

**EVALUATION REPORT FOR THE RECORDING OF ADDITIONAL PROFESSIONAL DESIGNATION(S)
FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA**

Name of Professional Body	The Southern African Institute For Business Accountants (SAIBA)
Statutory or Non-Statutory Body	Non-Statutory
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Registered Designations	<ul style="list-style-type: none"> • Business Accountant in Practice • Business Accountant • Certified Financial Officer (SA) • Certified Business Accountant (SA)
Designations Applied for	<ul style="list-style-type: none"> • Professional Bookkeeper (SA) • Certified Professional Bookkeeper (SA)
Date of Recognition	26 July 2018
Date of Gazette Notice	

BACKGROUND OF THE PROFESSIONAL BODY

The Southern African Institute for Business Accountants (SAIBA) is a voluntary accounting membership body registered as a Non-Profit Company in terms of the South Africa Companies Act, 2008, with more than 9 000 members. It was formed in October 1987 and is a registered Section 21 company. Members fall into membership tiers, according to experience and qualifications. By joining our community of accounting professionals, members take the first step towards advancing their careers. SAIBA offers members accessible and recognisable designations that deliver opportunity. More than fifty percent of our members are employed in business, the public sector or academia. The remainder manage their own accountancy practices within the private sector. SAIBA proudly subscribes to the values incorporated in the South African Constitution and Bill of Rights. Members and potential members are treated as individuals with unique needs, values, interests and career goals. "

SAIBA is one of the South African bodies authorised to license Professionals, in terms of the Companies Act, Act 71 of 2008 as Accounting Officers, Independent Reviewers and other statutory report providers.

The aim of SAIBA is to support its members by adopting and implementing international standards related to ethics, quality, education, financial reporting and assurance, and by enabling the sharing of knowledge and understanding in all areas affecting Accountants and Financial Professionals. The Institute:

- Licenses Accounting Officers.
- Offers career development activities and events for members.
- Conducts quality control and monitoring.
- A code of Conduct amongst its members.
- Offers networking opportunities to its members and issues publications.

SAIBA has a dual membership agreement with the South African Institute of Tax Practitioners (SAIT) and a

membership access agreement with the Institute of Certified Bookkeepers (ICB). The Professional is also has a mutual recognition agreement with the Institute of Management Accountants (IMA), a global Professional Body based in the USA and the Chartered Institute of Management Accountants (CIMA), a global Professional Body.

SAIBA is not a registered and accredited education training provider, does not accredit workplaces or providers for education, training and/or assessment purposes, is not a workplace provider for learnerships and presently does not contribute to education or training curriculums.

MOTIVATION FOR THE RECORDING OF THE ADDITIONAL DESIGNATIONS

SAIBA conducted some research amongst its university partners, SAIBA members and the industry at large and has determined that there is a need for the following designations, i.e. The Certified Professional Bookkeeper South Africa - CPB (SA) and the Professional Bookkeeper South Africa - PB (SA).

It has also come to SAIBA's attention that the following designations as registered by the Institute of Certified Bookkeepers and Accountants (ICBA) with SAQA have expired, leaving individuals with these designations in a dire predicament, i.e. Certified Junior Bookkeeper and Certified Senior Bookkeeper.

The inclusion of the Certified Professional Bookkeeper and the Professional Bookkeeper will allow all relevant NQF Levels 3, 4, 5, 6, 7, 8 and 9 qualifications as underlying qualifications in our designations, and ensure full representation (especially voting rights), participation and articulation for Southern Africa's bookkeepers.

Section 34 of the Policy and Criteria for the Recognition of Professional Bodies and Registering a Professional Designation for the purposes of the NQF states that only recognised professional bodies may apply to register additional professional designations.

SAIBA has perused and fully understands the requirements as stipulated in the 2020 Policy and Criteria for Recognising a Professional Body to apply for the registration of additional designations with SAQA. Bookkeeper rights and aspirations should be protected and enhanced and this should be subject to public scrutiny. This is not currently the case and SAIBA seeks to address these issues in the application.

CRITERIA FOR RECORDING A PROFESSIONAL DESIGNATION

The criteria for the awarding of the additional Professional Designation below comply with the SAQA *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* and the designation complements those already registered, creating a designation pathway.

PROFESSIONAL DESIGNATION(S)

2.1 Designation Title: Professional Bookkeeper (SA) [PB (SA)]

Short Description:

The Professional Bookkeeper South Africa, PB(SA) is ideal for persons that are starting out their career as an accounting and financial professional or who works in a bookkeeping, accounting or finance environment. This makes the designation ideal for both:

- Bookkeeping certificate holders at NQF level 4;
- Post Gr. 12 learners with Mathematics or Maths literacy at NQF level 4; or
- Junior bookkeeping and finance clerks working in industry for 12 months or more.

This designation can be awarded to persons with other incomplete certificates or diplomas at NQF 4 or 5 but who work in an accounting or finance related field. A PB(SA) has access to valuable resources such as SAIBA's online social network, SAIBA-sponsored research, a Job Board, and much more. The PB(SA) enhances an employee's value to their current organization and expands their career potential.

Earning the PB(SA) will make you part of a network of thousands of peers worldwide via our international affiliations. The Designation: Professional Bookkeeper (SA) is designed to meet the specific financial management sector needs relating to bookkeeping.

AWARDING CRITERIA

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

Underlying NQF Registered Qualification

- National Certificate: Bookkeeping, NQF Level 3.
Or
- Further Education and Training Certificate: Bookkeeping, NQF Level 4.
- Or
- National Senior Certificate with Mathematics or Mathematical Literacy, NQF Level 4.

Experience / Practical Experience / Experiential Learning

SAIBA requires that applicants complete a six to twelve months' relevant experience.

Experience should relate to:

- Finalise and interpret accounts.
- Interpret and draft financial statements.
- Maintain financial records and prepare general ledger accounts.
- Calculate and record Value Added Tax transactions and complete VAT returns.
- Establish, maintain and use a computerised bookkeeping system.

Incumbents should also be able to demonstrate the ability to:

- Identify and solve problems by thinking and making responsible decisions.
- Work with others as a member of a team.
- Organise and manage him/herself and his/her activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate performance.
- Communicate well using mathematical and language skills.
- Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving situations do not exist in isolation.
- Benefit by full personal development, thus contributing to the social and economic development of South African society at large.

Competency Assessment/Board Assessment

- It is the applicant's responsibility to perform a self-assessment on whether the performance indicators have been met. The applicants should request a supervisor, or principle, or another member of SAIBA to provide an overall assessment of whether the applicant is capable of achieving the stated performance indicators.
- SAIBA performs an independent verification of whatever form to determine whether the performance indicators have been met.
- This includes correspondence with supervisor, principles or the relevant SAIBA member that co-signed the self-assessment and assessments of a workplace.
- Candidates may also be requested to submit a portfolio of evidence.

Designation RPL Statement

SAIBA recognises a learner or an employee's non-traditional or non-formal experience and learning.

- Members who want to achieve this designation via assessment or RPL must be able to demonstrate competence at an "advanced" level.
- The process of RPL is as follows:
 - Identifying what a person knows and can do.
 - Matching the person's knowledge, skills and experience to specific standards and the associated assessment criteria for a SAIBA designation.
 - Assessing the learning against those standards.
 - Crediting the person for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.
 - The RPL assessment is mostly summative with formative assessment done only to an applicant where further action is required.
 - The assessment of RPL applicants is done against the same competency outcomes and assessment criteria as for other SAIBA applicants.
 - All applicants must demonstrate the same competency outcomes.

Designation competencies

A qualified learner will be able to perform the following at an intermediate level:

- Use standard computer software packages to perform accounting and related calculations to verify accuracy of documents and records relating to payments, receipts and other financial transactions
- Maintain and update filing of financial records either manually or using electronic devices
- Apply fundamental financial techniques to perform bookkeeping duties
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards
- Calculate, compile and complete relevant South African Revenue Service Returns in relation to payroll in an organisation
- Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of the day to day work.

RETAINING CRITERIA

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

Code of Conduct

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

Professional Bookkeepers (SA) are subject to the SAIBA Code of Conduct. This code governs the behaviour of SAIBA members when dealing with clients or employers. SAIBA has adopted the IFAC Code of Conduct. The code is available at <https://saiba.org.za/wp-content/uploads/2018/10/IESBA-Handbook-Code-of-Ethics-2018.pdf> .

Continuing Professional Development (CPD) Requirements

- 20 CPD Hours per annum (10 verifiable and 10 non-verifiable).

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

A *Professional Bookkeeper (SA)* can gain further qualifications and experience and progress to:

- Certified Professional Bookkeeper (SA).
- Business Accountant (SA).
- Certified Business Accountant (SA).

- Certified Financial Officer (SA).
- Business Accountant in Practice (SA).

For more information on this Professional Designation, please visit the website at www.saiba.org.za

2.2. Designation Title: Certified Professional Bookkeeper (SA) [CPB(SA)]

Short Description:

The Certified Professional Bookkeeper (South Africa) CPB(SA) is ideal for persons who are building their career as a bookkeeper or an accountant or who works in an bookkeeping / accounting or finance environment. This makes the designation ideal for both:

- TVET learners with an N6 Diploma in Financial Management; or
- Junior bookkeepers and or accounting clerks working in industry.

The designation can be awarded to persons with other incomplete financial management and/or accounting diplomas but who work in an accounting or finance related field. A CPB(SA) has access to valuable resources such as SAIBA's online social network, SAIBA-sponsored research, a Job Board, and much more. The CPB(SA) enhances an employee's value to their current organization and expands their career potential. Earning the CPB(SA) will make you part of a network of thousands of peers worldwide via our international affiliations. The Designation: Certified Professional Bookkeeper South Africa, CPB(SA) is designed to meet the specific financial management sector needs relating to bookkeeping.

AWARDING CRITERIA

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

Underlying NQF Registered Qualification

- Higher Certificate: Bookkeeping, NQF Level 5.

Experience / Practical Experience / Experiential Learning

SAIBA requires that applicants complete eighteen months' relevant experience. The experience should relate to:

- Recording and calculation of financial transactions;
- Reconciliation of records of sales and other financial transactions;
- Development and use of spreadsheets to perform financial calculations;
- Assistance with the calculation of the cost of products or services for purchasing/manufacturing purposes;
- Assistance with preparation of operational budgets;
- Preparation of financial reports;
- Preparation of statutory returns for tax compliance purposes;
- Recording inventory and assets;
- Processing payroll transactions using computerised software;
- Financial administration support processes; communication; time management; Preparation of audit packs.

The applicant verifies experience by submitting a CV and a confirmation letter from an employer or a qualified professional. SAIBA may contact references.

Competency Assessment / Board Examination

- It is the applicant's responsibility to perform a self-assessment on whether the performance indicators have been met.

- The applicants should request a supervisor, or principal or another member of SAIBA to provide an overall assessment whether the applicant is capable of achieving the stated performance indicators
- SAIBA may perform independent verification of whatever form to determine whether the performance indicators have been met. This includes correspondence with supervisor, principles or the relevant SAIBA member that co-signed the self-assessment and assessments of a workplace.
- Candidates may also be requested to submit a portfolio of evidence (PoE).

Designation RPL Statement

- SAIBA recognises a learner or an employee's non-traditional or non-formal experience and learning.
- Members who want to achieve this designation via assessment or RPL must be able to demonstrate competence at an "advanced" level in the following areas:
 - Use a recognised accounting system to record accounting and related calculations in order to validate the legitimacy and accuracy of documents and records relating to payments, receipts and other financial transactions.
 - Maintain and update filing of financial records either manually or using electronic devices.
 - Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
 - Calculate, compile and complete relevant Value Added Tax (VAT) and South African Revenue Service (SARS) Returns in relation to statutory regulations.
 - Apply fundamental financial techniques to perform bookkeeping duties.
 - Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work.
- The process of RPL is as follows:
 - Identifying what a person knows and can do.
 - Matching the person's knowledge, skills and experience to specific standards and the associated assessment criteria for a SAIBA designation.
 - Assessing the learning against those standards.
 - Crediting the person for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.
- The RPL assessment is mostly summative in nature with formative assessment done only by an applicant where further action is required.
- The assessment of RPL applicants is done against the competency outcomes and assessment criteria.
- All applicants must demonstrate the same competency outcomes.

Designation competencies:

A candidate with this designation will be able to perform the following at an advanced level:

- Use a recognised accounting system to record accounting and related calculations in order to validate the legitimacy and accuracy of documents and records relating to payments, receipts and other financial transactions.
- Maintain and update filing of financial records either manually or using electronic devices.
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
- Calculate, compile and complete relevant Value Added Tax (VAT) and South African Revenue Service (SARS) Returns in relation to statutory regulations.
- Apply fundamental financial techniques to perform bookkeeping duties.
- Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work.

RETAINING CRITERIA

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

Code of Conduct

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

Certified Professional Bookkeepers (SA) are subject to the SAIBA Code of Conduct. This code governs the behaviour of SAIBA members when dealing with clients or employers. SAIBA has adopted the IFAC Code of Conduct. The code is available at <https://saiba.org.za/wp-content/uploads/2018/10/IESBA-Handbook-Code-of-Ethics-2018.pdf> .

Continuing Professional Development (CPD) Requirements

20 CPD Hours per annum (10 verifiable and 10 non-verifiable).

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

A Certified Professional Bookkeeper (SA) can gain further qualifications and experience and progress to:

- Business Accountant (SA).
- Certified Business Accountant (SA).
- Certified Financial Officer (SA).
- Business Accountant in Practice (SA).

For more information on this Professional Designation, please visit the website at www.saiba.org.za