



Designation Awarding Policy for Career Development Practitioners



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PROFESSIONAL DESIGNATION AWARD POLICY

Abbreviations	
SACDA	South African Career Development Association
CDP	Career Development Practitioner
CIO	Career Information Officer
DHET	Department of Higher Education and Training
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
NQF	National Qualifications Framework
HPCSA	Health Professions Council of South Africa
SACE	South African Council for Educators
SACSSP	South African Council for Social Service Professions
SABPP	South African Board for People Practices
CPD	Continuous Professional Development
POE	Portfolio of Evidence

1. Policy Statement and Purpose

This document constitutes the policy towards conferring the professional designation of CIO in South Africa. This policy version has been carefully considered by SACDA governance structure. The draft policy has been circulated for member comment before final adoption by the Board of SACDA. This policy version pertains to the facilitation of career related information by practitioners to individuals and groups.

2. Definitions

Field of Career Development: Career development is seen as the process of managing learning and work across the lifespan of a person. This field enables individuals to work as CDPs in a range of settings to provide career education, information, advice and guidance.

Registration: A professional body first and foremost has the duty and responsibility to safeguard the public from potential harm caused by its members in carrying out duties related to the profession and membership of the professional body. This is achieved by ensuring that only persons with the requisite competencies, values, attitudes and ethics are allowed to practice their respective professions. These persons are bestowed a registration in the form of a professional designation.

Professional Designation: A title or status conferred by a professional body in recognition of a person's expertise and/or right to practice in an occupational field. A professional designation is a

'warrant of competence' and speaks to criteria of competencies, values, attitudes, ethics and ongoing professional development required to practice in an occupational field.

Registration Committee: The function of the registration committee is to review an application for the designation of CDP. Once the committee is satisfied that the application meets all the necessary criteria for the professional designation, a recommendation is made to the Registrar for approval.

Registrar: The Registrar ensures the integrity, accuracy and authenticity of each application as the final quality assurance process. Once approved, the applicant is conferred the professional designation and is registered onto the national registry with a registration number.

Recognition of Prior Learning (RPL): RPL in the case of conferring a professional designation means the principles and processes through which competencies, values, attitudes and ethics of a person are made visible, mediated and assessed for the purposes of access towards a professional designation alternative to formal studies or qualifications.

RPL Committee: The RPL committee receives applications that do not provide adequate visible evidence of meeting all the necessary criteria for the professional designation. The RPL committee then identifies the criteria gaps and informs the applicant of such. It is then the applicant's responsibility to submit evidence of prior learning in relation to the identified gaps.

Ad-hoc Registration Panel: An Ad-hoc Registration Panel is appointed by SACDA to consider candidates with special requirements or foreign qualifications who wish to be assigned a designation as a member of SACDA. In this regard, SACDA will provide an applicant with contact details of the SAQA an entity empowered in terms of Section 13(1) (m) of the National Qualifications Framework Act, Act 67 of 2008 to provide an evaluation and advisory service in respect of foreign qualifications. Foreign qualifications will only be considered once proof of verifications from SAQA has been provided by the member, at the cost of the member.

3. Scope of Policy and Objectives

The purpose of this policy is to outline the processes and documentation that underpin the awarding of the professional designation of CDP.

The Policy includes:

- 1.1 The process followed to award a designation to members with South African qualifications,
- 1.2 The process followed to award a designation to members with foreign qualifications.

SACDA has the right and responsibility of conferring professional designations for CDPs. By recognising and formalising designations, the professional body contributes to the development of

CDP career paths and the career development profession, as well as promotes CPD within the profession. An individual who is conferred a professional designation will be recorded onto the national register for CDPs. This will give national recognition and yield data that can be used to promote the profession, and enable coordination and collaboration across education, training, development and work.

4. Annual Fees

Membership fees are financial contributions made by members for the benefit of themselves and the career development community. Associate members are not required to pay a fee until SACDA is fully functional as a professional body and offering value added services and products to such members. At such a time, members will be informed accordingly and applicants wanting to be considered for the CIO professional designation will need to pay a once-off fee with their application. Successful candidates will be required to pay their annual CIO registration fees before being recorded onto the national register. For more information contact info@sacda.org.za.

Membership fees for members already registered with other related bodies such as the HPCSA, SACE, SACSSP, SABPP will pay a reduced fee, and will be required to complete a reduced number of CPD points. Members registered with related bodies already assume an annual professional registration fee and are required to complete a number of related CPD activities each year.

MEMBER FEES FOR CAREER DEVELOPMENT PRACTITIONER - INFORMATION

Once-off application administration fee	R 285
Annual membership fee if applicant is a member of a related body such as the HPCSA, SACE, SACSSP or SABPP	R 390
Annual membership fee if applicant is not a member of a related body such as the HPCSA, SACE, SACSSP or SABPP	R 680
Recognition of Prior Learning	R 1250

5. Application from the Professional Designation of Career Information Officer

The professional boundary of a CIO is to provide career related information to individuals and groups. Career related information includes education, training, work and career management. The provision of career related information is a two-way interaction between a CDP and their client. This interaction is often better facilitated with tools and techniques that enable the CDP to best

identify the career information requirements of the client. If in this engagement a CDP identifies that the client's needs are more than just career related information, it is the ethical responsibility of the CIO to refer the client to an appropriately qualified professional.

Anyone in the field of career development and interested in being conferred the professional designation of CIO must apply through one of two routes. The first route of application is for immediate registration. This route requires applicants to have completed both theory and practice of entry-level career development relating to the professional designation of a CIO. The second route is through RPL and requires applicants to have gained the necessary experience to be proficient in both theory and practice of entry-level career development.

5.1 Applicants for Immediate Registration

Applicants for the immediate registration route must:

- 5.1.1 Agree to the Code of Ethics for CDPs in South Africa;
- 5.1.2 Agree to the Competency Standards for CDPs in South Africa;
- 5.1.3 Complete application form;
- 5.1.4 Submit certified copy of a South African identity document or a foreign passport;
- 5.1.5 Submit current copy of curriculum vitae;
- 5.1.6 Submit certified copies of NQF Five (5) Occupational Qualification of 'Career Development Information Officer' (NQF level 5: SAQA Qualification ID: 96372) or related qualifications;
- 5.1.7 Submit certified copies of:
 - Current HPCSA registration certificate as a counsellor, psychometrist or psychologist and evidence of career development coursework or at least a certificate of a recognised career development related short course; or
 - Current SACE registration certificate as an educator with at least a certificate of a recognised career development related short course; or
 - Current SACSSP registration certificate as a social worker or child & youth care worker with at least a certified copy of a recognised career development related short course; or
 - Current SABPP registration certificate as a human resource practitioner with at least a certified copy of a recognised career development related short course.
- 5.1.8 Pay fee;
- 5.1.9 Complete the Code of Ethics assessment for CDPs in South Africa.
- 5.1.10 Complete a Competency assessment for CDPs in South Africa; and

5.2 Application for RPL Registration

The RPL route is established for those applicants who do not meet the requirements for immediate registration but have the necessary experience to prove their competence. All applicants will follow the application route for immediate registration, following which, the Registration Committee may review and recommend the application for RPL. Applicants wishing to have their competence recognised through this route will then need to submit the following:

- 5.2.1 Pay an RPL application fee for professional designation;
- 5.2.2 Submit self-rated competency assessment;
- 5.2.3 Submit a POE which demonstrates the applicant's competencies, values, attitudes, ethics and ongoing professional development required for professional designation;
- 5.2.4 Submit two (3) references of from individuals or registered CDPs in good standing.

6. Appeal Process

An appeal process is in place for unsuccessful applications:

Candidates who are unsuccessful in their application for designation will be issued with a letter outlining the reason/s their application was unsuccessful and the appeal process to be followed should they wish to do so. If an applicant wishes to proceed with an appeal she/he must submit a letter by email outlining the reasons and, where necessary, provide supporting information and documentation. This must be done within one (1) month of the notification letter date of issue. Upon reviewing the document the Registration Committee will make recommendations in writing to SACDA's CEO, to set up an Appeal Committee to proceed with an appeal process. Copies of the applicant's appeal letter, result letter and other documentation will be sent to the Appeal Committee for review. This process can take up to three (3) months to complete. Candidates may be contacted for clarity throughout this process, following which, the applicant will be issued with a letter stating the final outcome of the appeal.

7. Retention of Designation

The professional designation conferred by SACDA remains valid provided that members comply with the following retention criteria:

- 7.1 Payment of annual SACDA membership fee;
- 7.2 Achieve at least ten (10) CPD points annually as a member of a related body through relevant activities as stipulated in the SACDA CPD policy for members. This equates to ten (10) hours of professional development in the field of career development;

- 7.3 Achieve at least fifteen (15) CPD points annually if not a member of a related body through relevant activities as stipulated in the SACDA CPD policy for members. This equates to fifteen (15) hours of professional development in the field of career development; and
- 7.5 Adherence to the SACDA Code of Ethics and professional conduct.

8. Registration Status

There are four status options to be considered by SACDA when reviewing members' designation retentions.

8.1 Active Status

Any member who has been awarded a SACDA designation retains the designation with all the rights and privileges as long as her/his membership is maintained, all the SACDA membership fees due are paid timeously, the member complies with SACDA's Code of Ethics and continues with her/his professional development.

8.2 Inactive Status

If SACDA membership of a designee is discontinued for any reason and such person remains a non-member for six (6) months or more, the designation shall be placed on inactive status. During any stage of inactive status all rights and privileges of the designation are automatically suspended until the designee applies for active status in writing and the application is approved by the Registration Committee.

8.3 Semi-Retired Status

Any designee who is no longer working full-time due to retirement but informally or formally works in the career development services field and the work which she/he is doing represents less than 10% of full-time work, may retain the designation with all the rights and privileges provided that the designee maintains SACDA membership, complies with SACDA's Code of Ethics and pays the annual members fees. The CPD requirement may be waived.

8.4 Retired Status

Any designee who is fully retired may retain the designation and all requirements will be waived including payment of member's fees, except for the requirement that they must comply with SACDA's Code of Ethics.

9. Restoration

Should a SACDA member wish to restore her/his membership which has been revoked, a detailed letter of motivation to restore membership must be sent to SACDA via email to info@sacda.co.za. Upon receipt of a request to reinstate a member, the Registration Committee will review the request and make the appropriate decision to either reinstate the member or deny reinstatement.

10. Policy Review Cycle

Once approved by the Board of SACDA, this policy will serve from the date of approval for a period of five (5) years after which it will be reviewed and re-approved by the Board if necessary. The policy may be reviewed on an adhoc basis, should the need arise.

Approved by signature of the Chief Executive Officer and the Chairperson on 25 June 2019.

More information can be requested from info@sacda.org.za.