

Reward Designations

SARA Continuous Professional Development (CPD) Policy

1. Introduction

1.1 To ensure that SARA members, who are also accredited in one of the professional designations, uphold a level of knowledge associated with the accredited designation, SARA has developed a CPD policy that sets the standards and requirements for continuous professional development, after accreditation.

1.2 CPDs refer to learning activities that develop and maintain capabilities to enable members and associates to continuously perform competently within their professional environment.

1.3 SARA recognises five (5) different professional designations that can be achieved within the profession (more detail regarding designations is provided separately):

1.3.1. **Master Reward Specialist.** This level corresponds with:

- at least a post graduate degree; AND
- a GRP certification (W@W) **with** more than twelve (12) years' relevant experience.

OR

- 15+ years' relevant experience (i.e. more experience if a GRP is not obtained) within the reward field where competence is applied in a role with a predetermined scope of responsibilities.

1.3.2. **Chartered Reward Specialist.** This level corresponds with:

- at least a B degree or 3-year Diploma (equivalent to NQF6); AND
- a GRP certification (W@W) **with** eight (8) to twelve (12) years' relevant experience.

OR

- 10 to 15 years' relevant experience within the reward field where competence is applied in a role with a predetermined scope of responsibilities.

1.3.3. **Reward Specialist.** This level corresponds with:

- a B degree or 3-year Diploma (equivalent to NQF6); AND
- a GRP certification (W@W) or Minimum Reward Standards accreditation (SARA) **and** five (5) to eight (8) years' relevant experience.

OR

- 8 to 10 years' relevant experience within the reward field where competence is applied in a role with a predetermined scope of responsibilities.

1.3.4. **Reward Analyst.** This level corresponds with:

- a 3-year Diploma (equivalent to NQF6);
- a Minimum Reward Standards accreditation (SARA); AND
- two (2) to five (5) years' relevant experience within the reward field where competence is applied in a role with a predetermined scope of responsibilities.

1.3.5. Reward Administrator. This level requires:

- competence equivalent to a Grade 12 (Matric) qualification; AND
- one (1) to two (2) years' relevant experience within the reward field where competence is applied in a role with a predetermined scope of responsibilities.

1.4 The CPD requirements for each designation are similar in terms of an allocated number of points that needs to be achieved over a three-year period (measured in calendar years). However, inherent requirements will be different based on the level of competence that the member would have achieved through accreditation, and is expected to uphold through continued professional development.

2. Objective

The objective of this policy document is to assist members to develop and maintain professional competence in order to provide services of high quality in the public interest and to protect the reputation of the reward discipline.

3. Primary Responsibility

The primary responsibility for ensuring that this policy is complied with lies with the member and it is expected that all members who have been accredited in terms of a professional designation continuously develop and maintain their professional competence.

4. Reporting Period

The reporting cycle is a three-year cycle, which commences the calendar year after the designation is awarded. The first cycle will start in January 2014 and run until December 2016. The required number of points stated in this document, must be achieved by the end of this reporting period.

Reward practitioners who are accredited for the first time during a calendar year, will be required to participate in the CPD cycle that starts in the year following accreditation.

5. CPD requirements

Members are required to complete a number of points over a three-year period as detailed below:

Professional Designation	Number of points (obtained cumulatively over a 3-year period)
Master Reward Specialist	60
Chartered Reward Specialist	50
Reward Specialist	40
Reward Analyst	30
Reward Administrator	20

5.1 Categories of CPD requirements

SARA considers the following activities acceptable for CPD purposes. Members are required to obtain points from at least three (3) of the activities listed below:

	Type of CPD	Definition	CPD points awarded
5.1.1	<input type="checkbox"/> Attendance at Networking events and Webinars (including IMG, Professionalisation, EBT and other branches' events)	The provision of information to delegates with interaction generally limited to question and answer sessions.	<ul style="list-style-type: none"> • 1 point for 1 hour (maximum of 3 points per event) • Maximum of 12 points per year.
5.1.2	<input type="checkbox"/> Attendance at annual SARA Conference	Annual SARA Conference.	<ul style="list-style-type: none"> • Attending one day of conference - 6 points • Attending both days of conference -12 points.

	Type of CPD	Definition	CPD points awarded
5.1.3	<input type="checkbox"/> Attendance at other relevant and <u>approved</u> conferences, seminars, events	Events hosted by SABPP, SAPA, IPM, HR Future, Knowledge Resources, other Consulting companies, etc.	<ul style="list-style-type: none"> • 1 point for 1 hour (maximum of 6 points for an all-day event) • Maximum of 12 points per year.
5.1.4	<input type="checkbox"/> Attendance at overseas conferences / programmes	WorldatWork conference, CLC conference, HR Executive programmes through London Business School etc.	<ul style="list-style-type: none"> • Attending one day of conference - 6 points • Maximum of 12 points per conference/ programme.
5.1.5	<input type="checkbox"/> Attendance and participation as a member of the SARA Exco, Regional Committee, or any other officially constituted subcommittee/ portfolio	<ul style="list-style-type: none"> • SARA Exco • Conference & Reward Awards Committee • Intern Committee • Professionalisation Committee • Stakeholder Engagement Committee • IMG Committee • Employee Benefits & Tax Committee • Communications & Marketing Committee • Thought Leadership Committee • SOE Committee • Mentorship Committee • Cape Town Branch Committee • KZN Branch Committee • Accreditation Committee • Reward Awards Judging panels • Or other portfolios such as the Finance portfolio 	Per committee -1 point for 1 hour. - Maximum of 12 points per year. In the event of attendance that does not meet the following criteria, the points do not accrue: Committees with 4 meetings or less per year: 75% attendance Committees with 5 meetings or more per year: 60% attendance (See Appendix A: Code of Conduct for Committee members) <u>(The above criteria can be over-ridden at the discretion of the Committee Chair).</u>
5.1.6	<input type="checkbox"/> Completion of GRP modules	WorldatWork accredited Global Remuneration Professional qualification WorldatWork accredited Advanced GRP qualification	<ul style="list-style-type: none"> • 20 points per module (8 points per day and 4 points per exam) • 16 points per module self-study (12 points study and 4 points per exam). • 28 points (8 points per day and 4 points for exam)
5.1.7	<input type="checkbox"/> Completion of courses offered by relevant recognised and accredited professional bodies and companies	SARA approved and SAQA/ SETA relevant registered courses	<ul style="list-style-type: none"> • 1 point for 1 hour • Maximum of 6 points per day.
5.1.8	<input type="checkbox"/> Online Programmes offered by SARA	For example: Minimum Reward Standards modules, other relevant modules.	<ul style="list-style-type: none"> • 2 points per module.

	Type of CPD	Definition	CPD points awarded
5.1.9	<input type="checkbox"/> Attendance of MRS programmes	Minimum Reward Standards or Minimum Governance Standards	<ul style="list-style-type: none"> Attendance of classroom programme 1 day – 6 points Maximum of 12 points per programme.
5.1.10	<input type="checkbox"/> Registered for post graduate studies in related fields	Honours, Masters or Doctoral	<ul style="list-style-type: none"> No additional CPD points will be required for the duration of registration with the university. Proof of registration must be submitted. Depending on duration, the required CPD points will be on a pro-rata basis.
5.1.11	<input type="checkbox"/> Presenting, teaching, lecturing, study leader for research projects, external examiner for post graduate research documents.	Points as a presenter, lecturer or speaker: <ul style="list-style-type: none"> Will be accepted for engagements that are relevant to the reward profession. Internally within own organisation, or externally. Points may only be accrued once for a presentation, even if it is presented at several forums. 	<ul style="list-style-type: none"> 1 point per 1 hour Maximum of 15 points for preparation and presentation Maximum of 15 points per event Post graduate study leader appointed by an accredited university: <ul style="list-style-type: none"> 20 points per student per year Maximum of 40 points per year.
5.1.12	<input type="checkbox"/> Mentoring / GRP Tutoring	Activities that lead to the formal or informal transfer of skills to practitioners within the industry.	Tutoring: <ul style="list-style-type: none"> 1 point per 1 hour of presenting plus 6 points for preparation (if applicable) Maximum of 20 points per GRP course and 60 points per year. Formal Mentoring (SARA Programme): <ul style="list-style-type: none"> 1 point per 1 hour Maximum of 12 points per year per mentor and mentee. Other Total Reward Mentoring: <ul style="list-style-type: none"> 1 point per 1 hour Maximum of 10 points per year per mentor and mentee
5.1.13	<input type="checkbox"/> Legislation	Keeping abreast of developments and ensuring compliance: <ul style="list-style-type: none"> Basic Conditions of Employment Act Income Tax Act King IV 	<ul style="list-style-type: none"> 1 point for every 1 hour of self-study Maximum of 10 points per year.

	Type of CPD	Definition	CPD points awarded
5.1.14	<input type="checkbox"/> Design and implementation of new policies and schemes within the working environment	E.g. Design and implement a new LTI scheme Implement a new JE methodology	<ul style="list-style-type: none"> • 10 points per year.
5.1.15	<input type="checkbox"/> On-going registration as GRP through WorldatWork	WorldatWork accreditation	<ul style="list-style-type: none"> • 10 points in the year that recertification takes place.
5.1.16	<input type="checkbox"/> Appointed as a member of a RemCo outside of formal employment	Outside of current role	<ul style="list-style-type: none"> • 1 point per hour • Maximum of 10 points per year.
5.1.17	<input type="checkbox"/> Authorship	Design and development of material on a relevant reward related topic including technical articles, papers or books that are published, either in an accredited journal, or on the SARA website.	<ul style="list-style-type: none"> • 15 points per article • 20 points for contributions towards a published reward / HR related book.

- * The table is not an exhaustive list and members may contact SARA to clarify whether another activity not listed may be acceptable as a CPD requirement.
- * SARA plans to engage with other related professional bodies to share CPD activities.

6. Reporting and Record keeping

- 6.1 It is the responsibility of each SARA member who holds a professional designation to maintain a record of his/her CPD activities.
- 6.2 Members must retain any documentation that will support the verification of recorded CPD activities. Documentation must be kept for at least four (4) years after the end of each reporting period.
- 6.3 To facilitate record keeping and administration of the CPD programme, SARA will host an online CPD register on its website. The register must be used by members to record any CPD activities undertaken.
- 6.4 Each member should ensure that they report their achieved CPD points at most one month after completing the activity.
- 6.5 SARA will conduct sample audits annually to verify compliance with this policy.

7. Deferral of CPD Requirements

- 7.1 A member may request a deferral of CPD requirements, due to extenuating circumstances such as maternity, medical, disability or sabbatical.
- 7.2 Written requests must be made to the SARA secretariat and supporting documentation must be submitted with the request. If the request is granted, the balance of the CPD points will be carried over and added to the requirements for the next CPD period.
- 7.3 These requests will be considered on a case-by-case basis.

8. The Process/ Cycle

Participation in the CPD programme involves the following five (5) steps:

8.1 **Understand CPD requirements** – study the policy and obtain additional detail if required;

8.2 **Plan** – plan the activities and/or events that you would like to participate in, in order to achieve the points required;

Participate – participate in the appropriate activities that will facilitate the accumulation of the required points. Make sure that the relevant dates are diarised and you have registered for events. Set realistic goals with training and self-development;

8.4 **Record** – record your participation in the activities. As you participate in each of the identified activities, record the completed activity on the online CPD register. Ensure you keep records of the evidence of your participation; and

8.5 **Monitor** – every quarter check the progress you have made on your CPD. Highlight areas of concern and focus on these areas.

CPD should be a continuous process, and not something that should be attended to once a year only.