

**COUNCIL FOR MINISTRY TRAINING PRACTITIONERS (CMTP)**

**COUNCIL FOR GENERAL MINISTRY PRACTITIONERS (CGMP)**

**Advanced RPL**

**APPLICATION FOR**

**RECOGNITION OF PRIOR LEARNING (RPL)**

**TOWARDS THE PROFESSIONAL DESIGNATIONS OF:**

**Advanced Religious Practitioner**

**Religious Professional**

**Religious Specialist**

**Version 2.2**

**INTRODUCTION**

**Please read this first before starting with the RPL application**

***Recognition of Prior Learning (RPL) towards a professional designation*** is a process provided for in terms of the National Qualifications Framework Act, 67 of 2008***. It creates a way in which a person who does not hold the relevant SAQA recognised1 qualification, which is required by SAQA for a professional designation, but who has years of ministry experience, to apply for the relevant professional designation***. In the RPL process an applicant’s years of ministry experience together with the relevant knowledge and skills are taken into account.

The application process starts with the completion of the general ACRP application form which is available from the ACRP office, an ACRP representative or from the ACRP website (<https://www.acrpafrica.co.za>). Applicants who do not hold the qualification which is required for the relevant designation (as indicated in Annexure 2), then continue to complete this RPL application form. The completed form must be submitted to the ACRP representative or the ACRP office together with the attachments as indicated in the form.

***IMPORTANT:*** *Please read the ACRP general information document (available from the ACRP office, representative or website) as well as Annexure 2 of this application form before commencing with the RPL application*.

**The RPL process consists of the following components:**

• The applicant completes and submits this RPL application with the required annexures. The application covers the components as prescribed by SAQA, which in addition to the identifying information includes (a) a history of work experience in accordance with the scope of practice which applies to the designation applied for; (b) an overview of SAQA recognised1 as well as non-recognised training received; (c) examples of ministry outputs and proof of the understanding of the ministry environment (or a “competence test”). The RPL application form together with the initial ACRP affiliation form will form the RPL Portfolio of Evidence (PoE).

• An ACRP administrator checks the PoE for completeness. Should there be any outstanding information the applicant will be requested to provide what is missing. Fully completed applications are then referred to an ACRP accredited evaluator.

• The evaluator assesses the PoE for evidence of adequate knowledge, skills and experience in accordance with the scope of practice for the relevant designation. If the application is in order, the evaluator will recommend that the designation applied for, be awarded. Should the evaluator find insufficiencies, he/she will recommend one of the following: (a) that the designation be awarded with a recommendation for specific CPD / bridging / refresher courses to be completed by the applicant after having received the designation; (b) that the designation be awarded only after successful completion of one or more ACRP accredited CPD / bridging / refresher courses, as identified by the evaluator; (c) that a different designation be awarded, with or without further recommendations or requirements on CPD or bridging / refresher courses; (d) that no designation be awarded with recommendations on what to be done towards a successful re-application; or (d) other relevant steps.

• The recommendation of the evaluator is submitted to the ACRP Registration Committee in the prescribed format. The Committee may approve the recommendations, with or without an amendment. If needed the application may be referred back to the evaluator for further attention.

• Upon approval of the recommendation by the Registration Committee, the applicant will be informed of the outcome of the application, together with one of the following: (a) the designation certificate, with or without further recommendations; (b) a notice of additional action required from the applicant, with time lines.

• If a notice of additional action required from the applicant is issued, the applicant should re-submit the application in the manner indicated, within the time-lines indicated in the note.

• All ACRP affiliates are required to participate in an ACRP accredited Continued Professional Development (CPD) programme. ACRP accredited CPD programmes are listed on the ACRP website (<https://www.acrpafrica.co.za>). Affiliates who are awarded a designation through RPL are strongly advised to participate in a **structured CPD programme2**. See ACRP’s CPD guidelines – available from the website.

**Note: Completed RPL application may be handed to a local ACRP representative, or e-mailed to** [**acrp@acrpafrica.co.za**](mailto:acrp@acrpafrica.co.za)**. (If you cannot send it by e-mail, hard copies should preferably be sent to Postnet Queens Corner, attention Andrea Leipoldt, cell no 073 557 4716.)** [[1]](#footnote-1)

**1. PERSONAL INFORMATION**

ACRP Reg No (if it was already awarded to the applicant): ...............................................................................

Intermediary[[2]](#footnote-2) Registration No (if applicable): ......................................................................................................

Id No (if non-South African: Passport No): ........................................................................................................

Surname: .............................................................................................. Initials: .................. Title: …...............

Full names: .................................................................................... Preferred name: ..........................................

Home address: ....................................................................................................................................................

.............................................................................................................................................................................

Postal address: ....................................................................................................................................................

………………………………………………………………………………… Postal code: ...........................

Cell phone no: ........................................ e-Mail: ..............................................................................................

**2. REGISTRATION CATEGORY APPLIED FOR**

Please indicate which of the registration categories you are applying for.

Please note: Applicants are requested to evaluate their own position in accordance with the information in Annexure 2 (which is based on SAQA requirements) and indicate which of the registration categories they believe to be relevant for the application. The ACRP evaluation team will evaluate the application in terms of the requirements and give a final confirmation of the level of registration.

|  |  |
| --- | --- |
| **Mark with X** | **Registration category** |
|  | Religious Practitioner (1st level of designation) |
|  | Advanced Religious Practitioner (2nd level of designation) |
|  | Religious Professional (3rd level of designation) |
|  | Religious Specialist (4th level of designation) |

**3. *CURRICULUM VITAE*** (summarised history of your ministry career)

**3.1 Qualifications and training**

**Do you have any formal qualifications?**

[Yes] [ No] If “Yes”, please provide information on the qualifications below. (**Note:** Information on training you may have received that did not lead to a qualification - for example short courses - will be read from your general affiliation application form.)

***3.1.1 Your highest qualification in ministry or theology***

***Highest SAQA recognised1qualification:***

Name of qualification: …………………………………………… Year when received: ……………………….

Institution that awarded the qualification: ……………………………………………………………………….

***Highest qualification not recognised by SAQA:***

Name of qualification: ……………………………………………Year when received: ……………………….

Institution that awarded the qualification: ……………………………………………………………………….

Has the qualification been accredited by another accreditation organisation? [Yes] [No] [Don’t know]

If “yes”, by which organization has it been accredited? ……………………….………………………………..

***3.1.2 Your highest non-ministry qualification which is “ministry relevant”***

***Note:*** “Ministry relevant non-ministry qualification” means: *although this is not a ministry or theology qualification, the qualification assists you with your ministry work*. The following are accepted by ACRP as “ministry relevant non-ministry qualifications”: *education, psychology, social work, occupational therapy, business administration, public administration*. If you have another non-ministry qualification which you feel is ministry relevant, please write a short motivation of why you see it as ministry relevant – and add your motivation as an annexure to this RPL application.

Name of qualification: ……………………………………………Year when received: ……………………….

Institution that awarded the qualification: ……………………………………………………………………….

If the qualification is not SAQA recognised1, has the qualification been accredited by another accreditation organisation? [Yes] [No] [Don’t know]

If “yes”, by which organization has it been accredited? ……………………….………………………………..

***3.2 The church(es) or ministry institution(s) you were working with***

1. For how many years in total have you been in church ministry or other Christian ministry?

Total number of years in (i) Full time ministry: ………………… (ii) Part time ministry…………………

1. Please mention the three most recent churches, ministry institutions or ministry training you worked with (or are still working with):
2. Name of the church or ministry institution you are presently working with: ……………….…………….

…………………………………………………………………………………………………..................

Number of years you are working with this church or ministry: ………………………………………….

Since which date/year are you working with this church or ministry? ……………………………………

What is your role / responsibility? ………………………………………………………………………….

Who is the lead pastor or senior leader? ……………………………………………………………………

1. Name of the previous church or ministry institution you worked with (if applicable): ………...................

………………………………………………………………………………………………….....................

Number of years you were working with this church or ministry: ………………………………………….

From which date/year to which date/year? …………………………………………………………………

What was your role / responsibility? ……………………………………………………………………….

Who was the lead pastor or senior leader of the ministry? …………………………………………………

1. Name of the second previous church or ministry institution you worked with (if applicable): …………

………………………………………………………………………………………………….................

Number of years you were working with this church or ministry: ……………………………………….

From which date/year to which date/year? ……………………………………………………………….

What was your role / responsibility? ……………………………………………………………………..

Who was the lead pastor or senior leader of the ministry? ……………………………………………….

1. Please provide the name, contact number and position of two persons who can serve as ministry references:

Name: ……………………………………………………………… Phone number: ..............................................

His / her church or ministry and the position held: …...………………………………………………...................

Name: ……………………………………………………………… Phone number: ..............................................

His / her church or ministry and the position held: …...………………………………………………....................

**4. INFORMATION ON MASTERS AND DOCTORAL THESIS**

Persons who apply for the ***designation of religious specialist*** must add an annexure containing the following with regard to each Masters’ or Doctorate reported in the application:

* The title of the thesis
* Copy of the table of contents of the thesis
* The summary of the thesis that was included when originally submitted
* Name of the institutions where the qualification was achieved
* Name of the study leader

Note 1: A copy of the full thesis (electronic if available, otherwise hard copy) may be requested by the evaluator

Note 2: Persons who apply for other designations (religious practitioner, advance practitioner or professional) do not need to provide this kind of information.

**5. OVERVIEW OF MINISTRY EXPERIENCE**

In this section the applicant is requested to provide an overview of his or her experience in ministry. (The content of this table is based on the profile of typical ministry activities as recognised by the professional body the purpose of professional development and professional recognition.) See the example of the way to complete the table, and then go about in the same way.

Please note: It is not a requirement for RPL purposes to have been involved in all the activities listed below. Even if you were involved in only one or a small number of these activities, it will be accepted. The number of years in ministry is the main factor that is taken into account. The purpose of the table is to provide the RPL evaluators a true overview of what ministry activities the applicant was involved in and in particular also the intensity of involvement (full time or part time, years of involvement, etc). ***Please mark only those that you were actually involved in.***

**Example:**

| **MINISTRY ACTIVITIES** | Please mark the kind of activities you are / were involved in as part of your ministry | | Intensity of involvement  (mark with X) | | |
| --- | --- | --- | --- | --- | --- |
| In full time ministry | In part time ministry | I did much of this | I did a fair amount of this | I did only a little of this |
| **1. Lead the faith community in spiritual formation that nurtures their relationship with God** | | | | | |
| a. Preaching | X |  | X |  |  |
| e. One-on-one (or small group) teaching / mentoring sessions |  | X |  |  | X |

Please complete the table, in the way shown in the example on the previous page. Mark only the activities you have actually been involved in.

| **MINISTRY ACTIVITIES** | Please mark the kind of activities you are / were involved in as part of your ministry | | Intensity of involvement  (mark with X) | | |
| --- | --- | --- | --- | --- | --- |
| In full time ministry | In part time ministry | I did much of this | I did a fair amount of this | I did only a little of this |
| **1. Lead the faith community in spiritual formation that nurtures their relationship with God** | | | | | |
| a. Preaching |  |  |  |  |  |
| b. Conduct worship services |  |  |  |  |  |
| c. Administer sacraments |  |  |  |  |  |
| d. Teaching sessions / workshops for (larger) groups |  |  |  |  |  |
| e. One-on-one (or small group) teaching / mentoring sessions |  |  |  |  |  |
| **2. Develop and nurture fellowship and mutual care within the faith community** | | | | | |
| a. Determine needs and strengths in the church / commu­nity (contextual analysis) |  |  |  |  |  |
| b. Develop fellowship groups (such as, for example, home cells) |  |  |  |  |  |
| c. Organise processes to provide care to those in need or in a crisis |  |  |  |  |  |
| **3. Facilitate the holistic well-being of people within the faith community by developing pro-active and reactive (coping) life skills and a Christian value system** | | | | | |
| a. Ethical formation: Lead the church / community to live according to a Chris­tian value system and Christian virtues (e.g. through preaching, teaching, mentoring, individual counselling) |  |  |  |  |  |
| b. Nurture / promote pro-active life skills in the church / community (e.g. through preaching, teaching, mentoring, individual counselling) |  |  |  |  |  |
| c. Nurture / promote reactive (coping) life skills in the church / community (e.g. through preaching, teaching, mentoring, individual counselling) |  |  |  |  |  |
| e. Doing pastoral care / counselling |  |  |  |  |  |
| **4. Church / ministry management** | | | | | |
| a. Visionary leadership (strategic management) of a church or ministry |  |  |  |  |  |
| b. Development others as leaders in a church / ministry |  |  |  |  |  |
| c. Develop / lead / participate in ministries to specific focus groups (oversee day to day running of ministry activities) |  |  |  |  |  |
| - Youth ministry |  |  |  |  |  |
| - Children’s ministry |  |  |  |  |  |
| - Seniors ministry |  |  |  |  |  |
| - Women and men’s ministries |  |  |  |  |  |
| - Specific interest group ministries |  |  |  |  |  |
| - Ministry to the poor |  |  |  |  |  |
| - Ministry to the sick |  |  |  |  |  |
| - Other (please provide information) |  |  |  |  |  |
| **5. Administrative and accountability processes in the church / ministry** | | | | | |
| a. Lead the meetings of the church board or ministry council |  |  |  |  |  |
| b. General church / ministry management and admini­stration |  |  |  |  |  |
| c. Financial management, administration |  |  |  |  |  |
| d. Other accountability practices |  |  |  |  |  |
| e. Logistics and property management |  |  |  |  |  |
| f. Other management |  |  |  |  |  |
| **6. Develop / lead / do missional practice that shares the good news of Jesus Christ and serves the holistic well-being of the entire community** | | | | | |
| a. Outreach to share the good news of Jesus Christ with the world |  |  |  |  |  |
| b. Outreach programs to deal with socio-economic and other relevant needs in the wider community |  |  |  |  |  |
| c. Interventions to deal with emergency situations in the community |  |  |  |  |  |
| d. Involvement in inter-faith initiatives in the community |  |  |  |  |  |
| e. Spiritual advocacy relating to social justice issues |  |  |  |  |  |
| f. Using media in support of ministry and outreach |  |  |  |  |  |
| **7. Providing theological education or ministry training** (please provide detail in the table in Section 7) | | | | | |
| Full ministry courses |  |  |  |  |  |
| Short courses - including Continued Professional Development (CPD) programmes |  |  |  |  |  |
| Other |  |  |  |  |  |
| **8. Other ministry experience**: Please provide information (Add additional pages if necessary) | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. OVERVIEW OF MINISTRY TRAINING RECEIVED**

In this section you are requested to identify ministry training you RECEIVED. Please attach to the application a copy of the certificates for each course or qualification you refer to, if available. (If the certificate is not available, your signature at the end of this application form is deemed as a solemn declaration that the course was indeed completed.)

[ ] No ministry training received (if applicable)

| **Topic** | **Mark the topics that you received training in with an X** | **Type of course (mark with an X)** | | | **Year when course was com­pleted** | **Duration of course (state number of days, weeks, months or years) See \*** | **Institution that presented the course**  **(ACRP may request contact detail to confirm the information)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full ministry related courses** | **Short ministry related courses** | **Other** |
| Essential characteristics of a pastor / ministry leader / religious practitioner |  |  |  |  |  |  |  |
| The Bible (survey of Bible, contexts and contents of Bible books, Biblical theology, etc) |  |  |  |  |  |  |  |
| Bible interpretation hermeneutics, exegesis) |  |  |  |  |  |  |  |
| Basic Christian concepts (systematic theology) |  |  |  |  |  |  |  |
| Christian ethics |  |  |  |  |  |  |  |
| History of the church |  |  |  |  |  |  |  |
| Overview of a variety of Christian traditions |  |  |  |  |  |  |  |
| Principles of building the faith community |  |  |  |  |  |  |  |
| Principles of preaching |  |  |  |  |  |  |  |
| Principles of conducting services |  |  |  |  |  |  |  |
| Spiritual formation |  |  |  |  |  |  |  |
| Life skills training |  |  |  |  |  |  |  |
| Value system development |  |  |  |  |  |  |  |
| Principles of pastoral counselling |  |  |  |  |  |  |  |
| The missional calling of the Church |  |  |  |  |  |  |  |
| Principles of church leadership and ministry management |  |  |  |  |  |  |  |
| Church administration, accountability and financial management |  |  |  |  |  |  |  |
| Other ministry related training received |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*If a topic was part of a wider course, the duration of the full course must be mentioned – it is not necessary to break down the duration of the full course into the time spent on the individual topics. For example: if “ethics” was a two months part of a three years course, the *course type* must be indicated as “full ministry related course” and the *course duration* must be shown as “3 years”. The same applies to any topic that formed part of the same three years course.

**7. OVERVIEW OF MINISTRY TRAINING YOU PROVIDED (IF APPLICABLE – COMPULSORY FOR PERSONS APPLYING FOR AFFILIATION WITH ACRP’S COUNCIL FOR MINISTRY TRAINING PRACTITIONERS)**

In this section you are requested to furnish information on the training you PROVIDED.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Mark topics that you provided training on with an X** | **Type of course (mark with an X)** | | | **Years when course was presented** | **Duration of course (state number of days, weeks, months or years) See \*** | **Institution you were / are attached to when presenting the course** |
| **Full ministry related courses** | **Short ministry related courses** | **Other** |
| Essential characteristics of a pastor / ministry leader / religious practitioner |  |  |  |  |  |  |  |
| The Bible (survey of Bible, contexts and contents of Bible books, Biblical theology, etc) |  |  |  |  |  |  |  |
| Bible interpretation (hermeneutics, exegesis) |  |  |  |  |  |  |  |
| Basic Christian concepts (systematic theology) |  |  |  |  |  |  |  |
| Christian ethics |  |  |  |  |  |  |  |
| History of the church |  |  |  |  |  |  |  |
| Overview of a variety of Christian traditions |  |  |  |  |  |  |  |
| Principles of building the faith community |  |  |  |  |  |  |  |
| Principles of preaching |  |  |  |  |  |  |  |
| Principles of conducting services |  |  |  |  |  |  |  |
| Spiritual formation |  |  |  |  |  |  |  |
| Life skills training |  |  |  |  |  |  |  |
| Value system development |  |  |  |  |  |  |  |
| Principles of pastoral counselling |  |  |  |  |  |  |  |
| The missional calling of the Church |  |  |  |  |  |  |  |
| Principles of church leadership and ministry management |  |  |  |  |  |  |  |
| Church administration, accountability and financial management |  |  |  |  |  |  |  |
| Other ministry related training provided |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*If a topic was part of a wider course, the duration of the full course must be mentioned – it is not necessary to break down the duration of the full course into the time spent on the individual topics. For example: if “ethics” was a two months part of a three years course, the *course type* must be indicated as “full ministry related course” and the *course duration* must be shown as “3 years”. The same applies to any topic that formed part of the same three years course.

**8. PUBLICATIONS**

Please attach a list of any scholarly articles or significant other publications you were responsible for.

**9. PREPARE EXAMPLES OF MINISTRY OUTPUTS**

As part of the RPL process, SAQA requires that the applicant for a designation should provide “proof of competence” on a number of core ministry skills. To fulfil this requirement, you are requested to submit examples of the typical outputs (deliverables) that a pastor or ministry leader would normally produce. The examples may be in any language, but if not in English, an English translation must also be provided.

The applicant must attach examples of the following typical ministry outputs to the application. If the applicant has difficulties in preparing the required documents, it must be indicated on the form below by marking the “I do not submit…” column. ACRP will then assist the applicant to do a bridging course on the relevant core skills.

**Note:** In the case where a Master’s or Doctoral thesis, accepted by an institute not recognised by SAQA which is accredited by another formal accreditation body, is submitted as part of the RPL application, ACRP may waive the need for the section 9 submission or bridging / refresher course. This may be done on the advice of an accredited ACRP evaluator who assessed the thesis or performed another valid evaluation.

|  |  |  |
| --- | --- | --- |
| **Core ministry skill**  **(The document showing how the skill will be applied must be attached as part of this application, or support must be requested.)** | **Mark with an X which is applicable** | |
| **I do submit the document, see attached** | **I do not submit the document and request to be supported with a bridging / refresher course on this theme** |
| **9.1** Prepare and attach a sermon of no longer than 500 words, showing that good exegetical and hermeneutical principles were applied. (***Exegetical***: showing that the Bible was interpreted in a responsible manner; ***hermeneutical:*** showing that the message of the Bible was well applied to the situation of the people hearing the sermon). |  |  |
| **9.2** Prepare and attach **ONE** of the following:  **a**. A presentation of no longer than 500 words on any ethical matter of concern in a community. The presentation must identify the ethical issue and give guidance from a Christian ethical perspective. (Possible examples: alcohol or drug usage; sexual relationships outside marriage; monogamy and polygamy; corruption, and so on)  **OR**  **b**. A presentation of no longer than 500 words on any pro-active life skill based on Biblical and Christian principles (Possible examples: skills in marriage, parenting, developing positive relationships at work, being a responsible employer, being a reliable employee, and so on)  **OR**  **c**. An explanation of no longer than 500 words on how a counselling process would be conducted with a person in the church or ministry who experience a challenge. Your explanation should (a) describe the situation of the person and the challenge your presentation is about, and (b) explain how you would approach the counselling process. (Possible examples of challenges: friction in marriage; difficult relationships with children; negative self-image; alcohol or drug dependency; teenage pregnancy; person being HIV positive, etc.) |  |  |
| **9.3** Draw up and attach a part of a typical management plan of a church or ministry (no longer than 1 page), showing a visionary (strategic planning) component and an operational planning component. |  |  |
| **9.4** Financial management: Prepare and submit a separate page with the answers on the following:  a. List the components that should form part of a responsible and transparent financial management system in a church or ministry. |  |  |
| b. Explain what each of a cashflow statement, income statement and balance sheet is used for. The difference between the different statements must be clear from the explanation. |  |  |
| c. Please answer the following questions from the example of a cash flow statement of XYZ Church in Annexure 1:  • Which month had the lowest income reported for XYZ church, and what could the reason probably be (the answer must be based on information provided in the example of XYZ church cashflow statement)?  • What is the biggest cost component of XYZ church?  • Did XYZ church have more, or less, money in the bank by the end of August 2017 compared to the beginning of April 2017? How much was the difference? |  |  |

**10. DECLARATION**

I confirm that the information provided in this application is a fair and true representation of fact; and that the documents and answers (including the examples of ministry outputs) provided in Sections 8 and 9 is my own work. \*\*

.......................................................... ............................................ ..............................

Initials and surname of applicant Signature Date

\*\* Please note: Examples of ministry outputs must be your own work. The applicant may not submit work that was done by another person. Copying of answers from other persons, websites or other sources is deemed by SAQA to be plagiarism which is an offense and should be avoided at all costs.

**ANNEXURE 1: EXAMPLE OF A FINANCIAL STATEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CASH FLOW STATEMENT AND MANAGEMENT REPORT: XYZ CHURCH** | | | | | | | | | | | |
| **1 April through 12 August 2017** | | | | | | | | | | | |
| **April 2017** | | May 2017 | | June 2017 | | July 2017 | | **1 - 12**  **Aug 17** | | **TOTAL** | |
| **INCOME** | | | | | | | | | | | |
| **Member contributions** | 20,200.00 | | 23,400.00 | | 25,700.00 | | 25,454.20 | | 12,064.00 | | 106,818.20 |
| **Collections** | 7,508.00 | | 6,350.00 | | 5,980.00 | | 6,300.00 | | 3,462.00 | | 29,600.00 |
| **Total Income** | 27,708.00 | | 29,750.00 | | 31,680.00 | | 31,754.20 | | 15526.00 | | 136,418.20 |
| **EXPENSE**S | | | | | | | | | | | |
| **Promotion** | 885 | | 0 | | 0 | | 0 | | 0 | | 885 |
| **Bank Service Charges** | 263 | | 194 | | 228 | | 288 | | 180 | | 1,153.00 |
| **Conferences and Meetings** | 0 | | 0 | | 0 | | 650 | | 10,000.00 | | 10,650.00 |
| **Salaries and wages** | 10,000.00 | | 10,000.00 | | 12,177.51 | | 10,000.00 | | 10,000.00 | | 52,177.51 |
| **Office Expense** | 164 | | 65 | | 65 | | 65 | | 0 | | 359 |
| **Printing and Stationery** | 3 | | 46 | | 2,591.67 | | 2,936.41 | | 0 | | 5,577.08 |
| **Rent and Rates** | 1,500.00 | | 1,500.00 | | 1,500.00 | | 1,500.00 | | 0 | | 6,000.00 |
| Food parcels | 4,000.00 | | 4,000.00 | | 4,000.00 | | 4,000.00 | | 0 | | 16,000.00 |
| **Youth outreach** | 0 | | 0 | | 0 | | 6,875.78 | | 7,336.00 | | 14,211.78 |
| **Total Expenses** | 16,815.00 | | 15,805.00 | | 20,562.18 | | 26,315.19 | | 27,516.00 | | 107,013.37 |
|  | | | | | | | | | | | |
| **Opening balance** | **246,769.63** | | **257,662.63** | | **271,607.63** | | **282,725.45** | | **288,164.46** | | **246,769.63** |
| **Closing balance cash on hand** | **257,662.63** | | **271,607.63** | | **282,725.45** | | **288,164.46** | | **276,174.46** | | **276,174.46** |
| **PREPARED BY** (Name of financial officer) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **REPORTED AND APPROVED AT MEETING OF (NAME OF COMMITTEE) ON (DATE)** | | | | | | | | | | | |
| SIGNED: CHAIRPERSON SECRETARY | | | | | | | | | | | |

**ANNEXURE 2**

**ACRP REGISTRATION / AFFILIATION CATEGORIES**

• Pastors and other persons in ministry linked to ACRP are referred to as “affiliates”. Affiliates may be registered with ACRP ***with*** or ***without*** a “designation”.

• “***Designation***” is the term used to indicate a professional level which is formally recognised by SAQA via a professional body. A *designation* is awarded to a person who has the required SAQA recognised1 qualification(s), or alternatively has proved competence via a process of *Recognition of Prior Learning (RPL)*.

• ACRP recognises four levels of designation, namely ***religious practitioner, advanced religious practitioner, religious professional,*** and ***religious specialist*** - see below for the relevant requirements.

• Affiliates are expected to subscribe to an approved code of ethics and good practice, be subject to an approved disciplinary / accountability dispensation, and must participate in an ACRP accredited Continued Professional Development (CPD) programme.

The categories of registration of persons in ministry are as follows:

Table 1-1 summarises the categories of affiliation and designation that are relevant to ACRP’s Council for General Ministry Practitioners (CGMP) and Council for Ministry Training Practitioners (CMTP). It also shows the qualifications or requirements related to the different categories, the Continued Professional Development (CPD) types that are relevant to affiliates and designated persons in the various categories. (The table was compiled, taking into account the type of scenarios experienced in the past while processing CGMP and CMTP affiliation applications.) Table 1-2 shows the affiliation categories relevant to the Council for Pastoral and Spiritual Counsellors (CPSC).

**TABLE 1-1 AFFILIATION CATEGORIES RELEVANT TO CGMP AND CMTP**

|  |  |  |
| --- | --- | --- |
| **Category** | **Formal requirement** | **Alternative route** |
| **Religious practitioner**  (affiliate with designation level 1) | Person with Matric: One year proven2 ministry experience and RPL | Person with no Matric: two years proven2 ministry experience and RPL (process: see “alternative route” column) |
| **Advanced religious practitioner** (affiliate with designation level 2) | NQF Level 2 or 4 ministry qualification | Recognition of Prior Learning (RPL):  • Portfolio of Evidence (PoE) of work experience and formal, informal, and non-formal training  • Competence test base on the ACRP / QCTO job profile / Bridging programmes as determined in accordance with outcomes of PoE3  • Participation in structured CPD programme  • Person will be invited into a training career towards an advanced designation level |
| **Religious professional** (affiliate with designation level 3) | NQF Level 5, 6, 7 or 8 ministry qualification (occupational / higher certificate, diploma, B degree, B Hons degree) |
| **Religious specialist** (affiliate with designation level 4) | NQF Level 9 or 10 ministry qualification (Masters’ degree or Doctorate) | Applicable to persons with non-ministry ***but ministry relevant*** qualifications on M or D level |

1 A “SAQA recognised qualification” is a South African qualification registered on the SAQA website or a foreign qualification that was evaluated and approved by SAQA

3Proven: letter of third party involved in the relevant Ministry; or confirmation by an ACRP accredited intermediary

4Not applicable to those applying for the designation of Religious Practitioner.

**TABLE 1-2 AFFILIATION CATEGORIES RELEVANT TO THE**

**COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS (CPSC)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CPSC Registration / designation category** | **CPSC Subcategories** | **Requirements for direct route** | **RPL** | **CPD** |
| Designation level | Scope of practice linked to subcategories in designated affiliation | Differentiated scope of practice for the different subcategories | General re­mark:  RPL is applied where needed based on experience, other qualifications, years in field, other fields of expertise, infor­mation in testi­monials, field of employment  Contact CPSC office for more information | 20 CPSC CPD points required annually. The CPSC CPD points earned by CPSC affiliates consist mainly of random CPD points as currently most designated persons in the CPSC context have been awarded the designation based on the relevant qualification and not on RPL. |
|
| Affiliate | Associated Affiliate | Involvement in ministry, support CPSC objective, no scope of practice |
|
| Religious Practitioner | Religious Practitioner in Christian Pastoral Care | No ministry qualification. Involvement in ministry with pastoral care (RPL) |
|
|
| Advanced Religious Practitioner | Advanced Religious Practitioner in Christian Pastoral Care | NQF Level 2 or 4 ministry qualification  (Matric and Pastoral care course not necessarily SAQA accredited) |
|
|
|
| Religious Professional | Basic Religious Professional in Christian Pastoral Counselling  Intermediate Religious Professional in Christian Pastoral Counselling  Advanced Religious Professional in Christian Pastoral Counselling | NQF Level 5 or 6 Pastoral counselling  NQF Level 7 Pastoral counselling focused  NQF Level 8 Pastoral counselling focused |  |  |
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| Religious Specialist | Religious Specialist in Christian Pastoral Counselling  Advanced Religious Specialist in Christian Pastoral Counselling | NQF Level 9 Pastoral counselling  NQF Level 10 Pastoral counselling |
|
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|
|

1. A “SAQA recognised qualification” is a South African qualification registered on the SAQA website or a foreign qualification that was evaluated and approved by SAQA.

   **2** A structured CPD programme is aligned with the curriculum of a qualification registered by SAQA for a designation. It is recommended that the person who was awarded the designation through RPL will do a structured CPD programme that will lead to a higher level of designation. The person who was awarded the designation through RPL could also consider enrolling for the full qualification, which will then be recognised as CPD. [↑](#footnote-ref-1)
2. “Intermediary” refers to an institution that has signed an MoU with ACRP to act as an intermediary between ACRP and individual persons in ministry, by facilitating the relevant application processes [↑](#footnote-ref-2)