



DIRECTORATE FOR REGISTRATION AND RECOGNITION

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

Name of Professional Body	South African Professional Institute for Kinderkinetics (SAPIK)
Statutory or Non-Statutory Body	Non-Statutory
Sector	Health Sciences and Social Services
Physical Address	School of Biokinetics, Recreation and Sport Science; North West University; Cnr: Meyer & Thabo Mbeki Dr, BLD K3 Room G13, Potchefstroom
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Number of Designations Applied for	1
Date of Site Visit	1 September 2017
Date of Gazette Notice	
Name of the Registrar/CEO/ Executive Director	Ms. Francelle Kemp
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PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

EVALUATION REPORT

1. NAME OF BODY: SOUTH AFRICAN PROFESSIONAL INSTITUTE FOR KINDERKINETICS (SAPIK)

- 1.1. The South African Professional Institute for Kinderkinetics applied to SAQA for recognition as a professional body and for the registration of one (1) professional designation on the NQF in terms of the NQF Act, Act 67 of 2008.
- 1.2. SAPIK is a voluntary organisation representing the interests and furthering the practice of Kinderkinetics across South Africa. SAPIK was established in 2002 with the support of various academic training institutions and qualified kinderkineticists to set up a quality control mechanism to guide the profession and, by doing so, to protect the general public. The scope of practice of Kinderkinetics includes only children who are in the age group from birth to 13 years. The main focus of SAPIK is the motor development of children with subsequent improvement of their short and long term health and well-being by means of physical activity.

2. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

DRR evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*. The South African Professional Institute for Kinderkinetics (SAPIK) was found to meet the criteria for recognising a professional body listed below:

2.1. Legally constituted entity

- SAPIK was registered as a Non-Profit Company (NPC) with members in 2015 with the registration number 2015/047186/08 to represent the interests and advance the practice of Kinderkinetics across South Africa.
- SAPIK submitted their registration certificate with the Companies and Intellectual Property Commission (CIPC) issued on 18 February 2015 that lists 5 Directors.
- The recent CIPC disclosure certificate listing their Directors together with the copies of the identity documents of the Directors were submitted.
- A memorandum of incorporation (MOI) was submitted.
- The South African Revenue Services (SARS) also issued SAPIK with an income tax exemption certificate on 4 March 2016.
- The letterhead reflecting the name of the company was also submitted.

2.2. Human Resources

- SAPIK is administered by one full-time administration staff and by three staff members on a part time basis.
- The Board and EXCO of SAPIK supports the administrative staff on a voluntary basis.
- The following standing committees also offer support to the administrative staff of SAPIK:
 - Training
 - CPD
 - Ethics
 - Marketing

- Finance

2.3. Financial Resources

- SAPIK submitted their audited financial statements . as at 28 February 2017.
- The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern.
- This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

2.4. Good Corporate Governance Practices

- SAPIK is governed by a constitution and a Board.
- The SAPIK Board members are elected at the AGM after every 3 years.
- The President and the President elect shall hold office for four consecutive years. All the other members of the SAPIK Board shall hold office for three consecutive years.
- The Board of Directors of the institute may permit the formation of Regions of the institute, who will take into account geographic situations and number of institute members in such places as it shall determine.
- Regional Committees shall be nominated and elected by members in good standing in each region.
- Each Regional Committee is led by the chairperson and the portfolios of the committee members to echo the portfolios of the Board.
- The professional body has 22 Board members.
- The Board elects sub-committees to assist it with the oversight role. The Board and the sub-committees are collectively responsible and accountable for ensuring that SAPIK performs well, remains solvent and complies with its obligations.
- The following sub-committees have been elected:
 - Training
 - CPD
 - Ethics
 - Marketing
 - Finances
- The Board sets out and communicates the duties of the sub-committees, the CEO and staff in a clear delegated manner.
- SAPIK holds an annual general meeting within six months after the end of the Institute's financial year.

2.5. Protection of the Public Interest

- A written declaration is compulsory when SAPIK membership is granted as undertaking to abide by the Ethical Guidelines and Code of Conduct.
- The Code of Conduct is given to the members upon application to sign.
- The process for reporting complaints is also clearly communicated to SAPIK members and the public at large.
- Members of the public who are aggrieved can lodge their complain by downloading the complaint form available from the SAPIK website.
- Each complaint is dealt with individually and seriously.
- Alleged breaches of the professional codes are dealt with in accordance with a fair and impartial disciplinary procedure.
- Members who are appealing the decision of the Ethics Committee must do so within 21 days from the date of the decision and submit to the Chief Executive Officer (CEO) a written notice of the intention to appeal.
- The Appeals Committee allows for representations from both parties or their legal representatives.
- If a practitioner is found guilty of professional misconduct by the Appeals Committee:
 - A caution or reprimand or both as seen fit by the Appeals Committee may be issued;
 - A fine may be given according to the severity of the complaint or indiscretion;

- Removal of his/her name from the SAPIK register for a period of time or permanent removal;
- Payment of the costs of the proceedings.

2.6. Membership and Affiliations

SAPIK has 198 members on their database which was verified during the site visit. SAPIK maintains an extensive electronic database of its members, consisting of personal details, designations awarded and Continuing Professional Development (CPD) activities. SAPIK will be able to load data on the National Learners' Records Database (NLRD).

2.7. Education and Training

SAPIK complies with Section 19 of the Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualification Framework Act, Act 67 of 2008 as:

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

2.8. Continuing Professional Development (CPD)

- SAPIK submitted its CPD policy to SAQA.
- The CPD criteria for the professional designation are administered in terms of the SAPIK CPD policy.
- SAPIK has made the necessary efforts to promote optimal participation in CPD activities by members with designations.
- It is a requirement that members should obtain 20 CPD points per year.
- Out of the 20 CPD points 6 must be for accredited learning and 6 for ethical activities.
- SAPIK together with the CPD committee provide a list of the accredited activities to the SAPIK members.
- The SAPIK CPD System will be administered and monitored by the CPD Committee and the Vice-President of Academic and Training standards on the SAPIK board with guidance from the President of SAPIK.
- A set of guidelines have been developed by the SAPIK CPD committee in consultation with the SAPIK board members.
- Practitioners are required to give feedback to SAPIK regarding the activities presented. This feedback is also placed in their personal CPD portfolio of evidence to keep on record.
- A generic set of guidelines are followed to determine whether learning activities can be accredited.
- Existing accredited learning activities by the HPCSA are automatically approved by the SAPIK CPD committee and the SAPIK board members if the activity is of benefit to Kinderkinetics.
- All practitioners will have to attend CPD learning activities in order to obtain the required CPD points per year. They shall complete an attendance register for all their CPD activities, send it to SAPIK and keep record for themselves.

2.9. Transformation and Unfair Exclusionary Practices

- SAPIK has a transformation plan.
- The current SAPIK Board has only one person of colour and the majority of the current general membership submitted to SAQA are Whites.
- SAPIK has committed itself to implement a strategic transformation plan to encourage students of colour to pursue studies in Kinderkinetics.
- SAPIK is completely committed to the driving of transformation as an integrated, urgent, fair and well-managed process of fundamental and sustainable change to address inequalities, while the needs of the country and its people are taken into account.

2.10. Proliferation of professional bodies

- Currently, there is no professional body in the sector that has been established through an Act of Parliament.
- There is no recognised professional body in the sector.

3. CRITERIA FOR REGISTERING A PROFESSIONAL DESIGNATION

3.1. Recognition of Prior Learning

- SAPIK has a recognition of prior learning policy.
- Any person who has previous experience or skills associated with Kinderkinetics can apply for recognition of prior learning.
- An application for recognition of prior learning must be accompanied by all the necessary documents and detailed motivations as stated in the application form.
- Application forms must be emailed to SAPIK@nwu.ac.za or sapikinfo@gmail.com accompanied by all required documents.
- After receiving all the necessary information regarding recognition of prior learning, SAPIK will inform each member through a formal letter if the application was successful or not.
- If the application was successful SAPIK will inform the applicant of the necessary steps that he/she will have to follow in order to register with SAPIK.
- Prerequisites and limitations will be identified by the training committee of SAPIK based on the information in the application of the applicant and procedures will be outlined to the applicant to obtain the necessary scientific background as well as the time frame in which this shortcomings need to be in place.
- These prerequisites have to be submitted to SAPIK. When the applicant is successful, the applicant will be informed by SAPIK that he/she can register with SAPIK.

3.2. Awarding and retention of professional designations

- The professional designation, Kinderkineticist, has been developed by considering international conventions and in terms of SAPIK's own rules.
- The designation is awarded and revoked in accordance with an approved policy.
- The training committee together with the administration officer will grant and assign membership after the following is in place:
 - The minimum registration entry level for full registration at SAPIK as provided in the Designation awarding policy of SAPIK.
 - Payment of the prescribed annual membership fees in such a manner as prescribed by SAPIK from time to time.
 - Duly completed registration forms accompanied by the necessary documents as stated in registration form.
 - A written declaration that the applicant has read and understood the updated Ethical guidelines of SAPIK and agree to abide by these rules.

3.3. Designation(s) to be Registered

Designation Title: Kinderkineticist

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	Any one of the following: <ul style="list-style-type: none">• Bachelor's Degree: Human Movement Science, Level 7;• Bachelor Honours Degree: Human Movement Science, Level 8;• Any relevant qualification.
Experiential Learning / Practical Experience	Candidates with a Bachelor's degree will have completed 300 hours of work integrated learning. Those holding a Bachelor Honours Degree must complete a one-week internship with an accredited kinderkinetics practice.
Board / Admission	Candidates are subjected to an oral examination by

CRITERION	DESCRIPTION
Examination / Assessment	external examiners.
Continuing Professional Development (CPD) Requirements	Candidates are required to undertake and record 20 CPD points per year over a 3-year period.
Application of Recognition of Prior Learning (RPL)	RPL will be applied to consider those without the underlying qualification but who have vast relevant experience for this designation. The application for RPL must be accompanied by all the necessary supporting documents and motivations. Prerequisites and limitations will be identified by the training committee of SAPIK based on the information in the application of the applicant and procedures will be outlined to the applicant to obtain the necessary scientific background as well as the time frame in which this shortcomings need to be in place. These prerequisites have to be submitted to SAPIK. When the applicant is successful, the applicant will be informed by SAPIK that he/she can register with SAPIK.