

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:

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**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)]
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