership with Technikon SA to offer Certificate Courses in Disaster Management based on the UNDP modules. The courses were jointly accredited and certified by Cranfield University in the UK; the University of Wisconsin in the USA; and the then Civil Protection Association.

## 2.1 The changing face of DMISA:

Date	Development
1985	Founded as the Civil Defence Association of South Africa
1994	Name change to: Civil Protection Association of South Africa
1996	Name change to: Emergency and Disaster Management Association of Southern Africa
1998	Name change to: Disaster Management Association of Southern Africa
2000	Name change to: Disaster Management Institute of Southern Africa (DMISA)
2005	Decision to investigate transformation to a statutory professional body where disaster management professionals are required to register and be provided with designations.

The introduction of additional membership categories linked to qualifications and experience heralded the start of another transformation process for DMISA, which is currently gaining momentum with efforts toward achieving professional status for the function.

The Institute is also playing a leading role in support of the Amendment Bill to the Disaster Management Act, Act 57 of 2002.

## 2.2 The main objectives of DMISA are to:

- serve as a central point for collecting information in connection with Disaster Management and at its discretion to distribute the information, after scrutinising, collating or summarising, for the promotion of Disaster Management;
- collect, collate, co-ordinate and distribute data, ideas, knowledge, methods and techniques by any means suitable for the purpose of improving the efficiency of and promoting uniformity within Disaster Management and to develop and promote matters of mutual interest to members and communities;
- publish and distribute books, pamphlets, periodicals, treatises and articles in support of the activities and objectives of the Institute;
- endeavour to actively promote awareness amongst all communities of vulnerability assessment and to promote community participation in prevention, mitigation, preparedness, response, recovery, rehabilitation, as well as the integration of disaster management into sustainable development;
- capacitate members through training and development;
- serve as the officially recognised spokesperson of the organised Disaster Management and Associated professions in Southern Africa and to state its case in negotiations with the authorities and other organisations, where the interest of Disaster Management within the various community structures which the profession serves, are, or could be affected;

- determine a code of ethics and professional standards of work and conduct for its members, to promote, monitor, stimulate and encourage observance thereof and to create an esprit de corps for members of the Institute;
- conduct research, convene conferences, symposia, seminars and forums; arrange for the presentation of lectures and papers to the members the Institute or the community and relevant structures in order to stimulate, promote, encourage and facilitate discussion, study and research relating to Disaster Management issues;
- actively participate in the formulation of disaster management legislation and policy and to support, or oppose any other legislation which has a bearing on the Institute, the profession and its members;
- strive for closer co-operation with national and international organisations and institutions involved in, and who have similar objectives to, or could positively contribute to the field of disaster management and;
- actively promote the need for and concept of disaster management being an integral and indispensable part of development and development principles.

### **2.3 DMISA Membership**

The Disaster Management Institute of Southern Africa operates a system whereby members and prospective members may apply for admission or promotion to a specific Category of Membership.

On acceptance of a member, the applicant will be notified in writing of their admission to the Institute, as well as their membership category. A copy of such advice shall be forwarded to the committee of the Region (Chapter) in which the applicant resides.

The processes for admission to a specific category of membership is determined in conjunction with the Policy on Qualification Requirements for Registration and Designations.

Various categories of membership are set out below. The requirements applicable to each category are stipulated in the constitution.

- Corporate Membership
- Associate Membership
- Supporting Membership
- Graduate Membership : Grad: D.M.I.(SA)
- Fellow of the Institute: F. D.M.I.(SA)
- Life Membership: Life: D.M.I.(SA)
- Honorary Membership: Hon: D.M.I.(SA)

### **2.4 DMISA Affiliations:**

#### **National Affiliations**

- South African National Disaster Management Centre
- University of the Free State, Disaster Risk Management Training and Education Centre for Africa (DiMTEC)
- South African Red Cross
- South African Weather Service (SAWS)
- South African Local Government Association (SALGA)
- South African Bureau of Standards (SABS)

#### **International Affiliations**

- Cranfield Disaster Management Centre (UK)
- International Strategy for Disaster Reduction (ISDR) Secretariat (formerly known as: International Decade for Natural Disaster Reduction (IDNDR) Secretariat)

- Doctors Without Borders
- International Civil Defence Organisation (ICDO)
- International Committee of the Red Cross (ICRC)
- University of Wisconsin
- Dealing with Disasters (DwD) – Northumbria University : Disaster and Development Centre
- Global Risk Forum (GRF) and International Disaster and Risk Conferences, Davos, Switzerland

## 2.5 Education and Training

DMISA is committed to a policy that will capacitate its members by promoting and facilitating training and skills development opportunities and ethical standards of practice in disaster management in Southern Africa. The objectives of the DMISA Training and Skills Development Policy are, amongst others to:

- Establish a Training and Skills Development Committee to pursue the Training and Skills Development Policy of DMISA and to develop terms of reference to govern the operation of such committee.
- Serve in support of the National Disaster Management Centre in pursuance of its disaster management National Disaster Management Education and Training Framework (NDMETF) responsibilities.
- Promote and facilitate the professional advancement of its members through training and skills development initiatives.
- Also, various universities present courses on disaster management related subject matter and are accredited by the Council on Higher Education (CHE).

### The Pat Reid Bursary Programme:

DMISA is committed to providing learning opportunities for professionals in Disaster Management and related fields.

The Pat Reid Bursary Programme represents one such opportunity as it serves to promote the constitutional objectives of the Disaster Management Institute of Southern Africa (DMISA) by contributing towards the professional advancement of its members. The programme provides assistance to financially disadvantaged individuals who have the necessary academic potential to access education opportunities in the field of disaster management.

## 3. EVALUATION AGAINST SAQA CRITERIA

### 3.1 Governance, Management and Sustainability

DMISA has a Constitution which legally constitutes it as an Institute with the last amendments having been made on 21 September 2001.

The property, activities and affairs of the Institute are managed and controlled by the Council who decides on policy; the programme of activities; appoints an Executive Committee to implement the Council's policy decisions and manages the daily activities of the Institute.

The general management of the professional body is executed with efficiency in accordance with the constitution.

The finances of the professional body are current and maintained according to the legal requirements.

### The governing body of the professional body

PORT-FOLIO	Finance and Administration	Protocol, Legislation, Policy Writing	Journal and Sponsorship	Conference 2013, 2014 and Partnership with SALGA DMISA's quest to become a professional body	Training, Skills Development and Tours, Standardization	Marketing, Website, International Relations, Public Relations and Media Liaison	Regional Matters, Equity and Recruitment
EXCO	A R Kesten Chairperson	A J van Rensburg Member	S W Carstens Member	M Reddy President	O Becker Member	J A Minnie Deputy-President	P Adams Member
COUN-CILLORS	A Myburgh S Tsebe	A Bruwer H Steyn	E Louw H Luthindo	B F Swart S Sohe J Ndlazi F J Heystek	B Mazibuko T Memani J Kgalake	V de Beer N Solomons	V Ngubane M Nxumalo S Robbertze

### 3.2 Disciplinary Matters and Accountability

- All members need to sign acceptance of the Code of Ethics included in the application for membership.
- The Code of Ethics is an Annexure to the application form.
- Disciplinary procedures are clear in the event of a contravention of any part of the Code of Conduct and Code of Ethics.
- The Code of Conduct and Code of Ethics are available on DMISA's website for members as well as the general public.

### 3.3 Data Management

- DMISA maintains a database of its members consisting of their names, surname and membership numbers.
- Demographic profile of membership in terms of race and gender are provided as per the Quarterly Reports of the different Regions of the Institute.
- Application forms for membership have been amended to include a disability category.

### 3.4 Continuing Professional Development (CPD)

CPD is a DMISA requirement for any member who holds a Professional Designation. The intention of CPD is to ensure that members stay up to date with the ongoing changes in the Industry.

Any member who has been awarded a Professional Designation shall be required to accumulate 10 CPD Points per year or 20 CPD Points in a 2 year cycle. CPD Points shall be allocated in the following way:

- Attendance of a recognized National Disaster Management Conference Annually: 2 Points  
To qualify for CPD points the member must submit a discussion paper on the conference outlining new knowledge acquired or existing knowledge refreshed as well as a plan of action as to how the knowledge will be applied. (2000 words)

- Biennial attendance of internationally recognised Disaster Management Conference: 3 Points  
To qualify for CPD points the member must submit a discussion paper on the conference outlining new knowledge acquired or existing knowledge refreshed as well as a plan of action as to how the knowledge will be applied. (3000 words)
- Subscription to a recognized Southern African Disaster Management Journal = 1 Point  
To qualify for CPD points the member must submit a review of one article published in the journal (not less than 800 words)
- Annual subscription to academically recognized Journal for Disaster Management = 2 Points  
To qualify for CPD points the member must submit a review of one article published in the journal (not less than 1500 words)
- Annual Disaster Management operational exercise for your Disaster Management = 1 Point
- Organisation which you are Head of – including all role-players - Report and POE to be submitted = 1 Point
- Disaster Management desk-top exercise for your organisation and role-players- Report and POE to be submitted = 2 Points
- Attendance of short courses in a disaster related field with POE per 8 hours : 1 Point
- (Successful evaluation of 50% or more: additional point = 1 point)

**The following are compulsory on line modules in a three year cycle:**

Proposed CPD points allocations subject to approval:

- Disaster Management Legislation
- Disaster Management Ethics
- Financial Management for Disaster Managers
- Presentation of a paper at an approved conference/workshop : 2 Points
- Presentation of accredited DM training : 2 Points
- Paper published in academic journal : 2 Points
- Paper/article published in other publication subject to review : 1-2 Points

#### **4. PROFESSIONAL DESIGNATIONS**

##### **4.1 Designation Awarding Process**

- Candidates who have completed a relevant qualification and the necessary practical/workplace experience may apply to become members and to be awarded a DMISA Professional Designation.
- The application is processed by the administrative staff for completeness and submitted to the DMISA Executive Committee for approval.
- The applications are considered by the Executive Committee and the Professional Designation awarded or the application rejected on the basis of non-compliance with the criteria or because of known previous unprofessional conduct.
- A certificate of Professional Designation is given to the applicant by the Executive Committee.

**4.2 Designations to be registered****Designation Title:** Disaster Management Professional

<b>Underlying Qualification(s)</b>	A Disaster Risk Management Qualification at NQF level 7.
<b>Experiential Learning and Practical Experience</b>	Applicants should have at least 5 years experience in a senior management position of which at least three should have been in a full time disaster management position at management level.
<b>Board/ Admission Examination/Assessment</b>	None
<b>Continuing Professional Development (CPD) Requirements</b>	10 CPD points per year or 20 in a two year cycle:
<b>Application of Recognition of Prior Learning (RPL)</b>	Members may apply for Recognition of Prior Learning. The assessment will be conducted by two assessors acting independently and for moderation by a third party.



**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION  
REGISTRATION**

**EVALUATION REPORT**

**1. NAME OF BODY: SOUTHERN AFRICAN COMMUNICATIONS INDUSTRIES  
ASSOCIATION (SACIA)**

- 1.1 SACIA applied to SAQA for recognition as a professional body and for the registration of six 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 Southern African Communications Industries Association (SACIA) was established in October 2009 with the purpose to represent and support the interests of individuals and companies in the Broadcasting, Communications and Professional Audio-Visual (AV) industry. This is achieved by providing a forum for discussion and availing industry-relevant information that will assist them in their careers and businesses.

SACIA's aims are specifically designed to:

- promote the professionalisation of the industry through the education, training and development of individual members;
- present industry specific training interventions, conferences and workshops;
- foster closer relationships between learning centres, broadcasters, communications professionals and audio-visual professionals within the SADC region;
- endorse appropriate trade shows and facilitate travel packages for its members to international events;
- organise, support, advance and participate in award ceremonies that encourage excellence in broadcasting, communications and the professional AV industry and;
- provide technical commentary, guidance and advice on legal and regulatory developments related to the broadcasting, communications, and professional audio-visual sector.

**2.2 SACIA Membership**

SACIA is registered as a Non-Profit Company (Reg. No. 2009/019625/08) with the Companies and Intellectual Property Commission. The Association represents the interests of approximately 220 individual and corporate members. Admission to membership is subject to the requirements laid down in the SACIA Membership

#### Admission Policy.

The various membership categories are:

- Full membership  
Membership is open to any individual and organisation involved in the communications industry within Africa.
- Affiliate Membership  
This membership category comes with no voting rights and is available to suppliers of goods and services to the audio-visual sector.
- Associate Membership  
Associate membership is available to individuals without any relevant formal qualification, but with requisite work experience acquired through their involvement in the broadcasting, communications, and professional audio-visual industries. These members do not have voting rights.

In order to encourage greater levels of diversity, SACIA offers discounted membership to predominantly Black-owned start-up businesses with an annual turnover less than R5 million in the first two years of operation.

#### 2.3 SACIA Affiliations

- SACIA has presently no local affiliations with other professional bodies.
- Internationally, SACIA is affiliated to and has entered into mutually beneficial licence agreements with certain overseas professional organisations. Each party retains its independence under the terms contained in these agreements. To this end, none of the parties, their agents, employees or representatives may implicitly or explicitly hold itself out as having the right, power or authority to act on behalf of the other parties or as the parties' agent.

Some of the benefits as per the licence agreements for member organisations and their members include:

- Attendance of each others' conferences to share audio-visual intelligence and best practices as well as identifying synergies in areas of education, certification and industry standards.
- Recognition of and support for the members' certification of each other and the promotion of web-based educational activities to members.
- Participation in standard development working groups sponsored by InfoComm International and other standard setting bodies.

These licence agreements exist between SACIA and:

##### InfoComm International

InfoComm International is the trade association representing more than 5000 members in the professional audio-visual and information communications industries worldwide. This organisation has established its footprint in parts of Asia and Oceania, Europe, the Middle East, Africa and Latin America.

International Association of Broadcasting Manufacturers (IABM)

This is a UK-based non-profit trade association representing manufacturers and suppliers of products and services to the broadcasting and electronic media sector.

Building Industry Consulting Service International (BICSI)

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.

## 2.4 Education and Training

- SACIA is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- SACIA has no formal agreements in place with universities. However, 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

- SACIA is a member-driven organisation whose mandate falls within the purview of its Constitution, last amended on 24 January 2014.
- SACIA is governed by a Board of Directors elected by the members, with an Executive Director and support staff appointed by the Board to manage the association's day-to-day activities.
- In accordance with the SACIA Constitution, the Chairperson of the Board can only serve for a maximum of two years whereas Directors are eligible to stand for re-election at the end of their term of office.
- The current Board members are:

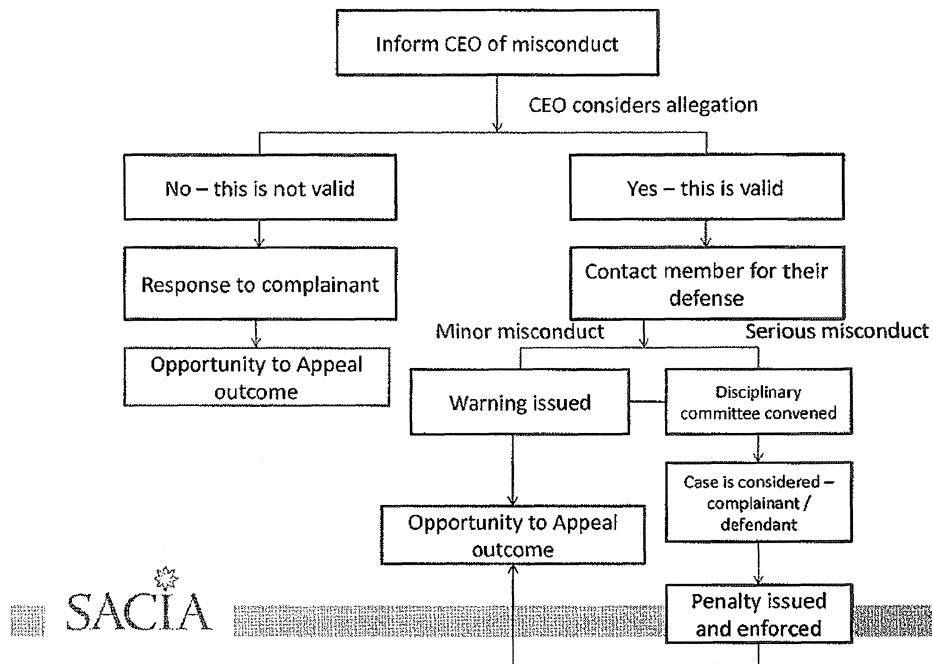
Name	Portfolio	Gender	Term of Appointment
Bruce Genricks	Director	Male	2 years
Kevan Jones	Executive Director / CEO	Male	5 years
Wynand Langenhoven	Chairman	Male	2 years
Elaine Shellard	Director	Female	2 years
Gavin Olivier	Director	Male	2 years
Paul Fraser	Director	Male	2 years

- The SACIA Constitution also provides for the appointment of an Executive Committee. The affairs of SACIA are directed by this Committee comprising:
  - Five elected members, selected as representatives of a member company to serve for a two-year term; and
  - No more than three members co-opted by the Executive Committee.

- The Executive Committee must, at its first meeting in the financial year, elect a Chairperson to hold office until the first meeting in the following financial year. No director may occupy the same portfolio for more than two consecutive years.
- The SACIA Constitution authorises the Executive Committee to: establish and maintain sub-committees and working groups, and may delegated matters to them; set up technical committees to advise and assist it; and appoint the Executive Director to act as the principal representative of SACIA and main policy adviser to the Executive Committee.
- SACIA employs two fulltime and one part-time staff and leases office space which is situated at 146 The Bridles; Douglas Crescent; Sundowner; Randburg; 2188.
- Funding for SACIA is generated primarily through annual registration fees and the proceeds from its annual conference and trade shows.
- SACIA received a favourable audit report for the year ended 28 February 2013 with a net asset value of R613 343. 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.

### **3.2 Disciplinary Matters and Accountability**

- The Code of Conduct is applicable to all members of SACIA. Every person assuming membership of SACIA must sign the Code of Conduct as an indication of their acceptance of the values of the Association.
- The Code lays down 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.
- The process used to manage allegations of misconduct against practising SACIA members is depicted in the figure below:



The process is as follows:

- Complaints received about alleged misconduct by SACIA members must be lodged in writing to the Executive Director/Chief Executive Officer (CEO).
- The CEO considers the complaint:
  - If it is not valid, then the CEO communicates in writing to the complainant;
  - If it is valid, then the CEO makes contact with the parties involved to obtain specific information.
- If it is found that the misconduct was of a minor nature, the CEO may issue a warning to the member (defendant).
- Should the CEO however find that the alleged misconduct is of a serious nature, he/she then refers the matter to the Disciplinary Committee to hear the charge against the member.
- The Disciplinary Committee which is made up of members of the SACIA Board reserves the right to issue a sanction or penalty proportionate to the seriousness of the case. Penalties may include suspension of membership, revocation of designation, issuing of a fine or warning.
- The Constitution makes provision for an ad-hoc Appeals Committee, should the member wish to have an adverse ruling reconsidered.

### 3.3 Data Management

SACIA 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)

- All members that have been awarded a professional designation are required to comply with the requirements governing CPD as set out in the SACIA CPD Policy.
- Each designee is expected to submit a declaration of the undertaking to participate in CPD activities annually.
- SACIA requires designees to maintain and submit a record of the CPD points or hours once every three years, depending on the designation awarded (see Para 4.2), as a mandatory requirement for the re-certification process and the retention of the designation.
- The CPD Committee, a sub-committee to the Representative Council, 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 such as:
  - attending of or presenting to technical and professional conferences, seminars, colloquiums, educational meetings or refresher courses approved by the SACIA Board;
  - attending or presenting of accredited training interventions in line with SACIA's validation criteria;
  - reviewing and/or publishing journal articles, books and industry-relevant publications that contributes to the broadcast, communications and professional audio-visual profession;
  - mentoring, coaching, tutoring, teaching or lecturing and;
  - participating in the national or regional structures of SACIA.
- As a measure of ensuring a reliable Management Information System, the Board of Directors carries out sampled annual audits to verify CPD information submitted by professionally registered members.

## 4 PROFESSIONAL DESIGNATIONS

### 4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are considered and approved by the SACIA Board on the recommendation by the Executive Committee.

- SACIA also considers applications from practising foreign AV professionals or South African citizens with foreign qualifications who wish to practice in South Africa. Candidates with foreign qualifications must have them evaluated by SAQA's Directorate for Foreign Qualifications Evaluation and Advisory Services.
- A designation certificate, bearing a unique registration number, is issued to successful applicants. An Appeals process becomes operative in cases where unsuccessful applicants wish to challenge the outcome of their applications.

#### 4.2 Designations to be Registered

##### Designation Title: Certified AV Associate

<b>Underlying Qualification(s)</b>	Any one of the following qualifications: <ul style="list-style-type: none"> <li>• National Senior Certificate at Level 4; OR</li> <li>• National Certificate (Vocational) at Level 4; OR</li> <li>• A comparable Level 4 qualification</li> </ul>
<b>Experiential Learning and Practical Experience</b>	At least one year relevant work experience in the audio-visual industry.
<b>Board / Admission Examination / Assessment</b>	Candidates must have successfully completed a desktop assessment based on application
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.
<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience within the AV industry may apply for this designation via the RPL route.

##### Designation Title: Certified AV Practitioner

<b>Underlying Qualification(s)</b>	One of the following: <ul style="list-style-type: none"> <li>• Certificate: Broadcast &amp; Media Technology at Level 5; OR</li> <li>• A comparable NQF registered qualification at Level 5.</li> </ul>
<b>Experiential Learning and Practical Experience</b>	Candidates must have completed at least 3 years work experience in the specialisation that has been selected.
<b>Board / Admission Examination / Assessment</b>	Candidates must have successfully completed a desktop assessment based on application. Completed the online InfoComm AV assessment.
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.

<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience within the AV industry may apply for this designation via the RPL route.
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**Designation Title: Certified AV Professional**

<b>Underlying Qualification(s)</b>	One of the following qualifications: <ul style="list-style-type: none"> <li>• Advanced Certificate: ICT at Level 6; OR</li> <li>• A comparable NQF registered qualification at Level 6</li> </ul>
<b>Experiential Learning and Practical Experience</b>	Candidates must have completed at least 5 years related industry experience
<b>Board / Admission Examination / Assessment</b>	Candidates must successfully complete a desktop assessment based on the application. Completion of the InfoComm CTS would also be beneficial in completing the application.
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.
<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience within the AV industry may apply for this designation via the RPL route.

**Designation Title: Certified BCT Associate**

<b>Underlying Qualification(s)</b>	Any one of the following qualifications: <ul style="list-style-type: none"> <li>• National Senior Certificate at Level 4; OR</li> <li>• National Certificate (Vocational) at Level 4; OR</li> <li>• A comparable Level 4 qualification</li> </ul>
<b>Experiential Learning and Practical Experience</b>	Candidates must have completed at least 1 year's work experience in broadcasting. Completion of the IABM CertBMTAssoc would also be beneficial in completing the application.
<b>Board / Admission Examination / Assessment</b>	Candidates must have successfully complete a desktop assessment based on application
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.
<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience in the Broadcast and Communications industry may apply for this designation via the RPL route.

**Designation Title: Certified BCT Practitioner**

<b>Underlying Qualification(s)</b>	One of the following: <ul style="list-style-type: none"> <li>• Certificate: Broadcast and Media Technology at Level 5; OR</li> <li>• A comparable Level 5 qualification</li> </ul>
<b>Experiential Learning and Practical Experience</b>	Candidates must have completed at least 3 years experience in the specialisation that has been selected.
<b>Board / Admission Examination / Assessment</b>	Candidates must have successfully completed a desktop assessment based on application. Completion of the IABMs CertBMTPract would be of benefit to the applicant.
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.
<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience in the Broadcast and Communications industry may apply for this designation via the RPL route.

**Designation Title: Certified BCT Professional**

<b>Underlying Qualification(s)</b>	One of the following qualifications: <ul style="list-style-type: none"> <li>• Advanced Certificate: ICT at Level 6; OR</li> <li>• A comparable Level 6 qualification</li> </ul>
<b>Experiential Learning and Practical Experience</b>	Candidates must have completed at least 5 years' of industry related work experience
<b>Board / Admission Examination / Assessment</b>	Candidates must have successfully completed a desktop assessment based on application. Completion of the IABMs CertBMTProf would be of benefit to the applicant.
<b>Continuing Professional Development (CPD) Requirements</b>	Designees are required to complete and record a total of 70 CPD points over a three year cycle.
<b>Application of Recognition of Prior Learning (RPL)</b>	Candidates who do not meet the minimum awarding criteria but with proven and relevant work experience in the Broadcast and Communications industry may apply for this designation via the RPL route.