

THE REQUIRED PERIOD

- The required period depends on the candidate's underlying qualification. The lower the qualification, the more work experience is required.

NQF level*	Qualification	Total years' relevant work experience required (x)
NQF 4	Matric	7
NQF 5	Higher certificate	6
Exception	Certificate in Compliance Management	5
Exception	3 modules of Post Graduate Diploma in Compliance Management	5
Exception	Postgraduate Diploma in Compliance Management	5
NQF 6	Certificate	5
NQF 6 (Specialty)	Occupational Certificate: Compliance Officer	3
NQF 7	Degree	3
NQF 8	Honours	3
NQF 9	Masters	3
NQF 10	Doctorate	3

* NQF level refers to the level of the qualification on the National Qualifications Framework (NQF)

RELEVANT WORK EXPERIENCE

The following table provides a high level view of the relevant work experience requirements.

Work experience	Detailed requirements	Credits (for Occupational Certificate: Compliance Officer purposes) (120 credits)	For designation: % time to be spent on each component
Compliance risk management design and implementation processes	<ul style="list-style-type: none"> • Assist management in the design, development and implementation of compliance frameworks • Communicate key aspects of the compliance policies or charters and manuals to compliance stakeholders • Facilitate approval of a compliance policies or charters and manuals by senior management and governance committees (for example board or audit committee) • Develop or review, advise and create awareness of role and responsibility descriptions • Advise management on compliance frameworks 	18	15%
Regulatory universe definition and maintenance processes	<ul style="list-style-type: none"> • Identify, categorise, assess and prioritise the applicable regulatory requirements that the organisation is required to comply with • Apply Generally Accepted Compliance Practice in embedding the compliance process in organisations • Provide compliance advice and services to compliance stakeholders • Communicate the regulatory universe and risk profile to relevant stakeholders • Assist in the design, development and delivery of compliance awareness and training interventions 	24	20%
Compliance risk management plan development processes	<ul style="list-style-type: none"> • Develop compliance risk management plans in accordance with Generally Accepted Compliance Practice • Facilitate the implementation of controls documented in risk management plans • Provide input for the prioritisation of the development of compliance risk management plans • Facilitate and/ or effect the periodic review and update of risk management plans 	24	20%
Compliance monitoring processes	<ul style="list-style-type: none"> • Develop a compliance monitoring plan • Present a compliance monitoring plan to management and governance stakeholders for approval • Implement appropriate monitoring methodologies • Monitor compliance with applicable regulatory requirements relevant to the organisation and its products and / or services • Define compliance stakeholder roles and responsibilities in business relating to compliance monitoring • Provide compliance monitoring advisory services within the business 	24	20%

Work experience	Detailed requirements	Credits (for Occupational Certificate: Compliance Officer purposes) (120 credits)	For designation: % time to be spent on each component
Compliance reporting processes	<ul style="list-style-type: none"> • Determine the governance requirements relating to compliance reporting • Determine the compliance reporting requirements to stakeholders and regulators / supervisors in terms of regulatory and/or organisation requirements • Implement and maintain a compliance reporting processes • Generate reports in the appropriate format • Record keeping 	24	20%
Industry regulator, supervisor and stakeholder interactions	<ul style="list-style-type: none"> • Develop and implement registers of regulators and supervisors • Coordinate communication channels and liaison with regulators and supervisors • Draft policies and procedures to address the management of the relationship with regulators and supervisors • Implement processes to manage relationships with regulators and supervisors across jurisdictions 	6	5%

How to use the above tables:

Example 1:

Candidate holds a B-degree and therefore needs 3 years' (36 months) relevant work experience

Work experience module		Minimum Time required per module
Design and implement compliance processes (frameworks)	15% x 36 months	5.4 months
Define and maintain regulatory universe	20% x 36 months	7.2 months
Compliance risk management plans	20% x 36 months	7.2 months
Monitoring	20% x 36 months	7.2 months
Reporting	20% x 36 months	7.2 months
Industry regulator, supervisor and stakeholder interactions	5% x 36 months	1.8 months
TOTAL		36 months (3 years)

Example 2:

Candidate holds a Matric and therefore needs 7 years' (84 months) relevant work experience

Work experience module		Minimum Time required per module
Design and implement compliance processes (frameworks)	15% x 84 months	12.6 months
Define and maintain regulatory universe	20% x 84 months	16.8 months
Compliance risk management plans	20% x 84 months	16.8 months
Monitoring	20% x 84 months	16.8 months
Reporting	20% x 84 months	16.8 months
Industry regulator, supervisor and stakeholder interactions	5% x 84 months	4.2 months
TOTAL		84 months (7 years)

Remember that the time required is a proxy for competence. It does not mean that if a candidate has completed the required time, they are automatically competent in that module. Assessors must therefore determine if the candidate is competent.