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

**GUIDELINES  
FOR SUBMITTING CONTINUED  
PROFESSIONAL DEVELOPMENT (CPD)  
PROGRAMMES FOR ACCREDITATION WITH  
CGMP**

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ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)

COUNCIL FOR GENERAL MINISTRY PRACTITIONERS  
(CGMP)

## GUIDELINES

FOR SUBMITTING CONTINUED PROFESSIONAL DEVELOPMENT (CPD)  
PROGRAMMES FOR ACCREDITATION WITH CGMP

### 1. INTRODUCTION

ACRP as the SAQA recognised professional body for religious professionals has the responsibility to introduce a Continued Professional Development (CPD) strategy. The ACRP (CGMP / CMTP) approach to CPD is explained in this document.

The purpose of CPD is threefold: it aims to enhance knowledge, skills and ethical prowess that underpins competent practice; to keep persons who are professionally registered up to date with new developments in the professional environment; and to provide a route to persons in the profession to systematically increase their level qualification. A systematic or structured participation in CPD programmes will also open the possibility of being registered on higher professional levels over time.

Participation in the ACRP CPD programme is relevant to persons who have been formally affiliated (registered) with ACRP, either as a *designated* or as a *non-designated* affiliate. See the document **ACRP Registration / Affiliation Category** for summarised information (Annexure 1).

In the sections below, the different categories of CPD programmes recognised by ACRP are discussed (section 2), and the types of activities that may be presented as CPD programmes are identified (section 3). The rest of the document deals with organizational and administrative aspects.

### 2. RANDOM AND STRUCTURED CPD

ACRP recognises two categories of CPD, namely *random* and *structured* CPD. In each of these categories 20 CPD points must be earned from an ACRP accredited CPD provider, of which at least four points have to be on themes related to corporate governance and / or institutional ethics as applicable to ministry.

#### 2.1 Random CPD

*Random CPD* is relevant to persons who have been awarded a designation by ACRP *based on the qualification that is relevant to the level of designation*. The topics of these programmes may be “random” in the sense that it may deal with any theme of ministry or theology related to the relevant scope of practice (see Annexure 2), according to the designated person’s personal interest, preference or need.

The qualifications required for the direct route towards a designation, and the relevant CPD types, are shown in the table in section 2.3.

Random CPD points are calculated as ***one point per notional hour of active CPD activity***. At least four points must be on themes related to corporate governance and / or institutional ethics and human rights as applicable to ministry.

Note: Random CPD will also be valid in the case of a person who has been awarded a designation ***through RPL***, or who have been awarded the status of non-designated affiliate, and who have completed a qualification which is not recognised or accredited by SAQA but through a process of RPL was found by the professional body to be of adequate standard.

Note: attendance of the annual ACRP Conference and AGM will count for EIGHT random CPD points.

## **2.2 Structured CPD**

***Structured CPD*** is relevant to persons who do not have the relevant qualification for a designation, but have been *awarded a designation by ACRP/CGMP based on Recognition of Prior Learning (RPL)*; or who have been registered as an affiliate of ACRP without a qualification (non-designated affiliates). *The purpose of structured CPD is to place the affiliate without a formal qualification on a trajectory towards the achievement of the qualification that will be valid for the affiliate's next level of designation.*

Note: For a CPD programme to be recognised by ACRP as *structured CPD*, it has to be aligned with one or more of the modules of the NQF Level 2 or 5 ministry qualifications (or for an accredited higher qualification), and must include the relevant theoretical, practical and workplace components. Although a provider of a structured CPD programme does not necessarily have to be registered with QCTO, the provider must be accredited for structured CPD with ACRP as professional body. The latter will require that the structured CPD programme be offered on the same standard as will be required from a QCTO (or CHE in the case of a higher qualification), so that the training thus provided will later on be acceptable for RPL by a QCTO (or CHE) accredited provider.

Information on the alternative route towards a designation via RPL, and the relevant CPD types, are shown in the table in section 2.3. (For detail on RPL towards a designation, please consult the ACRP / CGMP RPL guidelines and application form).

The calculation of CPD points for structured CPD is ***one CPD point per notional hour*** (thus 20 credits are equal to 20 notional hours of training) *per annum*. At least four points must be on themes related to corporate governance and / or institutional ethics or human rights, as applicable to ministry.

***Note: The 20 hours of structured CPD should be seen as the minimum to be earned per annum. It is however recommended that the affiliate will do at least 60 or even more per annum so that progress towards the achievement of the relevant qualification may be expedited. (It is recommended that the structured CPD courses be designed to be offered in cycles of 60 notional hours, covering the mutually related theoretical, practical and workplace components. See also section 3.2 below.)***

Note: attendance of the annual ACRP Conference and AGM will count for FIVE structured CPD points.

## 2.3 Summary of CPD types on the various levels of affiliation and designation

The following table summarises the CPD types that are relevant to affiliates and designated persons on the various levels, taking their qualifications or application for RPL into consideration.

**Table 1: CPD types relevant to the various categories of affiliation and designation**

Registration category / designation level	Direct route (designation awarded via a qualification accredited / recognised by SAQA)		Alternative route (no relevant SAQA accredited / recognised qualification - Designations Levels 1 - 4 applied for via RPL)	
	Requirement	CPD Type	Requirement	CPD Type
<b>Affiliate</b> (non-designated - awarded based on confirmed* involvement in ministry; no designation applied for, or designation applied for but not awarded yet while outcome of processes is awaited)	Confirmed* involvement in ministry (own and third party confirmation), no designation applied for; no RPL	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended		
	“Affiliate” also serves as temporary registration category while proof of SAQA accreditation or recognition of qualification (as ground for a designation applied for) is awaited	Random CPD, level of complexity** in accordance with level of qualification	“Affiliate” also serves as temporary registration category while ACRP’s evaluation of a non-accredited qualification (as part of a limited RPL process towards a designation) is awaited as ground for the designation applied for	Random CPD, level of complexity** in accordance with level of qualification
<b>Religious practitioner</b> (Affiliate with Designation Level 1)	Has only Matric (or higher) non-ministry qualification (no ministry qualification), but has 3 years confirmed* ministry experience, full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended	No Matric or higher non-ministry qualification, no ministry qualification, but has 5 years confirmed* ministry experience, full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended
<b>Advanced religious practitioner</b> (Affiliate with Designation Level 2)	NQF Level 2 or 4 ministry qualification	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification, but has 7 years confirmed* ministry experience; or to persons with a relevant non-ministry qualification (eg education, psychology, occupational therapy) on NQF Levels 2 to 4, and 5 years of confirmed* ministry experience; full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification

Registration category / designation level	Direct route (designation awarded via a qualification accredited / recognised by SAQA)		Alternative route (no relevant SAQA accredited / recognised qualification - Designations Levels 1 - 4 applied for via RPL)	
	Requirement	CPD Type	Requirement	CPD Type
<b>Religious professional</b> (Affiliate with Designation Level 3)	NQF Level 5, 6, 7 or 8 ministry qualification (occupational / higher certificate, diploma, B degree, B Hons degree)	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification as required for this level, but has 10 years of confirmed* ministry experience; or a relevant non-ministry qualification (eg education, psychology, occupational therapy) on NQF Levels 5 to 8, and 5 years of confirmed* ministry experience; full RPL as relevant to this level	Structured CPD based on NQF Level 5 or higher ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification
<b>Religious specialist</b> (Affiliate with Designation Level4)	NQF Level 9 or 10 ministry qualification (Masters degree or Doctorate)	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification as required for this level, but with a relevant non-ministry M of D qualification (eg education, psychology, occupational therapy) and 5 years of confirmed* ministry experience; full RPL as relevant to this level. (Note: lengthy ministry experience without qualification on M or D level does not lead to specialist designation - no RPL in this case.)	Structured CPD based on NQF Level 5 or higher ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification

\* Confirmed: letter of third party or confirmation of intermediary submitted

\*\* SAQA policy on level descriptors ("SAQA, Level descriptors for the SA National Qualifications Framework" of November 2012) to be taken into account

### 3. ACTIVITIES RECOGNISED BY ACRP FOR CPD PURPOSES

A minimum of twenty CPD points have to be earned by affiliates / designated persons *per annum*. Points have a shelf life of two years. A total of 40 CPD points must be reached by the end of the second year of registration, and be maintained on this level over any period of two years. ***At least four points have to be on themes related to corporate governance and / or institutional ethics or human rights as applicable to ministry.***

CPD programmes and activities must be approved by and registered with the ACRP Training Committee. The assessment strategy / methodology has to be clearly defined and agreed on as part of the registration process. The Committee will also indicate the number of CPD points that will be earned by completing the programme or activity. Upon completion of the programme or activity, the CPD provider will report the outcome to the Committee via the relevant CPD administration service (Pioneering Solutions / P4A CPD management and registration facility).

The following sections identify CPD activities that will be recognised by ACRP / CGMP, with an indication of the broad guidelines that will be taken into account by the Training Committee to determine the points awarded to the activity. In evaluating the programme and activity the Committee will also consider aspects such as relevance to ministry and the level of intensity or complexity. “Relevance to ministry” refers to the scope of practice of the practitioner (see Annexure 2), while “level of intensity” refers to the level descriptors as published on the SAQA website.

Providers are requested to indicate their estimate of the number of CPD points to be earned through an activity. The final decision on the number of CPD points to be earned through an accredited activity is however in the sole discretion of the ACRP Training Committee.

### 3.1 Activities recognised for *random* CPD purposes

As already mentioned: random CPD points are calculated at *one point per hour of active CPD activity, with a maximum of five points per full day of CPD activity.*

CPD providers are encouraged to present learning opportunities that will apply adult learning principles and Critical Crossfield Outcomes (CCFO’s) as envisaged for the formal QCTO qualifications, and create opportunities for meaningful learner involvement. The following activities are acceptable as random CPD activities:

- a. *Attending a ministry / theology related lecture, presentation, symposium, conference or short course accredited with ACRP.* The ACRP Training Committee will in its discretion, upon application for accreditation of the event, indicate the relevant number of CPD points awarded to the event. The general rule of thumb will be one point per hour of actual lecturing or presentation time. A maximum of 5 points per day and 4 points per consecutive days of an event will be awarded.

Note 1: Application for accreditation of an event must be submitted to the ACRP Training Committee on the prescribed form (see Annexure 3), at least one month prior to the event. (Late applications may be considered by the ACRP Training Committee. Should it be possible for the Committee to deal with a late application, an additional of not more than the amount of the regular fee will apply.) Application fees are shown in the attached table. The Training Committee may in their sole discretion reduce the fees that are due for the accreditation of an event.

Note 2: Providers of an event may decide to link an assessment to an event (for example written tests, Multiple Choice Question (MCQ) sets, assignments). Should an assessment be linked to the event, the CPD points will only be awarded to participants on receipt of a pass mark for a participant from the presenters of the event.

Note 3: Should questions in the MCQs family be used, the requirements are as follows:

- There should be variations in the type of questions used, e.g. single correct answer, multiple correct answer, matching of items; extended matching items (EMIs), true-false (with or without explanation); fill-in-the-blanks (completion); ranking; categorising; reordering / rearrangement / sequencing.
- Where a choice among a selection of given answers applies, questions must contain a minimum of three options.
- The proportion of true-false questions without explanation should not exceed 20%.
- A pass mark of 70% for MQC related questions is required.

- b. ***Reading a peer reviewed article in an ACRP recognised academic magazine, completing a Multiple Choice Question (MCQ) set***, and submitting the answers in the prescribed manner via the ACRP CPD systems provider. General rule of thumb: one point per 10 pages of article, with at least five questions. (The questions must be submitted as part of the application to approve the article for CPD purposes.)

Note: ACRP will publish a list of approved / accredited academic magazines. An author or editor who wants an article to be approved for CPD purposes will be required to provide the MCQ set to ACRP's CPD systems provider (copy to ACRP Training Committee). The MCQ sets, with reference to the volume of the magazine where the articles were published, will be available from the ACRP website.

- c. ***Doing a review of a peer reviewed article for an ACRP recognised academic magazine***. The calculation of the CPD points is the same as for the reading of articles referred to in section 5.2. In this case however a statement by the editor confirming that the article was appropriately reviewed needs to be submitted instead of the MCQ set. together with the reviewer's application for CPD points.
- d. ***Authoring a technical article or paper which is peer reviewed and accepted*** for publication in a ACRP recognised magazine, or accepted as an academic paper for presentation at an ACRP recognised theology/ministry related conference. General rule of thumb: 10 points per article or paper of at least twelve pages. The ACRP Training Committee may in their discretion award points to an article of less pages, or may award less points to an article.
- e. ***Developing and presenting a new short course, or a new course as part of the curricular or CPD training offered by a CHE, QCTO and/or ACRP accredited training provider***. Only courses where the course material is developed by the applicant will be accepted for CPD purposes. Upon approval of the course for implementation by an accredited provider, the confirmation of accreditation must be submitted with the application for CPD points. The following information on the course must be provided with the application: the title of the course, purpose, type, level of the course and target group, entry requirements, and a summary of the course content using bullets and short statements (information provided not to exceed one page).
- f. ***Attending, and successfully completing the assessments of, a structured ministry / theology related qualification accredited with SAQA***, or accredited for structured CPD purposes by ACRP: one CPD point per 10 notional hours of formal training activities as determined by the training provider. Points will be awarded based on a progress report and certificate of compliance issued by the training provider.
- g. ***Reading (studying) a CPD approved, ministry / theology related book and submitting a summary of the book***. The summary should consist of a short resume of each chapter of the book (not more than 100 words per chapter). Regarding accreditation of a book for CPD purposes: A CHE or QCTO accredited training provider may submit books for accreditation by ACRP for CPD purposes, with a brief motivation, an indication of the Scope of Practice (SoP) level and SoP item, and a recommendation on the number of CPD points to be awarded to the book. The standard is one CPD point per approximately 20 pages of the book. Note: Should an ACRP affiliate want a book which is not on the recognised CPD book list yet to be recognised for CPD purposes, a recommendation by an accredited provider as set out above will be needed. (A maximum of 8 CPD points per annum will be awarded for the reading of books.)



- h. **Online, distance learning and blended CPD activities are allowed.** The following are deemed as valid online activities: workshops, webinars, lectures, courses, and electronic journals, all of these with measurable outcomes. Online activities need to be provided through an ACRP approved learning management system (preferably ACRP's preferred online learning management system provider).

Note 1: Application processes and procedures for online, distance learning and blended CPD activities are the same as for activities presented in conventional ways.

Note 2: When questions in the MCQs family be used are used, the requirements are as explained in section (a) note 3 above.

- i. The ACRP Training Committee may in their discretion also consider **other activities** for approval as random CPD purposes.

### 3.2 Activities recognised for structured CPD purposes

The calculation of points for structured CPD points is also one CPD point per notional hours of active CPD activity, which means 20 credits are equal to 20 notional hours of training. It is recommended that the structured CPD programme offered by a provider should be structured in cycles of about 60 hours which should include **theoretical content** as well as the **related practical work** and **related workplace exposure** as identified in the curriculums the programmes should be aligned with. The outcome of the CPD activities must be reported to ACRP in the same format that QCTO requires for the reporting of results for qualifications. Workplace exposure must be reported in a structured manner as indicated in the relevant curriculum - to be stipulated in an agreement with the relevant workplace. At least 20% of the cycle of around 60 points (thus approximately 12 points per cycle of plus-minus 60) should be for reported workplace exposure. Another 20% should be for corporate governance and / or institutional ethics.

The following are recognised as structured CPD activities:

- Attending, and successfully completing the assessments of, a SAQA accredited ministry / theology qualification that leads to a higher designation.
- CPD activities and assessments that are aligned with **the knowledge, practical skill and workplace** components of the QCTO accredited NQF Level 2 and/or 5 ministry curriculums, or with other CHE accredited ministry qualifications on higher NQF levels.

Note: For structured CPD programmes that are aligned with components of the NQF Level 2 or 5 ministry curriculums, the smallest unit of the curriculum that needs to be covered over time by a provider is a "knowledge module" with all the relevant knowledge topics and their related "practical skills modules" (including the associated practical skills and applied knowledge components), and a "work experience module" - see the curriculum document as published by the QCTO). The intention is that an ACRP affiliate enrolling for this CPD programme will gain CPD credits that will later be available for RPL towards the relevant qualification.

The NQF Level 2 and 5 qualification documents are available from the SAQA, QCTO and ACRP web sites. A planning tool in Microsoft Excel format is available from ACRP on request. Providers of the structured CPD programmes should apply adult learning principles and Critical Crossfield Outcomes (CCFO's) as envisaged for the formal QCTO qualifications, and create opportunities for meaningful learner involvement.

#### 4. APPLICATION FOR ACCREDITATION OF CPD COURSES/ACTIVITIES

Applications for the evaluation, approval and accreditation of CPD programmes by ACRP must be submitted to the ACRP training committee by completing the application form (see Annexure 3, send to: [acrp@acrpafrica.co.za](mailto:acrp@acrpafrica.co.za), attention Training Committee - CPD applications).

The information to be provided on the form and supporting documents include the following:

- Name and contact information of the provider institution.
- Title or topic of the CPD activity and an indication of the ACRP designation level the activity (course or programme) is designed for.
- Nature of the activity in terms of the categories indicated in section 3 above.
- The provider's calculation of the CPD points in terms of the guidelines provided above. (ACRP may ask for proof of points calculated, and may change the number of points awarded to an activity.)
- In the case of a structured CPD programme based on the NQF Level 2 or 5 ministry qualification document, the submission of the Excel "planning tool" is required, indicating the alignment of the CPD programme with the relevant curriculum.
- The names, profession and qualifications of the programme facilitators must be provided. (As a general guideline for random CPD, the level of qualification or designation of the leading facilitator should normally at least be one level higher than what is valid for the level of designation the course is designed for. Exceptions will be allowed upon the confirmation by the CPD provider that the presenter is well experienced in the field of the topic of the CPD activity. ACRP reserves the right to require proof in this regard. For structured CPD the main course presenter must have a qualification on a level which is higher than the qualification on which the CPD activity is based. Supporting facilitators may be on a level which is equal to the level of the relevant qualification or designation.)
- In the case of structured CPD programmes, the names of assessors and moderators must be provided, with a confirmation of their assessor and moderator training. (Note: Assessor and moderator training will be provided by ACRP.)
- The venue where the activity will be presented, with a confirmation that reasonable health and safety measures are in place to protect programme participants, and a confirmation that the relevant teaching and learning facilities will be available. (Note: ACRP will provide guidelines and training on the relevant aspects.)
- Providers are invited to use the electronic learning management system of Pioneering Solutions to present the CPD activity. Applications to use the Pioneering Solutions system must be submitted via e-mail to the ACRP office ([acrp@acrpafrica.co.za](mailto:acrp@acrpafrica.co.za).)

Note: A provider of a full NQF Level 2 of 5 ministry qualification may also offer parts of the qualification for structured CPD purposes, on condition that the provider will register with ACRP for the CPD purposes, and that the CPD offer will be structured as indicated above.

Providers who are not registered with QCTO as provider of the full qualification may register with ACRP as provider of a component of the qualification for structured CPD purposes, in the manner indicated above. The condition is that the standard of the course will be on the same level as that expected if QCTO accredited providers, so that the outcomes of the structured CPD programme could later be used by a QCTO accredited provider for RPL purposes. Structured CPD providers who do not intend registering with QCTO for the full qualification will not be allowed to present more than 50% of the curriculum of a qualification as CPD programmes. Should a provider want to offer more than 50% for CPD purposes, they will be required to apply for accreditation by QCTO.

## 5. ACCREDITATION FEES

The fees to register a CPD course or activity with ACRP as SAQA recognised professional body are as shown in the table below. The fee is based on ACRP's cost to evaluate and, if approved, register and accredit a course of activity. The fee is therefore payable when the application is submitted, and is non-refundable. (Should a course or activity be referred back to the presenter for reworking and re-submission, ACRP will within reasonable limits not charge an additional fee for re-evaluation. ACRP does however retain the right to charge additional fees in line with the fees structure if substantial changes have been made to the original submission.)

ACRP may consider a reduction of fees or a rebate where good reasons for such reduction or rebate exist.

### **Fees to register a CPD course<sup>1</sup>**

Fees for 2019/2020 are currently being revised. This information will be forthcoming.

Fees for more extensive CPD programmes need to be negotiated between ACRP and the provider.

## 6. REGISTRATION AND ACCREDITATION OF THE CPD ACTIVITY

Upon approval of the CPD activity by the ACRP Training Quality Committee, it will be listed on the ACRP general website (<https://www.acrpafrica.co.za>). CPD programmes related to pastoral care and counselling will also be published on the CPSC website (<https://www.cpsc.org.za>). The CPD process will be managed by Pioneering Solutions Studio on behalf of ACRP, and record of the CPD status of affiliates and designated persons will be available from ACRP through P4A. (Information on the Pioneering / P4A cost structure will be available soon.)

The following information will be kept and be available to affiliates / designated persons:

- Registration of CPD events
- Registration of participants in CPD activities
- Monitoring of attendance / participation
- Assessment results in formats prescribed by SAQA and QCTO
- CPD status of affiliates.

## 7. REGISTRATION AND CERTIFICATION OF CPD PROGRAMME PARTICIPANTS

Participation in CPD activities is obviously only relevant to persons who have been registered as (non-designated or designated) affiliates of the professional body. Applications by individual persons to be affiliated with (and if applicable, be designated) ACRP is done by submitting an ACRP application form together with the relevant supporting information to ACRP<sup>2</sup>. Training providers may act as “intermediaries” for the registration of persons in ministry as affiliates of ACRP - it is recommended

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<sup>1</sup> To be finalised in conjunction with the CPD system providers. Information on possible changes in the fee structure to accommodate the Pioneering / P4A cost structure will be made available soon.

<sup>2</sup> Information on application and the application forms can be obtained from the ACRP website ([www.acrpafrica.co.za](http://www.acrpafrica.co.za)) or from the ACRP administrative office (cgmp@acrpafrica.co.za, or 073 557 4716).

that the intermediary relationship be arranged through a Memorandum of Understanding between ACRP and the training provider.

A programme participant will register for a CPD event or activity by presenting the ACRP registration number and a Government issued form of identity<sup>3</sup>.

The outcomes of the event or activity will be reported to and recorded by Pioneering Solutions, in the manner which is appropriate to the kind of CPD activity and assessment method. (Detailed guidelines on these aspects will be available soon future - to be finalised in conjunction with Pioneering and P4A.)

## **8. FEES FOR CPD PROGRAMMES**

Fees for CPD programmes are payable to the CPD training providers.

A nominal administrative fee for the registration of CPD programmes and of participants in the programme on the ACRP system will apply. (A once off fee for the registration and accreditation of an event / activity will apply, and a fee of [Under consideration<sup>4</sup>] per CPD point per participant will also be levied. [The fee structure will be finalised in consultation with training providers, Pioneering and P4A])

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<sup>3</sup> The intention is that ACRP identity cards will be issued in the future, which could be used to facilitate the registration process - Pioneering to recommend on this.

<sup>4</sup> To be finalised in conjunction with the CPD system providers. Information on possible changes in the fee structure to accommodate the Pioneering / P4A cost structure will be made available soon.

## ANNEXURE 1

### 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 recognised qualification(s), or alternatively has proved competence via a process of *Recognition of Prior Learning (RPL)*.
- A person in ministry who does not have the required formal, SAQA recognised qualifications and who did not yet go through a process of RPL, is merely registered with ACRP as an affiliate. Steps to be awarded a designation may follow afterwards - it is recommended but not set as a requirement .
- 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:

Registration category / designation level	Direct route (designation awarded via a qualification accredited / recognised by SAQA)		Alternative route (no relevant SAQA accredited / recognised qualification - Designations Levels 1 - 4 applied for via RPL)	
	Requirement	CPD Type	Requirement	CPD Type
<b>Affiliate</b> (nondesignated - awarded based on confirmed* involvement in ministry; no designation applied for, or designation applied for but not awarded yet while outcome of processes is awaited)	Confirmed* involvement in ministry (own and third party confirmation), no designation applied for; no RPL	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended		
	“Affiliate” also serves as temporary registration category while proof of SAQA accreditation or recognition of qualification (as ground for a designation applied for) is awaited	Random CPD, level of complexity** in accordance with level of qualification	“Affiliate” also serves as temporary registration category while ACRP’s evaluation of a non-accredited qualification (as part of a limited RPL process towards a designation) is awaited as ground for the designation applied for	Random CPD, level of complexity** in accordance with level of qualification
<b>Religious practitioner</b> (Affiliate with Designation Level 1)	Has only Matric (or higher) non-ministry qualification (no ministry qualification), but has 3 years confirmed* ministry experience, full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended	No Matric or higher non-ministry qualification, no ministry qualification, but has 5 years confirmed* ministry experience, full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended
<b>Advanced religious practitioner</b> (Affiliate with Designation Level 2)	NQF Level 2 or 4 ministry qualification	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification, but has 7 years confirmed* ministry experience; or to persons with a relevant non-ministry qualification (eg education, psychology, occupational therapy) on NQF Levels 2 to 4, and 5 years of confirmed* ministry experience; full RPL as relevant to this level	Structured CPD based on NQF Level 2 or 5 ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification

Registration category / designation level	Direct route (designation awarded via a qualification accredited / recognised by SAQA)		Alternative route (no relevant SAQA accredited / recognised qualification - Designations Levels 1 - 4 applied for via RPL)	
	Requirement	CPD Type	Requirement	CPD Type
<b>Religious professional</b> (Affiliate with Designation Level 3)	NQF Level 5, 6, 7 or 8 ministry qualification (occupational / higher certificate, diploma, B degree, B Hons degree)	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification as required for this level, but has 10 years of confirmed* ministry experience; or a relevant non-ministry qualification (eg education, psychology, occupational therapy) on NQF Levels 5 to 8, and 5 years of confirmed* ministry experience; full RPL as relevant to this level	Structured CPD based on NQF Level 5 or higher ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification
<b>Religious specialist</b> (Affiliate with Designation Level4)	NQF Level 9 or 10 ministry qualification (Masters degree or Doctorate)	Random CPD, level of complexity** in accordance with level of qualification	No SAQA accredited or ACRP approved ministry qualification as required for this level, but with a relevant non-ministry M of D qualification (eg education, psychology, occupational therapy) and 5 years of confirmed* ministry experience; full RPL as relevant to this level. (Note: lengthy ministry experience without qualification on M or D level does not lead to specialist designation - no RPL in this case.)	Structured CPD based on NQF Level 5 or higher ministry qualification is highly recommended
			No SAQA accredited ministry qualification; but applicant is the holder of a non-accredited ministry qualification accepted by ACRP for this level (evaluated by ACRP via limited RPL)	Random CPD, level of complexity** in accordance with level of qualification

\* “Confirmed”: letter of third party or confirmation of intermediary submitted

\*\* SAQA policy on level descriptors (“SAQA, Level descriptors for the SA National Qualifications Framework” of November 2012) to be taken into account

### AFFILIATION FEES (March 2019 – March 2020)

The basic fee structure for persons in ministry is as shown in the table below. Group discounts can be negotiated with denominations, churches or ministry institutions and networks who register their members, employees etc.

Category	Once off registration fee	Annual affiliation fee
<b>Non-designated Affiliation</b>	R200	R300
<b>Religious practitioner</b>	R200	R300
<b>Advanced religious practitioner</b>	R200	R350
<b>Religious professional</b>	R200	R450
<b>Religious specialist</b>	R200	R600

Institutional partnership fees will be determined on an *ad hoc* basis with churches, ministry institutions, ministry training institutions, etc.

**ANNEXURE 2:**  
**SCOPES OF PRACTICE**  
**AS RECOGNISED BY THE**  
**ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)**

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

1. Share the gospel in a specific context and to a specific audience
  - Help faith community to share the gospel of Christ in the community
  - Arrange and oversee efforts to help needy people in the community
  - Help and support people in the faith community to speak out for what is right and fair
2. Build caring relationships in the faith community and respond to the spiritual and physical needs of members
  - Determine needs and strengths in the church / among members of the congregation / faith community (contextual analysis)
  - Facilitate the development of various fellowship groups in the faith community
  - Lead the faith community to show loving care in times of need and crisis
  - Offer basic pastoral care to individuals and groups
  - Develop life skills in the faith community
  - Help people with the Christian way of living
3. Provide spiritual leadership and develop leaders in a faith community
  - Provide spiritual leadership
  - Develop leaders in the faith community
  - Arrange activities (ministries) in the faith community
  - Oversee the day to day running of activities (ministries) in the faith community
  - Talk to and remind the faith community about their role and duties as Christians
4. Arrange and oversee the day to day running of ministries and of the administrative and accountability processes the faith community
  - Guide ministry management processes
  - Oversee the implementation of effective administrative processes and procedures in the congregation / faith community
  - Oversee financial management processes in the faith community
  - Strengthen accountability practices
5. Help people in the faith community to share the gospel, support people in need and speak out for what is right and fair
6. Lead members of the faith community in spiritual formation that nurtures their relationship with God - in accordance with the traditions and the scope of practice and / or ordination as defined by the relevant church or faith community
  - Prepare sermons and/or other teaching and learning experiences that will address the spiritual needs of the faith community
  - Conduct worship services and/or other teaching and learning experiences within the faith community
  - Administer sacraments within the faith community
  - Interact with groups and individuals in order to facilitate spiritual growth
7. Develop and nurture fellowship and mutual care within the faith community, aimed at achieving the following
  - Nurture fellowship among members of the faith community
  - Lead the faith community to show loving care in times of need or crisis
8. 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
  - Lead members of the faith community to live according to a Christian value system and Christian virtues
  - Develop pro-active and reactive (coping) life skills in the faith community through preaching, teaching and mentoring

9. Provide visional leadership that leads to obedience to vocation, as well as well-being and sustainability of members of the faith community
  - Lead a faith community through visionary spiritual leadership (strategic management as a spiritual discipline)
  - Facilitate effective ministries in a faith community (operational management as a spiritual discipline)
  - Facilitate stewardship processes in the faith community (stewardship as a spiritual discipline)
  
10. Develop and implement a missional practice that shares the good news of Jesus Christ and serves the holistic well-being of the entire community
  - Mobilise the faith community to share the good news of Jesus Christ with the world
  - Plan and execute outreach programs to deal with socio-economic and other relevant needs in the wider community
  - Initiate and / or participate in interventions to deal with needs and emergency situations in the community
  - Participate in inter-faith community development initiatives
  - Conduct and promote spiritual advocacy relating to social justice issues
  - Plan and manage the effective use of media



## **B. COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS**

### **1. Pastoral and Spiritual Caregiver (minimum qualification on NQF Level 2)**

This is the most basic level of care, provided when members of a faith community care for each other. This usually takes place within an informal network of communities (e.g. friendships, small prayer groups, telephone conversations and spontaneous reactions to crises).

- Practises under supervision of a person with an applicable professional qualification on NQF level 7, 8, 9 or 10 but not in his own private practice.
- Seeks the spiritual well-being of the individual with the purpose to heal, sustain, guide and reconcile.
- Assists people to develop, grow and mature spiritually in spite of the difficulties of life. Helping them be connected to God and the worshipping community primarily enables this to occur.

### **2. Pastoral and Spiritual Counsellor (3 levels, minimum qualification on NQF Level 6)**

- Engages in basic pastoral and spiritual caregiving within the pastoral encounter regarding the multi-dimensional human needs of people in different contexts of human suffering and distress such as HIV/aids, hospital caregiving, home-based caregiving, crisis caregiving and community caregiving.
  - Identifies basic symptoms of suffering and distress of a client and refers to an appropriate professional within primary, secondary and tertiary health care systems (e.g. more advanced pastoral and spiritual care practitioner, medical practitioners, psychologists, social workers or other appropriate professionals) and cooperates with other professions in the field of helping and healing.
- Provides basic support and guidance regarding traumatic events in life like unexpected loss and how to deal with the spiritual demands and challenges of meaning-giving to settings of suffering, sickness (such as HIV/aids, substance dependency), death and dying
- Engages in basic pastoral and spiritual education and training practises under supervision of a person with an applicable professional qualification on NQF level 8, 9 or 10 but not in his own private practice.
- Comforts people in different contexts of human suffering and distress on a short to medium term basis and helps them in processes of decision-making regarding the meaning and purpose of life.
- Interprets pastoral and spiritual dynamics and dysfunction of a client and refers to an appropriate professional within primary, secondary and tertiary health care systems and cooperates with other professions in the field of helping and healing.
- Provides basic and short term pastoral and spiritual caregiving within the pastoral encounter regarding the multi-dimensional human needs of people in different contexts of human suffering and distress such as HIV/aids, hospital caregiving, home-based caregiving, substance dependency, crisis caregiving and community caregiving.
- Supports and facilitate transformation, promote spiritual well-being regarding people's quest for help and meaning in suffering within an interdisciplinary approach.
- Keeps to an ethical code of conduct that reflects the unique contribution of caregiving to helping and healing.

### **3. Pastoral and Spiritual Counselling Specialist (2 levels, minimum qualification on NQF Level 9)**

In addition to the practice of the "Pastoral and Spiritual Counsellor, the Pastoral and Spiritual Counselling Specialist may -

- Operate a private practice with supervision of a person with an applicable professional qualification on NQF level 9 or 10.
- Comfort people in different clinical settings and assists them to develop life skills in order to promote holistic healing of not only individual people, but life as a whole.
- Make in-depth diagnosis of spiritual and religious pathology in order to deal with demands of spiritual healing/therapy within an individual, faith community and/or social system and refers to an appropriate professional within primary, secondary and tertiary health care systems and cooperate with other professions in the field of helping and healing.
- Provide pastoral and spiritual counselling to very specific, specialised fields of helping and healing, such as HIV/aids, hospital caregiving, home-based caregiving, substance dependency, crisis counselling and community caregiving.
- Provide advanced, complex and specialised long term supportive and reconstructive pastoral and spiritual counselling or therapy.
- Offers advanced pastoral and spiritual education and training

- Develop different enriching programmes in order to apply the principle of prevention in life care (cura vitae) and community development.
- Apply accepted pastoral and spiritual assessment techniques, procedures and instruments and diagnostic methodology
- Applies the principle of a team and holistic approach in multi-disciplinarity.
- Do academic and scientific research and contributes articles on different topics in the field of pastoral and spiritual caregiving and healing for publication in accredited journals.
- Refers to an appropriate professional within primary, secondary and tertiary health care systems and cooperates with other professions in the field of helping and healing.
- Be available to provide expert advice and opinion when requested.

### **C. COUNCIL FOR MINISTRY TRAINING PRACTITIONERS (CMTP)**

The CMTP scope of practice cover formal and informal training related to any of the practices and activities covered in or related to sections A and B, as well as all aspects of managing a training facility.

## **ANNEXURE TO THE ACRP SCOPE OF PRACTICE**

Religious practitioners and professionals must note the following

### **1. Excerpt of the Health Professions Act 56 of 1974**

No person shall practice for gain within the Republic any health profession, the scope of which has been defined by the Minister of Health, unless he is registered in terms of the Health Professions Act in respect of such professions (Health Professions Act 56 of 1974). Any person who contravenes the provisions of the Health Professions Act 56 of 1974 shall be guilty of an offence and on conviction liable to penalties.

### **2. Indemnity Insurance**

Practitioners / professionals must make provision for Indemnity Insurance. Professional Indemnity Insurance is intended to protect professionals and their practices in the event of claims made by a client (or third party) suggesting that they have suffered loss as a result of non-performance, breach of contract and/or professional negligence in the services provided.

**ANNEXURE 3**

**ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)  
COUNCIL FOR GENERAL MINISTRY PRACTITIONERS (CGMP)**

**APPLICATION FOR CPD ACCREDITATION: RANDOM**

Name of Provider Institution			
Address			
Contact person			
Cell phone no		Landline:	
e-Mail		Fax no:	
Title of CPD course			
What means of CPD delivery will be used *			
Scope of practice (SoP) level *:	Basic Medium High	SoP Items *	
Will course be repeated during this year?	[No] [Yes] If “Yes”, how many events are planned in total?		
Planned date(s)			
Hours that will be spent on various activities as part of an event	Formal contact (lectures, etc):	Practicals:	
	Group work:	Self-study / reading:	
	Social contact / networking:	Other activities: Specify:	
Method(s) of assessment *			
Proposed no. of CPD points for event *			
Address of venue for event			
Are proper health and safety standards being applied?***	[Yes] [No] [Uncertain]		
Addendums: Please confirm with a “yes” that the following are attached to the application:	One pager indicating purpose of course, target group, entry requirements and course content (bullets)		
	Summary of course outlay		
	Resume (1 page per person) of presenter(s), showing relevant qualification(s) and professional experience		

\* See ACRP CPD Guideline document

\*\* It remains the applicants’ responsibility to ensure health and safety of participants

I confirm that the information provided in this application is a fair and true representation of fact. We understand that accreditation of the event deals with the content and assessment only, and does not transfer to ACRP any responsibility in terms of health and safety of participants, or in terms of any other matters that may lead to disputes linked to the presentation of the accredited programmes.

.....  
Initials and surname of person applying

.....  
Signature

.....  
Date

**ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)  
COUNCIL FOR GENERAL MINISTRY PRACTITIONERS (CGMP)**

**APPLICATION FOR CPD ACCREDITATION:  
STRUCTURED**

Name of Provider Institution			
Address			
Contact person			
Cell phone no		Landline:	
e-Mail		Fax no:	
Title of CPD course			
What means of CPD delivery will be used *			
With which ministry qualification is course aligned? * (Mark with an X)	<input type="checkbox"/> NQF Level 2 <input type="checkbox"/> NQF Level 5 <input type="checkbox"/> Other If "NQF Level 2 or 5", please attach the relevant Excel planning tool and indicate the relevant knowledge, practical skills and workplace modules with sub-categories that will be covered in structured CPD programmes, with activities and hours involved.  If "other, please provide full detail on a separate page.		
Planned date(s)			
Summary of hours that will be spent on various activities as part of the course, as indicated on the Excel planning tool	Formal contact:	Practicals during course:	
	Workplace exposure:	Self-study / reading:	
	Social contact / networking:	Other as identified in Excel planning tool:	
Method(s) of assessment *			
Address of venue for event			
Are proper health and safety standards being applied? **	[Yes] [No] [Uncertain]		
Addendums: Please confirm with a "yes" that the following are attached to the application:	One pager indicating purpose of course, target group, entry requirements and course content (bullets)		
	Summary of course outlay		
	Resume (1 page per person) of presenter(s), assessors and internal moderators showing their relevant training, qualification(s) and professional experience		

\* See ACRP CPD Guideline document

\*\* It remains the applicants' responsibility to ensure health and safety of participants

I confirm that the information provided in this application is a fair and true representation of fact. We understand that accreditation of the event deals with the content and assessment only, and does not transfer to ACRP any responsibility in terms of health and safety of participants, or in terms of any other matter that may lead to disputes linked to the presentation of the accredited programmes.

.....  
Initials and surname of person applying

.....  
Signature

.....  
Date