



DIRECTORATE FOR REGISTRATION AND RECOGNITION

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

Name of Professional Body	South African Career Development Association (SACDA)
Statutory or Non-Statutory Body	Non-Statutory
Sector	Education, Training and Development
Physical Address	Office C-255 Aldoel Building Office C-255 University of Pretoria Department of Educational Psychology, Leyds Street, Pretoria
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Number of Designations Applied for	1
Date of Site Visit	6 April 2022;
Date of Gazette Notice	1 July 2022



**PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION
EVALUATION REPORT**

NAME OF BODY: South African Career Development Association (SACDA)

Background

The South African Career Development Association (SACDA) was established in 2012 to support the development of Career Development Practitioners (CDPs) in South Africa. This is achieved through ensuring CDPs adhere to a code of ethics and minimum competency standards for the profession. Some of the objectives of the professional body, as per its constitution are to:

- Quality assesses and approve the f career development service providers,
- Maintain competency requirements of CDPs; and
- Provide a platform for CDPs to share their professional research experience and learning.

SACDA submitted a letter from the Department of Higher Education in support of the establishment of SACDA, as well as a Framework for Cooperation in the provision of Career Development which was drafted in consultation with officials from various departments.

SECTION A: RECOGNITION COMPLIANCE

Compliance Summary: Recognition

No	Item	Yes	No
1	Legally Constituted Entity	✓	
2	Good Corporate Governance Practices	✓	
3	Transformation	✓	
4	Human Resources	✓	
5	Premises	✓	
6	Financial Resources	✓	
7	Awarding of Professional Designations	✓	
8	Recognition of Prior Learning (RPL)	✓	
9	Continuing Professional Development (CPD)	✓	
10	Membership Database	✓	
11	Career Advice Information	✓	
12	Code of Conduct and Protection of the Public	✓	
13	Education and Training	✓	
14	Proliferation of professional bodies	✓	

SECTION B: RECOGNITION EVALUATION

1. Areas of Concern

None

2. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

The Unit for Registration and Recognition (RR) evaluated the application submitted by SACDA against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualification Framework Act, Act 67 of 2008 (as amended, September 2020)*. SACDA was found to meet the criteria for recognising a professional body listed below:

2.1 Legally Constituted Entity

The South African Career Development Association (SACDA) is a non-statutory body registered with the

Department of Social Development (DSD) on 8 March 2012 as a Non-Profit Organization (NPO) with registration number 099-765-NPO.

The following document(s) were submitted.

- Department of Social Development Certificate
- SACDA's constitution
- List of Board Members
- SACDA Letterhead
- List of individual members

2.2 Good Corporate Governance Practices

The professional body submitted the:

- Minutes of the elective meeting held on 7 September 2021
- Boards terms of reference
- List of Board Members

- The members of the first Board will be elected at the Annual General Meeting (AGM) at which this Constitution is adopted and shall hold office until the first Annual General Meeting held after their appointment.
- At such first Annual General Meeting and at biennial Annual General Meetings held thereafter, not less than one half of the Board members shall retire by rotation.
- The members to retire will be those who have been in office the longest since their last appointment.
- As between members of equal seniority, the members to retire, in the absence of agreement between them, shall be determined by ballot.
- Resigning Board members will be eligible for re-election or co-option.
- Board members will be members of the Association.
- The Chairperson will convene a meeting of the Board, quarterly and at the written request of any two (2) members of the Board and may convene such a meeting at any other time.
- Their support over these years has been pivotal to ensuring SACDA meets the requirements for recognition as a professional body.
- Due to the pandemic, SACDA did not host its AGM in 2020. However, they communicate through emails.
- SACDA's most recent Annual General Meeting (AGM) was held in September 2021.
- The Chairperson was voted for during the AGM.
- The SACDA Board is made up of 12 members which was verified during the site visit.

Board members demographics

	Black	Indian	Coloured	White	Total
Male	2	0	0	5	7
Female	1	2	0	2	5
Total	3	2	0	7	12

2.3 Transformation

SACDA submitted its:

- Transformation Policy.
- list of Board members.

- A total of 72% black membership.
- SACDA strives to ensure that its board, committee, and office-bearers are representative of the South African population demographics while adhering to the processes of election as contained in its Constitution.
- Ensure that all persons are treated equally and are awarded equal opportunities by SACDA as an organisation and by its representatives, within the meaning of the South African Constitution.

2.4 Human Resources

- SACDA has one permanent employee who is the Chief Executive Officer (CEO) and it was verified during the site visit.
- The CEO is responsible for the day to day running of the professional body.
- Most of SACDA's functions are automated.
- The management of the SACDA website is outsourced to web developers.

2.5 Premises

- The SACDA office space is sponsored by the University of Pretoria. The professional body submitted a letter from the University confirming the sponsorship of office space which started on 24 July 2018.

- The professional body is situated at Office C-255 Aldoel Building University of Pretoria Department of Educational Psychology, Leyds St, Pretoria, 0002

2.6 Financial Resources

The professional body submitted its independently reviewed financial statements for the years 2019, 2020 and 2021 respectively.

- Based on the auditor's review, nothing came to their attention that caused them to believe that these financial statements do not present fairly, in all material respects the financial position of South African Career Development Association as at 31 March 2021, and its financial performance and cash flows for the year ended in accordance with the International Financial Reporting Standards for Small and Medium-sized Entities and the requirements of the Trust Property Control Act 57 of 1988.
- According to SACDA's financial statements, the main sources of income for the professional body are government grants and membership fees.

2.7 Awarding of Professional Designations

SACDA submitted the Designation Awarding Policy. Applicants for registration must:

- Complete the application form.
- Submit a certified copy of a South African identity document or a foreign passport.
- Submit current copy of curriculum vitae.
- Submit certified copies of the relevant qualifications.
- Agree to the Code of Ethics for (Career Development Practitioners) CDPs in South Africa.
- Complete a Competency assessment for CDPs in South Africa
- Agree to the Standards for CDPs in South Africa.
- Submit certified copies of registration with any other professional body together with a recognised career development short course certificate.
- Pay the application fee.
- SACDA has not rejected any applications.
- SACDA provides applicants with entry options such as applying as an associate while building experience or completing the recommended qualification or applying for RPL.
- 70 members are designated as Career Development Practitioners and these members were verified during the site visit on the professional body database.

2.8 Recognition of Prior Learning (RPL)

SACDA submitted its Recognition of Prior Learning (RPL) Policy.

- All applicants follow the application route for immediate registration, following which, the Registration Committee may review and recommend the application for RPL.
- Applicants who wish to have their competence recognised through RPL will then need to submit the following:
 - SACDA's RPL application form.
 - Pay an RPL application fee for a professional designation.
 - Submit competency assessment.
 - Submit a Portfolio of Evidence (POE) which demonstrates the applicant's competencies, values, attitudes, ethics and ongoing professional development required for a professional designation.
 - Submit two references from individuals or registered CDPs in good standing.
- Applications will be assessed by the relevant education/training committee, or a representative delegated to do so (internal assessor).
- In assessing applications for RPL, the assessor will refer to the principles and eligibility criteria as outlined in the RPL policy.
- During the site visit, implementation of RPL was verified and that 10 designations were awarded through RPL, four are still under review.

2.9 Continuing Professional Development (CPD)

SACDA submitted its Continuing Professional Development (CPD) Policy.

- Implementation of CPD was verified during the site visit. Records of members' CPD activities were seen on the professional body database.
- Members record their CPD points on their online dashboard.
- Career Development Practitioners must accumulate a minimum of 15 points of CPD per year.
- All designated members are required to accumulate and record the required minimum number of CPD points per year, which must consist of formal and informal CPD activities.
- Designees have the duty to ensure that they abide by the SACDA CPD Policy and remain compliant to the CPD policy.
- The SACDA CPD committee is responsible for overseeing the overall administration, monitoring and quality assurance of CPD.
- A member may request, in writing, an exemption or deferral of CPD requirements due to a medical diagnosis,

temporary or permanent disability, or parental leave.

- Parental leave will be limited to four months in a reporting period.
- Members are reminded via automated emails six months before the end of their reporting period, with further emails at three months and one month consecutively.
- Members are given one extra month to complete their CPD if they had not complied within the reporting cycle.
- If they fail to comply, members will be downgraded to Associate Member or their designations maybe revoked.
- SACDA members may choose CPD activities that are relevant for their ongoing knowledge and skill development. These include:
 - Participation in professional /skill development workshops and activities
 - Participation in conferences
 - Reading professional publications
 - Engaging in professional mentoring
 - Academic study in the field of career development
 - Writing or presenting professional papers
 - Active membership of SACDA, career development advisory bodies and other relevant committees
 - Engaging in professional supervision
 - Research activities
 - Study tours, industry tours/visits and exchange or other relevant programs

2.10 Membership Database

SACDA submitted a database of their members.

- SACDA has a total number of 154 individual members.
- 70 members are designated as Career Development Practitioners, 75 Associates and nine students.

Demographics of individual members in 2022

	Black	Indian	Coloured	White	Total
Male	29	0	6	17	52
Female	53	13	11	25	102
Total	82	13	17	42	154

2.11 Career Advice Information

- SACDA provides career-related information through its website.
- This career-information is available in publicly accessible in the CPD tab on the SACDA website, together with event recordings through its news page.
- Furthermore, the platform provides a Frequently Asked Questions section with career information on the occupation and related concepts.
- SACDA has prioritised the need to enhance support for career development in rural and peri-urban areas of South Africa. By structuring membership fees based on affordability and making their CPD content freely available.
- This will ensure career development support is focused first on marginalised groups.
- SACDA also writes articles in the African Journal of Career Development journal that is funded by the Manufacturing Engineering and Related Services Sector Education and Training Authority (MerSETA).
- The African Journal of Career Development is established by SACDA.
- MERSETA also assists with funds of SACDA bi-annual congress which takes place every two years.
- The SETA together with DHESI also involved in funding the National Careers Week

2.12 Code of Conduct and Protection of the Public

SACDA submitted the following documents:

- SACDA Code of Ethics
 - SACDA Disciplinary and Appeals policy
- The Code of Ethics and the disciplinary procedure applies to all SACDA members.
 - The disciplinary procedure is implemented when the code of conduct is broken.
 - The professional body has not had a disciplinary case to date.

SACDA's Disciplinary Procedure

The Chairperson of the Disciplinary Committee assesses the complaint to verify that the complaint is valid and will also check that the:

- Person named in the complaint is a current member of the Association.
- Complaint is in writing.
- Complainant is identified; and

- Complaint relates to a breach of the Code of Conduct

Investigation

- The case file is sent to the members of the Disciplinary Committee to consider independently.
- If the Disciplinary Committee decides that there is a case to answer, it will set a date and venue for the hearing and instruct the relevant office administration to inform the member.
- The member must be given at least 21 days notice in writing.
- The office administrator will also inform the complainant who may attend the hearing to present their case in person.
- Copies of all the documents which the committee is going to consider are sent to the member prior to the hearing.

Hearing

- The member may attend the hearing in person, submit evidence in writing or be represented by another member of SACDA.
- If the member chooses neither to attend nor to send a representative, then the Disciplinary Committee will consider the written evidence and reach a decision.

Sanction

- The Disciplinary Committee selects what it considers to be the most appropriate sanction, which is proportionate to the seriousness of the breach of the Code of Conduct. SACDA may impose one of the following disciplinary measures on their members:
 - Written warning which is valid for three months.
 - Suspension which is valid for six months.
 - Fine that is payable within two months after a member has been found guilty.
 - Failure to pay fine can lead to withdrawal of a designation.

The Appeals Procedure

- When a member is dissatisfied with the outcome of the disciplinary enquiry such member may lodge an appeal within one calendar month of the outcome being presented.
- The appeal must be lodged with the SACDA Chairperson who will consider the stated grounds for appeal and where appropriate constitute an appeal hearing within seven calendar days of receipt of the appeal being lodged.
- Where the stated grounds of appeal are not justified this will be conveyed in writing to a member/appellant.
- Information pertaining to each member's disciplinary records specifying the nature of any disciplinary transgression, the actions taken by the SACDA Disciplinary Committee and the reason for the action are kept in member's electronic personal file.

Grounds for appeal

- The appellant may state that correct procedure was not followed during the enquiry which was unfair.
- Substantive Fairness: Guilt not proved if there is insufficient evidence to prove misconduct.
- Severity of the sanction is not warranted or inconsistent
- New evidence: Only admitted if material and good reason why it was not raised during the disciplinary enquiry.

Hearing

- The Presiding Officer at the appeal must be a person who was not involved in the disciplinary enquiry.
- At the appeal hearing the Presiding Officer will require the appellant to motivate the grounds for the appeal.
- The SACDA representative who was present during the member's disciplinary enquiry will also be given an opportunity to state the disciplinary committee finding.
- After hearing the full motivation and response the Presiding Officer will close arguments and adjourn for finding.
- The Presiding Officer will then announce, after seven calendar days of the appeal hearing adjournment, the outcome of the appeal hearing, stating the factors considered.

2.13 Education and Training

SACDA is not:

- Accredited as an education and training provider by a Quality Council.
- registered as an education and training provider with the Department of Higher Education and Training.

2.14 Proliferation of Professional Bodies

- The field of career development overlaps with several professions.
- These include teaching, human resources management, counselling, psychometry and psychology.
- While each of these professions has a partial focus on career development, none focus primarily on career

development.

- The closest related statutory body to the career development community of practice is the Health Professions Council of South Africa (HPCSA).
- SACDA has consulted the HPCSA at all steps of establishment and is currently working with the HPCSA and Department of Higher Education, Science and Innovation (DHESI) in clearly demarcating functions provided through the HPCSA such as psychometric testing, and functions provided through SACDA, such as non-psychometric career assessments.
- SAQA has recognised the following professional bodies in the career information sector.
 - Health Professions Council of South Africa (HPCSA)
 - South African Board for People Practices (SABPP)

3. CRITERIA FOR REGISTERING A PROFESSIONAL DESIGNATION

Designation(s) to be Registered

Designation Title: Career Development Practitioner

Short Description:

Career Development Practitioners (CDPs) in the category of career information provide career related information to individuals and groups where 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 its 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 CDP to refer the client to an appropriately qualified professional.

AWARDING CRITERIA

Underlying NQF Registered Qualification

Occupational Certificate: Career Development Information Officer at NQF Level 5 with SAQA ID 96372.

Experience / Practical Experience / Experiential Learning

Applicants with related qualifications will need to have completed a career module or related part qualification. Applicants who have completed the Career Development Information Officer occupational certificate will have completed the following practical and experiential modules:

- Provide assistance to clients to enable them to make informed career decisions, NQF Level 5, 12 Credits.
- Facilitate information sharing with groups that will assist with career-related decisions, NQF Level 5, 12 Credits.
- Maintain an efficient and effective career information service, NQF Level 4, 8 Credits.
- Individual career development information sharing processes, NQF Level 5, 13 Credits.
- Group career development information sharing events, NQF Level 5, 13 Credits.
- Maintenance of efficient and effective career information services, NQF Level 5, 10 Credits.

Competency Assessment / Board Examination

Applicants must complete a competency assessment

Designation RPL Statement

Applicants with at least a minimum of two years' work experience in providing career education, information, advice or guidance may approach SACDA to enquire about the RPL process.

Designation Competences:

- Effective Communication;
- Demonstrate ethical behaviour;
- Demonstrate professional behaviour;
- Manage diversity;
- Use career information effectively;
- Deliver an effective career development service;
- Advance employability of clients;
- Understand career development; and
- Conduct career assessments.

RETAINING CRITERIA

Code of Conduct

Adhere to the Code of Ethics for Career Development Practitioners.

Continuing Professional Development (CPD) Requirements

Achieve at least 15 Continuous Professional Development (CPD) points annually. This equates to 15 hours of professional development in the field of career development.

Fees

Designees are required to pay the annual membership fee.

Professional Designation Progression Pathway

Career Development Practitioner