

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1001

23 OCTOBER 2015

**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT 17/09/2015****1. NAME OF BODY: COUNCIL OF EQUINE AND EQUESTRIAN PROFESSIONALS OF
SOUTH AFRICA (CEEPSA)**

- 1.1 The Council of Equine and Equestrian Professionals of South Africa (CEEPSA) applied to SAQA for recognition as a Professional Body and for the registration of two 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

The "horse" industry in South Africa comprises over 330 000 horses and is represented across income brackets, from the lowest to highest earners. Approximately 100 000 people are income earners in this industry.

The mission of the Council of Equine and Equestrian Professionals is to provide one voice for a holistic; united and non-exclusionary forum for all persons engaged in a professional capacity as a service, or product supplier in the equine and equestrian industry in South Africa and; to bind these practitioners to the prime consideration of the welfare of the horse before profit in the pursuit of excellence in their delivery of service or product

Rationale:

Historically, the equine industry in South Africa has been insular and fractured in delivery to the consumer. A large motivational factor to the formation of the professional body is to provide a unifying forum for all, in an industry which is governed by the singular cohesive factor, the horse.

2.1 CEEPSA Objectives

- Instituting and securing the general adoption of ethical and professional service to the public by CEEPSA members
- Encouraging, maintaining, improving and promoting the practice of honourable conduct generally in the practice of the professions within the equine and equestrian industry
- Promoting and safeguarding the interests and welfare of the members
- Promoting and safeguarding the interests and welfare of the public
- Promoting and safeguarding the welfare of the horse
- Rendering such assistance to the members as they may reasonably require from time to time;
- Assisting with career guidance, employment placement and employment procurement by and for members
- Co-operating with national and international equestrian institutions and associations, either statutory or non-statutory
- Co-operating with persons directly or indirectly engaged in the equine and equestrian industry nationally and internationally and providing a forum for discussion between such persons on matters of common interest

- Arranging the supply of information to persons wishing to partake in equestrian education;
- Collaborating with the Government and Ministries of the Republic of South Africa, inter alia the Department of Sport and Recreation and the Departments of Education and Training, Department of Labour, Department of Agriculture, or their successor bodies, in all matters concerning equine and equestrian education and training
- Encouraging and assisting its members to engage in on-going personal growth and development through the provision of professional development points and awards.
- CEEPSA ensures that every member has met with the criteria and is qualified to act in the capacity that they profess to be. As equine/equestrian activity is high risk, it is of great value that the public can be assured that when employing the services a CEEPSA member that member has signed a code of professional ethics is accountable regarding their morals and ethics and that they are qualified in their area of expertise.

2.2 Membership and Affiliations

CEEPSA commences with approximately 2000 members who are alumni of the Equestrian Qualifications Authority of Southern Africa (EQASA) and are qualified professionals. The Equestrian Qualifications Authority is an affiliate member of CEEPSA.

The renewal of the membership is payable annually. It includes a development and transformation levy to assist in the following areas: a social responsibility levy payable to a registered Equine charity and an Association/affiliate levy payable to that member's representative organization where there is one e.g. the Equestrian Coaches Association.

Members' interests will be protected by virtue of the fact that the industry is now regulated and their membership of a Professional Body gives them credibility and standing in the equine and equestrian community.

CEEPSA has as current affiliate members:

- ✧ The Equestrian Qualifications Authority of Southern Africa
- ✧ The Equestrian Coaches of Association of South Africa
- ✧ The Equestrian Tourism Association of Southern Africa
- ✧ Eventing South Africa
- ✧ South African Equitation Association
- ✧ South African Showing Association
- ✧ The SA Farriers' Association

Internationally, CEEPSA has affiliation with the International Group for Equestrian Qualifications (IGEQU):

Minimum standards agreed upon by 36 countries:

The member countries are:

Australia; Austria; Belgium; Bermuda; Canada; China; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Israel; Italy; Latvia; Lithuania; Malawi; Malaysia; Mauritius; Mexico; Netherlands; New Zealand; Norway; Palestine; Poland; Portugal; Romania; Slovenia; South Africa; Spain; Sweden; Switzerland and United Kingdom.

2.3 Education and Training

CEEPSA does not accredit education and training institutions neither does it accredit workplaces for training purposes.

CEEPSA has no formal agreements with education and training providers regarding curriculum development at this time. Negotiations in this regard are being conducted with the Graham & Rhona Beck Skills Centre; Elsenburg Agricultural College and the Tshwane University of Technology.

Formal assessments for internationally recognised qualifications have been conducted by EQASA (CEEPSA's Assessment partner) throughout South Africa and by invitation, in countries north of our borders since 1976. These assessments cater to some twenty-two

identified career paths. These careers were identified primarily through the work of the SGB for Equine Management and Equestrian Instruction.

3 EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

CEEPSA is a non-profit company which is governed by a Memorandum of Incorporation (MOI).

The board consists of seven members that get elected every two years.

Additional income streams will include seminars and workshops as well as employment placement fees; corporate involvement in advertising and marketing; and grading of equine and equestrian establishments viz. Equi-grade™.

Budgets, financial statements and business plans will be presented annually at the Annual General Meeting (AGM) of members.

3.2 Disciplinary Matters and Accountability

- All Disciplinary matters will be dealt with in terms of CEEPSA's Disciplinary Policy
- CEEPSA will set up an independent review committee and a hearing will be conducted.
- The panel will comprise a minimum of 3 and a maximum of 5 impartial and suitable members. and it will be chaired where possible by a legal expert.
- The appeal will be convened within 60 days of the application, at a time and place suitable to the defendant and appellant.
- The defendant may have legal representation at his/her expense. No financial claim for costs of the appeal may be made by either the defendant or the appellant irrespective of the outcome of the appeal.

3.3 Data Management

CEEPSA maintains an extensive database of its members consisting of personal details, qualifications, designations and CPD points.

3.4 Continuing Professional Development (CPD)

All professional members are be obliged to meet the annual CPD requirements as set out by CEEPSA as a pre-requisite of renewal of their annual membership and maintenance of their designations.

- All professionals are to keep their respective approved log book up to date, and copies of their activities must be sent to CEEPSA on renewal.
- CEEPSA will keep records of the CPD.
- CEEPSA will co-ordinate specialist workshops and seminars in as many provinces as possible and inform its members accordingly. Members will not be bound to attend these and may choose their own service providers.
- It will be up to the member to keep their representative association (where applicable) informed of their CPD activities.

System of point allocation: Structured activities

- One (1) point is allocated for each 10 hour period of notional learning (learning achieved by attending lectures and/or practical demonstrations and personal practical application for the following structured activities:
 - CPD courses, seminars or workshops presented by formal CEEPSA training or service providers, associations and regulatory bodies which will augment the designation of the professional. and
 - CPD courses, seminars or workshops including scientific lectures, seminars or educational programs presented in foreign countries or by other professional groups in South Africa which are not mainstream CEEPSA industry related provided that the activity augments the designation of the CEEPSA professional and the program and attendance certificate is submitted to CEEPSA together with the annual summary. One (1) point is allocated for each assessment met

by a CEEPSA accredited Service or Training provider other than 1st Aid Certificate.

- Two (2) points are allocated for the successful completion of a 1st Aid Certificate issued by a qualified service provider registered with the Health Professionals Council (HPC)
- One (1) point is allocated per day or part thereof for preparing, conducting and or assessing examinations or assessments for institutions or training providers registered by CEEPSA and/or closely related disciplines with a maximum of ten (10) points to be accumulated in any three year cycle.
- Two (2) points are allocated per day or part thereof for the preparation and presentation of CEEPSA related policy/curriculum documents with a maximum of ten (10) points to be accumulated in any three-year cycle.
- One (1) point per meeting day or part thereof for serving on CEEPSA related committees, sub committees and professional bodies.

System of point allocation: Non formal activities as follows

- One (1) point is allocated to both the instructor and trainee for each week of in-practice training and instruction with a maximum of twenty (20) points to be accumulated in any three-year cycle, provided that details of the in-practice training and instruction are recorded.
- One (1) point is allocated for each day of supervision of a trainee CEEPSA professional registered with CEEPSA, provided that details of supervision are recorded.
- One (1) point is allocated for every ten hours of documented discussion between registered CEEPSA Professional colleagues, provided that an attendance register is retained of meetings.
- One (1) point is allocated for every ten hours of reading relevant literature with a maximum of five (5) points to be accumulated in any three-year cycle, provided that the date, time spent and literature read is recorded.
- One (1) point is allocated for every ten hours of participation in any correspondence course, electronic audio/visual material compact disc or web based package accessed via printed or electronic medium with a maximum of five (5) points to be accumulated in any three-year cycle, provided that full details are recorded.
- One (1) point is allocated for each day or part of day of formal lectures and/or practical demonstrations of any non-CEEPSA course attended to improve personal and/or managerial skills that will assist in providing better service in the CEEPSA professional's related field of work with a maximum of five (5) points to be accumulated in any three-year cycle, provided that the program is submitted to CEEPSA together with the annual summary

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

The award of designations is made by CEEPSA Professional Body. Applicants who apply for Recognition of Prior Learning (RPL) will be processed according to CEEPSA policy.

RPL credits may not duplicate any other academic work. Candidates may not apply for RPL credit and register for the EQASA Qualifications simultaneously. RPL does not assess vocational or craft skills, or self-improvement experience.

4.2 Designations to be Registered

Designation Title: Equine Practitioner

CRITERION	DESCRIPTION
UNDERLYING QUALIFICATION(S)	GET Certificate: Equine & Equestrian Practices (NQF Level 1)

EXPERIENTIAL LEARNING AND PRACTICAL EXPERIENCE	Practical experience is required. Learning is graduated and sequential skills are honed in the workplace. Specialised pathways determine the timeframes to competence. A professional equine practitioner will need to be assessed as proficient in horse care and horse management. General time frame for learning including practical experience is 8 months
BOARD/ADMISSION/EXAMINATION/ASSESSMENT	Competency assessments are conducted per CEEPSA policy. The assessments are aligned to the International Group for Equestrian Qualifications
CPD	5 points per cycle of 12 months
APPLICATION OF RPL	Via portfolio of evidence and / or practical evidence assessment

Designation Title: Equestrian Practitioner

CRITERION	DESCRIPTION
UNDERLYING QUALIFICATION(S)	FET Certificate: Equine Practices (NQF Level 4)
EXPERIENTIAL LEARNING AND PRACTICAL EXPERIENCE	A professional equestrian practitioner will need to be assessed as proficient in horse care and horse management PLUS personal riding and training skills together with the specialisation requirements where relevant. General time frame for learning including practical experience is 32 months.
BOARD/ADMISSION/EXAMINATION/ASSESSMENT	Competency assessments are conducted per CEEPSA Policy. The assessments are aligned to the International Group for Equestrian Qualifications.
CPD	6 points per cycle of 12 months
APPLICATION OF RPL	Via portfolio of evidence and / or practical evidence assessment