**MEMORANDUM OF UNDERSTANDING (MOU)**

between the

***Association of Christian Religious Practitioners (ACRP)***

represented by ……………………………

and

***AABBCC (herein referred to as “CC”)***

represented by …………………………….

jointly referred to as “the Parties”

Through this memorandum, the Parties enter into a mutual understanding on the professionalisation and accreditation support services rendered by ACRP to CC, and the mutual expectations and responsibilities that arise from this MoU.

**1. THE ACRP PROFESSIONAL BODY PRINCIPLES AND FUNCTIONS**

It is noted that -

• ACRP is recognised by and registered with SAQA as a professional body for Christian Religious Practitioners in terms of the NQF Act, 67 of 2008.

• The principles for professionalisation are as set out in the Act, the SAQA professional body guidelines and the ACRP rules document.

• One of the functions of the professional body is to focus on professionalisation in the sphere of religious professions through ***training (ministerial formation)***. In this capacity ACRP’s role is –

- To develop, in conjunction with churches, ministries and training institutions ***a survey (general overview) of the ministry formation needs*** in terms of training resources and accredited qualifications for ministry formation in South Africa and wider throughout Africa;

- To identify the existing formal, ***SAQA registered or evaluated qualifications and QCTO / CHE / SETA accredited training institutions for ministry formation*** in the country and region.

- Where needed, to ***facilitate the development of appropriate new SAQA approved qualifications*** and to ***assist training institutions in preparing applications for accreditation*** for these qualifications by the relevant authorities within the country’s formal qualification framework.

• A related professionalisation function is to define “professional designations” for the ministry occupations. The designations defined by ACRP and registered in terms of the NQF Act are ***Religious Practitioner, Advanced Religious Practitioner, Religious Professional and Religious Specialist***. A summary of the requirements related to registration and designation is provided in Annexure 1.

• Other professionalisation services prescribed in terms of the Act and SAQA policies include the introduction of a Continued Professional Development (CPD) service, a strategy for the Recognition of Prior Learning (RPL) towards a professional designation where applicants do not hold a SAQA registered or SAQA evaluated qualification; and the introduction of a generic Code of Ethics and Discipline.

• As professional body for religious professionals, ACRP also provides a variety of additional professionalisation services to churches, church networks, ministries and ministry networks and individual practitioners involved in Christian ministry, including guidance on matters of *due diligence* and responsible management.

• Participation with the ACRP processes by partner institutions is arranged via Memoranda of Understanding. ACRP’s professional body services will be structured to fit the situation and needs of partner institutions while maintaining the basic professional body principles and functions.

**2. THE MISSION, OBJECTIVES OF CC**

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**3. PROFESSIONAL BODY RELATED NEEDS OF CC**

The needs of CC related to ACRP’s professional body and training functions are as follows:

• To professionally register (affiliate) staff, students, ministry affiliates and partners of CC with the professional body for religious professionals, ACRP. (Where RPL[[1]](#footnote-1) will be involved as part of the application for a designation, ACRP will provide the support on the execution of the RPL process.)

• To agree on generic ethical standards and disciplinary processes for practitioners in ministry, and to agree on the manner in which to such standards and procedures will be applied within the relationship between CC and ACRP.

• To be supported by ACRP in preparing to apply for the accreditation of CC’s training initiative(s) with the relevant educational authority, in particular with QCTO (with reference to the ministry qualifications that fall in the category of “occupational qualifications”).

• To register with the professional body as a CPD Provider and to present the identified

random or structured CPD programmes (the latter having been aligned with SAQA registered qualifications).

**4. MUTUAL UNDERSTANDING**

In view of the above, ACRP and CC now come to the following mutual understanding:

**4.1 Affiliated institution and intermediary**

CC is hereby recognised as an ACRP ***affiliated institution***, as provided for in terms of Clause 5.2 of the ACRP Rules Document. As affiliated institution CC is also recognised as an ***intermediary*** between ACRP and staff / practitioners / students associated with CC. The role as intermediary is described in the clauses below.

ACRP will provide guidance[[2]](#footnote-2) to CC’s management and staff on the implications (benefits, duties, functions as agreed) of being an affiliated institution and intermediary.

**4.2 Affiliation (registration) of staff / associated practitioners / students**

As ***ACRP recognised intermediary*** CC will guide and support it affiliates, staff and students to register with ACRP as professional body. Affiliates, staff and students will be supported to complete the ACRP application forms for the relevant designations (see Annexure 1); to pay the relevant professional registration fees (see Annexure 2); to fulfil the CPD requirements; and to abide by the Code of Ethics (see Annexures 3 and 4).

The application process will unfold as follows:

4.2.1 Applicants who hold a SAQA registered[[3]](#footnote-3) or evaluated[[4]](#footnote-4) qualification may directly apply for the designation related to that qualification (see the Table in Annexure 1 for the relationship between qualifications and the various designations). In this case the process will be as follows:

* Applicants will complete the ***general ACRP (CGMP of CMTP) application form,*** and attach the supporting documents (identity document and a certified copy of the certificate of the relevant SAQA registered or SAQA evaluated qualification) to the form.
* This is then submitted to CC’s representative who manages the application process, together with the relevant fees (registration fee and the annual fee of the designation applied for). The representative will then evaluate the applications for completeness and correctness. Duly completed applications are then transferred to ACRP together with the fees and a covering letter confirming that applicants are involved in the ministries identified in the application forms.
* The ACRP office will do a quality check and will issue the relevant certificates to the CC representative.

4.2.2 An applicant who does not hold a SAQA registered or evaluated qualification may apply for a designation ***via a process of Recognition of Prior Learning (RPL)***. The recommended process is as follows:

* The applicant will initially complete the ***general ACRP application form,*** together with the ***Basic RPL Application form*** which leads to registration as ***Religious Practitioner***.
* This is then submitted to CC’s representative who deals with the registration process, together with the supporting documents and the required fee (the registration fee and the annual fee for the designation of Religious Practitioner, see Annexure 2).
* The representative will establish if the application is complete (forms fully completed, accompanying documents added, and fee paid). Duly completed applications together with the fees will then be transferred to ACRP’s administrative office and bank account.
* Upon receipt of the application, the ACRP office will evaluate the applications and determine which of the higher level of designations[[5]](#footnote-5) may be relevant to the applicant (see Annexure 1). Should the applicant qualify for any of the higher designations, The CC representative will be informed, who should then invite the applicant to submit the additional information as required in the ***Advanced RPL Application*** form together with the additional fees required for the higher level of designation.
* Upon receipt of the applicant’s response, the ACRP office will issue the relevant designation certificate.
* Should it be found during the evaluation of an RPL application that an applicant needs to do a bridging course, CC will assist the applicant to enrol for the relevant bridging course at an ACRP accredited provider of bridging courses. CC may apply to ACRP to be accredited for presenting bridging courses, or may arrange with a bridging course provider that the relevant bridging courses be provided at a workshop arranged by CC for its staff / associated practitioners / students.

ACRP will provide CC with a list of accredited bridging course providers and the accredited courses that are available.

**4.3 Annual fees**

CC agrees to assist ACRP in collecting the prescribed annual fees of the CC related persons, which will become due and payable on an annual basis. Fees should be paid directly into the ACRP bank account. Should an affiliate linked to CC fail to pay the annual fee, CC will serve as an intermediary to recoup the requisite fees from the affiliate in question. (It is noted that affiliation certificates are issued for a period of 12 months. Should the annual fee remain outstanding for more than three months after the end date on a certificate, the affiliation of the person will be suspendeduntil such time when the payment has been received in full or an official alternative arrangement has been placed on record with the ACRP administrator, who would give effect to the lifting of the affiliate’s suspension.)

**4.4 Code of ethics and disciplinary processes**

In its role as intermediary (see 4.1 above), CC will inform and guide staff / associated practitioners / students on the duties of affiliates regarding the professional body’s Code of Ethics (see Annexure 2), and motivate them to remain in good standing in respect of the Code of Ethics.

CC may apply their own scope of practice, ethical code and disciplinary code to the extent that these are not in conflict[[6]](#footnote-6) with the basic ACRP standards[[7]](#footnote-7). Should CC have its own scope and codes, it will be expected of an affiliate to subscribe to both ACRP’s basic (minimum) standards and the CC standards.

ACRP will provide guidelines, and training if so requested, to CC to regarding the ACRP Code of Ethics and Disciplinary Code.

The disciplinary duties and responsibilities of CC and ACRP respectively when a complaint is lodged against a staff member / associated practitioner / student of CC, will be as set out in Annexure 3.

**4.5 Continued Professional Development (CPD)**

Affiliates of the professional body have a responsibility to annually earn the prescribed number of CPD points, namely 20 points per annum. CC will also encourage the affiliates registered via CC to remain in good standing by fulfilling the annual CPD duty[[8]](#footnote-8). ACRP will provide guidance on the CPD requirements to the affiliates and to CC. CC will motivate, encourage and support the registered affiliates to comply with the CPD requirements of the professional body in order to remain in good standing. ACRP will publish a list of accredited CPD courses that affiliates may participate in to earn CPD points. Payment of and enrolment for CPD courses, will be for the individual affiliates’ own account.

Note: Should the annually required number of CPD points not be achieved and maintained by an affiliate, the affiliate will be notified about the deficiency and a copy of the notice will be forwarded to CC as intermediary (see clause 4.1). Should the deficiency not be rectified within three months from the date of the notice, the affiliation of the person may be suspended and his or her certificate of affiliation may be rendered invalid until such time when the required CPD points have been earned and the suspension has been lifted. Any paid-up subscriptions will not be refunded to the affiliate in the case of his/her suspension

CC will have the opportunity to submit its own CPD and bridging courses to ACRP for accreditation thereof by the professional body, which means that affiliates will have the opportunity to earn their prescribed CPD points or do any prescribed bridging courses through CC. If an affiliate is enrolled with CC or any other formally accredited training institution for a SAQA registered qualification, the studies towards the qualification will be deemed as CPD points for the duration of the calendar year of study. (Proof of registration for the qualification and progress reports will be due.)

**4.6 Guidance and support when applying for accreditation as a training provider**

Should CC intend to apply for accreditation by QCTO as presenter of the NQF Level 5 and/or 2 occupational qualification for ministry, ACRP will provide guidance to CC regarding the preparation of the application. Guidance will be with regard to “institutional readiness” and “programme readiness” as per the requirements set by QCTO. Guidance will mainly be given through training workshops and documentation. Bilateral communications within the limits of availability and capacity could also form part of the process.

**4.7 Representation in ACRP decision making and research processes**

CC will be invited to nominate representatives in ACRP’s consultative structures, and to participate as partner of ACRP in any ACRP research and developmental processes.

**5. INSTITUTIONAL AFFILIATION FEES**

It is noted that ACRP does not charge a prescribed fee for institutional affiliation. As institutional affiliate CC undertakes to pay an annual amount in accordance with its ability to contribute towards the professional body’s financial sustainability.

**6. EXTENSION OF THE MOU**

This document fully describes the mutual understanding between the parties. Any extension of the understanding between the parties should be validated in writing and signed by the parties, and appended as an addendum to this Memorandum of Understanding.

**7. TERMINATION**

This Memorandum of Understanding will remain in place until either one of the Parties informs the other that it is to be terminated. The parties agree to a notice period of not less than three calendar months.

**Signed:**

On behalf of ACRP:

Signature: ........................................................... At: ........................ Date: ......................

On behalf of CC

Signature: ……………………………............... At: ……………… Date: .......................

1. RPL: ***Recognition of Prior Learning*** towards a professional designation. RPL towards a ***designation*** is a function of a professional body, and should be distinguished from RPL towards a qualification which is the duty of a training provider. [↑](#footnote-ref-1)
2. Guidance is normally done in the form of an induction or training programme. The contents of the programme depends on the scope of the agreements reached in terms of this MoU. [↑](#footnote-ref-2)
3. This includes a qualification which is currently published on the SAQA website as a registered qualification, or which was a qualification registered by SAQA or its predecessors at the time when it was awarded to the applicant. [↑](#footnote-ref-3)
4. A foreign qualification which has been evaluated by SAQA and found to be equivalent to a registered South African qualification. A certificate provided by SAQA to confirm this has to be submitted with the application. [↑](#footnote-ref-4)
5. Advanced Religious Practitioner, Religious Professional or Religious Specialist [↑](#footnote-ref-5)
6. The word “conflict” is understood as “an opposing position”. There will obviously be many differences between the documents of ACRP and CAN respectively, but as long as differences do not represent opposing (conflicting) positions with regard to matters under consideration, these will be acceptable. [↑](#footnote-ref-6)
7. As set out in the ACRP Scopes of Practice, Code of Ethics and Disciplinary Code [↑](#footnote-ref-7)
8. ACRP’s CPD policy and strategy is described in a document entitled *Guidelines for submitting Continued Professional Development (CPD) programmes for accreditation with CGMP and CMTP* – obtainable from the ACRP website or ACRP office. [↑](#footnote-ref-8)