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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
ALL	Editorial	Joelette Theron	15/9/22

1. POLICY

The SAAHSP Professional Body is a non-profit organisation driven towards achieving quality education and training, regulating industry standards according to our code of ethics in the Skin, Body, and Nail Care 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 vision and mission.

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

3.1 SAQA POLICY FOR RECOGNITION OF PROFESSIONAL BODIES

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;

- 3.1.1 A professional body must, in terms of the NQF Act, Section 13 (1) (i) (i-ii), apply to SAQA in accordance with this P&C for professional bodies, for recognition as a professional body and registration of its professional designations.
- 3.1.2 A body constituted to represent and/or regulate a recognised community of expert practitioners will be recognised by SAQA as a professional body on fulfilment of the criteria for recognition as a professional body.
- 3.1.3 Proliferation of professional bodies within the same community of practice will be discouraged but will be balanced with the acknowledgement that healthy competition and freedom of association should not be impeded.
- 3.1.4 In cases where more than one professional body for a specific community of practice applies for recognition, or where SAQA has already recognised a professional body in the same sector, SAQA will consider recognition based on the following:
 - a) There must be no legal impediment to the operation of a second or subsequent body applying for recognition.
 - b) The favourable outcome of a broad consultation within the community of practice and the wider society; and
 - c) The distinctiveness of multiple bodies in the same community of practice.

- 3.1.5 SAQA will not recognise an additional professional body in a sector in which a professional body has been established through an Act of Parliament.
- 3.1.6 In administering the P&C for professional bodies SAQA will:
- a) charge professional bodies a cost recovery fee for all services rendered, including an application fee for new applications for recognition, and in instances where SAQA is forced to incur unnecessary and wasteful expenditure because of delays and lack of compliance by the professional body concerned.
 - b) ensure that a professional body seeking recognition meets all the criteria for recognition.
 - c) invite public comment on its intention to recognise a professional body and register its professional designations by publishing its intention in the Government Gazette for thirty (30) days.
 - d) implement a review mechanism, periodically, to monitor recognised professional bodies for continued compliance; and
 - e) investigate an alleged lack of compliance with the P&C for professional bodies and give due notice to the professional body concerned. In the case of a statutory body, SAQA will also notify the relevant Minister.
 - f) from time to time set standards relating to criteria for recognising professional bodies and/or registration of professional designations as well as circulating guidance notes on any policy matter that may need clarification.
- 3.1.7 A recognised professional body may neither be accredited as an education and training provider by a QC, nor be registered as an education and training provider with the Department of Higher Education and Training.
- 3.1.8 International professional bodies operating in South Africa must meet South African requirements as outlined in this P&C for professional bodies, including the data requirements.
- 3.1.9 A body that meets the criteria for recognition as a professional body, by SAQA, will be recognised for an initial period of five (5) years.
- 3.1.10 In the second year of recognition of the professional body, SAQA will conduct a mid-term monitoring review to ensure compliance with the P&C for professional bodies and to monitor the progress of the professional body in terms of the guidance that will be set out in the guidance notes issued by SAQA.
- 3.1.11 SAQA will re-recognise a professional body for subsequent five (5) year periods, subject to the favourable outcome of a monitoring and evaluation process which will be set out in the guidance notes issued by SAQA.
- 3.1.12 SAQA may temporarily extend the recognition period of a professional body to conclude the re-recognition or de-recognition process.
- 3.1.13 SAQA may withdraw the recognition status from a professional body :
- a) if the body no longer complies with this P&C for professional bodies; or
 - b) if the professional body ceases to exist; or
 - c) if the professional body fails to pay the fees for the services rendered.
 - d) if the professional body status has lapsed.
 - e) by request from the professional body; or
 - f) where it was found that a professional body has misrepresented its mandate or extended itself beyond its mandate that has a negative impact on the public.
- 3.1.14 SAQA will inform the relevant Minister, in the case of recognised statutory professional bodies, before withdrawing the recognition status of such bodies.
- 3.1.15 If a professional body loses its recognition status, its professional designations will be removed from SAQA records:
- a) The records of the holders of the designation will reflect the date of deregistration.

- 3.1.16 A professional body has the right to appeal if it:
 - a) has its recognition status withdrawn; or
 - b) was declined recognition as a professional body.
- 3.1.17 A professional body may appeal within a period not exceeding sixty (60) working days from the date of notification by SAQA.
- 3.1.18 SAQA will publish the withdrawal of the recognition status of a professional body in the Government Gazette and on the SAQA website. These means will be considered sufficient communication regarding this change in status to the specific community of practice and the wider society.

3.2 SAQA CRITERIA FOR THE RECOGNITION OF PROFESSIONAL BODIES

- 3.2.1 A body applying to be recognised as a professional body by SAQA will:
 1. be a legally constituted entity, either:
 - a. a statutory professional body established through an Act of Parliament of which membership is compulsory and a license to practice is conferred.; or
 - b. a non-statutory professional body registered with the Companies and Intellectual Property Commission as a non-profit company (NPC) or with the Department of Social Development as a non-profit organisation (NPO) of which membership is voluntary. This entity must not be registered as a profit-making company.
 2. be governed either by a statute, charter or a constitution and be compliant with, and adhere to, good corporate governance practices, whichever is applicable.
 3. have a transformation policy that guides the constitution of the Board, staff, and membership. Furthermore, the professional body must indicate activities that ensure representation of the demographics of the country and support transformation, and if there is no transformation, an explanation must be provided.
 4. have the necessary human resources capacity to undertake its functions, which is separate from the Board, except for executive members; have access to adequate premises and facilities to undertake its functions.
 5. have the necessary financial resources to undertake its functions and be sustainable.
 6. provide RECENT audited three-year financial statements or independently reviewed three-year financial statements.
 7. apply fair, non-exclusionary practices in the awarding of its designations.
 8. have policy and criteria:
 - a. to develop, award, monitor and revoke its professional designations in terms of its own rules, legislation and/or international conventions.
 - b. on RPL to award designations for members who do not have the required underlying qualifications.
 - c. on CPD.
 9. submit to SAQA a list of all their designated members as per the SAQA requirements. Professional bodies must:
 - a. have a database of individual members.
 - b. clearly define membership in terms of designated and non-designated members.
 10. submit a list of designated members, in a form acceptable to SAQA, for uploading to the National Learners' Records Database (NLRD).
 11. make career related information available to the public.
 12. publish a code of conduct and operate a mechanism for reporting and investigating members who have allegedly contravened the code, and protect the public interest in relation to services provided by its members and the associated risks; and
 13. establish a register of complaints and submit as part of the mid-term monitoring and re-recognition, the number and nature of the complaints received.

14. A prospective professional body may only apply for recognition, by SAQA, if it is having at least one designation to support its application for recognition.
15. From time to time, SAQA will prepare and apply quality standards relevant to Clauses 28-29 to support the recognition, and re-recognition, of professional bodies.

4. SAAHSP REGISTERED DESIGNATIONS

4.1 Nail Technician (NTHS)

A **Nail Technician (NTHS)** has completed a one-year formal qualification applying artificial nails and provides nail and nail care therapy on the hands and feet for the purpose of improving the appearance.

4.1.1 The core functions of Nail Technician include but are not limited to the following:

1. Comply with all health and safety regulations in establishments and of clients and self.
2. Prepare and equip the self, workstation, treatment area and the client to perform nail enhancement treatments.
3. Perform the following tasks:
 - Analyse and prepare the nail for further treatment
 - Manicure and pedicure
 - Nail care services
 - Apply silk/fibre applications
 - Apply gel enhancements
 - Apply liquid and powder enhancements
 - Perform a specialised manicure or pedicure
 - Provide advice to client on treatment plan, homecare, and use of cosmetic products.
 - Perform administrative and managerial tasks in working environment

4.1.2 For the professional designation to be awarded, applicants must have shown evidence of:

1. Complete an NQF Level 4 Qualification in Nail Technology
2. The Designation may be awarded through Recognition of Prior Learning with the following requirements.
 - Minimum of 2 years work experience before you can apply for RPL
 - Portfolio of Evidence of practical experience in all modalities
 - Evidence of training all nail modalities in nail enhancements

4.1.3 In order to ensure the currency of professional knowledge and retain the designation, the Nail Technologist is required to:

4.1.3.1 Code of Conduct

Members must adhere to the Professional Body's Code of Ethics and Code of Practice for Nail Technician.

4.1.3.2 Continuing Professional Development (CPD)

Members are required to provide proof to SAAHSP of their CPD activities annually.

Members are required to accumulate 15 CPD points a year period by completing a range of activities such as:

No	Category	Min points	Max points
1	CPD planning Planning your CPD activities and using the SkillzBook repository. Generate CV and store information.	5	10
2	SkillzBook short courses	4	5
3	Events / Skills Training / Product Training These include any industry events, workshops, talks, seminars, product training, product Launch/Promotions, congresses etc.	5	10
4	Reading & Blogging These include reading of articles or journals (relevant to the industry). Publishing articles or blogging.	1	5
5	Professional Development These include Speaking at events, Assessing and Moderating, signing your code of ethics and renewing your membership. Judging at events.	0	5
6	Committees These will only consist of 3 categories. - Serving on Board - Serving on Committee - Holding a Portfolio	0	3
7	Community Activity (Charity)Total	0	5
Total		15	48

* More detailed activities and CPD point allocated can be found in the CPD System Document.

The system allows the user to earn up to 48 points. However, only 15 is needed for the designation. Users are therefore advised to plan carefully. The system gives you options to earn more in categories where you are more comfortable.

4.1.3.3 Membership Renewal

Ensure that the annual membership fee is paid. SkillzBook access is dependent on your SAAHSP membership Status.

4.1.4 Professional Designation Progression Pathway

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

- Beauty Technologist
- Beauty Therapist
- Somatologist

4.2 Beauty Technologist (BtHS)

A **Beauty Technologist (BtHS)** has completed a one-year formal qualification applying basic skincare, hand and foot treatments, hair removal, make-up applications and basic back and neck massage with a back treatment.

4.2.1 The core functions of a Beauty Technologist include but are not limited to the following:

1. Comply with all health and safety regulations in establishments and of clients and self.
2. Prepare and equip the self, workstation, treatment area and the client to perform beauty treatments.
3. Perform the following tasks:
 - Hair removal techniques
 - Make-up techniques
 - Manicure and pedicure
 - Nail enhancements
 - Basic Manual Facial Treatments including tint and shape
 - Back and neck Massage
 - Back cleanse
 - Provide advice to client on treatment plan, homecare, and use of cosmetic products.
 - Perform administrative and managerial tasks in working environment

4.2.2 For the professional designation to be awarded, applicants must have shown evidence of:

1. Complete an NQF Level 4 Qualification in Beauty Technology
2. 200 hours of Workplace Learning
3. The Designation may be awarded through Recognition of Prior Learning with the following requirements.
 - Minimum of 2 years work experience before you can apply for RPL
 - Portfolio of Evidence of practical experience in all modalities
 - Evidence of training in Basic manual facial therapy including tint and shape, manicure and pedicure, hair removal, make-up therapy, back massage and cleanse and applied Anatomy and Physiology.

4.2.3 In order to ensure the currency of professional knowledge and retain the designation, the Beauty Technologist is required to:

4.2.3.1 Code of Conduct

Members must adhere to the Professional Body's Code of Ethics and Code of Practice for Beauty Technologists.

4.2.3.2 Continuing Professional Development (CPD)

Members are required to provide proof to SAAHSP of their CPD activities annually.

Members are required to accumulate 15 CPD points a year period by completing a range of activities such as:

No	Category	Min points	Max points
1	CPD planning Planning your CPD activities and using the SkillzBook repository. Generate CV and store information.	5	10

2	SkillzBook short courses	4	5
3	Events / Skills Training / Product Training These include any industry events, workshops, talks, seminars, product training, product Launch/Promotions, congresses etc.	5	10
4	Reading & Blogging These include reading of articles or journals (relevant to the industry). Publishing articles or blogging.	1	5
5	Professional Development These include Speaking at events, Assessing and Moderating, signing your code of ethics and renewing your membership. Judging at events.	0	5
6	Committees These will only consist of 3 categories. - Serving on Board - Serving on Committee - Holding a Portfolio	0	3
7	Community Activity (Charity)	0	5
Total		15	48

More detailed activities and CPD points allocated can be found in the CPD System Document.

The system allows the user to earn up to 48 points. However, only 15 is needed for the designation. Users are therefore advised to plan carefully. The system gives you options to earn more in categories where you are more comfortable.

4.2.3.3 Membership Renewal

Ensure that the annual membership fee is paid. SkillzBook access is dependent on your SAAHSP membership Status.

4.2.4 Professional Designation Progression Pathway

The Beauty Technologist is able to progress to with the means of RPL or Additional Qualifications:

- Beauty Therapist
- Somatologist

4.3 Beauty Therapist (BHS)

A **Beauty Therapist (BHS)** has completed a two-year formal qualification applying complete skincare and body treatments including massage to improve a person's appearance. Treatments performed by a Beauty therapist could also include different forms of massage techniques with a holistic approach.

4.3.1 The core functions of a Beauty Therapist include but are not limited to the following:

1. Comply with all health and safety regulations in establishments and of clients and self.
2. Prepare and equip the self, workstation, treatment area and the client to perform health and skincare treatments.
3. Perform the following tasks:
 - Hair removal techniques

- Make-up and Advance make-up techniques
- Manicure and pedicure
- Facial Treatments including electrical equipment
- Body Treatments including electrical equipment
- Specialised body treatments e.g., body wraps
- Body massage
- Include modalities like holistic massage treatments
- Nail enhancements (optional)

4. Provide advice to client on treatment plan, homecare, and use of cosmetic products.
5. Perform administrative and managerial tasks in working environment

4.3.2 For the professional designation to be awarded, applicants must have shown evidence of:

1. Complete an NQF Level 5 Qualification in Health and Skincare
2. 400 hours of Workplace Learning
3. The Designation may be awarded through Recognition of Prior Learning with the following requirements.
 - Minimum of 2 years work experience before you can apply for RPL
 - Portfolio of Evidence of practical experience in all modalities
 - Evidence of additional training in Skincare Therapy including electrical equipment, Body Therapy including electrical equipment, Body Analysis, Full Body Massage, All Modular Modalities, and complete Anatomy and Physiology

4.3.3 In order to ensure the currency of professional knowledge and retain the designation, the Beauty Therapist is required to:

4.3.3.1 Code of Conduct

Members must adhere to the Professional Body’s Code of Ethics and Code of Practice for Beauty Therapists.

4.3.3.2 Continuing Professional Development (CPD)

Members are required to provide proof to SAAHSP of their CPD activities annually.

Members are required to accumulate 20CPD points a year period by completing a range of accredited activities such as:

No	Category	Min points	Max points
1	CPD planning Planning your CPD activities and using the SkillzBook repository. Generate CV and store information.	5	10
2	SkillzBook short courses	5	10
3	Events / Skills Training / Product Training These include any industry events, workshops, talks, seminars, product training, product Launch/Promotions, congresses etc	5	10

4	Reading & Blogging These include reading of articles or journals (relevant to the industry). Publishing articles or blogging.	4	10
5	Professional Development These include Speaking at events, Assessing and Moderating, signing your code of ethics and renewing your membership. Judging at events.	1	10
6	Committees These will only consist of 3 categories. Serving on Board Serving on Committee Holding a Portfolio	0	3
7	Community Activity (Charity)	0	5
TOTAL		20	63

*More detailed activities and CPD point allocated can be found in the CPD System Document.

The system allows the user to earn up to 63 points. However, only 20 is needed for the designation. Users are therefore advised to plan carefully. The system gives you options to earn more in categories where you are more comfortable.

4.3.3.3 Membership Renewal

Ensure that the annual membership fee is paid. SkillzBook access is dependent on your SAAHSP membership Status.

4.3.4 Professional Designation Progression Pathway

The Beauty Therapist is able to progress to with the means of RPL or Additional Qualification:

- Somatologist
- Advanced Aesthetic therapist

4.4 Somatologist (SomHS)

A **Somatologist (SOMHS)** has completed a three-year formal qualification focusing on the scientific study of the human body, including anatomy and physiology, physics, chemistry, nutrition, and biotics. Treatments performed by a Somatologist includes beauty treatments, complete skin, and body treatments with a holistic approach towards clients with the inclusion of complementary therapies.

4.4.1 The core functions of Somatologist include but are not limited to the following:

1. Comply with all health and safety regulations in establishments and of clients and self.
2. Prepare and equip the self, workstation, treatment area and the client to perform health and skincare treatments.
3. Perform the following tasks:
 - Hair removal techniques
 - Make-up and Advance make-up techniques
 - Manicure and pedicure
 - Facial Treatments including electrical equipment
 - Advance facial exfoliation treatments
 - Body Treatments including electrical equipment

- Perform slimming treatments
 - Body massage
 - Include modalities like holistic massage treatments
 - Spa treatments, including a variety of hydrotherapy treatments, included but not limited to Vichy Shower, Flotation tank, Affusion Shower, Hydro bath, Sauna, Steam Room, Razul and Kneipp Therapy.
4. Provide advice to client on treatment plan, home care and use of cosmetic products.
 5. Perform administrative and managerial tasks in the establishment.

4.4.2 For the professional designation to be awarded, applicants must have shown evidence of:

1. Complete an NQF Level 6 Qualification in Somatology
2. 600 hours of Workplace Learning
3. The Designation may be awarded through Recognition of Prior Learning with the following requirements.
 - Minimum of 2 years work experience before you can apply for RPL
 - Portfolio of Evidence of practical experience in all modalities
 - Evidence of additional training in Anatomy and Physiology or Cosmetic Science, Advanced Therapies, Complimentary therapies, or Spa therapies

4.4.3 In order to ensure the currency of professional knowledge and retain the designation, the Somatologist is required to:

4.4.3.1 Code of Conduct

Members must adhere to the Professional Body’s Code of Ethics and Code of Practice for Somatologists.

4.4.3.2 Continuing Professional Development (CPD)

Members are required to provide proof to SAAHSP of their CPD activities annually.

Members are required to accumulate 25 CPD points a year period by completing a range of activities such as:

No	Category	Min points	Max points
1	CPD planning Planning your CPD activities and using the SkillzBook repository. Generate CV and store information.	5	10
2	SkillzBook short courses	5	10
3	Events / Skills Training / Product Training These include any industry events, workshops, talks, seminars, product training, product Launch/Promotions, congresses etc	10	15
4	Reading & Blogging These include reading of articles or journals (relevant to the industry). Publishing articles or blogging.	4	10
5	Professional Development These include Speaking at events, Assessing and Moderating, signing your code of ethics and renewing your	1	10

	membership. Judging at events.		
6	Committees These will only consist of 3 categories. - Serving on Board - Serving on Committee - Holding a Portfolio	0	5
7	Community Activity (Charity)Total	0	5
Total		25	80

* More detailed activities and CPD point allocated can be found in the CPD System Document.

The system allows the user to earn up to 80 points. However, only 25 is needed for the designation. Users are therefore advised to plan carefully. The system gives you options to earn more in categories where you are more comfortable.

4.4.3.3 Membership Renewal

Ensure that the annual membership fee is paid. SkillzBook access is dependent on your SAAHSP membership Status. Professional Designation Progression Pathway

4.4.4 Professional Designation Progression Pathway

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

- Advanced Aesthetic Therapist

4.5 Advanced Aesthetic Therapist (ATHS)

An Advanced Aesthetic Therapist is a Qualified/Skilled therapist who is engaged in advanced aesthetic treatments.

4.5.1 The core functions of an Advanced Aesthetic Therapist include but are not limited to the following:

1. Comply with all health and safety regulations in establishments and of clients and self.
2. Prepare and equip the self, workstation, treatment area and the client to perform advanced skincare treatments.
3. Perform the following tasks:
 - All modalities contained in the 3-year Somatology Diploma
 - Perform selected medical aesthetic procedures on the appropriate client population.
 - Medical aesthetic procedures shall be performed under the supervision of a medical aesthetic practitioner who has medical/surgical training and possesses specific knowledge, skills, and abilities in medical aesthetics/cosmetic procedures It is within the scope of practice of an Advanced Aesthetic Therapist to perform selected medical aesthetic procedures on the appropriate client population. Selected medical aesthetic procedures shall be performed under the supervision of a medical aesthetic practitioner who has medical/surgical training and possesses specific knowledge, skills, and abilities in medical aesthetics/cosmetic procedures (Supervision can be defined as the direct and periodic consultation provided to an individual to whom a patient care activity is delegated).
 - Refer to the Code of Practice for the Advanced Aesthetic Therapist for the list of treatments an Advanced Aesthetic Therapist may perform. Provide advice to client on treatment plan, home care and use of cosmeceutical products.
4. Perform administrative and managerial tasks in the establishment.

4.5.2 For the professional designation to be awarded, applicants must have shown evidence of:

1. Completion of an NQF Level 7 Qualification in BTech Somatology/Advanced Diploma Dermal Aesthetics or NQF Level 7 Qualification in a cognate field.
2. 600 hours of Workplace Learning
3. The Designation may be awarded through Recognition of Prior Learning (RPL) with the following requirements.
 - A qualified or designated Beauty Therapist that has acquired additional training equating to an additional one-year advanced skin therapies may perform the treatments so specified in the advanced skin therapist scope. MINIMUM 5 YEARS IN RELEVANT ENVIRONMENT. A qualified or designated Somatologists with the required evidence of training in advanced skin therapies may perform the treatments so specified in the Advanced Aesthetic Therapist scope. MINIMUM OF 3 YEARS IN A RELEVANT ENVIRONMENT. Portfolio of Evidence of practical experience in all modalities
 - Evidence of additional training in Anatomy and Physiology or Cosmetic Science, Advanced Therapies, Complimentary therapies, or Spa therapies

4.5.3 In order to ensure the currency of professional knowledge and retain the designation, the Advanced Aesthetic Therapist is required to:

4.5.3.1 Code of Conduct

Members must adhere to the Professional Body’s Code of Ethics and Code of Practice for an Advanced Aesthetic Therapist.

4.5.3.2 Continuing Professional Development (CPD)

Members are required to provide proof to SAAHSP of their CPD activities annually.

Members are required to accumulate 25 CPD points a year period by completing a range of activities such as:

No	Category	Min points	Max points
1	CPD planning Planning your CPD activities and using the SkillzBook repository. Generate CV and store information.	5	10
2	SkillzBook short courses	5	10
3	Events / Skills Training / Product Training These include any industry events, workshops, talks, seminars, product training, product Launch/Promotions, congresses, etc.	10	15
4	Reading & Blogging These include reading articles or journals (relevant to the industry). Publishing articles or blogging.	4	10
5	Professional Development These include Speaking at events, Assessing and Moderating, signing your code of ethics and renewing your membership. Judging at events.	1	10

6	Committees These will only consist of 3 categories. - Serving on Board - Serving on Committee - Holding a Portfolio	0	5
7	Community Activities (Charity)	0	5
Total		25	80

* More detailed activities and CPD points allocated can be found in the CPD System Document.

The system allows the user to earn up to 80 points. However, only 25 needed for the designation. Users are therefore advised to plan carefully. The system gives you options to earn more in categories where you are more comfortable.

4.5.3.3 Membership Renewal

Ensure that the annual membership fee is paid. SkillzBook access is dependent on your SAAHSP membership Status.

4.5.4 Professional Designation Progression PathwayNone.

Highest Designation

5. PROCEDURE

5.1 Designation Application procedure

5.1.1 A candidate requesting to be registered for a Professional Designation would need to 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, by paying their Annual membership fee. Membership fee information is available on the SAAHSP website, www.saahsp.com, or contact the 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: info@saahsp.co.za.

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 the authenticity of the requested documentation and determine the most appropriate designation for the candidate based on the evidence provided namely:**

1. Beauty Technologist
2. Nail Technologist
3. Beauty Therapist
4. Somatologist
5. Advanced Aesthetic Therapist

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 shortfalls so that feedback 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's CPD system for Beauty, Health and Skincare document, and 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 shortfalls so that feedback 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.