

POLICY & PROCEDURES  
FOR DEVELOPING, AWARDING AND  
REVOKING  
PROFESSIONAL DESIGNATIONS



# POLICY AND PROCEDURES FOR DEVELOPING, AWARDING AND REVOKING ISACA SOUTH AFRICA CHAPTER PROFESSIONAL DESIGNATIONS

## Policy and Procedures for Developing, Awarding and Revoking ISACA South Africa Chapter Professional Designations

### 1. Introduction

This policy document sets out the underlying principles and procedure for the developing, awarding, and revoking of professional designations awarded to members by ISACA South Africa Chapter.

At this stage, our objective is to provide a career path for all technology professionals that follow the following professional learning or career pathways:

- Information Systems Audit
- Information Security Management

### 2. Principles

- 2.1 Professional designations are awarded to members in good standing who demonstrate competence in the execution of their professional roles.
- 2.2 Members applying for professional designations must have passed the relevant ISACA board examination (CISA or CISM respectively) and attained the relevant professional certification.
- 2.3 Competence is demonstrated by a member who:
  - a. has the requisite knowledge and skills required to perform his/her professional role and to solve associated problems; and
  - b. has carried out his/her professional duties and responsibilities consistently in an ethical and proficient manner, over a period of time, in the best interests of the client.
- 2.4 Professional designations are withdrawn from members who contravene the ISACA South Africa Chapter Code of Conduct so bringing the profession into disrepute and harming the reputation of ISACA South Africa Chapter.
- 2.5 Designations are awarded in accordance with the SAQA criteria for the awarding and revoking of a professional designation. (SAQA Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008: Sections 28(iii) and 42.)
- 2.6 Professional designations are awarded and revoked as part of ISACA South Africa Chapter's obligation as a SAQA recognised professional body to "protect the public interest in relation to services provided by its members and the associated risks." (Ibid: Section 28(ii))
- 2.7 Possession of the required knowledge is demonstrated by the member possessing a related qualification with a minimum NQF level 6 rating.
- 2.8 Should a member who applies for a professional designation (ISCA or ISCM) possess a qualification issued by an institution not registered in South Africa, the member must ensure that the qualification is evaluated by SAQA and found to be comparable to the underlying South African qualification. (Ibid: Section 42(v)).
- 2.9 Performance of a professional role in an ethical and proficient manner is demonstrated by the member having performed his/her work responsibilities and duties at a specific level over a period of time as laid down by ISACA South Africa Chapter for each designation in Appendix 1, without contravention of any related legislation, regulations or codes of conduct.

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2.10 Due to the fact that many South Africans were denied the opportunity to obtain professional qualifications and yet were allowed to, and still do, perform the duties related to the ISACA South Africa Chapter professional designations, they may be awarded the relevant designation through a process of the Recognition of Prior Learning (RPL). In addition, members who do not have the underlying qualification for any other reason and yet are competent in their jobs may be awarded the relevant professional designation through RPL according to the ISACA SA RPL Policy.

2.11 RPL relates to various types of learning, including:

- a. Formal learning (qualifications and/or part qualifications offered by registered and accredited providers in South Africa or overseas);
- b. Non-formal learning (learning done formally in the form of non-accredited courses and programmes);
- c. Informal learning (learning acquired through on-the-job workplace learning, reading, self-teaching, etc.); and
- d. A combination of formal, informal and non-formal learning.

2.12 Members awarded professional designations must comply with the requirements for Continuing Professional Development (CPD) as laid down by ISACA South Africa Chapter in the respective CPD Policies. Failure to comply with the CPD requirements may lead to the revoking of a member's professional designation.

2.13 Only the ISACA South Africa Chapter Board may develop, award and/or revoke ISACA South Africa Chapter professional designations.

### **3. The Development of Designations Procedure**

3.1 ISACA South Africa understands that by recognising and formalising designations, professional bodies contribute to the development of career paths and a national career advice system, as well as promoting continuous professional development within the profession.

3.2 Designations are developed in line with the career focus areas of ISACA and the ISACA South Africa Chapter and are based on the needs of the profession, industry and country and the value proposition to members.

3.3 Designations are developed in line with career pathways of each of the professions that ISACA serves.

3.4 By registering on a designation, members will formalise their position at a particular stage of their career path. They will carry a formal title consistent with their career stage, the learning and experience they have gathered for the duration of their career to date.

3.5 There will be a differentiation between members (non-designation holders) and designation-holders in that the former will not be included on the national register and will not carry the designation title.

3.6 The intention is that each member apply for a relevant designation so as to establish their standing in their respective environments with their peers and the public in general. This will contribute to the gradual 'professionalising' the fields that ISACA serves and public understanding of the career stages.

3.7 Professional designations are approved by the Board of Directors.

### **4. The Application/Awarding of Designations Procedure**

4.1 Any person who is of the opinion that he/she is eligible for a professional designation may apply, in writing, on the prescribed form to ISACA South Africa Chapter for the professional designation.

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- 4.2 The completed application form, plus copies of the person's relevant qualifications, statements of work experience and recommendations by existing ISACA South Africa Chapter members must be submitted to the ISACA South Africa Chapter office.
- 4.3 The application will be reviewed for completeness by the ISACA South Africa Chapter administrator.
- 4.4 The ISACA South Africa Chapter office will request any missing documents from the applicant, if necessary.
- 4.5 The Administrator will submit all applications, with their supporting documents, to the ISACA South Africa Chapter Board together with a recommendation regarding the award in terms of the application's compliance with the criteria.
- 4.6 The ISACA South Africa Chapter Board will consider all applications received and decide on the awarding of the designation.
- 4.7 The applicant will be informed of the Board's decision in writing by the Board Chairperson.
- 4.8 Successful applicants will be awarded their designations upon payment of the relevant designation fee and signing of acceptance of the ISACA Code of Conduct.
- 4.9 Successful applicants will be required to comply with the ongoing requirements of ISACA South Africa Chapter Continuing Professional Development Policy for the retention of their awarded designation.
- 4.10 Unsuccessful applicants will be informed of the Board's decision and given the reasons for refusal, in writing, by the ISACA South Africa Chapter Board Chairperson plus a list of remedial actions, if applicable, that are required for the application to be approved at a later date.
- 4.11 Unsuccessful applicants may appeal against the decision in accordance with the ISACA South Africa Chapter Appeals Policy and Procedures.

### **5. Appeals Procedure for Unsuccessful Professional Designation Applicants**

- 5.1 All members who have had their application for a professional designation refused are entitled to lodge an appeal against such a decision.
- 5.2 All appeals must be lodged in terms of the Appeals Process and Policy.

### **6. Procedure for the Revoking of a Professional Designation**

- 6.1 Should a member fail to meet the retaining criteria for the professional designation awarded to him/her, or be guilty of transgressing the ISACA South Africa Chapter Code of Conduct that results in a recommendation that his/her professional designation be withdrawn, the Board will consider the case and decide on a sanction.
- 6.2 The sanction can include any of:
  - A warning with the member being given the opportunity to rectify the situation in a designated time;
  - Suspension of the designation for a period of time; or
  - Revoking of the designation.
- 6.3 Members may appeal against such decision of the Board in the manner prescribed above.

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**7. Review**

This Policy and Procedure shall be reviewed annually, or as and when it is deemed necessary.

**8. Amendment History**

Revision Number	Date	Author Name & Designation	Amendment comment
0.1	16 July 2019	Arlene-Lynn Volmink (President)	Document Created
0.2	7 October 2019	Esther van der Walt (Finance Manager)	Peer Reviewed
0.3	7 October 2019	Tania Rhode (Consultant)	Peer Reviewed
0.4	31 October 2019	Tshitego Segaletsho (Secretary)	Peer Reviewed
0.5	31 October 2019	Board of Directors	Approved
0.6	29 April 2021	Board of Directors	NQF level clarified per SAQA feedback and designation fee updated to clarify application vs. maintenance fee per Board discussion  Approved

**9. Approval**

This policy document was approved by the ISACA SA Board of Directors on 29 April 2021.

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**Appendix 1: Criteria for Awarding a Professional Designation**

<b>Information Systems Audit Professional– ISCA (SA)</b>	
An ISAP (SA) is a practicing professional who can operate in management positions or in a specialist role in the field of Information Systems Audit.	
<b>Qualification</b>	<p>A related qualification with a minimum NQF level 6 rating. The following list shows examples of qualification that meet this criterion:</p> <ul style="list-style-type: none"> <li>• <b>Bcom:</b> Information Systems/Management/Business Information Systems/Informatics/Financial Accounting</li> <li>• <b>Bsc:</b> Computer Science/Informatics/Information Technology/Mathematical Science</li> <li>• <b>BA:</b> Humanities with Socio Informatics</li> <li>• <b>Btech:</b> Financial Information Systems</li> </ul>
<b>Experiential Learning / Practical Experience in a related field</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 years' relevant proven Information Systems Audit experience across the following domains: <ul style="list-style-type: none"> <li>○ Domain 1 – The Process of Auditing Information Systems</li> <li>○ Domain 2 – Governance and Management of IT</li> <li>○ Domain 3 – Information Systems Acquisition, Development and Implementation</li> <li>○ Domain 4 – Information Systems Operations, Maintenance and Service Management</li> <li>○ Domain 5 – Protection of Information Assets</li> </ul> </li> <li>• If the applicant does not meet 5-year experience requirements, may opt to submit waivers for experience (up to a maximum of 3 years) <ul style="list-style-type: none"> <li>○ General work experience waiver: <ul style="list-style-type: none"> <li>▪ To apply for a work experience waiver in general information systems or general audit work, this experience cannot have been earned during dates of employment already claimed. This is a 1-year waiver.</li> </ul> </li> <li>○ Education Experience Waivers: <ul style="list-style-type: none"> <li>▪ 1-year waiver for an associate degree</li> <li>▪ 2-year waiver for a bachelor's, master's or doctorate degree in any field of study</li> <li>▪ 3-year waiver for a master's degree in Information Systems or a related field</li> <li>▪ 2-year waiver for CIMA – Chartered Institute of Management Accountants, full certification</li> <li>▪ 2-year waiver for ACCA member status from the Association of Chartered Certified Accountants</li> </ul> </li> </ul> </li> <li>• Refer to Designation Application Form</li> </ul>
<b>Board Exam</b>	CISA exam passed & CISA certification attained
<b>CPD minimum annual hours to be achieved per annum</b>	20 hours
<b>CPD hours over 3-year period to be achieved</b>	120 hours
<b>Designation Fees</b>	<ul style="list-style-type: none"> <li>• R850 for the initial application fee.</li> <li>• R750 for the maintenance fee thereafter starting the 1 Jan of the year following awarding of the designation.</li> </ul>

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<b>Information Security Management Professional – ISCM (SA)</b>	
An ISMP (SA) is a practicing professional who can operate in management positions or in a specialist role in the field of Information Security Management.	
<b>Qualification</b>	<p>A related qualification with a minimum NQF level 6 rating. The following list shows examples of qualification that meet this criterion:</p> <ul style="list-style-type: none"> <li>• <b>Bcom:</b> Information Systems/Management/Business Information Systems/Informatics/Financial Accounting</li> <li>• <b>Bsc:</b> Computer Science/Informatics/Information Technology/Mathematical Science</li> <li>• <b>BA:</b> Humanities with Socio Informatics</li> <li>• <b>Btech:</b> Financial Information Systems</li> </ul>
<b>Experiential Learning / Practical Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 years' relevant proven Information Security Management experience across the following domains: <ul style="list-style-type: none"> <li>○ Domain 1 – Information Security Governance</li> <li>○ Domain 2 – Information Risk Management</li> <li>○ Domain 3 – Information Security Program Development and Management</li> <li>○ Domain 4 – Information Security Incident Management</li> </ul> </li> <li>• If the applicant does not meet 5 year experience requirements, may opt to submit waivers for experience (up to a maximum of 3 years) <ul style="list-style-type: none"> <li>○ General Information Security Experience Waiver: <ul style="list-style-type: none"> <li>▪ To apply for a work experience waiver in general information security work, this experience cannot have been earned during dates of employment already claimed. This is a 2-year waiver.</li> </ul> </li> <li>○ Education Experience Waivers: <ul style="list-style-type: none"> <li>▪ 1-year waiver for any Associate's Degree (equivalent to a 2-year degree)</li> <li>▪ 2-year waiver for any Bachelor's Degree (equivalent to a 4-year degree)</li> <li>▪ 3-year waiver for a Master's Degree (post-grad degree) in Information Systems or a related field</li> </ul> </li> </ul> </li> <li>• Refer to Designation Application Form</li> </ul>
<b>CPD minimum annual hours to be achieved per annum</b>	20 hours
<b>CPD hours over 3-year period to be achieved</b>	120 hours
<b>Board Exam</b>	CISM exam passed & CISM certification attained
<b>Designation Application Fee</b>	<ul style="list-style-type: none"> <li>• R850 for the initial application fee.</li> <li>• R750 for the maintenance fee thereafter starting the 1 Jan of the year following awarding of the designation.</li> </ul>