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# FOREIGN QUALIFICATION POLICY



## CONFIRMATION OF CONSULTATION

I **Tintibane Thamaga** declares that the policy or procedure manual has been communicated to all members for inputs towards the development or review of the CGASA foreign qualification policy. I also declare that consultation with members has been conducted in good faith with all members.



2020/01/15

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## 1. Introduction

The Certified Government Accountants of South Africa is an organisation that allows foreign nationals who are in possession of an accounting qualification recognised in South Africa to be part of the professional body.

## 2. The purpose of the policy

The main purpose of this policy is to outline the:

- criteria to evaluate foreign qualifications.
- requirements for registration with CGASA by foreign nationals having foreign qualifications.
- process to apply for registration with CGASA by foreign nationals possessing foreign qualifications.

## 3. Scope of application

This policy is applicable to all South Africans in possession of foreign qualifications and foreign nationals in possession of foreign qualifications. Strictly measures will be applied by CGASA to check the authenticity of foreign qualifications. The procedure applicable in this regard will be in line with the SAQA and NQF guidelines.

## 4. Abbreviations and meaning of words

<b>CGASA</b>	<b>Certified Government Accountants of South Africa</b>
<b>SAQA</b>	<b>South African Qualifications Authority</b>
<b>DHA</b>	<b>Department of Home Affairs</b>
<b>NQF</b>	<b>National Qualification Framework</b>
<b>NDoHE</b>	<b>National Department of Higher Education</b>
<b>Foreign National</b>	<b>A person who is not a naturalised citizen in the country where they are living.</b>
<b>Foreign</b>	<b>A qualification which is both awarded by an institution</b>

<b>qualification</b>	<b>accredited or recognized in an education and training system other than South Africa.</b>
<b>Member</b>	<b>A person who belongs to a professional body.</b>
<b>Membership</b>	<b>The fact of being a member of a group or organisation.</b>
<b>Membership form</b>	<b>A form to be filled by potential members as a formal request to become members of an organisation.</b>
<b>Verification of foreign qualification</b>	<b>The process followed by CGASA to check the authenticity of foreign qualifications.</b>
<b>Regulatory Body</b>	<b>The government body formed or mandated under the terms of a legislative Act to ensure compliance.</b>
<b>Evaluation</b>	<b>Making an assessment about the value of a qualification</b>

## **5. Principles**

- The evaluation of foreign qualifications by CGASA considers all NQF related legislation, regulations and policies.
- CGASA values quality information as a cornerstone of effective processes and fair recognition decisions.

## **6. Legal Framework and relevant government departments**

- South African Qualitative Authority.
- National Qualification Framework.
- Department of home affairs.
- Department of Higher Education.

## **7. Criteria for recognising foreign qualifications**

- All foreign nationals with foreign qualifications residing or working in South Africa should comply with all applicable requirements in order to be accepted as members of CGASA.

- CGASA will request the relevant information from the foreign institutions and professional bodies in order to conduct a fair and authentic evaluation of foreign qualifications.
- Foreign qualifications will be recognised as authentic only after all the verification requirements are met.

## **7.1 Requirements to be submitted by the applicant**

Potential foreign national members with foreign qualifications, who wish to apply for membership need to furnish all the required information and documents as follows:

### **7.1.1 Foreign nationals with foreign qualifications**

Foreign nationals who seek membership must submit the following to CGASA upon their application:

- Certified copy of official passport or South African identity document.
- A curriculum vitae.
- Certified copies of qualifications.
- Verification certificate from the regulatory body in the country of origin confirming that the applicant is in good professional standing and has no professional cases pending against him/her.
- Certified copies of registration certificate, if any, from the country of origin.
- Complete and legible academic transcripts from the country of origin.
- Evaluation certificate from SAQA confirming the foreign qualifications.
- Police clearance letter from the country of origin.
- CGASA completed application form (available on [www.cgasa.org.za](http://www.cgasa.org.za)).
- Certified copy of marriage certificate if any.
- Proof of payment of the applicable non-refundable application fee.

### **7.1.2 South African citizens with foreign qualifications**

All South Africans in possession of a foreign qualification seeking CGASA membership need to submit the following documents in order to be considered.

- Study Permit from the Department of Home Affairs (DHA).
- A curriculum vitae.
- Certified copies of qualifications.
- Complete and legible academic transcript.
- Certified identity document.
- An evaluation certificate from SAQA confirming the foreign qualifications from the country of study.
- Certified copy of marriage if any.
- CGASA completed application form (available from [www.cgasa.org.za](http://www.cgasa.org.za)).
- Proof of payment of the applicable non-refundable application fee.

**NB: CGASA will approach SAQA for the verification and evaluation of the foreign qualifications.**

## **8. Payment of the evaluation of foreign qualification**

### **8.1 Administration fee/evaluation fee**

CGASA includes an administration fees for the evaluation of foreign qualifications in the above mentioned application fee. Application fees should be paid as follows:

- Paid in advance
- Directly deposited into the First National Bank Account No 62770371161, Branch code no. 270352.
- A copy of the deposit slip, clearly reflecting the name of the qualification holder and the stamp of the bank where the deposit was made, must be attached to the application.
- No cash will be accepted in the CGASA offices.

### **8.2 CGASA Administration fee per application (excluding SAQA fees)**

- Certificate of evaluation-----R380-00
- Re-evaluation/appeal-----R 250-00
- Cancellation fee-----R 75-00

(SAQA fees can be obtained from [www.saga.org.za](http://www.saga.org.za))

## 9. Expectation of evaluation results

- The normal processing time is 30 working days (six weeks) from the date of receipt of the application which should include proper and complete documentation, payment as indicated above, and other particulars as requested. Incomplete applications which lack all required documentation and fees will not be processed.

## 10. Important information

- Applications close at the **end of November** of each year and re-open on the 10<sup>th</sup> of **January** of the following year.
- **Evaluations will be conducted without prejudice** and strictly according to SAQA guidelines.
- **Certificates in foreign languages** should be submitted together with sworn translations into English.
- **Kindly do not fax any documentation** unless specifically requested by CGASA to do so.

## 11. Monitoring of the policy

The board of directors shall have the supreme authority to monitor compliance in line with the SAQA and NQF framework.

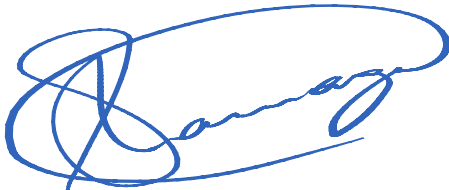
## 12. Policy Review

This policy shall be reviewed whenever a need arises in line with SAQA and the NQF framework.



**13. Policy Approval**

**This Policy is approved and signed at Nelspruit on this 15<sup>th</sup> day of January 2020.**

A handwritten signature in blue ink, appearing to be 'D. van der Merwe', written in a cursive style. The signature is positioned above a horizontal line.

**SIGNATURE**

**CHAIRPERSON - CGASA**