

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

NO. 361

24 MARCH 2016

In accordance with the National Qualifications Framework Act, Act No 67 of 2008, comment is invited from interested parties on the application received from the following professional body for recognition 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 CHARTERED IT PROFESSIONALS (ICITP®)

| Designation Title |
|---|
| Information Technology Certified Professional™ [ITCP(SA)] |
| Chartered Information Technology Professional® [CITP(SA)] |

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:

The Director: Registration and Recognition
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: INSTITUTE OF CHARTERED IT PROFESSIONALS (ICITP®)

- 1.1 The Institute of Chartered IT Professionals (ICITP®) applied to SAQA for recognition as a professional body and for the registration of two (2) professional designations on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2 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 Chartered IT Professionals (ICITP®) was established on 2 January 2003 and acquired registration as a Non-profit Organisation from the Department of Social Development in 2009. The ICITP® mission includes the advancement of the NQF by promoting public interest and trust in the Information Technology Profession; ensuring and encouraging continuing professional development; developing and maintaining the standards for the practice of Information Technology and facilitating access to its designations in recognition of deserving Information Technology practitioners in South Africa.

2.2 The main objectives of the ICITP® are to:

- promote the importance of the Media, Information and Communication Technology in South Africa and internationally;
- develop and maintain professionalism and thereby ensuring high quality professional services by IT professionals in the society for the benefit of the public;
- support accredited training providers to align their curriculum to the professional standards and industry critical and scarce skills;
- work closely with other professional associations, including recognised professional bodies within the IT sector to maintain high standards in the industry;
- cooperate with the relevant institutions such as SAQA, Quality Councils, the SETAs, etc. to the benefit of the greater IT sector;
- assist IT graduates with work integrated learning (WIL) and practical competency to ensure their workplace readiness; and
- develop, support, supervise and promote professional standards for technical and ethical competence in the Media, Information and Communication Technology sector.

2.3 ICITP® Membership

The ICITP® represents the interests of 70 members. The membership is composed of the following categories:

- Fellow Members (FICITP)
- Professional Members (PMICITP)
- Ordinary Members (MICITP); and
- Associate Members (AMICITP)

2.4 ICITP® Affiliations

- Locally, the Institute has no working agreements with other professional bodies apart from the working relationships with various institutions for purposes of continuing professional development activities for its designees. Some of these institutions include PC Training and Business College, Damelin College, Vaal University of Technology, CTU Training, Ekurhuleni West College and CIDA City Campus.
- Internationally, ICITP® has formed strong networks and strategic alliances with the global bodies through collaborations. These bodies are:
 - Hong Kong Computer Society;
 - Building Industry Consulting Service International (BICSI), Canada and USA;
 - Institute of IT Professionals, New Zealand; and
 - Computer Professionals Registration Council of Nigeria

The rationale for these affiliations is to deliver the benefits to the ICITP® members such as to:

- Encourage IT research design and development as a vehicle for engaging the global knowledge industry.
- Establish a vibrant medium for the consistent propagation of IT innovation and awareness creation for the two countries.

2.5 Education and Training

- ICITP® is not a registered or accredited training provider, but recognises institutions that provide training.
- ICITP® has no formal agreements in place with universities with regard to curriculum development.

3. EVALUATION AGAINST SAQA CRITERIA

3.1 Governance, Management and Sustainability

- The ICITP® is governed by a Constitution which was reviewed and ratified by its members and Board of Directors at the Annual General Meeting (AGM) held in December 2015.
- The Constitution is written in clear and plain language so that members understand their rights and responsibilities, and leaders appreciate their mandate and limitations and know how to act jointly in the best interest of the public.

- The Constitution makes provision for the election of the ICITP® Council which is tasked with the oversight and management functions of the organisation.
- The current ICITP® Council elected in December 2015 consists of a President, Treasurer, Legal Advisor, the Chief Executive Officer (in an *ex officio* capacity) and six additional Council members.
- The Council is required to meet once a quarter and serves a five (5) year term of office commencing at the conclusion of the AGM at which they are elected. Council members are allowed to stand for re-election as a mechanism to ensure continuity.
- The Council has the authority to appoint an EXCO which is the primary decision-making body of the Institute to ensure the efficient management of the organisation.
- The following standing committees are established to assist the Council with its oversight role:
 - Administration and Membership Committee - tasked with responsibilities relating to membership admission, licensing and servicing members.
 - Education, Training and Certification Committee - deals with matters related to qualifications, facilitation of workplace experience for IT learners and Continuing Professional Development.
 - Technical Committee - ensures and maintains technical and professional standards for IT professionals.
 - Investigation and Discipline Committee - investigates written and valid complaints against members and ensures compliance with the ICITP® Professional Standards and Code of Ethics.
 - National Registration Review Committee - considers applications and confers professional designations.
- ICITP® has a permanent staff complement of four (4) including the Chief Executive Officer to manage its day-to-day operations. It leases offices which are situated at 400, 16th Road Midrand, 1st Floor, Block A, Central Park Office Midrand
- The Institute derives its funds mainly from membership fees and the provision of Continuing Professional Development programmes. The ICITP® received a favourable unqualified audit report as at 30 June 2015.

3.2 Disciplinary Matters and Accountability

- The reputation of the ICITP® and its members is protected by the Code of Ethics and Conduct. Members commit themselves to upholding the good standing and reputation of the IT profession by signing acceptance of the Code of Ethics and Conduct.
- A disciplinary process is in place to investigate complaints against members. This is meant to protect the public, to inspire public confidence in the IT profession and to uphold proper professional standards of IT professionals.
- The ICITP®, through its Investigation and Discipline Committee, investigates complaints, charges or allegations against members who are alleged to have acted in contravention of the Code of Ethics and Conduct. This Committee recommends a finding and sanction(s) to the Council which may include the

withdrawal of a designation and termination of membership. The Council confirms the finding and the sanction.

- An ad-hoc Appeals Panel, consisting of a Chairperson and two members conduct appeals lodged by a member against whom a complaint has been upheld. Persons serving on the panel are external experts from within the IT sector and preferably a legal practitioner. The Appeals Panel may overturn the disciplinary decision, vary or uphold it.

3.3 Data Management

The ICITP® database consists of members' information such as personal details, qualifications and 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 Continuous Professional Development (CPD)

- All ICITP® members (excluding student members) are expected to complete 20 CPD points every 12 months in order to improve and maintain the currency of their technical and professional knowledge, skills and efficiency to operate safely and efficiently.
- CPD is divided into verifiable and non-verifiable activities. In the case of verifiable units, the records shall include proof that the individual was involved in an acceptable CPD learning activity. CPD must comprise 60% verifiable activities and 40% non-verifiable activities.
- Verifiable CPD points can be achieved through various activities including, but not limited to: structured courses; online learning; project work; work-based learning; discussion groups; coaching and mentoring; research, seminars and conferences; and visiting other IT practices and reporting back.
- Non-verifiable activities generally include technical reading of articles in magazines, accredited journals and books that share the latest developments relevant to the IT profession.
- Members are required to maintain their own CPD records and make a submission annually ahead of their membership renewal. CPD non-compliance could result in disciplinary action including possible withdrawal of the Professional Designation.

4 PROFESSIONAL DESIGNATIONS

4.1 Designation Awarding Process

- The National Registration Review Committee (NRRC) has the authority of considering applications and making recommendations for the awarding of designations. The Review Committee comprises professional members of the ICITP®, and of independent, knowledgeable professionals who safeguard the neutrality in the granting of designations.
- In order to qualify for the ICITP® designation, a minimum of a NQF level 6 qualification in Information Technology or other related field is required and an official academic transcript(s) must accompany the application. The transcript must include the official seal of the educational institution, signature of the Registrar and verification that the qualification was successfully completed.

These are documents that are needed in order for the ICITP® to confirm the authenticity of the qualification with SAQA.

- The Council approves designations on recommendation by the National Registration Review Committee.
- Where an application for registration is denied, the applicant has the right to appeal the decision. If the National Registration Review Committee upholds its original decision, further consideration of the applicant's appeal will be handled by an Appeals Panel of the Board of Directors.

4.2 Designation to be Registered

Designation Title: Information Technology Certified Professional™ [ITCP(SA)]

| CRITERION | DESCRIPTION |
|---|--|
| UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION | Any one of the following qualifications: <ul style="list-style-type: none"> • Diploma: Information Technology/information Systems/ Computer Science/Computer Engineering at NQF Level 6; • Bachelor's Degree: Information Technology/information Systems/ Computer Science/Computer Engineering at NQF Level 7; • Bachelor's Degree: Accounting/Business/Engineering/ Mathematics/Sciences/Statistics at NQF Level 7; • Bachelor's Degree in an unrelated field at NQF Level 7 |
| PRACTICAL LEARNING | Candidates with Diplomas are required to have at least three years' relevant work experience while those with Bachelor degrees need two years' work experience of which 1,000 hours must be dedicated to Information Management and Technology Assurance to acquire the requisite business experience needed at this level of operation. |
| BOARD / ADMISSION EXAMINATION / ASSESSMENT | The ITCP(SA) Board Examination is compulsory. The Board exam assesses the candidate's critical knowledge of and competence at this level in: <ul style="list-style-type: none"> • Risk Assessment • Fraud Considerations • Internal Control and IT General Controls • Evaluate, Test and Report • Information Management and Business Intelligence |
| CPD | 20 CPD points per year must be accumulated and recorded. |
| APPLICATION OF RPL | Recognition of Prior Learning is applied on a case-to-case basis and is undertaken at an accredited training provider. |

Designation Title: Chartered Information Technology Professional® [CITP(SA)]

| CRITERION | DESCRIPTION |
|---|---|
| UNDERLYING NQF REGISTERED QUALIFICATION/PART-QUALIFICATION | Any one of the following qualifications: <ul style="list-style-type: none"> • Bachelor's Degree: Information Technology/Information Systems/Computer Science/ Computer Engineering at NQF Level 7; or • Bachelor's Degree in any other related field at NQF Level 7 |
| PRACTICAL LEARNING | At least five years' work experience in an IT environment. Three of these five years must have been spent in roles that carry a significant amount of responsibility, full accountability and present a challenging range of complex work activities. Candidates also need to demonstrate personal influence and well developed business skills. |
| BOARD / ADMISSION EXAMINATION / ASSESSMENT | The CITP(SA) Board Examination is compulsory. The Board exam assesses the candidate's critical knowledge of and competence at a specialist level in: <ul style="list-style-type: none"> • Information Security and Management • Strategy and Architecture • Portfolio, Programme and Project Management • Business Change • Solution Development and Implementation • Service Management • Supply Quality and Resource Management • Learning and Development • Sales and Marketing |
| CPD | 20 CPD points per year must be accumulated and recorded. |
| APPLICATION OF RPL | Recognition of Prior Learning is applied on a case-to-case basis and is undertaken at an accredited training provider. |