Certification Handbook

PROFESSIONAL DESIGNATIONS FOR INDIVIDUALS WORKING IN BROADCAST, FILM, AV & ENTERTAINMENT

6 January 2021

SACIA

SAQA
SOUTH AFRICAN QUALIFICATIONS AUTHORITY

1   Background & Introduction

The purpose of this handbook is to present members with information on professional designations awarded by the Southern African Communications Industries Association (SACIA). The various aspects of membership include:

- Professional designation awarded by SACIA
- SACIA code of professional conduct
- disciplinary process under the code of conduct
- continuing professional development (CPD)

1.1   Designations

The Southern African Communications Industries Association (SACIA) is a SAQA-registered professional body who currently award 16 designations to industry professionals working in the broadcast, live event, content creation, entertainment and professional AV industry.

Designation	Designation Title	Core Activity
594	Certified AV Associate	Audio-visual
595	Certified AV Practitioner	Audio-visual
596	Certified AV Professional	Audio-visual
597	Certified BCT Associate	Broadcast & Communications Technology
598	Certified BCT Practitioner	Broadcast & Communications Technology
599	Certified BCT Professional	Broadcast & Communications Technology
800	Certified TLE Associate	Theatre & Live Events (technical)
823	Certified TLE Professional	Theatre & Live Events (technical)
824	Certified TLE Practitioner	Theatre & Live Events (technical)
857	SASC - Professional Cinematographer	Content Creation
1112	Certified Event Associate	Event Management
1113	Certified Event Practitioner	Event Management
1114	Certified Event Professional	Event Management
1115	Certified Event Safety Practitioner	Event Safety
1116	Certified Event Safety Professional	Event Safety
1117	Certified Actor	Film, television & theatre

1.2   Mission

SACIA aims to:

- promote the professionalization of the industry through the education, training and development of individual members.
- present industry specific training programmes, conferences and workshops.
- foster closer relationships between learning centres, broadcasters, communications professionals, and AV professionals throughout the SADC region.

- promote diversity and transformation in such a manner as to ensure that the Association reflects the population demographics of South Africa.

1.3   Values

The values that underpin professional conduct within the media and communications industry include:

- Honour
- Integrity
- Reliability
- Honesty
- Accuracy

2   Professional Recognition Framework

The professional recognition framework supports the objectives of SACIA in professionalization of the communications industry. Designations are based on an assessment of an individual's education, work experience and workplace ethics. Individuals applying for a designation also need to complete an examination or assessment and provide a portfolio of evidence supporting their claim of competence.
Bearing in mind the diverse nature of our designations, different requirements are established for each designation.

2.1.1 Professional Designations and Certifications

Each of the designations is awarded through an assessment of the individual's good standing, educational qualifications and experience within the industry.

Each designation is defined by different requirements. These are included as the guiding principles against which the designations are awarded. This section also provides an overview of the qualifying criteria for each designation, the process used by SACIA to award the designation, the requirements to maintaining the designation and the benefits of being awarded the designation. It is important to note that Professional designations are awarded at the discretion of the SACIA board. In considering the award of a professional designation, the SACIA Board will be advised by our various Councils and affiliate partners who will evaluate both the breadth and depth of a candidate's skillset.

1. A candidate with **broad knowledge** should demonstrate minimum required knowledge/ skill to comply with standards. In general, work with low level of complexity is performed. The individual can work on his/her own but requires guidance with more complex situations.

2. A candidate with **comprehensive knowledge** should demonstrate more than average knowledge/ skill in areas of specialization. He/she should be able to perform more complex assignments without supervision.
3. A candidate with **deep knowledge** should demonstrate extended/ progressed knowledge/ skill in specialised areas that usually comes with years of experience.

2.1.2 SAQA recognition and registration

The South African Qualifications Authority (SAQA) is the oversight body of the National Qualifications Framework (NQF) and the custodian of its values and quality character. One of SAQA's functions is to recognise professional bodies and register professional designations. SACIA is recognised as a professional body by SAQA and all individuals awarded a designation are listed on the National Learners' Records Database (NLRD).

2.1.3 NQF level descriptors

To ensure coherence in learning achievements the South African Qualifications Authority (SAQA) have developed a National Qualifications Framework against which all qualifications and part-qualifications are assessed.

Whilst professional designations are not assigned an NQF level, they are underpinned by an appropriate NQF-level qualification and our assessment assumes a level of knowledge and learning achievement that is appropriate at that level. NQF level descriptors provide a scaffold around which our designations have been developed.

2.1.4 SADC Regional Qualifications Framework

The SADCQF is a reference framework consisting of 10 Regional Qualifications Framework (RQF) Levels based on learning outcomes which will provide a regional benchmark for qualifications and quality assurance (QA) mechanisms in SADC. Member States are encouraged to align their qualifications and QA mechanisms with the SADCQF. Alignment will be enabled by mutual trust and recognition of achievement at a regional level. It is also envisaged that regional alignment would enable individuals to make comparisons of their learning and competence levels and would reduce unnecessary duplication of learning and effort when moving through SADC for study or work purposes.
In developing our designations we have aligned them with the SADC Technical Committee on Certification and Accreditation (TCCA), a body of experts drawn from the 15 member states.

2.2.1   Certified BCT Associate

Description

An individual applying for the Cert BCT Assoc should be able to demonstrate a broad understanding in any field aligned to the broadcast or communications sector and demonstrate comprehensive understanding in an area of specialisation related to that field.

For example, a camera operator should be able to demonstrate a broad understanding of the content production process, and a comprehensive understanding of the art and craft of cinematography in the film/ video environment.

This designation could apply to camera operators, video technicians, audio and video editors, studio and lighting technicians, IP and transmission engineers, etc.

Benefits

Use the designatory letters for Certified Broadcasting Communications Associate (Cert BCT Assoc) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the broadcast, communications and professional AV industry

Be listed on the *National Learners' Record Database*

Qualifying criteria

Applicants must have:

- At least 3 years' experience in the broadcasting and communications industry. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- Matric certificate (National Senior Certificate, NQF 4) or equivalent
- Provide a portfolio of evidence supporting their application, or pass a qualifying examination
- Gained an endorsement from two people of good standing within the broadcast and communications industry

Portfolio of evidence

There is no definitive list of documents that might be included in the Portfolio of Evidence, but it would generally include a detailed list of work undertaken, copies of course and training certificates received, testimonials and letters of recommendation supporting an individual's claim of comprehensive knowledge, experience and competence and a list of any awards or commendations received.

Individuals applying for a designation in content creation (such as animators, editors and camera operators) should provide a showreel reflecting the breadth and depth of work undertaken. Extracts from recent productions that demonstrate the breadth and depth of their work should be uploaded to Vimeo as an H264 Quicktime file, 25 fps constant frame rate, 720p HD (1280 x 720 px) at a bit rate of 5000 and no more than 10,000kbit/s. Y

They should also provide an accompanying document, with a short statement describing the technical and creative challenges addressed in the extracts and clips provided.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA or a recognised affiliate body
- subscribe to the SACIA code of professional conduct
- comply with the CPD requirements as stipulated by SACIA

Recognition of Prior Learning

SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 4 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 6 years' relevant work experience in the broadcast and communications industry. Their portfolio of evidence should also demonstrate their understanding of the technology used in the broadcast and communications industry. An assessment will be conducted by a body of subject matter experts.

2.2.2   Certified BCT Practitioner

Description

An individual applying for the Cert BCT Practitioner designation should be able to demonstrate a comprehensive understanding of any field aligned to the broadcast or communications sector, as well as a deep understanding in an area of specialisation. They should also be able to demonstrate a comprehensive understanding of the business and administration systems related to that specialisation.

For example, an operations manager in a broadcast environment would have a broad understanding of all aspects of broadcast operations and workflows, including origination, broadcasting and archiving. They'd have a comprehensive understanding of most aspects of the origination process, as well as a deep understanding of at least one specialisation.

A camera operator should be able to demonstrate a comprehensive understanding of the content production process, and an in-depth understanding of the art and craft of cinematography in the film/ video environment.

Benefits

Use the designatory letters for the Certified Broadcasting Technology Practitioner (Cert BCT Prac) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the broadcast, communications and professional AV industry

Be listed on the ***National Learners' Record Database***

Qualifying criteria

Applicants must have:

- completed 5 years of industry related experience. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- have gained an NQF registered qualification at NQF 5 or equivalent
- Provide a portfolio of evidence supporting their application, or pass a qualifying examination
- Gained an endorsement from two people of good standing within the broadcast and communications industry

Portfolio of evidence

There is no definitive list of documents that might be included in the Portfolio of Evidence, but it would generally include a detailed list of work undertaken, copies of course and training certificates received, testimonials and letters of recommendation supporting an individual's claim of comprehensive knowledge, experience and competence, and a list of any awards or commendations received.

Individuals applying for a designation in content creation (such as animators, editors and camera operators) should provide a showreel reflecting the breadth and depth of work undertaken. For specialist camera operators, the showreel should demonstrate how lighting,

composition and camera movement have been used to achieve a visual objective.

An animators showreel should demonstrate a comprehensive understanding of the animation process, including administrative and management systems associated with animation. They should also be able to demonstrate a deep understanding of animation workflows and processes, as well as the creative skills associated with the art and craft of animation.

Extracts should be uploaded to Vimeo as an H264 Quicktime file, 25 fps constant frame rate, 720p HD (1280 x 720 px) at a bit rate of 5000 and no more than 10,000kbit/s. You should also provide an accompanying document, with a short statement describing the technical and creative challenges addressed in the extracts and clips provided.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA or a registered affiliate body
- subscribe to the *SACIA code of professional conduct*
- comply with the **CPD requirements** as stipulated by SACIA

Recognition of Prior Learning

SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 5 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 10 years' relevant work experience in the broadcast and communications industry. Their portfolio of evidence should also demonstrate their comprehensive understanding of the technology used in the broadcast and communications sector. An assessment will be conducted by a body of subject matter experts.

2.2.3   Certified BCT Professional

Description

An individual applying for the CertBCT Prof designation should be able to demonstrate both a broad and comprehensive understanding of the entire broadcast chain, along with a deep understanding of a specialist field.

For example, a media/ archive manager would be expected to have a broad understanding of all aspects of broadcast operations, engineering design and maintenance issues. They'd have a comprehensive understanding of broadcast operations, engineering design and maintenance in so far as these relate to the archiving process, and they'd have a deep understanding of the IT infrastructure required to manage the ingest, quality and metadata issues related to his/her activities.

Benefits

Use the designatory letters for Certified Broadcasting and Communications Technology Professional (CertBCT Prof) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the broadcast, communications and professional AV industry

Be listed on the *National Learners' Record Database*

Qualifying criteria

Applicants must:

- have gained an NQF registered qualification at NQF 6 or equivalent
- Gained an endorsement from a person of good standing within the broadcast and communications industry
- Provide a portfolio of evidence supporting their application, or pass a qualifying examination
- completed at least 8 years of industry related experience. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.

Portfolio of evidence

There is no definitive list of documents that might be included in the Portfolio of Evidence, but it would generally include a detailed list of work undertaken, copies of course and training certificates received, testimonials and letters of recommendation, articles from trade and other publications, and a list of any awards or commendations received.

Continuing professional

Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the *SACIA code of professional conduct*

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development (CPD) requirements	• comply with the **CPD requirements** as stipulated by SACIA
Recognition of Prior Learning	SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 6 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 15 years' relevant work experience in the broadcast and communications industry. Their portfolio of evidence should also demonstrate their deep understanding of the technology used in the broadcast and communications sector. An assessment will be conducted by a body of subject matter experts.

2.2.4   Certified TLE Associate

Description

An individual applying for the Cert TLE Associate designation should be able to demonstrate a broad understanding of the technology used in the theatre and live events industry. They should also demonstrate their broad understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry.

Benefits

Use the designator (Cert TLE Assoc) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the technical production and live events industry

Be listed on the *National Learners' Record Database*

Qualifying criteria

Applicants must have:

- Matric certificate (National Senior Certificate, NQF 4) or equivalent
- At least 1-year relevant experience working in the theatre or live events sector. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- Gained an endorsement from a person of good standing within the theatre and live-events industry

Assessment

Applicants should complete an online examination (TLE001) that will test both the breadth and depth of their knowledge across a range of competencies specific to theatre and live events industry.

Recognition of Prior Learning

SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 4 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 2 years' relevant work experience in the theatre and live events industry. An assessment will be conducted by a body of subject matter experts.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the SACIA Code of Professional Conduct
- comply with the **CPD requirements** as stipulated by SACIA

2.2.5   Certified TLE Practitioner

Description

An individual applying for the Cert TLE Practitioner designation should be able to demonstrate a comprehensive understanding of the technology used in the theatre and live events industry. They should also demonstrate their comprehensive understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry.

Benefits

- Use the designator (Cert TLE Prac) behind their name
- Participate in SACIA events at discounted rates
- Offer employers and colleagues assurance of commitment to the theatre and live events industry
- Subscription to the SACIA code of Professional Conduct
- Participation in a CPD programmes – as prescribed by SACIA
- Be listed on the ***National Learners' Record Database.***

Qualifying criteria

The candidate must:

- be in good standing in the industry
- have at least 3 years' experience working in the theatre and live events industry. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- be a member of SACIA
- have gained an appropriate NQF registered qualification at NQF 5 or equivalent
- Gained an endorsement from a person of good standing within the theatre and live events industry

Assessment

Applicants should complete an online examination (TLE002) that will test both the breadth and depth of their knowledge across a range of competencies specific to theatre and live events industry.

Recognition of Prior Learning

SACIA's certification council recognize that many of the existing and future applicants for this designation will not hold an underlying NQF-level 5 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 6 years' relevant work experience in the theatre and live events industry. An assessment will be conducted by a body of subject matter experts.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the SACIA Code of Professional Conduct
- comply with the **CPD requirements** as stipulated by SACIA

2.2.5   Certified TLE Professional

Description

An individual applying for the CertTLE Professional designation should be able to demonstrate a deep understanding of at least one core technology used in the theatre and live events industry. They should also demonstrate their deep understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry. They should also have an in-depth understanding of the management and administrative functions associated with technical production in the theatre and live events sector.

Benefits

- Use the designator (CertTLE Prof) behind their name
- Participate in SACIA events at discounted rates
- Offer employers and colleagues assurance of commitment to the theatre and live events industry
- Subscription to the SACIA code of professional conduct
- Participation in a CPD programmes – as prescribed by SACIA
- Be listed on the ***National Register for SACIA Certified Associates, Practitioner and Professionals***

Qualifying criteria

The candidate must:

- be in good standing in the industry
- Gained an endorsement from a person of good standing within the theatre and live events industry
- have gained an NQF registered qualification at NQF 6 or equivalent
- completed 5 years of industry related experience. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.

Assessment

Applicants should complete an online examination (TLE002) that will test both the breadth and depth of their knowledge across a range of competencies specific to the theatre and live events industry AS WELL AS a specialist online examination (TLE003 upwards) that tests their understanding of management and health & safety issues relating the live events sector. In addition, they should provide a portfolio of evidence that demonstrates their deep understanding of an area of specialisation in the theatre and live events industry. Individuals claiming deep knowledge of video & display (exam TLE004), audio (TLE005) and IT & networks (TLE006) can write a written examination.

Individuals claiming deep knowledge in any other field should provide a Portfolio of Evidence in support of their claim. There is no definitive list of documents that might be included in the Portfolio of Evidence, but it would generally include a detailed list of work undertaken, copies of course and training certificates received, testimonials and letters of recommendation, and a list of any awards or commendations received.

Continuing professional development (CPD) requirements	Designated members are required to: • maintain annual membership of SACIA • subscribe to the ***SACIA code of professional conduct*** • comply with the **CPD requirements** as stipulated by SACIA
Recognition of Prior Learning	SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 6 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 10 years' relevant work experience in the theatre and live events industry. An assessment will be conducted by a body of subject matter experts.

2.2.7   Certified AV Associate

Description	The Associate Member can demonstrate a broad understanding of the science and technology used in the professional AV industry.

Benefits	Use the designatory letters (CertAVAssoc) behind their name
	Participate in SACIA events at discounted rates
	Offer employers and colleagues assurance of commitment to the professional AV industry
	Be listed on the *National Learners' Record Database*

Qualifying criteria	Applicants must have:

- Matric certificate (National Senior Certificate, NQF 4) or equivalent
- At least 1 year experience working in the audio visual sector. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- Pass a qualifying examination
- Gained an endorsement from a person of good standing within the professional audio-visual industry

Assessment	Applicants should complete an online examination (AVA001) that will test their breadth of knowledge across a range of competencies and technologies specific to the audio-visual industry.

Continuing professional development (CPD) requirements	Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the SACIA Code of Professional Conduct
- comply with the **CPD requirements** as stipulated by SACIA

Recognition of Prior Learning	SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 4 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 2 years' relevant work experience in the audio-visual industry.

2.2.8   Certified AV Practitioner

Description	The practitioner can demonstrate a comprehensive understanding of the science and technology used in the audio-visual industry.

Benefits

Use the designatory letters (Cert AV Prac) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the broadcast, communications and professional AV industry

Subscription to the SACIA code of Professional Conduct

Participation in a CPD programmes – as prescribed by SACIA

Be listed on the ***National Learners' Record Database.***

Qualifying criteria

The candidate must:

- be in good standing in the industry
- have at least 3 years' experience working in the audio-visual industry. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- be a member of SACIA
- have gained an appropriate NQF registered qualification at NQF 5 or equivalent
- Gained an endorsement from a person of good standing within the professional audio-visual industry

Assessment

Applicants should complete an online examination (AVP002) that will test their breadth and depth of knowledge across a range of competencies and technologies specific to the audio-visual industry.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the SACIA Code of Professional Conduct
- comply with the **CPD requirements** as stipulated by SACIA

Recognition of Prior Learning

SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 5 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 6 years' relevant work experience in the audio-visual industry.

2.2.9   Certified AV Professional

Description	The Professional can demonstrate a deep understanding of the science and technology used in the audio-visual industry, with a deep knowledge in any area of specialisation.

Benefits

Use the designatory letters (CertAVProf) behind their name

Participate in SACIA events at discounted rates

Offer employers and colleagues assurance of commitment to the broadcast, communications and professional AV industry

Subscription to the SACIA code of professional conduct

Participation in a CPD programmes – as prescribed by SACIA

Be listed on the *National Register for SACIA Certified Associates, Practitioner and Professionals*

Qualifying criteria

The candidate must:

- be in good standing in the industry
- Gained an endorsement from a person of good standing within the professional audio-visual industry
- have gained an NQF registered qualification at NQF 6 or equivalent
- completed 5 years of industry related experience. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.

Assessment

Applicants should complete an online examination (AVP003) that will test their depth of knowledge across a range of competencies and technologies specific to the audio-visual industry.

They should also provide a portfolio of evidence that demonstrates their deep knowledge in any area of specialisation.

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- subscribe to the *SACIA code of professional conduct*
- comply with the **CPD requirements** as stipulated by SACIA

Recognition of Prior Learning

SACIA's certification council recognize that many applicants for this designation will not hold an underlying NQF-level 6 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least 10 years' relevant work experience in the audio-visual industry. An assessment will be conducted by a body of subject matter experts.

2.2.10   SASC – Professional Cinematographer

Description

An individual applying for the SASC acronym should be able to demonstrate a deep understanding of the entire content production process, including an in-depth understanding of the management and administration systems that apply to cinematography. The candidate should also demonstrate an in-depth understanding of the art and craft of cinematography in the film/ video environment.

Benefits

Become a member of the SA Society of Cinematographers and use the designatory letters SASC behind their name

Offer employers and colleagues assurance of commitment to the film and video industry

Be listed on the ***National Learners' Record Database***

Qualifying criteria

Applicants must have:

- completed at least 8 years of industry related experience. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.
- have gained an NQF registered qualification at NQF 6 or equivalent
- Provide a portfolio of evidence demonstrating their in-depth understanding of the art and craft of cinematography in the film/ video environment.
- Gained an endorsement from three people of good standing within the film and video industry

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A detailed list of screen credits
- Testimonials and letters of recommendation supporting an individual's claim of deep knowledge, experience and competence
- A list of any awards or commendations received
- Extracts from qualifying productions that demonstrate how lighting, composition and camera movement have been used to enhance the story and mood of work submitted. (extracts should be uploaded to Vimeo)
- an accompanying document, with a short statement about the style and intention of the lighting and framing of the submitted material.

Recognition of Prior Learning

The SASC Board of Governors and the SACIA Certification Council recognise that many competent individuals may not hold an appropriate NQF qualification and will consider an application from competent individuals who meet all other criteria and have at least 15 years' relevant experience in the film and video industry.

Application Process	The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.
	Candidates are notified of outcome of evaluation
	Successful candidates are Certified, and their name is added to ***National Register for SACIA Certified BCT Professionals***
Continuing professional development (CPD) requirements	Designated members are required to: • maintain annual membership of SACIA or SASC • pay an annual certification fee to SACIA • subscribe to the ***SACIA code of professional conduct*** • comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:
- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.2.11   Certified Event Associate

Description

The "Certified Event Associate" designation signifies an individual's broad commitment to a career in events management. The candidate will generally work under the supervision of an event manager. The candidate will have well-developed interpersonal skills and will have displayed an ability to conduct themselves with professional behaviour. The candidate will be competent in event administration, marketing and event plan implementation. The designation also demonstrates the candidate's commitment to continuing professional development in the events industry.

Benefits

Become a member of SACIA and use the designatory letters CEA behind their name

Offer employers and colleagues assurance of commitment to the events industry

Be listed on the *National Learners' Record Database*

Qualifying criteria

The candidate should hold a relevant NQF-level 5 qualification in tourism, hospitality, event management or similar. Examples of a relevant qualification might include a Higher Certificate in Event Management (qualification 84686 or 115970) or a National Certificate in Sport Event Management (qualification 60276)

Individuals in fulltime employment need to demonstrate at least one year's relevant work experience, while individual's working on a freelance basis need to demonstrate at least 1,500 hours of relevant work experience in the events industry.

Assessment

Applicants can choose to write an examination and provide a portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A detailed CV including a list of events the candidate has worked on
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence
- A list of any awards or commendations received

Recognition of Prior Learning

SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 5 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least two year's relevant work experience, or in the case of individual's working on a freelance basis, 3,000 hours of relevant work experience.

Designation competencies

Individuals applying for the Certified Event Associate designation should be able to contribute to the broader society by providing sound management for a broad range of events in various industries and sectors. Individuals need to demonstrate a fundamental knowledge base of the most important areas of event management, and demonstrate their competence working across more than one event format. In addition, they should demonstrate a fundamental understanding of the key terms, rules, concepts, established principles and theories in one or more fields of event management.

The candidate should demonstrate:

1. An informed understanding of the processes, logistics and methods used to design, plan, co-ordinate and execute an event to criteria specified in a client brief. The candidate should also demonstrate an informed understanding of health and safety regulations and practices insofar as these relate to the events industry.

2. The ability plan and apply the principles of event management to the logistical design, planning, co-ordinating and conducting of an event within a well-defined, familiar and supported environment.

3. The ability to identify, evaluate and solve routine and new problems likely to arise within an event, and to apply solutions appropriate to the events industry, demonstrating an understanding of the consequences of the applied solutions.

4. The ability to take account of, and act in accordance with the SACIA Code of Professional Conduct, and to seek guidance on ethical and professional issues where necessary. The candidate should be able to apply basic project management principles and practices to manage an event.

5. The ability to gather information from a range of sources, both oral and written, to select information appropriate to a particular event, and to apply basic processes of analysis, synthesis and evaluation on that information that will allow the candidate to prepare reports and make recommendations appropriate to the management of an event.

6. The ability to communicate information reliably, accurately and coherently in a variety of contexts. The candidate should also

have a basic understanding of public relations in managing an event, as well as demonstrating knowledge of foundational marketing concepts as they apply to the events management sector.

7. Demonstrating an understanding of different kinds of event genres, their constituent parts and the relationships between these parts, and to understand how actions in one area impact on other areas within the same event environment.

8. The ability to account for his or her actions, and to work effectively with colleagues, suppliers, sponsors, contractors, customers and the broad range of stakeholder working in the events industry. The candidate will also demonstrate the ability to take supervisory responsibility for others, and for the responsible use of resources specific to an event.

Application Process	The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.
	Candidates are notified of outcome of evaluation
	Successful candidates are Certified, and their name is added to the *National Learners Records Database*
Continuing professional development (CPD) requirements	Designated members are required to: • maintain annual membership of SACIA • pay an annual certification fee to SACIA • subscribe to the *SACIA code of professional conduct* • comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:
- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.2.12   Certified Event Practitioner

Description

The "Certified Event Practitioner" designation signifies an individual's comprehensive commitment to a career in events management. An event practitioner will generally supervise an event and perform tasks such as finding and booking venues, liaising with clients and suppliers, handling logistics, managing budgets and invoicing, organizing accreditation, managing risk, and presenting post-event reports. The candidate will have well-developed interpersonal skills and will have displayed an ability to conduct themselves with professional behaviour. The practitioner will be competent in event administration, marketing and event planning. The designation also demonstrates the event practitioner's commitment to continuing professional development in the events industry.

Benefits

Become a member of SACIA and use the designatory letters CEP behind their name

Offer employers and colleagues assurance of commitment to the events industry

Be listed on the *National Learners' Record Database*

Qualifying criteria

The candidate should hold a relevant NQF-level 6 qualification in tourism, hospitality, event management or similar. Examples of a relevant qualification might include a Diploma in Event Management (qualification 111019, 93877, 63054, 80526, 101217 or 86606)

Individuals in fulltime employment need to demonstrate at least three year's relevant work experience, while individual's working on a freelance basis need to demonstrate at least 3,000 hours of relevant work experience in the events industry.

Assessment

Applicants can choose to write an examination and provide a portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A detailed CV including a list of events the candidate has worked on
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence

- A list of any awards or commendations received

Recognition of Prior Learning

SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 6 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least five year's relevant work experience, or in the case of individual's working on a freelance basis, 5,000 hours of relevant work experience.

Designation competencies

Designation Competences:

Individuals wanting to earn the Certified Event Manager designation should demonstrate their competence working across more than three event formats.

They should also demonstrate:

1. A detailed knowledge of the fields, disciplines and practices of event management, including an understanding and ability to apply the key terms, concepts, facts, general principles, rules and theories applicable to event management. The candidate should also have detailed knowledge of the national and international events industry and be able to identify event venues and genres. They should also demonstrate practical experience in creating an event experience, including the management of catering, décor, entertainment, theme design and production.

2. An understanding of different forms of knowledge, schools of thought and forms of explanation relating to the sphere of event management. The candidate should demonstrate detailed knowledge of health and safety regulations, standards, bylaws and practices insofar as these relate to the events industry.

3. Their ability to select and apply standard methods, procedures or techniques applicable to event management, and to plan and manage an implementation process within a well-defined and supported events environment. The candidate should be able to develop a project plan to manage the people, products and services that will be brought together on-site to produce the event project, as well as a clear understanding of the roles, responsibilities, applications and manoeuvres associated with each.

4. The ability to identify, analyse and solve problems in unfamiliar contexts and event environments, gathering evidence and applying solutions based on evidence and procedures appropriate to a variety of events.

5. An understanding of the ethical implications of decisions and actions within an organisational context, based on an awareness

of the complexity of ethical dilemmas that apply in the events industry.

6. The ability to evaluate different sources of information appropriate to event management, and to apply well-developed processes of analysis, synthesis and evaluation on that information. The candidate should also be able to allocate, direct and control resources used in an event project to ensure that these resources are utilized in the most efficient and effective manner to benefit the event project and limit its risks.

7. The ability to communicate complex information reliably, accurately and coherently, using a range of formats and technologies. The candidate should be able to manage the unique buyer-seller relationship associated with an intangible product to maintain positive customer relations.

8. The ability to make decisions and act appropriately in familiar and new contexts and environments relevant to the events industry. The candidate should also demonstrate an understanding of the relationships between systems, and of how actions, ideas or developments in one system impact on other systems. The candidate should also demonstrate their understanding of risk factors impacting an event, as well as risk mitigation strategies that can be applied to reduce risks inherent to the events industry.

9. The ability to work effectively in a team or group, and to take responsibility for his or her decisions and actions, as well as the decisions and actions of others such as contractors and staff working during the build-up, duration and break-down of an event.

Application Process

The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.

Candidates are notified of outcome of evaluation

Successful candidates are Certified, and their name is added to the *National Learners Records Database*

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- pay an annual certification fee to SACIA
- subscribe to the *SACIA code of professional conduct*
- comply with the **CPD requirements** as stipulated by SACIA

2.2.13   Certified Event Professional

Description	The "Certified Event Professional" designation signifies an individual's deep commitment to a career in events management. An event professional is responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of an event. The candidate will have well-developed interpersonal skills and will have displayed an ability to conduct themselves with professional behaviour. The designation demonstrates the candidate's deep commitment to continuing professional development, and the pursuit of excellence in the events industry.
Benefits	Become a member of SACIA and use the designatory letters CEPA behind their name
	Offer employers and colleagues assurance of commitment to the events industry
	Be listed on the ***National Learners' Record Database***
Qualifying criteria	The candidate should hold a relevant NQF-level 7 qualification in tourism, hospitality, event management or similar. Examples of a relevant qualification might include an Advanced Diploma in Event Management (qualification 102165) or a Bachelor of Commerce in Event Management (qualification 99647).
	Individuals in fulltime employment need to demonstrate at least five year's relevant work experience, while individual's working on a freelance basis need to demonstrate at least 5,000 hours of relevant work experience in the events industry.
Assessment	Applicants can choose to write an examination, or provide a comprehensive portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council along with a panel of expert practitioners with an in-depth knowledge in various event genres.
Preparing a portfolio of evidence	There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A detailed CV including a list of events the candidate has worked on
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence
- A list of any awards or commendations received

Recognition of Prior Learning

SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 7 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least eight year's relevant work experience, or in the case of individual's working on a freelance basis, 8,000 hours of relevant work experience.

Designation competencies

Individuals wanting to earn the Certified Event Professional designation should be able to demonstrate their comprehensive competence working across more than 5 different event formats, or a deep competence working across a specific event genre (such as exhibitions, musical performance, conferences, festivals, community events, etc)

They should also demonstrate:

1. An integrated knowledge of the central areas of event management, including an understanding of key terms, concepts, facts, principles, rules and theories applicable to event management. They should also demonstrate detailed knowledge and advanced skills in applying these terms, concepts, facts, principles, rules and theories. They should also demonstrate detailed knowledge of resource management for event projects and event organisations, as well as demonstrate experience in the execution of event management activities in a sustainable manner. The candidate should demonstrate their understanding of the key forces impacting on the strategic management of an event management organisation or Professional Conference Organiser (PCO).

2. The ability to critically evaluate event project management plans with a sound understanding of the implementation of Event Management Body of Knowledge (EMBOK) key areas.

3. An understanding of risk management, regulatory policies, legislation and by-laws applicable to event management.

4. The ability to identify, analyse, evaluate, critically reflect on and address complex problems likely to be experienced within an event environment, applying evidence-based solutions and theory-driven arguments. The candidate should be able to solve problems specifically related to management issues with critical awareness, business ethics and social sensitivity.

5. The ability to take decisions and act ethically and professionally, and the ability to justify those decisions and actions drawing on the SACIA Code of professional conduct, as well as appropriate ethical values and approaches relevant to the events industry.

6. The ability to develop appropriate processes of information gathering both before, during and after an event, and ability to

independently validate, evaluate and manage the information to enhance the event experience.

7. The ability to develop and communicate his or her ideas and opinions in well-formed arguments, using appropriate discourse. The candidate should demonstrate the ability to develop a strategic marketing plan for a variety of event projects/ event management organisations by using appropriate research and marketing strategies.

8. To apply the concepts of entrepreneurial and organisational management in a business environment, and to make decisions and explore the strategic implications of those decisions.

9. The ability to take full responsibility for his or her work, decision-making and use of resources, and limited accountability for the decisions and actions of others involved in the management of an event. The candidate should demonstrate a deep understanding of strategic leadership in the events industry, relating directly to the size, scale and complexity of the events that have taken place under their direction and control.

Application Process	The ***Application Form*** is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.
	Candidates are notified of outcome of evaluation
	Successful candidates are Certified, and their name is added to the ***National Learners Records Database***
Continuing professional development (CPD) requirements	Designated members are required to: • maintain annual membership of SACIA • pay an annual certification fee to SACIA • subscribe to the ***SACIA code of professional conduct*** • comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:
- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.2.14   Certified Event Safety Practitioner

Description

The "Certified Event Safety Practitioner" designation signifies an individual's comprehensive knowledge and commitment to safe working practices in the events industry and asserts their commitment to continuing professional development in this field. A Certified Event Safety Practitioner has demonstrated their broad understanding of standards, regulations and laws relating to event safety, as well as a comprehensive understanding of the role and responsibility of agencies involved in the inspection and approval of event power and temporary demountable structures.

Benefits

Become a member of SACIA and use the designatory letters ESP behind their name

Offer employers and colleagues assurance of commitment to the events industry

Be listed on the ***National Learners' Record Database***

Qualifying criteria

The candidate should hold either a National Senior Certificate (qualification ID 49647), a National Certificate Vocational (qualification ID 50441), an FET Certificate: Event Support (qualification ID 67461) or any other relevant NQF-level 4 qualification.

The candidate should also have minimum 2 year's relevant work experience in the events industry. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.

Assessment

Applicants write an online multiple-choice exam and are required to provide a portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- a Risk Assessment and an Event Safety Plan for a low-risk event as described in chapter 2 of the Safety at Sports and Recreational Events Act (SASREA)
- A detailed CV including a list of events the candidate has worked on
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence
- A list of any awards or commendations received

Their portfolio of evidence should also demonstrate the candidates understanding of the standards, regulations and legislation that applies to the events industry. An assessment will be conducted by a body of subject matter experts.

Recognition of Prior Learning

SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 4 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least four year's relevant work experience in event safety. or in the case of individual's working on a freelance basis, 3,000 hours of relevant work experience.

Designation competencies

An individual applying for recognition as a Certified Event Safety Practitioner should be able to demonstrate:

1. A fundamental knowledge of event safety practices across multiple event formats, and a fundamental understanding of the key terms, rules, concepts, established principles and theories related to event safety.

2. The candidate should demonstrate a broad understanding of standards, regulations and laws relating to event safety (including but not limited to the Occupational Health & Safety Act, SANS10366, Safety at Sports & Recreational Events Act, Basic Conditions of Employment Act, Employment Equity Act (Section 6), Promotion of Equality and Prevention of Unfair Discrimination Act, and the Disaster Management Act), and should understand how these are applied across multiple event formats.

3. A broad understanding of dispute resolution techniques applicable to both public and private spaces, as well as practical experience in the implementation of guidelines, processes and procedures required for planning, organising and running events.

4. The ability to adhere to the SACIA code of professional conduct, and the ability to understand societal values and ethics. In particular, the candidate should demonstrate a broad understanding of gender-based violence, discrimination, victimisation, sexual harassment, bullying and intimidation that may apply in an event environment.

5. The ability to communicate and present event and safety information reliably and accurately in written and in oral form.

6. An understanding of the organisational structure used in the events industry, including the role and responsibility of agencies

involved in the inspection and approval of event power and temporary demountable structures.

7. A fundamental ability to conduct a risk analysis on events across multiple formats

Application Process

The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.

Candidates are notified of outcome of evaluation

Successful candidates are Certified, and their name is added to the *National Learners Records Database*

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- pay an annual certification fee to SACIA
- subscribe to the *SACIA code of professional conduct*
- comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:

- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.2.15   Certified Event Safety Professional

Description

The "Certified Event Safety Professional" designation signifies an individual's deep knowledge and commitment to safe working practices in the events industry and asserts their commitment to continuing professional development in this field. A Certified Event Safety Professional has demonstrated their comprehensive understanding of standards, regulations and laws relating to event safety, as well as a deep understanding of the role and responsibility of agencies involved in the inspection and approval of event power and temporary demountable structures.

Benefits

Become a member of SACIA and use the designatory letters CESP behind their name

Offer employers and colleagues assurance of commitment to the events industry

Be listed on the ***National Learners' Record Database***

Qualifying criteria

The candidate should hold a relevant NQF-level 5 qualification in event management or similar. Examples of a relevant qualification might include a Higher Certificate in Event Management (qualification 84686 or 115970) or a National Certificate in Sport Event Management (qualification 60276)

Individuals in fulltime employment need to demonstrate at least five year's relevant work experience in the events industry. Individuals working on a freelance basis should demonstrate that they have worked a minimum 105 days in each year.

Assessment

Applicants will write an examination that tests both the breadth and depth of their knowledge in event safety, and provide a portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A Risk Assessment and an Event Safety Plan for a medium-risk event as described in chapter 2 of the Safety at Sports and Recreational Events Act (SASREA)
- A detailed CV including a list of events the candidate has worked on
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence
- A list of any awards or commendations received
- Course certificates from training attended

Recognition of Prior Learning

SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 5 qualification. The Council will encourage individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least eight year's relevant work experience.

Designation competencies

An individual applying for recognition as a Certified Event Safety Professional should be able to demonstrate a:

1. An informed understanding of event safety practices across multiple event formats, and an informed understanding of the key terms, concepts, facts, general principles, rules and theories that apply to event safety.

2. An informed understanding of standards, regulations and laws relating to event safety (including but not limited to the Occupational Health & Safety Act, SANS10366, Safety at Sports & Recreational Events Act, Basic Conditions of Employment Act, Employment Equity Act (Section 6), Promotion of Equality and Prevention of Unfair Discrimination Act, and the Disaster Management Act), and should understand how these are applied over multiple event formats.

3. The ability to plan and manage an implementation of a safety plan within a well-defined, familiar and supported environment.

4. The ability to identify, evaluate and solve both routine and new problems within an event context, and to apply solutions based on relevant evidence and procedures appropriate to event safety. The candidate should also demonstrate an understanding of the consequences that accrue when an event safety plan is not correctly implemented. The candidate should also have an informed understanding of dispute resolution techniques applicable to both public and private spaces, as well as a proven ability to conduct a comprehensive risk analysis on events across multiple formats

5. The ability to take account of, and act in accordance with the SACIA code of professional conduct, as well as the values and practices applicable to the events industry. The candidate should also have an informed understanding of gender-based violence, discrimination, victimisation, sexual harassment, bullying and intimidation in the workplace

6. The ability to communicate information reliably, accurately and coherently, using conventions appropriate to the events industry, including an understanding of event safety documentation required by national government, provincial government, municipalities, councils and other regulatory bodies.

7. The ability to operate in a range of familiar and new venues and environments, demonstrating an understanding of different event genres, their constituent parts and the relationships between these parts, and to understand how event safety infractions in one area impact on other areas within the same system. The candidate should also demonstrate an informed understanding of the role and responsibility of agencies involved in the inspection and approval of event power and temporary demountable structures.

8. The ability to evaluate his or her performance as well as the performance of others, and to take appropriate action where necessary; to take responsibility for his or her learning within a framework of continuing professional development; and to promote the learning of others.

9. The ability to account for his or her actions, to work effectively with and respect others, and, within an events environment, to take supervisory responsibility for the application of safety protocols where appropriate. The candidate should also demonstrate proven ability to conduct a comprehensive risk analysis on events across multiple formats

Application Process

The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.

Candidates are notified of outcome of evaluation

Successful candidates are Certified, and their name is added to the *National Learners Records Database*

Continuing professional development (CPD) requirements

Designated members are required to:

- maintain annual membership of SACIA
- pay an annual certification fee to SACIA
- subscribe to the *SACIA code of professional conduct*
- comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:

- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.2.16   Certified Actor

Description

The "Certified Actor" designation signifies an individual's professional commitment to the art and craft of acting, both in theatre and more modern media such as film, radio, television and online media.

It also signifies an actor's commitment to continuing professional development in the acting profession, as well as a commitment to ethical practice in all aspects of the entertainment industry.

Benefits

Become a member of SACIA and use the designatory letters SAGA PRO behind their name

Offer producers and colleagues assurance of commitment to the acting profession

Be listed on the *National Learners' Record Database*

Qualifying criteria

The applicant should hold a relevant NQF-level 7 qualification in drama or performing arts.

The applicant needs to have at least two verifiable acting credits in professional film, radio, theatre or television.

We do not recognise student films, community theatre, commercials, stills photography, music videos, corporate videos, role-play, workshops, events, dance credits, promotional work, modelling, presenting, walk-on or non-speaking work (unless specific to a project such as a silent film where you are credited as an actor) as professional acting credits.

Assessment

Applicants need to provide a portfolio of evidence supporting their claim of competence. The Portfolio of Evidence is independently assessed by the SACIA certification council with guidance from the South African Guild of Actors (SAGA)

Preparing a portfolio of evidence

There is no definitive list of documents that should appear within the portfolio but generally it would include:

- A detailed CV including a list of performances the candidate has worked on (or IMDb profile)
- Testimonials and letters of recommendation supporting an individual's claim of knowledge, experience and competence
- A list of any awards or commendations received
- Certificates from training programmes attended
- Theatrical or movie reviews that comment on your performance

Recognition of Prior Learning

Both the SA Guild of Actors and SACIA's certification council recognize that many of the applicants for this designation will not hold an underlying NQF-level 7 qualification. The council will encourage

individual's lacking such a qualification to apply for a professional designation if they can demonstrate at least four verifiable acting credits in professional film, radio, theatre or television.

Designation competencies	An individual applying for recognition as a Certified Actor should be at least 16 years old, and be able to demonstrate a broad range of skills associated with the acting profession, including a well-developed imagination, emotional facility, physical expressivity, vocal projection, clarity of speech, and the ability to interpret drama.
	In defining these competencies, SACIA recognise there are many disabled actors who have overcome their disability to achieve great success. We encourage disabled actors who meet all other criteria to apply for recognition.
Application Process	The *Application Form* is completed and submitted to SACIA for processing, together with the required supporting documentation. This includes the registration fee.
	Candidates are notified of outcome of evaluation
	Successful candidates are Certified, and their name is added to the *National Learners Records Database*
Continuing professional development (CPD) requirements	Designated members are required to: • maintain annual membership of SACIA and/or SAGA • pay an annual certification fee to SACIA • subscribe to the *SACIA code of professional conduct* • comply with the **CPD requirements** as stipulated by SACIA

It is important to note that:
- Professional designations are awarded at the discretion of the SACIA board;
- SACIA reserves the right to check the records of applicants as part of the application process;
- Certificates issued by SACIA remain the property of SACIA and must be returned should the individual for any reason lose their status as designee.
- In instances where a candidate does not hold an appropriate qualification, recognition of workplace learning, and extended work experience will be considered in an evaluation.

2.3   Testing Process

For the AV, TLE, Event Management and Event Safety designations, candidates are required to write an online examination that tests both the breadth and depth of their knowledge. All examinations are administered through the SACIA Academy using a secure, professional web-based testing service. There is a charge to write the online examination – this provides access to the examination for a period of 24 hours. Payment can either be made through the SACIA office, or online using PayPal or any credit/ debit card. If you fail the exam, up to two re-tests are allowed without any additional charge.

The exams are accessed through the SACIA website at www.sacia.org.za. The exam presents each question with four response alternatives (A, B, C and D). One of these represents the single best response and credit is granted only for selection of this response.
Candidates are required to answer 100 questions in 120 minutes. The exam questions are based upon a list of competencies either detailed in the tables below, or described under the designation competencies related to each designation. Questions are written in a format that evaluates a candidate's ability to perform their job tasks rather than solely based on knowledge recall or memorization of facts.

Exam questions are written by individuals certified by SACIA, or deemed subject matter experts. They are also reviewed and validated by both test development experts and other subject matter experts.

2.3.1 Exam content outline – Theatre & Live Events

Individuals wanting to earn a professional TLE designation are assessed on their understanding of 15 core competencies.

Competency	TLE Associate/ Practitioner	TLE Professional
		Practitioner exam + Professional assessment
Questions at the Associate level are designed to test an individual's broad competence, while questions at the Practitioner level explore a greater depth of knowledge.	**Number of questions**	An individual applying for the CertTLE Professional designation needs to demonstrate a broad understanding of the technology used in the theatre and live events industry, as well as a deep understanding of at least one core technology. They should also demonstrate their deep understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry. They should also have an in-depth understanding of the management and administrative functions associated with technical production in the theatre and live events sector.
Audio	12	
AV Operations	8	
Cabling & Signal Management	6	
Display	12	Individuals claiming a deep knowledge in (1) audio; (2) video and display; or (3) Signal Management can write the standard TLE002 exam, as well as a 100-question multiple choice exam that covers Health & Safety (25 questions), Management (25 questions) and Core Competence (50 questions).
Event Power	6	
Health & Safety	6	
Laser	2	
Lighting	10	
Management	3	
Pyro	2	Individuals claiming a deep competence in any other area are required to write the standard TLE002 exam, as well as a 50-question multiple choice exam (TLE003) that covers Health & Safety (25 questions) and Management (25 questions). They will also provide a Portfolio of Evidence that supports their claim of competence. The Portfolio will be assessed by a body of expert practitioner's active in that field.
RF	2	
Rigging	10	
Stage craft	6	
Temporary Structures	3	
Video	12	
Total	**100**	

2.3.2   Exam Content Outline – Audio Visual

Individuals wanting to earn a professional AV designation are assessed on their understanding of 15 core competencies.
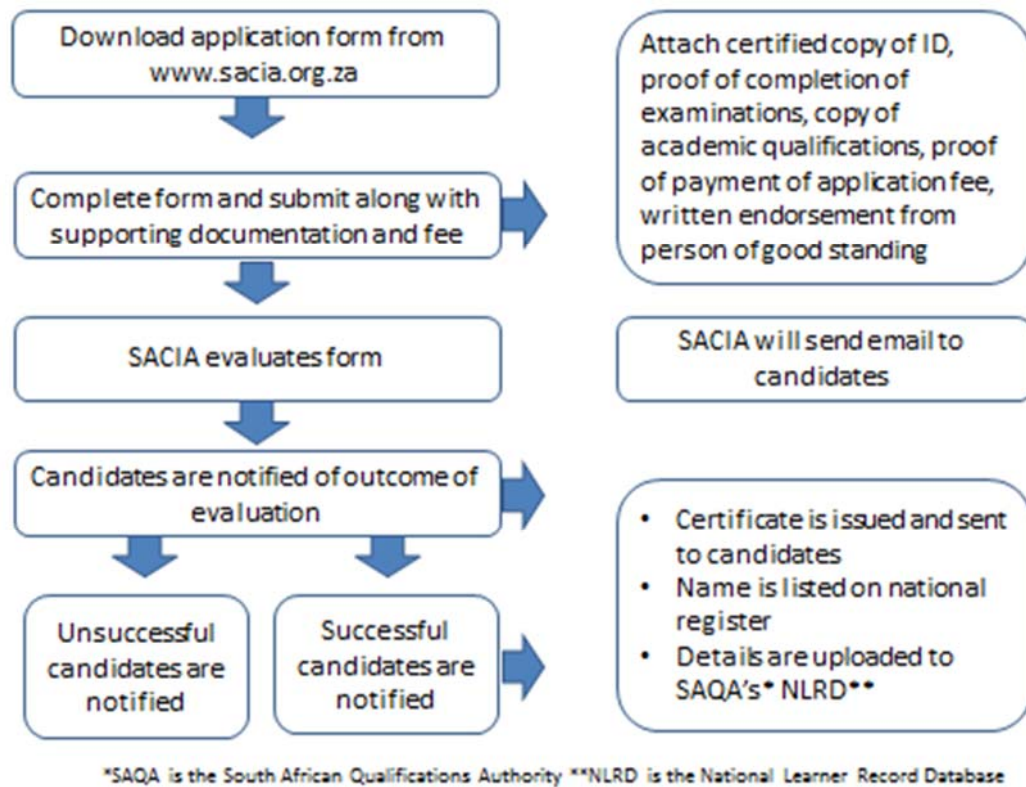
Competency	AV Associate	AV Practitioner	AV Professional
Audio	12	12	10
AV Design			12
AV Generic	6	6	2
AV Install	6	6	6
AV operations	6	6	4
AV Project management	-	-	8
AV Troubleshooting	12	12	6
Cabling & Signal Management	12	12	6
Control Systems	6	6	2
Display	12	12	10
Health & Safety	6	6	6
Lighting	6	6	4
Management	3	3	10
Power	6	6	4
Video	10	10	10
Total	**100**	**100**	**100**

2.3.3   Scoring process

The minimum passing score for both the AV and TLE examination is 65%, while the minimum passing score for the Event Safety designation is 75%. On completion of the examination a "Pass" or "Fail" report will be issued to you. Candidates who pass the exam will be invited to apply for the relevant professional designation. In addition to their exam results, an individual will need to provide supporting documentation relating to their work experience, as well as certified copies of the qualifications, ID documents, etc.

2.4 Application Process

The application process is similar for all the SACIA professional designations:

Download application form from www.sacia.org.za	
↓	
Complete form and submit along with supporting documentation and fee	→ Attach certified copy of ID, proof of completion of examinations, copy of academic qualifications, proof of payment of application fee, written endorsement from person of good standing
↓	
SACIA evaluates form	SACIA will send email to candidates
↓	
Candidates are notified of outcome of evaluation	→ • Certificate is issued and sent to candidates • Name is listed on national register • Details are uploaded to SAQA's* NLRD**
↓ ↓	
Unsuccessful candidates are notified Successful candidates are notified →	

*SAQA is the South African Qualifications Authority **NLRD is the National Learner Record Database

The **Application Form** is completed and submitted to SACIA for processing, together with the required supporting documentation. Candidates are notified of outcome of evaluation. Certification fee[1] needs to be paid before the certificate can be issued.

Recognition of Prior Learning (RPL) assessment is used to award the designation. This occurs at two levels:

- **Qualification** - an RPL assessment is applied to evaluate the equivalence of the competence of an individual who might not have the required qualification. This assessment is currently a desktop evaluation that is performed for the candidate to access the certification process and does not result in the awarding of an NQF registered qualification; and,
- **Evaluation of application** – the methodology used to evaluate an application is aligned to RPL practices and takes formal, informal and non-formal learning into consideration when awarding the designation.

Successful candidates are certified, and their name is added to the **National Learner Records Database**.

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[1] D – Schedule of Fees

2.5 SACIA Code of Professional Conduct

All certified members must adhere to the *SACIA Code of Professional Conduct[2]*.

2.5.1 Declaration

This requires that a declaration be signed and submitted annually to SACIA together with membership renewal.

2.5.2 Disciplinary Process

The code of conduct is applicable to all individual members of SACIA. The code of conduct requires the members who are found guilty of misconduct under this code to present their case to the Disciplinary Committee. The committee is chaired by SACIA's legal counsel and the disciplinary process is outlined in the Disciplinary Code and Procedures document that is available as a download from the SACIA website.

A summary of the process used to manage allegations of misconduct is presented in the figure below:
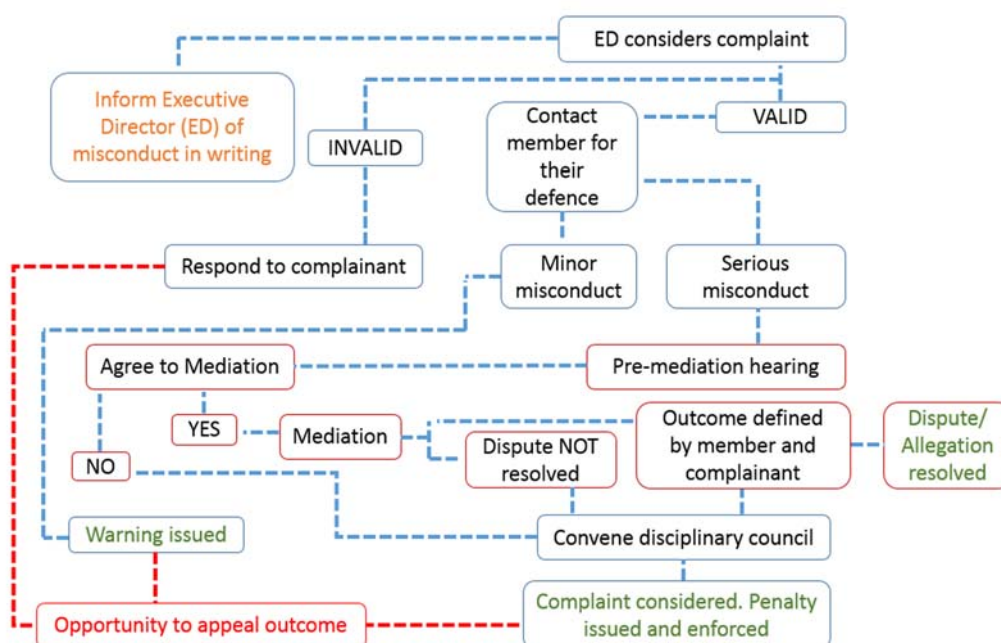
Penalties can include any one of the following:

- Suspension from membership
- Revoke designation

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[2] C - SACIA Code of Conduct

- Issue fine
- Issue warning

However, the Disciplinary Council reserves the right to issue a penalty that adheres to the seriousness of the case.

3 Continuing Professional Development (CPD)

Members of SACIA who have been awarded a professional designation are required to comply with the requirements for continuing professional development (CPD) set out in this section of the Handbook.

Everyone is required to submit a declaration of the undertaking to participate in CPD annually. However, SACIA only requires the submission of a CPD record card once every 3 years. This is part of the re-certification process and failure to submit the CPD record card could result in the revoking of your status as certified member.

3.1 CPD requirements

Each designee is required to acquire a total of 45 points in the three-year period, starting at the date of award of the professional designation.

CPD points are awarded based on relevant content bearing activity in which the candidate has participated. Usually 1 CPD point is awarded for every hour of activity. Where this is not so, a note has been added to the description of activities.

SACIA will recognise a range of training activities, including participation in academic and vocational programmes; professional development courses; coaching and mentorship programmes; learning activity in workshops, conferences and seminars; experiential learning and on-the-job training; and self-study initiatives. We also award CPD points for volunteer activity on a Board, Council or task group.

It is important to note that CPD points can only be awarded to activities completed within the CPD period. For instance, a designee who needs to report on CPD activities during the period 1 March 2016 – 28 Feb 2019, cannot claim points for workshops attended before 1 March 2016.

3.2 Types of CPD activities

A variety of activities make up the CPD programme and include:

Employment **(Maximum 21 points)**	SACIA recognise that learning takes place at many different levels, including experiential learning that takes place in the workplace. We therefor award CPD points for continued employment. We recognise that many professionals work on a freelance basis and award 7 CPD points per year of relevant (full-time) employment within the industry. Freelance contractors will earn 1 CPD credit for every 15 days work completed, up to a maximum of 7 CPD points in any given year. Employment that is not relevant to the designation will not be considered part of the CPD programme.
Accelerated experiential learning **(Maximum 12 points)**	We recognise that experiential learning is accelerated when individuals are working on projects that stretch production and/or creative boundaries. Individuals working on such projects can claim an additional 3 CPD points per project when they are able to demonstrate their participation. Documentation supporting their claim should be included within a portfolio of evidence.
Mentoring and coaching **(Maximum 15 points)**	We recognise that on-the-job training through mentorship and coaching is key to knowledge transfer in the communications industry. Certified industry professionals sharing their knowledge with a protégé can claim 1 CPD credit for every hour of relevant engagement. In addition, proteges participating in mentorship programmes can earn 1 CPD credit for every hour of engagement. Evidence of mentorship activity needs to be logged and included within the portfolio of evidence.
Training attended or presented **(Maximum 33 points)**	A designee is awarded CPD points based on relevant training attended, or training offered in their capacity as facilitator or trainer. This includes training offered through registered academic or vocational training providers, as well as professional development training validated by a SAQA-recognised professional body. It also includes conferences, seminars and workshops relevant to the industry. 1 CPD point is allocated for every hour of training completed. CPD points are awarded for all relevant training attended but **50% of the CPD points claimed for training need to be gained through participation in training programmes validated by a recognised Quality Council or Professional Body.** For more information on Quality Councils or Professional Bodies please visit *www.saqa.org.za* Trainers or facilitators delivering a SACIA validated CPD course will earn 2 CPD credits per course hour delivered. Trainers can only claim one delivery per course within a six-month period.

Self-study **Max: 5 CPD points**	We recognise that many individuals will engage in self-study programmes – reading industry-related material or viewing online video content. ½ CPD point is allocated per 2 hours of reading/ viewing time. In addition, 1 CPD point is awarded for relevant articles published in industry related publications (both print and online) CPD points can also be awarded for books written. Special application needs to be made for CPD points in this instance.
Exhibitions and other events **Max: 12 CPD points**	2 CPD points are allocated per participation in relevant industry exhibitions and events that do not include a training component. However, SACIA may award specific CPD points for specific events.
Volunteer activities **Max: 21 points**	Volunteers serving on a Council, Task Group or Board will earn 1 CPD credit for every hour of voluntary service

3.3   Recording of CPD activities

Individuals are responsible for tracking their own CPD activities and are encouraged to keep documentation that may include:

- confirmation of participation in events – such as certificates of attendance or emails confirming attendance
- confirmation of presentations – such as emails from the organizers thanking the presenter
- letter of employment or letter from employer confirming employment status
- copies of articles published
- letter from mentor or protege confirming mentoring relationship

4   Recognition of Prior Learning (RPL)

The SACIA Certification Council recognise that many competent individuals may not hold an appropriate NQF qualification and will consider an application from competent individuals who meet all other criteria and can demonstrate relevant work experience that supports their claim of knowledge and competence. Individuals applying for a designation based on RPL are required to provide a comprehensive portfolio of evidence supporting their claim, and are required to write all examinations normally associated with the designation.

5   Partial or full exemption of fees

5.1 Retired members

SACIA certified professionals aged between 55 and 70 who are retired and who do not receive income from work relating to their sphere of expertise amounting to more than 30 hours per month qualify for a discounted annual fee. Contact accounts@sacia.org.za for more information on discounts that apply.

5.2 Unemployed members

Registered persons who are unemployed at the date of renewal of their membership may apply for a discounted annual fee. Contact accounts@sacia.org.za for more information on discounts that apply.

5.3 Emeritus Members

Retired members who maintain membership of the Association or an Affiliate Body will be entitled to continue to use their last designation awarded - but will add an (Emeritus) to the designation to signify their retired status [Example: John Smith SASC (Emeritus)]. Retired members who do not maintain membership will lose the right to use the designation.

ANNEXURE A: APPLICATION FORM

Please complete the application form. Submit the application form to the CEO, SACIA at
ceo@sacia.org.za . The application must be accompanied by:

- Full curriculum vitae
- Certified copies of certificates/ qualifications
- Certified copy of ID
- Nomination letter
- Proof of payment of registration fee – this is non-refundable
- Proof of membership of the SACIA or affiliate body
- Portfolio of Evidence supporting claim of knowledge and competence
- Test results

PERSONAL DETAILS

Designation to be assessed:			
Titles (Mr/ Mrs/Ms/Other)		Name of Company (where applicable)	
Surname			
First Names		VAT No. (of company)	
Known as		Home Address	
Date of Birth			
Nationality		Code	
ID No.			
Alternative ID No.		Postal Address	
Alternative ID Type			
SACIA Membership No.		Code	

Male		Province	
Female			

Required for SAQA reporting:

African			
Indian / Asian		Phone No.	
Coloured		Fax No.	
White		Cell No.	
Other		Email	

Residential Status	South African		Socio-Economic Status	Employed	
	Other			Unemployed	
	Dual:				
	Permanent Resident		Disability Status	None	
	Other			Sight	
				Hearing	
Home Language	English			Communication	
	Afrikaans			Physical	
	siSwati			Intellectual	
	TshiVenda			Emotional	
	seSotho			Multiple disabilities	
	isiXhosa			Unspecified	
	sePedi			Other	
	xiTsonga				
	isiNdebele		Highest School Qualification		
	seTswana				
	isiZulu		Training currently enrolled for		
	Other				

Incomplete applications will be returned to the sender. This will slow down the processing of the application and cause delays. Please ensure that the application and supporting documents are complete.

Applications must be accompanied by a proof of payment for the non-refundable registration fee plus the first year's membership fee R1,150. Individuals applying for a professional designation will be invoiced for their annual certification fee after applications have been assessed. (see page 34)

> SACIA - First National Bank
> Branch: Wierda Valley
> Code: 260 950
> Account: 62257021304

Please contact accounts@sacia.org.za to request an invoice. Include the following information in your request:
- Name of person the invoice should be made out to
- Company name
- VAT no.
- Billing address

Receipt of your application will be acknowledged by means of an email. The application will then be processed, submitted to the SACIA board for ratification and the outcome thereof communicated to you via email.

ANNEXURE A(i): Template for Nomination letter

[To be printed on Letterhead]

Certification Council
SACIA

[date]

Dear Sirs

APPLICATION FOR [NAME OF CERTIFICATION]: [name and surname of candidate]:[ID number]

I hereby nominate [name and surname of candidate] for certification as a [Name of Certification]. I have known [name of candidate] for the past [no. of years] years at [name of company].

S/he is a suitable candidate for this professional designation because of their [insert relevant statement related to candidate's applicability for the awarding of the designation – please reference the criteria being assessed and ensure your nomination is aligned with the required competencies. An individual being considered for a designation also needs to demonstrate they embrace the values (Honour, Integrity, Reliability, Honesty and Accuracy) embedded within the Code of Conduct, as well as the principles associated with membership in the Association (Avoiding conflict of interest, Building and enhancing relationships, and upholding the safety, health and welfare of the public)].

Please do not hesitate to contact me should you require any additional information in this regard.

Yours sincerely

[Name]

Mobile: [mobile number]

Email: [email address]

ANNEXURE C: SACIA Code of Professional Conduct

Members of SACIA who are practitioners and professionals practicing in the communications and entertainment industry are required to subscribe to the code of professional conduct.

Five *values* underpin this code, namely:

Honour	Showing respect for myself, my organisation, my industry and the community of clients that I serve by behaving in a manner that reflects favourably on my profession. Acting above reproach. Avoiding compromise of professional judgement by conflicts of interest.
Integrity	Acting with honesty and openness. Displaying trustworthiness. Showing consistent good behaviour over time. Ensuring that my words and actions correspond.
Reliability	Undertaking what I am competent to do and fulfilling commitments that I have made to my organisation, my industry and the community of clients that I serve
Honesty	Being truthful and accurate when executing my job even when it sometimes might be difficult. Not misrepresenting my own or my associate's academic or professional qualifications. Only undertaking assignments that I am competent to perform by way of my education, training and experience.
Accuracy	Ensuring that what I say, do and write are correct and reflect the information that is required to complete the job. Where this is not possible, ensuring that my organisation or my client understand the factors that could influence the accuracy of the information I have provided.

SACIA identifies that a practitioner interacts with various stakeholders when delivering their services. To this end, it is important that professional conduct be upheld when engaging with colleagues, peers, employers as well as industry role-players. To this end, a practitioner needs to uphold certain *principles* when practicing in this industry, namely:

Avoiding conflict of interest	This means understanding when a conflict of interest arises and speaking up to the parties present about the possible conflict to ensure that my integrity and honesty are not brought into question. This includes opportunities when I might be given information that I could use to my own advantage, but that could undermine my integrity and honesty.
Building and enhancing relationships	When acting in the best interest of my client, my focus is on building and enhancing long term relationships that are built on trustworthiness and reliability.

Upholding safety, health and welfare of the public	As a competent practitioner who is proficient in what I do, I have the required insight and understanding into the laws, codes and principles governing safety, health and welfare of the public within my area of responsibility. I therefore ensure that the work I complete is compliant with these laws, codes and principles to ensure the well-being of my client, as well as the public that I affect.
Remaining in good standing	As a practitioner in this industry, I need to remain in good standing in terms of the laws governing South Africa. I also need to ensure that I abide by the codes set out by international counterparts within this industry.

Finally, it is important that I realize that the certificates, logos and marks entrusted to me as a member of SACIA remain their property. Should, for any reason, our relationship be terminated, I am responsible to return this property to their care.

I, _____ (full name) (ID No.: _____)
do hereby agree to abide by the SACIA Code of Professional Conduct.

Signature _____   Date _____

ANNEXURE D: SCHEDULE OF FEES - 2019

1. Individual membership

	FEE TYPE	COST
Once-off registration fee	REG	R575.*
Annual membership fee *Does not apply if applicant is paid-up member of recognised affiliate body (SASC, IPO, Animation SA, SABA, SWIFT, SAGA, PMA)*	MEM	R575.*
Annual Certification Fee: Associate	ASSOC	R1,150.*
Annual Certification Fee: Practitioner	PRACT	R1,610.*
Annual Certification Fee: Professional / SASC	PROF	R2,070.*

*All amounts incl. VAT @ 15%

Reference number

All payments **MUST** be accompanied by the reference. This includes your initial, surname and fee type. Without this reference number payments are very difficult to reconcile.

Please email proof of payment to accounts@sacia.org.za.

Banking Details

Name of account holder	SACIA
Bank	First National Bank
Branch Code	260 950
Branch	Wierda Valley
Account no.	62257021304