

<b>Section</b>	Professional Body Policy
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# PROFESSIONAL BODY POLICY

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# SAAHSP

## POLICY AMENDMENTS

PAGE NO	TITLE OR BRIEF DESCRIPTION	ENTERED BY	DATE
3	Definition of Professional Body	Joelette Theron	1 July 2014
3	Criteria for a Professional Body	Joelette Theron	1 July 2014
4	Listed current Designations	Joelette Theron	1 July 2014
4-5	SAQA Policy and Criteria	Joelette Theron	1 July 2014
5-6	Procedure for Application	Joelette Theron	1 July 2014
All	Formatted to new font and logo	Joelette Theron	13/5/16
3	New vision and mission	Joelette Theron	13/5/16
3	More information provided on Designations	Joelette Theron	13/5/16

## 1. POLICY

The SAAHSP Professional Body will be driven towards achieving quality education and training, regulate industry standards to our code of ethics in the Beauty Health and Skincare industry. The activities involved in such an exercise are guided by a Quality Management System.

THE SAAHSP MISSION - To foster the advancement of education and professionalism in the health and skincare industry

The SAAHSP VISION - To advance co-operation with all participants in the Health, Beauty, Skincare and Nail Industry to ensure the maintenance of the Highest Standard of Ethical Conduct

It is through the process of recognition as a Professional Body and maintenance of an active Quality Assurance Mechanism that the SAAHSP Professional Body will be able to achieve its objectives in meeting the above mission.

It is our firm belief that the organisation's mission will be achieved by supporting high quality skills based education and training, industry role players, members, employees and employers, that will achieve and ensure economic and employment growth within our sector. It is therefore the duty of all stakeholders to be aware of our strategy and to ensure that this information has been read and understood.

## 2. DEFINITION OF A PROFESSIONAL BODY

A professional association (also called a professional body, professional organization, or professional society) is usually a non profit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.

## 3. CRITERIA FOR A PROFESSIONAL BODY

A Professional Body must be legally constituted there to protect the public interest in relation to services provided. They will develop, award, monitor and revoke professional designations.

Professional Body regulates CPD (Continual Professional Development). CPD can be defined as the systematic maintenance, improvement and broadening and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's career.

A professional designation indicates registration of the individual with a Professional body, and where relevant, the right to practice in a particular field of expertise governed by the Professional Body. This must be registered separately from a Qualification and can be revoked in terms of rules and legislation.

### 3.1 SAQA POLICY AND CRITERIA

South African Quality Authority )SAQA Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act of 2008;

Your attention is drawn to the following sections in the **Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act of 2008**:

18. *In administering the policy and criteria for the recognition of professional bodies, SAQA shall:
  - iii *Give due notice to a recognised professional body; and in the case of a statutory body, also notify the relevant Minister, that an alleged lack of compliance with the SAQA policy and criteria for the recognition of a professional body is being investigated and render the necessary support to the professional body concerned.**
23. *A body that meets the criteria for recognition as a professional body by SAQA is recognised for an initial period of five (5) years, renewable for subsequent five (5) year periods, subject to the favourable outcome of a monitoring and evaluation process conducted by SAQA.*
24. *SAQA may remove the recognition status from a professional body, if the body no longer complies with the SAQA policy and criteria for the recognition of a professional body or if the professional body ceases to exist. SAQA will inform the relevant Minister in the case of recognised statutory professional bodies before removing the recognition status of such bodies.*
25. *If a professional body loses its recognition status, its professional designations will be deregistered from the NQF. The records of the holders of the designation will reflect the deregistration date and no new records will be added against the designation.*
26. *A professional body that has its recognition status removed, or a body declined recognition as a professional body, has the right to appeal to SAQA within a period not exceeding sixty (60) working days.*
27. *SAQA will publish the removal of the recognition status of a professional body in the government gazette and on the SAQA website which will be considered sufficient communication regarding this change in status to the specific community of practice and the wider society.*
39. *SAQA may deregister a professional designation if the professional body which submitted the designation for registration no longer complies with the SAQA policy and criteria for the recognition of a professional body, and/or the professional designation no longer complies with the SAQA policy and criteria for the registration of a professional designation.*
40. *A recognised professional body that has its professional designation(s) deregistered or declined for registration on the NQF has the right to appeal to SAQA within a period not exceeding sixty (60) working days.*
41. *Following the deregistration of a professional designation from the NQF the relevant professional body is required to communicate the deregistration to individuals in possession of the designation.*

## **4. SAAHSP REGISTERED DESIGNATIONS**

### **4.1 Nail Technologist (NtHS)**

A Nail Technologist (NtHS) is a practicing professional who applies artificial nails and provides nail and nail care therapy on the hands and feet. NtHS often specialize in one or more types of nail enhancements such as Gel, Silk, Fibre, Acrylic and Nail art, depending on product specific training.

4.1.1 Some of the characteristics of a NtHS are:

- Comply with all health and safety regulations in establishments and of clients and self.
- Prepare and equip the self, work station, treatment area and the client to perform nail enhancing treatments.
- Enhance the appearance of nails and skin of the hands or feet conducting nail repair and other specialised hand and foot treatments (manicures and pedicures) and applying artificial nails and decorative nail art.
- Provide advice to client on treatment plan, home care and use of cosmetic and health products.
- Perform administrative and managerial tasks in the establishment.

4.1.2 Criteria for obtaining the Professional Designation

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

a. Academic Component

Complete a NQF Level 4 Qualification in Nail Technology; OR  
ITEC Nail Technology; OR

Complete 5 full days of training in one system e.g. Gel with proof of additional hours completed by doing case studies.

b. Practical/Work Experience

If proof of NQF Level 4 Qualification provided no work experience is required.

Should product training have been completed require completion of case studies AND minimum of 6 months work experience.

c. Board Examination/Competency Examination

None currently

4.1.3 Criteria for retaining the Professional Designation

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

a. Continual Professional Development (CPD)

Members are required to partake in CPD activities, minimum of 60 points over two years.

*Refer to the CPD Policy and CPD Activity Document*

b. Code of Conduct

Professional members are required to sign the SAAHSP Code of Ethics.

*Refer to the SAAHSP Code of Ethics*

c. Membership Fees

Professional members are required to renew their membership to the organization annually.

4.1.4 Professional Designation Progression Pathway

The Nail Technologist is able to progress to with the means of RPL or Additional Qualification:

- Beauty Technologist
- Beauty Therapist
- Somatologist

## 4.2 Beauty Technologist (BtHS)

A Beauty Technologist (BtHS) is a practicing professional who applies basic skincare, hand and foot treatments with nail treatments, hair removal and make-up applications and a basic back and neck massage and back treatment.

4.2.1 Some of the characteristics of a BtHS are:

- Comply with all health and safety regulations in establishments and of clients and self.
- Prepare and equip the self, work station, treatment area and the client to perform Beauty treatments.
- Perform the following tasks:
  - o Hair removal
  - o Make-up
  - o Manicure and pedicure
  - o Nail enhancement
  - o Basic Facial treatment
  - o Back and neck massage and back cleanse
- Provide advice to client on treatment plan, home care and use of cosmetic and health products.
- Perform administrative and managerial tasks in the establishment.

4.2.2 Criteria for obtaining the Professional Designation

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

- a. Academic Component  
Complete a NQF Level 4 Qualification in Beauty Technology; OR  
ITEC Beauty Specialist; OR  
City and Guilds Level 3;
- b. Practical/Work Experience  
200 hours as part of the Qualification requirements
- c. Board Examination/Competency Examination  
None currently

4.2.3 Criteria for retaining the Professional Designation

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

- a. Continual Professional Development (CPD)  
Members are required to partake in CPD activities, minimum of 60 points over two years.  
*Refer to the CPD Policy and CPD Activity Document*
- b. Code of Conduct  
Professional members are required to sign the SAAHSP Code of Ethics.  
*Refer to the SAAHSP Code of Ethics*
- c. Membership Fees  
Professional members are required to renew their membership to the organization annually.

4.2.4 Professional Designation Progression Pathway

The Nail Technologist is able to progress to with the means of RPL or Additional Qualification:

- Beauty Therapist
- Somatologist

### 4.3 Beauty Therapist (BHS)

A Beauty Therapist (BHS) is a practicing professional who applies complete skincare and body treatments including massage. This requires two years of training.

4.3.1 Some of the characteristics of a BHS are:

- Comply with all health and safety regulations in establishments and of clients and self.
- Prepare and equip the self, work station, treatment area and the client to perform Beauty treatments.
- Perform the following tasks:
  - o Hair removal
  - o Make-up
  - o Manicure and pedicure
  - o Nail enhancement
  - o Facial Treatments including use of electrical equipment
  - o Swedish (full) body massage
  - o Body treatments including use of electrical equipment
  - o Specialised body treatments e.g. body wraps
- Provide advice to client on treatment plan, home care and use of cosmetic and health products.
- Perform administrative and managerial tasks in the establishment.

4.3.2 Criteria for obtaining the Professional Designation

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

- a. Academic Component  
Complete a NQF Level 6 Qualification OR  
ITEC Health and Skincare; OR  
SAAHSP Health and Skincare; OR  
CIDESCO Health and Skincare; OR  
CIBTEC Health and Skincare; OR  
City and Guilds Level 5
- b. Practical/Work Experience  
200 hours as part of the Qualification requirements
- c. Board Examination/Competency Examination  
None currently

4.3.3 Criteria for retaining the Professional Designation

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

- a. Continual Professional Development (CPD)  
Members are required to partake in CPD activities, minimum of 60 points over two years.  
*Refer to the CPD Policy and CPD Activity Document*
- b. Code of Conduct  
Professional members are required to sign the SAAHSP Code of Ethics.  
*Refer to the SAAHSP Code of Ethics*
- c. Membership Fees  
Professional members are required to renew their membership to the organization annually.

4.3.4 Professional Designation Progression Pathway

The Nail Technologist is able to progress to with the means of RPL or Additional Qualification:

- Somatologist

#### 4.4 Somatologist (SomHS)

A Somatologist (SomHS) is a practicing professional who studied the science of the human body, including physics, chemistry, biology, botany and general heading of physicalism as a branch of anthropology.

##### 4.4.1 Some of the characteristics of a SomHS are:

- Comply with all health and safety regulations in establishments and of clients and self.
- Prepare and equip the self, work station, treatment area and the client to perform health and skincare treatments.
- Perform the following tasks:
  - o Hair removal techniques
  - o Make-up and Advance make-up techniques
  - o Manicure and pedicure
  - o Facial Treatments including electrical equipment
  - o Advance facial exfoliation treatments
  - o Body Treatments including electrical equipment
  - o Pre and post operative aesthetic treatments
  - o Perform slimming treatments
  - o Body massage
  - o Include modalities like holistic massage treatments
  - o Spa treatments
  - o Advanced Therapies e.g. Microdermabrasion, Laser etc.
  - o Additional Anatomy, Physiology and Cosmetic Science
- Provide advice to client on treatment plan, home care and use of cosmetic and health products.
- Perform administrative and managerial tasks in the establishment.

##### 4.4.2 Criteria for obtaining the Professional Designation

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

- a. Academic Component
  - Complete Advanced Diploma NQF Level 6 or higher OR
  - NQF Level 6 Advanced Certificate e.g. ITEC with RPL providing evidence of;
  - Additional training in Anatomy and Physiology OR Cosmetic Science
  - Complementary Treatments minimum of 3
  - Advanced Therapies minimum of 2 OR proof of spa treatments/training
- b. Practical/Work Experience
  - 200 hours as part of the Qualification requirements
- c. Board Examination/Competency Examination
  - None currently

##### 4.4.3 Criteria for retaining the Professional Designation

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

- a. Continual Professional Development (CPD)
  - Members are required to partake in CPD activities, minimum of 60 points over two years.
  - Refer to the CPD Policy and CPD Activity Document*
- b. Code of Conduct
  - Professional members are required to sign the SAAHSP Code of Ethics.
  - Refer to the SAAHSP Code of Ethics*



c. Membership Fees

Professional members are required to renew their membership to the organization annually.

4.4.4 Professional Designation Progression Pathway

The Nail Technologist is able to progress to with the means of RPL or Additional Qualification:

- None current

## 5. PROCEDURE

### 5.1 Application procedure

- 5.1.1 A candidate requesting to be registered for a Professional Designation would need complete the registration/application form and provide the Professional Body with all the documentation requested to validate their application. Applicants must first apply to become members of the Organization, but paying their Annual membership fee. Membership fee information is available on the SAAHSP website, [www.saaahsp.com](http://www.saaahsp.com) or contact Membership coordinator at 0116756518.
- 5.1.2 The original application must be submitted to the Designation Committee of the Professional Body with certified copies of all relevant documentation, via email: [proffbody@saaahsp.co.za](mailto:proffbody@saaahsp.co.za), or fax: 0865880973.
- 5.1.3 The Designation committee will process applications three (3) times a year: February/March, May/June and August/September. All applications received will be processed in batches in the month closest to the date on which the application was received.
- 5.1.4 **The Designation Committee will send the candidate a letter of acknowledgment on receipt of the application and indicate a time frame by which the application will be processed.**
- 5.1.5 **The Designation Committee will review the application ensuring authenticity of the requested documentation and determine the most appropriate designation for the candidate based on the evidence provided namely:**

Beauty Technologist  
Nail Technologist  
Beauty Therapist  
Somatologist

- 5.1.6 **The evidence presented by the candidate needs to prove that the designation requirements have been met in order for them to be awarded the relevant designation.**

### 5.2 The following outcomes are possible:

- 5.2.1 If the application is correctly completed but the evidence presented is not sufficient in order to award the requested designation, then the Designation Committee will provide the candidate with a report outlining the short falls so that feed back can be given to the candidate. The candidate then has the opportunity to meet the shortfall by providing further evidence or appeal the decision made by the Professional Body.
- 5.2.2 If the application is correctly completed and all evidence presented is valid and authentic, then the Designation Committee will provisionally approve the application and send it to the Professional Body Co-ordinator for final approval and signatory. The designation will be awarded to the candidate and the necessary proof of registration and certification will be issued. The applicant will be provided with the organisation CPD system for Beauty, Health and Skincare document, code of ethics in order to start the CPD process.
- 5.2.3 Should the Professional Body Co-ordinator not agree with the Designation Committee outcome then the Professional Body Co-ordinator will need to provide the Designation Committee with a report outlining the short falls so that feed back can be given to the candidate. The candidate then has the opportunity to meet the shortfall by providing further evidence or appeal the decision made by the Professional Body.
- 5.2.4 If the application is a case for RPL, then the Designations Committee will revert to the RPL Policy and procedure in order to process the application.