



Criteria for the

- Appointment Designation-Assessors and the
- Performing of an Assessment

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PART 1

1. Definitions

Assessment

The process of making judgments about an individual's competence through matching evidence collected to the appropriate outcomes related to a unit standards, exceptions or specific requirements that have been established by SAIBA, for the purpose of issuing a designation.

Designation-Assessor

A person appointed by SAIBA to perform an assessment to determine if a candidate has met the competency requirements in terms of a relevant designation. An assessor should be a person that has or previously had the title CFO for a large or listed company and possess relevant qualifications and experience.

Verbal assessment¹

Includes any assessment of a candidate that is conducted, wholly or in part, verbally. Many theories of learning emphasise the importance of candidates' articulating their ideas, exposing their thinking to peers and assessors through speaking, and developing their ability and confidence to communicate in work-like environments. At a time of continuing concern for academic and CV integrity, oral assessment helps us to be confident that the work presented by candidate is indeed their own. The verbal process is used to judge:

1. Knowledge (relay the theory),
2. Understanding (reference an example),
3. Problem solving and other abilities (explain a new or innovative application) through the oral medium, but not mastery of the oral medium itself.

Study route / Standard application

An application that represents relevant qualifications and experience in terms of undergraduate and postgraduate degrees and articles that represent a specific focus on accountancy as a study area.

- **Qualification:** These degrees include subjects related to: accounting, auditing, tax, management accounting, and commercial law. A typical example is the BCom Accountancy qualification.
- **Experience:** Experience is gained as part of articles/candidacy which is a structured programme to facilitate the linkage between a qualification and work experience in order to obtain a registered designation.

Work experience route / RPL application

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https://www.researchgate.net/publication/228844594_A_Short_Guide_to_Oral_Assessment/link/59f6d9db458515547c23262c/download

An application that represents relevant qualifications and experience in terms of undergraduate and postgraduate degrees and articles that does not represent a specific focus on accountancy as a study area but may contain elements of accountancy.

- **Qualification:** These degrees include subjects related to:
 - Accountancy, at a lower level in comparison to those as part of the standard application for example BCom Law and BCom Business Administration, or
 - Education, Law, or Sciences for example BA, LLB, BSc.
- **Experience:** Experience is gained in terms of an employment contract or as an independent contractor, working within the finance department of an entity or providing outsourced accountancy services to the finance department. The focus of the experience is not initially structured towards attaining a designation and is gained through supervision and development in terms of an employment contract.

Recognition of Prior Learning (RPL)

In the context of SAIBA designation applications is a process through which non-standard qualification and work experience are measured, mediated for recognition across different contexts, and certified against the requirements for credit, access, inclusion or advancement towards a SAIBA designation.

In the Policy, the following words will have the following meanings, unless the context clearly indicates otherwise:

- 1.1 “SAIBA” means the Southern African Institute for Business Accountants;
- 1.2 “RPL” means Recognised Prior Learning;
- 1.3 “NPC” means Non-Profit Company;
- 1.4 “SAQA” means South African Qualifications Authority;
- 1.5 “NQF” means National Qualifications Framework;
- 1.6 “CBK” means Chartered Bookkeeper;
- 1.7 “CFAdmin” means Chartered Financial Administrator;
- 1.8 “BA” means the Business Accountant (SA) designation registered with SAQA;
- 1.9 “BAP” means the Business Accountant in Practice (SA) designation registered with SAQA;
- 1.10 “CBA” means the Certified Business Accountant (SA) designation registered with SAQA;
- 1.11 “CFO” means the Certified Financial Officer (SA) designation registered with SAQA;
- 1.12 “CV” means Curriculum Vitae;
- 1.13 “CHE” means Council on Higher Education;
- 1.14 “CPD” means Continuing professional development;
- 1.15 “IFAC” means the International Federation of Accountants;
- 1.16 “CIPC” means Companies and Intellectual Property Commission;
- 1.17 “IES” means the International Education Standards;
- 1.18 “IAASB” means The International Auditing and Assurance Standards Board;
- 1.19 “IAESB” means Accounting Education Standards Board;
- 1.20 “FIC” means The Financial Intelligence Centre;
- 1.21 “DHET” means Department of Higher Education and Training;
- 1.22 “QCTO” means Quality Council for Trades & Occupations;
- 1.23 “ETDP” means Education, Training and Development Practices Sector Education and Training Authority;
- 1.24 “IPD” means Initial Professional Development;

- 1.25 “EDCOM” means SAIBA’s Education Committee;
- 1.26 “MBA” means Master of Business Administration;
- 1.27 “PPC” means SAIBA Personal Portfolio Consultant and
- 1.28 “ECMS” means SAIBA’s Enterprise Content Management System also known as the Membership System.

PART 2

2. Background

- 2.1. SAIBA was established in 1987 as a professional body for accountants. The Institute is registered as a Non-Profit Company (NPC) under the South African Companies Act, 71 of 2008, and are governed by a board elected by members. We have more than 9000 members and are a level 2 BBBEE contributor with more than 60% black membership.
- 2.2. SAIBA protects the public interest by adopting and enforcing standards of ethics, conduct, quality, and service engagement standards that seek to ensure the delivery of accountable and transparent professional service.
- 2.3. We are authorised to issue designations as registered with the South African Qualifications Authority (SAQA) in terms of the National Qualifications Framework Act, Act 67 of 2008 and the SAQA Policy and Criteria for Recognising a Professional Body.
- 2.4. We issue four designations relevant to a variety of job functions within the finance department, as follows:

Job level	Role	Designation	Abbreviation
Commerce			
Strategic	Financial director	Certified Financial Officer (SA) Global: Chartered Chief Financial Officer	CFO(SA) Chartered CFO / CCFO
Management	Financial manager	Certified Business Accountant (SA) Global: Chartered Financial Manager	CBA(SA) Chartered FM / CFM
Operational	Financial accountant	Business Accountant (SA) Chartered Business Accountant – Commerce	BA(SA) Chartered BAC / CBAC
Administrative	Financial administrator	Chartered Financial Administrator	Chartered FA CFAdmin
Functional	Bookkeeper	Chartered Bookkeeper	Chartered BK CBK
Practice			
Practice	Accountant in practice	Business Accountant in Practice (SA) 99Global: Chartered Business Accountant – Practice	BAP(SA) Chartered BAP / CBAP

- 2.5. Designations are issued based on the attainment of:
 - 2.5.1. **Qualifications:** Relevant, and CHE accredited university qualifications,
 - 2.5.2. **Experience:** Appropriate years of verified work-place experience,
 - 2.5.3. **Verification:** Qualification and experience are verified by a SAIBA consultant.
 - 2.5.4. **Assessments:** Assessments that align the acquired academic, technical, and pervasive skills to competency frameworks relevant to each level of designation.
- 2.6. Designations are maintained by:
 - 2.6.1. **CPD:** Continuous Professional Development (CPD) is mandatory for all levels of designations.
 - 2.6.2. **Annual assessments:** Relevant levels of designations are subject to annual ethics assessments, annual practice license assessments, financial controller assessment, CFO assessment.
 - 2.6.3. **Professional Indemnity:** BAP(SA) designations are subject to mandatory PI Insurance included in membership fees.
 - 2.6.4. **Practice Support:** BAP(SA) designations are supported by an extensive Practice Support Library and Accredited 3rd Party Providers.
- 2.7. Designations are monitored:
 - 2.7.1. **Conduct and disciplinary:** All levels of designations are subject to the IFAC Code of Ethics and as relevant the IAASB Engagements standards.
 - 2.7.2. **Disciplinary procedures:** All designations holders are subject to an independent disciplinary process in response to complaints, and subject to random practice visits.
- 2.8. Designations can specialize
 - 2.8.1. BAP(SA)s that specialize are required to do a SAIBA license prior to offer specialist professional engagements.
- 2.9. The BAP(SA) designated members are recognised in statute as accounting officers, independent reviewers, and independent accounting professionals:
 - 2.9.1. Section 60(4) of the Close Corporations Act, 1984 (accounting officers),
 - 2.9.2. Regulation 29(4) of the Companies Act, 2008 (independent review),
 - 2.9.3. CIPC notice listing Accredited Professional Bodies whose members are eligible to be licensed as business rescue practitioners, and
 - 2.9.4. Tax Practitioners as referred to in Section 240A of the Tax Administration Act.
 - 2.9.5. Our members operating in Namibia are included under the FIC Namibia (Accountable Institutions).
- 2.10. Our designations are registered with SAQA, and in terms of this registration we are required to:
 - 2.10.1. Be a legally constituted entity with the necessary human and financial resources to undertake its functions, governed either by a statute, charter or a constitution and be compliant with and adhere to good corporate governance practices.
 - 2.10.2. Protect the public interest in relation to services provided by its members and the associated risks.
 - 2.10.3. Develop, award, monitor and revoke its professional designations in terms of its own rules, legislation and/or international conventions.

- 2.10.4. Submit a list of members in a form acceptable to SAQA;
 - 2.10.5. Set criteria for, promote, and monitor CPD for its members to meet the relevant professional designation requirements.
 - 2.10.6. Publish a code of conduct and operate a mechanism for the reporting and investigating of members who are alleged to have contravened the code.
 - 2.10.7. Not apply unfair exclusionary practices in terms of membership admission to the body or when recognising education or training providers, and
 - 2.10.8. Make career advice related information available to SAQA.
- 2.11. SAIBA adopted the International Education Standards (IES) issued by the International Accounting Education Standards Board (IAESB) of the International Federation of Accountants (IFAC).
- 2.12. The IES standards provide guidelines and requirements related to the underlying qualifications, experience and continuous professional development that a professional body may apply prior to issuing a designation.
- 2.13. The following diagram summarises how SAIBA applies the SAQA and IES requirements in awarding designations.

IES 1 Entry criteria to a qualification	IES2 Qualification Technical competencies at an intermediate level	IES3 Skills Specific skills at an intermediate level	IES4 Values Values at an intermediate level	IES 5 Experience Applying IPD*	IES6 Assessment Assessing IPD*	IES7 CPD Maintaining skills and competence
Job title: CFO - Designation CFO(SA) - Competency Framework: Mastery*						
CHE, DHET, QCTO, SAQA, Tertiary institutions	Study route/Standard 1. BCom Accountancy 2. BCom Hons Accountancy 3. MBA Work route/Alternative 1.RPL routes apply*	Qualification and work experience are assessed to determine if skills are mastered	Qualification and work experience are assessed to determine if skills are mastered	4 years relevant measured against a competency framework (Mastery)	Verification 1. Self-declaration 2. Employer confirmation 3. Colleague confirmation Assessment 4. Verbal assessment	1. 40 hours input based with assessments 2. Annual ethics assessment 3. Annual CFO assessment
Job title: Financial manager - Designation CBA(SA) - Competency Framework: Comprehension*						
CHE, DHET, QCTO, SAQA, Tertiary institutions	Study route/Standard 1. BCom Accountancy 2. BCom Hons Accountancy Work route/Alternative 1.RPL routes apply*	Qualification and work experience are assessed to determine if skills are mastered	Qualification and work experience are assessed to determine if skills are mastered	4 years relevant + competency framework (Comprehension)	Verification 1. Self-declaration 2. Employer confirmation 3. Colleague confirmation Assessment 4. Verbal assessment	1. 30 hours input based with assessments 2. Annual ethics assessment 3. Annual CFO assessment
Job title: Accountant - Designation BA(SA) - Competency Framework: Awareness*						
CHE, DHET, QCTO, SAQA, Tertiary institutions	Study route/Standard 1. BCom General Work route/Alternative 1.RPL routes apply*	Qualification and work experience are assessed to determine if skills are mastered	Qualification and work experience are assessed to determine if skills are mastered	2 years relevant + competency framework (Awareness)	1. Self-declaration 2. Employer confirmation	1. 20 hours input based with assessments 2. Annual ethics assessment
Job title: Practitioner - Designation BAP(SA) - Competency Framework: Comprehension						
CHE, DHET, QCTO, SAQA, Tertiary institutions	Study route/Standard 1. BCom Financial Accounting Work route/Alternative 1.RPL routes apply*	Qualification and work experience are assessed to determine if skills are mastered	Qualification and work experience are assessed to determine if skills are mastered	4 years relevant + Logbook (Comprehension)	Verification 1. Self-declaration 2. Employer confirmation 3. Colleague confirmation Assessment 4. Verbal assessment	1. 40 hours input based with assessments 2. Annual ethics assessment 3. Annual Practice License

- 2.14. Assessments are conducted in two parts. SAIBA staff members verify the information presented by the candidate and an external SAIBA assessor is appointed to perform a verbal assessment on the candidate competencies.
- 2.15. SAIBA may decide to use any of the following assessment methods:
- 2.15.1. Written exam marked by an examiner,
 - 2.15.2. Verbal assessment performed by an assessor,
 - 2.15.3. Essay reviewed by an assessor,
 - 2.15.4. Portfolio of evidence reviewed by an assessor,
 - 2.15.5. Time sheets reviewed by an assessor.

3. Purpose of the document

- 3.1. The purpose of this document is to:
- 3.1.1. Set the criteria for a person to be appointed as a Designation-Assessor.
 - 3.1.2. Stipulate the duties and responsibilities of a Designation-Assessor.
 - 3.1.3. Discuss the criteria to be used by Designated-Assessors when evaluating an application.
 - 3.1.4. Explain the process and remuneration.
 - 3.1.5. Provide the application form for interested individuals to be appointed as Designation Assessors.

PART 3

4. Criteria to be appointed as a Designation-Assessor

- 4.1. The minimum requirements to be appointed as a Designation Assessor are as follows:
- 4.1.1. An assessor should be well versed in the SAIBA Admission Criteria for SAIBA Designations, including RPL routes to designations. An assessor should have an academic qualification at the same level or higher than the designation requirements for which they are assessing the candidate. For example: A CFO(SA) assessor should possess the following qualifications: BCom, BCom Hons, MBA or equivalent.
 - 4.1.2. An assessor should have experience at a higher level than the designation requirements for which they are assessing the candidate. For example: A CFO(SA) assessor should possess the following experience: 8 Years as a senior finance executive working for a large or listed company with a turn-over of more than R30 million.
 - 4.1.3. Should be compliant with Continuing Professional Development (CPD) requirements relating to their designation as proof that they have remained up to date in their field of expertise.
 - 4.1.4. The assessor must also have gained planning, administration, and management skills necessary for the evaluation process.
 - 4.1.5. Should be a member good standing of a professional body with a designation equal of higher than the designation being assessed.

- 4.1.6. Should be proficient in the English language. Proficiency in other languages will be an advantage.
- 4.1.7. Assessors should demonstrate assessment expertise. All assessors must have completed the relevant assessor training and should have been assessed as competent following the submission of a portfolio of evidence.
- 4.1.8. Assessors that are doing assessment in terms of a registered learnership will be required to also complete a generic Assessor Unit Standard (Unit Standard 115753 – Conduct outcomes-based assessment) by an ETDP SETA or FASSET accredited provider, to serve as proof of Education, Training and Development (ETD) expertise. Examples of courses include:
- <https://enjoconsultants.co.za/training/assessor-training-programme/>
 - https://www.learnfast.co.za/tcp-2_30_442-assessor.html
 - https://www.skillsportal.co.za/train/training_providers/course/academy-training-group/assessor-saqa-id-115753.
- 4.1.9. Assessors are authorised by the SAIBA Education Committee (EDCOM) to conduct assessment on behalf of EDCOM. The appoint of assessors are approved by EDCOM within 6 months of being engaged as an assessor.
- 4.1.10. Demonstrate interpersonal skills. It is important for the assessor to have good interpersonal skills and to be able to communicate effectively with the candidate. The assessor needs to establish a trusting relationship with the candidate assessment, but also can trust the assessor has their interests at heart. The candidate should feel that the:
- Assessment is fair,
 - Assessor acts with integrity,
 - Assessor maintains confidentiality,
 - Assessment is conducted according to the principles of a good assessment.

5. Criteria to be removed as a Designation-Assessor

- 5.1. An assessor may request to be removed from the register of assessors by submitting a request in writing and with one month notice.
- 5.2. An assessor may be removed by SAIBA for any reasons including not meeting the required duties and responsibilities. SAIBA will give reasons for removal.

6. Duties, responsibilities, and assessment procedure

- 6.1. The outline of the duties of the Designation-Assessor are as follows:
- 6.1.1. Attend scheduled meeting(s) as required by SAIBA.
- 6.1.2. Complete assessment(s) in accordance with specified procedures, admission criteria, and timeframes.
- 6.1.3. Submit a standardised assessment report on the outcome of the application within a specified timeframe.

6.2. Assessment procedures:

6.2.1. Pre-assessment

- a. **Apply:** The candidate submits a completed application to the SAIBA Personal Portfolio Consultant (PPC).
- b. **Verify:** The PPC reviews the application and ensures that all required supporting documentation has been received and to verify that the application meets the admission criteria relevant to the particular designation, and completes a verification report which summarises the application in terms the following designation formula:
 - *Route 1: Structured work experience:* Qualification + Experience > Waive assessment. The assessments is waived based on structured experienced gained within an Approved Training Centre.
 - *Route 2: Unstructured work experience:* Qualification + Experience > Mandatory assessment.
- c. **Appointment:** The PPC submits the verified application summary to the relevant line-manager and the line-manager co-ordinates the assessment dates with the candidate and assessor and shares the application with the assessor.
- d. **Risk based review:** The line-manager will take a sample of applications and test if the applications were properly verified by the PPC on a monthly bases.

6.2.2. Assessment

- a. The line-manager provides the following information to the assessor:
 - Application summary (The application summary provides a systematic and concise comparison between the application criteria and the candidates qualification and experience),
 - Candidate CV,
 - The competency framework* (previously referred to as logbook or RPL form) completed and verified by the candidate and employer.
- b. The assessor should ensure that the candidate is willing and able to complete the assessment. This can be achieved by:
 - **Introductions:** Begin with informal introductions and small talk, then confirming is the candidate understands the assessment format and structure, allowing the opportunity for them to withdraw their consent. Inform the candidate that the assessment is recorded. This part can be used to gain an understanding of the size and complexity of the candidates current and previous employer, and tasks.
 - **Administer questions:** Refer to the candidates CV and Competency Framework and ask questions so as to be able to issue a mark on the score sheet. Ask the questions of the candidate, while recording their answers by taking notes and recording online.
 - **Remedial work:** If a candidate is found to be not yet competent the assessor may require the candidate to do an update course as specified in the Scoring Sheet. The candidate will be allowed to retake the assessment after completing the course.

- **Closing the interview:** After all questions have been asked, the assessor should enquire how the candidate experienced the interview, and whether they have anything further to add. It is particularly useful to summarise the key points of the discussion with the candidate while they are still online. Inform the candidate that they have a right to appeal the outcome and provide an estimate on when they can expect feedback. End by thanking the candidate for their time.
- c. Submit a standardised assessment report on the outcome of the application to the line-manager within 24 hours of conducting the assessment.
- d. The line-manager should provide feedback to the candidate within 48 hours of the assessment.
- e. The assessment is conducted online using a SAIBA video conferencing platform and should be recorded. The candidate should be informed that the assessment is being recorded.
- f. The recorded assessment should be uploaded and saved within the candidates' online profile within the SAIBA ECMS as a file or link to recording that is saved in a CFO assessment file and kept secure.

PART 3

7. The format of the assessment

- 7.1. Assessment are conducted verbally and each candidate is asked questions from relevant topics or subject areas as reflected in the Competency Framework, and has to apply what he or she has learnt to a scenario.
- 7.2. Closed questions with a fixed answer are easy to score as wrong or right, even in an oral exam, in contrast SAIBA applies a verbal assessment method.
- 7.3. Answers to verbal assessment are generally open, candidates can show different levels of mastery in answering such a question.²
- 7.4. The verbal process is used to judge:
 1. Knowledge (relay the theory),
 2. Understanding (reference an example),
 3. Problem solving and other abilities (explain a new or innovative application) through the oral medium, but not mastery of the oral medium itself.
- 7.5. Assessors are encouraged to make judgements on how much prompting is needed or how far candidates are able to apply the knowledge to different problems and situations independently.
- 7.6. With higher-level questions, it is hard to grade in terms of right or wrong. It is far more about the level of mastery. SAIBA therefore provides a rubric³ as detailed below to guide the assessment.
- 7.7. The assessor should assess a candidates' competency using a holistic rubric. A holistic rubric focuses on scoring the candidate for their overall quality proficiency or understanding of specific content, especially when there is no definitive correct answer.

² <https://otl.uoguelph.ca/guidelines-oral-assessments-and-exams>

³ <https://www.utwente.nl/en/telt/online-lectures/remote-assessment/oral-exam-make-it-valid-reliable-and-transparent.pdf>

- 7.8. The candidate is assessed against the competency framework and the potential of being able to perform the work at an acceptable level, given the opportunity.
- 7.9. The scoring keys are detailed in the table below:

Score	Description
5	Demonstrates a complete understanding of the problem. All requirements of the task are included in response
4	Demonstrates a considerable understanding of the problem. All requirements of the task are included
3	Demonstrates a partial understanding of the problem. Most requirements of the task are included.
2	Demonstrates little understanding of the problem. Many requirements of the task are missing.
1	Demonstrates little understanding of the problem. Many requirements of the task are missing.
0	Did not attempt a response

- 7.10. The assessment scoring sheet is drafted so that alignment between learning objectives, questions, and criteria are obtained:
- 7.10.1. At the end of the assessment the candidates should be able to demonstrate that he/she has the capacity to fulfil the role of a CFO in mid to large sized company of intermediate complexity (**learning objectives**).
- 7.10.2. The assessors use the competency framework (**criteria**) as a reference point to probe the candidates' responses (**questions**).
- 7.10.3. For example, in the case of assessing a candidate for the CFO(SA) designation, questions should be structured to cover the following areas:
- Understanding of the four roles of the CFO,
 - Explanation of how the candidate has applied the four roles to his/her work environment,
 - Ability to provide new insights and new perspectives on the role of the CFO.
- 7.10.4. The assessment also considers the ability of the candidate to present a coherent argument and to convincingly present his or her views by assessing: Professional manner, Clarity of responses, Quality of responses, and Communication skills.
- 7.10.5. Annexure C provides a template scoring sheet to be used for scoring the verbal assessments conducted with candidates. This sheet incorporates all of the above elements.

PART 4

8. Application to become an assessor

- 8.1. Submit the completed Assessor Application Form to assessors@saiba.org.za, including the checklist of documentation. Any applications without a SAIBA Non-disclosure agreement will automatically be disqualified.

- 8.2. The application will be assessed by EDCOM.
- 8.3. After review and verification of your application, you will receive a certificate to verify your status as either a Designation-Assessor.

9. Remuneration

- 9.1. Assessors will be remunerated as per Annexure A.
- 9.2. Assessors to provide SAIBA with their monthly invoices for payment, on/before last day of the month.
- 9.3. Assessor Application Form as per Annexure B.

10. Register of Designated-Assessors

- 10.1. SAIBA is required to keep a register of active and removed Designation-Assessors.

PART 5

Annexure A – Assessor remuneration table

Designation	Per Assessment	Per meeting/ per day
Chartered Bookkeeper – CBK	R 250	N/A
Chartered Financial Administrator - CFAdmin	R 250	N/A
Business Accountant (SA) – BA(SA)	R 250	N/A
Certified Business Accountant (SA) – CBA(SA)	R 1,000	N/A
Certified Financial Officer (SA) – CFO(SA)	R 1,000	N/A
Business Accountant in Practice (SA) – BAP(SA)	R 750	N/A

Annexure B – Designation Scoring Sheet

The following scoring sheets are provided as separated annexures to this document.

1. CBK Scoring Sheet
2. CFAdmin Scoring Sheet
3. BA(SA) Scoring Sheet
4. BAP(SA) Scoring Sheet
5. CBA(SA) Scoring Sheet
6. CFO(SA) Scoring Sheet

Annexure C – Application form

DESIGNATION ASSESSOR APPLICATION FORM

Name		Surname	
ID		Title	
Contact Number		Email	
Designation		Professional Body	

I would like to apply as Assessor for the following designations:

Chartered Bookkeeper CBK		Business Accountant in Practice (SA) - BAP(SA)	
Chartered Financial Administrator - CFAdmin		Certified Business Accountant (SA) CBA(SA)	
Business Accountant (SA) – BA (SA)		Certified Financial Officer (SA) - CFO (SA)	

Checklist of attached documentation:

ID	
CV	
Proof of Qualification	
Proof of Designation	
Certificate of Completion the Policy on Admission Criteria for SAIBA and SAIBA Membership Decision Trees	
Certificate of Completion for SETA accredited Unit Standard 115753 – Conduct outcomes-based assessment	
Letter of Good standing	
Employment confirmation letter(s) for CBA/CFO Assessors	
SAIBA Non-disclosure agreement	

I hereby confirm and declare:

My Academic Qualification is the equivalent of or is higher than the designation I am applying for as an Assessor	YES/NO
I have completed the following duration of work experience (years):	
I will abide by the requirements, processes and instructions as set out in this document:	YES/NO
I am CPD compliant	YES/NO
I am a SAIBA member in good standing	YES/NO
I do not have any criminal record or pending legal action against me that could result in a criminal record	YES/NO
I am proficient in the English language	YES/NO

Name and Surname	
Date	
Signature	