

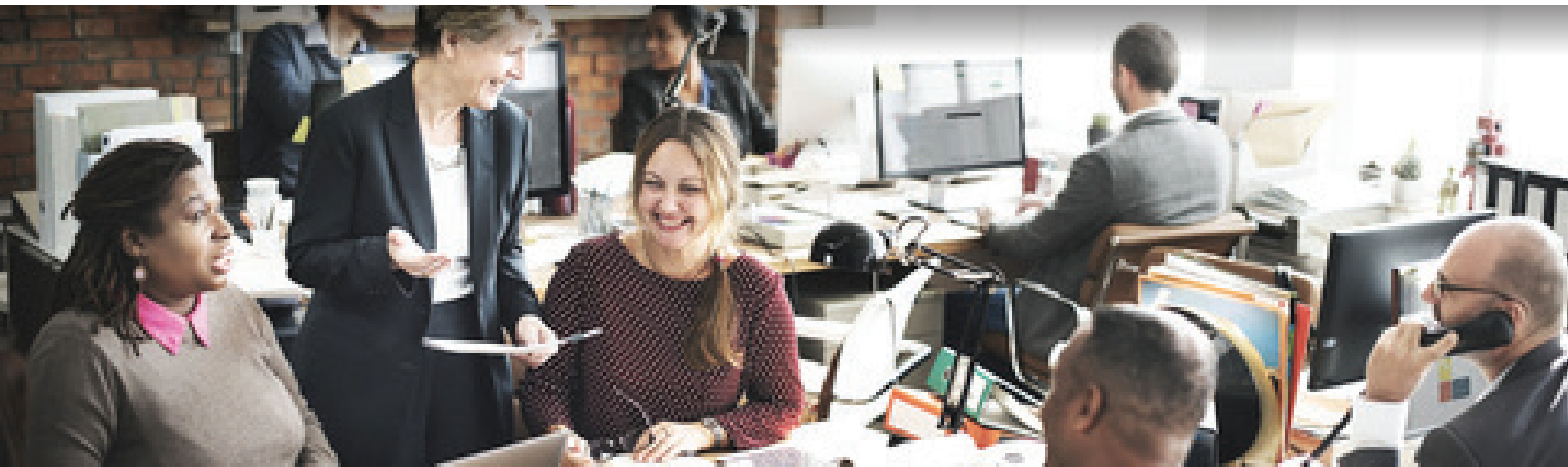


PROFESSIONAL BODY INFO PACK

JOURNEY TO PROFESSIONALISM

APSO | Federation of African Professional Staffing Organisation
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APSO Background

APSO – The Federation of African Professional Staffing Organisations is committed to the professionalisation of the Staffing industry.

APSO has been in existence since 1977, establishing and managing professional standards for all stakeholders.

A proud member of the World Employment Confederation (WEC), APSO is also a member of the Confederation of Associations in the Private Employment Sector (CAPES), the South African Chamber of Commerce & Industry (SACCI), and the Ethics Institute of South Africa.

We are driving Professionalism on Four Business Pillars:



Staffing Law & Advocacy: - Members are supported with a broad range of input on Staffing Law matters.



Professional Development: - APSO has been registered by SAQA as a Professional Body. We offer three Professional Designations. In addition, APSO offers affordable SETA accredited Continuous Professional Development (CPD) to improve recruiter performance.



Knowledge & Support: - APSO provides regular communication about relevant matters that is accurate, timely and trustworthy. We facilitate networking opportunities and strive to ensure that our member-only resources are the best available.



Ethics & Best Practice: - The APSO Codes of Ethics and Best Practice set the standards of professionalism in staffing and recruitment. In addition to WEC membership, APSO has affiliations with staffing bodies across the globe, keeping us abreast of international trends and Best Practice.

APSO currently offers three Professional Designations:

- 1. Individual Staffing Practitioner (ISP)
- 2. Individual Staffing Professional (ISPr)
- 3. Individual Staffing Master (ISM)



Did You Know

APSO is the **recognised Professional Body** for the Staffing Industry

Many tenders have **APSO membership** as a requirement

APSO is the **authority on Industry Standards** for recruitment in South Africa

Individuals in the staffing industry can now dedicate themselves to a **sector-specific career pathway**

APSO understands the importance of professionalising the industry and providing recruiters with the opportunity to **develop their skills**

SAQA recognises **three professional designations**

We are well respected internationally, and hold the seat for Africa and the Near East on the Board of the World Employment Confederation (WEC) actively involving ourselves in international initiatives to drive professionalism for our industry.

As a founding member of the Confederation of Associations in the Private Employment Sector (CAPES), APSO is actively involved in lobbying and advocating industry initiatives through forums including Business Unity South Africa (BUSA), NEDLAC, Services SETA and National Skills Authority (NSA).

We are members of: | WEC |

Ethics Institute of SA



PROFESSIONAL DESIGNATIONS

Each of these designations is aligned with various levels of experience gained in the industry.

ISP INDIVIDUAL STAFFING PRACTITIONER

Workplace Experience

- minimum 6 months

Academic Qualification

- Matric/ NQF 4 (or equivalent)

Industry Knowledge Assessment

- Entrance Exam (75% pass)

FEES

R 600 (ex. VAT)

- Assessment fee + first year subs

R 450 (ex. VAT)

- Renewal fee (year two and beyond)

ISPr INDIVIDUAL STAFFING PROFESSIONAL

Option 1

Workplace Experience - minimum 3 years

Academic Qualification - NQF 5 (or equivalent)

Industry Knowledge Assessment - Board Exam (75% pass)

Option 2

Workplace Experience - minimum 5 years

Academic Qualification - NQF 4 (or equivalent)

Industry Knowledge Assessment - Board Exam (75% pass)

FEES

R 850 (ex. VAT)

- Assessment fee + first year subs

R 550 (ex. VAT)

- Renewal fee (year two and beyond)

ISM INDIVIDUAL STAFFING MASTER

Workplace Experience

- minimum 10 years

Academic Qualification

- NQF 6 (or equivalent)

Industry Knowledge Assessment

- Research Report and Panel Interview

FEES

R 3000 (ex. VAT)

- Assessment fee + first year subs

R 2500 (ex. VAT)

- Renewal fee (year two and beyond)

BENEFITS OF PROFESSIONALISM

Professional development, learning or maintaining credentials will improve your knowledge, competence, skills and effectiveness. Being a successful, qualified and experienced recruiter will differentiate you in the marketplace.



Achieve Recognition

Be rewarded for your **integrity, competence and commitment** to the industry



Differentiate Yourself

Demonstrate your **unique aspects** and create a sense of value



Increase Your Marketability

Optimize the **opportunities** for personal career development



Bill More

With increased expertise and **continuous professional development**, you are able to make more placements, more regularly

WHAT DO I HAVE TO DO TO REGISTER



A certified copy of your ID document



A certified copy of your Qualifications



A CV - detailing recruitment functions



Online registration



CPD REQUIREMENTS

Achieving your professional designation is just the first step in this exciting journey. Maintaining your professional designation status requires your commitment to learning the formal process of Continuous Professional Development (CPD).

CPD refers to the various learning opportunities – formal and informal – that ensure that a professional is able to maintain the currency of their knowledge and deliver service that is not only compliant but also of exceptional quality. A true professional understands the importance of keeping their knowledge current, especially in a dynamic industry such as staffing where there is constant change!

APSO stipulates that all registered professionals must record a minimum of 30 CPD points, failure of which will result in the designation being revoked. CPD points are achieved through a variety of recognized CPD activities, both formal and informal, where points are allocated based on the type and duration of the activity.

Success = CPD

Maintaining your professional status requires your commitment to learning through the formal process of Continuous Professional Development. CPD refers to the various learning opportunities - formal and informal - that ensure a professional is able to maintain the currency of their knowledge and deliver service that is not only compliant but also of exceptional quality.

1. Minimum of 30 CPD points must be recorded within the 12 months that you hold your designation
2. CPD points are achieved through various recognized CPD activities
3. Points are allocated based on the type of activity as well as the duration of that activity
4. CPD Points can be earned through industry related activities and training
5. Proof of the activity must be retained and uploaded to your profile on the website

APSO will ensure that a robust calendar of events, including webinars, quizzes, conference and training is available to members – in house training / external training will also be CPD worthy.