

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 1002

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**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION
REGISTRATION****EVALUATION REPORT****1. NAME OF BODY: SOUTHAFRICANCHEMICALINSTITUTE(SACI)**

- 1.1 SACI 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 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 South African Chemical Institute (SACI) was founded on 26 January 1912.
- 2.2 In 1994, the then President of SACI attended the International meeting of the Presidents of Chemical Societies in Coimbra, Portugal at which occasion he was able to fully participate and present the South African perspective. Of particular note was the fact that South Africa was the only African country represented at that meeting which demonstrated how highly SA Science is recognised internationally.
- 2.3 The 2011 National Convention hosted by SACI proved its popularity with main industrial players including SASOL, AECI, BASF and Omnia as well as multinationals operating in South Africa judging from their sponsorships. It should also be noted that the re-emergence of the CSIR and Mintek in the mid-2000s had very little impact on SACI's individual membership.
- 2.4 Some of the main objectives of SACI are to:
 - Advance the science and practice of Chemistry;
 - Promote the development and image of Chemistry in different ways;
 - Advise on chemical education and other Chemistry related legislative matters and issues of public and environmental concern;
 - Play a leading role in assuring the professional competence and integrity of chemists; and
 - Foster international collaboration as part of the African chemical community.
- 2.5 SACI Membership

SACI was registered as a Non-Profit Organisation with the Department of Social Development in July 2011 and issued with registration number 091-593-NPO.

The table below sets out the diverse demographics of SACI's current membership:

Blacks	352
Coloureds	81
Indians	77
Whites	377
Other	15
Total	902

2.6 SACI Affiliations

Locally, it has informal working relationships with the:

- South African Council for Natural Scientific Professions
- South African Institution of Chemical Engineers
- National Science and Technology Forum
- Scientific, Engineering and Technological Societies and Allied Professions Group

Internationally, SACI has established informal relationships with the following organisations to identify benchmarks and best practices:

- Royal Society of Chemistry (RSC)
- American Chemical Society (AMS)
- International Union of Pure and Applied Chemistry (IUPAC)
- Federation of African Societies of Chemistry (FASC)

The privileges of SACI may be extended to members of the abovelisted international bodies, with the exception of the RSC, in line with reciprocity agreements.

2.7 Education and Training

- SACI is not a registered and accredited training provider; does not recognise workplaces and is not involved in the assessment of workplace experience.
- SACI has no formal agreements in place with universities and does not contribute to the curriculum development of learning programmes. However, it recognises suitable education and training providers.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The South African Chemical Institute (SACI) is governed by a Constitution and By-laws which were last amended in April 2011.
- Subject to its Constitution and in conformity with the By-laws, the management of the affairs of the Institute is vested in the Council. As such, the Council must meet from time to time to conduct the business of SACI.
- The Council is composed of the:
 - President;
 - Vice-President;
 - Immediate Past-President;
 - Executive Secretary; and
 - Executive Treasurer

- The Council may co-opt additional members to serve as office bearers to discharge its functions, but they shall not enjoy voting rights. Additionally, the Council can also set up sub-committees to undertake some work on behalf of the governance structure. Ideally, the sub-committees should comprise at least three persons and must give regular reports to the Council on its activities.
- Council members shall each serve for a period of two years, from the 1st of July in the first year to the 30th of June in the second year.
- The office bearers shall be eligible for re-election to the same or any other office, provided that no member is elected to the office of President for more than two consecutive years.
- The Executive Committee (EXCO) of SACI shall consist of office bearers together with additional members as deemed appropriate by the Council. Any action taken by the EXCO must be reported to the next Council meeting. Further, the sub-committees appointed by the Council shall report to the EXCO between Council meetings.
- SACI leases offices space which is situated at Wits University; Braamfontein; Johannesburg with one fulltime staff in its employ.
- The Institute raises funds by levying membership fees on all members.
- SACI received an unqualified audit report for the year ended 30 April 2014. The Institute is 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.
- SACI, the EXCO and all governance structures are expected to adhere to the highest standards of probity and best practice in corporate governance, so as to uphold and enhance the standing of the profession and to provide leadership by acting exemplary at all times.

3.2 Disciplinary Matters and Accountability

- Every member is required to uphold the dignity of the profession of Chemistry; and in whatever capacity he/she may be engaged, to act towards his/her clients, employers, others with whom his/her work is connected, and his/her fellow-members in a manner consistent with the Mission of the Institute.
- Should Council be of the opinion that the conduct of a person (or company) of any membership grade should become the subject of an inquiry, with a view to ascertaining whether in the interests of the Institute there are grounds for his/her or its expulsion, a special meeting of Council shall be convened to conduct such an inquiry and to take such steps as it may deem adequate.
- The quorum for the said meeting shall be six members of Council.
- The member whose expulsion is under consideration shall be entitled to attend with or without a legal adviser, for the purpose of giving an explanation of his/her conduct and being heard in answer to the charge(s) made against him/her.
- If Council does not find sufficient reason to suspend or expel the member, no entry of the inquiry shall be made in the Minutes. If Council is of the opinion that

the issue is a minor case, it may warn, reprimand or suspend the member for not more than six months, the proceedings being recorded.

- Where Council finds good reason for suspending a member for more than six months, or for expelling him/her from the Institute on the grounds that he/she has, in its opinion, been guilty of dishonourable or improper conduct in any professional or other respect, and where 75% of the members of Council present concur in this decision, then Council shall inform the member concerned of its decision to him/her in writing at his/her registered postal or electronic address.

3.3 Data Management

SACI 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)

- SACI has introduced CPD for all its Professional Chemists in order to ensure, through the creation of a culture of CPD, that they maintain their technical and professional competences throughout their professional careers.
- Professional Chemists are required to achieve a certain amount of CPD points or hours, as a mandatory requirement for retaining the designation.
- The CPD activities are organised into three categories, namely:

Category 1 Activities: Developmental activities

These activities may include:

The attendance of structured educational / developmental meetings such as conferences, large group workshops, lectures, refresher courses, industry in-house training (e.g. specialised equipment) etc. A full day activity will be credited with one credit; whereas a half-day activity will be regarded as half a credit.

Category 2 Activities: Work-based activities

These activities may include:

- Natural Scientist work which is credited with two credits
- Mentoring of Candidate Scientists is awarded credits depending on the duration of the mentoring period.

Category 3 Activities: Individual activities

Some of these activities may entail:

- Part-time lecturing to undergraduate and postgraduate learners: one credit for every 10 hours of lecturing;
- Supervising of learners undertaking postgraduate studies: 2 credits per year;
- Evaluation of Master's dissertations and PhD theses: 2 credits per year;
- Publication of research in peer reviewed journals. As a single author, designee will be awarded 2 credits per publication. Where article has more than one author, 1 credit will be awarded per author.

- Participation in professional, institutional, technical or non-technical committees or task teams: 1 credit for every 10 hours of active involvement is awarded.

NB: The list of activities will be reviewed and updated from time to time.

- Professional Chemists, who are identified administratively as having not met the requirements, will be advised according that their deficient CPD record will be referred to the Registration Committee or Professional Advisory Committee for decision.
- SACI conducts random audits of up to 10% of the CPD records of all designees annually. The audit is carried out by the Registration Committee or Professional Advisory Committee.
- In the event of a Professional Chemist not complying with the requirements of the CPD system, SACI will impose one of the following conditions:
 - Require the person to follow an approved remedial programme of CPD within a period prescribed by SACI;
 - Removing the person's name from the relevant register; and
 - As a result of the preceding condition, revoke the person's designation.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- Applications from candidates to be awarded a designation are assessed by the Registration Committee or Professional Advisory Committee in terms of the set criteria for recommendation to the Council.
- The SACI Council considers the recommendation and makes a final decision in this regard.
- The Professional Advisory Committee considers applications from foreign professionals or South African citizens with foreign qualifications who wish to practice in South Africa. Candidates must have their foreign qualifications evaluated by SAQA.
- A designation certificate, bearing a unique registration number, is issued to successful applicants. Such certificate remains the property of, and shall on request be returned to, SACI.
- An Appeals process is in place for unsuccessful applicants. An ad-hoc Appeals Committee comprising three SACI Council members and two members of other professional societies is appointed to set aside the appeal.

4.2 Designation to be Registered

Designation Title: Professional Chemist (PrChemSA)

Underlying Qualification(s)	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> • Diploma in Chemical Process Technology at Level 6; • Bachelor of Science in Chemistry at Level 7; OR • Bachelor of Science Honours in Chemistry at Level 8; OR • Master of Science in Chemistry at Level 9; OR • Doctor of Philosophy in Chemistry at Level 10
Experiential Learning and Practical Experience	<p>The work experience must commensurate with the qualifications as follows:</p> <ul style="list-style-type: none"> • 5 years for those with a Diploma; • 4 years for those who completed a BSc degree; • 3 years for BScHons graduates; • 2 years for those MSc graduates; and • 1 year for PhD graduates
Board / Admission Examination / Assessment	<p>Applicants are required to submit a verified Portfolio of Evidence that contains proof of the applicant's relevant working experience and provide contact details of at least three (3) contactable referees.</p>
Continuing Professional Development (CPD) Requirements	<p>CPD runs in 5-year cycles, during which period every designee will be required to accumulate and record 25 CPD credits in order to retain registration. In any one year, the designees are required to accumulate a minimum of 3 credits. Additional credits earned in any one year may be carried over to the subsequent years of the five year cycle.</p>
Application of Recognition of Prior Learning (RPL)	<p>Any person who does not hold a formal qualification recognised by SACI may apply for the PrChemSA by taking into account the following:</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. A minimum of 10 years continuous appropriate vocational experience, immediately prior to application. 2. An application must be submitted in the prescribed manner together with the non-refundable registration fee. 3. A portfolio on learning and experience including the following: <ol style="list-style-type: none"> (a) Proof of relevant formal and informal training - certified copies of degree or diploma certificates, including the academic records for these qualifications. (b) An extensive record of relevant vocational experience in the field of practice for which is applied. (c) A list of publications, indicating whether published in peer-reviewed journals as well as the journal's impact factor. (d) Proof of membership of related learned societies, e.g. Geological Society of South Africa (GSSA) etc. Membership of a relevant scientific society and participating in science congresses is highly recommended.