



REGISTRATION AND RECOGNITION UNIT

EVALUATION REPORT FOR THE REGISTRATION OF AN ADDITIONAL PROFESSIONAL DESIGNATION FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA

Name of Professional Body	South African Institute of Professional Accountants (SAIPA)
Statutory or Non-Statutory Body	Non-statutory
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Registered Designation	Professional Accountant (SA)
Designations Applied for	<ul style="list-style-type: none"> • Business Advisor Technician (SA) – BAT (SA) • Professional Business Advisor (SA) – PBA (SA) • Professional Business Advisor Specialist (SA) – PBAS (SA)
Date of Recognition	26 October 2017
Date of Gazette Notice	1 July 2022

1. BACKGROUND OF THE PROFESSIONAL BODY

The South African Institute of Professional Accountants (SAIPA) is the largest and most technologically advanced Professional Accountancy Organisation (PAO) for professional accountants and business advisors in South Africa.

For almost 40 years, SAIPA has been a pioneer in the South African economy, contributing to the advancement of the accountancy and business advisory professions, influencing legislation, and constantly transforming to keep abreast of business, financial and social developments in the country and internationally.

SAIPA is a member of the International Federation of Accountants (IFAC), the Pan African Federation of Accountants (PAFA), the Sustainability Accounting Standards Board (SASB), and the International Ethics Standards Board for Accountants (IESBA).

2. MOTIVATION FOR THE REGISTRATION OF THE ADDITIONAL DESIGNATIONS

SAIPA has registered the *Professional Accountant (SA)* designation. Holders of this designation offer a wide range of services including accountancy, independent reviews, and business advisory services.

The SAIPA Board has resolved that business advisory services be given the relevant prominence by developing and registering business advisory designations. This has further been necessitated by the growing support for Small, Medium and Micro Enterprises as well as the increasing need for accountability in the business development support sector. Business advisors have and continue to play a fundamental role in the socio-economic and technological environments. The services of these professionals contribute to the cultivation of an enabling culture in which businesses can grow in an ethical and sustainable manner.

The registration of these designations is intended to support and strengthen the professional standing of business advisors in South Africa, whilst ensuring consideration to the nuanced and historical education system in South Africa i.e., these designations can be achieved through Recognition of Prior Learning (RPL) and offer credit transfer and mobility across various occupations.

Considering the dynamic business environment and continued increase in the complexity of business operations, it is essential that business advisors have access to a recognised professional development pathway which includes holistic development, leading requirements, and rigorous standards.

As such, the competencies for Business Advisor Technician (SA) – BAT (SA), Professional Business Advisor (SA) – PBA (SA) and Professional Business Advisory Specialist (SA) – PBAS (SA) are encompassed in a SAIPA Business Advisory Competency Framework, which is a leader in its class. Holders of these designations will be positioned as credible, ethical professionals who will continuously strive to deliver uncompromising and high-quality services.

3. CRITERIA FOR REGISTERING A PROFESSIONAL DESIGNATION

The criteria for the awarding of the additional professional designations below complies with the SAQA *Policy and 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 amended, September 2020)* and the designations complements those already registered, creating a designation pathway.

4. PROFESSIONAL DESIGNATIONS

4.1 Designation Title: Business Advisor Technician (SA) – BAT (SA)

Short description

A Business Advisor Technician (SA) offers secondary-mid-level consultancy services such as:

- Compiling reports about the business, operations, products, or services to assist management with decision-making as well as supporting business advisors.
- Supervising the data collected and the research results (different supervisory responsibilities at all levels)
- Managing the design, the research process (planning of and design of effective research questions aligned to the research problem)
- Assessing the integrity and relevance of the data (benchmarking and best practices)
- Analysing data to address the research problem/questions (data triangulation)
- Drafting the business advisory report for presentation to clients (tools & methodologies)

AWARDING CRITERIA

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

Underlying NQF Registered Qualification

SAQA ID: 79886

Title of the qualification registered on the NQF: National Certificate: Business Advising

NQF Level: 5

Any other relevant business advisory, business administration or business management qualification registered on the NQF at Level 5 or higher.

Holders of an NQF Level 4 qualification will be considered, however, there will be a requirement of 18 months of training and work experience.

Experience / Practical Experience / Experiential Learning

Complete a minimum of 12 months' workplace experience within a business advisory environment or a training programme from other accredited professional bodies recognised by SAIPA.

Holders of an NQF level 4 qualification will be required to complete 18 months of training which must include workplace experience.

Competency Assessment / Board Examination

Must have successfully completed the SAIPA Professional and Ethical Competency Assessment which appraises competence in the following areas:

- Technical
- Technological
- Practical
- Professional

Designation Recognition of Prior Learning (RPL) Statement

This designation may be awarded through RPL. RPL will be considered for access (learnership/further training) and achievement (membership). RPL applicants must meet the following minimum requirements:

- Have a minimum of two to four years of relevant work experience in the business advisory sector.
- Submit a Portfolio of Evidence and supporting documents i.e., comprehensive *curriculum vitae*, copies of qualification certificates and other training certificates, testimonials from managers/supervisors etc.
- The application will be evaluated and where required an interview will be conducted.
- Candidates will be notified of the outcome of RPL assessment in writing by email of the applicable outcome.

Designation Competencies:

Technical competence:

1. Business and organisation management – organisation structures, processes, and inter-relations (core competency & support structures).
2. Operations managements and production planning – operating processes, cost drivers & efficiency/productivity.
3. Accounting – reading and analysis of financial information (ratio analysis and performance appraisal).
4. Strategic marketing and competitor analysis – understanding strategic marketing and competitor analysis related to market positioning.
5. Research process and data analysis – research process, ethics and legislation governing research and data analysis.
6. Strategic organisational management – understanding strategic planning process and decision-making.
7. Risk management and governance – understanding the principles of risk management and governance (effective decision-making and due process).
8. Report writing and presentation skills – skills to writing technical and standardised reports including effect presentation skills.
9. Entrepreneurship and business development – understanding the principles of entre- and intrapreneurship (business life cycle and business growth and development).
10. Effective communication and technical report writing effective communication and interpersonal skills.
11. Consequence management – impact analysis, risk management and consequence management.
12. Governance – understanding the principles of corporate governance and corporate citizenship.
13. Information management – using technology tools to gather and analyse data (data management and security).
14. Business advisory methodology – understanding the principles of business advisory methods.
15. Ethical leadership – understanding the principles of ethical leadership and people management.
16. Project management – understanding the principles of project and time management.

Technology competence:

1. Application of technology to conduct research – using technology tools to gather and collate data.
2. Application of technology to conduct business and data analysis using technology tools to analysis data and information.

3. Application of technology to conduct and analysis financial information – using technology tools to perform financial statement analysis.
4. Application of technology to write effective reports and presentation using technology to use multi-media presentations.
5. Data analytics (hindsight, insight & foresight analysis) – using data analytics tools.

Practical competence:

1. Investigation and risk management skills – research skills to identify impact of risks and changes on the business.
2. Data and business analysis – quantitative and qualitative as well as structure and unstructured data.
3. Research and report writing skills conduct effective research and draft effective reports.
4. Communication and presentation skills effective communication and inter-personal skills.
5. Ethical Leadership skills – leading and managing a team.

Professional competence:

1. Effective communication skills.
2. Professional and ethical conduct.
3. Inter-personal skills.
4. Report writing skills.
5. Risk management skills.
6. Ethical leadership.
7. Emotional intelligence.
8. Practice management.
9. Project management.
10. Business advisory (less complex operating matters).

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the professional designation, the professional must comply with the following minimum requirements:

Code of Conduct

Members must adhere to the professional body Code of Conduct and/or Ethics.

Continuing Professional Development (CPD) Requirements

Designees are required to complete 20 structured hours of CPD and 20 unstructured hours of CPD over a 12-month period. At minimum, the 20 structured CPD hours must include:

- Four Structured hours of IFRS/Financial reporting.
- Four Structured hours of Tax.
- Two Structured hours of Ethics.
- Four Structured hours of Business Advisory.
- Six Structured hours “Other” categories applicable to the members’ development.

Structured CPD includes:

- Seminars offered by SAIPA.
- SAIPA regional forums or mini-conversations.
- E-learning courses.
- Seminars and conferences offered by other professional bodies.
- In-house company training and other short courses.
- Authoring published articles, papers, and books.

Unstructured CPD can include:

- Reading relevant articles.
- Project work.
- Organised discussion groups.
- Research into accounting related topics.

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

1. *Business Advisor Technician (SA) – BAT (SA)*
2. Professional Business Advisor (SA) – PBA (SA)
3. Professional Business Advisor Specialist (SA) – PBAS (SA)

For more information on this professional designation, please visit the website at website address www.saipa.co.za

4.2 Designation Title: Professional Business Advisor (SA) – PBA (SA)**Short description**

A Professional Business Advisor (SA) is a strategic business advisor who offers various forms of business advisory services such as:

- Supporting management with strategic business decision-making
- Ethical, strategic, and operational and oversight leadership advisory (tools & methodology)
- Advisory service at a macro-level (industry and sector)
- Stakeholder and competitor analysis
- Corporate citizenship & ecosystem for agency and social accountability (value creation to stakeholders within ecosystem – impact and consequence analysis)
- Corporate core competency (value creation, retention, and distribution)
- Business agility, transformation, and adaptability
- Advisory, consultant, mentor, and coaching (independent sounding board)

AWARDING CRITERIA

For the professional designation to be awarded, professionals must comply with the following minimum requirements:

Underlying NQF Registered Qualification

Provide the following information:

SAQA ID: 48967

Title of the qualification registered on the NQF: National Certificate: Business Advising Operations

NQF Level: 6

SAQA ID: 58341

Title of the qualification registered on the NQF: Diploma: Business Management

NQF Level: 6

SAQA ID: 22462

Title of the qualification registered on the NQF: National Diploma: Business Studies: Business Management

NQF Level: 6

Any other relevant business advisory, business administration or business management qualification registered on the NQF at Level 6 or higher.

Experience / Practical Experience / Experiential Learning

Complete a minimum of three years' workplace experience with an approved training centre or six years relevant experience in a business advisory environment or a training programme from other accredited professional bodies recognised by SAIPA.

Competency Assessment / Board Examination

Must have successfully completed the SAIPA Professional and Ethical Competency Assessment which appraises competence in the following areas:

- Technical
- Technological

- Practical
- Professional

Designation Recognition of Prior Learning (RPL) Statement

This designation may be awarded through RPL. RPL will be considered for access (learnership/further training) and achievement (membership). RPL applicants must meet the following minimum requirements:

- Have a minimum of six years of relevant work experience in the business advisory sector
- Submit a portfolio of evidence and supporting documents i.e., comprehensive *curriculum vitae*, copies of qualification certificates and other training certificates, testimonials from managers/supervisors etc.
- The application will be evaluated and where required an interview will be conducted
- Candidates will be notified of the outcome of RPL assessment in writing by email of the applicable outcome

Designation Competencies:

Technical competence:

1. Research methodologies and information management.
2. Strategic and operational management.
3. Strategic financial management.
4. Risk management and decision-making.
5. Business modelling.
6. Leadership and negotiations.
7. Strategic business re-modelling and re-engineering.
8. Strategic competitor analysis.
9. Financial analysis and interpretation.
10. Strategic human resource management.
11. Leadership and human capital management.
12. Business ecosystems and corporate citizenship.
13. Effective communication and report writing.
14. Business advisory methods and techniques.

Technology competence:

1. Application of strategic management tools.
2. Application of technology for research.
3. Data analytics (foresight analytics).
4. Big Data.

Practical competence:

1. Business advisory methods.
2. Research and information management.
3. Strategic analysis.
4. Decision-making.
5. Data analytics.
6. Leadership and negotiations.
7. Effective communication.

Professional competence:

1. Effective communication skills.
2. Professional and ethical conduct.
3. Inter-personal skills.
4. Report writing and presentation skills.
5. Risks management & governance skills.
6. Ethical leadership.
7. Emotional and Social intelligence.
8. Business advisory methodology.
9. Human capital management.
10. Project management.
11. Quality management.

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Members must adhere to the professional body Code of Conduct and/or Ethics.

Continuing Professional Development (CPD) Requirements

Designees are required to complete 20 structured hours of CPD and 20 unstructured hours of CPD over a 12-month period. At minimum, the 20 structured CPD hours must include:

- Four structured hours of IFRS/Financial Reporting.
- Four structured hours of Tax.
- Two structured hours of Ethics.
- Four structured hours of Business Advisory.
- Six structured hours "Other" categories applicable to the members' development.

Structured CPD includes:

- Seminars offered by SAIPA.
- SAIPA regional forums or mini-conversations.
- E-learning courses.
- Seminars and conferences offered by other professional bodies.
- In-house company training and other short courses.
- Authoring published articles, papers, and books.

Unstructured CPD can include:

- Reading relevant articles.
- Project work.
- Organised discussion groups.
- Research into accounting related topics.

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

1. Business Advisor Technician (SA) – BAT (SA)
2. Professional Business Advisor (SA) – PBA (SA)
3. Professional Business Advisor Specialist (SA) – PBAS (SA)

For more information on this Professional Designation, please visit the website at website address www.sajpa.co.za

4.3 Designation Title: Professional Business Advisor Specialist (SA) – PBAS (SA)

Short description

A Professional Business Advisory Specialist provides strategic support and advice for complex business transactions in a sector/industry. Services offered include:

- General business advisory services
- Sector/industry advisory services (specific framework)
- Ethical and professional advisory conduct
- Legal aspects and requirements (industry framework)
- Quality and standards of service delivery

AWARDING CRITERIA

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

Underlying NQF Registered Qualification

SAQA ID: 97937

Title of the qualification registered on the NQF: Advanced Diploma in Administrative Management

NQF Level: 7

SAQA ID: 109779

Title of the qualification registered on the NQF: Advanced Diploma in Entrepreneurship

NQF Level: 7

SAQA ID: 67689

Title of the qualification registered on the NQF: Advanced Diploma: Business Management

NQF Level: 7

Any other relevant business advisory, business administration or business management qualification registered on the NQF at Level 7 or higher.

Experience / Practical Experience / Experiential Learning

Complete a minimum of three years' workplace experience with an approved training centre or six years relevant experience in a business advisory environment or a training programme from other accredited professional bodies recognised by SAIPA.

Competency Assessment / Board Examination

Must have successfully completed the SAIPA Professional and Ethical Competency Assessment which appraises competence in the following areas:

- Technical
- Technological
- Practical
- Professional

Designation Recognition of Prior Learning (RPL) Statement

This designation may be awarded through RPL. RPL will be considered for access (learnership/further training) and achievement (membership). RPL applicants must meet the following minimum requirements:

- Have a minimum of six years of relevant work experience in the business advisory sector.
- Submit a Portfolio of Evidence and supporting documents i.e., comprehensive curriculum vitae, copies of qualification certificates and other training certificates, testimonials from managers/supervisors etc.
- The application will be evaluated and where required an interview will be conducted.
- Candidates will be notified of the outcome of RPL assessment in writing by email of the applicable outcome.

Designation Competencies:**Technical competence:**

1. Strategic business modelling.
2. Business engineering and restructuring.
3. Financial engineering (technical aspects of financing, control and risk).
4. Strategic business leadership and management.
5. Mergers and acquisitions (refer to professional accountant – liquidation, business rescue and legal requirements).
6. Business liquidation and rescue.
7. Strategic business and competitor analysis.
8. Quality Management.
9. Risk of going concern – legal requirements.
10. Business valuations and disposal options (legal requirements).
11. Legislative requirements (corporate, tax, industry, etc.).
12. Ethical leadership and governance oversight.
13. Professional risk management (legal aspects, presentation and ethics).
14. Client risk management.
15. Professional scepticism and judgement.

16. Scenario planning and decision-making.
17. Culture, gender, organisational diversity systems and sensitivity.
18. Change management and perceptions.

Technology competence:

1. Business modelling tools.
2. Data analytics and Big Data.
3. Research business tools.
4. Legal aspect of technology and information.
5. Data visualisation.
6. Ethics of using technology and data.

Practical competence:

1. Business experience (owned & manage a business – entrepreneurial experience and decision-making and fit for purpose).
2. Business engineering and modelling skills.
3. Financial engineering skills.
4. Data analytics and Big Data (problem identification, causes and consequence analysis and planning).
5. Effective communication and presentation skills.
6. Ethical leadership.
7. Report writing skills.
8. Micro and macro ecosystem experience.
9. Sustainability goals (business and environmental, etc. and capital investments and corporate citizenship).

Professional competence:

1. Effective communication skills.
2. Professional and ethical conduct.
3. Inter-personal skills.
4. Report writing skills.
5. Negotiation skills and conflict and change management.
6. Ethical leadership.
7. Emotional and social intelligence.
8. Cultural diversity and sensitivity.
9. Reflective management (relevance of legislation, tools and advice).

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

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