



**A D V E N T U R E  
I N D U S T R Y**  
A S S O C I A T I O N

# SA AIA Policy on the Development, Awarding, Monitoring and Revocation of Professional Designations

# Approval page

The signatories hereof, being duly authorised thereto, by their signatures hereto authorise the execution of the work detailed herein, or confirm their acceptance of the contents hereof and authorise the implementation/adoption thereof, as the case may be, for and on behalf of the parties represented by them.

**Author**



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SA AIA Skills & Ratification Committee  
Member: Jessi Sunkel

21 November 2025

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Date

**Approved**



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SA AIA Director:  
P Snyman

21 November 2025

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Date

# Amendment history

| Document revision | Date effective   | Reason for update                |
|-------------------|------------------|----------------------------------|
| A                 | May 2025         | New document                     |
| B                 | May 2025         | Comments from Committee included |
| Revision 1        | July 2025        | Document Published               |
| Revision 2        | 21 November 2025 | Document added to new template   |

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# **1 Purpose**

This policy outlines the framework and procedures for the development, awarding, monitoring, and revocation of professional designations by the South African Adventure Industry Association (SA AIA).

It ensure alignment with:

- a. National standards
- b. Sectoral needs
- c. SAQA (South African Qualifications Authority) requirements

# **2 Designation Development Process**

- a. SA AIA develops designations based on clearly defined occupational roles within adventure tourism and outdoor learning sectors.
- b. Designation development is overseen by the SA AIA Skills and Ratification Committee, which functions as a representative technical working group including:
  - Training providers
  - Registered assessors and moderators
  - Industry practitioners
  - Transformation and compliance representatives
- c. All designations are aligned to:
  - NQF level descriptors
  - Relevant occupational qualifications (where applicable)
- d. Designations are developed in consultation with stakeholders and reviewed for alignment with:
  - Employment trends
  - Industry and safety standards
  - Legal and ethical requirements

# **3 Criteria for Awarding Designations**

## **3.1 Minimum Requirements**

To be awarded a designation, an applicant must:

- a. Meet the minimum qualification or RPL-equivalent requirements.
- b. Demonstrate relevant workplace experience.
- c. Submit a complete and valid application portfolio.
- d. Sign the SA AIA Code of Conduct and Professional Ethics.
- e. Be a member in good standing.

### **3.2 Designations may be awarded based on:**

- a. Completion of an occupational qualification.
- b. Successful RPL assessment.
- c. Completion of a competency assessment (Portfolio of Evidence), reviewed by trained assessors and the Skills & Ratification Committee.

### **3.3 Application and Reapplication Fees**

- a. Non-refundable application fee applies to new or repeat applications.
- b. Fees cover administrative, assessment, and moderation costs.
- c. Fee structure reviewed annually and published on the SA AIA website.
- d. Lapsed designations may require a reactivation fee.
- e. SA AIA may adjust fees based on designation type or membership status.

## **4 Monitoring and Retention of Designations**

### **4.1 Designation holder must:**

- a. Maintain good standing as SA AIA members.
- b. Abide by the SA AIA Code of Conduct.
- c. Complete required CPD points each cycle.

### **4.2 CPD Monitoring is performed by the Skills & Ratification Committee with support from the Secretariat.**

### **4.3 SA AIA maintain an auditable database including:**

- a. Qualification or RPL status.
- b. Employment role and practice area (specialisation).
- c. CPD activity.
- d. Disciplinary records.

## **5 Revocation and Reinstatement**

### **5.1 A designation may be suspended or revoked if the holder:**

- a. Fails to meet CPD requirements.
- b. Violates the Code of Conduct.
- c. Submits fraudulent documentation.
- d. Is found guilty misconduct or professional negligence.

## **5.2 Due process includes:**

- a. Written notice of intent.
- b. Opportunity to appeal.

## **5.3 Reinstatement may occur after:**

- a. Rectifying cause of suspension.
- b. Re-submitting required documents.
- c. Approval by Skills and Ratification Committee.

## **6 Transformation and Inclusivity**

SA AIA designations support transformation objectives outlined in the SA AIA Transformation Policy, including:

- a. Accessible RPL pathways.
- b. Outreach to youth and previously disadvantaged individuals.
- c. Representation of diverse demographics in designation processes.

## **7 Review and Updates**

Policy is reviewed at least every three years to ensure alignment with:

- a. National policies
- b. Legislative requirements
- c. Industry developments
- d. Transformation needs

## **8 Governance Oversight**

Designation development, quality assurance, and revocation are overseen by the Skills and Ratification Committee, reporting directly to the NEC.

This ensures:

- a. Separation of operational management and designation decisions.
- b. Consistency, fairness, and credibility.

## **9 Annexures**

### **9.1 Annexure A: referenced and applicable documents**

- a. SAQA Policies
- b. SA AIA Designation Frameworks

- c. SA AIA CPD Policy
- d. SA AIA RPL Policy
- e. SA AIA Code of Professional Conduct

## 9.2 Nondisclosure

SA AIA will not disclose any information contained in designation applications or supporting documents to third parties. All information is treated as confidential and used only for internal assessment, moderation, and administration. No information will be shared externally unless required by law or by SAQA Policies.

## 9.3 Annexure B: abbreviations

| Abbreviation | Description                                  |
|--------------|----------------------------------------------|
| SAQA         | South African Qualifications Authority       |
| CPD          | Continuous Professional Development          |
| SA AIA       | South African Adventure Industry Association |
| NQF          | National Qualifications Framework            |
| RPL          | Recognition of Prior Learning                |
| NEC          | National Executive Committee                 |

## 10 Version Control and Review

| Item                                   | Details                           |
|----------------------------------------|-----------------------------------|
| <b>Date of Publication</b>             | November 2025                     |
| <b>Version Number</b>                  | 2                                 |
| <b>Review Cycle</b>                    | Every 3 years                     |
| <b>Responsible SA AIA Subcommittee</b> | Skills and Ratification Committee |