

# **COMPLIANCE INSTITUTE OF SOUTH AFRICA (the Institute)**

## ***Accreditation of Compliance Officers***

### **1. INTRODUCTION**

It is the Institute's stated objective to establish and develop the compliance profession in South Africa and to provide accreditation for compliance professionals. To this end, the Institute has, inter alia, developed a training course for Compliance Officers (the Certificate in Compliance Management (CCM)).

The next step in the development of the compliance profession is to establish a formal accreditation process for compliance professionals in South Africa. It is envisaged that there will be three tiers of membership (associate, accredited membership and certified compliance professional), which will be dealt with in detail below. Accredited status will apply to Accredited Members and Certified Compliance Professionals only.

### **2. THE STEPS IN THE PROCESS**

#### ***Associate:***

- Central register;
- Code of Conduct;
- Paid up fee.

#### ***Accredited Members and CCP's:***

The accreditation process will comprise essentially the following steps:

- Central register;
- Code of Conduct;
- Paid up fee;
- Education / experience;
- Accreditation of Members and CCP's.

## **2.1 The Central Register**

It is essential that a central register be established for compliance professionals. Initially the register will be limited to compliance professionals, but it is our ambition to eventually expand the register to include all participants in the financial services industry and perhaps even wider than this industry.

The Register will contain personal and other details of each compliance professional and will be regularly updated.

In order to be registered on the Central Register, a detailed application form must be submitted. A grandfathering period in respect of existing Institute members will be provided for. Once an application is approved, the applicant's name will be entered in the register.

Any disciplinary or other action taken against a registered person will be recorded on the register.

## **2.2 Code of Conduct**

Before being accredited as a compliance member or certified compliance professional, the candidate must have endorsed the Institute's Code of Conduct, and undertake to comply with the requirements of the Code, and the relevant membership must be paid.

Failure to do so will disqualify the candidate from membership and/or accreditation.

## **2.3 Education / experience**

There will be certain minimum educational requirements to qualify for specific levels of accreditation. In appropriate circumstances these requirements may be waived or relaxed. In addition, a minimum number of years' experience in the industry may be required, as set out below.

In order to retain your accreditation, you will be required to accumulate a minimum number of points, which will be awarded for continuing education. Points will be awarded for obtaining a formal educational qualification, successfully completing the Certificate in Compliance Management, attending the annual Compliance Conference, attending Compliance Forum meetings, producing and publishing or presenting a compliance related paper in a relevant magazine, forum, providing training for compliance officers, etc. All compliance related efforts will be considered, including attendance at international compliance related conferences. A points table is attached.

## **2.4 Levels of Membership and Accreditation**

A candidate must apply online for membership.

It must be noted that only an Accredited Member and a Certified Compliance Professional will be awarded “accreditation status”. A Compliance Associate will not have “accreditation status”, but will be regarded as a member of the Institute without voting rights.

### **2.4.1 Associate**

The associate level is the level of membership with the least stringent requirements.

This level signifies a strong interest in the compliance profession probably with a desire to enter the profession in the future.

Membership at this level may also be available to those professionals in other disciplines (egg accountants, lawyers, etc) who have a strong interest in the compliance profession but no real desire to become a certified compliance professional.

An associate will be required to pay the full membership fee, but will not have full membership status. Endorsement of the Code of Conduct is, however, essential.

No formal academic qualifications are required and no minimum number of years' experience is required.

An associate will not be allowed to vote at meetings of the Institute but will receive all relevant documentation and communications from the Institute. An associate will also qualify for other benefits of full membership, e.g. reduced conference fee.

An associate may use the following designation:

- Ⓢ Associate of the Compliance Institute of South Africa.

#### **2.4.2 Accredited Member**

The candidate must have completed either the CCM **OR** any other acceptable qualification in order to be accredited as a compliance member. "Acceptable qualification" will be such qualification as approved by the Accreditation Committee on application by the candidate. The Committee will approve a qualification if, in its sole discretion, the qualification is regarded as providing the holder thereof with sufficient knowledge to fulfil the required compliance function in the relevant industry (legal and accounting degrees clearly fall into this category). In addition, the candidate must have at least 3 years' experience in the relevant industry (ie banking, insurance, etc, but not necessarily in a compliance function). In appropriate circumstances the minimum educational requirement may be waived, provided the candidate has appropriate experience in a compliance and/or risk management or similar function and submits a written motivation for accreditation.

This level of membership is suitable/appropriate for a new entrant in the compliance profession.

An accredited member will be required to be a paid up member and his/her name must therefore be on the Central Register in good standing.

Endorsement of the Code of Conduct is essential.

In order to retain the accreditation, the member must achieve at least 50 points per annum in terms of continuing education as set out in the schedule attached hereto.

An accredited member may use the following designation:

- Ⓢ Accredited Member of the Compliance Institute of South Africa.

#### **2.4.3 *Certified compliance professional (CCP)***

The candidate must have obtained an appropriate degree (egg legal or accounting degree) and must have at least 3 years' experience in a compliance and/or risk management or similar function. In appropriate circumstances the minimum educational requirement may be waived provided the candidate has appropriate experience in a compliance and/or risk management or similar function and submits a written motivation for accreditation. This level of accreditation is suitable for a candidate who wishes to become a Compliance Officer.

A certified compliance professional will be required to be a paid up member and his/her name must therefore be on the Central Register in good standing.

Endorsement of the Code of Conduct is essential.

The CCP has full voting rights.

The CCP must achieve at least 100 points in terms of continuing education in order to retain the accreditation.

A CCP may use the following designation:

- Ⓢ Certified Compliance Professional of the Compliance Institute of South Africa.

**2.5** If a membership application is approved by the Accreditation Committee, a membership certificate will be issued to the candidate.

### **3. GRANDFATHERING PROVISIONS**

CI recognises that there may be persons who are functioning as compliance professionals, but who do not comply with the minimum requirements for accreditation as set out above.

In order to accommodate such persons, the following grandfathering provisions shall apply for a period of 12 months with effect from 1 March 2003:

- 3.1** any candidate may apply in writing to be accredited at the level selected by the candidate even though such candidate does not meet the minimum requirements;
- 3.2** the application must contain a motivation why the candidate believes he/she should be accredited;
- 3.3** the application must be supported by the candidate's employer (where appropriate).

#### **4. GENERAL**

The Institute believes that high standards should be set to achieve the required status that the position of compliance professional demands.

This will be necessary not only as a matter of principle, but also to satisfy the Regulators that the desired calibre of persons are appointed as compliance professionals.

At the same time, the Institute believes that it is essential not to be too rigid, but to have flexibility in the accreditation process and not to make it exclusive.

A formal Accreditation Committee has been established. The mandate includes criteria to be used broadly as set out above, lists all acceptable qualifications, monitoring the Central Register, etc. The Committee will also be responsible for evaluating and monitoring the continuing education points system and to expand the existing list from time to time.

The Accreditation Committee will have the authority, on written application by a member, to waive all or part of the continuing education requirements in appropriate circumstances.

## POINTS AWARDED FOR ONGOING EDUCATION

	POINTS
Attending approved conference	40 (max 80)
Attending Forum/Meeting	10 (max 50)
Publishing/presenting compliance related paper or material (incl training)	20 (max 40)
Obtaining acceptable qualification	50 (max 100)
Employer competence confirmation	40

“**Conference**” includes workshop, training course, etc.

“**Qualification**” includes a degree, diploma, certificate or other qualification, which is awarded by any tertiary, or other educational institution or professional body to a candidate and which in the opinion of the Accreditation Committee is appropriate for the purposes of accreditation at the relevant level. The Accreditation Committee may award higher points (subject to the appropriate maximum) for achieving a distinction or other reward in respect of the relevant qualification. The Accreditation Committee shall also take into account the SAQA levels in respect of any relevant qualification when awarding points.