



PROFESSIONAL DESIGNATIONS POLICY & PRINCIPLES

SOUTH AFRICAN INSTITUTE OF AUCTIONEERS

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Definition

Professional designation

Professional designation indicates registration of the individual with a professional body, and, where relevant, the right to practice in the particular field of expertise governed by the professional body.

Professional Designation Introduction

SAIA has developed the following designations for its individual members, **Candidate Auctioneer**, **Associate Auctioneer** and **Certified Auctioneer**, and these are dependant upon the applicant's education and experience.

SAIA's designation awarding strategy and process has been built around these 3 categories.

The candidate phase is similar to a period of Internship or Articles. SAIA sees this category of individual members as an essential part of its membership strategy as Candidate Auctioneer creates a category to bring new entrants into the industry and into the profession. Candidates who successfully complete the candidacy auctioneer phase will be awarded the SAIA Associate Auctioneer professional designation.

Similarly, Associate Auctioneers that complete the relevant experience and education requirements for Certified Auctioneer will be awarded Certified status.

As part of establishing itself as the preeminent professional body in the South African auctioneering sector, SAIA obtained **SAQA REGISTRATION** for the following two professional designations:

- Associate Auctioneer
- Certified Auctioneer



Professional Designation Categories

Candidate Auctioneer:

Entry level / Basic

New entrant to the auction industry or Junior employees of corporate members aspiring to further their career.

Experience level: 0 - 2 years of auctioneering experience.

Associate Auctioneer:

Mid-level / Skilled

Auctioneers & employees of corporate members with mid-level auctioneering experience, aspiring to further their career.

Experience level: 2 to 5 years of auctioneering experience.

Certified Auctioneer:

Highest level / Advanced

Auctioneers or employees of corporate members with high level auctioneering experience.

Experience level: 5 years or more of auctioneering experience.



Professional Designation Awarding

SAIA is committed to ensuring persons who are awarded SAIA Designations are able to function according to the standard expected of them by its stakeholders, its clients and the public at large.

Regarding the two professional designations, SAIA follows a 4-step approach in awarding these two professional designations

STEP 1/E1: Education

To meet this step, SAIA will accept a South African NQF registered cognate qualification or duly recognised equivalent as the underlying qualification required by a designation applicant.

Note: Where an applicant does not have an appropriate cognate qualification, the applicant can follow an RPL route as set out in the SAIA RPL policy.

STEP 2/E2: Experience

SAIA in benchmarking global best practice has set the following standard for relevant related and appropriate experience required per designation.

STEP 3/E3: Ethics

The applicant is required to annually submit a declaration of commitment to the SAIA code of ethics and practice.

STEP 4/E4: Exam - Professional Designation Assessment

(Associate)

Persons applying for Associate status are required to successfully complete the SAIA relevant Professional Designation Assessment.

(Certified)

Persons wishing to be conferred the SAIA Certified designation need to successfully complete the SAIA relevant Professional Designation Assessment.

Only applicants that meet all requirements will be awarded the relevant designation by the SAIA board.

Professional Designation Grading

Process for grading Professional Designations

- Candidate to write Professional Designation Assessment to move up to Associate Auctioneer.
- Associate Auctioneer to write Professional Designation Assessment to move up to Certified Auctioneer.
- The grading process will be done once a year with the membership renewals.

Exams – Professional Designation Assessments

- Online exams – Professional Designation Assessments which are monitored / controlled

THE FOLLOWING DIAGRAM SUMMARISES THE APPROACH:

	E1 Education	E2 Experience	E3 Ethos	E4 Exam
Candidate Auctioneers	National School leaving certificate [matric] or equivalent or RPL.	0-2 years or relevant experience as aligned to the SAIA professional competencies	Signs [annually] agreement to comply with the SAIA codes of practice, standards and ethics as well as provides a declaration of good standing.	During the candidacy phase a logbook showing experience gained at the BASIC level of the 9 SAIA competencies needs to be compiled, signed off by a SAIA Certified Auctioneer and approved by the SAIA Education Committee.
Associate Auctioneers	National Occupational Certificate: Auctioneer, NQF 4, 180 credits SAQA ID 120670 or equivalent or RPL.	2-5 years or relevant experience as aligned to the SAIA professional competencies	Signs [annually] agreement to comply with the SAIA codes of practice, standards and ethics as well as provides a declaration of good standing.	Successfully completes the SAIA exam - Professional Designation Assessment which assesses the candidate's readiness in terms of all the SAIA professional competencies SKILLED level.
Certified Auctioneer	National Occupational Certificate: Auctioneer, NQF 4, 180 credits SAQA ID 120670 or equivalent or RPL.	More than 5 years or relevant experience as aligned to the SAIA professional competencies	Signs [annually] agreement to comply with the SAIA codes of practice, standards and	Successfully completes the SAIA exam - Professional Designation Assessment which assesses the associates advanced expertise in terms of all the SAIA professional competencies ADVANCED level.

The 9 SAIA Professional Competencies standard fields against which the applicant's experience will be assessed in the Professional Designation Assessment:

1. Auction Rules
2. Code of Conduct
3. Different types of Auctions
4. Source Auctions
5. Asset Assessment
6. Secure mandate
7. Marketing and selling
8. Auction preparation
9. Auction

The three levels of grading will be as follows:

1. **BASIC** - for Candidates that aspire to enter the industry and profession.
2. **SKILLED** - Competency Standard for Associate Auctioneers.
3. **ADVANCED** - Competency Standard for Certified Auctioneers

This matrix provides the basis for the development and implementation of the Professional Designation Assessment for Associate and Certified applicants.



Professional Designation Monitoring

For an individual to remain a member of SAIA, the following will be monitored and reviewed annually, as part of the renewal process.

A designated SAIA member is required to comply with the relevant SAIA policies and requirements for the applicable time-period.

In order for any member to be considered for initial membership or renewed membership of SAIA, the applicant must comply with the following essential prerequisites.

Annual Declaration

Sign and submit the SAIA Code of Professional Conduct, accept compliance related to ethical practice and conduct.

Confirm to have read and understood the contents of the Code of Conduct, outlining the practices and standards expected of members of SAIA and agree to comply with the SAIA policy on ethical practice and conduct by committing to upholding these values and standards at all times. Confirm that as a member of SAIA to always uphold the interests of the auctioneering profession as well as SAIA and all its members.

CPD

In order for members to maintain their designation, all SAIA designated members will be required to comply with the Continuous Professional Development (CPD) policy of the institution and obtain a minimum of 18 CPD points at the required competence level on an annual basis.

Note: 1 CPD point is equivalent to 1 hour of learning.

It is important to note that all documentation verifying participation in the CPD activities be kept on record by the individual, as the SAIA may request these documents as part of the monitoring process.

DESIGNATION	CATEGORY		
	INDUSTRY-SPECIFIC KNOWLEDGE AND SKILLS	PERSONAL DEVELOPMENT	TOTAL REQUIRED POINTS PER ANNUM
	At Least (Minimum)	Up To (Maximum)	
Candidate Auctioneer	12	6	18
Associate Auctioneer	12	6	18
Certified Auctioneer	12	6	18

Fees

An annual subscription shall be payable to SAIA by every member, the amount of which shall be determined from time to time by the Board of Directors of SAIA. The amount of such annual subscription and any other fees payable to SAIA shall be prescribed by the Board of Directors by resolution and shall be payable in such manner and on such dates as the resolution may prescribe.

CANDIDATE AUCTIONEER

R500,00 per annum

ASSOCIATE AUCTIONEER

R1000,00 per annum

CERTIFIED AUCTIONEER

R2000,00 per annum

FFC (Fidelity Fund Certificate)

Provide a Valid and Current Fidelity Fund Certificate

Members selling immovable properties need to provide a valid and current Property Practitioners Fidelity Fund Certificate (FFC) / Law Society FFC.

FFC to be provided for the company and each SAIA registered member selling immovable property.

Insurance

Provide Valid and Current Confirmation of Insurance (Professional Indemnity & Fidelity Guarantee) as per the requirements of SAIA.

Professional Indemnity & Fidelity Guarantee (Commercial Crime) Insurance is compulsory for all SAIA members. Minimum cover of R2.5 million for each category, and annual premiums.

BEE

Provide a Valid and Current BEE Certificate

Complaints

Have no pending or unresolved complaints against them.

Professional Designation Non-Compliance

CONSEQUENCES FOR NON COMPLAINE / REVOKING OF MEMBERSHIP

Each SAIA Professional Designation (candidate, associate and certified) needs to comply with the E4 system (education, experience, ethics, exam/Professional Designation Assessment) annually, as set out in the Professional Designation Monitoring process.

Failing to do so will result in the member being suspended as outlined in the SAIA disciplinary process.



SANCTION

In the event of the disciplinary committee at the conclusion of the enquiry finding the member guilty, it shall have the power to impose one or more of the following sanctions:

1. Declare that no action or sanction be imposed.
2. Caution the member found guilty.
3. Reprimand the member accused.
4. Impose a fine within the range of a minimum of R5 000, 00 to a maximum of R20,000.00.
5. Suspend any sanction for such period and on such conditions as the disciplinary committee may consider appropriate.
6. Suspend the membership of such member for any period that the Board of Directors may deem appropriate and on such conditions as the disciplinary committee may consider appropriate.
7. Cancel the member's membership with immediate effect and expel member from SAIA.

APPEAL

1. Any member found guilty who is aggrieved by a finding made by the disciplinary committee shall have the right to appeal against the decision of the disciplinary committee within a period of 30 (thirty) days from the date of written notification.
2. The person appealing ("the appellant") must deliver to SAIA a notice dated and signed by the appellant containing the following particulars:
 - a. the name, postal address, telephone number and facsimile number of the appellant;
 - b. whether the appeal is lodged in respect of the decision, the penalty, or any other aspect regarding the decision; and
 - c. the decision sought from SAIA.
3. The notice of appeal must be accompanied by a deposit in the sum of R2 000, 00.
4. The notice of appeal must be delivered to SAIA not later than thirty (30) days after the committee has furnished the appellant with the reasons for its decision in respect of guilt and/or sanction.
5. A notice not containing the particulars referred to above and/or not accompanied by the amount of deposit referred to above is not a valid notice of appeal and delivery thereof to SAIA has no effect.
6. After receipt of the notice of appeal, SAIA must determine the date upon which the appeal will be heard, which date should not be later than 45 days after the appeal has been lodged.
7. SAIA shall notify the appellant and the member charged (where the member is not the appellant) of the date of the appeal hearing and invite them to be present at the hearing to submit oral or written arguments to SAIA should they wish to do so.
8. The appeal shall be heard by an appeal committee which may consist of three members of the Board of Directors.
9. The appeal will take the form of a reconsideration of the merits of the charge faced by the member before the disciplinary committee of enquiry but shall be combined to the record of that enquiry. Neither the appellant may introduce new facts that were not raised before the disciplinary committee of enquiry.
10. The appeal committee shall give the appellant the first opportunity to present argument in support of the appeal where after the appeal committee shall ask the case presenter (if appointed) to make submissions to the appeal committee.
11. The appeal committee may put questions to the appellant on any matter relevant to the appeal.
12. The chairperson of the appeal may give directions in respect of the procedure to be followed at the appeal with due regard to the principles of natural justice.
13. SAIA must arrive at a decision in respect of the appeal having regard to all relevant considerations including:
 - a. the arguments and submissions presented
 - b. the record;
 - c. the reasons given by the disciplinary committee for its decision;
 - d. any papers or affidavits filed before the disciplinary committee;
 - e. the replies given to the questions (if any) put by SAIA to the appellant
 - f. legal and other advice obtained by the appeal committee.
14. The appeal committee's decision shall be conveyed in writing to SAIA who shall then convey the decision in writing to the appellant.
15. The decision of the appeal committee shall be final.