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## GOVERNMENT NOTICES

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### SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 486

12 June 2015



#### SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

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

#### ASSOCIATION FOR SUPPORTIVE COUNSELLORS AND HOLISTIC PRACTITIONERS (ASCHP)

Designation Title
Supportive Counsellor
Life Skills Counsellor
Specialist Life Skills Counsellor

The complete application is available for viewing at SAQA.

Comment regarding the application should reach SAQA at the address below **no later than 30 days after publication in the Government Gazette**. All correspondence should be marked and addressed to:

Dr J. 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: ASSOCIATION FOR SUPPORTIVE COUNSELLORS AND  
HOLISTIC PRACTITIONERS (ASCHP)**

- 1.1 The Association for Supportive Counsellors and Holistic Practitioners (ASCHP) applied to SAQA for recognition as a professional body and for the registration of six (6) professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 The Directorate for Registration and Recognition (DRR) evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*.

**2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY**

2.1 The Association for Supportive Counsellors and Holistic Practitioners (ASCHP) existed since 1995 under the name Council for Counsellors in South Africa to represent and regulate non-psychological counsellors. The need is to provide consistency in standards across and within provinces in South Africa, and across different counselling contexts. Many voluntary counsellors currently work in a variety of contexts often in environments where mental health professional such as psychologists and social workers are not necessarily accessible to the majority of the population. The Association provides a consistent basis for evaluating and regulating counselling at this level to ensure greater access to ethical and professional counselling services.

2.2 Some of the objectives of the Association are to:

- Serve as professional body for supportive counsellors in providing a designation, scope of practice, guidelines for professional work, ethical code and CPD training;
- Protect and promote the interests of the profession and to deal with any matter relating to such interests;
- Maintain and enhance the professionalism, prestige, status, integrity and dignity of the profession;
- Consult and liaise with relevant authorities on matters affecting the profession;
- Place greater emphasis on professional practice, democracy, transparency, equity, accessibility, community needs and involvement; subject to the provisions of this constitution to control and to exercise authority over all matters affecting: (i) the training of persons in accordance with the promotion of this profession; and (ii) the manner in which counselling is practised;
- Determine the registration criteria for various categories as well as the standards of professional conduct of persons practicing the profession and to ensure that these standards are maintained;
- Co-ordinate the professional activities and to act as an advisory and communicatory body for this profession;
- Liaise with other associations and organisations in the field of counselling locally and globally; and
- Promote and encourage research among members of this profession.

2.3 In accordance with Government Gazette No 30374, the ASCHP represents a market with a different focus of interest to that of the Counselling Psychologist in that the scope of Non-Psychological Counselling must exclude:

- The use of any psychological method or practice aimed at aiding persons or groups.
- The use of any questionnaire, test, prescribed techniques, instrument, apparatus, or similar method for the determination of intellectual abilities, aptitude, personality make-up, personality functioning, temperament, psycho-physiological functioning, psycho-pathology or personnel career selection.
- Hypnotherapy.
- The use of any psychotherapeutic method, technique or procedure to rectify, relieve or change personality, emotional, behavioural; or adjustment problems or mental deficiencies.
- The use of any psychological method or psychological counselling to prevent personality, emotional, cognitive, behavioural and adjustment problems or mental illnesses of individuals or groups.

However, the Non-Psychological Counselling is well recognised sector in its own right as counsellors work holistically and structure their counselling techniques on an eclectic use of pastoral aspects, socio-therapeutic approaches, narrative therapy, body work, screening devices and intuitive regimens.

2.4 The following professional associations exist within the same occupational sector, each with a distinct focus of interest:

- Natural Healers Association South Africa
- Ethno Practitioners Association of South Africa
- Traumatology Institute of South Africa
- Traditional Healers Organisation
- South African Association for Pastoral/Spiritual Practitioners

#### 2.5 ASCHP Membership and Affiliations

- ASCHP is a non-profit organisation that represents the interest of around 1650 members.
- Membership is open to individuals as well as companies in the Counselling industry.
- ASCHP locally has working relationships with the Natural Healers Association South Africa (NHA). The NHA provides registration to counsellors that work in the informal sector as traditional healers and herbalists, and works alongside the ASCHP to support counsellors in the practical expertise, regulates the industry, provides CPD training, seeks to link counsellors with the appropriate training institutions, and provides regulations in terms of limited scope of work.

Presently, the ASCHP has no international affiliations.

#### 2.6 Education and Training

- ASCHP is not a registered or accredited training provider, but accredits institutions that provide training.

- ASCHP has been involved in the development of learning programmes and recognised the QEA College for the offering of the Further Education and Training Certificate: Counselling (SAQA ID: 49256) for which the ETDP Seta is the appointed quality assuring body.
- Furthermore, the ASCHP has Memoranda of Understanding in place with the Departments of Sociology of Nelson Mandela Metropolitan University and North-West University Vaal Triangle Campus, as well as the Department of Psychology at the University of South Africa to refer their graduates to the Association for further professional training, notably, in the areas of ethical conduct and confidentiality.

### **3. EVALUATION AGAINST SAQA CRITERIA**

#### **3.1 Governance, Management and Sustainability**

- The ASCHP is constituted and governed by a Constitution and specific prescriptions are laid down in its Rules and Regulations which were reviewed in September 2013.
- The Constitution provides for the establishment of a National Council which performs an oversight function to the Association. The National Council, which comprises two representatives from each of the eight Branch Committees, is elected at a meeting specially convened by the Past President immediately after the Annual General Meeting.
- The National Council, which serves a two-year term, in turn appoints an Executive Committee which may take decisions required for the efficient day-to-day running of the Institute.
- ASCHP shares office space with the NHA at its own permanent offices situated at Burkea Crescent 58, Boekenhoutskloofdrift, District Cullinan and staff as a cost saving measure.
- ASCHP derives its funds from membership and professional registration assessment fees. The Institute is financially stable and received an unqualified audit report as at 28 February 2014. During the same financial year, the Association showed a Net Asset Value of R24 763.

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

- The ASCHP's objective is to serve the interests of the public and its members by upholding professional standards and integrity. When joining or when being awarded a designation, corporate and individual members commit themselves to abide by the Association's Code of Conduct.
- Members of the public and employers or organisations may lodge formal complaints against ASCHP member(s) in writing.
- The ASCHP's Disciplinary process becomes operative when there is any report and/or allegations against a member. All reports and allegations against a member are investigated by the Executive Committee.
- Contravention of the Code of Conduct may result in the member being cautioned, reprimanded, suspended from membership, struck-off from membership or have his/her designation revoked.
- All recommendations made by the Executive Committee are confirmed by the National Council.

- The Disciplinary Process makes provision for an appeals process, should the member wishes to have any adverse ruling reconsidered.

### 3.3 Data Management

The ASCHP database which consists of members' information such as personal details, qualifications and CPD activities is adequate for data capturing on the National Learners' Records Database. Members log onto the website using their secret code to view their personal data and load their CPD points as required.

### 3.4 Continuous Professional Development (CPD)

- In accordance with the ASCHP CPD Policy, designees are required to complete and record their specified number of CPD points per year to retain their designations, depending on the designation retention requirements.
- CPD activities are largely divided in three areas: those with non-measurable outcomes; those with measurable outcomes; and those associated with formally structured learning programmes. Designees may obtain all the CPD points in one area only or across all three areas depending on personal circumstances and individual learning needs.
- Area 1 CPD activities include, although the list is not exhaustive:
  - Formally arranged seminars and case study discussions;
  - Special purpose lectures that are part of a business meeting;
  - Mentoring and supervision activities which are specific to certain professions such as Counselling.

Area 2 CPD include activities that have a demonstrable outcome but do not constitute a full year of earned CPD. Such activities may include non-credit bearing short courses or skills programmes. If presenters of accredited short learning programmes are registered members of ASCHP, they will only be allowed to claim once for CPD if the same presentation is given more than once.

- CPD is divided into verifiable and non-verifiable activities. Members are required to maintain records of both verifiable and non-verifiable CPD units obtained and of the relevance of those units to their professional role. In the case of verifiable units, the records shall include proof that the individual was involved in an acceptable CPD learning activity.
- Verifiable CPD points can be achieved in many ways including, but not limited to, structured courses, online learning, project work, work-based learning, discussion groups, coaching and mentoring, research, seminars and conferences, studying for an additional qualification et cetera.
- Non-verifiable activities generally include technical reading of articles in magazines, accredited journals, books, but can also include visiting credible websites that provide background information relevant to your professional role.
- Members are required to maintain their own CPD records and make a submission annually ahead of their membership renewal. Should an individual fail to reach the CPD target, he/she will be granted 30 days to accumulate the shortfall before any further action is taken. Individuals may apply for an extension period of no more than 3 months to comply if there are exceptional cases such as illness. Complete non-compliance will result in disciplinary action including possible revoking of the Professional Designation.

## 4 PROFESSIONAL DESIGNATIONS

### 4.1 Designation Awarding Process

- Candidates, who have acquired the requisite knowledge and skills and are able to provide thereto, are eligible to submit an application.
- The applications are considered for approval by a panel comprising the CEO, Registrar and one other member of the management structure.
- A certificate of designation, bearing a unique certification number, is given to the applicant.
- A practicing member of the ASCHP must display a plaque at his/her practice. The following information must appear on the plaque:
  - Name of the counsellor
  - Designation and Category
  - Registration number
  - Date of Registration with the Association
- Retention of registration and designation is subject to compliance with the ASCH Code of Ethical Conduct, complying with CPD requirements and the payment of the annual membership fee.

### 4.2 Designations to be Registered

**Designation Title:** Supportive Counsellor

CRITERION	DESCRIPTION
<b>UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION</b>	Any combination up to at least 24 Credits at Level 4: <ul style="list-style-type: none"> <li>• Conduct basic lay counselling in a structured environment (US ID: 114478)</li> <li>• Demonstrate knowledge and understanding of HIV and AIDS, other Sexually Transmitted Infections (STIs) and Tuberculosis (TB) for counselling purposes (US ID: 252510)</li> <li>• Describe and apply Christian pastoral counselling skills (US ID: 116744)</li> <li>• Facilitate a group counselling process (US ID: 117849)</li> <li>• Demonstrate knowledge and understanding of trauma and skills for supportive counselling (US ID: 252531)</li> <li>• Demonstrate an understanding of the ethical and legal aspects relating to counselling (US ID: 117866)</li> </ul>
<b>PRACTICAL LEARNING</b>	A minimum of 10 hours professional supervision is a prerequisite for the designation.
<b>BOARD / ADMISSION EXAMINATION / ASSESSMENT</b>	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
<b>CPD</b>	Candidates are required to achieve 10 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
<b>APPLICATION OF RPL</b>	RPL is applicable at this level.

**Designation Title: Life Skills Counsellor**

<b>CRITERION</b>	<b>DESCRIPTION</b>
<b>UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION</b>	One of the following: <ul style="list-style-type: none"> <li>• Further Education and Training Certificate in Counselling at Level 4;</li> <li>• National Senior Certificate at Level 4; or</li> <li>• National Certificate (Vocational) at Level 4; or</li> <li>• An applicable Level 4 qualification</li> </ul>
<b>PRACTICAL LEARNING</b>	A minimum of 20 hours professional supervision is required for the designation.
<b>BOARD / ADMISSION EXAMINATION / ASSESSMENT</b>	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
<b>CPD</b>	Candidates are required to achieve 15 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
<b>APPLICATION OF RPL</b>	RPL is applicable at this level.

**Designation Title: Specialist Life Skills Counsellor**

<b>CRITERION</b>	<b>DESCRIPTION</b>
<b>UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION</b>	One of the following: <ul style="list-style-type: none"> <li>• Higher Certificate in Counselling and Communication Skills at Level 5; OR</li> <li>• Higher Certificate in Pastoral Counselling at Level 5</li> </ul>
<b>PRACTICAL LEARNING</b>	A minimum of 20 hours professional supervision is required for the designation.
<b>BOARD / ADMISSION EXAMINATION / ASSESSMENT</b>	Assessment of the acquired practical experience is done by a supervisor that needs to sign off the applicant's logbook. Practical experience involves among other things: role play; screening of the client; and client contact hours. The quality assurance is done by the assessor who receives the log book.
<b>CPD</b>	Candidates are required to achieve 15 CPD points per year of which a minimum of 5 CPD points must be undertaken in the ethical or legal aspects of counselling.
<b>APPLICATION OF RPL</b>	RPL is applicable at this level.