



Association of Professional Heritage Practitioners

**MINUTES OF THE EXCO MEETING FOCUSING ON PROFESSIONALISATION HELD ON
21 APRIL 2022
at 15:00 via Zoom Conference Call**

1. **PRESENT:** Jenna Lavin (**JL**), Gavin McLachlan (**GM**), Emmylou Bailey (**EB**), William Martinson (**WM**), and Richard Hill (**RH**)

Secretary: Grace V Martinson (**GVM**)

2. **APOLOGIES:** Elwyn Harlech Jones (**EHJ**), Claire Abrahamse (**CA**)

3. **OPENING AND WELCOME**

- GM welcomed members, noted apologies.
- The committee as it stands remains inquorate.
- Agreed to do agenda item 7. Treasurers Report first while awaiting arrival of JL.

4. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING (24 March 2022)**

- It was agreed to approve the version of minutes as revised by RH of the previous meeting dated 24 March 2022.
- WM proposed its acceptance, GM seconded.

5. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING – Noted as per portfolios on the agenda**

6. **PROFESSIONALISATION**

Matters Arising:

EAPASA – Report on procedures & processes re. registration - RH

RH tabled the draft presentation for the AGM:

- a) EAPASA route
submit application for the PHP designation to SAQA, APHP becomes a voluntary association, and is handed over to EAPASA board.
- b) APHP route
apply to SAQA for recognition as a Professional Body, which includes application for PHP designation.

With EAPASA, there is **no** need for items:

- A. Statement on the background and objectives of APHP (GM)
B.1.a. Comparative quote (JL); Pros & cons of NPS or NPO (RH); Register as a Financial Entity with SARS (Exco/RH); 5-year business plan (Exco/RH)
B.2.a-d. Report on required documents for APHP application to SAQA (EHJ)
B.3. Transformation Policy (EB/JL/CA)
B.4. Staff Organogram (JL/RH)

- B.5. CA or JL office space (Exco)
- B.6. Financial statements and Treasurer report (WM)
- B.8.b. Evidence of RPL implementation (Exco/RH)
- B.9.a-b. Evidence of CPD implementation (Exco/RH)
- B.11. Evidence of career information shared - Candidate member group event (EB)
- B.12.a-c. Appeals Policy/Procedure (GM/WM/EHJ)
- B.14. Report back on consultations with the sector and their responses (GM/JL/EB);
List of similar statutory and non-statutory bodies and details of distinctiveness of these bodies (Exco/RH)

RH - If APHP goes this route and becomes part of EAPASA, then it falls under their transformation policy, and their staff and their board structure and their financial management etc.

The items still required if the EAPASA route is taken:

7.a-d Competency Assessment which includes the requirements for the 1) qualification, 2) experience and 3) evidence of core-competencies.

- **RH** had meeting with Stephen Townsend who had offered to assist with taking the core competencies further. Stephen Townsend shared different versions of core competencies. RH contacted Louise van Riet who had been facilitating a committee on that, but she wasn't available. Please can **JL** or any other person who was on that committee, please to give **RH** insight into the evolution of the core competencies as there are three versions, **RH** needs to understand how the document changed from one based on EAPASA to the more recent one which has 6 core competencies but not structured in same way. Reason is that we may need to re-order the latest version to align with EAPASA's online registration system (match headings in terms of theories and concepts) it will make it easier to fit under the EAPASA banner.
 - **JL** the first version was aligned to the existing EAPASA core competencies processes and steps, then extensively workshopped by all members of the accreditation committee. They felt the way EAPASA accreditation/core competencies were set up did not align with Heritage Assessment Practitioners. Over a period of about 10 months and 3 different sessions, it was workshopped into the final version. Re-ordering wouldn't be a problem but there may be push-back to changing it back to how they were in the beginning.
 - **RH** then we will re-order them into the 6 core competencies of AEPASA and leave the text under each heading the same as the team prepared.
- EAPASA will apply to SAQA for a new designation, thus APHP will need to submit 4 sets of information:
 1. Competency assessment (see discussion above)
 2. CPD requirements
 3. Recognition of Prior Learning (RPL) requirements
 4. Criteria for retaining the designation (i.e. adhere to Code of Practice, practice CPD, and membership fees payment)
 - Summary:
 - If APHP goes with EAPASA and its application fails, APHP can register a non-statutory designation, and go the APHP route to SAQA,
 - If EAPASA route succeeds and SAQA approves the new designation, there is no return, they will inform EAPASA that they have successfully added a designation to their professional body.
 - In terms of the summery, the EAPASA route is much less onerous, EAPASA would require all Registered Professional Heritage Practitioners to re-apply for accreditation under the new system.

- The success of the EAPASA route is contingent on EAPASA changing their Constitution which would require the board constituted to include a heritage specialist(s), appoint Heritage Assessor who must be trained in RPL (cost is R3-400 000 to train 20 assessors), set up new Heritage Registration Committee or incorporate into the current Registration Committee. Bottom line is less control as Exco or as a registration authority, you are handing over to another authority.
- To mitigate lack of control, consider drawing up an MOA with EAPASA; others who have done so International Association for Impact Assessment South African Chapter (IAIASA), South African Council for Natural Scientific Professions(SACNASP), way to stipulate what APHP would like to see them doing before handing over the designation to them. Legal expense.
- Recommendations: prepare for AGM focusing on completion of Designation of APHP to EAPASA; membership vote on recommendations; if members vote EAPASA route, prepare and sign MOA with EAPASA; submit designation to EAPASA to submit to SAQA; if members vote for the APHP SAQA route, all documentation required to apply to SAQA for recognition as a Professional Body will continue in full.

GM, RH's summary outlines a route that's much less demanding which does come at a price, which is that we give control of the registration process back to EAPASA. There are advantages and disadvantages in that. One of advantages is that the antagonism from parties towards the APHP would presumably disappear as we will not accredit or register anybody, it will be done by government officials and subject to government policy. The APHP has been an accrediting body up to now, will cease to exist in that capacity. But, that doesn't mean that APHP as a voluntary association organising seminars and events would necessarily cease to exist.

JL when professionalisation was discussed over last 10 years, it was always understood that APHP would lose the authority to accredit, APHP would be handed over to EAPASA, all members would have to re-apply and go through an accreditation process. The recommendation for MOA is infinitely reasonable and will mitigate a lot of potential issues that would arise. EAPASA was the option from the start, is affordable and has existing infrastructure. Follow through with EAPASA and MOA.

EB affirms what JL says, issues are resolved and MOA can be discussed once the route is decided at the AGM and discuss what the MOA needs to consider; getting rid of some control is good.

GM, question: no experience putting together a MOA, presumably lawyers involved, would need careful looking at and a need to determine what it is we want to protect when giving control of registration to EAPASA. What is it we would want to protect and is non-negotiable? Concern about cost of MOA. JL, we do have members who are lawyers who may help e.g. Richard Summers; JL has experience in drafting MOAs in government as does EB.

GM notes that the Core Competencies document, the descriptions from the workshops will be slotted in to the 6 categories required by EAPASA. JL, the core competencies document work in progress, 2 of 6 could only be tested/checked/evidence through some sort of standardised testing mechanism which would need to be developed. The core competencies document is not sufficient as it is, it was partly given up on and needs to be moved forward. Stephen Townsend offered to move it forward so that it can be resolved and put to members. GM, work still needed to finalise the core competencies.

GM says RH tabled draft CPD policy and draft RPL Requirement policy document.

RH, re EAPASA route, regarding emailed quotations from NGO Law, taken implicitly that if we are deciding to go with the recommendation of the EAPASA route, a draft can be drawn up stating we are not taking up their services to prepare AHP for NPO registration. GM as Chairperson to send through to them.

Stephen Townsend handed core competencies over to RH to develop further, RH knowing what EAPASA online registration looks like and how it works, states that it allows people to give background documents and qualifications etc. but then the applicant has to write a 350 word essay for each of the 23 criteria, becoming 8500 words - equivalent of an honours dissertation - too much time and effort required and puts applicants off. The core competencies workshopped by the AHP team has fewer than 23 criteria. The online system allows you to have a link to a description where you can upload a document and give a page reference which can be opened and links to the page you are referencing thus proving the competencies.

JL, the goal to make it as comprehensive and 'simple' as possible. A 350 word paragraph would not necessarily need to be complied with, a lot of our competence can be proved through evidence. This would need to be worked on continually with input from EAPASA and our members in terms of satisfactory assessment.

RH presented CPD Categories and Record Sheet, the AHP version is based on EAPASA's. EAPASA will ultimately forward this to SAQA. There are 3 Categories.

1. Credit for what one does to develop one's own personal professional capacity
 2. Credit for practising in a year (learning through work)
 3. Credit for a transformative role by providing support to previously disadvantaged/giving back/growing the heritage profession e.g. presenting a paper
- Note min & max credits which allows few credits in earlier years and more in later years, over 5 years. Record sheet at end of document. EAPASA doesn't have an online CPD system, there's discussion of having their online platform with 2 parallel streams. One for applying (portfolio of evidence) and another where documents can be uploaded showing evidence of activities for CPD.
 - GM, CPD process appears comprehensive and could work for members especially if done online, the categories make sense. Supported.
 - EB, can credit be backdated from previous 5 years or would it start from scratch. RH, you all have to reapply, you will then be listed on SAQA database and your designation would start at that point, imagine it's from that point into the following 5 years that you can start collecting CPD points, likely cannot be retrospective. EB, none of this would be used in terms of consideration for registration, that would be a completely separate application.
 - GM, 5 year cycle, 25 points every 5 years, with different categories - similar to most professions. Members at AGM will need to say whether they support or not.
 - RH, note that 10 hour in year working as professional 1 credit, working for 300 hours, 2 credits, member of professional body, another credit, a paper at a conference, career guidance to aspiring professionals, it builds up relatively easily.
 - EB, for example what about attendance at any event or conference e.g. AHP event is in Category 1
 - To be circulated before AGM, do we vote before or at AGM, keep in mind.
 - GM, all docs to go out on 4th May for AGM.

8.a. RH Draft RPL

- based on APHPs own RPL document
- input required re specialist training, candidate members paragraph 4
- discrepancy in proving RPL in 'one or more' or 'at least two' of categories - is it 'one or more' or 'at least two'? GM says 'at least two'. JL, 'one or more'. EB, if you've only done onsite measuring and not assessed in terms of legislation, would that qualify? GM, if it says 'one or more' would qualify. Final answer 'one or more. Supported by GM.
- RPL in absence of formal qualification 5 years proven experience, looking at Engineering Council of SA and Institute of Directors, they require 10 years of proven relevant experience; qualification NQF level 8 (5 years), and 2 years relevant experience, 7 years in total. Appears unfair. JL, 5 years was to avoid being exclusionary and elitist. In light of the core competencies, this RPL would need re-looking at in any case. Core competencies with 6 core competencies already onerous and a gateway. EB, RPL time should be equal to academic route, therefore should be the same. May be a moot point. WM, supports 7 years.

Letter in response to objections to CPD:

- can be a generic letter in response to objections to CPD
- was written in response to letter from Ms Fick objecting to time and cost of CPD requirements
- can be emailed to all members or as required, until such time as EAPASA takes over
- GM, doesn't hide fact that registering as professional through SAQA or EAPASA will require you to do CPD and pay money etc. and does point out the advantages to being registered as a professional. Ms Fick will not be sent the letter at this point as she will hopefully come to the AGM.

2.a-d Amendment to the Constitution

- Section 8.2.1. talks about the Exco shall comprise 7 persons accredited members elected at the AGM
- 8.5.5. talks about resignation of elected member
- RH formulated and proposes an addition to be voted at the AGM: 8.5.6. draws on EAPASA constitution that the 'committee will remain quorate even if the committee is unable... to source a replacement for a member who resigns from the committee between the AGMs'
- WM, does it cover if 4 members resign? RH, therefore add that it needs to be a minimum of five members strong.
- No objections.

RH Transformation policy not required for EAPASA but it's important and still needs to be done as it's such an NB document.

7. FINANCES

Treasurer's Report Matters Arising

Change to bank signatories

- WM visited Standard Bank, they stated we are loaded on the system and they need to issue WM with a card to transact online. They require a resolution issued by Exco authorising WM to take on that role, signed by all signatories.
- Resolution taken that WM is authorised to be a card holder. A separate resolution will be drawn up and signed by Exco.
- AGM coming up, financial statement and budget for the 2022/23 year need to be prepared.
- 2022 Financials are complete and are being forwarded to Craig Whittal.
- WM to prepare budget and financials to Exco before AGM, to be approved via round robin email, no meeting required.
- WM noted all AFS have never been signed-off. JL says there was a resolution at the AGMs accepting the audited financials. Going forward, AFS should be signed.

Any items needing ExCo's approval

None.

8. MEMBERSHIP - EB

Matters Arising

Accreditation

EB not sure where we stand with the ethics of accreditation. GM, we are not doing accreditation any longer, we are just deciding whether can be a member. EB, need to discuss with the accreditation committee so they are aware of the situation. Will do before AGM so they are in or out.

GM requests paragraph for chairperson's report from EB on accreditation and the change of the committee name to membership. Change from accreditation to membership, in lieu of the change of title/naming that the applications were on hold until this was resolved within Exco.

GM, with membership applications, would we still be able to send applications to you? JL, no new member of Exco would need to take that role over. EB, will do until the AGM only.

Nozizwe Gumede accredited (professional) membership application

- EB will get back to Nozizwe Gumede.

New Matters

- Peet van Biljon, EB, get hold of Muneerah as not involved with accreditation at that time. (GVM)

9. AGM

AGM 25 May 2022 17h30

- Zoom
- Documents must be ready to send out by 4th May 2022
- Ask the members to give approval to decisions we have made because we haven't been quorate therefore copies of relevant minutes need to be sent so that they can be approved at the AGM.
- Minimum of 25 members (including Exco), typically between 30-40 members do attend, more if online.

- Usually have a speaker to present at the AGM, but this year it will be Richard Hill. (GM, Considering doing Richard Hill speaking at a separate function.)
- Give names for GM to canvas new Exco members directly; nomination form and motivation email prepared.
- GM, preparing Chairpersons report, EB accreditation sub-committee paragraph; GVM membership numbers.
- Attendance register for AGM: previously in-person there was a signed register, for Zoom meeting a Google Form. (GVM)
- At AGM we need to decide on fee increase, invoices must be issued and certificate issued on payment. Each year has a watermark that is different, we need to decide on a watermark.

10. ANY OTHER BUSINESS

- Correspondence from Quahnita Samie - GM meeting with Quahnita & Kathy Dumbra tomorrow.
- Google Drive storage and zoom recordings (GVM) - can be deleted if minutes approved. The google drive is almost full, payment will be required if full or a work-around.

11. DATE OF NEXT MEETING

- AGM 25 May 2022

12. CLOSURE

The meeting closed at 16.41

