



DIRECTORATE FOR REGISTRATION AND RECOGNITION

REPORT FOR MID-TERM MONITORING OF A PROFESSIONAL BODY

NAME OF PROFESSIONAL BODY	South African Emergency Services Institute (SAESI)
STATUTORY OR NON-STATUTORY BODY	Non-statutory
RENEWAL START DATE	06 December 2017
RENEWAL END DATE	06 December 2022
NUMBER OF DESIGNATIONS REGISTERED	1
MID- TERM MONITORING SITE VISIT DATE	17 December 2019

Professional Body Background Information

The South African Fire Services Institute (SAFSI) was established in 1959 and later changed its name to Southern African Emergency Services Institute (SAESI).

The Institute operates in the emergency service concerning fire fighting and training.

Compliance Summary of the mid-term monitoring

No	Item	Yes	No
1	Legally Constituted Entity	✓	
2	Human Resources	✓	
3	Financial Resources	✓	
4	Code of Conduct and Protection of The Public	✓	
5	Awarding of Professional Designations	✓	
6	Recognition of Prior Learning	✓	
7	Continuing Professional Development	✓	
8	List of Members	✓	
9	Submission of Data to NLRD	✓	

9	Transformation and Unfair Exclusionary Practices	✓	
10	Career Advice Information	✓	
11	Proliferation of Professional Bodies	✓	
12	Professional Designations	✓	

1. Area(s) of Concern

There are no areas of concern.

2. Area(s) of Good Practice

The SAESI complies with the following criteria for recognising a Professional Body listed below.

2.1. Legally Constituted Entity

SAESI is a non-statutory body registered with the Companies and Intellectual Property Commission (CIPC) as a Non-Profit Company (NPC) with registration number 2014/162285/08. SAESI has 3 Directors reflected on their CIPC certificate.

The following document(s) were submitted:

- Registration certificate with CIPC
- Memorandum of Incorporation (MOI)
- Professional Body letterhead
- List of individual members
- List of Board members

2.2. Human Resources

- SAESI submitted the staff organogram.
- SAESI submitted an organogram with ten (10) staff members.
- On-site it was verified that SAESI has seven (7) staff members, two (2) resigned, and they will fill the vacancies in 2020.
- The current staff comprise of a Personal Assistant, five Administrative Officers and the Chief Executive Officer.

2.3. Financial Resources

- The Professional Body submitted its signed audited financial statements for 2016; 2017, and 2018 as well as the proof of payment for the SAQA annual fee.
- According to the Professional Body report, the major sources of income are the membership subscriptions and certification of accreditation.
- According to the auditor's report, the auditor's opinion is that based on their review, nothing has come to their attention that causes them to believe that these Financial Statements do not present fairly, in all material respects, the financial position of SAESI as at 30 September 2018, and its financial performance and cash flows for the year then ended following the International Financial Reporting Standard for Small and Medium-sized Entities.

2.4. Good Corporate Governance Practices

- The Professional Body submitted the Memorandum of Incorporation (MOI), and the Board of directors' charter.
- Members elect the SAESI Council 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 establishes 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 the clear delegated manner.
- The governance structures observe high ethical standards when dealing with disciplinary matters involving general members and board members.
- Term of office for the Board of directors is two years. The board members can only be re-elected for the second time not further than that.
- During the site visit, SAESI indicated that they currently have five (5) board members with and three (3) vacancies. Elections for the three (3) members will be in March 2020.
- A member wishing to nominate a person to the Board must submit to the nominations committee the details of the nominee in such form as may be prescribed by the Board from time to time.
- On-site SAESI indicated that a day before the board meeting, there is a plenary meeting that includes members, not on the Board.

2.5. Code of Conduct and Protection of the Public

- The Professional Body submitted its code of conduct.
- It is mandatory to sign acceptance of the code of conduct when applying for membership with SAESI.
- The Professional Body has both its code of conduct for members as well as the code of ethics and conduct available on its website.
- Every new member receives a membership card and a copy of the code of conduct.
- A complaint is submitted to the Board of Directors.
- The Board of Directors appoints an investigating officer.
- SAESI informs the member in writing of the alleged transgression and charges against him/her within a reasonable time from date of such evidence found.
- The investigating officer reports the evidence found to the Board.
- Make a decision and proposal to the alleged transgressor and be called for a formal disciplinary hearing.
- At the disciplinary hearing, the alleged transgressor may have representation.
- The disciplinary committee may provisionally suspend the alleged transgressor from SAESI pending the finalisation of the investigations and the finalisation of the formal disciplinary hearing.
- After the Disciplinary Committee has heard the evidence on behalf SAESI and that of the alleged transgressor, the Disciplinary Committee will afford the alleged transgressor, his/her representative as well as a Pro-forma prosecutor the opportunity to argue the matter of whether the charge is proven or not.

- The Disciplinary Committee announces the decision and also gives reasons for the decision of the Disciplinary Committee to the alleged transgressor.
- The Disciplinary Committee must offer the alleged transgressor and his/her assistant or representative as well as the Pro-forma prosecutor the opportunity to make submissions and to lead evidence with regards to mitigating or aggravating circumstances.
- The Disciplinary Committee informs the alleged transgressor verbally and in writing of the penalty imposed and must give a reason for the finding of the penalty, and explain to the alleged transgressor the penalty.
- The alleged transgressor may appeal against a decision and a penalty imposed by the Disciplinary Committee.

2.6. Awarding of Professional Designations

- The Professional Body submitted the awarding process and criteria for professional designations.
- Active members of SAESI can apply for the professional designation through completion and submission of all required documentation.
- The application forms are available on the website.

Upon receipt of applications, the following ensues:

- SAESI creates the electronic and hardcopy files for each applicant containing all submitted documentation
- The CEO does criteria vetting to check if the application submitted is accurate before recommending it to the Board.
- Should any criteria of the administrative requirements not have been met, the applicant is continuously engaged to comply and submit the requirements for compliance.
- If the applicant meets the administrative requirements, the CEO compiles a report on applications received since the last board evaluation with recommendations based on the criteria requirement.
- The Board of Directors evaluates at each board meeting applications received within the period since the previous board meeting based on the criteria requirements and CEO report and recommendations.
- The MOI of SAESI makes provision for the use of electronic/digital media. The Board of Directors can utilise secure circulation of the application and verification process through an access controlled password-protected portal on the website.
- The Board of Directors resolve and proclaim on the outcomes of each application for the professional designation
- The CEO informs each applicant in writing via email of the outcome of his/her application.

2.7. Recognition of Prior Learning (RPL)

- The Professional Body submitted its RPL policy.
- Where a candidate does not have the relevant qualification but has considerable knowledge and experience in the field, they will have the opportunity of being credited for their knowledge and practical skills through the RPL.

- The RPL process identifies areas that would still need to be completed by the applicant.
- SAESI notifies all successful applicants in writing before awarding the designation.
- SAESI issues a certificate indicating the relevant designation.
- Unsuccessful applicants can appeal against any decision by the SA Emergency Services Institute, and follow the Appeals & Disputes Procedure against assessment decision.
- On-site SAESI also stated that they have partnered with LGSETA to help in developing an RPL tool on the e-platform that is now a pilot project.
- The first 100 learners on the pilot system are on the system, and SAESI can assess the system on a cellphone as well.

2.8. Continuing Professional Development (CPD)

- The Professional Body submitted its CPD policy.
- The current policy requires submission of evidence in the form of (but not limited to) a time log sheet duly signed off by the member's supervisor/senior officer/manager or training centre manager correlating to verifiable hours on each of the required hours.
- Evidence must be submitted to SAESI Head Office and can be submitted continually within the 24 months of CPD compliance.
- Evidence can be submitted through electronic means as an attachment to an email, by hand submission at SAESI Head Office, courier or postal delivery within the required period.
- The CPD reporting cycle is two calendar years.
- Required hours are relevant to the firefighting career and weighted according to the occupational certificate in Fire Fighter.
- A minimum of 80 verifiable CPD hours over a 2-year cycle is required.
- SAESI measures the CPD requirements in productive hours, e.g. award one (1) CPD hour for every productive hour.
- Members submit a signed declaration with their annual membership renewal.
- It is the responsibility of each member to maintain a record of his/her CPD activities.
- Members retain evidence that will verify the claimed hours for five years after the end of the relevant CPD cycle.
- SAESI has the right to conduct random monitoring reviews of the relevant member's CPD hours accumulated by them to verify compliance with this policy.
- The selection criteria for members to be reviewed is at the discretion of the Chief Executive Officer.
- SAESI communicates with members selected for review to submit CPD documentation within 30 calendar days.
- A member may request a deferral of CPD requirements.
- On-site a portfolio of evidence for CPD was verified.
- During the site visit verification of CPD on the database was evident.
- Members not compliant with CPD are given a maximum of six months from the date of the annual declaration to comply.
- Members who continue to be non-compliant may have their designation revoked.

2.9. List of Members

- The Professional Body submitted a list of 369 designated members.
- The Professional Body has submitted data to the NLRD in a form that is acceptable to SAQA.

2.10. Unfair Exclusionary Practices

- The Professional Body submitted its designation awarding policy and criteria and application form.
- The submission did not have any unfair exclusionary practices.
- The Professional Body has 2 333 members in total. The demographics are as follows: 80% non-white and 20% female.

2.11. Career Advice Information

- SAESI indicated that every two years they present at a biannual conference and training event comprising of industry exhibitions about equipment, supplies etc.
- Access is also given to the primary schools' learners to attend the PIER Programme [Public Information Education and Relations] where they are not only get exposed to the industry but the career requirements of fire and emergency personnel.
- SAESI supports and promotes the national objectives set by the legislator for firefighters and emergency responders such as the career path entrenched in the Municipal Staffing Regulations [MSR].

2.12. Education and Training

SAESI complies with Section 19 of the Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation.

- It is not accredited as an education and training institution by a Quality Council.
- The Department of Higher Education and Training has not registered SAESI as an educational institution.

2.13. Proliferation of Professional Bodies

SAESI is the only SAQA recognised Professional Body in the sector.

2.14. Professional Designation

SAESI awards the following professional designation:

Total number of designations: 1


Designation Title: Fire Fighter Practitioner (SA) [FFP (SA)]

Underlying Qualification(s)	Occupational Certificate: Firefighter, NQF Level 4 (SAQA ID: 98991)
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Experiential Learning/ Practical Experience	<p>A minimum of 2 years of relevant work experience where candidates have acquired a proven track record of:</p> <ul style="list-style-type: none"> • performing fire safety and prevention activities; • confining or extinguishing small scale fires in workplaces; • executing fire ground operations; • performing fire ground support functions; • controlling and extinguishing Wildland fires; • using compressed air respiratory protection; • carrying out rescue and extrication; and • recognising the dangerous goods incident. <p>Candidates must provide a work experience log sheet signed off by a Senior Firefighter</p>
Board / Admission Examination / Assessment	<ul style="list-style-type: none"> • The practicals done in the occupational certificate are sufficient.
Continuing Professional Development (CPD) Requirements	<p>A minimum of 80 verifiable CPD hours over a 2-year cycle is required.</p>
Application of Recognition of Prior Learning (RPL)	<p>Candidates with Firefighter I and II as well as Hazmat Awareness and Hazmat Operations training may be awarded the designation through RPL if they meet the requirements.</p>
<p>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. 	

Registered designation:

Fire Fighter Practitioner (SA) [FFP (SA)]



Cleo Radebe

Deputy Director: Registration and Recognition