



**SOUTH AFRICAN ASSOCIATION OF
PUBLIC ADMINISTRATION
AND MANAGEMENT**

SAAPAM

**SOUTH AFRICAN ASSOCIATION OF PUBLIC
ADMINISTRATION AND MANAGEMENT
POLICY FOR AWARDED PROFESSIONAL
DESIGNATIONS**

Document Reference: PROFESSIONAL DESIGNATION POLICY


Document Type: Policy

Version: 1.0

DOCUMENT CONTROL

Document Name	Policy for Awarding Professional Designations	
Original Author	Prof J Molepo	Date: 30 June 2023
Next Review Date	30 June 2027	

APPROVAL OF POLICY

Approved by:	Prof K.B Shai	Designation: President
Signature:		Date: 25/09/2023

CONTENTS

LIST OF ACRONYMS AND NAMES	4
DEFINITION OF TERMS	4
1. PURPOSE	8
2. CONTEXTUAL BACKGROUND	8
3 SOURCES OF AUTHORITY	9
4 SCOPE/ APPLICABILITY	10
5. MEMBERSHIP	10
6. PROFESSIONAL DESIGNATION TITLES	11
7. MINIMUM CRITERIA FOR AWARDED DESIGNATIONS	11
7.1 Public Sector Professional Designations:.....	11
7.2 Academic Professional Designations	17
8. REQUIREMENTS FOR APPLICATION	22
9. ROLES AND RESPONSIBILITIES FOR DEVELOPMENT, AWARDED AND REVOKING PROFESSIONAL DESIGNATIONS	23
9.1. Members	23
9.2 The Executive Director	23
9.3 The Certification Committee	24
9.4 Composition of the Committee	24
9.5 The National Board	24
10 POLICY IMPLEMENTATION AND REVIEW	24

LIST OF ACRONYMS AND NAMES

Acronym	Explanation
CHE	Council on Higher Education
CPD	Continuing Professional Development
HEI	Higher Education Institutions
HEQSF	Higher Education Qualifications Sub-Framework
MoU	Memorandum of Understanding
NQF	National Qualifications Framework
OQSF	Occupational Qualifications Sub-Framework
RPL	Recognition of Prior Learning
SAAPAM	South African Association of Public Administration and Management
SAQA	South African Qualifications Authority
SDI	Service Delivery Innovation
SMS	Senior Management Services
QCTO	Quality Council for Trades and Occupations

DEFINITION OF TERMS

Term	Definition
Academic	Individuals who teach or do research at institutions of higher education in the field of Public Administration and Management, or who have formerly been employed as such.
Academic Professional Associate	A professional designation awarded to academics who are in possession of NQF Level 8 qualification who teach or do research at institutions of higher education in the field of Public Administration / Management/ Affairs or related field, or who have formerly been employed as such and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Assessment	The process used to identify, gather and interpret information against the required competencies in a professional designation, qualification or part-qualification in order to make a judgement about awarding a designation.
Associate Members	Individuals who have an interest in the study and practice of public administration and management and who have enrolled as members of SAAPAM in terms of the Constitution. Associate members shall not have the right to Vote at any meeting of SAAPAM or its chapters.
Assessment Criteria	The standards used to guide learning and to assess learner achievement and/or to evaluate and certify competence for awarding a professional designation.
Candidacy	Designation awarded to individuals who are enrolled as full-time learners at institutions of higher education in the field of Public Administration/Management/Public Affairs, and who

	have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Certification	Certification is a designated credential earned by an individual to verify their legitimacy and competence to perform a job.
Code of Conduct	A set of rules and standards according to which SAAPAM members can conduct their professional behaviour. It seeks to assist, guide and direct all the members with ethical deliberations, choices, decisions and conduct.
Competencies	The ability to put into practice in the relevant context, the learning outcomes acquired in the process of obtaining a qualification or part-qualification (applied competence encapsulates foundational, reflexive and practical competence).
Constitution	The Constitution of SAAPAM
Continuing Professional Development	A range of learning activities through which professionals ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice.
Corporate Members	Institutions active in the field of public administration and management that have enrolled as corporate members of SAAPAM in terms of the provisions of the Constitution.
Evaluation of foreign qualifications	The process followed by SAQA to verify the authenticity of foreign qualifications and to compare foreign qualifications with South African qualifications registered on the NQF; the process includes authenticating the status of institutions and the qualifications offered by the institutions, investigating the authenticity of qualification documentation and verifying that the qualification was awarded to the individual in question; and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, and locating the foreign qualifications within the NQF.
Executive Academic Professional	A professional designation awarded to academics who are in possession of NQF Level 10 who teach or do research at institutions of higher education in the field of Public Administration / Management/ Affairs or related field, or who have formerly been employed as such and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Exclusionary practices	Systems and processes that are designed to limit fairly the opportunities of specific individuals or groupings of individuals to gain access to further learning or professional recognition when they do not meet legitimate criteria for admission or professional registration. Unfair exclusionary practices limit opportunities based on illegitimate criteria, such as race, gender and affordability and may be contested.

Exit Level Outcomes	The knowledge, skills and attitudes that a learner should have obtained or mastered on completion of a qualification and against which the learner is assessed for competence.
Foreign qualification	A qualification that either: (1) forms an intrinsic part of an education and training system other than South Africa and is awarded by an institution that is accredited or recognised in that system, in accordance with the relevant laws, policies, or generally accepted practice; or (2) meets other specific criteria as determined and published by SAQA.
Higher Education Qualifications Sub-Framework	The Sub-Framework, of the NQF, for Higher Education that is developed and managed by the CHE.
Members	Individuals who are or were involved in the study and/or practice of public administration and management, and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
National Board	A Board consisting of President, Deputy President, the Executive Director, and representatives from provinces/regions.
Occupational Qualifications Sub-Framework (OQSF)	The Sub-Framework of the NQF, for Trades and Occupations, that is developed and managed by the QCTO.
Practitioner	A person actively involved in an art, discipline or profession, e.g., administration profession.
Professional body	Anybody of expert practitioners in an occupational field; this includes an occupational body and statutory council
Professional Designation	A title or status conferred by a professional body in recognition of a person's expertise and/or right to practise in an occupational field. indicates registration of the individual with a professional body and the right to practise in a specified field of expertise.
Progression pathway	The means by which individuals are permitted to move through NQF levels by accumulating appropriate combinations of credits.
Public Sector Professional	A professional designation awarded to a public sector practitioner who is in possession of the NQF level 9 qualification and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Public Sector Senior Professional	A professional designation awarded to a public sector practitioner who is in possession of the NQF level 8 qualification and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Public Sector Executive Professional	A professional designation awarded to a public sector practitioner who is in possession of the NQF level 9 qualification and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
Qualification	A registered national qualification consisting of a planned combination of learning outcomes which has a defined

	purpose or purposes, intended to provide qualifying learners with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the NQF and certified and awarded by a recognised body.
Recognition of Prior Learning	The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.
Senior Academic Professional	A professional designation awarded to academics who are in possession of NQF Level 9 who teach or do research at institutions of higher education in the field of Public Administration / Management/ Affairs or related field, or who have formerly been employed as such and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
South African Qualifications Authority	The statutory authority established in terms of the SAQA Act (Act 58 of 1995) and continuing in terms of the NQF Act (Act 67 of 2008), which oversees the further development and implementation of the NQF, the achievement of the objectives of the NQF, and the co-ordination of the three Sub-Frameworks.

1. PURPOSE

The purpose of this policy is to:

- (a) Guide the Committee of the National Board of the South African Association of Public Administration Management in the recognition of the various categories of membership and regulate the awarding of professional designations according to the set criteria; and
- (b) To outline the processes and procedures to be followed for revoking the professional designations to non-compliant members and the appeal process.

2. CONTEXTUAL BACKGROUND

The *South African Association of Public Administration and Management* (SAAPAM) is an independent, professional, and non-profit association established in 1999. At the time, the founders of the association placed their faith in the potential of academics and practitioners in Public Administration and Management to share a common belief and vision of a high-performing and leading-edge, people-valued government capable of providing quality public service for all.

The mission of the *South African Association of Public Administration and Management* (SAAPAM) is to encourage and promote good governance and effectual service delivery through the advancement of professionalism, scholarship and practice in public administration and management.

The National Framework towards the Professionalisation of the Public Sector was approved on 16 October 2022 by Cabinet. The framework calls for the state to professionalise certain occupations in the public service, over and above what is already recognised through statutory professional bodies.

One of the objectives of the framework is to forge strategic partnerships/collaborations /alliances with the existing professional associations/boards/councils, especially as they relate to various imperatives of professionalisation of the public service as contained in the Framework. However, such should consider the professional associations/ boards/ councils. SAAPAM has already signed a Memorandum of Understanding (MoU) with the Department of Public Service and Administration and

the National School of Government to form strategic alliances in the professionalisation of the public administration/management profession.

The professionalisation of the Public Service is about full recognition of the various professional categories within the Public Service and subjecting them to registration with externally regulated professional bodies and associations. It also refers to creating additional professional categories of workers linked to some form of training, which leads to the external regulation of such categories of workers according to a particular standard, code of conduct, and ethical framework. This policy has been designed taking into cognisance the provisions of the framework, by developing the various professional designations that will be awarded to its members in recognition of their expert knowledge, skills, experience and competencies and subject them to continuous learning and professional development, the code of conduct and initiate consequence management for non-compliance to the code of the profession.

3 SOURCES OF AUTHORITY

The design of this policy is informed by the following sources of authority:

- (i) The Constitution of the South African Public Administration and Management, 2013 as amended
- (ii) The National Qualifications Framework Act, Act no 67 of 2008
- (iii) Protection of Personal Information Act (POPIA), Act 4 of 2013
- (iv) Promotion of Access to Information Act (PAIA), Act 2 of 2000
- (v) Promotion of Administrative Justice Act (PAJA), Act 3 of 2000 for the processing and accessing of membership information.
- (vi) The Policy and Criteria for the Recognition of Professional Bodies and Registering a Professional Designation for the Purposes of the National Qualifications Framework, 2022.
- (vii) The National Framework towards the Professionalisation of the Public Sector, October 2022.
- (viii) The Senior Management Services handbook, 2003
- (ix) The Middle Management Handbook, 2003

4 SCOPE/ APPLICABILITY

This policy is applicable to:

- a) Academics who teach or do research at institutions of higher education in the field of Public Administration / Management/ Affairs or related field, or who have formerly been employed as such and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
- b) Public sector practitioner who is employed by the state and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.
- c) Individuals or institutions from foreign countries who have an interest in the study and practice of public Affairs/Administration/management or related field and who enrolled as members of SAAPAM in terms of this Constitution.
- d) Individuals who have an interest in the study and practice of public administration and management and who have enrolled as members of SAAPAM in terms of this Constitution.
- e) An institutional entity active in the field of public administration and management that have enrolled as institutional members of SAAPAM in terms of the provisions of this Constitution.

5. MEMBERSHIP

In terms of Section 6.2 of the SAAPAM Constitution, the membership is categorised into institutional members (units, groups, or departments, among others) and individual members as:

- a) Full members:
 - Academics who teach or do research at institutions of higher education in the field of Public Administration / Management/ Affairs or related field, or who have formerly been employed as such); and
 - Public sector practitioner who is employed by the state
- b) Students (enrolled for NQF Level 7 in Public Administration/ Management)/ Affairs or related field.
- c) Associate members (any member who joins the Association and does not qualify to be a full member).
- d) Corporate Members - Institutions active in the field of public administration and management.

- e) Individuals or institutions from foreign countries who have an interest in the study and practice of public Affairs/Administration/management or related field.

6. PROFESSIONAL DESIGNATION TITLES

Professional Designations: Public Sector Practitioners	NQF Level
Public Sector Professional	NQF Level 7
Public Sector Senior Professional	NQF Level 8
Public Sector Executive Professional	NQF Level 9
Professional Designations: Academics	NQF Level
Candidacy	NQF Level 7
Academic Associate Professional	NQF Level 8
Senior Academic Professional	NQF Level 9
Executive Academic Professional	NQF Level 10

7. MINIMUM CRITERIA FOR AWARDING DESIGNATIONS

A professional designation shall be conferred to an individual in the form of a title, or status. Retention of the designation shall be dependent upon compliance with the stated requirements of the SAAPAM. The SAAPAM have the authority to revoke the designation in terms of the rules and Constitution and shall notify SAQA.

The criteria for the awarding of the additional Professional Designations 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 as Amended* and the designations create a designation pathway. SAAPAM has two categories of professional i.e., for academics and public sector practitioners that will be discussed in detail hereunder:

7.1 Public Sector Professional Designations:

(i) Professional Designation 1: Public Sector Professional

Criteria	Details
Educational Qualification(s)	<ul style="list-style-type: none"> Occupational Certificates in Public Sector Management/Administration NQF Level 7,

	<ul style="list-style-type: none"> • Bachelor/BTech/Advanced Diploma in Public Administration/Management/Affairs, or related field at NQF Level 7
Designation Competencies	<p>The designee shall demonstrate the following competencies:</p> <ol style="list-style-type: none"> a. Creative Thinking - ability to generate ideas, fresh perspectives and innovative approaches in order to contribute solutions to problems, overcome constraints and generate new solutions to problems. b. Citizen Service Orientation - ability to display positive attitudes and behaviours, which demonstrate an awareness and willingness to respond to citizens in order to respond to and meet their needs, requirements and expectations as well as improving service delivery. c. Decision Making- ability to define issues, problems and opportunities, generate different courses of action, evaluate the constraints and risks associated with each course of action identified and selects the viable option in order to address the problems and/or opportunities identified d. Diversity Citizenship - ability to work effectively, co-operatively and amiably with persons of diverse intellectual or physical capabilities or racial, cultural or gender backgrounds in order to create, participate in and promote harmonious and supportive relationships with others. e. Organisational Communication Effectiveness - ability to produce written business/technical communications and reports and communicate verbally in meetings, public presentations, conversations and interviews in order to convey and communicate concepts, messages, decisions and policies. f. Problem Analysis - ability to identify and define problems, extract key information from data and develop workable solutions for the problems identified in order to test and verify the cause of the problem and develop solutions to resolve the problems identified. g. Self-Management - ability to use introspection, self-evaluation and self-management techniques in order to pro-actively and continuously improve own behaviour and performance. h. Team Membership - ability to work co-operatively with other individuals and makes valued contributions to the outputs of others to assist own team or project to achieve the required outputs i. Applied Strategic Thinking - ability to operationalise and implement the strategic imperatives and policies as allocated to the work-unit into services, products and implementation frameworks in order to convert and implement strategic plans and policies in service delivery programmes. j. Applying Technology - ability to effectively evaluate, identify and use appropriate technologies in the

	<p>workplace in order to enhance productivity, efficiency, responsiveness and the quality of service provided in order to aid the achievement of the organisation's goals and objectives.</p> <p>k. Budgeting and Financial Management - ability to plan the work-unit's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.</p> <p>l. Communication and Information Management - ability to collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning.</p> <p>m. Continuous Improvement - ability to measure and improve or upgrade work methods, procedures and systems and decrease costs to improve the quality and cost efficiency of services and products delivered to citizens/customers.</p> <p>n. Citizen Focus and Responsiveness - ability to achieve excellence in delivering the planned citizen/customer service outcomes (i.e., service levels and standards) to achieve the service delivery targets and to ensure the highest level of citizen/customer care and citizen/customer satisfaction.</p> <p>o. Developing Others - ability to develop and coach others and constructively review the work of others to improve and advance the skills, knowledge and performance levels of those who report to them.</p>
Working experience	3 - years' experience in middle management/ 5 - years in junior management level.
Board Examination (Optional)	Submit a Portfolio of evidence which will be assessed by the Certification Committee.
CPD points	100 points over a three-year cycle.
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	RPL will be implemented according to the prescripts of the SAAPAM RPL Policy.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate.

(ii) Professional Designation 2: Public Sector Senior Professional

Criteria	Details
Educational Qualification(s)	Bachelor Honours/Postgraduate Diploma in Public Administration/Management/Affairs or related filed at NQF Level 8.

Designation competencies	<p>a. Strategic Leadership & Capability - Demonstrate the ability to provide a vision, set the direction for the Chief /Directorate and inspire others to deliver on the organisation goals.</p> <p>b. Project and Programme Management - ability to exhibit the required competency to understand the principles and practices of project management and to successfully develop and implement project plans with optimal use of resources.</p> <p>c. Financial Management - must be able to exhibit the required competency to apply advance principles and practices of sound financial management and lead key planning, budgeting process. Able to monitor the budget allocated to the business unit in order to achieve the Chief/ Directorate goals.</p> <p>d. Change Management - exhibit the required competency of to develop change strategies and secure commitment to change efforts and new initiatives in support of organisational transformation and change.</p> <p>e. People Management and Empowerment - must exhibit the required competency to manage, encourage and empower people, planning and review to optimise their outputs and effectively manage relationships to identify long-term human resource implications of organisation.</p>
Working experience	5 -10 years' experience in Senior Management Services
Board Examination (Optional)	<p>Candidates must pass the board exam as determined by the SAAPAM Certification Committee</p> <p>Or</p> <p>Panel interview – candidates participate in a panel interview of peers identified by the Certification Committee.</p> <p>Or</p> <p>Portfolio of evidence</p>
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	RPL will be implemented according to the prescripts of the SAAPAM RPL Policy
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

(iii) Professional Designation 3: Public Sector Executive Professional

Criteria	Detail
Educational Qualification(s)	Master of Public Administration/ Management/Affairs or equivalent qualification at NQF Level 9; or cognate qualification at NQF Level 9.
Designation Competencies:	The candidate must demonstrate the following competencies:

	<p>a. Strategic Capability and Leadership- Set strategic focus of the department and provide the requisite leadership to senior managers in setting and achieving departmental goals.</p> <p>b. Project and programme management -Translate the vision into action and to understand the principles and practice of managing various programmes with various projects, including infrastructure projects (if applicable) and the maintenance thereof, and to successfully ensure integration in order to deliver on departmental mandates.</p> <p>c. Financial Management -Provide strategic guidance in developing, applying and monitoring implementation of policies and guidelines for sound financial management as well as to integrate and manage complex planning, controlling and forecasting processes across the Department, infrastructure projects (if applicable), and departmental infrastructure including maintenance thereof.</p> <p>d. Change management- Create an environment that inspire and encourage change, innovation and improvement and to communicate a clear vision for change and lead the process by mentoring others on embracing change and leading the process of change.</p> <p>e. People Management and Empowerment- ability to anticipate and plan for future HR requirements, equity targets and create an environment where employees consistently strive towards improving themselves for improved performance and productivity within a diverse workforce.</p> <p>Additional Process Competencies to be integrated when demonstrating the above 5 Competencies:</p> <p>(f) Client Orientation and Customer Focus - Foster an environment in which customer satisfaction is valued and delivered.</p> <p>(g) Communication - Balance political views with organisational needs when communicating differing viewpoints on complex issues.</p> <p>(h) Problem Solving and Analysis- anticipate organisational problems, strategise to counteract potential impact and develop and implement contingency measures and explores various problem-solving options.</p> <p>(i) Knowledge management - Share and promote best practices across the organisation and coach others on knowledge management techniques and create a culture of a learning organisation and hold motivational sessions with colleagues to share information and new ideas.</p> <p>(j) Service Delivery Innovation (SDI)- Formulate and implement new ideas throughout for the organisation and align the SDI initiatives with the latest technology.</p>
Working experience	More than 10 years' experience in Senior/ Executive Management.

	<p>More than 10 years' experience in tertiary education & training/ research/public sector. Ten (10) years must have been spent in a public sector environment. More than 10 years in senior/executive management position and demonstrate personal influence and well-developed skills in the public administration area. Gained recognition in the field of expertise and recognised by the peers in the field of specialisation.</p>
Board Examination (Optional)	<p>Panel interview – candidates participate in a panel interview of peers identified by the Certification Committee. Or Submit a portfolio of evidence</p>
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM Code of Conduct and Ethics.
RPL	<p>For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria. The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application.</p> <p>The Portfolio of Evidence should comprise of:</p> <ul style="list-style-type: none"> • A comprehensive CV; • Details of relevant work experience or job description indicating dates and places where experience was obtained; • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned; • Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association; • A testimonial from the previous employer/supervisor or any other relevant documentation; • Evidence of presentation of papers in local and international conferences and publication of two papers in a recognised journal; and • Attend the panel interview arranged by SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

7.2 Academic Professional Designations:

(i) Designation 1: Candidacy

Criteria	Details
Educational Qualification(s)	Students studying towards the National Diploma/Diploma in Public Administration/Management/Affairs, or related field NQF Level 6, 360 Credits. Or Bachelor of Public Administration, Management/Affairs or related field NQF Level 7, 360 Credits
Designation Competencies	The candidate will demonstrate the following competencies: <ol style="list-style-type: none"> Apply appropriate methods, procedures or techniques in investigation or application processes within the public administration/ management/ affairs. Solve problems in unfamiliar contexts, gathering evidence and applying solutions based on evidence and procedures appropriate to the public administration/management/affairs. Understanding of the ethical implications of decisions and actions within an organisational or professional context, based on an awareness of the complexity of ethical dilemmas. Evaluate different sources of information, to select information appropriate to the task, and to apply well-developed processes of analysis, synthesis and evaluation to that information.
Working experience	None
Board Examination (Optional)	None
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	Not applicable
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

(ii) Professional designation 2: Academic Associate Professional

Criteria	Details
Educational Qualification(s)	Bachelor Honours/Postgraduate Diploma in Public Administration/Management/Affairs, NQF Level 8. Or Cognate qualification/Occupational qualifications at NQF Level 8.
Designation Competencies	Academic Associate Professional must demonstrate the following competences: <ul style="list-style-type: none"> ▪ Ability to interrogate multiple sources of knowledge in public administration/management/ and to evaluate knowledge and processes of knowledge production.

	<ul style="list-style-type: none"> ▪ Use a range of specialised skills to identify, analyse and address complex or abstract problems drawing systematically on the body of knowledge and methods appropriate public administration/management/affairs. ▪ Identify and address ethical issues based on critical reflection on the suitability of different ethical value systems to public administration /management contexts. ▪ Critically review information gathering, synthesis of data, evaluation and management processes in public administration/management in order to develop creative responses to problems and issues. ▪ Present and communicate academic, professional or occupational ideas and texts effectively to a range of audiences, offering creative insights, rigorous interpretations and solutions to problems and issues appropriate to public administration/management/affairs context.
Experiential Learning and Practical Experience	<ul style="list-style-type: none"> ▪ At least three (3) years' experience practical experience working in the public administration/management/affairs at a tertiary education/ training/ research/public sector. ▪ Two years must have been spent in a public administration/management environment teaching/research/and other related work. ▪ Candidates also need to demonstrate personal influence and well-developed skills in this area.
Board Examination (Optional)	The candidate will be required to prepare a portfolio of evidence that will be assessed by the committee.
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	<p>For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria.</p> <p>The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. The Portfolio of Evidence should comprise of:</p> <ul style="list-style-type: none"> • A comprehensive CV; • Details of relevant work experience or job description indicating dates and places where experience was obtained; • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned;

	<ul style="list-style-type: none"> • Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association; • A testimonial from the previous employer/supervisor or any other relevant documentation; and/or • Attend the panel interview arranged by SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

iii) Professional Designation 3: Senior Academic Professional

Criteria	Details
Educational Qualification(s)	Master of Public Administration/ Management/Affairs, NQF Level 9 or Cognate master's degree at NQF Level 9.
Designation Competencies	<p>Senior Academic Professional should demonstrate the following competences:</p> <ul style="list-style-type: none"> ▪ Apply appropriate and creative methods, techniques, processes, or technologies to complex practical and theoretical public administration/management problems. ▪ Use a wide range of specialised skills in identifying, conceptualising, designing and implementing methods of enquiry to address complex and challenging problems in public administration/management. ▪ Make autonomous ethical decisions which affect knowledge production, or complex organisational or professional issues and the ability to critically contribute to the development of ethical standards in public administration/management context. ▪ Implement strategies for the processing and management of information, to conduct a comprehensive review of leading and current research in public administration/management to produce significant insights. ▪ Use the resources of academic and professional or occupational discourses to communicate and defend substantial ideas that are the products of research or development in public administration/management. ▪ Apply a range of advanced and specialised skills and discourses appropriate public administration, discipline, or practice, to communicate with a range of audiences with different levels of knowledge or expertise.
Working experience	<ul style="list-style-type: none"> ▪ 5-10 years' experience in higher education/ training/ research/public sector.

	<ul style="list-style-type: none"> ▪ Five (5) years must have been spent in a public administration/management environment teaching/research/and other related work. ▪ More than 5 years in management position and demonstrate personal influence and well-developed skills in the public administration area. ▪ Demonstrate the ability to design and present papers in conferences and publication of at least two papers in a recognised journal/s.
Board Examination (Optional)	Candidates must pass the board exam as determined by the SAAPAM Certification Committee; and Panel interview – candidates participate in a panel interview of peers identified by the Certification Committee.
CPD points	100 points over a three-year cycle
Code of conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	<p>For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria.</p> <p>The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. The Portfolio of Evidence should comprise of:</p> <ul style="list-style-type: none"> • A comprehensive CV; • Details of relevant work experience or job description indicating dates and places where experience was obtained; • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned; • Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association; • A testimonial from the previous employer/supervisor or any other relevant documentation; • Evidence of presentation of papers in conferences and publication of two papers in a recognised journal; and • Attend the panel interview arranged by SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

(iii) Professional Designation 3: Executive Academic Professional

Criteria	Details
Educational Qualification(s)	Doctor of Public Administration/ Management/Affairs, NQF Level 10.
Designation competencies	<p>Executive Academic Professional must have the following competences:</p> <ul style="list-style-type: none">▪ Contributed to scholarly debates around theories of knowledge and processes of knowledge production in public administration/management.▪ Developed new methods, techniques, processes, systems, or technologies in original, creative and innovative ways appropriate to specialised and complex public administration/management context.▪ Apply specialist knowledge and theory in critically reflexive, creative and novel ways to address complex practical and theoretical problems in public administration/management.▪ Identify, address and manage emerging ethical issues in public administration/affairs/management, and to advance processes of ethical decision-making, including monitoring and evaluation of the consequences of these decisions.▪ Produced substantial, independent, in-depth, and publishable work which meets international standards, is considered to be new or innovative by peers, and makes a significant contribution to public affairs/ administration/management.▪ Demonstrate intellectual independence, research leadership and management of research and research development in public administration/ management/ affairs.
Working experience	<ul style="list-style-type: none">▪ More than 10 years' experience in tertiary education & training/ research/public sector.▪ Ten (10) years must have been spent in a public administration/management environment teaching/research/and other related work.▪ More than 10 years in senior/executive management position and demonstrate personal influence and well-developed skills in the public administration area.▪ Gained recognition in the field of expertise and recognised locally and internationally by the peers in the field of study.▪ Demonstrate extensive ability to design and present papers in local and international conferences and authored and published more

	than 10 papers a recognised journal/s and co-authored more than 10 published papers in a recognised journal and authored and co-authored published books in public administration/management.
Board Examination (Optional)	Panel interview – candidates participate in a panel interview of peers identified by the Certification Committee.
CPD points	100 points over a three-year cycle
Code of Conduct	In terms of the SAAPAM code of conduct and Ethics
RPL	<p>For candidates who do not meet the criteria to be awarded a professional designation, SAAPAM recognises that there are various ways to demonstrate competency of acquired learning and experience. Therefore, SAAPAM provides for RPL procedures to obtain a professional designation. All RPL routes are measured against the SAAPAM RPL policy, competency outcomes and assessment criteria. The prospective applicant must submit a portfolio of evidence of his/her educational achievements and previous work experience in support of the application. The Portfolio of Evidence should comprise of:</p> <ul style="list-style-type: none"> • A comprehensive CV; • Details of relevant work experience or job description indicating dates and places where experience was obtained; • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned; • Certified copies of all qualifications (which will be verified through SAQA's Verification Service) and/or certificates of membership of professional association; • A testimonial from the previous employer/supervisor or any other relevant documentation; • Evidence of presentation of papers in local and international conferences and publication of more than 5 papers in a recognised journal; and • Attend the panel interview arranged by SAAPAM.
Fee	Full payment as prescribed by the National Board.
Certification	Successful candidates will be awarded a professional designation certificate

8. REQUIREMENTS FOR APPLICATION

Any person who wishes to be awarded a professional designation by SAAPAM will have to make an application to SAAPAM Board and attach the following documentation:

- i. Application letter (Designation Application Form- SAAPAM)

- ii. Recent Curriculum vitae with 3 references
- iii. Certified copies of all educational qualifications (for foreign qualifications – Proof of SAQA foreign evaluation is required)
- iv. Certified copy of ID document
- v. Proof of CPD attendance
- vi. Copy of registration certificates with other professional bodies.
- vii. Proof of papers presented in conferences (locally & internationally)
- viii. Proof of publications in recognised journals

9. ROLES AND RESPONSIBILITIES FOR DEVELOPMENT, AWARDING AND REVOKING PROFESSIONAL DESIGNATIONS

9.1. Members

- i. Any person who would like to be awarded a designation by SAAPAM may do so by filling in a professional designation application form which will be evaluated by the Certification Committee and approved by the SAAPAM National Board.
- ii. Comply with the code of conduct of SAAPAM.
- iii. Payment of membership fees as prescribed by the SAAPAM National Board
- iv. Participate in Continuing Professional Development activities as prescribed in the SAAPAM CPD Policy.
- v. Members can appeal if they are not satisfied with the decision of the Board for not granting the designation or revoking the decision.

9.2 The Executive Director

- i. The Office of the Executive Director will coordinate meetings of the Professional Designation Certification Committee.
- ii. Provide secretariat and technical support to the Committee.
- iii. Screen all applications for completeness and compliance with the criteria and circulate documents to the Committee 7 days before the meeting.
- iv. Liaise with the members about the outcome of their applications.

9.3 The Certification Committee

- i. The PD Certification Committee will render their service voluntarily to SAAPAM.
- ii. The Committee will meet four times a year prior to the sittings of the National Board to deal with the applications of the members.
- iii. Evaluate the application for awarding professional designations and make recommendations to the National Board for approval.

9.4 Composition of the Committee

- i. Chaired by the member of the National Board
- ii. Deputy Chairperson – elected by the National Board
- iii. Not more than 4 members representative of the 9 provincial chapters
- iv. Two members from the public sector
- v. Additional members can be co-opted based on the technical expertise required.

9.5 The National Board

- i. The National Board shall have the prerogative to approve/disapprove an application for professional designation after having satisfied itself that the applicant meets all the requirements to be awarded a designation based on the criteria.
- ii. Shall confer a professional designation to an individual in the form of a title, status and/or registration number.
- iii. Shall have the prerogative to revoke the professional designation in terms of the rules and the Constitution of SAAPAM if a member fails to comply with the requirements listed in 9.1 of this policy.

10 POLICY IMPLEMENTATION AND REVIEW

- i This policy will be effective from the date approved by the SAAPAM National Board.

ii The review of this policy will be done every 4 years.