**MINIMUM REQUIREMENTS**

**Compliance practitioner SA - CPrac (SA)**

|  | **Requirement**  | **COMMENTS** |
| --- | --- | --- |
| **Education** | Must have at least a Matric or equivalent qualification | * The candidate must have at least an NQF4 qualification (Matric or equivalent).
* Any other higher-level qualification is acceptable.
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| **Work experience** | Must have ‘x’ number of years’ **compliance** work experience | * The candidate must have the required relevant work experience.
* The lower the qualification, the more work experience is required (**see Paragraph 4** for more detail).
* ‘Relevant work experience’ refers to work experience in the field of compliance.
* The candidate is required to submit evidence of his/her work experience.
* Relevant work experience’ is detailed later in this document.
* Whilst **other work experience** such as legal, internal audit and risk management may provide good background, it is **insufficient** for purposes of the formal compliance career path.
* It is the responsibility of the candidate to maintain and provide **evidence** of his/her work experience
* Work experience will be evaluated and signed off by **registered assessors**
* Registered assessors may be employed by the same employer as the candidate and may be his/her direct line manager.
 |
| **Application** | Schedule and Submit application to the Institute | * The candidate must submit **evidence** of his/her work experience based on the requirements (see Annexure …)
* In cases where the above evidence is insufficient, the Institute may require the candidate to attend a panel interview.
* The candidate will be required to sign and abide with the Institute’s **Code of ethical and professional conduct**
* The Institute will perform a final evaluation based on whether candidate has passed the Board Exam (or was exempted from writing it) and if the candidate has the relevant work experience.
* Once the Institute is satisfied that all the requirements have been met, the designation is awarded.
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| **Board Exam / Exemption** | Write Board Exam I  | * The exemption was only available until 30 June 2014. Thereafter anyone applying for the CPrac(SA) designation must write the Board Exam.
* The pass mark of the Board Exam is 70%.
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**EDUCATION AND WORK EXPERIENCE**

**THE REQUIRED PERIOD**

* The required period depends on the candidate’s underlying qualification. The lower the qualification, the more work experience is required.
* The Board Exam results are valid for 3 years. Therefore, it is recommended that the candidate should not write the exam too early. The exams should be written ‘just-in-time’ to coincide with the completion of the relevant work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NQF level\*** | **Qualification** | **Total years’ relevant work experience required** **(x)** | **Recommended minimum years’ work experience before writing exam (x -3)** | **Comments** |
| NQF 4 | Matric | 7 | 4 | Thus, the candidate has sufficient time to complete the work experience during the 3 years that the exam results remain valid. |
| NQF 5 | Higher certificate | 6 | 3 |
| Exception | Certificate in Compliance Management | 5 | 2 |
| Exception | 3 modules of Post Graduate Diploma in Compliance Management | 5 | 2 |
| Exception | Postgraduate Diploma in Compliance Management | 5 | 2 |
| NQF 6 | Certificate | 5 | 2 |
| NQF 6 (Specialty) | Occupational Certificate: Compliance Officer | 3 | 2 | After completing 2 years’ work experience, write the final exam (External Integrated Summative Assessment which is the same as Board exam) and be awarded the qualification. Complete another 1 year before applying for designation. |
| NQF 7 | Degree | 3 | 3 | Candidates will only be permitted access to the Board exam when they meet the work experience requirements. |
| NQF 8 | Honours | 3 | 3 |
| NQF 9 | Masters | 3 | 3 |
| NQF 10 | Doctorate | 3 | 3 |

\* NQF level refers to the level of the qualification on the National Qualifications Framework (NQF)

**RELEVANT WORK EXPERIENCE**

The following table provides a high level view of the relevant work experience requirements.

| **Work experience** | **Detailed requirements** | **Credits (for Occupational Certificate: Compliance Officer purposes) (120 credits)** | **For designation: % time to be spent on each component** |
| --- | --- | --- | --- |
| **Compliance risk management design and implementation processes**  | * Assist management in the design, development and implementation of compliance frameworks
* Communicate key aspects of the compliance policies or charters and manuals to compliance stakeholders
* Facilitate approval of a compliance policies or charters and manuals by senior management and governance committees (for example board or audit committee)
* Develop or review, advise and create awareness of role and responsibility descriptions
* Advise management on compliance frameworks
 | 18 | 15% |
| **Regulatory universe definition and maintenance processes** | * Identify, categorise, assess and prioritise the applicable regulatory requirements that the organisation is required to comply with
* Apply Generally Accepted Compliance Practice in embedding the compliance process in organisations
* Provide compliance advice and services to compliance stakeholders
* Communicate the regulatory universe and risk profile to relevant stakeholders
* Assist in the design, development and delivery of compliance awareness and training interventions
 | 24 | 20% |
| **Compliance risk management plan development processes** | * Develop compliance risk management plans in accordance with Generally Accepted Compliance Practice
* Facilitate the implementation of controls documented in risk management plans
* Provide input for the prioritisation of the development of compliance risk management plans
* Facilitate and/ or effect the periodic review and update of risk management plans
 | 24 | 20% |
| **Compliance monitoring processes**  | * Develop a compliance monitoring plan
* Present a compliance monitoring plan to management and governance stakeholders for approval
* Implement appropriate monitoring methodologies
* Monitor compliance with applicable regulatory requirements relevant to the organisation and its products and / or services
* Define compliance stakeholder roles and responsibilities in business relating to compliance monitoring
* Provide compliance monitoring advisory services within the business
 | 24 | 20% |
| **Compliance reporting processes**  | * Determine the governance requirements relating to compliance reporting
* Determine the compliance reporting requirements to stakeholders and regulators / supervisors in terms of regulatory and/or organisation requirements
* Implement and maintain a compliance reporting processes
* Generate reports in the appropriate format
* Record keeping
 | 24 | 20% |
| **Industry regulator, supervisor and stakeholder interactions** | * Develop and implement registers of regulators and supervisors
* Coordinate communication channels and liaison with regulators and supervisors
* Draft policies and procedures to address the management of the relationship with regulators and supervisors
* Implement processes to manage relationships with regulators and supervisors across jurisdictions
 | 6 | 5% |

**How to use the above tables:**

**Example 1:**

**Candidate holds a B-degree and therefore needs 3 years’ (36 months) relevant work experience**

|  |  |  |
| --- | --- | --- |
| **Work experience module** |  | **Minimum Time required per module** |
| **Design and implement compliance processes (frameworks)** | 15% x 36 months | 5.4 months |
| **Define and maintain regulatory universe** | 20% x 36 months | 7.2 months |
| **Compliance risk management plans** | 20% x 36 months | 7.2 months |
| **Monitoring** | 20% x 36 months | 7.2 months |
| **Reporting** | 20% x 36 months | 7.2 months |
| **Industry regulator, supervisor and stakeholder interactions** | 5% x 36 months | 1.8 months |
| **TOTAL** |  | **36 months (3 years)** |

**Example 2:**

**Candidate holds a Matric and therefore needs 7 years’ (84 months) relevant work experience**

|  |  |  |
| --- | --- | --- |
| **Work experience module** |  | **Minimum Time required per module** |
| **Design and implement compliance processes (frameworks)** | 15% x 84 months | 12.6 months |
| **Define and maintain regulatory universe** | 20% x 84 months | 16.8 months |
| **Compliance risk management plans** | 20% x 84 months | 16.8 months |
| **Monitoring** | 20% x 84 months | 16.8 months |
| **Reporting** | 20% x 84 months | 16.8 months |
| **Industry regulator, supervisor and stakeholder interactions** | 5% x 84 months | 4.2 months |
| **TOTAL** |  | **84 months (7 years)** |

Remember that the time required is a proxy for competence. It does not mean that if a candidate has completed the required time, they are automatically competent in that module. Assessors must therefore determine if the candidate is competent.