



Registration no. 2001/010708/08

DESIGNATION AWARDING POLICY

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A handwritten signature in black ink, appearing to read "F. Mellet", written over a horizontal line.

Compiled by: Francois Mellet
SAAMA Council Member

A handwritten signature in black ink, appearing to read "J. Coetzee", written over a horizontal line.

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SAAMA Council President

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1 INTRODUCTION

The policy defines the rules and stipulations that are applicable in order for SAAMA to award professional designations to asset management professionals.

2 OBJECTIVE

To professionalise the field of Asset Management through:

- the issuing of professional designations to members that reflect their experience, knowledge and education;
- upholding/monitoring the Code of Conduct which sets out the acceptable level of behaviour for a professional Asset Manager and sanction those that contravene it;
- ensuring a continuous level of knowledge gathering through the issuing and monitoring of continuous professional development credits.

3 CRITERIA FOR OBTAINING THE PROFESSIONAL DESIGNATION

The following requirements are applicable for all current and planned designations to be awarded by SAAMA. The details pertaining to each specific designation will be contained in the associated Competency Standard as registered with QCTO and available upon request from SAAMA:

- The applicant needs to be a member of SAAMA (but membership does not guarantee any designation). Membership fees must be paid in full.
- A minimum secondary or tertiary education level will be specified depending on the specific designation.
- The minimum years of applicable experience will be specified.
- The applicant must demonstrate capability in specified minimum competencies as per a defined list of competencies per designation. A portfolio of evidence must be submitted to this end and will be adjudicated by SAAMA.
- Recognition of prior learning will be applied in line with the stated RPL policy.
- A final SAAMA examination may be imposed depending on the designation.
- The member will need to abide by the SAAMA Code of Ethics. Failing such the designated member could face a disciplinary process from which a number of outcomes could result including, but not limited to the suspension or revoking of the designation.

4 FEES

The council will annually determine and publish the applicable fees.

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5 APPLICATION PROCESS

A member can view the competency framework and download the application forms on SAAMA's website, or request these directly from SAAMA. Once a member is satisfied that all the minimum criteria are able to be met, the completed forms, portfolio of evidence, and proof of payment of an application fee need to be submitted to SAAMA. The portfolio of evidence needs to provide relevant information to demonstrate the applicant's knowledge, skills and experience in support of meeting at least the minimum set list of competencies as per the desired designation's competency standard. This will include an overview of the nature and duration of the applicant's relevant roles, experience, as well as support documentation. References must be supplied in support of the experience and roles performed by the individual. SAAMA may also require the applicant to attend an interview to clarify any aspect of an individual's application.

For some of the designations the applicant must also pass an examination specified by SAAMA as final evaluation.

SAAMA will process the application for a designation and provide feedback to the applicant within one calendar month. Should the submission be incomplete or any questions raised, SAAMA will endeavour to give feedback sooner than the allocated calendar month.

6 RETAINING THE DESIGNATION

The designation awarded will be valid for a three year period only, after which the member may apply for a further period. This is in order to ensure that members with designations remain active in the field of Asset Management and stay abreast of the latest developments.

Every three years the member needs to complete the forms and resubmit the portfolio of evidence to demonstrate the currency of meeting the minimum competency set as defined by the competency standard for the desired designation. Competencies previously submitted and accepted will be credited should the applicant provide sufficient proof of meeting the minimum CPD requirements for any given designation during the three years that passed (See SAAMA CPD Policy).

The application for re-registration needs to be received and paid for at least 60 days before expiry of the active designation for seamless transition.