



DIRECTORATE FOR REGISTRATION AND RECOGNITION
EVALUATION REPORT FOR THE RECOGNITION OF PROFESSIONAL BODIES AND
REGISTRATION OF PROFESSIONAL DESIGNATIONS

Name of Professional Body	Southern African Emergency Services Institute NPC (SAESI)
Statutory or Non-Statutory Body	Non-Statutory
Sector	Emergency Services
Physical Address	295 Jorissen Street, Monument, Krugersdorp, 1740
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Number of Designations Applied for	1
Date of Site Visit	22 June 2017
Date of Gazette Notice	1 September 2017



PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

EVALUATION REPORT

1. NAME OF BODY: SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC (SAESI)

- 1.1. SAESI applied to SAQA for recognition as a professional body and for the registration of one (1) professional designation on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2. The South African Fire Services Institute (SAFSI) which was established in 1959 later changed its name to Southern African Emergency Services Institute (SAESI). SAESI has 13 branches throughout South Africa as well as 1 branch in each of Namibia, Swaziland and Angola. The Institute is a national body with membership of over 6 000 including firefighters from various industries such as Eskom, municipalities, petro-chemical, forestry and airports.

The South African Local Government Association (SALGA) views SAESI as one of the most important stakeholders in disaster risk management. SALGA accepts the SAESI examinations and municipalities accept it as a standard for promotion.

Today's firefighters are expected to carry out duties such as equipment maintenance, training, fire safety inspections, risk management, ambulance duties and disaster management. They are also required to enforce the National Building Regulations and Standards Act 103 of 1977 (as amended) and approve fire safety plans for designated buildings frequented by the public.

2. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

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*. The Southern African Emergency Services Institute NPC (SAESI) was found to meet all the criteria for recognising a professional body listed below:

2.1. Legally constituted entity

- SAESI was registered in 2014 as a Non-Profit Company (NPC) to promote emergency services for the people in Southern Africa through advocacy, support and participation in the development of professional standards, policy and legislation within the field of emergency services.

2.2. Human resources

- The day-to-day running of the SAESI offices is managed by a full-time Chief Executive Officer (CEO) and six (6) administrative staff members.
- The continued role and direction of SAESI is guided by the Council Members that are elected by the members at an Annual General Meeting (AGM).

2.3. Financial resources

- SAESI keeps full and proper financial records of its business as a professional body.
- The audited financial statements of SAESI as at 30 September 2015 affirm the organisation as going concern.

2.4. Good corporate governance practices

- SAESI is governed by a Memorandum of Incorporation and a Board of Directors Charter as recommended in the Companies Act 71 of 2008 (as amended) and the King Report on Governance in South Africa (King III) respectively.
- The SAESI Council is elected by members at the AGM.
- The Council elects the Board of Directors to assist with the oversight role.
- The Board appoints functioning sub-committees that will collectively share the responsibility and accountability of ensuring that SAESI performs well, remains solvent and complies with its obligations.
- The Board may also establish ad hoc or special purpose committees to examine, or have the delegated authority to deal with, specific issues on behalf of the Board.
- The Board sets out and communicates the duties of the sub-committees, the CEO and staff in a clear delegated manner.
- The governance structures observe high ethical standards when dealing with disciplinary matters involving general members and Board members.

2.5. Protection of the public interest

- It is mandatory to sign acceptance of the Code of Conduct when applying for membership with SAESI.
- The Code of Conduct is widely communicated to members of the Institute and the general public.
- The process for reporting complaints is also clearly communicated to SAESI members and the public at large.
- Alleged breaches of the professional codes are dealt with in accordance with a fair and impartial disciplinary procedure.

2.6. Membership and affiliations

SAESI membership

SAESI 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.

National affiliations:

SAESI has a Memorandum of Understanding (MOU) in place with the Department of Cooperative Governance and Traditional Affairs (COGTA). The purpose of the MOU is to ensure that industry information is exchanged at different platforms.

International affiliations:

SAESI is affiliated with the International Fire Services Accreditation Congress (IFSAC). IFSAC offers specialised accreditation for fire and emergency-related Certificate and Degree qualifications. The mission of IFSAC is to plan and administer a high-quality, uniformly delivered accreditation system with an international scope.

2.7. Education and Training

SAESI complies with Section 19 of the policy and criteria to the extent that it:

- is not accredited as an education and training provider by a Quality Council;
- is not registered as an education and training provider with the Department of Higher Education and Training;

Optional:

- may, but does not register its employees on learnerships or act as a workplace provider for the delivery of learnerships;
- may, but does not recognise suitable workplaces is not involved in the assessment of workplace experience;
- recognises suitable education and training a providers and is involved in the development of learning programmes offered by providers.
- may, but does not set or administer Board examinations.

2.8. Continuing Professional Development (CPD)

- CPD criteria for retaining the professional designation are administered in terms of the SAESI CPD policy.
- SAESI has made the necessary efforts to promote optimal participation in CPD activities by members with designations.

2.9. Unfair Exclusionary Practices

- The SAESI Board and sub-committees are representative of the South African demographics.
- The general members and those with professional designations representative of the broader industry.
- SAESI has developed and implemented a transformation policy and strategy to achieve representivity.

2.10. Proliferation of professional bodies

- There is no additional professional body in the sector that has been established through an Act of Parliament.
- There are no recognised professional bodies within the emergency services industry.
- The SAESI application for recognition is the outcome of a broad consultation with and support from the travel industry.

3. CRITERIA FOR RECOGNISING A PROFESSIONAL DESIGNATION

3.1. Designation(s) to be Registered

Designation Title: Firefighter Practitioner (SA) / FFP (SA)

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	Occupational Certificate: Firefighter, NQF Level 4 (SAQA ID: 98991)
Experiential Learning / Practical Experience	A minimum of 2 years' relevant workplace experience where candidates have acquired a proven track record of: <ul style="list-style-type: none"> • performing fire safety and prevention activities; • confining and/or extinguishing small scale fires in work places; • executing fire ground operations; • performing fire ground support functions; • controlling and extinguishing wildland fires; • using compressed air respiratory protection;

CRITERION	DESCRIPTION
	<ul style="list-style-type: none"> • carrying out rescue and extrication; and • recognising the dangerous goods incident. Candidates must provide a work experience log sheet signed off by a Senior Firefighter.
Board / Admission Examination / Assessment	The Board exam comprises a theoretical and a practical part. The 3-hour theoretical exam will assess, among others, the fire and rescue service environment; fire safety and prevention; fire behaviour; fires in work places; fire ground operations; veld fires; and rescue services The 3-hour summative practical exam assesses all the areas outlined under the Experience requirement above.
Continuing Professional Development (CPD) Requirements	A minimum of 80 verifiable CPD hours over a 2-year cycle are required.
Application of Recognition of Prior Learning (RPL)	Candidates with Firefighter I and II as well as Hazmat Awareness training may be awarded the designation through RPL if the requirements are met. Firefighter I & II and Hazmat awareness can be used in RPL for occupational qualification
<p>Designation competences:</p> <p>Persons who hold the Firefighter Practitioner (SA) designation must be able to:</p> <ul style="list-style-type: none"> • Reduce the loss of life and property through fire risk identification, inspection, education and response readiness; • Perform fire ground operations; • Perform rescue operations in emergencies; and • Protect life, environment and property in the event of a hazardous material / dangerous goods incident. 	

3.2. Awarding and retention of professional designations

- The professional designation has been developed in line with the SAESI rules and in terms of the firefighting standards set by the International Fire Services Accreditation Congress (IFSAC)..
- The designation is awarded and revoked in accordance with an approved policy.
- As a general rule, SAESI awards the designation if all the requirements including an underlying qualification, relevant work experience, continuing professional development and recognition of prior learning are met.
- The process of awarding and revoking the designation is transparent, fair and relevant.